

## **MAESTEG TOWN COUNCIL**

### **COUNCIL MEETING**

Minutes of a meeting of the **Council** held at the Council Chamber,  
Council Offices, Talbot Street, Maesteg, on **Tuesday, 4<sup>th</sup> February 2020.**

#### **PRESENT:**

**COUNCILLORS:**       **S B Smith (Mayor)**  
R Collins, P Davies, A James, R Davies, R Lewis,  
R Martin, R Penhale-Thomas, C Reeves,  
G Thomas, L Thomas, I Williams, D K Edwards,

**APOLOGIES** for absence received from Councillors W May, L Beedle,  
P W Jenkins and P White.

#### **DECLARATION OF INTEREST:**

Cllrs R Collins, P Davies, R Penhale-Thomas and D K Edwards declared an  
interest in items relating to Bridgend County Borough Council, including  
Development Control and Licensing.

Cllrs R Lewis and I Williams declared an interest in items that may relate to  
Llangynwyd Middle Community Council.

Cllr R Lewis declared an interest in the Planning application P/20/31/FUL

The Clerk made the Council's Register of Interest available for Members to  
update.

#### **254 POLICE MATTERS**

The Mayor welcomed Sgt Evans to the meeting; Members were provided  
with the following Crime figures it was also noted that there were no  
crime figures for January 2019:

### **Maesteg Crime Statistics for January 2020**

	Caerau / Nanty	Maesteg East	Maesteg West	Llan	Total in category
<b>Robbery</b>	0	0	0	0	<b>0</b>
<b>Drugs</b>	4	0	0	0	<b>4</b>
<b>Dwelling burglary</b>	0	0	1	0	<b>1</b>
<b>Burglary other</b>	2	0	2	0	<b>4</b>
<b>Theft of vehicle</b>	0	1	0	0	<b>1</b>
<b>Theft from vehicle</b>	4	0	0	0	<b>4</b>
<b>All other theft</b>	4	3	7	1	<b>15</b>
<b>Damage</b>	21	1	3	4	<b>29</b>
<b>Assault with injury</b>	28	13	13	6	<b>60</b>
<b>Domestic Abuse</b>	7	8	3	5	<b>24</b>
<b>All crime total</b>	<b>62</b>	<b>18</b>	<b>26</b>	<b>11</b>	<b>117</b>
<b>Anti-social behaviour total</b>	7	7	16	3	<b>33</b>
<b>Drink Driving</b>	0	0	0	0	<b>0</b>

***Members questions:***

- Members noted that there had been several recent posts on social media regarding Garth Railway Station  
*Sgt Evans advised that the incident is being investigated by British Transport Police and a full investigation report hasn't been provided to SW Police.*

**RESOLVED:** To note the crime figures.

**255 WEPA**

The Mayor welcomed Mr T Curtis and Mr G Beard from WEPA Paper Mills to the meeting.

Members were given a comprehensive presentation (included handouts of the presentation) on the history of the Bridgend Paper Mills along with the history of the current owner WEPA. Currently Bridgend Paper Mills supply supermarket own brand of toilet paper and are the 3<sup>rd</sup> leading supplier in Europe. In order for WEPA to maintain its current status and to become a flagship factory they have completed a pre-planning application which will lead to a full planning application to increase its production through the addition of an extra paper machine, converting machines and storage building. This will secure the current staff

employed at the site, create an additional 74 jobs and will also create 150 – 200 construction jobs during construction.

The feedback received in the pre-application process was very positive with many impressed by how the local economy will be supported. Many questions raised as to the potential increase in traffic and noise. Full report of the pre-application process can be found on WEPA website <https://wepa.co.uk/feasibility-study-bridgend/>

**Members questions:**

- Members welcomed the presentation and the potential investment in an area being hit by the current austerity cuts. An investment of this scale to be welcomed.
- It was noted that with an increase in production would the current gatehouse and impact on local highway?  
*TC advised that they had carried out a baseline study and a predictive study of traffic movements in and out of the site and are expecting a 50% increase. This will be managed by dividing the traffic into 2 entrances. This will enable WEPA to manage the traffic more effectively. The new entrance will be SE of the site and will be used to deliver equipment / construction traffic / raw materials. WEPA also in the process of looking into having the A4063 widened at the entrances to eliminate some of the back-logging of traffic (however this is not WEPA responsibility to do this)*
- Members queried whether there would be an increase in pollution of the river behind the site?  
*TC advised that historically another factory upriver heavily polluted the river with colourants. To date WEPA have built a water treatment plant on site which treats the water before being released back into the river. This is monitored closely by NRW who have recently commended WEPA on its process. The current water treatment plant is not working at full capacity and will be more than capable of treating the extra water required by an extra mill.*
- It was also discussed that there is a railway track at the rear of the site and could this be used for deliveries?  
*TC advised that Network Rail had been contacted and unfortunately this is a single-track passenger line unsuitable for deliveries - freight are not allowed to use passenger tracks. Another obstacle is the topography of the site making it impossible to deliver goods from this line.*

- Due to the significant event on 31<sup>st</sup> January 2020, will this impact on the site? Are products delivered purely UK based?  
*TC advised that 99.5% of the products produced are sold within the UK and the 0.5% are shipped to Ireland. So the UK exiting EU on 31<sup>st</sup> January 2020 will not have an impact on the Bridgend Paper Mills Site. However, many of the raw materials are received from all over the world.*

The Mayor thanked both Mr T Curtis and G Beard for their presentation and time and noted that if anyone has any queries Mr G Beard email address is with the Acting Clerk.

## 256 MAYORAL EVENTS

22nd January	Launch of Maesteg HenShed
2nd February	Sandville Self Help Centre – Thanksgiving Service
3rd February	Maesteg Business Association
3rd February	Mayors Charity Meeting

### Deputy Mayor

Would like to thank the Deputy Mayor Councillor Andrew James for chairing a number of meetings in January that I was unable to attend due to ill health

**RESOLVED:** Information noted.

## 257 **RESOLVED: THAT THE COUNCIL GO INTO COMMITTEE**

**Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972, ss100 & 102 ‘Members of the public/press can be excluded by resolution if publicity would prejudice the public interest by reason of confidential nature of the business and arising out of the business to be transacted’**

## 264 **RESOLVED: THAT COUNCIL MOVE OUT OF COMMITTEE**

## 265 MINUTES

The Confidential Minutes of the Joint Personnel and Finance Meeting held on 24<sup>th</sup> October 2019; copies of which had been circulated to Members were read, accepted as a true record and signed by the Mayor.

The Minutes of the Finance Meeting held on 2<sup>nd</sup> December 2019 were not agreed. However, the amendment to the wording of unadopted areas was agreed.

The Minutes of the Ordinary Meeting of the Council held on 7<sup>th</sup> January 2020; Extraordinary Meeting held on 8<sup>th</sup> January 2020; Extraordinary Meeting held on 13<sup>th</sup> January 2020 and Extraordinary Meeting held on 23<sup>rd</sup> January 2020; copies of which had been circulated to Members, were read, accepted as a true record and signed by the Mayor.

## **MATTERS ARISING**

### **266 MINUTE 220**

#### **TOWN AND COMMUNITY COUNCIL FUND 2020/2021**

Members queried the following:

1. Had the application form been received by Cllr C Reeves and subsequently submitted to BCBC. Cllr C Reeves advised that yes, the form had been received but hadn't been submitted yet.
2. Had any clubs contacted MTC? Acting Clerk advised that only one had contacted MTC and a list will be compiled in due course.

**RESOLVED:** To note the information

### **267 MINUTE 222**

#### **LITTER BINS**

Members queried whether BCBC had recently removed a number of litter bins.

**RESOLVED:** Acting Clerk to contact BCBC to determine how many litter bins have been removed from MTC area.

### **268 MINUTE 223**

#### **CHRISTMAS LIGHTS**

Received a number of queries as to why Christmas lights still in place. Acting Clerk telephoned Centregreat who advised that they will be dismantling the Christmas lights week beginning 27/01/2020.

Members queried whether there would be extra energy costs involved as the lights are still in situ.

**RESOLVED:** Acting Clerk to contact Centregreat for advice.

**269** **MINUTE 232**

**LLYNFI WOODLAND GROUP ANNUAL GENERAL MEETING**

Report from Mr R Meredith:

20 people attended the Llynfi Woodland Group AGM, where the following officers were re-elected:

- Chair – Dr C Davies
- Secretary – K Jones
- Treasurer – Mrs J Irranca-Davies

The group were recently given £1000 from the TESCO blue token scheme that has to be spent by June 2020 – it was decided to spend this on a puzzle trail for children.

The Chair thanked Maesteg Town Council for taking an interest in the project and wanted to advise that recent footfall to the project had increased and that they were hoping that they can turn the increase of footfall into an increase of volunteers. It is hoped that maybe Maesteg Town Council would be able to assist with advertising for volunteers by hosting an exhibition at the Council offices. K Jones to write a letter to Maesteg Town Council requesting exhibition space and access to the lift.

**RESOLVED:** To await the request from the Llynfi Woodland Group and support the request for use of meeting room as an exhibition space.

**270** **MINUTE 242**

**FINANCIAL APPLICATIONS**

Letter of thanks and acknowledgement for financial support received from:

- Age Concern West Glamorgan

**RESOLVED:** To note the information.

**271** **LIST OF PAYMENTS FOR THE MONTH OF JANUARY 2020**

**RESOLVED:** That the tables of Expenditure, Income and Uncashed Cheques during the month of January 2020; copy of which had been circulated to Members, which included the addition of DD payments, list of Income and Uncashed Cheques be accepted, confirmed and signed by the Mayor.

## CORRESPONDENCE

### 272 COMPLAINT VIA CHRIS ELMORE MP OFFICE ABOUT BUS STATION TOILETS

Email received from Chris Elmore MP office:

*A resident contacted Chris in Mid-December to raise concerns associated with Maesteg's public toilets. Ms Thomas attended the Town's Christmas light switch on and used the public toilets that morning. Resident was disappointed at the lack of soap and toilet paper available. (On that occasion, she stated there was none).*

*Resident advised us that this was not the first time she had experienced no hygiene products in the ladies toilets and wanted to know why no checks had been undertaken, given the scale of the event. Resident has used other facilities within the Borough, all of which appears to have an attendant in situ (Bridgend, Pencoed and Porthcawl) therefore wondered if there was a reason, why Maesteg was not afforded the same?*

*Chris hoped you would be able to provide a response to the resident's enquiry and provide us with the correct information on where the resident should go to report a similar issue, should it arise in the future?*

The following response was emailed back to Chris Elmore MP Office:

The toilets located at the rear of the Town Hall and next to the bus station were BCBC maintained who closed all public toilets within the Borough. Maesteg Town Council in Partnership with AWEN Cultural Trust re-opened the toilets for public use - where Maesteg Town Council funded the toilets and AWEN Cultural Trust cleaned and maintained the toilets. This partnership was only supposed to be until the Town Hall Closed at the end of October 2019, however an extension was granted until AWEN Cultural Trust returned keys back to BCBC for refurbishment works to be carried out – (mid December 2019).

I can confirm that the cleaner of the toilets cleaned and replenished supplies within the toilets Monday – Saturday however no attendant was employed at the site. Complaints received about the toilets during this partnership were relayed to the staff at Maesteg Town Hall who would replenish supplies as necessary and carry out regular checks when they

were in work. Due to the Town Hall being closed to the public from the end of October 2019 and no events running on parade day (30th November 2019) no further checks were made throughout the day. No complaints were made on the day to the Town Council offices as both myself and Mrs Buckley were in work from 9.30am – after the parade.

A resident did telephone Maesteg Town Council on 5th December 2019 and was advised of the above who then suggested that she would be in contact with AWEN Cultural Trust, BCBC Environmental Health etc.

I can also advise that from Monday 6th January 2020 a tender was agreed to place portable toilets for the public to use for an initial 3-month trial which may be extended until the refurbishment works of the Town Hall have been completed. These include one pink, one green and a disabled portable toilet that are located near the loading bay of the Market Square. These portable toilets were installed yesterday Wednesday 15th January 2020, the only partnership with BCBC is that they granted permission for the location of the portable toilets it is Maesteg Town Council who are financing them.

Email and response emailed to all councillors for information.

**RESOLVED:** Confirmation of action and to note the information.

## **273 REFERRALS MONTH OF JANUARY 2020**

- **STREETLIGHTS**

- Brookfield Street
- Duke Street

**RESPONSE:** Orders have been placed for work to be done.

- **OVERFLOWING BINS**

- South Parade

**RESPONSE:** Request processed; bin will be emptied.

- **RATS**

Report of Rats:

- Oakwood

**RESPONSE:** Awaiting response, however the residents neighbour has advised that Rentokil have been to investigate.

- **FLY TIPPING**

Dumped fridge rear of Duke Street



**RESPONSE:** the rear lane is not adopted by BCBC so we are not able to remove the item

• **COMPLAINT ABOUT REFUSE BEING BLOWN AND NOT COLLECTED**

Complaint received from a resident of Ystad Celyn to advise that refuse/recycling collection days (Monday) the waste is being collected and any waste that is blown from the containers or dropped by the crews is not being collected. This waste is then being blown onto grass verges/green islands and is accumulating without anyone clearing it.

**RESPONSE:** BCBC will advise the contractor of their obligations regarding spillages. A report has been logged and a litter pick will be done in the affected area.

• **RECYCLING CONTAINERS**

Recycling containers requested:

- Heol Llwyni – 2 properties require blue general waste bags

**RESPONSE:** Request processed; allow at least 10 working days for delivery.

**RESOLVED:** Clerk to chase BCBC Lighting as Brookfield Street hadn't been repaired.

274 **CODE OF CONDUCT TRAINING FOR TOWN & COMMUNITY COUNCILS**

Email received to advise that whilst there are presently no imminent plans for training for all T&CC's, BCBC Monitoring Officer would be happy to slot in some bespoke training purely for Maesteg Town Council.

One Voice Wales also provide Code of Conduct Training at a cost.

Members discussed the need for Code of Conduct Training and were advised that Llangynwyd Middle Community Council will be hosting a Code of Conduct training event.

**RESOLVED:** Acting Clerk to enquire with LIMCC whether MTC Cllrs are able to attend.

**275 NEWSLETTERS/BULLETINS/ POSTERS**

Available in Clerk's Office for Members' information:

- Huw Irranca-Davies AM and Chris Elmore MP Joint Surgery 07/02/2020 in Fairfield Centre
- Funding Advice Day 2020 at Community Church Aberkenfig, 06/03/2020 10am – 12pm
- Play for Wales Winter 2019 Newsletter

*Posters have been placed onto the notice board for information*

**RESOLVED:** Confirmation of action and to note the information.

**276 WINTER GRITTING AT LLYNFI LANE CAR PARK MAESTEG TOWN CENTRE**

Email received from BCBC Town Centre Manager and forwarded to Councillors to advise:

*During cold weather the top deck of Llynfi lane car park in Maesteg is prone to ice forming and is therefore a safety risk to the public which the Council as the car park operator must manage.*

*In response, on occasions when ice does form in the car park, the affected area will be temporarily closed to both vehicles and pedestrians until the surface is deemed safe and free from ice and frost. In most cases this will only apply to the top deck.*

*I appreciate the frustration of town centre users and businesses and my colleagues where possible will try to minimise the disruption. I hope this explanation as to the Councils duty of care to the public safety will enable you to answer any queries from your customers.*

**RESOLVED:** Confirmation of action and to note the information.

**277 COMPLAINT – TREE AND SHELTER**

Received a complaint with regard to the Town Hall redevelopment and proposed removal of the tree and shelter on Talbot Street.

Letter is dated 09/12/19, however not received until 03/02/2020 with no address to respond.

Letter scanned and emailed to all Councillors.

Members discussed the letter received and unfortunately the tree and shelter forms part of the Town Hall refurbishment works where the panels of the shelter are to be relocated into the new library. Discussions took place where the resident had also presented a Member with a signed petition named 'Save Maesteg "Old Man's Shelter and Tree" Petition'. It was discussed that maybe Maesteg Town Council can request that the tree once removed be used by local artisans and maybe a sculpture be produced.

**RESOLVED:** Acting clerk forward the letter and petition to BCBC and request that the tree be given to local artists to create a sculpture.

**278 INVITATION TO MAESTEG GLEEMEN CONCERT WITH GUERNSEY WELSH MALE VOICE CHOIR**

The Mayor and consort and Councillors of Maesteg Town Council are invited to the Maesteg Gleemen concert with Guernsey Welsh Male Voice Choir on Friday 13<sup>th</sup> March 2020 at 7pm in St Michaels and All Angels Church.

Tickets will be available at £5 per ticket.

**RESOLVED:** To note the information

**279 FINANCIAL APPLICATIONS**

**1. CHILDREN'S WALES AIR AMBULANCE**

Annual request for financial support from above charity.

**RESOLVED:** Council donate the sum of £250 under Section 137 of the Local Government Act (as amended).

**2. MAESTEG GLEEMEN**

A concert has been arranged for Friday 13<sup>th</sup> March 2020 at St Michael's and All Angels Church with Maesteg Gleemen and Guernsey Welsh Male Voice Choir. Maesteg Gleemen request financial assistance towards a buffet following the concert to be held in Maesteg RFC.

**RESOLVED:** Council donate the sum of £100 under Section 137 of the Local Government Act (as amended).

## 280 **DELEGATE REPORTS**

### **1. 27/01/2020 – MEETING WITH BCBC CLEANERSTREETS**

Acting Clerk and Environment Contractor met with two officer from BCBC Cleaner Streets to discuss fly tipping, Cleaner Streets Agreement etc.

Members were provided with a comprehensive breakdown of the meeting the key points from the meeting included:

- unadopted areas are considered private land and should not be cleared by MTC.
- BCBC Cleaner streets workforce has reduced from over 90 to 30 and they do not have the manpower to empty any additional bins.
- BCBC have the distinct teams to tackle fly tipping on public areas:
  1. Education Team – go into schools to educate pupils. Also go door to door in areas where residents are not recycling correctly, placing too many blue bags out and also where residents place the waste out on the wrong day/place.
  2. Enforcement Team – investigate fly tipping in public areas by searching through for information regarding who the waste belongs to. Once ownership of the waste is established, they can then log and build a case for prosecuting.
  3. 3GS – employed to target problem areas around towns and communities where there is a problem of dog fouling and littering. This includes issuing on the spot fines to dog owners who do not carry poop scoop bags.
- BCBC have an arrangement with the Probation Service who are willing to take on tangible projects where they can have proper outcomes. They will not just do litter picking as that is deemed insubstantial.
- A new SLA to be implemented with emptying the litter bins along the cycle track it was discussed and due to a change in regulations, BCBC cleaner streets to collect the bags at a designated location.
- New Keep Wales Tidy Scheme that is hub based. Hub for Maesteg is based at CDT with Cllr P Davies being the lead for this hub. The scheme enables community groups to borrow litter picking equipment and bags who then have to complete forms and return the equipment.

### **RESOLVED:**

- Acting Clerk to request that 3GS target Commercial Street, Talbot Street and the rear of Talbot Street especially behind the Card Shop.

- Acting Clerk to write to the Llynfi Rivercare Group to advise of the Hub in CDT who can then liaise with BCBC for litter collected to be removed.

## **2. 28/01/2020 – ONLINE DEMO OF SCRIBE ACCOUNTING SOFTWARE**

Acting Clerk, Chair of Finance and Chair of Communications Committee, received an online Demo of Scribe Accounting Software.

Members were provided with a comprehensive account of the demonstration and the following opinions:

ST - In my opinion the information can be stored on excel as is currently done, however mistakes can be made with formulas etc. and you would need to select data to produce reports and Scribe seems to do the reports/bank reconciliation etc. at the click of a button. Obviously with any new system time would be needed to get used to the system but with the training they provide I think this is achievable. The system looked fairly simple to use with a variety of data input pages and we could cost code more efficiently.

WM – It is very easy system to use, the apparent beauty of the system is its ability to break single cost codes down to individual creditor, this would be of great benefit for future use i.e. the festival where we could break down to how much each individual event cost and would alleviate us chasing the Town Hall Management at the end of the festival and awaiting months for a financial report. Also, our ROW contractor who does other environmental work can be spilt and presented to Council as individual lines. In my opinion if this system had been in use, we would not now in so much problems with Audit, as it would show up in Council every month what was happening. For cost worries the Council precept is £330,000.00 so if you divide 876.00 into the precept it's on 0.26% of the budget to save all future hassle that will present the Council with an accurate report.

RD – The system is a very modern and easy to implement accounting tool. It is cost effective and will undoubtedly reduce workload for the Clerk, remove the need for duplication of work and remove the need to develop unnecessary use of formulae. Data is all populated in one place and forms can be generated in one click as opposed to having to find data, drag, copy and paste across from Excel to Word etc. It is cost effective in the sense that it would also allow the Clerk to get on

with more productive work whereas historically a large amount of time would have been spent creating necessary replica paperwork for council. A large amount of this is now done for you. The system is capable of generating professional looking documents, including invoices. It cross-checks figures, identifying human errors and can also be linked with bank figures to show if there are any discrepancies between the books and the accounts. It largely removes the human error aspect and subsequently I feel it is something the council need to adopt moving forward given recent events in this department.

However, before firmly committing to this package, I suggest we look at other packages available on the market and see if there are cheaper options or perhaps even better options available. This is not something that needs to be rushed into as the new system will not need to be in place until the new financial year.

**RESOLVED:** Acting Clerk, Cllrs WM & RD to investigate and receive online DEMO of the other 2 accounting systems as advised by OVW.

**3. 29/01/2020 - MEETING WITH ITCS RE: WEBSITE**

Acting Clerk and Chair of Communications Committee met with the Website manager at ITCS to discuss ongoing issues with the current website. These issues include not being able to update the website.

Members were provided with a detailed account of the meeting with the following key points:

- current website was produced many years ago (over 5 years) and is still running on an outdated WordPress version that is no longer supported by updates.
- ITCS have had to stop editing permissions due to the site being hacked externally.
- ITCS to update the website to the latest version of WordPress. This includes reconfiguring the Website to be more accessible and user friendly to the public. This is included in our contract and that there are no extra charges to do this.
- It was discussed and agreed that MTC look at other T&CC websites and agree in principle what MTC Website should look like – colours, fonts etc. This is then to be forwarded to ITCS who will then use the information to mark up a couple of options ready for MTC Communications Committee to discuss

and bring before Full Council. Once agreed, ITCS will then build the new website.

- Proposed timescales for this: ideas to ITCS by 14/02/2020 who will then provide the mark-up by 24/02/2020 for the Communications Committee to meet the week before Full Council on 03/03/2020.
- A further email received from ITCS detailing the proposed website costs was forwarded to all Cllrs.

**RESOLVED:** Confirmation of action and for Communications Committee to meet to discuss in more detail within the above timescales.

**4. 30/01/2020 - MEETING WITH OVW RE: HEALTH CHECK**

Acting Clerk (ST) met with P Egan (PE) of One Voice Wales (OVW) to complete the Health Check.

The health check checklist was completed and a full report for Councillors will be sent hopefully by the end of next week (07/02/2020).

Initial observations included the lack of various policies some of which make MTC non-compliant. PE advised that he will provide full details within the report.

**RESOLVED:** Confirmation of action and to await the report from OVW.

**281 PLANS**

Due to the meeting surpassing Standing Orders, the following planning applications were emailed to Councillors for comments.

The following application had no objections:

Ref:	P/20/36/FUL
Applicant:	Miss K James
Location:	18 Pentyla Maesteg CF34 0BB
Proposal:	Remove rear dormer; construct new two storey extension to rear to provide kitchen / dining area and two bedrooms; provide window to new utility room to side elevation

The below application had the following comments:

***Cllr R Lewis declared an interest in the following planning application and took no part in the discussion:***

Ref: P/20/31/FUL  
Applicant: Mrs J Jenkins  
Location: 19 Queen Street Maesteg CF34 9YN  
Proposal: Change of use to hairdressers

- Due to there being 3 hairdressers nearby, maybe over intensification could be the only objection to support any residents' concerns.
- Mindful that Queen Street is a residential street, with no parking spaces.

**RESOLVED:** To advise Planning of the observations made.

**Read and accepted at a meeting of the Council  
held on 3<sup>rd</sup> March 2020**

.....  
**Mayor**