

Minutes of the Remote Meeting of Full Council Held in Microsoft Teams at 6.30pm on Wednesday, 9th September 2020

Present

Cllr John Hughes (JH) - Chairman, Cllr Tom Muller (TM), Cllr Idris Williams (IW), Cllr Harry Davies (HWD), Cllr Pararajasingham Sasiruban (PS), Cllr Rob Lewis (RL) and Cllr James Duncan (JD)

Cheryl John (CJ) - Clerk

1.Apologies for Absence

Cllr Dylan Jones (DJ) joined the meeting, however, shortly afterwards, he lost connection and could not re-join. No apologies were received from Cllr Trystan Rhys Griffiths (TRG).

2.Declarations of Interest

JH: Governor - Garth and Plasnewydd Primary Schools

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

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

PS: Governor - Llangynwyd Primary Schools and Member - Llangynwyd Community Association (LCA)

RL: Member - MTC

3.Public Address

Nobody requested a link to join the meeting.

4.Police Matters

Police Community Support Officer (PCSO) Gareth Stoneham (GS) could not attend the meeting, as he was not on shift, but he sent the crime statistics from March 2020 to August 2020.

Previously, TM asked if a car could park 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.Ratification of the 'Public' Minutes of the Remote Meeting of Full Council Held in Microsoft Teams on Wednesday, 12th August 2020

The minutes were agreed as a true record.

7. Matters Arising from the 'Public' Minutes of the Remote Meeting of Full Council Held in Microsoft Teams on Wednesday, 12th August 2020

Page 1 - Item 5 - One-Minute Silence in Memory of Chris Griffiths (CG)

JH called for a moments silence in memory of Chris Griffiths (CG); the council is thankful for his contribution to its work in the community; he will be sadly missed.

Page 3 - Item 9 - Proposal - Llangynwyd Rangers FC

A letter supporting the club's community asset transfer (CAT) has been provided by DJ, however, nobody has spare capacity to become a trustee.

Action: the clerk will send the letter of support, and advise the club that nobody can commit to becoming a trustee at present.

The clerk has asked Llangynwyd Rangers FC 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 the key holder agreement to BCBC; she will also update council an any progress with the horticultural wash-down area through the CAT.

Page 3 - Item 9 - Country Lane Used as a Busy Thoroughfare (Station Road to Bryn Terrace)

There was no funding available in 2019/20 to improve the lane, therefore, the clerk wrote to BCBC on 2nd August 2020, to query the likelihood of improvements this financial year, however, there has been no response to date.

Action: clerk will write to BCBC again.

Page 4 - Item 9 - Internal Audit

There has still been no news on the audit return since its submission last year. The clerk wrote to the Wales Audit Office (WAO) for an update some months ago, but to no avail.

Action: CJ to write to Audit Wales for an update.

Page 4 - Item 9 - Chairperson's Report

The clerk is now in possession of the chain of office.

Action: CJ will arrange for the missing links of past chairpersons to be added, along with a replacement link for the late CG, as it is not in keeping with the other ones. The clerk 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, it will be kept under lock and key in the clerk's office.

Action: clerk will advise council when it has been received.

The two large nature boards at the entrances to Parc Tir Iarll have been returned and put back in position by the Men's Shed - Housemartins, Coytrahen; a very good job according to the park warden.

Page 4 - Item 9 - 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.

Action: clerk will keep council updated on both matters.

Page 5 - Item 9 - 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 invite KP to the next meeting of full council at Llangynwyd Village Hall (LVH).

Page 5 - Item 9 - Extra Dog Bins in Both Wards

John Rees (JR), Cleaner Streets, BCBC has been provided with locations in the community where bins are needed, he will let the clerk know which locations he can provide bins for this year. Council has a budget for the purchase of more bins should they be required.

Action: CJ will update council when the allocation of bins is known.

Page 5 - Item 9 - 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 at present due to COVID-19; unless absolutely necessary.

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

Page 5 - Item 9 - 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 held at present due to COVID-19; unless absolutely necessary.

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

Page 5 - Item 9 - 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 9 - Positioning of Storage Container at Parc Tir Iarll
Due to Health and Safety issues, council has received three quotes for the purchase of a new container for the park warden to store her equipment and materials. Council approved the use of Shipping Containers UK for the purchase; the container will pay for itself in just under six years and five months, based on the present rental rate:

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

Planning permission has been sought, when approval is received from BCBC, the order for the container will be placed.

A ramp/ramps for the container will also be needed, IW has given the clerk the telephone number for two local firms, and is looking for a third for her.

Action: IW to give CJ the telephone number for the third local firm; council will be kept updated on all progress.

Page 6 - Item 9 - 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 held at present due to COVID-19; unless absolutely necessary.

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

Page 6 - Item 9 - 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.

Action: if possible, members to identify training for 2021/22 before year end.

Page 7 - Item 9 - Members' Reports

Deryck Evans, Audit Wales is undertaking an investigation into the accounts of Ynysawdre and Llangynwyd Middle Community Councils, 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 speak to the auditor about the investigation at the same time as getting an update on last year's audit.

Page 7 - Item 9 - 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 this 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 this item.

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

Action: HD was 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 this 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 this 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 9 - Item 9 - 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 9 - 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: clerk is awaiting the provision of all documents.

There has still been no interest in the three councillor vacancies (CG, Elaine Guscott (EG), and HD); the positions are permanently advertised.

Action: CJ will notify council if there is any interest.

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. CJ sent the quotes to members for consideration however, members have requested them again; they will then each state their preference immediately. The quotes range from £1,630 to £5,375.

Action: CJ to send members all three quotes again.

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. This has subsequently highlighted the need for an occupational health assessment, for which three quotes have been obtained. These quotes range from £150 to £275; council approved the use of Workare at a cost of £260, and the assessment has been arranged for the 30th September 2020.

Action: CJ will present the report to council when it is available.

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). CJ has obtained three quotes which have been sent to members for consideration however, members have requested them again; they will then each state their preference immediately. The quotes range from £2,050 (3 years) to £9,000 (3 years).

Action: CJ to send members all three quotes again.

Clerk has sent a donation of £100 to the Wales Air Ambulance Charity.

Page 10 - Item 9 - Members' Reports

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

Action: HWD to find out why this has been brought to the attention of the community council.

HWD has also been approached by a resident about the provision of a zebra crossing by the bus stop next to LVH.

Action: HWD to inform resident that this has been discussed previously; nothing came of it. It would probably be a long process, and even if permission was granted after all the consultations, Local Government funding is limited.

Page 11 - Item 9 - Correspondence

- Due to the Government's Website Content Accessibility Guidelines (WCAG 2.1), introduced in 2018, and 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.

Aubergine was instructed to build the council's new website, which is almost ready; clerk needs training before it goes live.

Action: CJ to arrange training session.

- 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:

Dear Cllr James,

Following our telephone call last week, I can confirm that BCBC do own the park and woodlands, and the holding department is Parks. However, as I understand the park is currently leased to Llangynwyd Middle Community Council. Therefore, under the lease agreement it should state whether maintenance of the land, which would include improvements to address the current drainage issue/flooding experienced by residents in Cwrt y Fedwen, is the responsibility of Parks or the community council.

The Flood & Coastal Management section can offer advice to the town council to address the issue, but it would not be responsible for undertaking any works. This would also be the case if Parks were responsible for the maintenance of the park area.

I trust that this is informative.

***Kind regards,
Jack***

***Jack Davies
Highway and Land Drainage Engineer (BCBC)
Phone: (01656) 643441
Email: jack.davies@bridgend.gov.uk”***

Clerk advised members that in accordance with the lease, council are responsible for this issue.

Action: CJ to contact the Flood & Coastal Management section for advice.

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.

Page 13 - Item 13 - IRPW: Payments to Members of Community and Town Councils - Senior Roles

Clerk sent the IRPW Report (February 2020) to members; a decision to pay the chairperson £500, and the vice-chairperson £250 for 2019/20 was made.

Action: CJ to arrange the payments.

Page 13 - Item 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 costs £20 per month and 45p for each next day/future dated transaction; £2.50 for immediate ones, with Bankline through 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/investigations, 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.

Page 14 - Item 15 - Purchase of a New Petrol Strimmer/Brushcutter - Quotes

Council agreed to the purchase of the Kawasaki TJ53E, but it was no longer available when the clerk went to order it. The park warden advised the clerk that the BK53ED model was similar, therefore it was ordered at a cost of £349.17 plus VAT from MowDirect. However, the park warden then said that she was concerned because only the engine was made by Kawasaki, and that it weighed 1kg more. It was delivered to NH's home as she works part-time, and obviously it was not assembled. NH said she could not get the machine to the park as it was too big for her car, which would not be insured to carry park equipment anyway; she also said that she could not assemble it for H&S reasons. Members were contacted about the problem, and the general consensus was to return it. The cost of the return was £90, members were not happy with the waste of public funds.

Council has now agreed to the purchase of the Stihl model, at a cost of £625 plus VAT, from Newton Mowers, as it can then be delivered to the park assembled.

Action: clerk to arrange the purchase.

Page 14 - Item 16 - RoW - Confirmation of Maintenance Work

Clerk has asked the park warden to check the cutting of the RoW in the area, so that the payments are authorised and comply with audit procedures.

Page 14 - Item 17 - Correspondence

- Donation to the Noah's Ark Charty
Clerk has made the £100 donation,

Page 14 - Item 20 - Clerk's Report

Christmas Decorations

Two additional star ray motifs have been purchased for Maesteg Road from Festive Lighting, at a cost of £568 plus VAT.

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

Fencing/wooden posts, nature trail signs/wooden posts, and some rotten tree trunks from the log circle seating area need to be removed from the park. TRG is unable to quote for this work, due to a conflict of interest, and JD Surfacing and Construction Ltd do not want to quote; the job is far bigger than they were led to believe, and they do not undertake such work. Three quotes have been received, ranging from £4,000 to £7,000, however, members feel that the quotes are too high.

Action: TM was asked to have a look at the job, possibly accompanied by JD, and to report back to council.

Vacant Allotment in Grounds of Parc Tir Iarll

A couple from Llangynwyd have asked to rent the allotment; they want to grow vegetables for their own personal use. Council agreed to the rental.

Action: clerk to contact Christine Knight, BCBC, regarding an annual rental charge, and an appropriate contract for the rental.

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.

As a result of the clerk writing to BCBC, Kimberley Dyson, Portfolio Co-ordinator (Operational), Communities Directorate, Strategic Asset Management & Investment, visited the park; she took photographs and is presently liaising with other departments on the encroachment issue.

Action: CJ will keep council updated.

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.

Bereavement Leave

NH took bereavement leave between 27/08/2020 and 03/09/2020.

9. Correspondence

- (a) Encroachment on Parc Tir Iarll Land - discussed at Item 7 above (Page 14 - Item 20 - Clerk's Report).

- (b) Dangerous Tree in Parc Tir Iarll, Behind House in Cwrt y Fedwen - council agreed for clerk to contact a tree surgeon to make safe.

Action: CJ will arrange for the work to be done, and update council on progress.

- (c) Lopping of Trees in Parc Tir Iarll, Behind Stretch of Houses in Cwrt y Fedwen - council agreed for clerk to contact a tree surgeon on this matter.

Action: CJ will arrange for the work to be done, and update council on progress.

- (d) Rubbish in Parc Tir Iarll, Behind Houses in Cwrt y Fedwen - when Kimberley Dyson, BCBC visited the park regarding the encroachment issue, she advised that the rubbish behind the fences could be reported as fly tipping to BCBC.

Action: clerk to report this issue and keep council informed.

- (e) Gates in Back Garden Fencing in Cwrt y Fedwen, Leading onto Parkland - Kimberley Dyson, BCBC visited the park regarding the encroachment issue, and noticed gates in some of the fences; she is liaising with other departments on this matter too.

Action: clerk will keep council informed of any progress.

- (f) Lopping of Trees/Trimming of Hedgerow in Parc Tir Iarll, in Readiness for New Container - council agreed for clerk to contact a tree surgeon about this matter.

Action: CJ will arrange for the work to be done, and update council on progress.

10.Planning Applications

There were no planning applications

11.Finance and Accounts

CJ distributed the following:

Record of the financial transactions (April to August 2020), bank statements (April to August 2020), and spend against budget (April to August 2020).

Bank Balance

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

The closing balance for 25th August 2020 was £59,150.57

Action: clerk to put an extra column in on the spend against budget spreadsheet, to show balance remaining.

12.Clerk's Report

N/A

13.Chairman’s Report

N/A

14.Members’ Reports

N/A

15.Date of Next Remote Meeting of Full Council in Microsoft Teams

The next meeting will be held on Wednesday, 14th October 2020 at 6.30pm.

Chairperson

Date