

CYNGOR CYMUNED GORSLAS COMMUNITY COUNCIL

Minutes of the meeting of the Gorslas Community Council Sub Committee held at Drefach Welfare Hall on Thursday, 2nd August, 2018, at 7.00 p.m.

1.0 Agenda Item 1: Record of those Present/Apologies

- Members: Cllrs Simon Martin (Chair), Iestyn Llwyd (Vice Chair), Wyn Edwards,
- Observers: Cllrs Tina Jukes, Darren Price, Terry Jones and Aled Vaughan Owen.
- Others: Llew Thomas Clerk to the Council,
- Apologies for absence: Cllr Wynne Jones.

1.1 Welcome

- The Chair welcomed and thanked everyone for their attendance and opened the meeting at 7.00 p.m.

2.0 Agenda Item 2 Declaration of Interest

- Cllrs Darren Price and Aled Vaughan Owen declared a personal but not prejudicial interest as County Councillors in agenda item .0 dealing with the prospective sale of land at Gorslas Park to the County Council to facilitate the building of a new school.
- **Resolved:** To note the declarations and that Cllrs Darren Price and that Aled Vaughan Owen were in attendance as observers.

3.0 Agenda Item 3. Exclusion of Press and Public.

- **Resolved:** That it was not necessary to exclude the press and public.

4.0 Agenda Item 4 New Model Standing Orders

- Discussion took place on the revised model standing orders copies of which had been circulated to members with the papers for the meeting.
- **Resolved:** To recommend to the full Council that the following revisions be adopted to the Model Standing Orders received from One Voice Wales.

a) Rules of Debate.

- Excluding motions moved understanding order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed () minutes without the consent of the chairman of the meeting.
- **Recommend:** Period of 5 minutes for Cllr to speak.

b) Meetings Generally - Notice

- (i) The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR
- (ii) [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].

- **Recommend:** Option (i).

c) Meetings General – Public Participation

- (i) The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed () minutes unless directed by the chairman of the meeting.

- (iii) Subject to standing order 3(f), a member of the public shall not speak for more than () minutes.

- **Recommend:** Option (i) with a 5-minute period for an individual speaker or if there several individuals present as part of a group then they are to be asked to appoint a speaker who will be allocated 10 minutes in total to speak on the matter.

d) Meetings General – Addressing the Meeting

- (i) A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR
- (ii) A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.

- **Recommend:** Option(ii) amended to require a member of the public to stand, unless otherwise directed by the Chair and for a Gorslas Community Councillor to raise their hand when requesting to speak.

e) Meetings General – Length of Meeting

- A meeting shall not exceed a period of () hours.
- **Recommend:** A period of 3 hours.

f) Committees and Sub Committees

- may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend;
- **Recommend:** A period of 5 clear days’ notice.

g) Convene Extraordinary Meetings of the Council, Committees and Sub-Committees

- The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- **Recommend:** Chair of the Council may convene a meeting of the Council at any time. Chair of Sub-Committee may convene a meeting of the sub-committee at any time.

h) Failure by Chair to convene extraordinary meeting of the Council, Committees and Sub-Committees.

- If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within () days of having been requested to do so by () members of the committee [or the sub-committee], any () members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee].
- **Recommend:** a period of 5 working days after being asked to do so by 8 Councillors or, in the case of the sub-committee after being asked to do so by 2 members of the sub-committee.

i) **Previous Resolutions.**

- A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- **Recommend:** that there be a requirement for 8 Councillors to give notice.

j) **Motions for a meeting that require written notice to the Proper Officer.**

- No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least () clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion re-submits it, so that it can be understood, in writing, to the Proper Officer at least () clear days before the meeting.
- **Recommend:** 5 clear days in each instance.

k) **Proper Officer. Agenda**

- subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming his withdrawal of it;
- **Recommend:** 5 clear days.

l) **Proper Officer. Planning Application**

- refer a planning application received by the Council to the [Chairman or in his absence the Vice-Chairman (if there is one) of the Council] OR [Chairman or in his absence Vice-Chairman (if there is one) of the () Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [() committee];
- **Recommend:** Clerk to notify Chair/ Vice Chair as appropriate.

m) **Financial Controls and Procurement**

- subject to standing orders 18(e) and (f) whether contracts with an estimated value below [£25,000] or due to special circumstances are exempt from a tendering process or procurement exercise.

- **Recommend:** Confirm £25k as being the acceptable limit with the financial regulations to be reviewed accordingly. The Clerk in consultation with the Chair/Vice Chair be authorised to spend up to £1,500 on emergency works necessary to protect persons or property.

n) Staff Matters.

- Subject to the Council’s policy regarding absences from work, the Council’s most senior member of staff shall notify the chairman of [the () committee] OR [the () sub-committee] or, if he is not available, the vice-chairman (if there is one) of [the () committee] OR [the () sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the () committee] OR [the () sub-committee] at its next meeting.
- The chairman of [the () committee] OR [the () sub-committee] or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff’s job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the () committee] OR [the () sub-committee].
- Subject to the Council’s policy regarding the handling of grievance matters, the Council’s most senior member of staff (or other members of staff) shall contact the chairman of [the () committee] OR [the () sub-committee] or in his absence, the vice-chairman of [the () committee] OR [the () sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].
- Subject to the Council’s policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff’s job title] relates to the chairman or vice-chairman of [the () committee] OR [the () sub-committee], this shall be communicated to another member of [the () committee] OR [the () sub-committee], which shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].
- **Recommend:**
 - (i) Absences: Notify Chair/Vice Chair
 - (ii) Staff Reviews and Appraisals: For the Clerk to be undertaken by the subcommittee.

o) Execution and Sealing of Legal Deeds

- A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.
- **Recommend:** Chair and Vice and proper officer to sign.

p) Communications with County Council.

- (i) An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the [County Borough] OR [County Council] representing the area of the Council.

(ii) Unless the Council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward councillor(s) representing the area of the Council.

- **Recommend:** To adopt (i) above and in the case of (ii) that the Clerk use their discretion in relation to providing and forwarding copies of relevant correspondence to members.

q) Standing Orders Generally

- A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least () Councillors given to the Proper Officer in accordance with standing order 9
- **Recommend:** That the requirement be 8 Councillors.

5.0 Identity Cards

- The issue of challenges by members of the public to Councillors, staff and contractors whilst acting on behalf of the Council as to their identity and as to their reasons for being in the park, children's play area or other park facilities was raised.
- It was noted that the voluntary work which members were undertaking to lock and secure the public conveniences and recently the main public access gates at Gorslas and Cefneithin parks had served to highlight the matter.
- Members considered that it would be advantageous and re-assuring to both the public and to those representing the Council, if identity cards were provided.
- **Resolved:** That the Clerk proceed, as a matter of urgency, to provide identity badges for those representing the Community Council.

5.1 Gorslas Park Request for Use by Cefneithin Rugby Club.

- Organising Body: Cefneithin Rugby Club.
- Purpose: Fitness training – top half of the field only.
- Dates: Every Tuesday and Thursday from Tuesday 17th July for 3 weeks.
- Supervision: Sessions undertaken by qualified coaches.
- Club notified of need for them to provide insurance, including public liability as activity not covered by the Community Council's policy and for need for medically trained supervisors/ risk assessments/ mobile phones in case of emergency.
- **Resolved:** To accede to the request.

5.3 Gorslas Flowerbeds

- Contact has been made with Gorslas Welfare Association in relation to developing the beds in partnership.
- As an alternative option costing and a draft layout have been received from the maintenance contractor in respect of the clearing and planting of the flowerbeds and containers in the park and on the square. Details will be provided at the meeting.
- **Resolved:** To include in future discussions relating to section 106 monies.

5.4 Drefach Park Toll House

- A cost of £400 has been received for the painting of the outside, clearing of weeds for the building.
- Work is also needed on the window frame and glazing which would be in addition.
- Resolved: That the work be instructed.

5.5 Replacement Basket Swing Gorslas and Drefach Parks.

- As agreed at the July meeting of the Council prices for supply only of new units for the current units which have been taken out of action following safety concerns.
- The table below provides details of the prices received: -

Contractor	Per Unit		Price		Delivery Wks.
A	1,875.00	3,750.00	3,562.50		Not stated
B	1,856.13	3,712.26	3,712.26		8
C	1,649.00	3,298.00	3,298.00	264.50	4

- Tenderer C is a contractor on the County Council schedule of approved contractor and offers the quickest delivery time.
- Removal of existing equipment and the ground works would be undertaken by the Community Council’s maintenance contractor. The safety surface needs re-surfacing at Gorslas and would be undertaken by a suitably qualified contractor. The estimated costs of the additional work would be £ 2,000
- The total estimated cost would therefore be £ 5,298.00
- **Resolved:** Not to proceed and for the requirement to be fed into the future discussion with the school and Welfare Associations on the future development of the parks.

5.6 Section 106 Tender for Play Equipment

- As agreed by Council documentation has been prepared inviting tenderers to submit bids and proposals for replacement or new equipment for each park.
- The tender documents have also been forwarded to the relevant County Council Officers to ensure they meet the requirements for accessing section 106 funds.
- **Issues for Discussion**
 - (i) Delete Option of supply only but ask for breakdown of groundwork costs and sub-contractor. Reason Accessing Section 106 Monies would not be possible if work undertaken by our own contractors.
 - (ii) Range of Equipment: is it to include exercise equipment.
 - (iii) Timing. Realistically and accounting for consultation and weather it may be worth adopting a closing date of December 2018 and a supply /install date of April.
 - (iv) Funding: Cashflow would be an issue – we would need an agreement with the County Council that invoices be paid by them or we phase the awards process. Stage 1 – £ 50k etc.
 - (v) Total Contract Value. Currently £150k Section 106 may extend to about £ 112k.

(vi) Process

- Forum of Sub Cttee / Gov Body and CC Officers to discuss/ evaluate equip.
- Sub – Cttee consider and make recommendation to full Council.
- Full Council decides.
- Resolved To await discussions between the ward members and the Welafre/schools in each ward.

6.0 Section 106 .Planning Application W/37588

- W/37588. An application had been made by the developer for the removal of the requirement to make section 106 contributions.
- Members felt that: -
 - (i) The contractor was aware of the section 106 obligations prior to taking forward the development.
 - (ii) There was a need locally for the funds to fund the replacement and maintenance of community resources within the existing park and, if the need to protect the contractor’s profit element resulted in a release from the section 106 that would lead to local Community Charge payers having to step in and meet those costs.
 - (iii) Any release from such a requirement would set a precedent and lead to further applications by developers for the removal of the requirement. Other developers in the area had met their requirements in full and it was felt it would be unfair to them to release this particular developer from meeting the same requirements.
- **Resolved:** That the Clerk write to the planning authority registering the Community Council’s objection to the proposal.

7.0 Agenda Item 4 Next Meeting

- Monday 10th September,2018, at Drefach Welfare Hall
- The business of the meeting having been concluded the Chair closed the meeting at 9.30p.m.