



COYCHURCH LOWER COMMUNITY COUNCIL

Chair: Councillor E. Caparros Clerk: Ms M. Thomas

MINUTES OF THE COUNCIL MEETING HELD ON 9th JUNE 2026

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

The meeting was opened by the Chairman at 7.00pm

PRESENT: Councillor E Caparros (chairman), and Councillors M Randall, J Brace and K Sutton and the clerk, Ms Thomas. There were no members of the public present.

2920. APOLOGIES received from Councillor R. Snoddy

2921. TO RECEIVE DECLARATIONS OF INTEREST.

Councillor Caparros reminded members of his membership of Bridgend County Borough Council's cabinet

2922. TO REVIEW AND AGREE THE MINUTES OF THE ANNUAL MEETING ON 14th MAY 2026

The minutes of the Annual Meeting, having been circulated previously, were agreed unanimously by the members and signed by the Chairman.

2923. TO REVIEW AND AGREE THE MINUTES OF THE ORDINARY MEETING ON 14th MAY 2026

The minutes of the meeting, having been circulated previously, were agreed unanimously by the members and signed by the Chairman.

2924. TO RECEIVE THE CLERK'S REPORT.

- 3 planters have been delivered for St Mary's View and will be placed on the roundabout in St Mary's View. ADM Nurseries will fill and plant them up.
- Internal auditor received the necessary papers and returned them with his report and invoice.
- The Clerk has applied to BCBC for the correct postcode for the council office/Williams Memorial Hall.
- Planning application for the container storage at the Hall has been submitted. The process can take up to 10 weeks.
- Clerk/RFO Job Description is being updated in preparation for advertising the vacancy. Part of the hall manager role (bookings, invoicing, accounts and annual inspections) can be incorporated into this job (many clerks also manage community halls as well as playgrounds and playing fields) which would ease the financial burden on the Hall at this time. The Charity Commission guidelines for councils as sole trustee of a community hall allow for this. Accounts would still be kept, audited and reported to the Charity Commission as currently.

2925. PLANNING APPLICATIONS.

Planning Application No.: P/26/227/RLX - emailed to members previously

Applicant: Welsh Ministers

Location: Land East of the A48 (Crack Hill) Brocastle Bridgend CF35 5AU

Proposal: Vary conditions 4, 7, 8, 15, 16, 18, 21 & 23 of planning permission P/25/304/RLX for Business Park to allow for B8 Uses throughout the site; alternative uses and building heights at the plots currently identified for B1 Uses; updates to the approved landscaping scheme; and the update of associated conditions and refinement of others.

Council Decision: No objections



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2926. TO REVIEW AND AGREE THE QUOTATION FOR ADDITIONAL SAFETY CHAINS AND REPAIRS IN THE PLAY PARK

This item was deferred as the quotation had not arrived.

2927. TO RECEIVE AND UPDATE FROM THE SUPPLIER OF THE OUTDOOR GYM EQUIPMENT FOR THE COMMUNITY FIELD

The letter from the supplier detailing the change to their manufacturing contractor was duly noted. The Clerk was asked to contact the supplier for details regarding their quality checking and how they ensure that the standards of manufacture will meet British requirements.

2928. TO CONSIDER ACTIONS REGARDING A DISEASED ASH TREE NEAR GLEBELAND CLOSE

After some discussion it was decided to advise the resident involved to engage a solicitor to undertake a land search to identify the owner of the piece of land and to progress action with the Crown Estate if none can be identified. The clerk with brief the residents.

2929. TO REVIEW THE SUPPLY OF GRASS CUTTING SERVICES IN THE VILLAGE AND PLAY PARK.

The grass maintenance in the village and play park, footpath spraying and play park hedge cutting has been done by Baron Jackson Ltd for the last 10 years. The company is closing and will not be available for this maintenance work. A short term substitute has come forward to provide the service on the same terms as the previous company. Because of the time of year the Council agreed to try them while while a longer term solution is investigated.

FINANCE

2930. TO REVIEW AND AGREE THE SCHEDULE OF RECEIPTS AND PAYMENTS FOR MAY 2026.

The Schedule of Receipts and Payments for May 2026 was presented. Totals were as follows:

Payments £13,941.98 (Deposit for outdoor gym equipment, Council's public liability insurance, Council website hosting for 2026-7, Wall Repairs, ICO Registration, Play park waste removal, Confidential waste removal/destruction, Clerk's salary/NI, bank monthly fee)

Receipts £39.94 (Bank interest)

2931. TO AGREE TO PAY THE INTERNAL AUDITOR'S FEE

Council agreed the fee of £300 for the internal audit of the councils accounts

2932. TO RECEIVE AND DISCUSS THE INTERNAL AUDITOR'S REPORT

The clerk presented the report from the internal auditor and the recommendations that have been made. The accounts are in order.

The auditor recommended that council consider increasing the Fidelity Insurance figure in the council's public liability insurance cover. Council acknowledged that the insurance policy will need amending when the outdoor gym equipment is installed. Council agreed that the Fidelity insurance cover will be reviewed at the same time.

The auditor also advised that the council's Risk Assessment needs to be reviewed and updated. Council agreed to address this in the autumn 2026.



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2933. TO DISCUSS AND AGREE RESPONSES TO THE ANNUAL GOVERNANCE STATEMENTS

The questions on Page 2 of the Annual Governance and Return document were reviewed and agreed.

2934. TO DISCUSS AND AGREE THE ANNUAL RETURN

Having reviewed the accounts in the April meeting (Minutes 2876-2878) and the internal auditor's report the Council agreed the Annual Return and the document was signed by the Chairman.

2935. TO AGREE THE DATES FOR THE EXERCISE OF ELECTOR'S RIGHTS TO VIEW THE ACCOUNTS

Council agreed the dates would be between 6th July 2026 and 31st July 2026. The Notice will be posted on the council website and on the noticeboard outside the council office on 13th June.

2936. TO RECEIVE MATTERS BROUGHT FORWARD BY THE PUBLIC.

None

2937. TO RECEIVE MATTERS BROUGHT FORWARD BY MEMBERS OF THE COUNCIL

- A sign indicating the position of the dog waste bin at the entry to the right of way at the end of Treoes Road is needed as bags of mess are being thrown into resident's gardens. The Clerk will follow this up with Bridgend CBC.
- A dog waste bin is also needed on Brocastle Avenue as dog walkers find that the existing litter bins are filled by truck drivers who park overnight. The Clerk has requested one before but will contact Bridgend CBC again.
- The tall grass / weeds(?) in the fenced areas inside the circular path in the community field seem to be smothering the shrubs. Councillor Caparros said he would take this up with Bridgend CBC's Parks/Local Places for Nature teams.

2938. DATE OF THE NEXT MEETING

The next meeting is scheduled for 14th July 2026 at 7pm in the Williams Memorial Hall.

2939. Meeting closed at 7.50pm.

Signed by the Chair: _____

On: _____

Minute Number: _____