

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

### **Present**

Cllr John Hughes (JH) - Chairman, Cllr Trystan Rhys Griffiths (TRG), Cllr Idris Williams (IW), Cllr Dylan Jones (DJ), Cllr Harry Davies (HWD), Cllr Pararajasingham Sasiruban (PS) and Cllr James Duncan (JD)

Cheryl John (CJ) - Clerk

### **1.BCBC Fit for the Future Budget Consultation 2020**

The Chairman welcomed Nicola Bunston and Andrea Boyce from Bridgend County Borough Council (BCBC) to the meeting. Nicola gave an overview of the current BCBC Budget Consultation, whilst Andrea took notes.

Due to the pandemic, every effort has been made to reach the whole population using different methods of public engagement, with questions concentrating more on recovery plans than savings. The consultation started on 19th October 2020 and ends on 13th December 2020, with a view to getting the report completed by January 2021.

This year, there is a section on the consultation web pages for frequently asked questions, which include Town and Community Councils (T&CC). Nicola asked Council to highlight the need to complete the BCBC consultation with their residents. The Clerk informed Nicola that each member has been sent the consultation poster when it was first sent out to the Clerks of T&CC, and that it has also been put on the website.

### **2.Public Address**

Nobody requested a link to join the meeting.

### **3.Police Matters**

The Chairman welcomed Gareth Stoneham (GS) to the meeting, who went through the crime statistics for November 2020 with Council.

### **4.Apologies for Absence**

Apologies were received from Cllr Tom Muller (TM) and Cllr Rob Lewis (RL).

### **5.Declarations of Interest**

JH: Employed by Bridgend County Borough Council as Branch Secretary Unison, and Governor - Garth and Plasnewydd Primary Schools

TRG: Governor - Ysgol Gyfun Gymraeg Llangynwyd

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

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

### **6.Co-option of a Councillor to Replace the Late Chris Griffiths**

There was only one application for the vacancy, IW moved to co-opt Marcia Joanne Hillier-Raikes (JH-R), and JH seconded it; there was no opposition from the other members.

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

### **15.Finance and Accounts**

CJ distributed the following:

- Record of the financial transactions (April to November 2020)
- Bank statements (April to November 2020)
- Spend against budget (April to November 2020)

#### **Bank Balance**

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

The closing balance on 30th November 2020 was £39,018.45

### **7.Acceptance of Budget for Precept 2021/22**

The Clerk went through all the updates to the budget as recommended in the previous meeting; Council agreed the budget and for a request to be made for a precept of £58,000 for 2021/22; no increase.

**Action: Clerk to put the request into BCBC by the deadline of 6th January 2021.**

### **8.Ratification of the 'Public' Minutes of the Remote Meeting of Full Council Held in Microsoft Teams on Wednesday, 11th November 2020**

The minutes were agreed as a true record.

### **10.Matters Arising from the 'Public' Minutes of the Remote Meeting of Full Council Held in Microsoft Teams on Wednesday, 11th November 2020**

#### **Page 2 - Item 7 - Proposal - Llangynwyd Rangers BGCW FC**

The Clerk is waiting for confirmation that the mains water supply for the pavilion can be accessed for a horticultural washdown facility in the community park; through the community asset transfer agreement between BCBC and the club.

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

Despite previous attempts, the Clerk has written again to BCBC for an update on planned improvements to the lane.

**Action: if a response is not received on this occasion, the Clerk will contact Cllr Malcolm James for his assistance with this matter.**

Page 2 - Item 7 - Internal Audit

Deryck Evans, Audit Wales, has advised the Clerk that past audits are nearly complete, however, he needs to retrieve certain information from the HSBC Bank before they can be finalised.

Page 2 - Item 7 - Chairperson's Report

The latch for the new display box for the chain of office has now been fitted, the box has been returned to the park warden.

**Action: CJ will arrange for its collection and safe keeping at her office. Missing links for past Chairs need to be added to the chain, along with a replacement link for the late Chris Griffiths, as his is not in keeping with the other ones; the Clerk will then have the chain valued for insurance purposes.**

Page 2 - Item 7 - Telephone Boxes (Llangynwyd Village & Lletty Brongu)

The Clerk has told the firm to start work on the refurbishment of the two telephone boxes.

**Action: Clerk is still to sign and submit the offer of grant funding letter, due to a query with the amount of funding offered.**

Page 2 - Item 7 – Clerk

The COVID-19 pandemic has put a stop to discussions on the rental of the old post office in Llangynwyd as an office.

**Action: when 'in person' meetings reconvene at Llangynwyd Village Hall, the Clerk will invite Mr Ken Piper to the next meeting of full Council.**

Page 3 - Item 7 - Extra Dog Bins in Both Wards

BCBC has provided the clerk with a list of seven bins required for the area. There is provision in the budget for 2020/21 and 2021/22 for the purchase of one bin.

**Action: Clerk will make the necessary arrangements with BCBC for the purchase/installation of these bins in the relative financial year.**

Page 3 - 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.

**Action: Clerk to convene an 'in person' meeting of the personnel subcommittee when the pandemic is over.**

Page 3 - Item 7 - Purchase of Lone Alert for Park Warden

Protocol for the use of LONEALERT needs to be established.

**Action: Clerk to convene an 'in person' meeting of the personnel subcommittee when the pandemic is over.**

Page 3 - Item 7 - Permission for a Survey of the RoW

The survey on the Right of Ways (RoW) by Cardiff Conservation Volunteers has been delayed due to the pandemic.

A staggered approach to the re-opening and maintenance of more RoW in the area has been agreed by Council; these RoW will be dealt with one at a time within the agreed budget each financial year.

RoW 9 was identified as a starting point, however, when Gareth White (GW) and Roy Meredith (RM) attempted the survey for estimate purposes, they were met with opposition from a resident who said she knew nothing about a RoW on her land. RM has now passed this information on to Andrew Mason (AM), BCBC, who will have to resolve the issue before anything else can be done there.

The Clerk has asked GW and RM for advice on the RoW to be 'tackled' first, RM has provided paperwork for Council; a meeting needs to be convened to discuss options.

DJ approached the subject of the settlement figure for the RoW Agreement; he highlighted the need for the formula used to calculate this figure, before any work is done.

**Action: Clerk to write to AM again for the formula, and she will arrange the meeting with GW and RM.**

Page 3 - Item 7 - Positioning of Storage Container at Parc Tir Iarll

The delivery date for the new lined container is 14th December 2020.

The Clerk has arranged for the collection of the rented container on 15th December 2020, and for TM and HWD to move the shelving units from the old to the new one

**Action: Once the new container has been sited, CJ will get quotes for a bespoke ramp(s) to be made for the ride-on lawnmower to be driven safely in and out of the container.**

Page 3 - Item 7 - Council's Risk Assessment

A full risk assessment needs to be undertaken.

**Action: Clerk to convene an 'in person' meeting of the finance subcommittee when the pandemic is over.**

Page 3 - Item 7 - Clerk's Report

There is provision in the 2021/22 budget for the whole Council to receive bespoke remote 'Understanding the Law' training. Also, anyone who has not done the 'Code of Conduct' training before, should undertake the course.

**Action: Clerk to arrange the 'Understanding the Law' training for 2021/22**

Page 3 - Item 7 - Members' Reports

- (i) There is an issue with a broken drainpipe at 1 The Bracken's, Lletty Brongu; especially in the cold weather
  
- (j) There is also a problem with the culvert flooding in Lletty Brongu, a pipe is sticking out of a hole and gets blocked in heavy rain.

The Clerk has reported both the above issues to Jack Davies, Highway and Land Drainage Engineer, BCBC; work orders have been risen, but the jobs will only be done when resources become available.

Page 4 - Item 7 - Chairman's Report

Catherine Black (CB) from the Rhondda Cynon Taf (RCT) Pension Scheme has failed to respond to the Clerk when asked for an update on the staff joining the scheme. As requested, CJ has provided the Chairman with CB's contact details for him to make some enquiries.

**Action: Chairman is still to make those enquiries.**

#### Page 4 - Item 7 - Correspondence

Much work is still needed on the preparation of governance and accountability documents for adoption by Council.

There are now two councillor vacancies which are permanently advertised until they can be filled. The Clerk has spoken to the gentleman whose contact details were given to the Chairman, but to date, there has been no application received.

The Clerk has written to the headteachers of the two primary schools in the area, asking for a competition to be run involving children in Years 5 and 6. The pupils can then enter by drawing a nature picture of something which may be seen at Parc Tir Iarll; along with a short description. Twenty pictures will be chosen by Council, with a donation made to each school. These pictures will be made into signs for lecterns, which will form a nature trail at the park.

**Action: Clerk will advise Council once a decision has been made by the schools about the competition.**

The Clerk is still waiting for training on the Health and Safety (H&S) software, and the visit from one of Peninsula's H&S officers; the pandemic has delayed the whole process.

#### Page 4 - Item 7 - Members' Reports

The Clerk has written to HWD to advise him that Council will not be purchasing the handrail for Heol Llwyn Durus.

#### Page 4 - Item 7 - Correspondence

- Councillors have still not submitted photographs of themselves for the new website; only JD.
- The Property Department, BCBC has not responded to the Clerk's enquiry about responsibility for the flooding of the back garden in Cwrt y Fedwen. Due to the urgency of this matter, some members suggested contacting Councillor Huw David, Leader, BCBC for assistance. CJ was also asked to check with Zurich Insurance whether this issue would be covered by the policy.

**Action: Clerk will make the necessary enquiries.**

#### Page 5 - Item 7 - Online Payments

The Clerk is still waiting for the return of the signature document for the bank, the new account cannot be opened until this has been submitted. It is presently with DJ, the Clerk has requested that he signs it and passes it on to the next Councillor for his attention, and so on.

#### Page 5 - Item 7 - RoW - Confirmation of Maintenance Work

The park warden was unsure of the routes to take when checking the grass cutting on the RoW, therefore, Paul Meredith's help was sought.

#### Page 5 - Item 7 - Clerk's Report

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

TM and JD will be investigating, so that they can gauge the amount of work involved with the removal of everything from the park.

**Action: TM and JD to report back to Council.**

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

There has been no response from BCBC on the encroachment issue due to the erection of new rear fences for two houses in Cwrt y Fedwen; some members suggested contacting Councillor Huw David, Leader, BCBC for assistance.

**Action: Clerk will make the necessary enquiries.**

Traffic Travelling at Speed on Road Down to Sports Pavilion

There has still been no response from BCBC on new speed signs for the road down to the pavilion, despite previous enquiries.

Page 5 - Item 7 - Correspondence

- (d) There has still been no response from BCBC on the fly-tipping behind some of the rear fences in Cwrt y Fedwen; some members suggested contacting Councillor Huw David, Leader, BCBC for assistance.

**Action: Clerk will make the necessary enquiries.**

- (e) There has been no response from BCBC in relation to gates in the rear fencing of certain houses in Cwrt y Fedwen; some members suggested contacting Councillor Huw David, Leader, BCBC for assistance.

**Action: Clerk will make the necessary enquiries.**

Page 5 - Item 7 - Correspondence

The Clerk has arranged the subscription for Planning Aid Wales' new flagship online course 'Planning from Start to Finish', she is waiting for the payment instructions.

Page 6 - Item 7 - Draft Business Plan for Council

JD continues to work on the business plan, and requested a picture of the Chairman wearing the chain of office by January 2021.

**Action: JH to advise Clerk when he wants to have the photograph taken.**

Page 6 - Item 7 - Purchase of Social Distancing Signs

The Clerk has received the social distancing signs from BCBC; they have been secured to posts on the main roads throughout Cwmfelin and Llangynwyd.

Page 6 - Item 9 - Planning Applications

The Clerk advised the Planning Department that Council want the location of the windows considered carefully; to maintain the neighbours' privacy:

- Planning Application Consultation: P/20/642/OUT - Carville Scaffolding, Station Road, Maesteg. CF34 9TF - Outline application for demolition of existing scaffolding premises and development of 1 no. 3-bedroom house.

Page 6 - Item 10 - Correspondence

- Bridgend Carers Centre - support for carers in the local community.

There is a designated Carers Support Worker who can give support to carers in the local community. Her name is Bev Jones, and she can be contacted on: 01656 658479.

**Action: Clerk still to put the details on the website, and to reply with thanks.**

- Parking on Pavements - Heol Cynwyd and near Cwmfelin Primary School.

The Clerk has written to the lady who complained about the parking on the pavement in two areas of the community, she explained that neither of these issues come under the Community Council's jurisdiction, that both matters should be reported to the BCBC Parking Team. Also, that any requests for changes to areas in this community must go to BCBC, by emailing: [talktous@bridgend.gov.uk](mailto:talktous@bridgend.gov.uk), so that a member of the team can forward it on to the relevant department.

However, these issues have also been reported to GS again for his observations.

**Action: Clerk will update complainant once GS lets her have his observations on these matters.**

#### Page 7 - Item 13 - Purchase of Shelving for New Lined Container and Stepladder for Park Warden

The shelves for the units in the container will be delivered on 14th December, and the stepladder for the park has been delivered.

### **12.Planning Applications**

There were two planning applications:

- 1) Planning Application Consultation: P/20/642/OUT (as amended) - Carville Scaffolding, Station Road, Maesteg. CF34 9TF - Outline application for demolition of existing scaffolding premises and development of 1no. 3-bedroom house (amended plans received 18-11-20).
- 2) Planning Application Consultation: P/20/866/FUL - The Old House, Llangynwyd, Maesteg. CF34 9SB - Single storey kitchen pavilion adjacent to public house to provide associated grill and pizza facilities for al fresco dining.

No objections were raised.

### **13.Correspondence**

- Special Families Maesteg - Christmas Appeal

IW moved to donate £200 to the appeal, and DJ seconded it; there were no objections.

**Action: Clerk will make the necessary donation.**

### **14.Adoption of a Concerns and Complaints Policy and Grievance Procedures**

The Grievance Procedures were adopted however, DJ recommended a few updates to the Concerns and Complaints Policy.

**Action: Clerk will update the policy, and re-issue to everyone for adoption at the next meeting.**

**16.Clerk's Report**

No report given.

**17.Chairman's Report**

No report given.

**18.Members' Reports**

- IW mentioned that an elderly resident had been sent a Council Tax Demand which worried him; he thought BCBC were saying that he was in arrears, but it was just a notification letter on future payments. JH explained that the word 'demand' had to be used by statute, and could not be changed.
- PS made a very generous offer to buy a 'Welcome to Llangynwyd' sign for the area, the Chairman thanked and advised him that Council would purchase one at some point in the future.

**19.Date of Next Remote Meeting**

The next meeting will be held on Wednesday, 13th January 2021 at 6.30pm.

**Meeting Closed at 9pm**

Chairperson .....

Date .....