

# **Minutes of the Meeting of Full Council Held in Llangynwyd Village Hall (LVH) at 18:30 on Wednesday, 11th December 2019**

## **Present**

Cllr John Hughes (JH) - Chair, Cllr Helen Davies (HD), Cllr Elaine Guscott (EG), Cllr Dylan Jones (DJ), Cllr Tom Muller (TM), Cllr Trystan Rhys Griffiths (TRG), Cllr Idris Williams (IW), Cllr Rob Lewis (RL)

Cheryl John (CJ) - Clerk

## **1. Apologies for Absence**

Apologies were received from Cllr Pararajasingham Sasiruban (PS), Cllr Chris Griffiths (CG) and Cllr Harry Davies (HWD), but no apology was received from Cllr Glynne Nicholls (GN).

## **2. Declarations of Interest**

JH: Governor - Garth and Plasnewydd Primary Schools

HD: Governor - Cwmfelin Primary School and Member - Llangynwyd Community Association

TRG: Governor - Ysgol Gyfun Gymraeg Llangynwyd

IW: Governor - Maesteg Comprehensive School, Member - Maesteg Town Council (MTC) and Maesteg Celtic RFC

TM: Child at Cwmfelin Primary School and Footpath 9 runs across his land

EG: Governor - Cwmfelin and Llangynwyd Primary Schools

RL: Member - MTC

## **7. Public Address**

There were no members of the public present.

## **8. Police Matters**

PCSO Gareth Stoneham (GS) was present, crime statistics for November were received.

TRG raised the issue of the transformer being disconnected and cut out of the newly erected Christmas tree in Cwmfelin. Centregreat Ltd attended on two consecutive days to fix the same problem, free of charge. The police were only notified on the second day, when the transformer was placed in a safer position in the tree; they would keep a closer watch on the tree.

GS advised council that he has observed the car parking in Heol Cynwyd, and he would gladly have a word with the owners of the vehicles which were dangerously parked. However, if he issued parking tickets to these people, he would have to treat all the residents in the same way, which would aggrieve them, and mean they would park in other streets on the estate, causing problems there. Council accepted his reasoning and proposal.

There is an issue with car parking near the bus stop, opposite the old post office on Llangynwyd Square. Late buses do not always stop because the bus driver cannot see people waiting there. CJ has reported this issue to Highways, Police and the bus company. GS advised that this does not appear to be an illegal act, if there are no road markings preventing this, and the car(s) is/are not parked on the pavement. Providing the bus company has been advised of the issue, and all buses stop there, council is satisfied that everything possible has been done to alleviate the problem.

**Action: clerk to chase a response from the bus company, ensuring all buses stop there if visibility is blocked.**

TM asked if a car could be parked in the small area outside Cwmfelin Primary School, just before the markings for the bus stop. GS was under the impression that a vehicle could be parked there, but would have a look and report back.

TM reported that the man walking his dog out in the countryside where he lives around Bonfire Night, did not want to take any action as a result of his encounter with some individuals on bikes.

## **12. Talk on LONEALERT – Nicola Hart**

The park warden was in attendance to discuss her findings since using LONEALERT; an app for the protection of lone workers. NH explained that she logs in at the start of her working day, and also sets a time for finishing. If she did not log out when expected, an alert would be sent to the Responder Unit, someone there would attempt contact to confirm that she is alright. If contact cannot be made, CJ would be contacted, if unavailable, HD would be called. NH can be located wherever she is through the GPS, although it is identifying the park as the sports ground; a grid reference for Parc Tir Iarll is required. There is also a panic button that can be pressed three times if there is an issue.

**Action: clerk to obtain a grid reference for the park.**

NH feels that the service is not fit for purpose, if she lost consciousness for whatever reason, nobody would be alerted until she failed to log out at the end of the working day.

***The LONEALERT Instant SOS Fob*** raises the alarm when you cannot, with built in GPS, a fall detection alert (man down alarm) and a dedicated panic alarm, this range provides lone workers with a simple to use lone working solution that provides extra protection throughout their working day. The additional cost for this

would be £160, making a total cost this year of £262. The total cost next year would be £162, as the fob has already been purchased.

NH still feels that a loud alarm is required as a deterrent to unwanted visitors at the park.

EG and TRG both felt that the LONEALERT upgrade and alarm would be required in order for the council to fulfil its obligation as an employer to lone working.

**Action: CJ to arrange LONEALERT upgrade and NH to identify alarm to be purchased.**

### **3. Ratification of the 'Public' Minutes of the Meeting of the Full Council Held on Wednesday, 13th November 2019**

The minutes were agreed as a true record, however, the following changes were requested:

- TRG asked for a change to Item 2: Proposal - Llan Rangers.
- JH requested a change to Item 8: Page 8 - Item 13 - Members' Reports, Section g).

**Action: CJ to make the necessary changes on both items, and to send out the updated minutes to members.**

### **4. Matters Arising from the 'Public' Minutes of the Meeting of the Full Council Held on Wednesday, 13th November 2019**

#### Page 1 - Item 2 - Proposal - Llan Rangers

An extraordinary meeting of full council was held at Maesteg Town Council Offices on Monday, 25th November 2019, to discuss a community asset transfer (CAT) between Bridgend County Borough Council (BCBC) and Llangynwyd Rangers. The club presented their confidential CAT update to council, and CJ presented BCBC's Asset Management Plan (AMP) 2021: Community Asset Transfer Guidance Document, along with a letter from BCBC inviting Town and Community Councils to bid for capital funding for CAT, through the Town and Community Council Fund 2020/21. Mr Guy Smith (GS), Asset Transfer Officer, BCBC was also in attendance; he gave a talk and answered all questions.

Council gave permission for the clerk to bid for funding through the Town and Community Council Fund, providing Llangynwyd Rangers commit in writing, to match funding the grant under its terms and conditions, and in the unlikely event of a clawback of funding, the club must agree to repay the grant.

**Action: clerk to contact club with proposal.**

Page 2 - Item 8 - Local Bus Service

The clerk has written to Cllr Richard Young (RY) on a couple of occasions, requesting assistance with creating a bespoke alternative service, due to the cancellation of Bus 37. Elderly and disabled people who enjoy going to Bingo at LVH on a Wednesday afternoon, are struggling to attend. However, there has been no response to date.

**Action: CJ to ring RY.**

Page 3 - Item 8 - Country Lane Used as a Busy Thoroughfare (Station Road to Bryn Terrace)

There is no funding available at present.

**Action: clerk to query funding at the beginning of next financial year.**

Page 3 - Item 8 - Internal Audit

CJ has submitted the audit return to the Wales Audit Office (WAO), it should be complete by Christmas.

Page 3 - Item 8 - Chairperson's Report

The chain of office is presently with JH, however, EG has asked for it to be kept at the clerk's office for safe keeping. CJ suggested a valuation for insurance purposes, members agreed as they did not know the value. TRG also mentioned that recognition of his duties as chairman last year had not been honoured by an addition to the chain, and requested that his middle name, Rhys, be used in future.

**Action: JH to return chain of office to the clerk, CJ to arrange a valuation and to arrange for TRG's details to be added.**

The new storage box for the chain of office is being made along with the information boards for Parc Tir Iarll.

Page 3 - Item 8 - Telephone Boxes (Llangynwyd Village & Lletty Brongu)

Gary Tidball has still not produced the outstanding bill for his past work on the telephone box in Llangynwyd Village.

Previously, thought had been given to transforming both telephone boxes into arrays of beautiful coloured blooms during the Summer months. However, to do this, the glass would have to be removed, leaving the telephone boxes open to adverse weather conditions all year. Council rejected this idea, but are open to any new ones.

CJ has advertised and obtained two quotes for the maintenance work needed on the telephone boxes. One from J.A.K. Handyman for £1,164, the other from Ty-a-vid Handyman for £900. Council agreed to offer Ty-a-vid Handyman the work pending the necessary checks.

**Action: CJ to make the offer after checking the requirements for work on a listed telephone box with BCBC, and obtaining the necessary official paperwork from the contractor.**

Page 3 - Item 8 - Planning Applications (Old House 1147, Llangynwyd - Licensing Hours)

Although an extension to licensing hours is not appearing on the BCBC website, DJ has been approached by a member of the public who is adamant that there was a hearing at which this matter was discussed. DJ will make further enquiries and report back to council. No update yet.

Page 3 - Item 8 - Pathway at Parc Tir Iarll (Resident Encroaching on Parc Tir Iarll Land)

As a result of a letter to the resident of Heol Neuadd Domos, Cwmfelin, he has contacted the clerk to reassure her that there was nothing suspicious or untoward in his actions, that he would remedy the situation. On inspection, NH advised that it still looked as if the land belonged to him because of the manmade hedge. Council requested its removal and another update from the warden.

**Action: clerk to ask warden to remove the hedge and report back.**

Page 3 - Item 8 - Members' Reports Commemorative Plaque (Mr and Mrs Morgan)

EG previously raised the possibility of a commemorative plaque, consideration was postponed until protocol can be established at another meeting.

Page 4 - Item 8 - Members' Reports - Pathways at Parc Tir Iarll

Two more quotes have been received, TRG felt that for compliancy, a third would be required, and offered to arrange for one.

**Action: TRG to obtain another quote.**

Page 4 - Item 8 - Clerk

Ken Piper (KP) has still not responded to CJ's letter regarding the type of rental agreement/lease that his mortgage provider would require. Although, she recently passed him on the street, and he told her that no response had been received from his business loan provider. The clerk asked him to pursue the matter again, and to let her know as soon as possible. KP has still not responded.

CJ has also written to MTC to request a cost for room hire should she remain at their offices; it will be discussed at their meeting of full council in January 2020.

**Action: once all information is available, CJ will prepare a cost comparison.**

Page 3 - Items 8 - Autumn Event

The planning for the Festive event at LVH on 20th December is complete. There were a few offers of support for serving on the day, CJ, EG, HD & RL definitely, there may be others, but they would need to check their diaries before committing themselves. IW and TRG have other commitments and gave their apologies.

Page 4 - Item 8 - Extra Dog Bins in Both Wards

CJ and HD have previously met with John Rees (JR), Cleaner Streets, BCBC, who promised two poop bag dispensers for the area. He also provided a list of the dog faeces bins, but could not comment whether anymore would be allocated. JR will

notify the clerk as soon as everything is finalised. A decision can then be made on the purchase of more bins for the area.

Page 4 - Item 8 - Purchase of a Digital Voice Recorder for Meetings - Minute Taking  
CJ has claimed the £39.05 difference in cost for the upgraded version of the recorder, and it is being used at this meeting for the first time. Once the minutes of this meeting have been approved, the recording will be deleted. However, protocol for its use still needs to be discussed.

**Action: CJ to convene a meeting of the personnel subcommittee to discuss the protocol for its use.**

Page 4 - Item 8 - Purchase of Lone Alert for Park Warden  
Discussed at Item 12, however, protocol for its use needs to be adopted.

**Action: the protocol for its use needs to be discussed at the next meeting of the personnel subcommittee.**

Page 5 - Item 8 - Confirmation of the Attendance of All Members of the Planning Subcommittee at a Meeting to Discuss the Local Development Plan (LDP), on 23rd September 2019 at Maesteg Town Hall Between 6pm and 9pm  
The presentation from the meeting has been sent to the clerk and circulated to all members, but the report does not appear to have been sent yet.

Page 5 - Item 8 - Permission for a Survey of the Rights of Way (RoW)  
A meeting of the RoW subcommittee was held on Wednesday, 20th November 2019, at which Ian Gibblet from Cardiff Conservation Volunteers (CCV) was asked if they could carry out a full survey of all the RoW in the area. Maps of the RoW have since been sent to him, along with an example of a survey that council would expect. Apparently, a team of volunteers, some very knowledgeable in this field, would be brought to this area and given different RoW to survey, at a total cost of £150 per day. To progress with the council's statutory responsibility of maintaining RoW in the area, the survey is the first step and a necessity.

**Action: CJ to liaise with CCV and to update council on their progress.**

Page 5 - Item 8 - Positioning of Storage Container at Parc Tir Iarll  
Council was previously advised that BCBC has positioned a storage container next to the park's container, by the sport's pavilion. It is preventing the doors from fully opening, which is a health and safety issue. CJ has written to BCBC on numerous occasions, to ask if their container can be moved; the park's one was located there first. CJ and NH met with Claire Daymond, BCBC, Green Spaces, she cannot do anything about the repositioning of the pavilion's container, however, she will be making enquiries into having something fitted to it, so that the park's container door can be secured to the side.

Page 5 - Item 8 - Council's Risk Assessment  
A full risk assessment is to be put on the agenda for a meeting of the finance subcommittee. However, a quote has been received for a health and safety inspection, which is urgently required. Members have asked for two more quotes.

**Action: clerk to obtain the additional quotes.**

Page 5 - Item 8 - Clerk's Report.

- Due to a successful Remembrance event, council approved donations of £75 to the following organisations:
  - a) Church
  - b) Women's Institute
  - c) British Legion
  - d) LCATo date, only two payments have been made, one to LCA and one to the Church.

**Action: EG to notify clerk of other two payees and postal addresses.**

- Training is a priority for the council, four more courses need to be chosen for the financial year 2020/21.

Page 6 - Item 8 - Members' Reports

Clerk has now been paid for the additional hours that she has needed to work since her employment started in June, due to historical problems.

CJ has met with Deryck Evans, WAO, who will be undertaking an audit of the accounts of both Ynysawdre and Llangynwyd Middle; he will report his findings in due course. Everything will then be much clearer, and all outstanding financial matters can be addressed.

Page 6 - Item 8 - Clerk's Report

- Members were reminded of the date for the submission of all the governance documents, 2nd March 2020.
- The Christmas tree has been erected in Cwmfelin, however, there have been a couple of early problems involving criminal damage (see second paragraph under Item 8 - Police Matters).
- Hanging baskets for Llangynwyd Square are to be discussed, when all the information is available to the clerk.
- CJ has now signed the five year contract for the photocopier with Midshire.

Page 6 - Item 8 - Members' Reports

- a) Rambling in Schools - HD to discuss at a future meeting.
- b) Establishment of an Elderly Resident's Association - HD has met with Ynysawdre Elderly Residents' Association (Y.era) and is making good progress. When the time is right, she will arrange for a representative(s) to talk to a target group.
- c) Community Transport and Better Buses for the Llynfi Valley (BBLV) - talks are ongoing.

**Action: A business plan needs to be put together by interested parties.**

Page 7 - Item 8 - Members' Reports

- e) BCBC are cutting Knotweed on the side of the A4063, which if not removed

properly, could eventually encroach on private property. Clerk has reported issue to BCBC.

**Action: CJ to request a response.**

- g) There has been flooding in Llangynwyd, especially by Tyler's House. BCBC has been advised of the ongoing issue in the area, however, there has been no update yet.
- h) DJ reported that a sign is required on the nasty bend on Llan Road, Top Llan, especially with so many people who are unfamiliar with the roads visiting the historic village. Clerk has reported issue to Highways.

**Action: CJ to ask Highways for a response.**

- i) There is an issue with a broken drainpipe at 1 The Bracken's, Lletty Brongu. CF34 0DY, especially in cold weather. Issue has been reported to BCBC.
- j) There is a problem with the culvert flooding in Lletty Brongu, a pipe is sticking out of a hole, it gets blocked in heavy rain. BCBC are aware of the issue, however, resources are not available at the moment.
- k) There is an issue with cars parking by the bus stop, opposite the old post office on Llangynwyd Square. This was discussed in the fourth paragraph of Item 8 - Police Matters.

Page 8 - Item 12 - Precept 2020/21

CJ presented council with the final version of the precept 2020/21; she went over it and advised members that there has been no time for another meeting of the finance subcommittee, however, JH and DJ have reviewed it prior to the meeting. The precept for £58,000 was approved by council. IW was informed that there would be no budget for lights in the railway tunnel in Cwmfelin, as it was not the responsibility of the community council. However, the clerk has written to Network Rail, highlighting the need for lighting there.

**Action: clerk to notify BCBC of the amount required for 2020/21.**

Page 8 - Item 14 - Noticeboard

The noticeboard is presently being constructed by the Mens Sheds - Housemartins Coytrahen.

Page 8 - Item 15 - Purchase of Mower/Tractor

Approval was given by council to purchase the John Deere X370 lawn and garden tractor from Tallis Amos, Narberth. The cost with the part-ex. will be: £3,800 plus £760 (VAT), totaling: £4,560; also included, is a four year warranty

**Action: clerk to make necessary arrangements for delivery in March 2020.**

Page 8 - Item 16 - Donation to Primary Schools



JR, Cleaner Streets advised HD and CJ of a BCBC grant funded initiative, 'Love it, don't trash it', which involves school children, and fits in with the curriculum. However, the Sea Quest element is not funded, primary schools taking part have to pay £300. JR wishes to attend a meeting of full council in February 2020, to explain the initiative to members, and possibly secure donations for both the primary schools in the area to attend. Clerk has sent the invitation to JR, and he has confirmed his attendance.

#### Page 9 - Item 20 - Members' Reports

- a) IW asked the clerk to order a bag of daffodil bulbs for LVH, however, there was no need, they were not required. A suggestion was made to order the bulbs for the hall and the park in August 2020.

### **9. Planning Applications**

There were no planning applications.

### **10. Correspondence**

- VE Day Letter - referred back to the events subcommittee.
- Letter Regarding Planning Application for The Paper Mills - clerk has previously sent the letter to councillors, asking if anyone would like to meet members of the project team for WEPA UK Ltd (WEPA), to discuss their plans. TRG was the only interested party; IW suggested that CJ contacts the clerk to MTC to arrange for any members to attend their meeting with the team.

**Action: clerk to arrange for members to attend MTC's meeting with WEPA's project team.**

- Donation to a Charity - a donation request has been received from Bridgend Community Bereavement Service (BCBS); council agreed a payment of £100.

**Action: clerk to arrange for a cheque to be sent to BCBS**

### **11. Finance and Accounts**

A new cheque book has been received: Cheque Numbers - 000361 to 000420.

Clerk asked DJ to change the name and address on the bank account. CJ also advised council that she is having difficulty registering as a signatory using the online mandate. However, she would try again, but if unsuccessful, the mandate would need to be printed, signed and posted.

CJ distributed the bank statement for November:

#### Bank Balance

The opening balance for 1st November 2019 was £70,308.72.  
The closing balance for 29th November 2019 was £62,650.35.

### **13. Clerk's Report**

- Road Improvements in Lletty Brongu - previously, TRG forwarded an email to the clerk from Cllr Malcolm James, informing council that the BCBC Highways Safety Department has no funding for the improvements requested by a resident of Lletty Brongu.
- Defibrillator - council approved the purchase of a defibrillator to be located outside LVH, from the Welsh Hearts Charity, at a cost of £1,532.

**Action: clerk to make the necessary arrangements.**

- Valuation of Chain of Office - discussed at Item 4 - Page 3 - Item 8 - Chairperson's Report.
- Personal Email Addresses - council gave permission for members to have community council email addresses through the website host, South Wales Web Solutions. The cost will be £50 set-up fee plus £125 each year for up to 25 mailboxes.
- Rights of Way Survey - discussed at Item 4 - Page 5 - Item 8 - Permission for a Survey of the Rights of Way (RoW).
- Picnic Bench at Parc Tir Iarll - plastic has been burnt on the surface of the table. Council suggested asking the Mens Sheds - Housemartins Coytrahen for their advice on the matter.

**Action: clerk to write to the organisation.**

### **14. Chairman's Report**

There was no report from the chairman.

### **15. Members' Reports**

- a) HD requested more dog poop bags, CJ advised her that there were plenty in LVH's container.

### **16. Date of Next Meeting**

Wednesday, 8th January 2020 at 6.30pm in LVH.

Chairperson ..... Date .....

