

Minutes of the Remote Meeting of Full Council Held in Microsoft Teams at 6.30pm on Wednesday, 10th February 2021

Present

Cllr John Hughes (JH) - Chairman, Cllr Tom Muller (TM), Cllr Trystan Rhys Griffiths (TRG), Cllr Idris Williams (IW), Cllr Pararajasingham Sasiruban (PS), Cllr Rob Lewis (RL), Cllr James Duncan (JD), Cllr Jo Hillier-Raikes (JH-R) and Cllr H Davies (HD)

Cheryl John (CJ) - Clerk

1.Apologies for Absence

Apologies were received from Cllr Harry Davies (HWD) and Cllr Dylan Jones (DJ)

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) No 9 is on his land

TRG: Governor - Ysgol Gyfun Gymraeg Llangynwyd

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

PS: Governor - Llangynwyd Primary School, Owner of Llan Mini Market, and Member - Llangynwyd Community Association

RL: Member - MTC, and Governor - Cwmfelin Primary School

HD: Governor - Cwmfelin and Plasnewydd Primary Schools, Member - Llangynwyd Community Association and Item 22, first bullet point (the Councillor will leave the meeting when issue is being discussed)

3.Public Address

Nobody requested a link to join the meeting.

4.Talk by Gethin Probert. Probation Service

The Chairman welcomed Gethin who spoke about the Community Payback Service, which for this Council, could provide a cost-effective way of completing maintenance work in the area. Materials and equipment would have to be supplied, but the labour would be free of charge; it is hoped that the projects' beneficiaries will develop skills and become self-motivated to gain employment. All work is overseen by trained and highly skilled supervisors, who will ensure all health and safety measures are in place for each project undertaken.

A short questions and answers session then took place, afterwards, Gethin was thanked for his attendance and for sharing the information about the service; he was told that members would discuss any work that arises in the future, at which time, consideration will be given to the service being used.

5. Police Matters

Police Community Support Officer (PCSO) Gareth Stoneham (GS) went through the crime statistics for January 2021 with members, and answered all their queries.

6. Ratification of the 'Public' Minutes of the Remote Meeting of Full Council Held in Microsoft Teams on Wednesday, 13th January 2021

The minutes were agreed as a true record.

8. Matters Arising from the 'Public' Minutes of the Remote Meeting of Full Council Held in Microsoft Teams on Wednesday, 13th January 2021

Page 2 - Item 7 - Proposal - Llangynwyd Rangers B&G CW 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)

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 now advised that the signage requested for the lane has been rejected for a number of reasons. However, there are 'pedestrian in the road signs'; one outside Bridge House, the other at the end of the footpath in Station Road, that may be updated with a yellow backboard and a horse will be added when the funding becomes available.

Page 2 - Item 7 - External 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 Clerk has returned the display box for the chain of office to the House Martins Men's Shed, as the newly fitted closure device is inadequate.

Missing links for past Chairpersons need to be added to the chain of office, along with a replacement link for the late Chris Griffiths, his is not in keeping with the other ones; the chain needs to be valued for insurance purposes.

Action: Clerk will advise Council when the display box has been returned to her, she will also arrange for the new links to be added to the chain of office and for it to be valued.

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

Clerk has chased up the firm again, but is still awaiting a start date from them; they want the weather to improve.

CJ is still awaiting the revised offer of grant funding letter from Cadw; their grant offer template is in the process of being amended due to the exit from the EU.

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 2 - Item 7 - Extra Dog Bins in Both Wards

BCBC has provided the Clerk with a list of seven bins which the Community Council requested for the area, there is provision in the budget for one bin in 2020/21 and another in 2021/22; BCBC has been advised.

Page 2 - Item 7 - Purchase of a Digital Voice Recorder for Meetings - Minute Taking

To be discussed at Item 11.

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

To be discussed at Item 11.

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

The re-opening of old RoW in the area will be discussed at Item 15.

DJ previously highlighted the need to obtain the formula used to calculate the RoW Agreement from BCBC; before any work is done. To date, there has been no reply from the department, although, repeated requests have been made; the Clerk has written again.

Action: Clerk will update Council on any information received.

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

The new lined storage container has been delivered, but the rental container cannot be returned because the ride-on lawnmower cannot be transferred from one container to the other; the existing ramp is not fit for purpose. The Clerk has attempted to obtain three quotes for the making of a bespoke ramp for the new container, however, only one firm quoted out of the three that she contacted; Council accepted the quote of £780 plus VAT for the supply of a galvanised permanent ramp.

Action: before the Clerk places the order, she must give TM the firm's contact details for him to check the suitability of this ramp, ensuring that it will meet Council's needs.

Page 3 - Item 7 - Council's Risk Assessment

To be discussed at Item 13.

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. The Clerk has written to members requesting their availability, however, only two Councillors have responded.

Action: Clerk will chase-up members again.

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

Staff joining the Rhondda Cynon Taf (RCT) Pension Scheme will be discussed at Item 18.

Page 4 - Item 7 - Correspondence

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

There is just the one councillor vacancy now, this will be permanently advertised until it is filled.

Due to the pandemic, the primary school competition for the design of a nature trail for Parc Tir Iarll will be delayed until autumn 2021 or winter 2022; the firm who will make the signs has been informed that the order will now be placed in the 2022/23 financial year.

Action: Council to make provision for the signs in the 2022/23 Precept.

The Clerk's training on the health and safety software is now complete, but risk assessments, etc. cannot go ahead until the Health and Safety Officer has visited on 12th March 2021; the whole process has been delayed by the pandemic.

Page 4 - Item 7 - Correspondence

- Clerk reminded members to submit photographs of themselves for the new website; only five Councillors have done so.
- The Clerk has made enquiries with the lady whose back garden is flooding in heavy rainfall in Cwrt y Fedwen, BCBC has been in touch with the residents along that stretch of the street, requesting they carry out certain measures to help the situation; CJ asked her to keep Council updated.

Page 5 - Item 7 - Online Payments

The Clerk has received the signature document back from members for submission to the bank; the new account should be open shortly for online payments.

Page 5 - Item 7 - Clerk's Report

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

The Clerk has made the necessary arrangements for all the rubbish to be removed with the contractor.

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 has written to the residents informing them to reinstate the original boundaries.

Traffic Travelling at Speed on Road Down to Sports Pavilion

The roadway is considered part of the playing fields and comes under Green Space's management, it is not their policy to erect signs where there would not be any enforcement powers.

Page 5 - Item 7 - Correspondence

- (d) In relation to the fly-tipping behind some of the rear fences in Cwrt y Fedwen; BCBC has written 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 has written 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 5 - Item 7 - 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 5 - Item 7 - Correspondence

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

The Clerk has thanked the organisation for sharing their information with Council, she has also arranged for their details to be put on the website.

Page 6 - Item 10 - Co-option of a Councillor to Replace Elaine Guscott

The Clerk has informed Electoral Services of HD's co-option, the Councillor has been provided with a copy of the Code of Conduct and the Financial Regulations, and she has submitted the signed Declaration of Acceptance of Office form.

Page 6 - Item 11 - Correspondence

- Wales Air Ambulance Charity Emergency Appeal

Council has agreed to donate another £100 to the charity this financial year.

Action: Clerk will make the necessary arrangements for the cheque to be sent.

Page 7 - Item 13 - Adoption of Standing Orders for Council

The Clerk has received the requested information from One Voice Wales and has passed it on to DJ and JD; DJ will update the Standing Orders document for adoption by Council.

Page 7 - Item 14 - Clerk's Report

- The Clerk has written to the owner of the Old House 1147 to ask if he is interested in purchasing a defibrillator and heated pin coded cabinet through the Council, because Welsh Hearts are offering a £200 Council Grant; not £300 as originally thought.

10.Ratification of the 'Public' Minutes of the Remote Meeting of the Personnel Subcommittee Held in Microsoft Teams on Wednesday, 27th January 2021

The minutes were agreed as a true record.

11.Matters Arising from the 'Public' Minutes of the Remote Meeting of the Personnel Subcommittee Held in Microsoft Teams on Wednesday, 27th January 2021

Page 1 - Item 4 - Setting of Terms of Reference for the Personnel Subcommittee

The Terms of Reference were set.

Page 1 - Item 5 - Adoption of an Official Document to be Used for Staff Appraisals
A document was chosen.

Page 1 - Item 6 - Protocol for the Use of the Digital Voice Recorder for Meetings
Protocol was established;

Page 2 - Item 7 - Protocol for the Use of LONEALERT for the Park Warden
Protocol was established.

Page 2 - Item 8 - Review of Park Warden's Job Description
The job description was updated.

Page 2 - Item 9 - Urgent Items
Agreement was obtained for the staff to join the Local Government Pension Scheme

12.Ratification of the 'Public' Minutes of the Remote Meeting of the Finance Subcommittee Held in Microsoft Teams on Thursday, 28th January 2021

The minutes were agreed as a true record.

13.Matters Arising from the 'Public' Minutes of the Remote Meeting of the Finance Subcommittee Held in Microsoft Teams on Thursday, 28th January 2021

Page 1 - Item 4 - Setting of Terms of Reference for the Finance Subcommittee
The Terms of Reference were set.

Page 1 - Item 5 - Updating a Model Risk Assessment for Council
A Model was updated.

Page 1 - Item 6 - Updating the NALC Model Financial Regulations for Council
A start was made on updating the model.

Action: Clerk to organise a continuation meeting to complete the task.

14.Ratification of the 'Public' Minutes of the Remote Meeting of the RoW Subcommittee Held in Microsoft Teams on Thursday, 4th February 2021

The minutes were agreed as a true record.

15.Matters Arising from the 'Public' Minutes of the Remote Meeting of the RoW Subcommittee Held in Microsoft Teams on Thursday, 4th February 2021

Page 1 - Item 4 - Discussion: Staggered Approach to Re-opening RoW in Area
Discussions took place and decisions were made.

16.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 11-01-2021).

The house would be built on raised ground and the windows would overlook other properties on three sides, the Community Council would like the Planning Authority to take this into consideration when deliberating.

Action: Clerk to let the Planning Authority know the Council's views.

- 2) Planning Application Consultation: P/20/1034/FUL - Fairfield House, Maesteg Road, Llangynwyd. CF34 9SN - First floor side extension and alterations.

No objections were raised.

17.Finance and Accounts

CJ distributed the following:

- Record of the financial transactions (April 2020 to January 2021)
- Bank statements (April 2020 to January 2021)

Bank Balance

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

The closing balance on 31st January 2021 was £33,393.41

18.Report on Staff Members Joining RCT Pension Scheme (LGPS)

Council agreed for the employee contribution of 5.8% and the employer contribution of 20.1% to be back-dated to 1st April 2019, and for the employee to also retain her full Nest pension to March 2021.

Action: Clerk to inform employee of Council's decision and to remind her of the financial implications when back-dating contributions. All paperwork to be completed and returned to RCT County Borough Council in time for an April 2021 entry into the scheme.

19.Town and Community Council Fund Application

The Clerk reminded members that she will shortly be submitting this application for 2021/22 funding of £5k; the Community Council's donation to Llangynwyd Rangers B&G CW FC of £5k will be used as matching funding towards drainage works at the playing fields.

20.Approval for Payment of More Hours for Updating Website

The Clerk advised Council that more hours would need to be purchased for updating the new website, Council requested that as a comparison, three quotes would be required for this function; to ensure Council is getting value for money. In the meantime, SWWS can

continue, but updates are to be done just once a month, and the firm must charge on a monthly basis.

Action: Clerk to obtain two more quotes, and to advise SWWS of the new requirements.

21.Pools of Water Forming on Some Paths in Park

At no extra cost, the contractor who will shortly be removing all the rubbish from the park, has said that with the permission of Council, he will disc cut a small piece of the wooden edge away on the paths, to allow for a drainage channel for the water so that puddles will not form on the surface; Council agreed.

Action: Clerk will advise contractor.

22.Correspondence

- Health and Welfare Hazards - Mountain of Animal Muck on Agricultural Land in Lletty Brongu

This issue was reported to a Councillor by a resident living near this site, the Clerk on receipt of the report, sought advice and guidance from the Community Councillor for the area and the Shared Regulatory Services (SRS) - Environmental Health. CJ was told by an officer from SRS that the owner would muck spread on his land when the time is right, but there were concerns that there is not enough land for him to do so safely.

Action: Clerk will relate concerns to SRS, and will request the issue is monitored, as the muck cannot be left there indefinitely.

- Notification of Golden Wedding Anniversary - Protocol for this and 100th Birthdays

Council asked the Clerk to purchase a carriage clock for the couple with a budget of £30, and to make arrangements for it to be delivered by two councillors; IW and RL.

Actions: Clerk to make the necessary arrangements.

- Donation - Glamorgan YFC (Young Farmers Club)

Members felt that if a donation was to be made, it would be better to give the money to a local club. TRG will investigate, it could be that Glamorgan YFC are collecting donations on behalf of the whole area.

Action: TRG will report back to Council.

23.Condition of Certain Steps in Park - Wooden Edging

The park warden has reported that the wooden edging on steps in the park is rotting; the wood is also very slippery when wet. Council asked the Clerk to obtain three quotes for the replacement of the wood.

Action: Clerk to make necessary arrangements to receive the quotes.

24.Provision of Warning Signs at Entrances to Park - 'In Cold Weather, Please Beware of Slippery Surfaces'

It was felt that specific warning signs were not necessary as people use public areas at their own risk, unless of course, the health and safety policy and procedures are not being observed by the Council and its staff.

25.Adoption of the Code of Conduct for Council

The Model Code of Conduct prescribed by the Local Authorities (Model Code of Conduct) (Wales) Order 2008 - amended was adopted for use by Council.

26.Quote from Contractor for Laying More Pathway at Park in 2021/22

A rigorous procedure was followed to procure the services of a tarmac and construction firm in 2019/20, therefore, Council agreed to the same firm being used again for the relaying of 125 linear metres of tarmac path in 2021/22; at a cost of £7,780.00 plus VAT.

Action: Clerk to make necessary arrangements with the firm.

27.Council's Representation at Town and Community Council Forum Meetings

Neither DJ or HWD can presently attend these meetings, the Chairman asked for a volunteer to replace them. JH-R offered her services, but she cannot commit to attending every meeting due to other work/personal commitments. She agreed to attend the meeting on 15th February 2021 though.

28. Clerk's Report

- JD has expressed an interest in attending 2 x £30 One Voice Wales remote training courses: 'The Councillor' and 'Chairing Skills'; Council agreed.

Action: Clerk to make the necessary arrangements for his attendance.

- A couple living in Parc Tyn-y-Waun queried whether the Community Council have litter picking equipment, the Clerk referred them on to BCBC as there are litter picking hubs throughout Bridgend.

29.Chairman's Report

No report was given.

30.Members Reports

No reports were given.

31.Date of Next Remote Meeting

Next meeting will be held on Wednesday, 10th March 2021 at 6.30pm

Meeting Closed at 9.20pm

Chairperson

Date