

## **MAESTEG TOWN COUNCIL**

### **COUNCIL MEETING**

Minutes of a meeting of the **Council** remotely via Microsoft Teams and held at the Council Meeting Room, Council Offices, Talbot Street, Maesteg, on **Tuesday, 2<sup>nd</sup> June 2020.**

#### **PRESENT:**

#### **COUNCILLORS:**

**A James (Deputy Mayor)**

L Beedle, R Collins, P Davies, R Davies,

D K Edwards, R Martin, R Lewis,

R Penhale-Thomas, C Reeves, G Thomas, L Thomas,

W May, and P White.

**APOLOGIES** for absence received from Councillors S B Smith, P Jenkins and I Williams (unable to connect)

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

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

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

Cllrs R Davies and A James declared an interest in the Financial Application relating to Caerau Market Garden.

#### **347 MINUTES**

The Following Minutes:

- Full Council – 03/03/2020
- Property and H&S – 09/03/2020
- Events – 10/03/2020
- Personnel – 26/05/2020

copies of which had been circulated to Members, were read, accepted as a true record and signed by the Deputy Mayor.

The Minutes of the Finance Committee Meeting held on 11/03/2020 were agreed however it was requested that the title changed to Extraordinary Meeting of Council to Discuss Finance.

## **MATTERS ARISING**

### **348 MINUTE 296 MINUTES**

The minutes of the Confidential Minutes of Council held on 4th February; were not agreed and that they omitted that the Finance Committee had been made a full council committee.

**RESOLVED:** Clerk to amend the minutes.

### **349 MINUTE 298 LITTER BINS**

Received the following response from BCBC:

*BCBC haven't removed any permanently, we are currently refurbishing bins which involves removing them for about two weeks and then replacing but I don't think that we have any in town centre at the moment. People are saying we are removing bins but we are not. We have cases of vandalism which obviously we remove and replace as it happens.*

*I will get you copies of the bin places.*

Email forwarded to all Councillors for information.

To date no details of bin locations received.

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

### **350 MINUTE 300 OVW TRAINING WITH LLAN MIDDLE CC**

The planned OVW training with Llan Middle CC has been postponed until the COVID-19 outbreak restrictions are lifted and suitable dates can be arranged.

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

**351 MINUTE 311**

**TOWN & COMMUNITY COUNCIL FORUM MEETING – MARCH**

Due to the current COVIC-19 outbreak this meeting was postponed by BCBC.

**RESOLVED:** To note the information.

**352 MINUTE 312**

**MEMBERSHIP OF ONE VOICE WALES 2020-2021 – RENEWAL OF MEMBERSHIP DETAILS**

Clerk emailed OVW to query the cost for the 2020-21 membership fees as MTC joined OVW in December 2019 and were given 1 year at half price that included Dec 2019 – March 2020 and then April 2020 – November 2020.

Already paid April – November = 8 months at half price

4 remaining months of 2020-21 = £227.08 x 4 = £908.32

One Voice Wales advised that they generate the membership fees using mail merge and it shouldn't have picked MTC up as MTC have paid up until November 2020. The above calculations are right and a new invoice was attached for **£908.32**

**RESOLVED:** Clerk to proceed with membership renewal.

**353 MINUTE 324**

**MAESTEG TOWN HALL RE-DEVELOPMENT**

Members queried the relocation of the benches as they were not in the market square as previously advised.

**RESOLVED:** Clerk to query this with BCBC Project manager.

**354 MINUTE 325**

**AGENCY AGREEMENT FOR PUBLIC RIGHTS OF WAY**

Members discussed that whilst receiving reimbursement for part of the works carried out by the ROW/Environment Contractor no formal Schedule of works had been seen by Council. A discussion ensued and it was agreed that a schedule of works would be beneficial in order for Councillors to know when the contractor would be in a particular area

and this would alleviate the need to make complaints if the contractor is due in that area.

**RESOLVED:** Clerk to request a schedule of works from the Rights of Way/Environment Contractor

**355 MINUTE 334**

**RECOMMENDATIONS**

Due to current government recommendations 1, 2, 4, 7 and 8 are on hold until restrictions are removed.

**RESOLVED:** To note the information.

**356 334.3 GAS SAFETY CERTIFICATE**

Gas safety check was carried out on Monday 23<sup>rd</sup> March 2020.

Both boilers passed however, the 2<sup>nd</sup> boiler located nearest the fire exit has a small water leak – this is ok at the moment but should this leak increase then the boiler would fail its gas safety.

The gas safety engineer also advised that the boilers are very outdated and sourcing parts for them is becoming increasingly difficult. They are working fine at the moment but Council should be mindful that they could potentially breakdown at any moment and that forward planning of new boilers would be recommended.

The gas safety engineer has looked into the cost of replacing the boilers and provided a quote.

**RESOLVED:** The Property and H&S Committee to look at the options for replacing the boilers and building improvements.

**357 334.5 LOG OF MTC KEY HOLDERS**

The below log of key holders has been produced:

Name	Front Door	Office	Store room & location
A Williams	Yes	No	No
C John (clerk LIMCC)	Yes	Yes Llan Middle CC Office upstairs	
Cllr P Jenkins	Yes	Yes	No

R Meredith	Yes	Yes	No
Cleaner	Yes	Yes	Yes
R Thomas	Yes	No	No
Clerk MTC	Yes	Yes	No
S Bevan	No	No	Yes – behind boiler room

N.B Mrs M Buckley has returned keys.

Members discussed the need for so many key holders, following a unanimous vote it was decided that the locks to the front door be changed asap.

**RESOLVED:** Clerk to arrange the for the locks to be changed with only essential key holders to have keys.

**358 334.6 CONTACT THE STONE MASON**

Clerk has contacted the Stone Mason who will make a visual inspection of the building and provide a report to Council. He advised that the algae removal would probably need to be done by a specialist firm and he will advise of this in the report. With regards to the building he will have to make an inspection and report.

To date no report received from stonemason.

**RESOLVED:** To note the information.

**359 MINUTE 336  
GŴYL MAESTEG FESTIVAL EVENTS**

Due to the current COVID-19 outbreak it was agreed to postpone all events.

**RESOLVED:** To note the information.

**360 LIST OF PAYMENTS FOR THE MONTH OF MARCH, APRIL AND MAY 2020**

**RESOLVED:** That the tables of Expenditure, Income and Uncashed Cheques during the months of March, April and May 2020; copies of which had been circulated to Members, which included the addition of

DD payments, Faster Online Payments, list of Income and Uncashed Cheques be accepted, confirmed and signed by the Deputy Mayor.

It was requested that an additional column be inserted for a description of goods/services.

## **CORRESPONDENCE**

### **361 BAVO VOLUNTEERS IN LLYNFI VALLEY - COVID-19 COMMUNITY ACTION**

Information regarding the COVID-19 response for BCBC is being co-ordinated by BAVO

Emailed to all Councillors for information.

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

### **362 PUBLIC TOILETS – LLYNFI ROAD TOILET & PORTABLE TOILETS JUST OFF MAESTEG MARKET SQUARE**

Following the Prime Ministers announcement on social distancing, JC Decaux who maintain the Llynfi Rd Car Park toilet have made the decision to close all of their Automatic Public Conveniences (APC's). The portable toilets off the market square have also been removed with immediate effect. City Loo Hire have been contacted and they will remove them asap.

Members queried if we were still paying for service & maintenance on the APC as it had been closed since end of March 2020?

**RESOLVED:** Clerk to email JC Decaux for clarification.

### **363 NEWSLETTERS/BULLETINS/POSTERS**

Emailed to all Councillors for information:

- Welsh Coastal Path Newsletter
- One Voice Wales - News Bulletin

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

### **364 COVID-19 SPECIFIC UPDATES**

Emailed to all Councillors for information:

- BCBC Media Updates

- Welsh Government Updates and Statements
- Welsh Audit Office
- One Voice Wales
- South Wales Police

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

**365 OVERFLOWING BINS ON CYCLE PATH**

Complaints received that the dog waste bins on the cycle path are overflowing with rubbish and dog poo bags.

RoW Contractor G White was contacted and he advised that he is still emptying the bins along the cycle track and will clear the overflowing waste.

It was noted that currently the bins are filling up quicker than usual.

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

**366 WRITTEN STATEMENT BY THE WELSH GOVERNMENT: THE GOVERNMENT’S APPROACH TO LEGISLATION IN LIGHT OF COVID-19**

Information emailed to all Councillors for information

SLCC Virtual Meetings Regulations – ‘The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations’ which came into force for England on 4th April 2020, however the new Legislation is UK Govt legislation and applies in England only. Welsh Government is currently working towards passing similar emergency legislation for Wales. It is hoped that the legislation will come with guidance regarding remote attendance at meetings and information concerning the Annual Meeting.

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

**367 TOWN & COMMUNITY COUNCIL (T&CC) CAPITAL GRANT SCHEME APPLICATION**

Received a letter formally confirming that the Town Council’s funding application in support of sports clubs in the Maesteg area undertaking Community Asset Transfers (CAT) of the Council’s sports pavilions and playing fields has been successful. Funding has been awarded under the

Council's CAT Fund instead of the T&CC Capital Grant scheme to ensure that as many projects as possible can be progressed.

Email forwarded to all Councillors for information

Have received requests from the following clubs:

- Maesteg Park FC
- Celtic RFC
- Celtic Bowling Club
- Maesteg Harlequins

**RESOLVED:** This is to be discussed in more detail as an Agenda Item at the next Council Meeting.

**368 COMPLAINT - RIGHT OF WAY PAST BROOKFIELD HOUSE, FFOS FARM TO THE DAREN VALLEY, MAESTEG**

Complaint received with regards to the right of way access at the above location. They noted the following:

- the public footpath sign by Brookfield house has been damaged and can no longer be seen from the road.
- The land owners were very abusive and shouted to get off private property.
- Resident explained that they live local and am quite aware that this is a public footpath leading to the Daren Valley and we were in no way trespassing. - I have to be honest I have never encountered such an abuse of verbal magnitude as I received from this quiet elderly lady. Her language to say the least was utterly disgusting. I continued to point out that I have lived in Garth for my whole 48 years and regularly used this footpath throughout my life, to which the husband then shouted at us I don't care it is private property and I am 74. After which, he started accusing us of spreading Covid-19 by coming past his farm and not staying indoors. I once again explained we were on our daily exercise but he continued to shout abuse saying it was people like us causing the problem.
- Upon leaving the property boundary, we noticed on their property nailed to a tree a sign which states that there is NO PUBLIC ACCESS and the land was private property.

Clerk advised:



- that this matter had been forwarded to the BCBC Rights of Way Manager as BCBC are able to converse with property owners whose land is crossed by the various rights of way.
- once the current COVID-19 restrictions are lifted we will also ask our rights of way contractor to look at the footpath sign.
- Residents should contact SW Police as they were threatened by this land owner.

Further information was provided by an East Ward Member who had been contacted by the landowner advising that they have concerns regarding the public's behaviour towards their livestock, this has led to the landowner locking the gate and have noticed damage to the kissing gate. The landowner is now in discussion with the BCBC ROW Manager in changing the ROW to a permissive ROW.

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

### **369 PADLOCKS ON CYCLE TRACK REMOVED**

MTC advised by RoW contractor G White that the following padlocks had been removed:

- on the Llynfi Valley Cycle Track – the chain remains but no padlock.
- the barrier around the back of the Maesteg Comprehensive school is also missing a padlock

Clerk forwarded this to Natural Resources Wales – yet to receive a response.

**RESOLVED:** To note the information.

### **370 COST FOR INDIVIDUAL EMAIL ADDRESSES**

The clerk was requested to contact ITCS to ascertain the costs of individual councillor email addresses as there seems to be a GDPR issue with personal email addresses being used. The response from ITCS is as follows:

*If councillors need an email address against the maestegcouncil.org domain (cllrxxxx@maestegcouncil.org) then it would have to be on Office 365. You cannot have separate email addresses for the same domain going to different mail servers.*

*Charge is £4.50 plus VAT per month for the address on Office 365.*

By my quick calculations:

$17 \times 4.50 = \text{£}76.50 + \text{VAT} = \text{£}91.80$  per month =  $\text{£}1101.60$  per annum

**RESOLVED:** To be discussed by the Communications Committee.

**371 COUNCILLOR USE OF SOCIAL MEDIA**

Email received from BCBC Monitoring Officer with regard to the use of Social Media and that comments could be seen as a breach of the members Code of Conduct.

Email forwarded to all Councillors.

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

**372 DOG BAG REQUESTS**

A number of emails have been received from Councillors requesting that dog bags are made available to the public. There are a number of issues currently with supplying the dog waste bags:

1. There are only 5 boxes left in the building
2. Unsure if the supplier is currently active during the current restrictions, if they are how will I be able to unload the pallet on my own?
3. I won't have enough whilst we wait for a delivery from the supplier.
4. If the boxes are placed in a local shop, how often would we need to replenish (we usually go through one box every 2-3 days)
5. Responsible dog owners should be purchasing their own dog bags and only using what Maesteg Town Council provide as a backup.
6. I am aware that the RoW contractor has some on his truck and whilst emptying the bins he does distribute bags to dog walkers he sees.

**RESOLVED:** Not to distribute dog bags until current restrictions have been lifted and the building has re-opened.

**373 MAESTEG POST OFFICE**

Email received about Maesteg Post Office Vacancy with subsequent email being received as to the temporary relocation of the post office to the market square.

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

**374 REFERRALS MONTH SINCE LAST MEETING**

• **FLY TIPPING**

- Along Bridleway 77
- Along the cycle track

**RESPONSE:** A report has been logged and the incident/s will be investigated

• **BLOCKED RIGHT OF WAY**

At Cwrt Y Mwnws Farm

**RESPONSE:** Awaiting response

• **DAMAGED BRIDGE ON THE CYCLE TRACK**

Damaged bridge on the path leading to the cycle track behind Maesteg school, accessed from the lights by Tesco.

**RESPONSE:** BCBC Rights of Way manager advised that this is the responsibility of the BCBC Highways Structures team and not the Rights of Way section. The Rights of Way team have also received another email about this matter and they are currently trying to find out who they need to forward this onto as the Highway Structures Team Leader left the authority just as the lockdown started and hasn't, as far as they are aware been replaced yet.

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

**375 TOWN HALL CONTRACTOR WELFARE FACILITIES**

Email received from BCBC project manager requesting that the contractors use Maesteg Town Council building as welfare facilities for the contractors.

Following discussions, the contractors have decided to place an external unit behind Maesteg Town Council Offices.

Both emails forwarded to all Councillors

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

**376 REQUEST FOR INFORMATION REGARDING MR HENRY PATRICK WALSH A WW2 POW**

Email received from the nephew of Mr Walsh who are trying to find out if he is listed on the Maesteg Roll of Honour.

From the information in the email Mr Walsh lived with his parents John & Rose Walsh at 15 Maesteg Row Maesteg. During WW2 he was captured by Japanese soldiers in Java on 8/3/1942. In the POW camp he Sadly died on 31/8/1943 we think of dysentery. He was buried at Ambon War cemetery In Indonesia.

I advised that with permission I would ask Mr R Meredith to investigate further and Mr Meredith advised that Mr Walsh was not listed on the Roll of Honour, however with the information supplied there is enough to add Mr Walsh into the Council's Roll of Honour and Cliff Thomas's World War 2 book. Mr Meredith also requests permission that when current restrictions are lifted the family of Mr Walsh are invited to the Council Chamber to insert the page into the Roll of Honour.

**RESOLVED:** Once current restrictions have been lifted the family of Mr Walsh to be invited to the Council Chamber to inset the pages into the Roll of Honour.

**377 MAESTEG TOWN COUNCIL DIARIES**

Adler (the company that supply diaries) have telephoned a number of times enquiring whether Maesteg Town Council require Diaries for 2021. They have advised that we are eligible to have the 50 diaries at the same cost for 2020 diaries which was £172.99 + VAT

**RESOLVED:** Clerk to advise Adler that MTC no longer require diaries.

**378 AGENDA ITEM 7 - PROCESS TO BE ADOPTED FOR FUNDING REQUESTS AND ANYTHING THAT REQUIRES A VOTE OF THE COUNCIL DURING THESE EXCEPTIONAL CIRCUMSTANCES – UNTIL SUCH TIME AS THE WELSH GOVERNMENT ISSUE FORMAL GUIDELINES.**

1. All requests for a resolution of the council must be submitted to the clerk in writing or by email as per normal council rules – (for funding under section 137 this must be in writing to the clerk from the agency requesting the support)

2. The clerk will record the request and give it a unique identifying number
3. The clerk will then email the details to all councillors
4. If council want to debate that can be via the normal channels such as email, phone calls etc.
5. The clerk will then send out a request to vote (on a newly formed WhatsApp group setup for the purpose) this will include the unique resolution number above.
6. Councillors will then reply to the WhatsApp group “agreement” or “disagreement” with the resolution.
7. The vote will close no later than 9am the following day (midday will be the cut off for new resolutions to be posted)
8. At 9am the clerk will count the votes and the results will be recorded in the minutes (to be ratified once council meets), published to all councillors and then acted upon by the clerk.
9. The clerk will determine the majority of the votes cast and if by simple majority it is in favour the clerk will deem the request to have been approved and will act on it. Those that do not reply will be considered to abstain

Since this procedure has been sanctioned the following has been requested:

	MTC-Vote-1 PROCEDURE closed 06/04/2020	MTC-Vote-2 PLANNING closed 07/04/2020	MTC-Vote-3 S137 closed 07/04/2020	MTC-Vote-4 Zoom Closed 27/04/2020	MTC-Vote-5 S137 Caerau Market Garden Closed 19/05/2020	MTC-Vote-6 CDT Van Hire closed 20/05/2020
<b>No. of respondents</b>	<b>16</b>	<b>9</b>	<b>13</b>	<b>11</b>	<b>To be discussed</b>	<b>16</b>
<b>Decision</b>	<b>Approved</b>	<b>Approved</b>	<b>Approved</b>	<b>Approved</b>		<b>Approved</b>

Members were provided with full lists of the responses

**RESOLVED:** That all decisions have been ratified.

**379 AGENDA ITEM 8 – REQUEST THAT FUNDING BE ALLOCATED TO THE CLERK TO PURCHASE PPE AND OTHER ITEMS TO ENABLE RE-OPENING OF COUNCIL BUILDING ONCE CURRENT RESTRICTIONS ARE LIFTED**

Please can you urgently consider a request from the personnel committee to allocate some reserve funding to the council facilities in order to prepare the town council office for a possible reopening. The committee would like a nominal sum of £800 to be placed at the clerk’s disposal to purchase the following items in anticipation of a future reduction in the current lockdown arrangements.

- 1) Hand sanitiser and dispensers for use in the council chambers
- 2) PPE for the clerk and any councillor in the building
- 3) Possible Perspex screen for segregation on the office
- 4) A remote doorbell or camera system to aid access control
- 5) Other sundries that may be required to create a safe environment.

In addition, I will be asking the communications committee and the clerk to look at the possibility of an online appointment system that could be used to manage flow and volume of visitors, this may require additional funding through the ITCS contract.

**RESOLVED:** That the funding is granted and budgeted for within the accounts.

### **380 FINANCIAL APPLICATIONS**

Cllrs R Davies and A James declared an interest in the Financial Application relating to Caerau Market Garden.

#### **1. CAERAU MARKET GARDEN**

Due to the current situation of COVID-19, we at Caerau Market Garden have seen a sharp increase of residents of Maesteg wanting to purchase locally grown fresh produce. We therefore would like to increase and maximise our growing potential to aid the ongoing crisis. This produce would be sold and donated to members of our community.

We would be very grateful if Maesteg Town Council would support us in this endeavour for a grant of £1000 to carry out the construction of new raised beds for food production for the community. This would mean that we would install and run three large new raised beds at our community growing area that would maximise food production for the community. For further information with regards to the activities of our group, please see the attached mission statement.

Letter of request emailed to all Councillors and also copies of mobile banking app sent.

**RESOLVED:** Council donate the sum of £1000 under Section 137 of the Local Government Act (as amended).

## **2. PRINCESS OF WALES HOSPITAL – SHORTAGE OF ESSENTIAL GARMENTS**

The following request has been made by Cllr Leighton Thomas:

Fellow Councillors,

It has come to my attention that the POW Hospital, Bridgend has an acute shortage of patient's items, such as pyjamas, dressing gowns and slippers, at this moment in time.

The main reason for this is after any usage of such items on the Covid-19 ward results in the items having to be destroyed after use.

I contacted the Ward Sister, and she confirmed that they are desperately in need of such items.

I would therefore like to propose that we donate items as above up to the value of £1000 to the hospital.

I am suggesting that we actually purchase the items and donate rather than the money just being paid into the Health Board account and being "lost"

I believe that this request complies with S137 requirements in that it will provide a benefit for the whole valley.

**RESOLVED:** Council donate the sum of £1000 under Section 137 of the Local Government Act (as amended).

## **3. BRIDGEND CARERS CENTRE**

Annual request for financial support.

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

## **4. TEENAGE CANCER TRUST**

Letter received for the above appealing for support to the Unit in the University Hospital of Wales, Cardiff, to continue to provide support and best possible care for young people aged 14 – 25 year olds with cancer across South Wales. The Trust runs an Expert Care Programme to prevent young people with cancer experiencing isolation, depression and long-term disadvantage.

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

**5. TENOVUS CANCER CARE**

Email received from above organisation requesting funding to support the freephone support line.

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

**6. CHILDREN WITH CANCER UK**

Annual request for financial support.

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

**381 PLANS**

Cllrs R Collins, P Davies, D K Edwards, R Penhale-Thomas and P White left the meeting; therefore, took no part in the discussion on planning proposals.

The following application had no objections:

Ref: P/20/247/FUL  
Applicant: Mr A Davies  
Location: 4 Vicarage Terrace Maesteg CF34 9PF  
Proposal: Two storey extension to rear of property to provide family room, bedroom with ensuite.

Ref: P/20/327/FUL  
Applicant: Mr R Rawles  
Location: 20 Upper Street Maesteg CF32 9DU  
Proposal: Single storey extension to rear

Ref: P/20/294/FUL  
Applicant: Mr P Skinner  
Location: Plot north of former Bethany Chapel Hermon Road Maesteg CF34 0SU  
Proposal: New 2 bedroom bungalow



Ref: P/20/334/FUL  
Applicant: Mr A Orban  
Location: 68a Castle Street Maesteg CF34 9YL  
Proposal: Sun lounge and covered area to side elevation

**RESOLVED:** To support the above planning applications.

**Read and accepted at a remote meeting of the Council  
held on 7<sup>th</sup> July 2020**

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**Mayor**