

# **Minutes of the Remote Meeting of Full Council Held in Microsoft Teams at 18:30 on Wednesday, 12th August 2020**

## **Present**

Cllr John Hughes (JH) - Chairman, Cllr Tom Muller (TM), Cllr Dylan Jones (DJ), and Cllr Idris Williams (IW)

Cheryl John (CJ) - Clerk

## **1.Apologies for Absence**

Apologies were received from Cllr Rob Lewis (RL), and Cllr Harry Davies (HWD), but no apologies were received from Cllr Trystan Rhys Griffiths (TRG), nor Cllr Pararajasingham Sasiruban (PS).

## **2.Declarations of Interest**

JH: Governor - Garth and Plasnewydd Primary Schools

TM: Child attends Cwmfelin Primary School and Right of Way (RoW) No 9 on his land

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

## **3.Public Address**

Nobody requested a link to join the meeting.

## **4.Police Matters**

Police Community Support Officer Gareth Stoneham (GS) did not request a link to join the meeting, nor did he provide crime statistics from March to July 2020.

**Action: CJ to request the missing crime statistics, and to request all future statistics are emailed to her before each meeting.**

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, Bridgend County Borough Council (BCBC), he will chase a response.

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

## **5.One-Minute Silence in Memory of Chris Griffiths (CG)**

The one-minute silence will be observed at another meeting of full council, when more councillors are in attendance.

## **6.Ratification of the 'Public' Minutes of the Meeting of Full Council Held on Wednesday, 11th March 2020**

The minutes were agreed as a true record.

## **8.Ratification of the Minutes of the Remote Extraordinary Meeting of Full Council in Microsoft Teams Held on Thursday, 9th July 2020**

The minutes were agreed as a true record.

## **9.Matters Arising from the 'Public' Minutes of the Meeting of Full Council Held on Wednesday, 11th March**

### Page 2 - Item 7 - Police Matters

As previously reported, there is an issue with cars 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. The clerk has written to BCBC, and the response is as follows:

***“With reference to your request for parking restrictions at this location in order for us to introduce them would require us to make a traffic order which involves a full consultation with statutory bodies and residents. This process if there are no objections is currently taking between 18 months and 2 years to complete and is subject to staff being available to process the order.***

***As you and your members are aware the properties near the bus stop have very little or no off-street parking and it is probable that when the householders are consulted on the prohibition of no waiting or loading/unloading that they will object to the proposal.***

***As such the timescale could extend even further if a decision is made to progress the order, or due to the number and type of objections received the order may not be progressed.***

***The cost of the order if there is no objections could be up to £8000 but I would stipulate that if it was to be progressed with the prohibition of loading / unloading then it would require a public enquiry to resolve the objections and the costs found by the scheme sponsor. Unfortunately, I do not have any estimates of what costs such a public enquiry could be.***

***BCBC have no funding for such a traffic order process at this time and all costs would have to be found by your Town Council if you wish the matter were to be progressed.***

***As you are aware from my first email dated 8<sup>th</sup> January 2020 on this matter that there is already legislation in place which allows the Police and a PCSO to deal with vehicles which are parking on the footway and causing an obstruction or danger.***

***As the offenders appear to be residents living nearby, I would suggest that contacting the Police or local PCSO to ask them to address the issue could be a more appropriate way forward as in the first instance the drivers could be requested not to park causing an obstruction without getting penalised.***

***I trust that the above is of assistance?***

***Yours sincerely,***

**Keith Power,  
Temporary Traffic Management Officer”**

A copy of Keith Power’s reply has been sent to GS, however, there will be very little that the police can do if vehicles are not parked illegally.

Council agreed that everything possible has now been done.

Page 2 - Item 7 - Proposal - Llan Rangers

The club has asked the community council for a letter of support for the Community Asset Transfer (CAT), and for a member to become a trustee; there is nobody who can commit to becoming a trustee, but a letter can be given.

**Action: DJ to provide the clerk with the letter of support for the club, and to advise that there is nobody able to commit to becoming a trustee.**

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 was no official response from the club, therefore, CJ wrote to BCBC to ask if provision could be made in the CAT for this. Two responses were received:

- i. ***“As previously discussed, a horticultural wash-down area is more than the use of the tap, all arising’s would have to be positively drained onto a wash pad fed into a filter system for the discharge with a sub metre and the water would have to be secured (from theft). A schematic drawing would have to be done and this would have to comply with water infringement laws. Any wash-down area would have to be installed /constructed on the community council land by yourselves. I know this is not the answer that you wanted but on a more positive note I will send you the key holder agreement this afternoon and you can email it back to me or Nicola can give it to me when I give the keys to her as the pavilion re-opens.***

***Best Wishes***

***Claire Daymond  
Green Space Performance and Development Officer  
Bridgend County Borough Council  
Green Spaces and Bereavement Services”***

- ii. ***“I have raised the issue with Llan Rangers and they are happy for the Community Council to have access to the water supply post transfer and determining an equitable way of apportioning the associated cost. This is something that the Council will consider as the transfer progresses.***

***Best Wishes,***

***Guy Smith  
Community Asset Transfer Office”***

**Action: clerk to return key holder agreement, and to update council on any progress with the CAT.**

Page 2 - Item 7 - Country Lane Used as a Busy Thoroughfare (Station Road to Bryn Terrace)

There was no funding available to improve the lane in 2019/20, therefore, the clerk wrote to BCBC again on 2nd August to query the likelihood of any improvements to the lane this financial year.

**Action: clerk will update council as soon as a response is received.**

Page 2 - Item 7- Internal Audit

There has still been no news on the audit return since its submission some months ago. The 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 7 - 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 the late CG as it is not in keeping with the other ones. CJ will then arrange for the chain to be valued.**

The Men's Shed - Housemartins, Coytrahen delivered the new storage box for the chain of office, but it had to be returned to have a latch fitted. Once received back, it must be kept under lock and key in the clerk's office.

**Action: clerk will advise council when it has been returned.**

The Men's Shed - Housemartins, Coytrahen will shortly be returning the two nature boards for Parc Tir Iarll.

**Action: CJ will advise council as soon as the boards have been put back in position.**

Page 3 - Item 7 - Telephone Boxes (Llangynwyd Village & Lletty Brongu)

The clerk has applied to Cadw for funding to help with the refurbishment of the telephone boxes; it has been confirmed that the project will be funded. CJ is awaiting further instructions.

Planning permission has also been sought as the telephone box in the historic village of Llangynwyd is listed; the clerk is awaiting further instructions on this matter. Council approved the planning application fee of £95.

**Action: clerk will now pay the fee and keep council updated on any progress.**

Page 3 - Item 7 - Planning Applications (Old House 1147, Llangynwyd - Licensing Hours)

CJ has now found the application on the BCBC website; there are different areas depending on the nature of the application - approval was granted for an extension.

Page 3 - Item 7 - Members' Reports Commemorative Plaque (Mr and Mrs Morgan)

Elaine Guscott (EG) previously raised the possibility of a commemorative plaque for past members, however, council feel that it would be unfair to remember some, when there have been so many others who have made huge contributions in the community.

Page 4 - Item 7 - Members' Reports - Pathways at Parc Tir Iall

JD Surfacing & Construction Ltd could not start in March 2020 due to the COVID-19 pandemic. One hundred and fifty linear metres have now been laid, along with an

additional one hundred linear metres; budgeted for in 2020/21; as agreed by email with members. The amount of £21,816 including VAT has been paid to the firm (£10,800 - 2019/20 and £11,016 - 2020/21).

Page 4 - Item 7 - Clerk

Ken Piper (KP) was informed that the clerk will 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 aggrieve 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 at Llangynwyd Village Hall (LVH).**

Page 4 - Item 7 - Extra Dog Bins in Both Wards

Two TiksPac dispensers have been fitted, one outside LVH, and one near Cwmmfelin Primary School; the stations will be re-filled by BCBC.

BCBC has also provided the clerk with a list of the dog faeces bins in the area, and John Rees (JR), Cleaner Streets will advise on any new bins to be allocated to the area. Council has a budget for the purchase of more bins should this be required.

**Action: clerk to update council when the allocation of these bins is known.**

Page 5 - Item 7 - Purchase of a Digital Voice Recorder for Meetings - Minute Taking

Protocol for the use of the digital voice recorder needs to be established however, there will be no remote subcommittee meetings held, unless it is absolutely necessary.

**Action: CJ to convene a meeting of the personnel subcommittee, when the time is right.**

Page 5 - Item 7 - Purchase of Lone Alert for Park Warden

Protocol for the use of LONEALERT needs to be established however, there will be no remote subcommittee meetings, unless it is absolutely necessary.

**Action: CJ to convene a meeting of the personnel subcommittee, when the time is right.**

Page 5 - Item 7 - Permission for a Survey of the RoW

The RoW survey by Cardiff Conservation Volunteers started on Sunday, 5th January 2020, another day or so will be required for its completion however, the survey has been delayed due to the COVID-19 pandemic.

**Action: clerk will keep council updated.**

Page 5 - Item 7 - Positioning of Storage Container at Parc Tir Iarll

Due to condensation and mould issues, council would now like to purchase a 'once used' 20ft lined container, to be positioned in the park. Three quotes were received, and a site visit was approved by council and arranged with S Jones Containers, at a cost of £80 plus VAT.

The site visit revealed that there would be no problem locating the container in the park therefore, members agreed to the £95 fee being paid for planning permission. It has since become evident that S Jones Containers' original quote was without the lining; a new quote has been provided, but with additional items. New quotes have also been requested from Containers Direct and Mobile Mini, for council to consider again:

1. S JONES CONTAINERS

- Lined container single trip - £3,700.00
- Security - Supply and fit a Contain-A-Lock padlock protector complete with CISA 285/75 high security lock (optional) - £120.00
- Standard repaint incl. mask door seals (optional) - to re-paint container green - £275.00

Total: £4,090 plus VAT (**EXCLUDING 4 sleepers and door stays**)

2. SHIPPING CONTAINERS UK

- One once used\* 20ftx8ft lined container in green with lock box - £3,300
- Door stays 20ftX8ft - £180
- 4 sleepers - £120
- Padlock - £35
- Delivery to site - £650

Total cost: £4,185.00 plus VAT

3. MR BOX (A MOBILE MINI COMPANY)

20' STANDARD W/LOCK BOX - New 20ft container lined and insulated with rockwool insulation and plywood lining boards. 4ft wide ramp suitable for pallet truck weight. Extra price to repaint (dark colour) = 535.71

Total: £9,512.14 plus VAT (**INCLUDING ramp, but EXCLUDING repaint, 4 sleepers and door stays**)

Council approved the use of Shipping Containers UK; the container will pay for itself in just under six years and five months; based on the present rental rate.

IW will give the clerk the telephone numbers for two local firms which will possibly be cheaper for the purchase of a ramp for use with the container.

**Action: CJ to pay the planning permission fee, and IW to give clerk the telephone numbers for the ramp; council will be kept updated on all progress.**

Page 6 - Item 7 - Council's Risk Assessment

A full risk assessment is to be put on the agenda for a meeting of the finance subcommittee however, there will be no remote subcommittee meetings, unless it is absolutely necessary.

**Action: CJ to convene a meeting of the finance subcommittee, when the time is right.**

Page 6 - Item 7 - Clerk's Report

The two bespoke training courses arranged for February and March 2020 had to be cancelled; Code of Conduct and Understanding the Law. However, due to the COVID-19

pandemic, it may be sensible not to hold any training this financial year either, and to carry the money forward to 2021/22 for the six courses; two from 2019/20 and four from 2020/21.

**Action: members to identify training for 2021/22 before year end.**

Page 6 - Item 7 - Members' Reports

CJ met with Deryck Evans, WAO some time ago; he is undertaking an audit of the accounts for both Ynysawdre and Llangynwyd Middle, and 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 7 - Clerk's Report

Permission was given by council and the property owners, for two hanging baskets to be put up on each of the five buildings on Llangynwyd Square. The hanging baskets were planted by ADM Nurseries and erected by Rowan Hobbs, who will water and feed the flowers during the Summer months. At the end of the season, Rowan will remove them for storage until next Summer.

Page 6 - Item 7 - Members' Reports

a) Rambling in Schools

**Action: Helen Davies (HD) originally requested for this item to be put on the agenda however, she has since resigned as a councillor. When there is a full complement of councillors, a decision can be made on the progression of the item.**

b) Establishment of an Elderly Resident's Association - HD has met with Ynysawdre Elderly Residents' Association (Y.era), and is making good progress.

**Action: HD was going to arrange for a representative(s) to talk to a target group however, she has since resigned as a councillor. When there is a full complement of councillors, a decision can be made on the progression of the item.**

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

**Action: HD was to going to keep council updated however, she has since resigned as a councillor. When there is a full complement of councillors, a decision can be made on the progression of the item.**

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 was going to update council on any new reports however, she has since resigned as a councillor. When there is a full complement of councillors, a decision can be made on the progression of the item.**

(i) There is an issue with a broken drainpipe at 1 The Bracken's, Lletty Brongu. CF34 0DY, especially in cold weather. The 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. The 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 8 - Item 7 - Noticeboard

The new noticeboard has been made, and it has been erected by the Mens Sheds - Housemartins Coytrahen.

#### Page 8 - Item 7 - Purchase of Mower/Tractor

Due to the COVID-19 pandemic, the new mower/tractor could not be delivered until May; the old mower also needed a repair before the pick-up (part-ex). Both the machine and the park warden have been insured with Zurich.

#### Page 8 - Item 7 - Clerk's Report

- The defibrillator has now been installed on an external wall at the village hall, and registered for use; the plaque has been made at a cost of £49.58 (incl. VAT), and will be put up as soon as arrangements are made by the LCA. When it is safe, LCA will advertise training for anyone interested in the community.
- CJ has set-up an email distribution list using the councillors' new email addresses, which not all members have been using; either because they have not set it up, or because they do not find the new address user friendly. Unfortunately, it is difficult for the clerk to know who has seen what, therefore, the new addresses are no longer used to avoid confusion; the park warden continues to use her new email address though.

Should council wish to have gov.uk email addresses through Aubergine: the new website host, the costs will be as follows:

- i. Email Service set up £200 + VAT (up to 20 mailboxes)



- ii. £10 + VAT per mailbox set up
- iii. Mailbox fee of approx. £4 per month per user will then be paid directly to the provider (Microsoft O365)
- iv. Domain registration: gov.wales - £100 + VAT per year

Members prefer the clerk to use their personal email addresses in future.

#### Page 9 - Item 7 - Chairman's Report

The minutes outlining the council's proposal to join the Local Government Pension Scheme along with the chairman's email approving them, have been sent to Rhondda Cynon Taf.

**Action: clerk will notify council when she receives further details.**

#### Page 9 - Item 7 - 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; the clerk has informed LCA of the change in plans.

CJ 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 one and three-quarter hours as an act of goodwill; the clerk has made the payment.

The application to replace GN through co-option will be considered at Item 12. There has been no interest in the other vacancy yet (CG). Recently, there have been two more resignations; HD and EG, the two notices have been displayed on the noticeboard and on the website, they end on 19th August 2020.

**Action: clerk to advertise co-options if no election is called.**

The 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.

Due to the COVID-19 pandemic, a RoW subcommittee meeting will not be called therefore, the clerk has obtained three quotes for a nature trail; the signs will display the work of the winners of a competition in schools:

1. Nature Sign Design
2. Shelley Signs
3. The Osprey Company

**Action: CJ to send members all three quotes for an informed decision to be made at the next meeting of full council.**

The Health and Safety (H&S) report has been emailed to members; as a result of the findings, members agreed by email for a risk assessment to be carried out by the same firm, at a cost of £200. This has subsequently highlighted the need for an occupational health assessment, for which three quotes have been obtained:

1. Insight Workplace Health - £275
2. Workare (Bridgend firm recommended by Natural Safety Solutions) - £260
3. The Occupational Health Business Ltd - £150 (telephone appointment only available at present)

Council approved the use of Workare for this purpose.

**Action: clerk to arrange the assessment**

From the work that has already been done by Natural Safety Solutions, it has become apparent that council needs to procure the services of a firm to carry out all the H&S tasks; time and expertise is needed to ensure compliance in this field. A H&S subcommittee should also be established in the Annual General Meeting (AGM). Three quotes have been obtained for a service:

1. Natural Safety Solutions
2. South Wales Safety Consultancy Ltd
3. Peninsula

**Action: CJ to send members all three quotes for an informed decision to be made at the next meeting of full council.**

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 10 - Item 7 - Clerk's Report

The park warden has been reimbursed for the twelve heather plants that she bought for Parc Tir Iarll.

The Understanding the Law training was rearranged, however, due to the COVID-19 pandemic, it was cancelled again (see earlier update on training).

Page 10 – Item 7 - 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.**

Page 10 - Item 9 - Planning Applications

There have been no planning applications for some time therefore, the clerk queried this with BCBC; all applications have been sent to TG although, CJ changed the council's

contact details when she started. BCBC has assured the clerk that all future applications will be sent to her.

#### Page 11 - Item 10 - Correspondence

- The house number has been removed from all minutes for the resident in Heol Neuadd Domos who appeared to be encroaching on Parc Tir Iarll land.
- 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.

CJ also contacted Aubergine for a quote:

#### Website package

Council WCAG website build (£700) including SSL protected hosting (£199)\* and basic support package at £899 + VAT

Quarterly WCAG compliance scan & report service at £299 + VAT per year\*\*\*

#### Website content

The term 'website content' refers to the text, images and files on each of the pages. The website package will be set up with all the pages you need according to your sitemap - I would like Aubergine to add the content for me at £25 + VAT per hour (10 hours)

Hosting & other optional services are annually renewable \* \* \*

Total: £1,448.00 (Year 1), £498 (Year 2) and £498 (Year 3)

Council agreed by email to go ahead with the Aubergine quote.

- The park warden has been asked to notify the clerk immediately when she is given physiotherapy appointments.
- 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, that it is 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, and will update council.**

- Following the annual service of the park equipment, the float was used to purchase a new foot pump at a cost of £13.41 plus VAT. A new ramp is also required for the mower to be driven in and out of the container; this was discussed on: Page 5 - Item 7 - Positioning of Storage Container at Parc Tir Iarll.
- The park warden has been asked to notify the clerk immediately if she needs to take any leave of absence.
- BCBC made payment of the RoW Agency Agreement 2019/20 in March 2020.
- The CiLCA training booked for the clerk this year has been cancelled due to the COVID-19 pandemic.
- The Code of Conduct training at MTC offices on 26th March was cancelled due to the COVID-19 pandemic.

#### Page 13 - Item 11 - Finance and Accounts

A finance report and bank statements were sent to members for January to March 2020:

#### Bank Balance

The opening balance for 1st January 2020 was £59,602.63  
The closing balance for 31st March 2020 was £42,917.43

#### Page 13 - Item 14 - Members' Reports

Previously, EG felt the need for a location to be identified, where in an emergency, members could 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.**

### **11. Matters Arising from Minutes of the Remote Extraordinary Meeting of Full Council in Microsoft Teams Held on Thursday, 9th July 2020**

#### Page 1 - Item 3 - Approval of Audit Return 2019/20

On behalf of council, the chairman provided the clerk with with an email approving the 2019/20 audit return, which the clerk has submitted to BDO; external audit..

### **12. Co-option of Councillor to Replace GN**

There was only one application; members agreed to co-opt James Duncan (JD).

**Action: clerk to advise JD and electoral services of the co-option; CJ to also arrange the necessary documentation for JD's attention.**

### **13. IRPW: Payments to Members of Community and Town Councils - Senior Roles**

Clerk requested clarification on the amounts to be paid for senior roles in the council; particularly, for the chairman and vice. The chairman advised council that he had done a considerable amount of work in 2019, due to the absence of a clerk for many months, along with DJ, TM and HD. DJ stated that he did not want any payment for the additional responsibilities.

**Action: CJ to send the IRPW Report (February 2020) to JH, DJ, TM and IW for their perusal, so that an informed decision can be made at the next meeting.**

### **14. Online Payments**

During lockdown, members gave permission for payments to be made online by the clerk, with JH and DJ approving these payments beforehand, and afterwards, being able to check them online. This was only ever to be a temporary measure due to the COVID-19 pandemic; this system did not meet council's security expectations.

Due to historical problems, council would like to see all online payments being made by the clerk, but authorised online by two councillors before the bank releases the funds to the payee. This facility is expensive with the NatWest, therefore, the clerk made enquiries with One Voice Wales, other community councils and banks, which revealed that the best account to meet council's needs, is with the Unity Trust Bank at £6 per month.

Council gave approval for the opening of a new bank account with the Unity Trust Bank however, due to outstanding audits, members would like the NatWest account kept open with £5,000, until all matters are resolved.

The authorisers will be JH and DJ, with HWD as first reserve, and TM as second reserve.

**Action: clerk to make all the necessary arrangements for the new account.**

## **15.Purchase of a New Petrol Strimmer/Brushcutter - Quotes**

A new strimmer/brushcutter is needed, the old one is costing too much in repairs and time. The park warden was asked for three quotes:

- i. Kawasaki TJ53E - 2 Stroke - 53.2cc - 2kw - 8.5kg weight - £343 (approx.)
- ii. Stihl FS410c-em - 2 Stroke - 41.6cc - 2kw - 8.5kg weight - £566 (approx.)
- iii. Makita EM4351uh - 4 Stroke - 43cc - 1.5kw - 8.6kg weight - £465 (approx.)

The warden has used a Kawasaki strimmer/brushcutter previously, and was very happy with its performance; BCBC also use this machine for grass cutting. NH can see very little difference between this and the Stihl one, therefore, she is happy to have the Kawasaki model; council agreed.

**Action: clerk to arrange the purchase.**

## **16.RoW - Confirmation of Maintenance Work**

At present, the RoW are cut four times a year, but nobody checks the work. For audit purposes, after each cut, the park warden will confirm that the work has been done to standard.

**Action: clerk to make arrangements for the park warden to undertake this work.**

## **17.Correspondence**

- **Donation to the Noah's Ark Charty**

Council agreed to a £100 donation

**Action: clerk to send the donation.**

## **18.Planning Applications**

There were no planning applications.

## **19.Finance and Accounts**

CJ distributed the following:

Record of the Monthly Financial Transactions (April to July 2020); April to July 2020 bank statements.

### Bank Balance

The opening balance for 1st April 2020 was £42,917.43

The closing balance for 29th July 2020 was £62,686.89

**Action: clerk to provide a monthly spend against budget from September 2020.**

## **20.Clerk's Report**

## **Christmas Decorations**

As agreed by council during lockdown, Christmas street decorations were purchased; three suppliers were considered:

- The Festive Lighting Company
- Blachere Illuminations
- LITE Ltd

The best buys were through Festive Lighting at a total cost of £4,088:

- a) Four Spiral 3D Lamppost Decorations - outside LVH, The Cross Inn, Railway Station, Mill Street and St Cynwyd's Church
- b) Six Star Rays Column Motifs - on stretch of A4063, Maesteg Road, between Llangynwyd and Cwmfelin roundabout

A further two Star Rays will be required for Maesteg Road, so that all the lampposts on that stretch of the A4063 are included; the quote is £568.

BCBC's charge this financial year for the erection, removal, storage and maintenance of Christmas decorations is £795.

This year's Christmas tree from Centregreat Ltd will cost approximately £1,350; bringing the total cost, with the two additional motifs, to approximately £6,801; within budget.

**Action: members agreed to the purchase of the two additional motifs.**

## **Removal of Fencing, Nature Trail Signs and Logs at Parc Tir Iarll**

The fencing & wooden posts, the nature trail signs & wooden posts, and three and a half rotting logs from the log circle seating area, need to be removed from the park:

### **Quote 1:**

All Gone Waste Removal - £7,000

### **Quote 2:**

Cox Skip and Waste Management - £7,000

### **Quote 3:**

Henvor Group Ltd - £4,000

**Action: clerk to contact JD Surfacing and Construction for a quote to remove the chicken wire fencing, as originally agreed when laying the new tarmac paths. CJ was also asked to contact TG for his observations on the removal of this fencing. TM agreed to take a look at the job also.**

## **Vacant Allotment in Grounds of Parc Tir Iarll**

The keys for the allotment in Parc Tir Iarll have been returned, and its availability has been advertised on the website; some posters will also be put up on the fence surrounding the allotment.

**Action: clerk will advise council of any interest.**

### **Zurich Insurance Policy**

The Zurich insurance policy has been reviewed and renewed for the coming year; £705.60

### **Vandalisation at Parc Tir Iarll**

There have been reports of a tree being vandalised at the park. On one occasion, a couple caught a man sawing at the tree; they found the incident quite disturbing.

The clerk has reported the incident to GS.

### **Dog Jumping on People in Parc Tir Iarll**

There is a man who walks his dog without a lead in Parc Tir Iarll, a complaint has been received that the dog jumps on people, and that it jumped on a young girl as she walked through the park. She found the incident very distressing, and has lost her confidence around dogs. Her father reported the incident to the dog warden, who visited the dog owner with 'words of advice'.

More recently, the father and his son were jogging around the playing fields when the same dog jumped up on his son. The father will be seeking a Dog Constraint Order, and failing a satisfactory outcome, will be contacting the police as advised on the first occasion.

### **New Back Garden Fencing in Cwrt y Fedwen, Encroaching on Parc Tir Iarll**

Two houses in Cwrt y Fedwen have had new back garden fencing erected, however, by doing so, they have claimed around the width of a fence panel of parkland.

The clerk has written to BCBC for their advice on this matter.

**Action: CJ will keep council updated on this issue.**

### **Removal of the Payphone Outside Llangynwyd Village Hall**

BCBC requested council's view on the removal of the payphone outside the hall by BT; it is being used on average twice a month. CJ wrote to members, and this was the response:

- 2/8 thought it should be kept as a resource in the community, especially as the other two payphones in the area (Top Llan & Lletty Brongu) have been removed
- 3/8 agreed that BT could not be expected to maintain the payphone when it is being used so rarely.
- 3 members did not reply

The clerk has written back to BCBC with this information.

### **Traffic Travelling at Speed on Road Down to Sports Pavilion**

There has been a report from a visitor to the park of traffic travelling at unacceptable speeds from the main road down to the sports pavilion; children are frequently running around this area.

CJ has reported this to BCBC, and has asked for speed signs on the road.



**Action: clerk will keep council updated.**

### **Overgrown Acer Trees on Highway in Lletty Bronqu**

There has been a report of overgrown Acer trees on the highway in Bryn Terrace.

The clerk has reported this to BCBC for their attention.

### **VJ Day - Saturday, 15th August 2020**

Mr Bevan from the Royal British Legion (RBL), Maesteg Branch, contacted the clerk regarding VJ Day; due to COVID-19, there will be no poppy appeal this year, however, he will be laying a wreath on the cenotaph in both Caerau and Maesteg. Subsequently, CJ asked him if he could put one on the cenotaph in Llangynwyd; the wreath will be laid at approximately 11:30 to 11:40, and it will be free of charge this year.

Should anyone wish to attend, they will be welcome, but social distancing must be observed; the chair and vice of LVH have also been informed.

### **Photocopier Charges**

When the quotes for the photocopier were considered last year, it was decided to stay with Midshire for five years at £70 per quarter. When the first direct debit was taken, there was a one-off facility fee of £169; for setting up the credit agreement, and on top, there is a quarterly asset protection charge (insurance) of £23.78. Therefore, the machine is costing £34.08 not £23.33 per month plus printing charges. Presumably, there would also have been similar charges with the other firms.

### **Bereavement Leave**

Members have been notified that NH will soon need to take bereavement leave; council agreed to five days with salary, along with any annual leave needed.

### **Annual Leave - Clerk**

CJ will be on annual leave from 17th to 28th August; her first day back at work will be 1st September, due to the bank holiday.

### **21.Chairman's Report**

N/A

### **22.Members' Reports**

N/A

### **23.Dates of Remote Meetings: Full Council, AGM and Subcommittees**

The next meeting of full council will be on Wednesday, 9th September 2020 at 6.30pm in Microsoft Teams.

There will be no AGM or subcommittee meetings until further notice.

Chairperson .....

Date .....