

# **Minutes of the Meeting of Full Council Held in Llangynwyd Village Hall at 18:30 on Wednesday, 9th October 2019**

## **Present**

Cllr John Hughes (JH) - Chair, Cllr Helen Davies (HD), Cllr Harry Davies (HWD), Cllr Chris Griffiths (CG), Cllr Elaine Guscott (EG), Cllr Dylan Jones (DJ), Cllr Pararajasingham Sasiruban (PS).

Cheryl John (CJ) - Clerk

## **1. Election of a Chairperson**

PS nominated JH for chairman, it was supported by DJ & EG. HD advised council that she was happy to remain as vice chairman at the moment, to gain more experience before taking on the role. Consequently, JH accepted the position.

## **2. Apologies for Absence**

Apologies were received from Cllr Tom Muller (TM), Cllr Idris Williams (IW) and Cllr Glynne Nicholls (GN).

No apology was received from Cllr Trystan Griffiths (TG) - CG was asked to convey the message to TG that if someone is absent for six months without council approval, their position becomes vacant.

**Action: CJ to check the date of the last meeting attended by TG.**

## **3. Declarations of Interest**

JH - Governor Garth & Plasnewydd Primary Schools.

HD - Governor Cwmfelin Primary School & Llangynwyd Village Hall.

EG - Governor Cwmfelin & Llangynwyd Primary Schools.

DJ - Governor Cwmfelin Primary School.

PS - Governor Llangynwyd Primary School & Llangynwyd Village Hall.

## **4. Public Address**

There were no members of the public present.

## **5. Police Matters**

Apology for absence was received from PCSO Gareth Stoneham, crime statistics for September and details of the next PACT meeting were also received.

6. **Ratification of the 'Public' Minutes of the Meeting of the Full Council Held on Wednesday, 11th September 2019**

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, 11th September 2019**

Page 1 - Item 4 - Local Bus Service

HD attended the Talk Valleys meeting at Coleg Cymunedol Y Dderwen, where Cllr Richard Young offered his support with arranging alternative services as a result of the cuts in bus services.

Bus 37 has been cut in Maesteg, elderly and disabled people who enjoy Bingo at Llangynwyd Village Hall on a Wednesday afternoon, have been affected. HD has spoken to Graham Cartwright of Bridgend Community Transport, he would struggle to provide a service at 3pm for people to go home, due to other commitments.

**Action: CJ to write to Cllr Young requesting assistance with creating a bespoke alternative service.**

Page 1 - Item 4 - 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 2 - Item 4 - Internal Audit

The Notice of Public Audit has been displayed, the end date is 26th October 2019, to date, there has been no interest from the public. All documentation will then be submitted to external audit.

Page 2 - Item 4 - Chairperson's Report

The Chain of Office has still not been returned for a new storage box to be made.

**Action: CJ to request its return as soon as possible.**

Page 2 - Item 4 - Telephone Boxes (Llangynwyd Village & Lletty Brongu)

Gary Tidball has been asked for his observations on the work involved.

**Action: Clerk to chase contractor on this matter.**

Page 2 - Item 4 - Telephone Box (Llangynwyd Village)

CJ has written to the Old House 1147 to advise that council will be arranging the necessary work on the telephone box outside their premises, there has been no response.

Page 2 - Item 4 - Planning Applications (Old House 1147, Llangynwyd - Licensing Hours)

The clerk wrote to Bridgend County Borough Council (BCBC) querying the process for applying for an extension to licencing hours, also to find out if the Old House 1147 has in fact applied for an extension. The information received was that a community council is not a statutory consultee for a Marriage Venue approval. There are no current applications under the description, but to check the licensing pages on the website and the legal notices page for updates. The BCBC website states that the Old House 1147 has applied for its use for the solemnisation of marriages in pursuance of Section 26(1)(bb) of the Marriage Act, 1949 and Civil Partnerships under Section 6(3A)(a) of the Civil Partnership Act 2004, but nothing on an extension.

Page 2 - Item 4 – Pathway at Parc Tir Iarll (Resident Encroaching on Parc Tir Iarll Land)

A letter has been drafted to the resident of Heol Neuadd Domos, Cwmfelin, addressing the issue of encroachment on park land, by the creation of a hedge out of cut branches entwined with bramble and other undergrowth. Council gave permission for CJ to send the letter. Any response to be considered by the Rights of Way (RoW) Subcommittee.

Page 2 - Item 4 - 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 2 - Item 4 - Members' Reports - Pathways at Parc Tir Iall

Smith & Son's offer of the work was withdrawn as official paperwork could not be attained.

**Action: Clerk to arrange some more quotes for consideration.**

Page 2 - Item 4 - Members' Reports - Purple Bags for Medical Disposals

Members were provided with the contact details for Kier should there be further queries.

Page 2 - Item 4 - Clerk

CJ sent Ken Piper (KP) a letter asking him to check with his mortgage provider what type of rental agreement/lease they would require, he has not replied yet. Clerk to also request a cost for room hire should she remain at Maesteg Town Council Offices.

**Action: Once KP responds, a cost comparison can be compiled for council.**

Clerk to present Precept for 2020/21 at November 2019 meeting; to be approved at December 2019 meeting.

Page 3 - Items 4 - Autumn Event

CJ presented a costed plan and poster for both the Spooktacular event (under 12's) on 1st November 2019 (approx. £250) and the Festive event for isolated people on the 20th December 2019 (approx. £1,000). Members appeared pleased with the

progress made to ensure successful events. However, CG asked, in future, for posters to be in Welsh also.

Page 3 - Item 4 - Extra Dog Bins in Both Wards

CJ and HD to meet with John Rees, Cleaner Streets, BCBC, to request some dog poop bag dispensers. Also, to request the up-to-date list of dog faeces bins in the area, along with any future plans for bins.

**Action: Once the information is available, the RoW Subcommittee to make a decision on buying some additional bins.**

Page 3 - Item 4 - Purchase of a Digital Voice Recorder for Meetings - Minute Taking

The recorder was received however, the stop button did not work, CJ returned it and is awaiting a replacement, which will be the newer model.

**Action: When it has been received, clerk to claim the £39.05 difference in cost, and convene a meeting of the Personnel Subcommittee, to discuss the protocol for its use.**

Page 4 - Item 4 - Purchase of Lone Alert for Park Warden

Clerk to chase warden's access to the service. HD asked if a demonstration could be arranged.

**Action: Clerk to arrange.**

Page 4 - Item 4 - Member's Report (Strimmer)

The garden equipment maintenance contractor carried out a repair on the strimmer, which appears to have resolved all issues. It will probably last another year.

Page 4 - Item 11(a) - 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  
HD, DJ, IW confirmed that they attended the meeting. DJ advised that demographic information was given and a copy of the report and presentation would be sent to the clerk.

Page 4 - Item 11(b) - Establishment of a Working Group to Prepare the Plan for Maintaining and Enhancing Biodiversity Within Current Work Areas  
Discussed at Point 12.

Page 4 – Item 11(c) - Permission for a Survey of the RoW

CJ has attempted to make contact with Cardiff Conservation Volunteers on a couple of occasions, to request a full survey of the RoW in the area. However, no response has been received through their website.

**Action: Clerk to attempt contact again.**

Page 5 - Item 11(d) - 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 to ask if their container can be moved; the park's one was located there first. BCBC has not responded.

**Action: Matter to be followed up with BCBC. If the container cannot be moved by them, the park's one needs to be relocated. When the doors can open back on the container, clips are to be requested for securing them to the side of the container.**

Page 5 - Item 11(e) - Registration of the Council as a Lower Tier Waste Carrier, Broker or Dealer with Natural Resources Wales Under the Waste (England and Wales) Regulations 2011

CJ has submitted the completed registration form, but it has not been processed yet.

Page 5 - Item 11(f) - Council's Standing Orders  
Discussed at Point 12.

Page 5 - Item 11(g) - Council's Code of Conduct  
Discussed at Point 12.

Page 5 - Item 11(h) - Council's Risk Assessment

A Risk Assessment is to be put on the agenda for a Finance Subcommittee Meeting.

Page 6 - Item 14 - Clerk's Report

- CJ has written to Cllr Michael Moore to confirm his termination as a community councillor with Llangynwyd Middle Community Council.

The vacancy has been reported to Electoral Services, BCBC, and the appropriate notice displayed. The public have until 4pm on 18th October to respond. If an election is not called, a co-option will be necessary at the earliest convenience.

- EG will be co-ordinating the Remembrance event this year, with the help of HWD, and also arranging the two wreaths, approximate cost: £50. Other two events discussed under Autumn Event 2019 in Point 7.
- Training is a priority for the council, members agreed to fund two courses in Maesteg this financial year: Understanding the Law and Code of Conduct. Four courses need to be chosen for the financial year 2020/21.

**Action: CJ to organise the bespoke training and to invite other councils to keep the cost down.**

Page 6 - Item 15 - Members' Reports

A spreadsheet of the clerk's additional hours was presented to council, at which point, CJ left the meeting. JH advised that council approved the 264 hours which were worked to address the backlog. Members were apparently concerned with the number of hours being worked, therefore, in future, anything above 15 hours per week will be considered voluntary, or a discussion needs to take place on an increase to the contractual hours.

**Action: ORCA Finance to be given additional hours to pay.**

Ynysawdre Community Council to be advised that bank statements need to be obtained for the whole contractual period before a refund can be considered.

**8. Planning Applications**

There were no planning applications.

**9. Correspondence**

There was no correspondence.

**10. Finance and Accounts**

CJ contacted Paul Meredith to request he puts invoice numbers on all his bills.

DJ asked PS whether he had cashed Cheque Number: 000252, dated 30/03/19 for £150 - Councillor's Allowance; nothing was appearing on the bank statement again.

CJ distributed the following:

Record of the Monthly Financial Transactions (September 2019)); September bank statements.

Bank Balance

The opening balance for 1st September 2019 was £78,389.93

The closing balance for 1st October 2019 was £74,464.71.

**11. Chairperson's Report**

No report given.

**12. Clerk's Report**

- Adoption of Governance Documents - working groups were set up to compile the documents:

Council's Standing Orders: **EG (Lead)**, IW and HD.

Council's Code of Conduct: **HD (Lead)**, CG and PS.

Financial Regulations: **JH (Lead)**, DJ and TG.  
**(A full Risk Assessment needs to be done also).**

Terms of Reference need to be established for each area of work by the relative subcommittee:

Rights of Way - **TM (Lead)**, HD, HWD, CG, GN and TG.

Planning - **IW (Lead)**, DJ, TG and HD.

Personnel - **JH (Lead)**, HD, TM and IW.

**(A Personnel Policy needs to be established also; plenty of examples online).**

Finance - **JH (Lead)**, DJ, PS and HD.

Cemetery - **CG (Lead)** and IW. (Bear in mind the church cemetery is private).

Town and Community Council Forum - **DJ (Lead)**, HD and HWD.

Events - **PS (Lead)**, EG, HWD and GN.

Plan for Maintaining and Enhancing Biodiversity Within Current Work Areas: **HWD (Lead)**, TM, GN, NH and new councillor.

This is an important piece of work, much thought and attention need to be given to each area.

Thought also needs to be given to other policies that the council needs for the future. At a cost of £200, Paul Egan, One Voice Wales could give Llangynwyd Middle a Health Check in 2020/21,

The documents need to be complete by **1st February 2020**.

- Training was discussed at Point 7.
- All events discussed at Point 7: Spooktacular, Festive event and Remembrance.
- A plan for a Christmas tree at Cwmfelin roundabout with Centregreat was presented to council at a cost of £2,385 for the first year, and £1,320 in subsequent years. A pit needs to be dug the first year which will have the appearance of a manhole cover. Two licences are required from Highways, BCBC. Permission was given by council.

- Hanging baskets on Llan Square next Summer will be discussed in another meeting, when more information is available.
- An invoice has been received from South Wales Web Solutions for the updating of the website for another year, from November 2019 to October 2020 at a cost of £240 plus VAT. Members approved payment.
- Quotes for a photocopier were discussed. The best quote was from the existing contractor, Midshire, at £70 per quarter for the existing machine, for five years with service/toner at £0.004. Members asked CJ to go back to Midshire for a quote for three years, and council agreed that the final say could come from JH.
- Risk Assessment discussed at Point 7.

### 13. Member's Report

- a) Rambling in Schools - HD to discuss at a future meeting.
- b) Establishment of an Elderly Resident's Association.

**Action: HD to liaise with Ynysawdre Elderly Resident's Association with a view to getting a representative to give a talk to a target group.**

- c) Community Transport and Better Buses for the Llynfi Valley (BBLV) - handout given to members.

**Action: A business plan needs to be put together by HD, EG, DJ, HWD and IW.**

- d) Council advised that over the last six months, since workman have been in the area, there has been an increase in litter from Station Road to Bryn Terrace.

**Action: Clerk to report matter to John Rees, Cleaner Streets, BCBC.**

- e) Highways are cutting Knotweed on side of A4063.

**Action: Clerk to report it and ask BCBC how they plan to address the problem.**

- f) Lidless bin in playground by the Westbury Estate has now been removed

- g) There has been flooding in Llangynwyd, especially by Tyler's House. Residents in the area feel the building of a wall bordering a culvert has exacerbated the problem. BCBC has been advised of the issues, but there has been no further update.



- h) DJ reported that a sign is required on the nasty bend on Llan Road, Top Llan, especially with so many people on the road who are unfamiliar with the area.

**Action: Clerk to report issue to Highways.**

- i) There is an issue with a broken drainpipe at 1 The Bracken's, Lletty Brongu. CF34 0DY, especially in cold weather.

**Action: Clerk to report issue.**

- 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, the funding is not available at the moment.

**Action: CJ to follow up at the beginning of next financial year.**

- k) There is an issue with cars parking by the bus stop opposite the Old Post Office on Llan Square, late buses do not always stop because the bus driver cannot see people waiting there.

**Action: CJ to report to Highways, Police and Bus Company.**

- l) EG thanked council for its hard work.

**14. Items for the next meeting**

On-going issues raised during the meeting.

**15. Date of Next Meeting**

Wednesday, 13th November 2019 - 6.30pm - Llangynwyd Village Hall.

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

