

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

## **Present**

Cllr Idris Williams (IW) - Chairman, Cllr John Hughes (JH), Cllr Trystan Rhys Griffiths (TRG), Cllr Harry Davies (HWD), Cllr Pararajasingham Sasiruban (PS), Cllr Jo Hillier-Raikes (JH-R), and Cllr Ceri Reeves (CR)

Cheryl John (CJ) - Clerk

## **1.Apologies for Absence**

Apologies were received from Cllr Tom Muller (TM) - connection issues and Cllr Rob Lewis (RL), but no apologies were received from Cllr Dylan Jones (DJ).

The two vacancies have been advertised but there has been no interest to date.

## **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 - Bridgend Lifesavers Credit Union, Member - Co-op Group National Members' Council, and Governor - Garth and Plasnewydd Primary Schools

TRG: Employee - ACT Training, Farmer - Lluest Wen, and Governor - Ysgol Gyfun Gymraeg (YGG) Llangynwyd

PS: Trustee - Llangynwyd Community Association, and Owner - Llan Mini Market

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

CR: Employee - Welsh Local Government Association and Bridgend Care and Repair Service, and Member - Maesteg Women's Institute

Clerk advised Council that PS is no longer a governor for Llangynwyd Primary School.

## **3.Public Address**

Nobody requested a link to join the meeting.

#### **4. Police Matters**

Police Community Support Officer (PCSO) Gareth Stoneham (GS) went through the crime figures for September 2021.

At the last meeting, GS was asked to provide a breakdown of the eight crimes appearing on the July 2021 report for 'Violence Against a Person'; this was later circulated to members.

#### **5. Address by Nicola Bunston, BCBC: Budget Consultation**

The Chairman welcomed Nicola to the meeting, she went on to give an overview of the current budget consultation:

In previous years, budget consultations have focused on specific service provisions but this year, BCBC wants to engage with residents on a longer-term vision for Bridgend County Borough.

The impact of Covid-19 meant that in 2020 and 2021 things had to be delivered very differently, and residents are being asked to give their support in Shaping Bridgend's Future.

Despite the challenges faced in responding to Covid-19, the council has also been presented with new ways of working and has built on opportunities to work with partner organisations, there has been increased digitalisation of some of the services and a large number of staff working from home. BCBC needs to know what has worked well and where there is need to continue making changes or improvements as we recover from the Covid-19 pandemic; to ensure the successful delivery of sustainable and effective services for the next five to ten years.

BCBC has made £62m of savings over the last ten years however given these savings, it has become increasingly difficult to identify potential areas for reductions as pressure grows on services and additional demands emerge.

To help Council and Cabinet make their decisions about future spending, it is important that people's views are heard for the successful delivery of effective and efficient services that are right for our communities.

As part of this budget planning process this year, views are needed on:

- performance over the past twelve months
- support for business, tourism and the economy
- wellbeing
- customer face-to-face access
- digitalisation
- investment in services

- fees and charges
- council tax levels
- the future

Nicola was thanked for her presentation and for attending the meeting, the Clerk then advised her that the email had been forwarded to all Councillors and the poster placed on the noticeboard and website.

#### **6.Ratification of the ‘Public’ Minutes of the Remote Meeting of Full Council Held in Microsoft Teams on Wednesday, 15th September 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, 15th September 2021**

##### Page 2 - Item 8 - 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 8 - 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 8 - External Audit See Item 11 below.

##### Page 2 - Item 8 - 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 3 - Item 8 - 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 been advised by Ken Piper that a sale is imminent and that he could not disclose the buyer.

##### Page 3 - Item 8 - Extra Dog Bins in Both Wards

The four bins at the park are rusting, the Clerk has arranged a meeting with BCBC at Parc Tir Iarll to see what help can be offered with their replacement.

**Action: Clerk will report back to Council.**

Page 3 - Item 8 - 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 8 - Correspondence

Preparation of governance and accountability documents for adoption by Council is ongoing however, the Clerk advised Council that a Freedom of Information Policy and a Welsh Language Scheme are needed urgently

**Action: Clerk asked to obtain examples for adaption by Council.**

The Clerk has collected all entries from the two schools for the Parc Tir Iarll Nature Trail Competition. Council agreed for the Chairman, the Clerk and the Park Warden to judge the competition.

**Action: Clerk to arrange the judging.**

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 8 - 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 4 - Item 8 - 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 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 find out the course of action to be taken next.

#### Page 4 - Item 8 - 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 and has written to members asking if anyone can continue his work but there has been no response.

#### Page 4 - Item 8 - Adoption of Standing Orders for Council

Chairman to ask DJ when Council can expect the updated Standing Orders for adoption.

#### Page 4 - Item 8 - Clerk's Report

The refurbishment of both telephone boxes is now complete, the last payment has been made and the grant has been claimed.

The installation of the defibrillator in the telephone box outside the Old House 1147 is imminent.

Page 4 - Item 8 - Condition of Certain Steps in Park - Wooden Edging BCBC has agreed a contribution of 50% towards the replacement of the wooden edging on the steps on the RoW at Parc Tir Iarll, and Dragonwood Landscapes has been successful with its quotation.

**Action: Clerk to notify firm and to send BCBC a copy of the approved quotation with the start date and duration of the work.**

#### Page 5 - Item 8 - Provision of Warning Signs at Entrances to Park

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 in both English and Welsh and also chase-up third quote.**

Page 5 - Item 8 - 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 5 - Item 8 - 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.

Discussed at Item 18 below.

Page 5 - Item 8 - 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 8 - 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 certain members for their Register of Members Interests form to be completed, signed and returned, and has even emailed them to say that the Chairman is now insistent on their return however, some are still outstanding.
- 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 8 - 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, 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 8 - 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. A scoping report was distributed to Members with a link to BCBC's website and the planning documents.

The Clerk advised Council that the next Y Bryn Stakeholder Project Forum, will take place virtually (via Teams) between 9.30am and 11.30am on Tuesday 19th October 2021. The Forum will provide an overview of the feedback received from Phase 1 Pre-Application Consultation, key issues raised and how they are being addressed.

**Action: JH-R will try to attend.**

### Page 7 - Item 8 - 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 and the Clerk has now collected and returned it to its rightful owner.
- 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

Andrew Mason has advised that his colleague will be doing an inspection of both issues.

- 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.

Andrew Mason has replied saying that the Rights of Way team would not usually expect paths to be cut in these circumstances. If, however, the meadow was left unattended and this enabled brambles, small saplings and any other more rampant weeds to start growing and become dominant on the line of the footpath, the route would need to be cut to prevent the path from becoming overgrown.

**Action: Clerk to write to Andrew Mason again to seek his advice on handling this situation with the land owner who cuts the meadow infrequently causing the path to be inaccessible to the public.**

#### Page 7 - Item 8 - Members' Reports

CR has asked for a site meeting with BCBC to stop cars joining the A4063 from the B4282 by taking a right turn; it causes traffic delays on the hill leading up to the junction.

JH-R pointed out that the traffic going down to the roundabout in Cwmfein 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.

Although BCBC feel that this is a viable option should funding become available, it would need to be supported by South Wales Police. The introduction of prohibition of right and left turns requires a traffic order, and if a vehicle was to contravene such a traffic order, this would be classed as a moving traffic offence which is only enforceable by the police. Unfortunately, the police do not support the proposal but have contacted B.C.U. Chief Inspector for his views on the matter:



***“The Police do not have the resources to sustain regular enforcement at this location, therefore it is difficult to see how compliance will be achieved without engineering. Vehicles travelling along Maesteg Road from the direction of Maesteg wishing to enter onto the B4282 would need to travel to the roundabout junction with Heol Neuadd Domas in order to approach the junction with the B4282 and comply with the proposed TRO. Likewise vehicles prohibited from turning right from the B4282 onto the A4063 would have to travel to the same roundabout to travel back towards the direction of Maesteg to access Garth. It is a possibility that some errant drivers may attempt a ‘U’ turn manoeuvre utilising the lay by and service bay prior to the roundabout at Heol Neuadd Domas. Should this occur it will undoubtedly create a safety issue.***

***Similar to other locations within the South Wales Police area, junctions which can be difficult to negotiate require the driver to exercise a higher degree of concentration and thereby lower likelihood of a RTC.”***

Additionally, the police have confirmed that the proposal is not justified by the collision data for the area.

**Action: Await update from BCBC.**

Page 7 - Item 8 - 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 7 - Item 8 - 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 however, two repair quotes were required which the Clerk later provided in line with the conservation officer’s guidance.

**Action: Await instructions from the insurance company.**

Page 8 - Item 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.

The Clerk wrote to all members for their opinion on these matters, not everyone responded but remote meetings appeared favourable as they are more convenient; most were not averse to face to face meetings; perhaps a few times a year.

It was felt that remote meetings should continue for the time being until the election next year, when it can be looked at again.

#### Page 9 - Item 13 - CiLCA Qualification

Discussed at extraordinary meeting of full Council on 22nd September 2021 (Item 10 and 11).

#### Page 9 - Item 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 and Through a Field to an Old Metal Gate MJ has written to the Clerk regarding complaints he has received about the footpath being overgrown.

The footpath has been cut 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. The Clerk has now added it to the grass cutting schedule also.

- 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 is still to take a photograph of the fence for the Clerk to make further enquiries.**

## Page 10 - Item 18 - Clerk' Report

Due to unforeseen circumstances, the Clerk had to cancel her annual leave between 4th and 8th October 2021.

### **10.Ratification of the Minutes of the Remote Extraordinary Meeting of Full Council Held on Wednesday, 22nd September 2021**

The minutes were agreed as a true record.

### **11. Matters Arising from the Minutes of the Remote Extraordinary Meeting of Full Council Held on Wednesday, 22nd September 2021**

#### Page 1 - Item 3 - Consideration of Audit Wales Report 2016/17 to 2018/19

Clerk responded to the Auditor's consideration report in line with Council's approval.

The Auditor General for Wales' report in the public interest has now been received; publication: 14th October 2021.

**Action: An extraordinary meeting of full Council needs to be convened to discuss the recommendations of the report for the Clerk to respond; legislative processes must be followed.**

#### Page 1 - Item 4 - Support for Clerk to Attain CiLCA Qualification

- Clerk attended the first webinar on 29th September 2021 to look at the first three sections of the first module (10:00 to 12:15); the CiLCA course will run from 1st October 2021 to 30th September 2022. Council gave its approval for the Clerk to be paid for these hours.

**Action: Clerk to make necessary arrangements with Orca for payment.**

Clerk advised Council that Paul Egan, One Voice Wales could do a job evaluation for the Clerk's role at a cost of £180; approval was given.

**Action: Clerk to make the necessary arrangements.**

### **12.Planning Applications**

- 1) Planning Application Consultation: P/21/730/FUL - Mr R Jones, 18 Mill Street, Cwmfelin, Maesteg. CF34 9HT - Change existing flat roof on the extension to a pitched roof, which will align with the pitched roof of the original part of the house

- 2) Planning Application Consultation: P/21/761/FUL - Mrs T Lewis - 1 Troed y Rhiw Cottages, Maesteg. CF34 9HW – Single storey rear extension

There were no objections to either application.

### **13.Finance and Accounts**

CJ distributed the following for the NatWest Bank Account:

- Record of the financial transactions (1st April to 30th September 2021)
- Bank transactions (25/02/2021 to 30/09/2021)

#### **Bank Balance**

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

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

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

- Record of the financial transactions (1st April to 30th September 2021)
- Bank statements (1st to 30th September 2021)

#### **Bank Balance**

The opening balance on 1st September 2021 was £42,408.97

The closing balance on 30th September 2021 was £37,576.83

An expenditure against budget report was also distributed to all Members.

### **14.Remembrance Day**

There will be a service commencing at 10:30 by the cenotaph in the grounds of Llangynwyd Village Hall on Friday, 12th November 2021. Members of the Royal British Legion and the Royal Air Force cadets will be present and Rev'd Martyn Evans will be doing the service; a two-minute silence will be observed at 11:00, followed by the laying of the wreaths.

**Action: Clerk to arrange a wreath for the Chairman to lay and to get the chain of office to him.**

### **15. New Representative for Town and Community Council Forum and One Voice Wales Area Committee**

Council agreed for CR to represent Council at both meetings.

### **16.Allotment at Parc Tir Iarll**

Clerk advised Council that the allotment is not presently being maintained; only a small part of it is being utilised therefore, weeds are becoming a problem. It was agreed to revoke the rental agreement and issue it to someone who will utilise and maintain the whole area.

**Action: Clerk to contact both parties and make the necessary arrangements for the collection of the key and a new contract.**

### **17.Precept 2022/23**

Clerk asked for all proposals for next financial year by the end of October so that a draft budget can be developed for the next meeting.

### **18.Correspondence**

- Bridgend County Borough Council (A4063 Coytrahen) (A4063 Llangynwyd) (30MPH Speed Limit) (50MPH Speed Limit) Traffic Order 202-

Council has no objections providing arrangements are made for emergency vehicles

- Nature Network Project

Cllr Malcolm James has advised that Parc Tir Iarll has been chosen to benefit from a grant:

**“A number of nature reserves, parks and outdoors spaces are set to benefit from a £580,000 Welsh Government grant as part of the Cwm Taf Nature Network Project. In partnership with local communities, various green spaces will be improved and regenerated. Among the selected areas are Bedford Park, Parc Tir Larll at Llangynwyd, Parc Calon Lan in Blaengarw, the Ogmor Washeries, Aberfields at Ogmor Vale, Frog Pond Wood in Pyle, Tremain’s Wood and Brackla Hill, Maesteg Welfare Park, Craig y Parcau in Bridgend and Wilderness Lake in Porthcawl.”**

**Action: Clerk to write to BCBC in an attempt to find out more about this grant.**

## **19.Clerk's Report**

- One of the two nature boards at Parc Tir Iarll has been vandalised.

**Action: Clerk to contact Housemartins Coytrahen Mens Shed to see if it can be fixed.**

- The Local Authority's 'Refit' programme has now completed its works on Llangynwyd Primary School. The programme aims to improve energy efficiency of 18 buildings throughout its estate through a range of measures including low-energy lighting, lighting controls and building management systems.

The improvements that have been made in Llangynwyd are projected to save more than 8,000 kWh of electricity each year, for an energy cost saving of more than £1.5k. Perhaps more importantly, there will be approximately 2.2 tonnes of carbon savings per annum.

## **20.Chairman's Report**

None

## **21.Members' Reports**

CR reported the following issues:

- The culvert behind 43 Parc Tyn y Waun needs cleaning
- Between YGG Llangynwyd and the paper mills is overgrown
- The culvert between The Corner House and Castell House needs cleaning as the water is overflowing into the garden at Castell House

**Action: Clerk to report these issues to BCBC.**

TRG advised Council that all signage including the Nature Trail for the park should be in both English and Welsh.

**Action: Clerk to ensure this happens.**

## **22.Date of Next Meeting**

Wednesday, 10th November 2021

**Meeting Closed at 8.30pm**

Chairperson .....

Date .....