

## **Minutes of the Remote Meeting of Full Council Held in Microsoft Teams at 6.30pm on Wednesday, 18th August 2021**

### **Present**

Cllr Idris Williams (IW) - Chairman, Cllr John Hughes (JH), Cllr Dylan Jones (DJ), Cllr Harry Davies (HWD) and Cllr Pararajasingham Sasiruban (PS) who attended but left early as advised prior to meeting

Cheryl John (CJ) - Clerk

### **1.Apologies for Absence**

Apologies were received from Cllr Tom Muller (TM), Cllr Trystan Rhys Griffiths (TRG), Cllr Rob Lewis (RL), Cllr Jo Hillier-Raikes (JH-R), Cllr Helen Davies (HD) and Cllr Cerl Reeves (CR)

### **2.Declarations of Interest**

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

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

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, he previously supplied crime figures for June 2021 which were distributed to all members.

### **5.Ratification of the 'Public' Minutes of the Remote Meeting of Full Council Held in Microsoft Teams on Wednesday, 23rd June 2021**

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, 23rd June 2021**

#### Page 2 - Item 9 - Proposal - Llangynwyd Rangers B&G CW FC

The Clerk is still 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 9 - 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 which require action; orders have been issued, and repairs will be undertaken as soon as resources permit.

#### Page 2 - Item 9 - External Audit

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

#### Page 2 - Item 9 - Chairperson's Report

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

**Action: Clerk will arrange for the addition of the new links and the valuation.**

#### Page 2 - Item 9 - Clerk

The COVID pandemic has put a stop to discussions on the rental of the old post office in Llangynwyd as an office. However, the Clerk notified Council that she has recently been advised by Ken Piper that a sale is imminent and that he could not disclose the buyer.

#### Page 2 - Item 9 - Extra Dog Bins in Both Wards

The Council agreed for a new bin to be purchased from its 2021/22 budget, the Clerk has arranged for its installation with John Rees, Cleaner Streets, BCBC; at the top of Heol Neuadd Domos in Cwmfelin.

#### Page 2 - Item 9 - Clerk's Report

The bespoke 'Understanding the Law' training went ahead on 7th July 2021 at 6.30pm as agreed by Council however, attendance was disappointing therefore, it was not value for money although, it was a very informative training session; there were six members in attendance, two apologies for absence were received and three members sent no apologies for absence.

#### Page 2 - Item 9 - 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 3 - Item 9 - Correspondence

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

Both primary schools in the area have been informed of the Parc Tir Iarll nature trail competition; they will both participate, the closing date for entries is 17th September 2021.

**Action: Clerk to arrange the collection of all entries with the school.**

The Health and Safety Officer from Peninsula has now been through the Brightsafe software package and risk assessments with the Clerk

**Action: CJ will arrange to meet with the Park Warden to do the risk assessments and she will then address all other areas in the action plan.**

Page 3 - Item 9 - Correspondence

The Clerk asked again for the two members who have not yet submitted photographs of themselves for the website to do so.

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

With reference to Council's complaint about the encroachment issue as a result of the erection of new rear fences by some residents in Cwrt y Fedwen, BCBC has written to inform them that they must reinstate the original boundaries.

Page 3 - Item 9 - Correspondence

(d) In relation to the fly-tipping behind some of the rear fences in Cwrt y Fedwen, BCBC has written to residents requesting its removal from parkland.

(e) There are gates in the rear fencing of certain houses in Cwrt y Fedwen, BCBC has also written to these residents to tell them that they must remove any accesses created onto parkland.

Page 3 - Item 9 - Draft Business Plan for Council

The late Cllr James Duncan (JD) did a considerable amount of work on a business plan for Council, the Clerk has asked his daughter to investigate its retrieval.

Page 3 - Item 9 - Adoption of Standing Orders for Council

DJ is still updating the Standing Orders for adoption by Council.

Page 3 - Item 9 - Clerk's Report

Gareth Watts, Undertaker is donating a defibrillator for the telephone box in the old village of Llangynwyd, outside the Old House 1147. Maesteg Community First Responders will arrange for it to be installed and will service it regularly free of charge.

The Clerk has paid the invoice from Western Power Distribution who will install the electricity on 8th and 9th September.

The refurbishment of the telephone box is also nearing completion but a complete set of glazing frames needed to be purchased because when the original frames were taken out, they were so rotten, they could not be rubbed down and painted; the additional cost was £630 (including VAT).

Page 4 - Item 9 - Report on Staff Member Joining RCT Pension Scheme (LGPS)  
Back-dated contributions to the Local Government Pension Scheme (from April 2019 to March 2021) have now been taken over June and July and paid into the superannuation account.

Page 4 - Item 9 - Condition of Certain Steps in Park - Wooden Edging  
The Clerk has asked BCBC to make a financial contribution towards the replacement of the edging on the steps in the park which form part of a Right of Way (RoW). Andrew Mason has asked for a quote from the successful firm with the VAT amount shown as a separate figure, but it turns out although advised otherwise, that the quote is not inclusive of VAT and the firm cannot honour their original quote. Months have gone by and lumber costs have risen, so the other firm to quote has been asked to submit a new one with the VAT amount as a separate figure.

Page 4 - Item 9 - Provision of Warning Signs at Entrances to Park - 'In Cold Weather, Please Beware of Slippery Surfaces'

The Clerk has obtained two quotes for the installation of disclaimer signage at the park, she is still awaiting the third. CJ has previously advised members that these signs only act as a warning, and that Council would still be held liable if at fault for anything.

**Action: Clerk to arrange the purchase of the signs.**

Page 4 - Item 9 - Vacancy for a Governor at Llangynwyd Primary School

The Clerk has informed the headteacher that nobody has the time to commit to this position at present, but should anybody new join the Council, they will be asked to fill the position.

Page 4 - Item 9 - Tree Planting

Previously, Council was advised that thousands of new trees are to be planted throughout Bridgend; BCBC has commissioned a tree feasibility study to identify areas where planting more trees will have the most benefit for the local environment. The Local Authority is also in discussions with Swansea University about developing projects relating to woodland creation and reducing carbon dioxide emissions.

The Clerk has written to BCBC on numerous occasions to ask if anything is planned for this area, highlighting the existence of Parc Tir Iarll in the community; to date, there has been no response.

Page 4 - Item 9 - Clerk's Report

The Clerk previously advised Council of the following matters:

- The grass cutting contractor for the RoW will be retiring at Christmastime or even sooner if his health deteriorates further. Paul Meredith maintains the RoW in this area for him.

**Action: Council to give consideration to this matter at a later date. A subcommittee meeting should be organised shortly with an invitation to be given to Andrew Mason or a member of his staff to attend.**

- The Clerk received three quotes for a new noticeboard at Parc Tir Iarll, ranging in price from £180 to £1,352.40. Council agreed for Caerau Men's Shed to make and install the noticeboard at a cost of £180.

#### Page 5 - Item 9 - Correspondence

- NHS, Social Care & Frontline Workers Day - 5th July 2021 - a letter was received from One Voice Wales encouraging Councils to celebrate and commemorate those that work twenty-four hours a day, seven days a week without any thought of their own safety; the special day will also be used for fundraising for NHS Charities Together.

The bells were rung 73 times at St Cynwyd's Church at 8pm on Monday, 5th July 2021; each ring representing a year in the 73 years of the NHS.

The Clerk also made enquiries about purchasing a banner from the recognised supplier which could have been displayed outside the village hall; the supplier would then have donated so much of the cost to the NHS charities however, the deadline for orders had passed.

#### Page 5 - Item 9 - Clerk's Report

- BCBC has been asked for road signage on A4063 for Parc Tir Iarll, there has been no response yet.
- The Clerk previously raised the need for a Sickness Policy, a Personnel Subcommittee Meeting was arranged for 21st July but had to be cancelled.

**Action: Clerk to arrange another meeting.**

- The Clerk has repeatedly asked for the Register of Members Interests forms to be completed and returned.

**Action: Clerk to send another email requesting the return of these forms by the next meeting.**

- The bench by the telephone box in Lletty Brongu has been made safe by BCBC.
- Two tree cutting incidents in the park; behind the row of houses in Cwrt y Fedwen have been reported to the BCBC officer who is coordinating and investigating the problems being encountered with encroachment and fly-tipping in this location.

- The missing 'Prospect Place' sign has been reported to BCBC; it has been added to the work programme for replacement as soon as resources permit.

#### Page 6 - Item 9 - Correspondence

- Donation - Tenovus Cancer Care

Council has already approved a £200 donation to this charity however, donations above £100 can have an engraved leaf on the mobile treatment unit as a thank you.

**Action: Clerk to liaise with JH over this matter.**

#### Page 7 - Item 13 - Approval of Annual Return for Audit

The Clerk submitted the signed Annual Return for Audit 2020/21 with all supporting documentation to Audit Wales on 30th June 2021.

#### Page 7 - Item 14 - End of Park Warden's Mobile Phone Contract

Clerk has arranged the contract with EE as approved by Council.

#### Page 7 - Item 15 - Sleeper(s) Sinking Underneath Container at Parc Tir Iarll - Issue with Permanent Ramp

Due to one or more of the sleepers sinking underneath the rear of the container, a gap formed between the structure and the permanent ramp welded on to its front; this caused the bottom of the ride-on mower to rub against the ramp when being driven in and out.

As agreed by Council, the Clerk arranged for the overgrowth from the Blackthorn tree behind the container to be removed by Liam Power, Tree Surgeon at a cost of £300. The Clerk then arranged for CAM Engineering who made the ramp, to bottle jack the rear of the container and pack it until it reaches its natural settlement level; metal legs were welded onto the container which sit on the sunken sleeper(s), the work cost £216 (including VAT).

Since this work has been done, there has been some concern from the public that the space created under the container could be a Health and Safety issue; a small person or animal could get under there.

**Action: Council asked Clerk to liaise with CAM Engineering to arrange some kind of barrier to prevent access underneath.**

#### Page 7 - Item 16 - Correspondence

- Y Bryn Onshore Windfarm - Coriolis Energy

A remote meeting has been arranged by the firm for 25th August; JH-R has put a list of questions together in readiness based on Members' concerns.

#### Page 8 - Item 17 - Clerk's Report

- The Park Warden found private paperwork in two bins in the park for someone living in Heol Neuadd Domos, it was bagged and put aside in the container.

**Action: The Clerk will return paperwork to the resident.**

- JH-R accompanied the Park Warden to check the grass cutting work on the RoW; a couple of repairs were identified which have now been reported to BCBC:
  - a) Broken stile on RoW 13
  - b) Broken decking board under anti-slip wire on RoW 16
- JH-R also raised another issue on RoW 13; from the broken stile to the stream is being cut and also the other side, from the roadside to the kissing gate but nothing is being cut across the field in-between. The Clerk has liaised with Paul Meredith over this matter, he cannot recall there ever being a path through the field therefore, CJ has queried it with BCBC.

Page 8 - Item 19 - Members' Reports

CR asked if Council could request that cars joining the A4063 from the B4282 are stopped from taking a right turn as it causes traffic delays on the hill leading up to the junction; especially since there is now a roundabout in Cwmfelin.

JH-R pointed out that the traffic going down to the roundabout is heavy now and that this could make it even worse.

**Action: Clerk to request a site meeting with BCBC.**

**9.Planning Applications**

- 1) Planning Application Consultation: P/21/482/FUL - BPM Technology Corp Ltd, Land South of Pont Rhyd-y-Cyff, Maesteg. CF34 9RW - Retention of 2 storage containers
- 2) Planning Application Consultation: P/21/562/FUL - Mr N Walsh, Riva, Maesteg Road, Llangynwyd. CF34 9SN - Detached single garage to rear garden and new vehicular access comprising of partial hedge removal, drop kerbs and vision splay
- 3) Planning Application Consultation: P/21/706/FUL - Mr P O'Shea, New Hardwicke, Maesteg Road, Llangynwyd. CF34 9SN - Garage conversion to create sitting room and enlarged kitchen; steel frame balcony to rear elevation

There were no objections to any of these applications.

**10.Finance and Accounts**

CJ distributed the following for the NatWest Bank Account:

- Record of the financial transactions (April to June 2021)

- Bank statements (March to June 2021)

#### Bank Balance

The opening balance on 1st June 2021 was £5,000.00

The closing balance on 30th June 2021 was £5,000.00

CJ also distributed the following for the Unity Trust Bank Account:

- Record of the financial transactions (April to June 2021)
- Bank statements (31st May to 30th June 2021)

#### Bank Balance

The opening balance on 1st June 2021 was £53,033.54

The closing balance on 30th June 2021 was £57,283.14

### **11.CiLCA Qualification**

Council asked CJ to find out why it is now necessary for Clerks to be qualified in their field of work and to put this item back on the agenda for discussion at the next meeting.

### **12.Operation London Bridge**

Members were provided with Operation London Bridge Guidance for Community & Town Councils; code name given to the passing of H M Queen Elizabeth II. IW suggested that we follow Maesteg Town Council's procedure(s).

**Action: Clerk to make enquiries with the Clerk to Maesteg Town Council.**

### **13.Damage to Hopcyn Cross in Historic Village - Car Incident**

A member of the public reported a car incident at lunchtime on 20th July 2021; a car hit the base of the Hopcyn Cross and dislodged a stone. The police were also informed however, no action would be taken as nobody was hurt. The Clerk contacted BCBC as it is a listed structure, she was advised that the Community Council would be responsible for the repair which would have to be undertaken strictly as directed by the conservation officer. CJ sent all the details of the incident to Zurich Insurance in the hope that repair costs can be recouped.

**Action: Clerk to chase Zurich Insurance for advice and guidance on the way forward with this matter.**

### **14.Grass Cutting at Cemetery by Probation Service**



Council agreed that Paul Meredith's services are needed more elsewhere now that the Probation Service can cut the cemetery. The Community Council has limited resources and all areas in the community need to be considered therefore, approval was given for the cutting of unadopted land in Parc Tyn-y-Waun, the grass verge at the side of 'Morlyn', Maesteg Road, Llangynwyd and the grassed area outside 15-19 Station Road.

**Action: Clerk will advise Paul of this decision; one cut this year and from 2022/23, there will be three cuts per year.**

**15. Correspondence**

None

**16. Clerk's Report**

None

**17. Chairman's Report**

None

**18. Members' Reports**

None

**19. Date of Next Meeting**

Wednesday, 8th September 2021

**Meeting Closed at 7.55pm**

Chairperson .....

Date .....