

Minutes of the Remote Meeting of Full Council Held in Microsoft Teams at 6.30pm on Wednesday, 13th January 2021

Present

Cllr John Hughes (JH) - Chairman, Cllr Trystan Rhys Griffiths (TRG), Cllr Idris Williams (IW), Cllr Dylan Jones (DJ), Cllr Pararajasingham Sasiruban (PS), Cllr James Duncan (JD) and Cllr Jo Hillier-Raikes (JH-R)

Cheryl John (CJ) – Clerk

1.Apologies for Absence

Apologies were received from Cllr Harry Davies (HWD), Cllr Tom Muller (TM) and Cllr Rob Lewis (RL).

2.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, Owner of Llan Mini Market, and Member - Llangynwyd Community Association (LCA)

3.Public Address

Nobody requested a link to join the meeting.

4.Police Matters

Police Community Support Officer (PCSO) Gareth Stoneham (GS) sent his apologies for absence, with the crime statistics for December 2020, which Council reviewed.

5.Ratification of the ‘Public’ Minutes of the Remote Meeting of Full Council Held in Microsoft Teams on Wednesday, 9th December 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, 9th December 2020

Page 2 - Item 6 - Co-option of a Councillor to Replace the Late Chris Griffiths

Clerk has received JH-R's acceptance and has advised Electoral Services of the co-option. The Councillor has been provided with a copy of the Code of Conduct and the Financial Regulations; she will be asked to complete the Declaration of Interests Register shortly.

Page 2 - Item 7 - Acceptance of Budget for Precept 2021/22

Clerk has sent a written request to BCBC by the deadline date, for a precept of £58,000.

Page 2 - Item 10 - Proposal - Llangynwyd Rangers BGC W 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 10 - Country Lane Used as a Busy Thoroughfare (Station Road to Bryn Terrace)

The road has been inspected by BCBC and a number of defects have been identified that require action; orders have been issued, and repairs will be undertaken as soon as resources permit.

BCBC has requested more detail on Council's concerns about signage, in order for investigations to take place; the Clerk has made enquiries with members and advised BCBC accordingly.

Page 3 - Item 10 - 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 3 - Item 10 - Chairperson's Report

The Clerk is now in receipt of the display box for the chain of office however, the newly fitted closure device is inadequate; the House Martins Men's Shed has been advised

Action: 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 10 - Telephone Boxes (Llangynwyd Village & Lletty Brongu)

Clerk has chased up the firm again, but is still awaiting a start date from them.

Action: CJ is still to sign and submit the offer of grant funding letter to Cadw, due to a query she has on the amount of funding offered.

Page 3 - Item 10 - 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 10 - 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; BCBC has been asked for one bin to be installed in each of the financial years.

Page 3 - Item 10 - Purchase of a Digital Voice Recorder for Meetings - Minute Taking

Protocol for the use of the digital voice recorder needs to be established. Clerk was asked to arrange a Personnel Subcommittee Meeting in two weeks.

Action: Clerk to arrange the meeting,

Page 3 - Item 10 - Purchase of Lone Alert for Park Warden

Protocol for the use of LONEALERT needs to be established. Clerk was asked to add this to the agenda for the Personnel Subcommittee Meeting in two weeks.

Action: Clerk to arrange its inclusion on the agenda.

Page 3 - Item 10 - Permission for a Survey of the RoW

The survey of 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 budgets 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 asked GW and RM for advice on the RoW to be 'tackled' first, RM has provided maps and paperwork for Council; a RoW Subcommittee Meeting needs to be arranged to discuss the options.

DJ previously highlighted the need to obtain the formula used to calculate the RoW Agreement from BCBC; before any work is done. To date, AM has not provided the calculation, although he has been repeatedly asked for this information.

Action: Clerk to arrange the subcommittee meeting, and to write to AM's line manager in the hope of retrieving the information required.

Page 4 - Item 10 - Positioning of Storage Container at Parc Tir Iarll

The new container has been delivered and the shelving units transferred over. However, before the rental container could be collected, the Clerk had to contact members for approval to have a tree surgeon cut the overhanging branches at a cost of £350; Council agreed. As it was, the rental container could not be collected as arranged because the ride-on lawnmower could not be transferred from one container to the other, as the existing ramp was not fit for purpose.

Action: Clerk to get three quotes for a bespoke ramp(s) to be made for the ride-on lawnmower to be driven safely in and out of the new container.

Page 4 - Item 10 - Council's Risk Assessment

A full risk assessment needs to be undertaken. Council asked the Clerk to arrange a Finance Subcommittee Meeting before the next Full Council Meeting.

Action: Clerk to arrange the meeting,

Page 4 - Item 10 - Clerk's Report

There is provision in the 2021/22 budget for the whole Council to receive bespoke remote 'Understanding the Law' training.

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

Page 4 - Item 10 - 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 10 - Chairman's Report

Catherine Black (CB) from the Rhondda Cynon Taf (RCT) Pension Scheme has informed the Clerk that permission has been given for the staff to join the Local Government Pension Scheme (LGPS); the Council's contribution will be 21%.

Orca will continue with its payroll management, advising the Clerk of the amounts to pay into the LGPS every month, and cancelling the park warden's existing pension; Clerk does not want to be enrolled in the scheme.

Certain members mentioned that pension contributions need to be backdated to 1st April 2019 for the park warden.

Action: Clerk to check the start date for contributions into LGPS, and to then consult with Park Warden; to ensure she can comply with the expectations of the scheme when backdating payments. CJ to then complete and submit all paperwork to RCT Pensions.

Page 5 - Item 10 - Correspondence

Preparation of governance and accountability documents for adoption by Council is ongoing.

After this evening's meeting, there should only be one councillor vacancy, which will be permanently advertised until it is filled.

Due to the pandemic and the schools needing time to get back to some kind of normality, the Clerk asked Council if the primary school competition for the design of a nature trail for Parc Tir Iarll, could be delayed until autumn 2021 or winter 2022; permission was granted. The signs will now be made in the 2022/23 financial year, and the money should be accounted for then.

Action: Clerk to notify supplier.

The Clerk's training on the health and safety software and the visit by the Health and Safety Officer at the park will take place towards the end of the month; the whole process has been delayed by the pandemic.

Page 5 - Item 10 - Correspondence

- Councillors have still not submitted photographs of themselves for the new website; only JD.
- In relation to the Clerk's enquiry about the flooding of the back garden in Cwrt y Fedwen; BCBC will undertake the work. Council asked the Clerk to check with the complainant to enquire whether BCBC has been in touch.

Action: Clerk will make the necessary enquiries.

Page 5 - Item 10 - Online Payments

The Clerk is still 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 TM who will return it to the Clerk shortly,

Page 5 - Item 10 - 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 walked them with her. She can undertake this task providing she is accompanied, JH-R offered to walk with her; Council agreed that she must be accompanied by a responsible adult, e.g., a Councillor.

Page 5 - Item 10 - Clerk's Report

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

TM and JD have investigated the work needed at the park, they are happy for the quote of £4,000 to be accepted; Council approved and asked the Clerk to make arrangements with the firm to undertake this work, ensuring absolutely everything is removed from the park.

Action: Clerk will make the necessary arrangements.

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

With reference to Council's complaint on the encroachment issue due to the erection of new rear fences for two houses in Cwrt y Fedwen; BCBC will write to the residents informing them to reinstate the original boundaries.

Traffic Travelling at Speed on Road Down to Sports Pavilion

Traffic and Transportation, BCBC has passed the Clerk's email on to the Parks Department as this lane/road is not a maintainable highway; I await a response.

Page 6 - Item 10 - Correspondence

- (d) In relation to the fly-tipping behind some of the rear fences in Cwrt y Fedwen; BCBC will write to all of the residents backing onto the nature reserve informing them of the issues and telling them to remove any items from the rear of their properties
- (e) With reference to the gates in the rear fencing of certain houses in Cwrt y Fedwen; BCBC will write to all of the residents backing onto the nature reserve informing them of the issues and telling them to remove any accesses created onto the reserve.

Page 6 - Item 10 - Correspondence

The Clerk has paid for the subscription for Planning Aid Wales' new flagship online course 'Planning from Start to Finish', and members have been provided with all the information to access the training,

Page 6 - Item 10 - Draft Business Plan for Council

JD continues to work on the business plan; he has requested a picture of the Chairman wearing the chain of office.

Action: Clerk will take a photograph of the Chairman when it is safe to do so.

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.

These issues have been reported to GS again for his observations.

Action: Clerk will update complainant if GS passes on any new information.

Page 7 - Item 10 - Purchase of Shelving for New Lined Container and Stepladder for Park Warden

The shelves for the units in the container have been received.

Page 7 - Item 13 - Correspondence

- The Clerk made the £200 donation to Special Families Maesteg - Christmas Appeal.

Page 7 – Item 14 - Adoption of a Concerns and Complaints Policy and Grievance Procedures

In the last meeting, DJ recommended a few updates to the Concerns and Complaints Policy which the Clerk has now done; Council adopted the policy.

9.Planning Applications

There were no planning applications.

10.Co-option of a Councillor to Replace Elaine Guscott

There was only one application for the vacancy, JD moved to co-opt Helen Davies (HD), and PS seconded it; there was no opposition from the other members, they were in full agreement.

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

11.Correspondence

- Wales Air Ambulance Charity Emergency Appeal

Council has already donated to this charity this financial year, but there is nothing to say another donation cannot be made, therefore, IW moved to donate £100 to the appeal, and DJ seconded it; there were no objections.

Action: Clerk will make the necessary donation.

12. Finance and Accounts

CJ distributed the following:

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

Bank Balance

The opening balance on 1st April 2020 was £42,917.43
The closing balance on 31st December 2020 was £35,756.85

13. Adoption of Standing Orders for Council

The Clerk was asked to query a few things with One Voice Wales and to report back to DJ and JD; if necessary, DJ will then be able to update the document for its adoption at another meeting.

Action: Clerk will pass the queries on to One Voice Wales and report back to members.

14. Clerk's Report

- The Clerk provided Council with information on the new three-year audit cycle from 2020/21, explaining that one out of the three years will involve a full audit for the Community Council. Llangynwyd Middle Community Council will have everything examined in 2021/22, with 2020/21 and 2022/23 being audited in the usual way.
- There is a £300 Council Grant available from Welsh Hearts for a defibrillator and cabinet if purchased from them. Presently, there is nothing in the budget for this type of purchase, but the Clerk has been told by a County Borough Councillor that the Old House 1147 is interested in having a defibrillator. Council asked Clerk to find out, and to enquire whether he wants Council to take up this offer on his behalf if he pays the additional amount.

Action: Clerk will make the necessary enquiries.

16. Members' Reports

No reports given.

17. Date of Next Remote Meeting

The next meeting will be held on Wednesday, 10th February 2021 at 6.30pm.

Meeting Closed at 9pm

Chairperson

Date