



## COYCHURCH LOWER COMMUNITY COUNCIL

Chair: Councillor E. Caparros

Clerk: Ms M. Thomas

### MINUTES OF THE COUNCIL MEETING HELD ON 14<sup>th</sup> APRIL 2026

Held at 7.00pm in the Williams Memorial Hall, Main Road, Coychurch

2868. The meeting was opened at 7.00pm by the Chair, Councillor E. Caparros
2869. PRESENT: Councillor E. Caparros (Chair), Councillor M. Randall, Councillor J. Brace, Councillor K. Sutton, Councillor R. Snoddy and the clerk, Ms Thomas.  
There were no members of the public present
2870. APOLOGIES – None received
2871. TO RECEIVE DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA –  
Councillor E Caparros as a Borough Councillor and cabinet member of Bridgend County Borough Council.
2872. TO RECEIVE AND AGREE THE MINUTES OF THE MEETING ON 24<sup>th</sup> MARCH 2026  
The minutes for the meeting had been emailed previously to all members. It was proposed, seconded and resolved that the minutes are a true and accurate record of the meeting. The minutes were signed by the Chair.
2873. TO RECEIVE THE CLERK'S REPORT
- The 3 precinct planters have been ordered for St Mary's View.
  - The Biodiversity Survey conducted for the Local Places for Nature team has been received for inclusion in the Biodiversity Report for 2022-2025.
  - Annual accounts have been completed and production of the paperwork is in progress for passing the internal auditor.
  - The Clerk is trialling a new app by for playground inspections which allows for storing photos/notes with the completed form. It also emails reminders for identified actions.
  - Slabs are available for re-use in the playpark in front of the keyboard where the ground surface is well worn.
  - The Clerk is in contact with Bridgend County Borough Council to retro-active permission for the existing planters/pots.
  - Licence to Do Works in the Community Field is still in progress.
  - The revised Business Case for the Community Field capital asset transfer was presented to the CAT Steering Committee on 14<sup>th</sup> April 2026. There are a couple of points to clarify and the committee will consider the report in more detail in May 2026.
  - The Clerk has received a letter from the River Ogmere and Watch House bathing water quality project asking that the contents be shared with the local community. This will be posted on the community council website and local Facebook hubs.
2874. TO REVIEW THE CONDITION OF THE PLAY PARK SURFACES  
It was agreed that the Clerk will contact a local handyman/builder to lay some slabs around the music panel in the play park.



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### FINANCE

#### 2875. TO REVIEW AND APPROVE THE SCHEDULE OF RECEIPTS AND PAYMENTS

The schedule of payments and receipts for March 2026 was presented and approved by the council then signed by the Chair.

Totals were as follows:

Payments: £4,040.96 (which includes final payment for the zip wire repair; litter/waste removal from the play park; transfer of refund to the Trustees of the Memorial Hall Coychurch account)

Receipts: £5,732.03 (VAT Refund (for the council and the Memorial Hall Trust) and bank interest)

#### 2876. TO REVIEW AND AGREE END OF YEAR ACCOUNTS

The clerk presented the end of year accounts and these were agreed unanimously then signed by the Chair..

#### 2877. TO REVIEW AND AGREE THE ALL BANKS RECONCILIATION FOR 2025-26

The all banks reconciliation was reviewed and agreed by the council then signed by the Chair.

#### 2878. TO REVIEW and AGREE THE END OF YEAR GENERAL AND EARMARKED RESERVES

The Clerk presented the end-of-year status of the General and Earmarked reserves held by the council as at 31<sup>st</sup> March 2026. Council agreed to reduce the general reserve by adding £20,000 to the Community Field reserve ahead of the community asset transfer.

#### 2879. TO AGREE TO COMMISSION THE INTERNAL AUDITOR

The council agreed to instruct Mrs H Emblyn AOIB to undertake the audit of the 2025-26 accounts and council processes.

#### 2880. TO DISCUSS THE COUNCIL'S INSURANCE RENEWAL PROPOSAL

The council discussed the renewal proposal and decided to seek further quotations.

#### 2881. TO RECEIVE MATTERS BROUGHT FORWARD BY THE PUBLIC

No members of the public were present.

#### 2882. TO RECEIVE MATTERS BROUGHT FORWARD BY MEMBERS OF THE COUNCIL

- a) Councillor Caparros noted that the Community Asset Transfer Steering Group had met on 14<sup>th</sup> April 2026.. The Clerk was asked to wait for the formal response from the CAT Officer to see what further information is required.
- b) Councillor Caparros advised that he would be able to provide a map identifying the various BCBC responsibilities for the local infrastructure.

#### 2883. DATE AND TIMES OF THE NEXT MEETINGS

These were confirmed as

- a) The Annual Meeting on 12<sup>th</sup> May 2026 at 7pm in the meeting room at the Williams Memorial Hall, Coychurch.
- b) The Ordinary Meeting on 12<sup>th</sup> May 2026 at 7.30pm in the meeting room at the Williams Memorial Hall, Coychurch



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2884. Meeting closed at 7.30pm

Signed by the Chair: \_\_\_\_\_ On: \_\_\_\_\_ Minute No: \_\_\_\_\_