



DYFFRYN CLYDACH COMMUNITY COUNCIL  
CYNGOR CYMUNED DYFFRYN CLYDACH  
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**MINUTES OF FULL COUNCIL MEETING  
TUESDAY 3<sup>rd</sup> OCTOBER 2023 AT 6.30PM**

**These are DRAFT Minutes and may be changed at the next meeting of Council  
when presented for approval**

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**PRESENT:** Cllr. J Henton (Chair) Cllr. N Evans (Vice Chair)  
Cllr. G Davies Cllr. T Marvin  
Cllr. J Griffiths Cllr. K Davies  
Cllr. K Gilmore Cllr. S Morgan

**IN ATTENDANCE:** Mrs M Chaplin (Clerk).

**1. To Receive Apologies for Absence**

Apologies were received from Cllr. T Kristel and Cllr. J Baugh

**2. To Receive any Declarations of Interest**

Received from Cllr. J Henton and Cllr. N Evans regarding planning applications

**3. Members of Public in Attendance**

One member of the public was in attendance.

**4. To Approve and Sign the Minutes of:**

**a. Full Council Monthly Meeting held on 5<sup>th</sup> September 2023.**

It was proposed, seconded, and RESOLVED to accept the Minutes as true and correct.

**5. To Discuss matters arising from minutes dates 5<sup>th</sup> September 2023.**

Cllr. N Evans updated the council regarding point 6, they have contacted The Bloom in Skewen for the 1<sup>st</sup> of November. Clerk is to send invites out.

**6. Councillor Vacancies update**

The Clerk updated the Members; an election had not been requested, three vacancies are available for co-option and a Notice of Vacancies stating this had been placed on the Memorial Hall notice board, the council's website, and Facebook with a deadline of 17<sup>th</sup>

October. Other locations for advertising were discussed and it was RESOLVED to keep advertising within the Dyffryn Clydach area.

## **7. Nature for Places update**

Cllr. G Davies updated the members on the delivery of items and the sessions held on Saturday 30<sup>th</sup> September when locating the planters and planting the plants took place. Cllr. G Davies also thanked Councillors J Henton, N Evans, J Griffiths and K Gilmore for coming and helping with the task. It was reported that they enjoyed and looked forward to participating in further projects of this nature.

## **8. To consider the Clerks report including**

- a. Payments to be made. RESOLVED
- b. Consider planning applications  
Cllr. J Henton and Cllr. N Evans left the room.  
RESOLVED no comments on either application.

## **9. To receive Reports from Committees:**

- a. **Personal & Standards Committee**  
Staff had been met with regarding contracts. The Clerk received her 3-month review.
- b. **Finance Committee**  
RESOLVED due to low numbers on the committee and the need for meetings Cllr. K Gilmore will join the committee.
- c. **Halls Committee**  
Minutes of Meeting held on 25<sup>th</sup> September 2023 were DISCUSSED and NOTED.  
Halloween event 28<sup>th</sup> of October joint with Dyffryn Clydach Community Links.  
Carol Service 13<sup>th</sup> December in the Memorial Hall.  
Christmas dinner/party 16<sup>th</sup> December in the Memorial Hall.  
Clerk to put a No Smoking sign at the entrances of the hall.
- d. **Open Spaces Committee**  
Cllr. G Davies reported to Council he was looking forward to relaunching the Open Spaces Committee and hoped to involve the community more within its activities. He did state that Cllr. M Peters had been in contact, and they would go on a walk around the area to discuss previous projects and matters. Cllr. G Davies mentions a few of his ideas to include walks around the local area 4 times a year. A committee meeting has been arranged for the 17<sup>th</sup> of October to discuss all ideas further.
- e. **Communications Committee**  
Cllr. J Griffiths updated the council with her progress on the Magazine, she has requested that all outstanding articles be with her as soon as possible. A committee meeting has been arranged for the 17<sup>th</sup> of October where the final parts of the magazine will be put together ready for the printers. Distribution will occur then beginning of December.

## **10. To review and adopt Policy and Procedures**

- a. Retention and Disposal Policy - ADOPTED
- b. Grants Policy and Application – Council asked the Clerk to review the Policy to make the grants more accessible to the smaller groups that are users of the Memorial Hall.

**11. To Discuss and resolve Oil tank replacement**

The Clerk reported that following a visit for costing of replacement lid and watchman that the oil tank needed replacing due to several issues, these issues had been highlighted when oil was last delivered. The Clerk obtained 3 quotes for a new tank and relocation to ensure that regulations were met. It was RESOLVED as all quotes were offering the same to go with the cheapest and local companies. The Clerk to ACTION this as soon as possible.

**12. To discuss tree issues and resolve that the clerk can go ahead with inspections as required.**

The Clerk reported that quotes had been received from 2 companies. It was RESOLVED that the Clerk was to engage with the best one to carry out the inspections and report back to council when the inspections had been completed.

**13. RESOLVED** that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following two items, by virtue of the nature of the business to be transacted.  
The Chair thanked the member of public for attending.

**14. To discuss issues raised with the Clerk.**

The Clerk reported that she had received an email from Cllr. S Morgan requesting information and raising concerns. The request for information regarding bookings for the previous 5 years excluding the covid year would be placed on the November agenda. The concerns would be discussed at the next Personnel and Standards Committee meeting. All other issues with the email would be dealt with by the Clerk and if required referred to the relevant committee or if Cllr. S Morgan request added to the November agenda.

**15. To Consider matters relating to Health and Safety**

The Clerk verbally reported to the council. The OVW Health and Safety Auditor would be attending the premises to go through their report with the Clerk. A full report will be sent to Council in due course.

**16. Next meeting Confirmed – Tuesday 7<sup>th</sup> November 2023.**

All Agenda items to the Clerk by Thursday 26<sup>th</sup> October 2023.

**Meeting closed 7.50pm**

Signed \_\_\_\_\_

Dated \_\_\_\_\_