

Minutes of the Meeting of Full Council Held in Llangynwyd Village Hall (LVH) at 18:30 on Wednesday, 11th March 2020

Present

Cllr John Hughes (JH) - Chairman, Cllr Helen Davies (HD), Cllr Elaine Guscott (EG), Cllr Dylan Jones (DJ), Cllr Trystan Rhys Griffiths (TRG), Cllr Idris Williams (IW), Cllr Pararajasingham Sasiruban (PS)

Cheryl John (CJ) - Clerk

4. Police Matters

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

TM previously asked if a car could be parked in the small area outside Cwmfelin Primary School, just before the markings for the bus stop. GS queried this with Traffic and Transportation, BCBC, he will chase a response.

Action: GS to update council when a reply is received.

JH raised a possible act of fly tipping, and gave GS the registration number of the van so that the police can keep a look out.

1. Apologies for Absence

Apologies were received from Cllr Rob Lewis (RL), Cllr Harry Davies (HWD) and Cllr Tom Muller (TM).

2. Declarations of Interest

JH: Governor - Garth and Plasnewydd Primary Schools

HD: Governor - Cwmfelin and Plasnewydd Primary Schools and Member - Llangynwyd Community Association (LCA)

EG: Governor - Llangynwyd Primary School

TRG: Governor - Ysgol Gyfun Gymraeg Llangynwyd

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

PS: Governor - Llangynwyd Primary School and Member - LCA

3. Public Address

There were no members of the public present.

5.Ratification of the ‘Public’ Minutes of the Meeting of the Full Council Held on Wednesday, 12th February 2020

The minutes were agreed as a true record.

7.Matters Arising from the ‘Public’ Minutes of the Meeting of the Full Council Held on Wednesday, 12th February 2020

Page 1 - Item 5 - Police Matters

As previously reported, 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. GS has said that it 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. The bus company has told all drivers to remain observant when approaching the bus stop, but has also suggested that a more permanent solution would be for Highways to implement parking restrictions. Clerk has written to BCBC to find out if this is possible, there has been no reply to date.

Action: clerk to update council when a reply is received.

Page 2 - Item 8 - Proposal - Llan Rangers

The club has asked the community council for a letter of support for the Community Asset Transfer, and for a member to become a trustee; DJ is the likely candidate.

Action: DJ to provide the clerk with the letter of support for the club. He will also find out what is expected of him as a trustee, and should the club not succeed, what the legal implications would be for him; he can then make an informed decision.

The clerk has asked Llan Rangers for an outside tap area for the park warden at the back of the pavilion, and for permission for Nicola Hart (NH) to use the pavilion's washroom facilities. There has been no official response from the club.

Action: clerk to update council when she hears something.

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

There has still been no news on the audit return since its submission some months ago. Clerk was asked to write to the Wales Audit Office (WAO) for an update, however, there has been no response. It was felt that a response should not be pursued, that the WAO will send the report as soon as it is available.

Action: CJ will inform council once it is received.

Page 3 - Item 8 - Chairperson's Report

JH has returned the chain of office to the clerk.

Action: clerk to arrange for the missing links for past chairpersons to be added, along with a replacement link for councillor Chris Griffiths; his link is not in keeping with the other ones. CJ will then arrange for the chain to be valued.

The new storage box for the chain of office has been delivered, it is more like a display box, but it must be kept under lock and key in the clerk's office, after a latch or something has been fitted on it by the Men's Shed - Housemartins, Coytrahen.

Action: clerk to arrange for the latch to be fitted.

There has been no news on the information boards for Parc Tir Iarll.

Action: CJ will ask the Men's Shed - Housemartins, Coytrahen when they will be ready.

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

As planning permission is required for the refurbishment of the listed telephone box in the historic village of Llangynwyd, the approved contractor, Ty-a-vid Handyman, has been approached to complete the planning application. CJ is also researching grant funding, and will complete applications as funding is identified; she has registered with BAVO for this purpose.

Action: clerk will update council at the next meeting.

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

JH has spoken to Yvonne Witchell (YW), Head of Licensing, BCBC, who told him that an application has not been received for an extension to the licensing hours at the Old House 1147. On another occasion, CJ searched on the BCBC website for an application, as advised to do by YW; nothing appeared there either, only a license approving the venue for marriages and civil partnerships. DJ then provided the clerk with evidence from a resident that a hearing has taken place, at which permission for an extension was granted. The clerk has now written again to YW to ascertain why the correct information was not available, and to reinforce the point that it is neither satisfactory or reassuring for the community council to have to depend on information from the public, rather than the Local Authority.

Action: clerk will advise council when a response has been received.

Page 4 - Item 8 - Pathway at Parc Tir Iarll (Resident Encroaching on Parc Tir Iarll Land)

The park warden will keep a close watch on the area behind Heol Neuadd Domos, and will clear anything she feels is encroaching on the land in the park; NH will report any further issues.

Page 4 - Item 8 - Members' Reports Commemorative Plaque (Mr and Mrs Morgan)

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

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

The clerk asked JD Surfacing & Construction Ltd for the following information before the job could be officially offered:

- Is the work guaranteed? - ***A guarantee for one year would be given; the work is to regrade and use the existing sub-base material, therefore, the firm would not be liable for any issues arising from the ground conditions or weeds growing through, etc.,***
- Is timber edging required? - ***This is optional, but not necessary; the quote is for cutting a straight line into the grass verge, the paths would be laid to that,***
- Can the waste that is not required by the park warden be disposed of, and where? - ***The firm can take the waste to a licensed tip, but this would initiate an extra charge,***
- When will the work start? - ***Two to three weeks' notice is required,*** and,
- How long should the work take to complete? - ***The estimate is one day per fifty linear meter run (as covered in the quote).***

CJ sent the information by email to all members, asking them to respond by 1.30pm on Monday, 17th February 2020, if they have any observations. There were no comments, therefore, the clerk offered the contract, and arranged a site meeting with the firm tomorrow, Thursday, 12th March 2020 at 10am; all members have been invited to attend, but only the clerk and NH will probably be in attendance. The job will start next week, and will hopefully be finished within three days.

Action: CJ will keep council informed of the firm's progress.

Page 4 - Item 8 - Clerk

The clerk advised council that she has contacted Ken Piper (KP) to inform him that it has been agreed for her to remain at MTC Offices, as he has not come back with the requested information from his loan provider on the type of lease required. He appeared disgruntled, although, this information was requested last Summer. He said that he told PS and Glynne Nicholls (GN), who is no longer a community councillor, that he has now received permission to go ahead, and that he and GN have cleared the downstairs area. Unfortunately, neither GN or PS passed on the information at the time, and PS was absent from the January meeting at which the decision was made.

Council do not wish to aggrive KP, and still feel that the old post office could be a good move, but many questions need answering before a final decision can be made.

Action: CJ to ask KP to attend the next meeting.

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

CJ and HD have previously met with John Rees, Cleaner Streets, BCBC, who promised two poop bag dispensers for the area, probably in January 2020; they

have not been supplied yet. He also provided a list of the dog faeces bins in the area, but could not comment on 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.

Action: clerk to contact JR again for an update on everything.

Page 4 - Item 7 - Purchase of a Digital Voice Recorder for Meetings - Minute Taking Protocol for the digital voice recorder needs to be discussed.

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

Page 4 - Item 7 - Purchase of Lone Alert for Park Warden Protocol for LONEALERT 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 - Permission for a Survey of the Rights of Way (RoW)
The RoW survey by Cardiff Conservation Volunteers started on Sunday, 5th January 2020, another day or so will be required for its completion.

Action: clerk will keep council updated.

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, behind 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 make enquiries about having something fitted to it, so that the park's container door can be secured to the side. Gavin Brewster from Llan Rangers will be carrying out the work shortly.

Due to condensation and mould issues, council would now like to purchase a 'once used' 20ft lined container to be positioned within the boundary of the park; somewhere promoting security, where the doors can be opened safely, and the ride-on-mower can be manoeuvred in and out easily. Three quotes have been received:

1. Containers Direct Ltd - £3,680 plus VAT
2. Mobile Mini UK Ltd - £5,100 plus VAT
3. S Jones Containers - £2,120 plus VAT - as used by LCA

Based on the present rental charges, a new container would be paid for in just over three years. Before applying for planning permission, a site visit is recommended with S J Containers at a cost of £80. The firm can then advise on the positioning of the container, and whether a base would be required, etc.

Action: clerk to request approval for a site meeting before completing the planning application.

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.

Action: clerk to arrange a finance subcommittee meeting.

Page 5 - Item 8 - Clerk's Report

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

Action: courses to be chosen at the start of the new financial year.

Page 6 - Item 8 - Members' Reports

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.

Action: CJ will keep council updated.

Page 6 - Item 8 - Clerk's Report

- Hanging baskets on Llangynwyd Square during the Summer months were discussed, and there was a majority vote approving two on each of the five buildings, pending written approval from the owners of these buildings; PS suggested I also get written approval from the takeaway, although, he owns the building. To date, written approval has only been received from LCA.

Action: when all the written approval is received, clerk will officially offer the contract, and make the necessary arrangements with the firm.

Page 6 - Item 8 - Members' Reports

- a) Rambling in Schools

Action: 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.

Action: When the time is right, HD will arrange for a representative(s) to talk to a target group.

- c) Better Buses for the Llynfi Valley (BBLV) - talks are ongoing.

Action: HD will keep council updated.

- 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; residents are chasing BCBC for a report on the findings.

Action: HD will update council on any new reports.

- 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, see following response from Kathryn Mountjoy Traffic and Transportation Department:

“Area has been assessed and we requested highways maintenance to replace edge of carriageway marker posts at the bend at the top of Llangynwyd. These reflective marker posts are used to indicate that there is a bend ahead and to show the outline of the bend ahead as vehicles approach it from either direction.

As you are aware, Llangynwyd village is a conservation area and to introduce additional bend warning signs in the village and from the bottom of Llangynwyd would possibly cause unnecessary sign clutter within this area.

As such, once the bollards are renewed, we will continue to monitor the situation to see if any additional measures are required.”

No further action is required by council.

- 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, see following response from Jack Davies, Highway and Land Drainage Engineer:

“The issue at this location has been identified and we have been investigating the issue. It has been noted that at some point beyond where the water is currently breaking out, there appears to be a blockage. Despite attempts to clear the blockage the drain clearing team have been unable to do so, and consequently an excavation is required. An order has been raised to excavate and find the cause of the blockage, once this has been completed, the area where the water is currently discharging can also be repaired. The works will be carried out as soon as resources become available.”

Action: clerk will update council with any new information.

- 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. Clerk has made BCBC aware of the issue, see following response from Jack Davies, Highway and Land Drainage Engineer:

“When we cleared the drain in the layby, it was found that the layby is mostly made of mud, so would not be able to be cleaned with a street cleaner. We will, however be issuing a works order to formalise the drain into a normal gully so that is easier to clean in the future.

The last photo shown is another highway drain which is completely blocked with what is assumed to be roots, further work is required to repair the pipe and a works order will be issued to investigate further.

Both above works will be carried out when resources become available.”

Action: clerk will update council with any new information.

Page 7 - Item 8 - Noticeboard

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

Action: clerk will ask when delivery can be expected.

Page 7 - Item 8 - Purchase of Mower/Tractor

Arrangements have been made for the new mower/tractor to be delivered in March 2020, and for the old mower to be collected at the same time; the cheque payment has recently been sent. The machine needs to be insured for NH to drive; the firm will stay with NH until she feels confident using it.

Action: Clerk to query delivery date, so that an insurance policy can be arranged.

Page 7 - Item 8 - Clerk's Report

- The defibrillator and cabinet have now been delivered for Llangynwyd Village Hall; LCA will arrange for its installation. The supplier, Welsh Hearts provides free training, therefore, the clerk will advertise this in the community.

Action: the training will be arranged by the clerk as necessary; CJ will also have a commemorative plaque made for the wall beside the defibrillator.

- As recommended by One Voice Wales, each member has been given a new council email address however, four councillors are still not using theirs.

Action: CJ to make enquiries about setting up an email distribution list on outlook.

- The Mens Sheds - Housemartins Coytrahen has returned the picnic bench to Parc Tir Iarll; an excellent renovation job has been done.

Page 7 - Item 8 - Correspondence

The contribution of £100 for Ysgol Gyfun Gymraeg Llangynwyd towards the eisteddfod has been made.

Page 8 - Item 8 - Chairman's Report

Clerk to send the signed minutes to Rhondda Cynon Taf, approving joining the Local Government Pension Scheme (LGPS).

Action: CJ to send the signed minutes.

Page 8 - Item 11 - Correspondence

CJ has produced a 'Concerns and Complaints Policy', the community council will consider adopting it at the same time as considering all the new governance and accountability documents.

Action: awaiting documents for consideration at a future meeting.

A 'Lest We Forget' bench and a 'Miners' bench have been purchased from David Ogilvie Engineering by LCA. Council originally agreed to pay for the 'Lest We Forget' bench however, due to one of their trustees wanting to pay for one of the benches, council agreed to retract the offer, and perhaps contribute to something else in the future.

Action: clerk to notify LCA of the change in plans.

The clerk booked the coffee shop at LVH for the Llan Rangers' Stakeholder's meeting on 16th January, however, when she asked for the invoice to be sent to the club, she was advised that whoever makes the booking, receives the invoice. Council approved the payment of £14 for the room hire for 1 hour 45 minutes as an act of goodwill.

Action: clerk to make the payment.

The advertisement for the co-option of a councillor to replace Cllr Glynne Nicholls closed on 10th March, there is just one applicant. The co-option will be discussed at the next meeting of full council. A Notice of Vacancy has been issued by BCBC and advertised as a result of Cllr Chris Griffiths' resignation, it closes on 20th March.

Action: clerk to put the co-option of a councillor on the agenda for the next meeting.

Nicola Hart, park warden, would like to put a new nature trail in place at the park, and also, discuss putting nature related activities on the website, for parents to do with their children, e.g., games, puzzles, etc.

Action: clerk to put on next RoW agenda.

Discussed on Page 4 - Page 4 - Item 8 - Clerk:

Shortly after the last meeting, before the clerk had chance to tell KP that she would be staying at MTC offices, she received a telephone message from him, saying that he has heard about the lease from his lender, and giving the go ahead for the rental. Clerk to explain to KP that she will be staying at MTC Offices; she is to also

put her location on the council's noticeboard, and request a sign be put up downstairs in MTC Offices.

A health & safety inspection has been conducted, there is much to be discussed and developed; a health and safety subcommittee needs to be established.

Action: clerk to put this on the next agenda, and in the meantime, email members the Health and Safety Inspection Report.

A request for support from the Wales Air Ambulance Charity has been received, council approved a donation of £100.

Action: clerk to send a cheque to the charity.

Page 9 - Item 13 - Clerk's Report

The park warden purchased twelve heather plants for Parc Tir Iarll for £19.98, council approved reimbursement.

Action: park warden to take money from next float payment.

The Understanding the Law training on 26th February was cancelled by the provider due to a family emergency. The training will hopefully be rescheduled for 29th April.

Action: CJ to make the necessary arrangements.

Page 10 - Item 15 - Members' Reports

A report from Huw Irranca-Davies' office has highlighted the need for a handrail on public land in Heol Llwyn Dyrus.

Action: members to arrange a site visit, and their findings reported back to council at the next meeting.

HWD has been asked by a member of the community for a Zebra Crossing by the bus stop by LVH.

Action: HWD to put request in writing; the clerk will then take the matter further.

9.Planning Applications

There were no planning applications.

Action: there have been no planning applications for some time, clerk to query this with BCBC.

10. Correspondence

- A request has been received through the website from the resident in Heol Neuadd Domos who appeared to be encroaching on Parc Tir Iarll land, he asked for the removal of his house number from previous minutes.

Action: clerk to arrange the removal of his house number from all previous minutes.

- The Society of Local Council Clerks (SLCC) sent a bulletin out on 24th January making members aware of the Government's Website Content Accessibility Guidelines (WCAG 2.1), introduced in 2018, with the introduction of measures to ensure that all public sector websites and mobile apps are accessible to all users, particularly those with disabilities.

All websites must now be compliant by September 2020, and, to assist in this potential IT minefield, the society has secured an agreement with website designers, Aubergine. Of course, there are many providers of website services, however, in response to requests from members looking for a ready-made sector-specific package, the SLCC has partnered with Aubergine, an experienced website development agency.

The clerk has contacted the present website host who has advised that a new website will have to be built to comply with the guidelines, at a cost of £1,850 plus VAT.

Action: CJ to contact Aubergine for a quote.

- The park warden requested leave of absence on 5th March for a physiotherapy appointment relating to an old shoulder injury at 09:30 that morning; permission to attend with salary was given by council.

Action: NH to be asked to advise on such matters as soon as appointments are received.

- Keep Wales Tidy has launched a Local Place for Nature Scheme, funded by the Welsh Government, to create, restore and enhance hundreds of habitats across the country. Applications are open to community groups and organisations looking to help reverse nature's decline.

Initially, the park warden saw this as a lovely opportunity, however, the rules for applying for the wildlife packages suggest a considerable amount of work and help would be required.

Action: council agreed that NH would not have enough time to commit to this initiative alone.

- Cllr Malcolm James (MJ) wrote to the clerk regarding the flooding of a back garden in Cwrt y Fedwyn; water was pouring into the garden from Parc Tir Iarll. MJ advised that this is not the first time for this to happen, but that it is

the worse it has been due to the atrocious weather conditions. He told the clerk that it is not a BCBC issue but the responsibility of the community council to check the blockages and ensure the areas are clear to avoid this happening again.

The clerk contacted the park warden who investigated and reported:

“Excess water draining into the gardens of the houses next to the park has always been a problem whenever there has been a lot of rainfall. The land in the park is higher than the houses and there is natural drainage of water down the slope towards the gardens of the houses. This has always been the case since the houses were built. When there is a lot of rainfall this exacerbates the situation and the water table is at present very high. Water is currently running like a stream, down the open ditch within the park and when it reaches the bottom of the park it has nowhere to go, so it runs like a stream along the back footpath and seeps into the flat ground which is right next to the back gardens of the row of houses. There is also water which runs off the hill within the park and this water also adds to the mass of water which accumulates at the bottom of the park in very wet weather. The houses with this issue have been built by the builders on land which is at the bottom of a slope so I believe this will have been a problem since the houses were first built. I was told previously by BCBC workmen who came to provide sand bags to the houses that some of the residents of these houses had removed drainage channels which had been put into their gardens by the builders. But I cannot verify if this information is accurate.”

Resulting from this response, the clerk contacted BCBC Planning for advice. MJ advised that a drainage officer will inspect shortly.

Action: clerk is awaiting inspection report.

- The annual service is complete on the park machinery however, the mower had a flat tyre and would not start. A new foot pump is required, Alan pumped it up on this occasion, however, a new solenoid and cable was needed to fix the mower. A new ramp is also required for the mower to be driven in and out of the container.

Action: clerk to arrange for a ramp when organising the new container.

- On 19th February, NH requested leave of absence for her uncle’s funeral in Wiltshire on 20th February, council agreed to the leave of absence with salary.

Action: NH to be told that if possible, she must request permission for leave of absence sooner.

- Application for payment of BCBC RoW Agency Agreement 2019/20 has been made.

Action: clerk will notify council when payment has been received

- BCBC is organising the Love2Walk Festival again this year, on 20th June; an opportunity for exploring the varied countryside, heritage and coastline of the borough. Walks with lead people have been requested, the clerk has contacted Neil Perry, Maesteg Ramblers with information, however, there has been no response.
- Clerk has applied to start the CiLCA training in September at a cost of £340 plus VAT, she has also applied for a bursary of £350 to cover the registration costs of the qualification.

Action: Clerk will keep council updated on progress.

- Members were reminded to attend The Code of Conduct training at MTC offices on 26th March.
- The clerk reiterated the importance of putting the overarching governance documentation, terms of reference, policies and procedures in place for the council, as the deadline date of the 2nd March has now passed.

11.Finance and Accounts

CJ explained that she has been undertaking work for the VAT126 Form, and with the end of the financial year fast approaching, she would send copies of the bank statements and financial transactions between January and March 2020 electronically to members once the March statement is received in April; a full spend for 2019/20 will then be available for members to see.

Action: clerk to send the financial information to members before the next meeting.

12.Clerk's Report

Everything discussed under Item 10.

13.Chairman's Report

N/A

14.Members' Reports

EG feels there should be a location where in an emergency, members can meet to plan a strategy to provide help in the community, e.g., flood.

Action: members to consider a location and report back to council.

PS sometimes experiences problems with customers at his shop/post office, council feels that his business is separate to council business, therefore, he must do as he sees fit as a businessman.

15.Date of Next Meeting

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

Chairperson

Date