



COYCHURCH LOWER COMMUNITY COUNCIL

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

MINUTES OF THE COUNCIL MEETING HELD ON 14th JULY 2026

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

PRESENT: Councillor J Brace, and Councillors R Snoddy and K Sutton and the clerk, Ms Thomas.

Councillor E Caparros was delayed and arrived towards the end of agenda item 2943 (Public Session).

Two members of the public were present.

2940. Council agreed that in the absence of the Chair and the Vice Chair that Councillor Brace would chair the meeting until Councillor Caparros arrived.

2941. APOLOGIES were received from Councillor M Randall

2942. TO RECEIVE DECLARATIONS OF INTEREST.

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

2943. PUBLIC SESSION

2 members of the public, representing the residents of Waterton Lane, addressed the council regarding the following concerns:

- Suspended pavement/roadworks at the east end of Waterton Lane. Abandoned equipment and cones which have reduced the width of the road.
- The Active Travel route which is signed on the road at the entrance to Waterton Lane from the island at the east end of the lane. These indicate the use of the lane for pedestrians and cyclist without sufficient width of the road to accommodate a vehicle. With the blind bend on the road there is a possibility of a collision between car/human or car/cyclist. There are also no passing places on the lane.
- The treatment and disposal of the Japanese Knotweed along the south side of the road. This has been cut and piled up and debris is scattered on the road to be picked up by cars and delivery vans and spread further afield.

Councillor Caparros agreed to look into these issues at county borough level.

2944. TO REVIEW AND AGREE THE MINUTES OF THE ORDINARY MEETING ON 9th JUNE 2026

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

2945. TO RECEIVE THE CLERK'S REPORT.

- There have been email interactions with the Corporate Landlord's office regarding the Licence to Occupy the Coychurch Community Field and the Coychurch Playpark community asset transfer.
- Planning application for the storage container – the planning officer turned down the map that was provided with the planning application so a map had to be purchased that was the right 1:500 scale at a cost of £23.65. This map was annotated and submitted. The Planning Officer will be doing a site visit on Thursday 16th July.



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- The clerk attended a site meeting with the contractor for the Outdoor Gym equipment and Councillor Sutton to discuss positioning of the outdoor gym equipment. BCBC has been notified of the preferred position towards the west of the central area.
- The clerk has responded to queries from the public in person and via email.
- The relevant residents in Glebeland Close have been informed of the council's recommendation regarding the diseased ash tree on the opposite bank of the stream.
- The Clerk has had meetings with prospective contractors regarding village maintenance. A final quote is awaited.
- The Liaison Officer has been contacted to requested dog bins for Brocastle Avenue and Glenwood Close.
- An email received from the ROW Officer requesting that the council consider taking on responsibility for ROW repairs/maintenance was forwarded to members for consideration. [The community council members do not wish to take this on and asked the clerk to pass this on to the ROW team.]
- The advert for the role of Clerk/RFO/Hall Manager has been created. The community council falls between an LC1 and LC2 so the recommended pay scale range would be SCP scale 12 to 25 (£28,598 to £36,363, pro rata).

2946. PLANNING APPLICATIONS.

Planning Application No.: P/26/319/FUL

Applicant: CGI Waterton

Location: CGI, Brocastle Avenue, Waterton, Bridgend, CF31 3TR

Proposal: Proposed new entrance way, replacing roof coverings and minor external works/alterations to boundary treatments

Council Decision: No objections

Planning Application No.: P/26/185/FUL

Applicant: NHS Wales Shared Services Partnership

Location: Novomatic House South Road Bridgend Industrial Estate CF31 3EB

Proposal: Change of use of Novomatic House, from an office (Use Class B1 – Business), to a mixed use office (Use Class B1 – Business) and training centre (Use Class D1 – non-residential institution)

Council Decision: No objections

Planning Application No.: P/26/309/FUL

Applicant: Coychurch Lower Community Council

Location: Williams Memorial Hall Hawthorn Drive Coychurch CF35 5EL

Proposal: Replace existing old storage container with new storage container to be used for the storage of tables, chairs, various hall decorations, and equipment for events held in the building.

Council Decision: The council can not comment due to a conflict of interest.



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2947. TO REVIEW AND AGREE THE HEADS OF TERMS FOR THE COMMUNITY ASSET TRANSFER OF THE COYCHURCH PLAY PARK

The Terms were reviewed and council instructed the Clerk to discuss with the Corporate Landlord the option to replace the slabs to the front of the play park on Main Road with tarmac and to construct a modern seating area there.

2948. TO REVIEW AND AGREE THE LICENCE TO OCCUPY THE COYCHURCH COMMUNITY FIELD IN ORDER TO INSTALL THE OUTDOOR GYM EQUIPMENT.

These were reviewed and are in order. Regarding the next step to the Community Asset Transfer, the council welcomed the decision by BCBC to award the CAT to the community council. Council instructed the Clerk to advise the Corporate Landlord and Parks department that it is expected that BCBC will remove the diseased Ash trees on the site and trim the Sweet Chestnut tree before Community Asset Transfer is signed.

2949. TO REVIEW THE QUOTATIONS FOR GRASS CUTTING SERVICES IN THE VILLAGE AND PLAY PARK.

The third quotation had not arrived in time for the meeting so this item was deferred.

FINANCE

2950. TO REVIEW AND AGREE THE SCHEDULE OF RECEIPTS AND PAYMENTS FOR JUNE 2026.

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

Payments £3,706.61 (includes internal audit fee, maintenance of the Local Place for Nature area in the community field, village and play park grass cutting, watering/feeding lamppost pots and village planters, removing the play park litter, Clerk's salary/NI, bank monthly fee)

Receipts £46.62 (Bank interest)

2951. TO REVIEW AND AGREE THE 1st QUARTER ALL BANKS RECONCILIATION

The clerk presented the banks reconciliation report which was compared with the relevant bank statements, agreed by the council and signed by the Chair.

2952. TO REVIEW THE ACTUAL SPEND AGAINST BUDGET FOR THE 1ST QUARTER TO 30 JUNE 2026.

The spreadsheet detailing the actual spend against the budget was reviewed by the council. It was noted that the budgeted amount for the Clerk's Salary/NI may need to be amended when the new clerk is appointed. It was also noted that the actual costs of the maintenance of the community field, once the community asset transfer is finalised, may require an amendment to the budget (from the General Reserve).



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2953. TO AGREE THE COST FOR ENGRAVING THE LAST LINK ON THE CHAIN OF OFFICE

The engraver is on holiday so a precise quote could not be obtained. Council agreed up to £25, subject to further discussion if the cost is higher.

2954. TO RECEIVE MATTERS BROUGHT FORWARD BY MEMBERS OF THE COUNCIL

- The No Horses signs in the community field were discussed. There was concern that there should be a diagonal red line across the horse and rider. The clerk was asked to follow this up with the Parks Department. [Outcome of the enquiry: on the standard circular road signs the red ring around the edge of the sign indicates "prohibited" so a diagonal line is not required.]
- Weeds/tall grass in the village, particularly along the village public footpaths/Right of Ways, were discussed. It was noted that some of this problem has been as a result of the difficulty in replacing the previous grounds maintenance team. Councillors will be asking residents to be patient while the situation is resolved.
- Hedge overgrowth onto footpaths at a number of sites in the village (Heol y Capel, Bryn Road, and the footpath from Main Road to Glenwood Close) have been identified. The clerk was instructed to write to the relevant property owners to have these cut back.

2955. DATE OF THE NEXT MEETING

The next meeting is scheduled for 8th September 2026 at 7pm in the Williams Memorial Hall.

2956. Meeting closed at 8.15pm.

Signed by the Chair: _____

On: _____

Minute Number: _____