

Minutes of the Remote Meeting of Full Council Held in Microsoft Teams at 6.30pm on Wednesday, 11th November 2020

Present

Cllr John Hughes (JH) - Chairman, Cllr Dylan Jones (DJ), Cllr Tom Muller (TM), Cllr Idris Williams (IW), Cllr Pararajasingham Sasiruban (PS) and Cllr James Duncan (JD)

Cheryl John (CJ) - Clerk

1.Apologies for Absence

Apologies were received from Cllr Harry Davies (HWD), Cllr Rob Lewis (RL), and PCSO Gareth Stoneham (GS), but no apologies were received from Cllr Trystan Rhys Griffiths (TRG).

Action: Clerk to check the disqualification rule for Councillors who have not sought permission for their non-attendance at remote meetings during the COVID-19 pandemic. If necessary, CJ will then inform TRG of the consequences of his continued absence.

2.Declarations of Interest

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

TM: Child attends Cwmfelin Primary School, and a section of Right of Way (RoW) Number 9 is on his land

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)

3.Public Address

Nobody requested a link to join the meeting.

4.Police Matters

GS forwarded the crime statistics for September and October 2020 to the Clerk, who distributed them to members prior to the meeting.

GS was not present, but had provided the Clerk with an answer to a question which TM had asked some months previous; at the moment, a car can be legally parked in the small area, just before the road markings for the bus stop, outside Cwmfelin Primary School.

5.Ratification of the 'Public' Minutes of the Remote Meeting of Full Council Held in Microsoft Teams on Wednesday, 14th October 2020

The minutes were agreed as a true record.

Action: Chairman asked the Clerk to write the minutes more concisely in future, to avoid repetitiveness.

7. Matters Arising from the 'Public' Minutes of the Remote Meeting of Full Council Held in Microsoft Teams on Wednesday, 14th October 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 a 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)

The Clerk has written to BCBC on numerous occasions this financial year for an update on planned improvements to the lane, but to no avail.

Action: JD will write to BCBC to express his concerns, however, should he not receive a response, the Clerk will contact Cllr Malcolm James for his assistance with this matter.

Page 3 - Item 7 - Internal Audit

Deryck Evans, Audit Wales, has advised the Clerk that past audits are nearly complete, however, certain information needs to be retrieved from the HSBC Bank before they can be finalised. The Clerk has since explained to the auditor that she nor any member can access this information now; the accounts have been closed and there are no existing signatories from that time who are still members.

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

The Clerk has now received Cadw's offer of grant funding, it is for 50% of the eligible expenditure; up to a maximum of £1,257.55 for the refurbishment of the telephone box in the historic village. The approval has also been received for the non-material amendment to the original planning permission,

Action: Clerk will sign and submit the offer of grant funding letter, and arrange for the refurbishment work to start.

Page 3 - 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.

Action: Council to make a decision on any purchases for the precept 2021/22.

Page 4 - 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 4 - 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 4 - Item 7 - Permission for a Survey of the RoW

The RoW survey by Cardiff Conservation Volunteers has been delayed due to the pandemic.

Certain members are eager for maintenance work to commence on the RoWs which have not been used for many years; dealing with them one at a time due to budget restrictions. The Clerk asked Gareth White for a quotation to open RoW 9, however, no soon as he and Roy Meredith (RM) started looking at the work involved, they were met with opposition from a resident, who would not accept that a section of the RoW was on her land.

Action: Council gave permission for RM to refer this matter to BCBC for Andrew Mason to resolve. The Clerk will also ask RM for advice on the RoWs to be tackled first.

Page 4 - Item 7 - Positioning of Storage Container at Parc Tir Iarll

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

Action: When the delivery date has been confirmed, the Clerk will arrange for the rented container to be collected. Once the new container has been sited, CJ will get quotes for a new ramp(s).

Page 4 - 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 4 - Item 7 - Clerk's Report

Bespoke 'in person' training has been put on hold until the pandemic is over. However, the Clerk advised Council that One Voice Wales is holding remote training courses at present, and Code of Conduct training is something everyone should do as soon as possible; if they have not done it before. All other training can then be considered as part of the precept 2021/22.

Page 5 - 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 6 - Item 7 - Chairman's Report

Some time ago, the Clerk sent the requested information for the Council to join the Local Government Pension Scheme, she has since requested updates from Rhondda Cynon Taf (RCT); but to no avail.

Action: Clerk to provide the Chairman with the contact details of the person dealing with this matter in RCT.

Page 6 - Item 7 - Correspondence

The adoption of a concerns and complaints policy will be discussed at Item 12, along with the grievance procedures; all other governance and accountability documents remain outstanding.

The three councillor vacancies are permanently advertised until they can be filled. The Clerk has spoken to a few people regarding them, but to date, nobody has applied. The Chairman has been given contact details for another interested person.

Action: Clerk to contact Chairman for details.

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; Nature Sign Design has been informed that its quote for the supply of these lecterns has been successful.

Peninsula has been informed that its quote for a health and safety service has been successful, the Clerk is waiting for training on the system.

Page 7 - Item 7 - Members' Reports

The provision of a handrail on public land in Heol Llwyn Durus was requested by Huw Irranca-Davies' office. Certain members visited the site, but unfortunately, Council cannot help with this matter, however, the issue could be referred to the Local Authority; Social Services or Highways. Members feel that to do this work would be setting a precedent, and 'opening the floodgates' to other similar requests.

Action: Clerk to write to HWD to advise him of Council's decision.

Page 7 - Item 7 - Correspondence

- The Clerk has made the necessary arrangements for South Wales Web Solutions to continue updating the new website. CJ also requested a photograph from each Councillor to put on the website.
- In relation to the flooding of a back garden in Cwrt y Fedwen, CJ has reported her findings to BCBC's Property Department; she awaits a response on responsibility, the issue may then be addressed.

Action: Clerk to contact the Property Department for an update.

Page 8 - Item 7 - Members' Reports

Members do not feel it necessary to consider a location where they can meet in the event of an emergency, e.g., flood. If a situation arises, members will take their direction from the emergency services and the Local Authority.

Page 8 - Item 7 - IRPW: Payments to Members of Community and Town Councils - Senior Roles

The Independent Remuneration Panel for Wales' annual return has been published on the new website.

Page 9 - Item 7 - Online Payments

The Clerk is awaiting 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 9 - Item 7 - RoW - Confirmation of Maintenance Work

The park warden is still unsure of the routes to take when checking the grass cutting on the RoWs, therefore, the clerk has spoken to Paul Meredith who will show her; she can then authorise his work next year.

Page 9 - Item 7 - Clerk's Report

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

The Clerk will let TM and JD know when the park warden has cut the overgrowth covering the fencing, 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.

Vacant Allotment in Grounds of Parc Tir Iarll

The annual fee has been paid by the new tenant.

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.

Traffic Travelling at Speed on Road Down to Sports Pavilion

There has been no response from BCBC on new speed signs for the road down to the pavilion.

Page 10 - Item 7 - Correspondence

- (d) There has been no response from BCBC on the fly-tipping behind some of the rear fences in Cwrt y Fedwen; on Parc Tir Iarll land.

- (e) There has been no response from BCBC in relation to gates in the rear fencing of certain houses in Cwrt y Fedwen; these gates lead directly on to Parc Tir Iarll land.

Page 11 - Item 9 - Planning Applications

The Clerk confirmed again with BCBC's Planning Department that all planning applications are being sent to her.

Page 11 - Item 10 - 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 11 - Item 11 - Projects for Precept 2021/22

TM submitted a proposal for the opening of more RoW in the area, and JD submitted a proposal for a 'Welcome to Llangynwyd' sign by the deadline date of 1st November 2020; both proposals will be discussed at Item 11.

Page 12 - Item 12 - 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 12 - Item 14 - Purchase of Social Distancing Signs

The Clerk has ordered the social distancing signs from BCBC, when they arrive, she will put them on posts on the main pavements throughout Cwmfelin and Llangynwyd.

Page 13 - Item 17 - Clerk's Report

The Clerk has given RL's details to School Governance Solutions for his membership on Cwmfelin Primary School's governing body.

Page 13 - Item 18 - Chairman's Report

The Clerk has advised Orca Financial Management Limited of the 2.75% NJC Pay Award 2020/21, staff will receive it in their December salary, backdated to 1st April 2020.

9.Planning Applications

There were two planning applications:

- 1) Planning Application Consultation: P/20/794/FUL - The Cross Inn, Maesteg Road, Maesteg. CF34 9LB - Form open sided canopy over beer garden.
- 2) 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 1no. 3-bedroom house.

There was only one comment made about the second application above, IW told Council that neighbouring residents were concerned about their privacy, as the house would overlook their homes.

Action: Clerk to make the BCBC Planning Department aware of this concern.

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 to put the details on the website, and to reply with thanks.

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

A complaint has been received about parking on the pavement in two areas of the community, however, these issues have been reported before; the Clerk has passed them on to GS to investigate again and report back.

Action: Clerk to write to the complainant to explain that neither of these issues come under the Community Council's jurisdiction, that both matters should be reported to the BCBC Parking Team. Also, any requests for changes to areas in this community must go to BCBC, by emailing: talktous@bridgend.gov.uk, so that a member of the team can forward it on to the relevant department.

11.Draft Precept 2021/22

The Clerk talked members through a draft budget which she had prepared for the Precept 2021/22; the proposals received from TM and JD by the deadline of 1st November 2020 were included. The 2021/22 budget will have to be approved in December 2020, as BCBC will need to know the council's precept amount in early January 2021.

Action: Chairman to give the Clerk a date for a finance meeting in about two weeks, to consider the budget in full; everyone is to be invited The Clerk can then compile the final draft for approval at the December meeting of full Council.

12.Adoption of a Concerns and Complaints Policy and Grievance Procedures

Due to the time, this item will now be discussed in December.

13.Purchase of Shelving for New Lined Container and Stepladder for Park Warden

Council gave approval for the Mens Sheds Housemartins Coytrahen to make the shelves for the units in the container at a cost of £140. Members also approved the purchase of a stepladder from Amazon for the park warden, at a cost of £19.58 plus VAT.

Action: Clerk to arrange both purchases.

15.Finance and Accounts

CJ distributed the following:

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

Bank Balance

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

The closing balance on 31st October 2020 was £42,100.56.

16.Clerk's Report

No report given.

17.Chairman’s Report

No report given.

18.Members’ Reports

No report given.

19.Date of Next Remote Meeting

The next meeting will be held on Wednesday, 9th December 2020 at 6.30pm.

Chairperson

Date