

Cyngor Cymuned Onllwyn Community Council

Minutes of Annual Meeting held on Monday 12th May 2025 held at Dove Workshop,
Banwen.

Present:

Cllr Ruth Stone, Cllr Gareth Llewellyn, Cllr David Wise, Cllr Steve Thomas, Cllr Ian O’Kane.

Clerk Mr Simon Chaplin.

Apologies received:

Cllr Lee Reynolds, Cllr Angie Thompson and Cllr Dean Cawsey.

Meeting commenced at 1836 hours.

1. Appointment

Members unanimously resolved to agree and appoint Councillor Ruth Stone as Chair for the year 2025 to 2026.

2. Appointment

Members unanimously resolved to agree and appoint Councillor Dave Wise as vice chair for the year 2025 to 2026.

3. Apologies

Resolved to accept apologies from Councillor Lee Reynolds Angie Thompson and Dean Cawsey

4. Declarations of interest

These will be notified as and when needed during the proceedings of the evenings meeting and forms available for signing if necessary.

5. Co-option

Following vacancies that had been advertised via Neath Port Talbot election office and notice boards within the Onllwyn Ward area, the co-option process has been carried out and unanimously resolved to accept Daneil Morgan and Maxine Woodward as two new Councillors to the Community Council.

6. Code of Conduct

Resolved to accept members code of conduct by all councillors with documentation brought to meeting, Clerk requested to forward copy to all Councillors by email. Clerk also confirmed that the conduct training has been arranged as previously mentioned.

7. Internal Auditor

Clerk gave a resume of the service recently received from KLG Services being last year's internal auditor. Fast turnaround of paperwork and thorough audit of internal processes ready to take to Audit Wales. Unanimously resolved to continue using the services of KLG as our internal Auditor for the year 2025 to 2026.

8. Outside Bodies

Resolved to confirm and appoint the following councillors to outside bodies:

- A. Pantyffordd Hall Management Committee, Councillor Steve Thomas.
- B. Maesmarchog School, Councillor Gareth Llewellyn.
- C. One Voice Wales representative, Councillor Ruth Stone.
- D. Borough Council and Community Council liaison forum, Councillor Angie Thompson (existing) and Councillor Maxine Woodward.

9. Committee members

Resolved to appoint the following Councillors to committees.

- A. Environment group. Councillor Dean Cawsey, Councillor I O'Kane, Councillor D Morgan, Councillor M Woodward, Councillor G Llewellyn, Councillor L Reynolds, Councillor A Thompson and Councillor R Stone.
- B. Benefit funds panel. Councillor Dean Cawsey, Councillor G Llewellyn, Councillor L Reynolds and Councillor R Stone
- C. Finance Councillor Dean Cawsey and Steve Thomas.

10. Policies/Regulations

Resolved to adopt the following documents: Standing Orders, Financial Regulations and Financial Risk Assessment, Grant Awarding policy and Policy retention and disposal. All documents explained to members and necessary

documents to be uploaded to Community Council website for public to view by Clerk.

11. Risk assessments

Resolved to adopt and renew all existing risk assessment policies.

12. Payments

List of direct debits and standing orders shown to Councillors and unanimously resolved to accept all existing direct debits and standing orders for the year 2025 till 2026 as necessary for the running of the Community Council.

13. Asset Register

Resolved to accept the fixed asset register as it currently stands, the Clerk is to continue making enquiries as to asset descriptions and value and update as accordingly to maintain a true and accurate record.

14. Audit and Governance

Resolved to accept the internal audit report produced by KLG Services, the annual return and governance statement for the year 2024 and 2025. Auditors report read out to Councillors and accepted that the majority of points had already been actioned by the Clerk as systems had been put in place over the year 2025/26.

15. Remuneration – Chair

Annual remuneration explained to Councillors and the Chair declined to accept their remuneration allowance for the year 2025 to 2026.

16. Remuneration – Members

All present Council members declined to accept member remuneration allowance for the year 2025 to 2026, documentation to this effect was completed at Council meeting and will be forwarded to absent Council Members.

17. Meeting times

Resolved to continue monthly meetings on the second Monday of the month to be held at 1830 hours at the Dove Centre in Banwen. 11 meetings held per year with the exception of August.

Minutes of Monthly Meeting held on Monday 12th May 2025 held at Dove Workshop, Banwen.

1. Matters requiring urgent attention

Councillor Llewellyn raised the issue surrounding the light above Saint Patrick's Stone not working, an engineer has attended and established that the control unit requires replacing at a cost of £50 and the labour cost to cover this work is £80 making a total of £130. Resolved to accept this quotation and for the Clerk to go ahead and arrange repairs.

Councillor Thomas had been approached by a resident of Pantyffordd residing adjacent to the entrance to the community play park and they have asked about removing the fir trees along the access road which are in their private garden and replacing them with a fence. He was advised at this matter cannot be decided upon by the Community Council as the land is not owned by the Council.

2. Matters raised by members of the public

The Clerk produced an email trail of correspondence from Mr Griffiths in relation to the building site Onllwyn Road in Onllwyn for all to read and see current response.

3. Approve minutes of last monthly meeting

Resolved to accept the minutes of the meeting held on 14th April 2025.

4. Approve minutes of environment group meeting

Resolved to accept the minutes of the meeting held on 15th April 2025.

5. Matters raised by members

Councillor Gareth Llewellyn raised the issue of a possible grant request to Maes Gwyn Windfarm considering the electricity usage at the Dove Centre being a property owned by the community council. His suggestion was that the community council would apply for a wind farm grant to install more battery storage for the existing solar panels. It was resolved that the Clerk would make contact through the wind farm manager to establish if this was feasible due to joint use of the building by the Dove and the Meat and Greet restaurant.

Councillor Ian O'Kane raised the issue with some timber joints on the angling club stands explaining that some were rotten and could pose a chance of injury.

He alongside Council Wise agreed they would attend and complete a temporary fix.

6. Quotation

The Clerk has received correspondence from Glam Signs Limited with a quote for £820 (pre-VAT) to make the six signs required at our play parks, muga and skate parks. Resolved to accept quotation and for Clerk to proceed and order the signs as necessary.

7. Matters from previous minutes

Confirmation from previous meeting that code of conduct training is taking place on the 18th June 2025 for all Councillors, this training being a requirement of acting as a Councillor. It will take place at the Dove Centre in Banwen at 1830 hours. The Clerk will reconfirm timings via email to all councillors.

Confirmation that a meeting with the Angling club will take place on the 21st May 2025 at 1830 hours at the Dove Centre in Banwen.

Confirmation that the meeting with Rachel Carter from One Voice Wales on 13th May 2025 is still going ahead with Councillor Ian O’Kane and Sonia Coy (environment group) attending.

8. Clerks report and payment list

Resolved to accept Clerk’s report and approved payments list. Clerk explained that each meeting he will request different Councillors to authorise payment list to ensure an internal audit check has been carried out.

9. Annual salary

Council resolved to accept following the Clerks annual appraisal that the salary would increase to pay point scale 19 with effect from the 1st of May 2025.

10. Lease

Chair and Vice Chair jointly signed the lease agreement for the playpark land adjoining Banwen Rugby football club as requested by the solicitor from Neath Port Talbot Council.

11. Pantyffordd Hall

Direct debit mandate signed for the collection of refuge for Pantyffordd community hall.

12. Planning applications

Clerk made reference to a previous email for a planning application amendment in Pantyffordd and requested if any Councillor had any objections that require required raising, no objections noted no further action required.

13. To receive reports from Members on Outside Bodies

Councillor Gareth Llewellyn gave an update as a representative from Maesmarchog School that the school was functioning okay however finances are low.

14. To receive any reports on Policing Matters within the Community

The Clerk brought to the attention comments from PC Andrew Wallen the local Police Officer stating there any incidents in the area need to be reported to the Police either the direct on the telephone if happening or online if historic and all CCTV is to be retained for future exploration to ensure evidence is not lost.

15. To consider passing a resolution that further to subsection (1) of section 2 Public Bodies (admission to meetings) Act 1960 the public and press be excluded from the meeting during the following items by virtue of the nature of the business to be transacted

None

16. To discuss any matters arising from the minutes of a confidential nature

None

17. To consider any reports relating to health and safety

The Clerk confirmed that ongoing repairs were being made to the play parks in line with recommendations to maintain safety.

Meeting concluded at 2013 hours.

Next meeting: Monday 9th June 2025.

Signed:_____

Dated:_____

ONLLWYN COMMUNITY COUNCIL

PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
13 Banwen Gardening Club	11/04/2025	26.3.25 point 5	ONLLWYN COMMUNIT		G art	Banwen Gardening Club	Z	6,472.81 ✓		6,472.81
11 Maintenance	21/04/2025		ONLLWYN COMMUNIT		Pymnt	Sutcliffe Play	S	197.00 ✓	39.40	6,472.81 236.40
14 Bank Charges	22/04/2025		ONLLWYN COMMUNIT		Service Charge	Lloyds Bank	Z	4.25 ✓		236.40 4.25
15 PAYE	23/04/2025		ONLLWYN COMMUNIT		H4RC	HMRC	Z	461.88 ✓		4.25 461.88
12 Audit	01/05/2025		ONLLWYN COMMUNIT		Audit	KLG Services	Z	410.00 ✓		461.88 410.00
16 Scribe	01/05/2025		ONLLWYN COMMUNIT		Pymnt	Starboard Systems Ltd T/A S	S	58.00 ✓	11.40	410.00 58.00
23 Maintenance	07/05/2025	Point 9 Page 25 of 11.11.24	ONLLWYN COMMUNIT		G round Maintenance	Banwen RFC	Z	130.00 ✓		58.00 130.00
22 Electricity	12/05/2025		ONLLWYN COMMUNIT		Electricity	SSE Business Energy	L	346.09 ✓	17.30	130.00 346.09
24 Salary	31/05/2025		ONLLWYN COMMUNIT		Salary	Simon Chaplin	Z	780.38 ✓		346.09 780.38
17 Business Rates	01/06/2025		ONLLWYN COMMUNIT		NPTCBC 501731514	Neath Port Talbot Council	Z	24.00 ✓		780.38 24.00
18 Business Rates	01/06/2025		ONLLWYN COMMUNIT		NPTCBC 501701011	Neath Port Talbot Council	Z	346.00 ✓		24.00 346.00
21 Scribe	01/06/2025		ONLLWYN COMMUNIT		Pymnt	Starboard Systems Ltd T/A S	S	58.00 ✓	11.40	346.00 58.00
19 Bank Charges	01/06/2025		ONLLWYN COMMUNIT		Service Charge	Lloyds Bank	Z	4.25 ✓		58.00 4.25
20 Bank Charges	01/06/2025		ONLLWYN COMMUNIT		Service Charge	Lloyds Bank	Z	4.25 ✓		4.25 4.25
Total								9,296.91	79.90	9,376.81

ONLLWYN COMMUNITY COUNCIL

Prepared by: S CHAPLIN (CLERK/RFO)
 Name and Role (Clerk/RFO etc)

Date: 6.5.25

Approved by: S. N. Thomas
 Name and Role (RFO/Chair of Finance etc)

Date: 12th MAY 2025

Bank Reconciliation at 30/04/2025			
A	Cash in Hand 01/04/2025		83,892.95
	ADD		
	Receipts 01/04/2025 - 30/04/2025		17,095.79
			100,988.74
	SUBTRACT		
	Payments 01/04/2025 - 30/04/2025		8,504.01
	Cash in Hand 30/04/2025 (per Cash Book)		92,484.73
B	Cash in hand per Bank Statements		
	Petty Cash 30/04/2025	0.00	
	ONLLWYN COMMUNITY COUNCI 30/04/2025	30,066.06	
	ONLLWYN COMMUNITY COUNCI 30/04/2025	4,046.90	
	ONLLWYN COMMUNITY COUNCI 30/04/2025	58,371.77	
			92,484.73
	Less unrepresented payments		
			92,484.73
	Plus unrepresented receipts		
	Adjusted Bank Balance		92,484.73
A = B Checks out OK			