

# **Minutes of the Remote Meeting of Full Council Held in Microsoft Teams at 6.30pm on Wednesday, 15th September 2021**

## **Present**

Cllr Idris Williams (IW) - Chairman, Cllr John Hughes (JH) - left around 7pm as advised prior to meeting, Cllr Tom Muller (TM), Cllr Trystan Rhys Griffiths (TRG) and Cllr Jo Hillier-Raikes (JH-R)

Cheryl John (CJ) - Clerk

## **1.Apologies for Absence**

Apologies were received from Cllr Harry Davies (HWD), Cllr Pararajasingham Sasiruban (PS), Cllr Rob Lewis (RL) and Cllr Cerl Reeves (CR) but no apologies were received from Cllr Dylan Jones (DJ) and Cllr Helen Davies (HD) handed in her resignation today.

**Action: Clerk to make necessary arrangements for vacancy to be advertised.**

## **2.Declarations of Interest**

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

JH: Employed by Bridgend County Borough Council (BCBC) as Branch Secretary Unison, Director of Bridgend Lifesavers Credit Union, Member of the Co-op Group National Members' Council 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: Employed by ACT Training, Farmer at Llest Wen and Governor - Ysgol Gyfun Gymraeg Llangynwyd

JH-R: Town Centre Manager for Neath Port Talbot County Borough Council and Owner of Pentre Farm Holiday Accommodation

## **3.Public Address**

Nobody requested a link to join the meeting.

## **5.Police Matters**

Police Community Support Officer (PCSO) Gareth Stoneham (GS) supplied crime figures for July and August 2021 which were circulated to members prior to the meeting. GS was questioned about the eight crimes appearing on the July 2021 report, members wanted a breakdown of the figure for 'Violence Against a Person'.

**Action: GS to make enquiries and to send the breakdown to the Clerk for members.**

#### **4. Mark Jenkins, Llangynwyd Rangers B&G CW FC to Address Council**

Justin Kingdon attended the meeting instead of Mark Jenkins, he went through the plans for the pavilion and playing fields with Council.

Although the Community Council had no objections to the plans, it was made clear that nothing could be decided until the necessary BCBC approval has been received involving planned work at Parc Tir Iarll. Justin was told that any work affecting the RoW around the park and fields would also have to be reported to/approved by BCBC.

#### **6. Ratification of the 'Public' Minutes of the Remote Meeting of Full Council Held in Microsoft Teams on Wednesday, 18th August 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, 18th August 2021**

##### **Page 2 - Item 7 - Proposal - Llangynwyd Rangers B&G CW FC**

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

##### **Page 2 - Item 7 - External Audit**

Deryck Evans, Audit Wales has issued Council with the consideration document relating to the 2016/17 to 2018/19 audits.

**Action: Clerk to ask for an extension to the response deadline and to arrange an Extraordinary Meeting of Full Council on Wednesday, 22nd September 2021 to discuss the report further.**

##### **Page 2 - Item 7 - 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 7 - 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 7 - Extra Dog Bins in Both Wards

The Council agreed for a new bin to be purchased from its 2021/22 budget, the Clerk arranged for its installation with BCBC at the top of Heol Neuadd Ddomos in Cwmfelin. However, she has since heard that this is not a suitable location for a bin therefore, consideration is presently being given to another area on the list.

#### Page 2 - 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 3 - Item 7 - 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 schools.**

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 7 - Correspondence

Only one photograph remains outstanding for the website.

**Action: Clerk will make arrangements with the Councillor to take his picture.**

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

Many months ago, BCBC wrote to the residents of Cwrt y Fedwen who have put new rear fencing up and claimed some of Parc Tir Iarll's land, asking for the reinstatement of their original boundaries. To date, nothing has happened therefore, the Clerk has written to the BCBC officer again; he will speak to his line manager to find out the course of action to be taken next.

#### Page 3 - Item 7 - 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. Nothing has been done so the Clerk has written again to the BCBC officer who will speak to his line manager to find out the course of action to be taken next.
  
- (e) There are gates in the rear fencing of certain houses in Cwrt y Fedwen which create easy access onto parkland. BCBC has written to these residents to ask for their removal however, nothing has been done. Again, the Clerk has written to the BCBC officer who will contact his line manager for the course of action to be taken next.

#### Page 3 - Item 7 - Draft Business Plan for Council

The late Cllr James Duncan did a considerable amount of work on a business plan for Council, the Clerk has managed to get hold of the latest draft from his daughter.

**Action: Clerk to write to all members asking if anyone can continue this work.**

#### Page 3 - Item 7 - Adoption of Standing Orders for Council

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

#### Page 3 - Item 7 - 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 its installation and will service it regularly free of charge.

The Clerk has paid the invoice from Western Power Distribution who were supposed to be installing the electricity on 8th and 9th September however, due to the workmen testing positive for COVID, the job could not go ahead; awaiting new dates.

The refurbishment of both telephone boxes is now complete.

**Action: Clerk will pay the firm and also claim the grant through the Welsh Government.**

#### Page 4 - Item 7 - 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 copy of the successful quote with the VAT amount shown as a separate figure and once he receives it, he will contribute 50% of the net amount.

When the firm was asked to separate the VAT on its quote, it became apparent that the cost of the work approved by Council was exclusive of VAT therefore, it was not the cheapest quote; Council withdrew its offer.

Months have gone by and lumber costs have risen considerably, so the other firm to quote which should have been successful had Council been aware of the VAT issue, was asked to submit a new quote; a rise of £191.20 (excluding VAT) but still the cheapest therefore, Council approved the quote from Dragonwood Landscapes for £6,770.37 plus £1,354.08 VAT.

**Action: Clerk to notify the firm and to send Andrew Mason a copy of the quote.**

Page 4 - Item 7 - 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 and to chase-up third quote.**

Page 4 - Item 7 - 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 7 - 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 7 - 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.**

Page 5 - Item 7 - 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 by certain members.

**Action: Clerk to send another email telling Members that the Chairman is insisting on their return by the next meeting.**

- 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 7 - Correspondence

- Donation - Tenovus Cancer Care

Clerk has made the £200 donation to this charity and asked for an engraved leaf in memory of the late Cllr Chris Griffiths after liaising with TRG over the wording.

#### Page 6 - Item 7 - Sleeper Sinking Underneath Container at Parc Tir Iarll - Issue with Permanent Ramp

Due to the rear sleeper sinking underneath the container, a gap formed between the structure and the permanent ramp welded onto 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 over the space created under the container which could be a health and safety issue; a small person or animal could get under there. The Clerk is waiting to hear back from CAM Engineering who will visit the site to look at putting some sort of barrier to prevent access underneath.

#### Page 6 - Item 7 - Correspondence

- Y Bryn Onshore Windfarm - Coriolis Energy

A remote meeting was held with the firm on 25th August; JH-R put a list of questions together in readiness based on Members' concerns but the firm did not have the answers to many of them. Council felt that it was early in the consultation however, it would be interesting to see the consultation report submitted to BCBC.

**Action: Clerk to request a copy of the report from BCBC**

#### Page 6 - Item 7 - 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: 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 7 - Item 7 - Members' Reports

The Clerk has asked for a site meeting with Highways at the request of CR; 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.

It was also mentioned that people park their vehicles near this junction, especially when on the school run which just exacerbates the problem.

#### Page 8 - Item 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 MTC's procedure(s).

**Action: Clerk to make enquiries with the Clerk to MTC.**

#### Page 8 - Item 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 the details of the incident to Zurich Insurance in the hope that repair costs can be recouped. The insurance company asked for more information which was

supplied but the two requested quotes from stonemasons will be submitted when the Local Authority issues guidance on the repair.

#### Page 8 - Item 14 - Grass Cutting at Cemetery by Probation Service

The Clerk has arranged for Paul Meredith to cut 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 and to stop cutting the cemetery as the Probation Service are doing it; one cut this year and from 2022/23, there will be three cuts per year.

### **10.Planning Applications**

- 1) Planning Application Consultation: P/21/735/FUL – Mr Thompson, 3 Llan Road, Maesteg. CF34 9HN - Remove existing front boundary wall and reduce garden level to provide drive for 3no. vehicles; new block retaining wall across full width of property to rear of new drive; drop kerbs to be installed across entire frontage of property to provide new vehicle access
  
- 2) Planning Application Consultation: P/21/751/FUL - Mr I Hembrow, 1 Maesteg Road, Maesteg. CF34 9SN - Two storey extension to side/rear elevation and construction of 2 detached garages/stores

There were no objections to either application.

### **11.Finance and Accounts**

CJ distributed the following for the NatWest Bank Account:

- Bank transactions (25/02/2021 to 31/08/2021)

#### Bank Balance

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

The closing balance on 31st August 2021 was £5,000.00

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

- Record of the financial transactions (April to August 2021)
- Bank statements (1st July to 31st August 2021)

#### Bank Balance

The opening balance on 1st July 2021 was £57,283.14

The closing balance on 31st August 2021 was £42,408.97

### **12.Multi-location Meetings**



A briefing from the Welsh Government was circulated to all Councillors regarding multi-location meetings. The Llangynwyd Community Association has also been approached by the Clerk regarding the use of the main hall instead of the coffee shop as it is a much larger room for Council meetings however, it is being used for another purpose. The Clerk advised Council that a different location like MTC Offices could be an option should face-to-face meetings resume.

**Action: Clerk to write to each Member for their opinion on this matter.**

### **13.CiLCA Qualification**

As requested, the Clerk circulated information on the new Elections Wales Act 2021 and the General Power of Competence (GPOC) to all Councillors prior to the meeting so that Council could make an informed decision on support for the Clerk when she starts CiLCA at the end of the month.

**Actions: Clerk asked to agenda this item for the Extraordinary Meeting of Full Council on 22nd September 2021.**

### **14.Correspondence**

- Issue with Dome Slabs on Footpath 19 - Maiden Street to River Bridge

Cllr Malcolm James (MJ) has written to the Clerk about a resident of Maiden Street placing some dome slabs on the footpath; he has received complaints about its untidy appearance.

**Action: Council agreed that the Clerk should write to the resident asking for their removal.**

- Maintenance of Footpath 31 - Leaves Bridleway 32 at a New Field Gate, Continues Along the River. Through a Field to an Old Metal Gate

MJ has written to the Clerk regarding complaints he has received about the footpath being overgrown.

**Action: Council agreed that it should be cleared and added to the grass cutting schedule.**

- Maintenance of Footpath 42 Connecting Fairmeadows to the Main Road by Cwmfelin Primary School

DJ received a complaint from a member of the public about the sides of the path being very overgrown which could cause injury to people using it. As it is a RoW and posed a health and safety concern, the Clerk arranged for it to be cut back.

**Action: Council agreed for it to be added to the grass cutting schedule.**

TM also mentioned a fence that has been erected by the old play park at the top of this footpath; there may be an encroachment issue.

**Action: TM will take a photograph of the fence for the Clerk to make further enquiries.**

**15.Clerk's Report**

Clerk asked Council for permission to take annual leave from 4th to 8th October 2021 which was given.

**16.Chairman's Report**

None

**17.Members' Reports**

None

**18.Date of Next Meeting**

Wednesday, 13th October 2021

**Meeting Closed at 8.15pm**

Chairperson .....

Date .....