

**MINUTES OF THE FULL COUNCIL MEETING
HELD AT 10/12 ORCHARD STREET, NEATH
ON THURSDAY, 11TH APRIL 2019
AT 6PM**

PRESENT: CHAIRMAN: CLLR. M. PROTHEROE

**COUNCILLORS: A. CARTER
 MS T. DAVIES
 G. L. EVANS
 P. JAMES
 MRS L. JONES
 MRS J. L. LOCKYER
 A. MCGRATH
 MRS. S. MILLER
 G. MORGAN
 A. MUSAIED
 MRS S.M.PENRY
 R. PRICE
 A. SIMS**

**IN ATTENDANCE: KATHRYN CHARLES
 SARA WHARMBY**

6784 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. J. Evans, Cllr. D. Flynn, Cllr. Mrs S. M. Marston, Cllr. B. MacCathail and Cllr. J. Warman.

6785 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

Declarations of interest were received from Cllr. M. Protheroe and Cllr. Mrs L. Jones in respect of item 8 on the Agenda.

6786 TO CONFIRM POST-ELECTION COMMITTEE MEMBERSHIP

RESOLVED: It was agreed that Cllr. Ms T. Davies would sit on the Estates Committee from April 2019 and Cllr. M. Protheroe would sit on the Personnel & Policy Committee from May 2019.

6787 TO DISCUSS AND AGREE RECEIPT OF IRP DECLARATIONS FOR THE YEAR 2018/19

Forms were circulated to Councillors to confirm whether or not they wanted to receive the payment. Should Members not wish to receive payments they must complete an 'opt out form' which had been provided. **RESOLVED:** Members to speak to the Clerk and submit forms if required.

6788 TO APPROVE AS A TRUE AND CORRECT RECORD

A) MINUTES OF THE FOLLOWING COUNCIL MEETINGS:

i. FULL COUNCIL MEETING HELD ON 7TH MARCH 2019

p. 2 – 6772 – The Meeting discussed the tablets that were currently being trialled by some Councillors. **RESOLVED:** To go to the Personnel & Policy Committee to discuss further and create a policy of downloaded information.

It was proposed, seconded and agreed unanimously to accept the minutes of the Full Council Meeting.

ii. ESTATES COMMITTEE HELD ON 14TH MARCH 2019

p. 16 – 1694 – The Town Clerk informed the Meeting that costs for the flag poles would go to the next Estates Committee and Finance Committee.

It was proposed, seconded and agreed unanimously to accept the minutes of the Estates Committee Meeting.

iii. EVENTS SUB-COMMITTEE MEETING HELD ON 14TH MARCH 2019

p. 22 – 0175 – The Town Clerk stated that costs for the promotional video for Christmas 2019 would go to the next Estates Committee and Finance Committee.

It was proposed, seconded and agreed unanimously to accept the minutes of the Events Sub-Committee Meeting.

iv. FINANCE COMMITTEE MEETING HELD ON 21ST MARCH 2019

p. 24 – 1656 – The Town Clerk asked for confirmation on the duration of the license for the digital screen which had been agreed. Costs were given. **RESOLVED:** It was proposed, seconded and agreed to purchase the lifetime license.

It was proposed, seconded and agreed unanimously to accept the minutes of the Finance Committee Meeting.

B) RESOLUTIONS RECOMMENDED BY COMMITTEES AS SET OUT IN THE MINUTES

All Resolutions agreed.

6789 TO RECEIVE THE CLERK'S REPORT

A. GENERAL MATTERS

The Town Clerk informed the Meeting that all Community Halls had an annual Fire Alarm Inspection and Audit and have passed with minor issues being addressed and rectified immediately.

Members were informed that the roller shutter had been installed at Cimla Community Centre.

Members were informed that the request for completion the Council's Annual Return had been received. This would be completed by the RFO.

The Meeting was informed of a complaint that was received after a function at Neath Town Hall was unable to use the lift. The Town Clerk stated that the response time for the lift engineer was slow. The Meeting discussed their options and a future contract with a more responsive lift provider. **RESOLVED:** After discussion it was proposed, seconded and agreed to refund the hall hirer with an accompanying apology. A further proposal was put forward and agreed that the response time from the lift company should be investigated and a possible refund considered due to the delay in the response time.

The Town Clerk updated the Meeting on Mayoress Easter Egg Appeal. Members agreed that the generosity of the people of Neath was fantastic and needed to be publicised. The Town Clerk stated that a Press Release would go out on the Council's social media pages in the week **RESOLVED:** Members discussed a resident who should be presented with a Citizenship Award due to the commitment they had shown during this Appeal.

Cllr. P. James gave his apologies and left the Meeting.

A Member suggested making a free newspaper to promote positive news in Neath.

B. CORRESPONDENCE

<i>Correspondence Received</i>	<i>Actions</i>	<i>Resolutions</i>
An email from One Voice Wales attaching the March 2019 News Bulletin.	For information.	-
An email from One Voice Wales regarding information on an organisation change for people in the Bridgend CBC area.	For information.	-

An email from One Voice Wales attaching papers for the Larger Councils Committee Meeting.	Cllr. A. Carter and Cllr. Mrs S. Miller to attend.	-
An email from One Voice Wales attaching a link to the Equality, Local Government and Communities Committee's Report, 'Diversity in Local Government.'	For information.	-
An email from ABM Community Health Council attaching the AMB CHC Newsletter.	For information.	-
An email from Asbri Planning Ltd attaching information on a planning application regarding Cefn Saeson Comprehensive School.	For information.	-
The Weekly Footfall Report from Neath Inspired.	For information.	-
An email from ABM CHC attaching the Pre-emptive Beds Report.	For information.	-
An email from NPTCBC attaching Local Service Revisions.	For information.	-
An email from Cllr. Paul James regarding hiring Council venues for the Neath Comedy Festival.	Do Members wish to sponsor this event once again this year?	It was proposed, seconded and agreed to fund the Youth Comedy Festival with the same level of funding as 2018.
An email from Jamie Jones regarding premises available that could be turned into a snooker hall.	For information. Email has been sent to Rowland Jones & Partners for contact.	-
The Independent Review Panel on Community and Town Councils in Wales Final Report.	For information.	-

Mayoral Invitations

An invitation for the Mayor to attend the Institution and Induction of Reverend Lynda Newman as Team Rector on 25 th March 2019.
An invitation for the Mayor to attend Coedffranc Town Council's Annual Mayor's Dinner on 10 th May 2019.
An invitation for the Mayor to attend the Neath Little Theatre production of Clowns with Guns and enclosing information on their future productions.
An invitation for the Mayor to attend the Neath Christian Aid Committee concert at St David's Church on 14 th May 2019.

An invitation for the Mayor to attend Stars Theatre Group's production of Shrek The Musical.		
An invitation for the Mayor to attend the Neath Little Theatre production of Glorious.		
<i>Additional Correspondence Received</i>	<i>Actions</i>	<i>Resolutions</i>
The Rectorial Benefice of Neath Parish Magazines for March 2019 and April 2019.	For information.	-
The Neath Inspired Financial Statement 2018/2019.	For information.	-
A letter from Seafarers UK regarding Fly the Red Ensign for Merchant Navy Day on 3 rd September.	For information.	-
The Swansea Bay Business Life Magazine for Spring 2019.	For information.	-

6790 TO REVIEW INCOME & EXPENDITURE MOVEMENT FOR THE MONTH

a. BILLS AWAITING PAYMENT

Agreed.

b. BACS PAYMENT SCHEDULE

None.

c. INTER BANK TRANSFERS (OVER 10K)

Agreed.

d. PETTY CASH

None.

e. NEW SUPPLIER BACS AUTHORISATION

None.

f. ADDITIONAL ITEMS

An additional invoice had been received for the bunting throughout Neath.
Agreed.

The Meeting discussed the Neath Inspired financial statement that had been received in correspondence. Members agreed that the information is misleading and appears that Neath Inspired had provided the Festival Bunting and Christmas Lights. Members were also given the Neath Inspired Easter Egg leaflet that had been circulated. **RESOLVED:** Neath Inspired Members would highlight the Council's concerns regarding using their marketing at the next Neath Inspired meeting.

Members discussed how they can further advertise what services Neath Town Council provides.



ALL DEPARTMENTS

Name: Abertawe & Gower Tree		<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
	1877	27/03/2019	To carry out clearance work at boundary		1,536.00	Allotments	Repairs and Renewals	Cheque
	1878	27/03/2019	To supply and install palisade fencing along		17,630.40	Allotments	Repairs and Renewals	Cheque
	Total:				<u>19,166.40</u>			

Name: Buildbase		<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
	371763	11/03/2019	End cap		4.42	Gardening and	Repairs and Renewals	BACS/SEPA
	371876	19/03/2019	Paint roller kit		17.39	Gardening and	Repairs and Renewals	BACS/SEPA
	371802	13/03/2019	Plywood boards for 6 New St (flat)		20.46	Investment Properties	Repairs and Renewals	BACS/SEPA
	371633	04/03/2019	Plaster		7.31	Neath Town Hall	Repairs and Renewals	BACS/SEPA
	Total:				<u>49.58</u>			

Name: Castell Howell Foods Ltd		<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
	257077	08/03/2019	NDC Provisions		131.20	Neath Day Centre	Goods Purchased for Resale	BACS/SEPA
	Total:				<u>131.20</u>			

Name: City Stocktaker		<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
	10462	07/01/2019	Stocktaking service		102.00	Neath Town Hall Bar	Stock Take	BACS/SEPA
	10463	07/01/2019	Stocktaking service		102.00	Neath Day Centre	Stock Take	BACS/SEPA
	Total:				<u>204.00</u>			

Name: Cotton and Sons Ltd		<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
	30269	06/03/2019	Washing up liquid and bin liners		22.56	Neath Day Centre	Cleaning	BACS/SEPA
	30256	04/03/2019	Cleaning products		113.40	Neath Day Centre	Cleaning	BACS/SEPA
	Total:				<u>135.96</u>			



Name: Kevin's Taxis				<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
18	18/03/2019	Taxi for B Price to Margam return	50.00		General Account	Misc Expenditure				Cheque
Total:			<u>50.00</u>							

Name: Neath Inspired				<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
0123233	04/04/2019	Bid levy 10-12 Orchard St Offices 1.4.19 - 31.3.20	80.00		General Account	BID Levy				BACS/SEPA
01239440	04/04/2019	Bid levy 1-4 Green Street 1.4.19 - 31.3.20	1,000.00		Investment Properties	BID Levy				BACS/SEPA
01235073	04/04/2019	Bid levy Neath Town hall 1.4.19 - 31.3.20	118.75		Neath Town Hall	BID Levy				BACS/SEPA
01235716	04/04/2019	Bid levy Community Cafe 1.4.19 - 31.3.20	256.25		Orchard Street	BID Levy				BACS/SEPA
Total:			<u>1,455.00</u>							

Name: Neath Port Talbot CBC				<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
183540	25/03/2019	recharge for Christmas lighting works to lamposts	11,344.09		Non Departmental	General Reserves				BACS/SEPA
Total:			<u>11,344.09</u>							

Name: One Voice Wales				<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
1667	05/03/2019	Advanced Local Gov Finance Training AM and AC	80.00		General Account	Cltr Seminars/Training				BACS/SEPA
Total:			<u>80.00</u>							

Name: Rowland Jones Chartered				<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
24691	11/03/2019	Management fee re Landlord Statement 70	333.50		Investment Properties	Property Agents Management Fees				BACS/SEPA
Total:			<u>333.50</u>							

Name: Set Office Supplies/Complete				<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
00415639	05/03/2019	Year planner refund	8.39		General Account	Office Stationery				BACS/SEPA
Total:			<u>8.39</u>							



Name: T Llewellyn Jones

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
6225	03/12/2018	Prof fees negotiating lease, drawing and	660.00	General Account	Professional Fees	BACS/SEPA
Total:			<u>660.00</u>			

Name: Welsh Water

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
079145001	21/03/2019	Water charges 28.9.18 - 14.3.19	24.11	Allotments	Water Rates	DD/SO
067134301	15/03/2019	Water charges 28.9.18 - 13.5.19	458.71	Melyn Community Centre	Water Rates	DD/SO
078989501	05/03/2019	Water charges 22.8.18 - 1.3.19	818.08	Orchard Street	Water Rates	DD/SO
Total:			<u>1,300.90</u>			

Name: Zurich Insurance

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
6900605	03/04/2019	Insurance Premium Tax	995.28	Non Departmental	Prepayments	BACS/SEPA
6900605	03/04/2019	Inspection Insurance	623.56	Non Departmental	Prepayments	BACS/SEPA
6900605	03/04/2019	Renewal of Insurance	8,294.12	Non Departmental	Prepayments	BACS/SEPA
Total:			<u>9,912.96</u>			
Grand Total			<u>44,831.98</u>			

6791 TO CONSIDER PLANNING APPLICATIONS

There were no objections to the following planning application(s):-

P2018/0883

P2019/0186

P2019/0195

P2019/0288

Planning Schedule					Date sent: 21.03.19	
Meeting: Full Council April 2019	No. of Application	Applicant	Proposal	Location	Planning Officer	Recommendation
P2018/0883	Tai Gwalia	Variation of Conditions 5 (highways scheme); 6 (Traffic regulation Order); 8 (Contamination scheme) and 9 (Contamination Remediation Scheme) of Planning Permission P2017/0637 approved on 09/08/2017 to allow the submission and approval of details post commencement of development on site.(remediation strategy submitted lighting scheme)	Site at former Hafod Residential Home, Wenham Place, Neath SA11 3AH	Steven Jenkins	No objections	
P2019/0186	Mr Alex Williams	Two storey and single storey side extensions, detached outbuilding, 1.9m high boundary walls and pillars plus additional hard surfacing to front curtilage of property to facilitate vehicular parking	1 Trevalen Avenue, Cimla, Neath, SA11 3UU	Tina Richards	No objections	
P2019/0195	Mr Andrew Williams	Two storey side extension incorporating a garage at ground floor level, plus single storey rear extension. (Amended plans have been received regarding the roof design)	163 Old Road, Neath, SA11 2BN	Karen Collins	No objections	

Meeting: Full Council April 2019		Planning Schedule			Date sent: 05.04.19
No. of Application	Applicant	Proposal	Location	Planning Officer	Recommendation
P2019/0288	Mr Steven Brown	Porch and canopy to front elevation.	17 The Avenue, Neath, SA11 2FD	Karen Collins	No objections

6792 TO DISCUSS THE SOCIAL MEDIA CONTENT FOR NEATH TOWN COUNCIL

The Town Clerk informed the Meeting that Swansea Bay Radio had approached Neath Town Council asking to be involved in community events. The Town Clerk stated that Swansea Bay Radio wished to help promote Party in the Park. **RESOLVED:** Advertising costs to Events Sub-Committee once received.

The Mayor updated the Meeting on a seminar he had attended with Calan DVS. They asked if they could have a banner stand at the Party in the Park event. **RESOLVED:** Agreed.

6793 TO DISCUSS COUNCILLOR ISSUES AND RECEIVE REPORTS ON MEETINGS ATTENDED ON BEHALF OF THE COUNCIL

The Mayor updated the Meeting on a One Voice Wales Conference they had attended with the Town Clerk as NTC had been shortlisted for an award for the Poppy Trail event. Members were updated on the presentation that was given.

Cllr. A. McGrath gave his apologies and left the Meeting at 7.45pm.

A Member suggested the proposed newspaper could be put forward for an award. **RESOLVED:** Finance Officer to obtain costs for a newspaper.

6794 TO RECEIVE ITEMS FOR THE NEXT AGENDA

The Town Clerk stated that Craig Griffiths from NPTCBC would be attending the Full Council Meeting in June to provide a presentation on use of Social Media.

6795 CONFIDENTIAL MATTERS – TO CONSIDER PASSING A RESOLUTION UNDER THE PROVISIONS OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO TEMPORARILY EXCLUDE THE PUBLIC IN VIEW OF THE NATURE OF THE BUSINESS TO BE TRANSACTED

The resolution was duly passed.

6796 TO DISCUSS INVESTMENT PROPERTY LEASING ISSUES AND COMMERCIAL CONTRACTS

The Town Clerk updated the Meeting on an issue with a disconnection of a fire alarm in a leased property.

Members were updated on work that needed to be completed in the 1st Floor of the Burton Block regarding installation and provision of water and electric in the building. Costs were given to Members. The Meeting discussed completing the work and who was responsible for the utilities. **RESOLVED:** A proposal was put forward to share the cost of the works with the person

interested in leasing the property. This was not passed by a vote of 3 for and 9 against. A second proposal was put forward for Council as Landlords, to go ahead with the works. Costs for the electricity were provided (awaiting one quote however the two received were very similar, the quotes for water was awaited. This was agreed by a vote of 9 for, 2 against and 1 abstention.

The Town Clerk updated the Meeting on the outcome of a Property Developer's visit to 1st Floor Burton Block and the old Next building.

A Member suggested contacting housing associations to lease the old Next Building.

Cllr. Ms T. Davies declared an interest and left the Meeting at 8.23pm.

The Meeting discussed the suggestion. **RESOLVED:** Housing associations to be contacted.

Cllr. Ms T. Davies returned to the Meeting at 8.25pm.

A) TO DISCUSS AND REVIEW THE OUTCOME OF THE NEATH CASTLE BOUNDARY WALL STRUCTURAL SURVEY

Members had received a report prior to the Meeting. A further email was circulated.

The Meeting discussed the file notes and emails. Members suggesting meeting with them to discuss their approach. **RESOLVED:** After discussion it was proposed, seconded and agreed that the Leader, Deputy Leader and the Mayor meet with them.

6797 TO DISCUSS ANY STAFFING ISSUES

There were no issues to discuss.

6798 TO DISCUSS ANY HEALTH & SAFETY ISSUES

Members were informed that the Fire Audit had been completed.

6799 TO FIX A DATE AND AGREE AN AGENDA FOR THE NEXT MEETING

The Chair advised that the next meeting would be held on Thursday, 2nd May 2019. An agenda would be circulated in due course.

Members agreed to hold the Estates Committee Meeting on Wednesday, 17th April 2019.

There being no further business, the meeting was closed.