



COYCHURCH LOWER COMMUNITY COUNCIL

Chair: Councillor E. Caparros

Clerk: Ms M. Thomas

MINUTES OF THE COUNCIL MEETING HELD ON 9th SEPTEMBER 2025

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

2752. The meeting opened at 7.10pm. As Councillor Caparros was going to be late and the vice chair was abroad, council resolved that Councillor K Sutton would chair the meeting.

2753. PRESENT: Councillor K. Sutton (chair), Councillor Dickinson, Councillor Snoddy and the clerk, Ms Thomas. Councillor Caparros joined the meeting later.
There were no members of the public present.

2754. APOLOGIES were received from Councillor J. Brace, Councillor M Randal

2755. TO RECEIVE DECLARATIONS OF INTEREST – None

2756. MINUTES OF THE MEETING ON 8th JULY 2025

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.

2757. CLERK'S REPORT

- Play Park – 3 replacement panels to be fitted in the MUGA court fence have arrived
- Play Park - Councillor Sutton has replaced the missing bolt(s) in the Airplane Springer
- Play Park – The supplier has been contacted about the piano panel which is not working and a solution is awaited along with suggestions for replacing the drum panel which was relocated to the Primary School.
- Community Field – the clerk had a meeting on-site with Local Places for Nature officer, the contractor and the BCBC countryside manager.
- Community Field asset transfer – the clerk has requested a meeting with a representative from the Corporate Landlord office and BCBC's CAT Officer.
- The clerk has a meeting scheduled with the new head teacher at the primary school to obtain her views on the schools participation in the Coychurch Civic Carol Service and to explain the position regarding the musical equipment donated to the school.

2758. PLANNING APPLICATIONS

All previously emailed for consideration:

Planning Application No.: P/25/427/FUL

Applicant: Highbourne Group

Location: Units 1 To 2 Ogmor Crescent, Bridgend Industrial Estate, Bridgend, CF31 3TE

Proposal: New replacement roof to existing trading units 1 and 2

Emailed at the end of July and no objections received.

Council Decision – No objections



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POLLUTION PREVENTION AND CONTROL ACT 1999

Environmental Permitting (ENGLAND and WALES) REGULATIONS 2016

APPLICATION FOR A powder coating ACTIVITY - SECTION 6.4 (b)(a)(i)

Applicant: SAS International,

Location: Parc Crescent, Waterton Industrial Estate, Bridgend CF31 3XU

Council Decision – No objections

POLLUTION PREVENTION AND CONTROL ACT 1999

Environmental Permitting (ENGLAND and WALES) REGULATIONS 2016

APPLICATION FOR A TIMBER ACTIVITY - SECTION 6.6 (b)(a)(ii)

Applicant: Sigma 3 (kitchens) Ltd,

Location: Unit 1, The Kingsway, Bridgend Industrial Estate, Bridgend CF31 3RY

Council Decision – No objections

Planning Application No.: P/25/278/FUL

Applicant: Starburst UK Limited

Location: Unit 13 Kingsway Bridgend Industrial Estate CF31 3UT

Proposal: Redevelopment of unit for employment use (B1/B2/B8) and associated works
[amended plans received]

Council Decision – No objections

2759. TO CONSIDER GRANT APPLICATIONS

The Council agreed to provide £400 for graveyard/Right of Way maintenance and £300 towards external floodlighting of the church under the Local Government Act 1972, section 137. The clerk was asked to meet with a representative from the church to discuss options for dealing with the overgrown vegetation.

The Council discussed the partial funding of a community event (Jack and the Beanstalk pantomime) in January 2026 under the Local Government Act section 145 (1)(a). The Council agreed to provide £250 if further support could be arranged. The clerk was instructed to approach the Morgan Thomas Trust to ascertain whether the Trust would also contribute. The clerk was also instructed to ascertain what support there would be for such an event from the Primary School when she meets with the new head teacher.

2760. TO AGREE FUNDING FOR THE FESTIVE LIGHTS IN DECEMBER 2025

- The quotation for the lamppost Christmas tree displays for Waterton Close has been received. Council agreed the quotation of £1008 and instructed the clerk to confirm with the supplier.
- The quotation for the electric displays along Main Road and Hawthorne Drive has not yet been received.



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2761. TO CONSIDER THE PURCHASE OF THE LATEST "LOCAL COUNCIL ADMINISTRATION HANDBOOK"

The clerk explained that this book is annually updated with legal changes to the governance and administration of local councils and the copy held in the office is 4 years old. It is possible to obtain a copy at a reduced price of £176 through the SLCC. It was proposed, seconded and resolved that the clerk would purchase the latest edition.

FINANCE

2762. TO REVIEW AND AGREE THE 1st QUARTER BANK RECONCILIATION

The all accounts bank reconciliation was presented with the associated bank statements. Council agreed the reconciliation and the document was signed by the chair.

2763. TO REVIEW AND AGREE THE SCHEDULE OF RECEIPTS AND PAYMENTS FOR JULY AND AUGUST 2025

The Schedule of Receipts and Payments for July 2025 was presented and agreed. Totals were as follows:

Payments	£1,747.86 (includes: play park vehicle gate repair; new defibrillator cabinet; providing power to the new cabinet)
Receipts	£45.86 (bank interest)

The Schedule of Receipts and Payments for August 2025 was presented and agreed. Totals were as follows:

Payments	£6,717.90 (includes: costs for spring planting – pots and lamppost planters, pots and planters watering, village grass cutting and footpaths spraying, play park grass cutting, play park repairs)
Receipts	£45.86 (bank interest)

2764. TO REVIEW THE SPEND AGAINST BUDGET TO 31st AUGUST 2025

The report had been previously emailed for members to consider. The council resolved to accept the report.

2765. TO RECEIVE MATTERS BROUGHT FORWARD BY MEMBERS OF THE COUNCIL

Councillor Sutton raised the fact that there is a group of youths/young adults driving to the park and using the MUGA court. The force used kicking the ball at the fence is dislodging the panels. Several bolts have already had to be replaced. Councillor Sutton suggested that the lowest level of panels in the fences be reinforced with 18mm bitumen boards and that the goal area be fully reinforced. The clerk will obtain prices for this proposal and bring them to a future meeting.

2766. DATE OF THE NEXT MEETING - 14th October 2025 at 7pm in the Williams Memorial Hall.

2767. Meeting closed at 8.05pm

Signed by the Chair: _____

On: _____

Minute No: _____