

**MAESTEG TOWN COUNCIL
COUNCIL MEETING**

Minutes of a meeting of the **Council** held remotely via Microsoft Teams and at the Council Meeting Room, Council Offices, Talbot Street, Maesteg, on **Tuesday, 7th December 2021**.

PRESENT:

COUNCILLORS:

AR Davies (Mayor)

L Beedle, P Davies, A James, P Jenkins, R Martin,
W May, R Penhale-Thomas, S Smith, G Thomas, L Thomas
and I Williams.

APOLOGIES were received from: Cllrs R Collins, R Lewis, C Reeves.

Cllr K Edwards experienced technical difficulties and was unable to attend.

DECLARATION OF INTEREST:

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

Cllr I Williams declared an interest in items that may relate to Llangynwyd Middle Community Council and declared an interest with items relating to ITCS.

Cllr L Thomas declared an interest in items that may relate to AWEN Cultural Trust.

Cllr L Beedle declared an interest in items that related to Caerau Men’s Shed and the correspondence regarding the planning complaint.

324. POLICE MATTERS

The Mayor welcomed Sgt Watts to the meeting and the following Crime figures were provided:

Maesteg Crime Statistics for September 2021

| | Caerau / Nanty | Maesteg East | Maesteg West | Llan | Total in category |
|-----------------------------|-------------------|-----------------|-----------------|-------|----------------------|
| Robbery | 0 | 0 | 0 | 0 | 0 |
| Drugs | 1 | 1 | 0 | 0 | 2 |
| Dwelling burglary | 0 | 1 | 1 | 2 | 4 |
| Burglary other | 1 | 0 | 0 | 0 | 1 |
| Theft of vehicle | 1 | 0 | 0 | 0 | 1 |
| Theft from vehicle | 0 | 1 | 1 | 0 | 2 |
| All other theft | 0 | 4 | 6 | 1 | 11 |
| Damage | 3 | 3 | 4 | 1 | 11 |
| Violence against the person | 16 (3) | 12 (3) | 20 (4) | 6 (0) | 54 (10) |
| Domestic related occurrence | 4 | 3 | 6 | 2 | 15 |

| | | | | | |
|------------------------------------|-----------|-----------|-----------|-----------|-----------|
| All crime total | 22 | 22 | 32 | 10 | 78 |
| Anti-social behaviour total | 14 | 8 | 9 | 2 | 33 |
| Drink Driving | 0 | 0 | 0 | 0 | 0 |

Members thanked SGT Watts for this update and positive outcome for the community.

SGT Watts did request that the Council make people aware that it is the Christmas period and burglaries tend to be on the rise this time of year and to be vigilant.

The following was raised:

A member queried one of the burglaries and stated his shock at the crime and asked for further information but SGT Watts advised that this is an ongoing police investigation so he cannot comment on it further at this moment in time.

The member then asked if the police could advise people who are parking on yellow lines outside a popular takeaway in Garth not to park there and SGT Watts stated that the police were aware of the issue and will approach the owners of the takeaway and try to educate drivers where they can.

Another member mentioned the collaborative effort between MTC and Caerau Men's shed in regards to the 'Santa on a Sleigh' and asked if there were available PCSO's to accompany the 'Sleigh'. SGT Watts advised that the dates of this would be covered by SGT Lea and hopefully something can be arranged with further correspondence between the member and SWP.

A member asked about information in relation to ASB notices being given out and thanked SWP for their proactiveness in the matter. SGT Watts advised that some ASB's have been given out and other methods are being utilised to assess issues at home. There have also been escalations of certain ASB's which may lead to further actions being taken on certain individuals.

RESOLVED: To note the information

325. MAYORAL EVENTS

The Mayor advised that he had not attended any events in December 2021

RESOLVED: to note the information

326. MINUTES

The Following Minutes;

- Full Council – 02/11/2021 Emailed 04/11/2021
- Full Council Confidential Minutes – 02/11/2021 Emailed 04/11/2021
- Extraordinary Council – 16/11/2021 Emailed 17/11/2021
- Extraordinary Council Confidential Minutes – 16/11/2021 Emailed 17/11/2021

- Extraordinary Council – 29/11/2021 – Emailed 29/11/2021
copies of which had been circulated to Members, were read, accepted as a true record, all recommendations agreed and signed by the Mayor.

- Personnel Committee – 25/11/2021 – Emailed 26/11/2021
copies of which had been circulated to Members, were read, accepted as a true record, Members made the following comments on the recommendations:

A member queried the recommendations put forward by the personnel committee in regards to overtime pay for the CMO and how this affects the budget and proper spending of public monies but he was reassured that overtime must be approved for important works prior to it being completed.

Another member queried the pay increase for the Clerk without an annual review process first ensuring the roles objectives were being met. The reply was that no process is in place as of yet to appraise the clerks work for the previous year. This was also a recommendation so council moved to introduce an appraisal scheme and if the clerk has met or exceeded the objectives of the role at the time of the appraisal then pay will be backdated to the initial recommended date of December 2021.

The member then queried the cover arrangements if the Clerk and Deputy Clerk are off with sickness at the same time. Members deliberated and agreed that this was likely to be a highly unlikely event but decided to refer this to the finance committee as safeguards should be in place to at least pay staff if any such situation was to occur.

Following these comments all recommendations agreed and signed by the Mayor.

- Finance Committee – 06/12/2021 – Emailed 07/12/2021
Due to copies of which had been circulated to Members prior to Full Council it was agreed to wait until January 2022 meeting to confirm the meeting to enable members time to read and digest.

MATTERS ARISING

327. MINUTE 261

HYBRID MEETINGS USING MTC COUNCIL CHAMBER

Cllr I Williams declared an interest in this item therefore took no part in the discussion.

Members were provided with the email to ITCS notifying them of the indemnity provided if they were to complete the works required to access WIFI in the chamber.

The response was shared with the council advising that they could not go ahead with the works.

Cllr L Thomas **proposed** and was seconded by Cllr AR Davies that we ask another IT company to complete the works.

Another member mentioned that this was important as going forward the building is not fit for purpose when it comes to hosting meetings of the Council. It was suggested that the BCBC Heritage Conservation Officer is also contacted for advice.

RESOLVED: Clerk to contact BCBC Heritage Officer for advice and to locate another company to complete works.

328. MINUTE 262

DOG WASTE BAGS

Delivery of bags was made to Caerau Men's Shed on 3rd December 2021 and to Caerau Market Garden – other locations were contacted but didn't require any boxes.

RESOLVED: To note the information

329. MINUTE 263

OVERGROWTH ON BLOSSE STREET

A Member stated that he has been reporting this issue for three years but it has still not been completed and residents are frustrated. He asked if there was a time limit on maintenance from BCBC to where MTC would takeover and have the CMO conduct the works. He was advised that no such policy is in place.

Cllr L Thomas **proposed** and was seconded by AR Davies to ask the CMO to complete these works and this was seconded with no objections.

RESOLVED: Clerk to ask CMO to cut overgrowth on Blossie Street

330. MINUTE 270

TO DISCUSS OPTIONS FOR CHRISTMAS 2021

- Christmas lights within the Town Centre were turned on 26th November 2021
- Additional lighting within Wards to be turned on 1st week in December – to date still haven't been given an exact date.
- 304 Selection boxes purchased and wrapped ready for Santa Selfie Grotto
- 2 banners purchased and displayed (one outside the Council Building and one in Llynfi Rd Car Park) although the one in Llynfi Rd Car Park is no longer there.

RESOLVED: To note the information

331. MINUTE 279

MAESTEG TOWN HALL AND MAESTEG FESTIVAL

Email sent to AWEN to request what the hire charges would be – no response received to date.

RESOLVED: To note the information

332. MINUTE 288

CDT – REQUEST FOR SELECTION BOXES

80 selection boxes ordered and delivered directly to CDT 12th November 2021

RESOLVED: To note the information

333. MINUTE 291

PHOTOCOPIER CONTRACT

New contract completed 22nd November – settlement figure to be sent directly to Solutions in Technology to complete.

RESOLVED: To note the information

334. MINUTE 292

GRIT BINS

Clerk has emailed Highways regarding the Grit Bin to be located at the Rock Garage is no longer needed.

Email sent to BCBC to advise that a number of complaints that the grit bins installed are not suitable they are free standing and top heavy, the one on Evans Terrace has been knocked over, the one by market garden (North Street) is precariously located and looks like it could fall over.

Response: I refer to the above and your comments regarding the grit bins and stability. The units used are part of the standard units that are generally available to the Authority, and have been used over the last few years. The specific locations you refer to have been checked and we have undertaken some works to sink the units into the ground which should prevent further issues.

We only retain a certain number of grit bins within our stores at Waterton, and after replacing the existing damaged ones on our network, we only had enough in stock to install some of the units on your list. We have ordered further units to replenish our stock and introduce the remainders on your list, including Cwrt Coed Parc, Chestnut Grove and Maple Terrace which are outstanding. We will get them installed as soon as they are delivered to our depot, which should not be too long.

A member stated that they had heard off the residents today that the grit bins have been installed and are ‘full to the brim’.

RESOLVED: to note the information

335. MINUTE 296

FINANCIAL APPLICATIONS

Email of thanks received from Maesteg Park FC Youth

RESOLVED: to note the information

336. MINUTE 305

TO DISCUSS THE QUESTION RAISED BY OUR GRANT APPLICATION AGENT

Following the response that MTC agree in principle regarding the works needed for the building and a quick online meeting between Clerk, Chair of Property and the Agent; the Urban Centre Property Enhancement Fund Application to BCBC has been submitted (06/12/2021) with the stipulation that an additional appendix would be sent separately for the boiler replacement as it would feature separately to the main contractor's work. One company is visiting the offices on Wednesday 8th December to provide a quote to replace the boilers.

Members were sent an email advising that MTC were successful in the CADW Grant Application, however works had to be completed by 28th February 2022.

Chair of Property advised that following the brief online meeting with the Agent whereby the Agent had been in contact with CADW we can ask the main contractor to complete some of the works before the 17th March 2022. To which a member queried the timescale and the Chair of Property advised that the Agent had been advised that the contractor was confident that the works could be completed within the timescale. Another member queried the amount of CADW grant to which the Chair of Property advised that CADW would fund 75% and MTC 25% of £20k. Therefore, CADW would fund £15,000.00 and MTC £5,000.00. The Chair of Finance Cllr G Thomas **proposed** and was seconded by Cllr AR Davies that £5,000.00 is moved from Capital Projects into Grade II* Listed building budget line.

RESOLVED: £5,000.00 is moved from Capital Projects into Grade II* Listed building budget line.

337. MINUTE 306

TO DISCUSS THE EMAIL RECEIVED FROM THE LIABILITY LOSS ADJUSTER ON BEHALF OF ZURICH INSURANCE

Email sent to the Liability loss adjuster to advise MTC accept the settlement figure – awaiting settlement to be completed.

RESOLVED: to note the information

338. MINUTE 316

TO DISCUSS THE REVISED QUOTE FROM THE EVENTS MANAGEMENT COMPANY TO INCLUDE SANTA SELFIE GROTTO ON SUNDAYS

Clerk advised the Events Management Company to proceed with the revised quote and to include the addition of Sundays – Tickets for the Sundays went live on Eventbrite 30th November 2021.

RESOLVED: to note the information

339. LIST OF PAYMENTS FOR THE MONTH OF NOVEMBER 2021

RESOLVED:

That the tables of **Expenditure (£15,239.91)**, **Income (£3,138.67)** during the month of November 2021; copies of which had been circulated to Members, which included the DD payments, Faster Online Payments and Bank Reconciliation be accepted, confirmed and signed by the Mayor.

Members were also provided with:

- list of payments to be made in December 2021 totalling **£4,699.78**
- A copy of the Receipts and Payments Account which includes expenditure against the budget and the budget remaining.
- An income analysis was also provided.

RESOLVED: to note the information

CORRESPONDENCE

340. COVID-19 SPECIFIC UPDATES & MEDIA UPDATES

Emailed to all Councillors for information:

- BCBC Media Updates
- WG updates

RESOLVED: to note the information

341. NEWSLETTERS / FLYERS / BRIEFING NOTES

Emailed to all Councillors for information:

- Older People's Commissioner's Bulletin
- OVW November / December training schedule
- BCBC Digital Christmas
- Boundary Commission for Wales – Public Hearings
- Consultation on inquiry into second homes
- Cwm Taff Morgannwg Wellbeing Assessment
- The Local Elections (Principal Areas) (Wales) Rules 2021 and the Local Elections (Communities) (Wales) Rules 2021
- New funding for defibrillators available via the Welsh Government
- Police Survey

RESOLVED: to note the information

342. CMO COLLECTED THE CHANDELLIERS

CMO collected the chandeliers from Maesteg Town Hall contractor on 5th December 2021. Need to arrange for a qualified electrician to look at the electrics and fixings and give a quote to make any necessary repairs to make them up to standard before installing them in the building.

A member advised that the chandeliers are big and heavy and would need to be secured and bolted in place. It was agreed to see what the electrician says with regards to costs.

RESOLVED: Clerk to proceed with getting the electricians to give a quote for any necessary repairs to make them up to standard and for installing them in the building.

343. REFERRALS

- Seat and paving by Caerau War Memorial broken
Response: Can we get an exact location/address of the area in question in order to log and report to the relevant department?

Advised the war memorial is at Caerau Square there is no post code specific for the monument but it is near Hermon Road / Caerau Road

No further response received

A member stated his concern that Caerau appears to be forgotten about as a less privileged area and the monument is hard to miss. The Clerk asked the council if BCBC members can chase this up to get the repairs completed.

- Overgrown grass verge between 14 and 16 Yr Ysfa.
Response: not owned by V2C. Passed onto MTC CMO who looked at the area and due to H&S unable to cross the wall but will try and trim as much as possible from the footpath.
- Fly Tipping on the junction of footpath 43/44 , just off Queen Mary.s Lane, Bridgend Road.
Response: Cleanupthecounty have logged a report and they will attend to the location as soon as they can.
- Streetlight not working – Dyffryn Place Nantyffyllon
Response: no response received
- Complaint of overgrowth outside Maesteg Swimming Pool forwarded to Maesteg Swimming Pool.

Members advised to forward the request to BCBC as BCBC own the building / land and Halo Leisure lease the sites.

Cllr P Jenkins **proposed** and was seconded by Cllr L Thomas that if no response received by Halo Leisure or BCBC then Clerk to ask the CMO to cut back the overgrowth surrounding Maesteg Swimming Pool.

- Obstruction on the Junction of paths 40/41. Where work has been carried out by Dwr Cymru and appears to have been abandoned. Whereby the barriers have

been left unsecured, there is a rather large hole that a person could fall into, given the state of the barriers. The path itself is also in an overgrown state.

Response: BCBC ROW responded with the following: Thank you for your email yesterday regarding works carried out by DCWW affecting the above footpaths.

Unfortunately, I am having difficulty locating where these works are as Footpath 40 and 41 Maesteg do not meet at any point along their lengths.

I would be grateful if you could please confirm where the issue is so that we can resolve it as soon as possible.as the location given doesn't.

Clerk emailed the complainant who advised: that the location was footpath 42 not 41 – this information along with an OS map of the area where the obstruction is located and circled was sent to ROW

Response: I have now had an opportunity to discuss this issue with the Council's Streetworks section who have confirmed that DCWW carried out works in the area concerned to a burst water main on the 7th October 2021. They have also confirmed that they have now contacted DCWW to have the hole backfilled and the barriers removed.

RESOLVED:

- BCBC Caerau Member to chase the bench and cobble stones repaired by Caerau War Memorial
- Forward the overgrowth referral to BCBC and if no response Clerk to ask CMO to cut overgrowth surrounding Maesteg Swimming Pool

344. COMPLAINT REGARDING PLANNING P/21/181/FUL

Cllr L Beedle declared an interest in this item therefore took no part in the discussion.

Complaint received regarding the above planning application with the following:

The council agreed to planning permission for this property without seeing information of local objections to this application

Can you please explain why you agreed to this without seeing the application and speaking to the neighbours who has objected.

My property is 49 ystad celyn

Clerk responded with the following: MTC is a consultee and only give our opinion to the application based on the information BCBC provide. It is decided by the BCBC planning committee not Maesteg Town Council whether it gets passed members had

no objections – we are not sent any local objections and the local members were not made aware of the objections prior to the meeting.

Cllr P Jenkins **proposed** and was seconded by Cllr I Williams that MTC request to the T&CC Forum that, where possible, when BCBC send the planning applications to T&CC's for consideration that they include any objections they have currently received as not all people know to contact the Town Council in such matters.

RESOLVED: to request that BCBC add this to the T&CC Forum to get BCBC Planning to send objections along with the planning applications.

345. TEMPORARY ROAD CLOSURE - MAESTEG REMEMBRANCE SUNDAY PARADE

Members were forwarded copies of the above road closure for remembrance Sunday; all legal notices were placed onto the streetlighting at the areas within the road closure and removed following Remembrance Sunday

RESOLVED: to note the information

346. MAESTEG TOWN COUNCIL – ITCS QUARTERLY REPORT

Cllr I Williams declared an interest in this item therefore took no part in the discussion.

Members were forwarded the ITCS Quarterly Report that included the Device Health Summary and Hardware Lifecycles of the ICT equipment in Maesteg Town Council; based on the advice included within the Hardware Lifecycle report they advise that MTC replace all the computers / server within 12-24 months

Members queried how long the current contract with ITCS was for and it was **agreed** to defer this matter to the communications committee.

RESOLVED: Defer to Communications Committee.

347. REMEMBRANCE GARDEN WITHIN ST DAVID'S CHURCH

Request received from A Pearson:

to get the garden looking reasonably ready for Sunday service we had to buy the following items:

| | |
|-----------------------------|---------------|
| <i>Flowers</i> | <i>£29.00</i> |
| <i>2 bags of aggregate</i> | <i>£32.92</i> |
| <i>1 can of spray paint</i> | <i>£1.50</i> |
| <i>TOTAL</i> | <i>£46.96</i> |

would you consider recompensing my outlay, please

I have kept the receipts in the off chance you helping me thank you

Further to this request an email was received from Cllr P Jenkins:

Having been in conversation with Alun Peterson, and upon inspection of the memorial stone and surrounding area yesterday. As the town council was involved financially with the laying and installation of this stone. Please would the council contact our mason to clean and touch up the inscription. Also Mr Peterson has paid for two bags of Cotswold stone to decorate area. It would be prudent if we reimbursed him.

A member queried the residents name as it is written as Mr A Pearson and Mr A Peterson, Clerk advised that Cllr P Jenkins had written A Peterson in error and it was Mr A Pearson. Another member queried the amount requested as the amounts didn't add up, the Clerk advised that this request had ben copied directly from the email received.

A member stated that years ago there was an agreement between the RBL (Royal British Legion) and the Council to maintain the garden. The Clerk added that there have been no recordings of this. The member asked that we approach the new committee of the RBL as its unlikely they are aware of the partnership either and to re-establish this co-operative agreement as it is within the public interest.

Cllr P Jenkins **proposed** and was seconded by Cllr R Penhale-Thomas that MTC write to the Maesteg Branch RBL to go into partnership to maintain the memorial garden and repair the stonework.

This proposal received no objections.

Members then discussed reimbursing Mr A Pearson to which members **agreed** that they appreciate the work the individual had undertaken himself however this was not requested by MTC prior to Remembrance Sunday. Members deliberated further as many felt that there were many groups within the community enhancing areas for all and they do not ask for reimbursement.

Cllr L Thomas **proposed** and was seconded by Cllr G Thomas that due to the public interest and with the provision of receipts MTC reimburse Mr A Pearson on this occasion but works were to be requested in future before MTC being asked to reimburse.

Members voted on the **proposal** with the following vote:

| Name | Vote | Name | Vote |
|-----------------|----------|-----------------------|----------|
| Cllr L Beedle | Disagree | Cllr R Penhale-Thomas | Disagree |
| Cllr A R Davies | Disagree | Cllr S Smith | Agree |
| Cllr P Davies | Agree | Cllr G Thomas | Agree |
| Cllr A James | Disagree | Cllr L Thomas | Agree |
| Cllr P Jenkins | Agree | Cllr I Williams | Agree |

| | | | |
|---------------|----------|--|--|
| Cllr R Martin | Disagree | | |
|---------------|----------|--|--|

Unfortunately, due to technical issues Cllr W May was not present for the vote and was unable to reconnect to the meeting.

Agree = 6

Disagree = 5

Following the results of the vote the proposal stands and the Clerk to receive the receipts from Mr Pearson and to reimburse Mr Pearson.

RESOLVED: Clerk to contact Mr A Pearson, receive receipts and reimburse Mr A Pearson.

348. LLYNFI VALLEY WALKS

Request for copies of the Llynfi Valley Walk leaflets from a resident of Brackla – posted to the requester as they do not have a printer at home. Further email received: *Thank you Sian for leaflets. We did one on Sunday and it was beautiful. The track from the steel gate on top of the mountain was hard to find but we had sat map thank goodness but wow definitely going to try others. We did combine a bit as we headed for old railway the other side of valley afterwards.*

RESOLVED: to note the information

349. THE ENTRANCE STEPS TO THE COUNCIL OFFICES

Complaint regarding the state of the steps and outside the Council Offices. Clerk has advised that this is on the list of work for the CMO to complete.

RESOLVED: to note the information

350. LLYNFI RD CAR PARK TOILET

Members were copied into an email sent to JC Decaux to advise that the door has been open for a number of weeks.

Please can the toilet be attended to and any repairs needed made.

Response: Thank you for your message and for notifying us of the issue.

I can confirm that we attended the location to make a full assessment of the APC unit and to carry out any necessary repairs.

Our regional operatives attended the site as a matter of urgency on Friday 19th November. During that visit we closed the door, and carried out a thorough clean. During this visit a detailed assessment of the unit was carried out and it was identified that further repairs were required.

The unit is currently out of order until these can be carried out. We are utilising our specialist maintenance team from our head office in London, and sourcing the necessary spare parts to ensure that the unit can be back, fully functional as quickly as possible.

I apologise for any inconvenience this may cause but please be assured, we are treating this with utmost urgency.

A member asked the progress for termination of the contract and the Clerk advised that we have to cancel in January as this is the proper notice period.

RESOLVED: Clerk to proceed with January's termination of Llynfi toilet contract.

351. REQUEST FOR CLLR ATTENDANCE FIGURES

A member requested attendance figure for members of MTC – these were forwarded to all members.

A member stated that he was unaware that the council had issued these figures and the first place he found this out was on social media. The member was reassured that these figures had not been made public by the Council as the official release is at the end of the Mayoral year May 2022 before the next AGM; if these figures have made their way onto social media, then this is the result of members leaking this information.

Another member mentioned the information on social media relating to the up-and-coming elections that there was a number of misleading information being used. It was **agreed** that where misinformation is identified the council issue a press release.

Another member stated that the figures do not accurately represent some councillors as some cannot use technology as required due to lockdowns and rely on telephone calls and sometimes these phone calls are not received – Clerk advised that it is the member who has to request a phone call as this is not automatic. A member reiterated that the council offices are equipped and have enough space to safely attend meetings if technology prohibits the individual from attending meetings from their home and members need only arrange this with the Clerk.

A member did request that the figures show reasons for unattended meetings such as hospital appointments, family emergencies etc and not just attended/not attended.

A member raised the additional misinformation in relation to the IRP payments being made public and thought this was not meant to be the case. The Clerk advised that it is a Statutory Requirement for all Councils to submit an annual return to the Independent Remuneration Panel for Wales and to publish this information onto their website by the end of September following the financial year it relates to. The current financial year details have yet to be published or sent to IRP as they are not required until September 2022.

RESOLVED: Where misinformation is identified the Council issue a press release.

352. REQUEST STREET PLANTERS FOR MAESTEG EAST WARD

A Maesteg East Member has requested street planters to be placed at the following locations:

1. By the Maesteg entrance sign near to the junction of Mill View, Garth
2. On the green by the junction of Crown Row and Bridgend Road, Garth

Clerk has sent emails to BCBC to request permission to place the planters with the following response:

Permission for the planters would be one for the Highways Department to approve, and the Town Council would need to enter into a licence agreement.

I attach a typical agreement for similar units installed by other community/town councils

Based on your description I believe the areas you are referring to are part of the highway, and as such there is no need to gain approval from the Property section, it is a Highway matter only.

You will need to provide some additional information before the licence can be issued.

- *Plan identifying the location of the planters (you should ensure the unit does not obscure any signs or prevent access to any apparatus/manhole covers etc)*
- *Details, including sizes, of the planter to be installed*
- *A method statement on how the units are to be installed, eg is there to be any need for a vehicles to unload the units.*
- *A method statement on the maintenance of the units (it is assumed you will be using a member of your staff and we will need to ensure they park maintenance vehicles in an appropriate location and that the maintenance can be undertaken safely for both operative and public, your method statement just needs to outline this operation)*
- *You will need to speak to adjacent property owners to gain their consent to erect the units adjacent to their properties*
- *You will need to ensure that the Town Council agrees to all the terms and conditions set out in the attached licence (note section 6)*

There is no charge at this time for such licences.

Clerk requested that a Maesteg East Member volunteer to complete all the obligations as set out by BCBC.

Cllr P Jenkins volunteered to assist the Clerk in these matters relating to his ward.

RESOLVED: Cllr P Jenkins to assist Clerk

353. HEOL TYWITH BARRIER

Email received and forwarded to all members advising that Barrier Services are starting works on Monday 29th November 2021 to install the barrier.

RESOLVED: to note the information

354. NET TAX BASE AND PRECEPT REQUEST 2022-23 - MAESTEG TOWN COUNCIL

Email received and forwarded to all members advising of the Net Tax Base and precept requirements for 2022-23

RESOLVED: to note the information

355. VOLUNTEERS FOR WEEKEND FESTIVITIES IN DECEMBER

Email sent to all members requesting assistance on weekend in the market square to provide electricity output to performers on Saturdays and to open / close market square on Sundays.

Following no volunteers for Saturday 4th December, Clerk came up to Maesteg to provide the electricity outlet to the afternoon performer. Unfortunately, Cor Meibion were unable to perform in the morning session and cancelled on Friday 3rd December. Mr A Blower performed a fantastic afternoon session mixing Christmas Carols with other songs. It was noted that only 2 Cllrs were in the market square during this session.

The Deputy Clerk has agreed to come to Maesteg on Saturday 11th December to provide electricity to Harmony Choir in the morning and Funk Force in the afternoon. To date no one has volunteered for 18th December for Maternal Harmony Choir in the morning and if non received the Clerk will attend for the morning.

EPM Creative advised that on Saturday 4th December many families came earlier than their selected time slot and advised that during sessions that were quiet they invited families that were passing by to come and see Santa albeit without giving a gift.

Cllrs K Edwards, R Martin and R Penhale-Thomas have advised they will volunteer to open and close gates on Sundays with Cllr R Martin providing this on 5th December. It has been agreed that Cllrs K Edwards and R Penhale-Thomas will do the remaining Sundays (12th & 19th) and will have to receive a key for the public toilet from Cllr P Jenkins.

RESOLVED: to note the information

356. RBL REMEMBRANCE SUNDAY

Maesteg Branch RBL have advised that through collection boxes and wreath donations they have raised £9,201.44 this year and would like to thank Maesteg Town Council for the support received.

RESOLVED: to note the information

357. COMMUNITY DEFIBRILLATORS

Email received from Maesteg Community First Responders and forwarded to all members advising:

Cllr AR Davies advises that the town council has agreed to fund defibrillator consumables for the public access defibrillators in Maesteg. This is fantastic news and as always, we thank the town council for the ongoing commitment to these lifesaving devices in Maesteg.

Currently we have eight PADs requiring replacement pads due to expiry in the near future, assuming that no pads are used in the meantime. We do not have stocks of these pads. These defibs are:

*Celtic - NF1200 - January 2022
Noddfa - NF1200 - January 2022
Wetherspoons - Zoll - March 2022
Cross Inn - SP1 - June 2022
Llan Village Hall - SP1 - June 2022
Zoar Avenue - SP1 - June 2022
Caerau Primary School - NF1200 - July 2022
Red Cow Inn - Zoll - July 2022*

We can currently access Zoll replacements from Welsh Ambulance but would need to purchase SP1 and NF1200 pads. MediTec Solutions is able to quote for these.

We also require a number of replacement AED accessory kits, containing shears, towel, gloves etc as these are often opened when the defibs are deployed and are single use. MediTec Solutions stocks these at a cost of £4.90 ex VAT and we would need to request ten packs please, as some need to be replaced.

Please could you advise the process to obtain these consumables?

Clerk responded with the following:

This hasn't been budgeted for this financial year although we are looking at adding to the budget for the next financial year but this has yet to be agreed.

Maesteg Town Council would only look at those within our boundary and those that we have paid grants towards therefore the following wouldn't be within our responsibilities:

Wetherspoons - Zoll - March 2022
 Cross Inn - SP1 - June 2022
 Llan Village Hall - SP1 - June 2022
 Zoar Avenue - SP1 - June 2022
 Caerau Primary School - NF1200 - July 2022

I have gone through our S137 (grants funding) lists and the following have been given grants towards defibrillators:

| | | |
|---------------------------|----------------|--|
| Maesteg Park FC (Red Cow) | Feb 2019 | |
| Maesteg Police Station | May 2019 | |
| Noddfa | August 2020 | |
| Crown Inn | August 2020 | NOT WITHIN MTC BOUNDARY so we wouldn't maintain this |
| Masons Arms | November 2020 | |
| Celtic | November 2020 | |
| Maesteg Harlequins | September 2021 | Maesteg East Ward Fund towards this |

We would need to go to tender before agreeing to any company providing the consumables. It would not be automatic to go to MediTec Solutions as we would need to justify that they were the best value for public funds.

If you could provide all the necessary details of what is needed, we can then look at a number of companies to see which is best value for the residents of Maesteg.

A further email response provided by Maesteg Community First Responders and forwarded to all members advising:

Totally appreciate financial transparency etc - some options (among others) for supply are:

- MediTec Solutions*
- SPServices*
- Defib Shop*
- St John Ambulance Cymru*
- WelMedical*
- Defib Warehouse*

From your S137 list, I don't recognise the Harlequins location, so please do pass on our info if they would like any help with checks/registration with ambulance service, assuming it is public access.

I believe that the Masons is being relocated as they were not in a position to provide power. Cllr Davies can advise.

From the remaining:

Maesteg Park FC - Zoll -

https://www.spservices.co.uk/item/ZOLL_ZOLLAEDPlusAdultDefibPadzwithCPR-D_0_84_4698_1.html (these pads expire July 2022 if unused)

Police Station - no involvement but I believe it is a Zoll? We do not check or record details of this device.

Noddfa - NF1200 -

https://www.spservices.co.uk/item/iPAD_iPADNF1200DefibrillatorElectrodePads-Adult_55_79_6471_1.html (expire January 2022 if unused)

Celtic - as Noddfa

Accessory kits: https://www.spservices.co.uk/item/SPCPRAccessoryKit-GoeswithanyofourAEDs_44_0_3326_1.html

https://defibwarehouse.co.uk/shop/aed-accessories/defibwarehouse-aed-prep-kit/?gclid=CjwKCAiAhreNBhAYEiwAFGGKPCU--EPAUEs_AcgITyb_LCMhGmqDsOXBtSVMtn9gAA30Nvy32NOJiBoC6P0QAvD_BwE

(there are many options available but contents are standard)

The defib at CDT is a Lifepak and I believe purchased by a Cllr at some point. We purchased new pads for that this year with £80 remaining from another project.

Full list of 24-7 defibs below for info from our website; there are still some areas of Maesteg without coverage, notably School Road area, the town end of Garth and Caerau Park.

24/7 Public Access Defibrillators

Caerau Development Trust CF34 0SG

Cerddin Brewery/Cross Inn CF34 9LB

Cwm Calon Hub CF34 9UN

Llangynwyd Village Hall CF34 9SW

Maesteg Celtic Social Club CF34 0NE

Maesteg Fire Station CF34 0TW

Maesteg Police Station CF34 9HJ

Maesteg Welfare Park CF34 9PG

Noddfa Community Centre CF34 0PB

Old Llan Square CF34 9SB

*Red Cow Inn (Maesteg Park FC) CF34 9AW
St John Ambulance (Zoar Ave) CF34 9UT
St Michael's Church CF34 9PD
Wetherspoons Maesteg CF34 9DF*

BCBC has adopted the Welfare Park unit.

We will be recommencing our free community sessions in 2022 and will keep you updated to share the information.

To which Cllr R Penhale-Thomas has advised that:

Depending on

A - cost of the replacements PADs via quotes

B - the remainder of funds within the specific ward pot to March 22

C - the agreement of fellow ward members...

I'd be happy to support some funding for the devices at both the Red Cow and Maesteg Police Station.

Members discussed and agreed to use Ward Funds for the maintenance requested in 2021-22 financial year.

RESOLVED: Clerk to get quotes for the requested equipment and to use the Ward Funds to pay for the items.

358. AGENDA ITEM 9 - TO DISCUSS CO-OPTION VACANCY AND COMPLETE THE NOTICE OF CO-OPTION IN READINESS TO BE ADVERTISE

Members were provided with the notice for Co-Option and agreed that the notice should go onto MTC website and noticeboards with a closing date of 4th January 2022 and it was **agreed** that Applications will be considered at the Council meeting on 11th January 2022

RESOLVED: Update the notice for Co-Option and place on Website and Noticeboard

359. AGENDA ITEM 10 - TO DISCUSS A NEW CHAIR OF THE POLICY COMMITTEE

Clerk and Members of the Policy Committee were advised that Cllr Ceri Reeves has now resigned as Chair of Policy Committee. Furthermore, due to the recent death of Cllr P White the Committee now has a vacancy.

To confirm membership of the Policy Committee for 2021/22:

Councillors: C Reeves (Chair), P Jenkins, R Martin, R Penhale-Thomas, ~~P White~~, I Williams

A member suggested that the co-opted member is asked to go onto the committee. The Clerk advised that the policy committee had 6 members and that only 5 were needed for the committee. Clerk also reminded Members that the recommendations from the Standards Committee was for the Policy Committee to meet to discuss the following policies:

- ICO Freedom of Information Act – Guide how to complete publication scheme
- ICO Template guide to Information
- Information & Data Protection Policy
- Information Security Policy
- Grievance Procedure
- Disciplinary Procedure
- To create a policy for Dealing with the Press/Media

The council agreed just to appoint a new chair of the policy committee. Members agreed that Cllr R Martin of the policy committee should become chair with no objections.

RESOLVED: Cllr R Martin new Chair of Policy Committee and to call a Policy Committee meeting

360. AGENDA ITEM 11 – TO DISCUSS LETTER RECEIVED FROM CLLR P JENKINS

Members were provided with the following letter from Cllr P Jenkins:

I respectfully request we debate the decline in taxi service in Maesteg. With a view to interviewing BCBC officers on the introduction of a knowledge test and change.

Also would seek the support of Council, in requesting Highways to address a real safety concern on Bridgend Rd Garth, at the area of the White Heart and New City Takeaway. This area over the years has not unlike Heol Ty Gwyn seen numerous collisions. This Council two decades ago placed SLOW ARAF signs either side of the road in the hope of warning of the danger at this area. Over the years a significant increase in traffic and speed has compounded this issue along with the now popular takeaway. Parking either side of the bend has significantly increased the likelihood of a fatal accident occurring. In line with this safety issue, I would request we seek bollards along an area both sides of the bend to rectify this issue.

I would also request this Council in co-operation with the RBL Maesteg undertake the cleaning and re-lettering of the dedicated stone at the Remembrance Garden at St David's Church Garden.

Cllr P Jenkins then discussed his letter in 2 parts regarding:

- 1) the decline in taxi service in Maesteg.

A member stated that Direct Cabs bought out A2B Taxis so there are still a few taxis under one company name. Another member mentioned that the council

write to BCBC advising of the lack of service Transport for Wales is providing within the area and that alternatives or changes to current measures are implemented.

2) Parking on Bridgend Road

Cllr P Jenkins **proposed** and was seconded by Cllr L Thomas that MTC write to BCBC to request bollards along an area both sides of the bend to rectify this issue.

RESOLVED: Clerk to contact BCBC

361. **AGENDA ITEM 12 – TO DISCUSS DATE FOR PRECEPT AND FULL COUNCIL MEETING JANUARY 2022**

Members agreed that the precept meeting is to take place on the 4th January 2022 in line with legislation requiring it to be before 7th January.

The Full Council meeting was agreed to take place on the 11th January 2022.

RESOLVED: All precept paperwork to be delivered to members before Christmas in readiness for 4th January 2022 precept meeting.

362. **FINANCIAL APPLICATIONS**

Members were provided with completed application forms from the following organisations, whereby Members read and agreed to the following grant funding:

1) **CAERAU MEN'S SHED**

Request for a Defibrillator to be housed outside the Caerau Men's Shed workshop in Nantyffyllon.

The request is for £1354.49 + VAT which is above the S137 Policy and will need to be referred to the Finance Committee for recommendation. Clerk has also forwarded WG scheme for funding defibrillators to Caerau Men's Shed.

Resolved: to be referred to the finance committee as per policy for applications exceeding £500

2) **MARIE CURIE NURSES – BRIDGEND**

Annual request from the above Charity whereby a £500 donation would pay for the running costs of our local care co-ordination centre for a day, so that Marie Curie Nurses can provide hands-on care in the homes of the people that need it.

Application form completed and sent to all members, additionally members were supplied electronically with a 51-page Annual Report for 2019-20 and 8-page information leaflet.

Members supported this application

RESOLVED: Council donate the sum of £500 under Section 137 of the Local Government Act (as amended).

3) WALES AIR AMBULANCE

Annual request from the above Charity

Copy of the request given to members – Awaiting completed Application form

Last received S137 in January 2021

Resolved: Application did not meet criteria as application form not completed. Clerk to request organisation complete application form.

4) MAESTEG SALVATION ARMY

Request from the above Charity whereby a £500 donation would help assist those in need at Christmas 2021.

Copy of the request given to members – Awaiting completed Application form

Last received S137 in December 2020

Resolved: Application did not meet criteria as application form not completed. Clerk to request organisation complete application form.

5) URDD GOBAITH CYMRU EISTEDDFOD – MAY 2022

Annual request from the above for funding towards the Annual Urdd Eisteddfod which will be visiting Denbigh during May 2022 where they hope to hold an Eisteddfod again.

Copy of the request and given to members, additionally members were supplied electronically with a 35-page Accounts Report – Awaiting completed Application form

Last received S137 in January 2020

RESOLVED: Council donate the sum of £200 under Section 137 of the Local Government Act (as amended).

6) CANCER INFORMATION & SUPPORT SERVICES

Annual request from the above Charity

Copy of the request given to members – Awaiting completed Application form

RESOLVED: Council donate the sum of £200 under Section 137 of the Local Government Act (as amended).

363. **AGENDA ITEM 14 - DELEGATES REPORT**

Self-Evaluation Toolkit for T&CC Pilot – introductory meeting – S Teisar 01/12/2021

A draft self-evaluation copy of the toolkit was provided and it was explained in the introduction session the following information:

The self-evaluation toolkit is made up of two parts:

Part 1: Governance and financial management health check

The health check is designed to be completed primarily by the clerk, working with the chair or a small group of members as appropriate, to assess whether fundamental governance and financial management arrangements, policies, etc are in place and highlight any action that needs to be taken.

Part 2: Governance and financial management self-assessment

The self-assessment enables councillors to use the findings from Part 1, and other evidence, to reflect more deeply on how the council is operating, managing its finances and governing itself. This element of the toolkit also contains details of a range of resources that can be drawn upon to inform next steps following completion of the toolkit.

Both components of the toolkit cover five key areas of community and town council activity:

1. Vision, purpose and community planning
2. Leadership and people
3. Community engagement and partnerships
4. Business processes
5. Resources and financial management

Part 2, the self-assessment, also has an additional theme called evaluating impact which will enable the council to reflect on the benefit it brings to the community to inform its future work.

As explained in the document, the toolkit is designed to be used flexibly, enabling councils to decide when and how to focus its attention, and to spread the work out to a reasonable timetable.

The task for pilot councils

This pilot is a key stage in the development of the toolkit before it is shared with the sector for general use. We would like your council to ‘road test’ the toolkit in a real council environment, helping to shape the finished product.

For the purpose of the pilot, we would like you to:-

1) Work through at least one theme in both Part 1 and Part 2 of the toolkit over the course of the next 6-8 weeks.

Guidance on how to use the toolkit can be found within the toolkit itself. For specific guidance on working through Part 1 see page 7, and for Part 2 see page 43.

We would like your council to work through the theme ‘Vision, purpose and community planning’ in Part 1 and Part 2 of the toolkit, but please feel free to work through more themes.

We would also appreciate the council looking through the whole toolkit to gain an overview of what it contains.

2) Tell us about your experience of using the toolkit to inform its further development.

We will be arranging a series of virtual focus groups in the New Year, lasting around 90 minutes, to enable pilot councils to share their views on the toolkit.

We will be in touch in due course with dates and arrangements for these. We will ask you to nominate one councillor and the clerk to attend one of the focus groups.

At the focus groups, we will be seeking your views on:-

- Using the toolkit in ‘real life’
- Benefits from using the toolkit
- Content and format of the draft toolkit

It may be helpful to make some notes of your views on these things as you are working through the toolkit.

While we will be asking for your feedback on your experience of using the toolkit to inform its further development, we hope the council will also use its findings from working through the toolkit to inform the council’s own development. We will not be asking you to report your responses to the questions in the toolkit, this information is for your council to agree and take action as appropriate.

We will be back in touch in due course to offer dates for focus groups.

Thank you once again for taking part, we look forward to hearing your views on the toolkit and your council’s experience of using it.

Deryk Evans from Audit Wales advised that the toolkit has been created as an aid for T&CC’s and is not mandatory to complete but will assist T&CC’s with Audit process.

A question was raised as to the point of the toolkit, which the response was that the toolkit was not mandatory but all T&CC’s have a duty to be compliant and the toolkit

is an effective aid to make sure T&CC's sector is compliant and effective. The toolkit has been created by the sector for the sector to improve standards throughout.

364. AGENDA ITEM 15 - TO RECEIVE A CONFIDENTIAL UPDATE FROM CHAIR OF FINANCE

The chair of finance stated that there was no new information to disclose

RESOLVED: to note the information

365. PLANNING

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

Members **Supported** the following applications:

Ref: P/21/897/FUL
Applicant: Maesteg Harlequins RFC
Location: South Parade Playing Fields South Parade Maesteg CF34 0AB
Proposal: Extension to sports pavilion; new vehicular and pedestrian access; new gates; replace sections of boundary fence with galvanised palisade fencing [amended plans received]
Officer: Euan Sexton

Ref: P/21/976/FUL
Applicant: Mr P Poole
Location: Garth Park Playing Fields & Pavilion Bridgend Road Maesteg CF34 0NE
Proposal: Remove two existing steel containers on the north side of the ground and re-align the path around the outside; installation of a 20ft steel container on the south side of the ground and install fencing around to create a storage compound to house cricket equipment as an extension to the existing sports area
Case Officer: Hayley Kemp

The following had **no objections** to the following applications;

Ref: P/21/979/FUL
Applicant: Mr S Boast
Location: 48 Heol Ty Gwyn Maesteg CF34 0EU
Proposal: Remove Conservatory; construct two storey side/rear extension; single storey rear extension; dormers to front & rear; porch to front
Case Officer: Julie Earp

Ref: P/21/961/FUL
Applicant: Ms E Roberts
Location: 12 Gwendoline Terrace Maesteg CF34 9HG
Proposal: First floor extension to provide bedroom/wc

Case Officer: Julie Earp

Ref: P/21/1010/FUL
Applicant: Mrs A Dunne
Location: 64 Mill View Estate Garth Maesteg CF34 0DE
Proposal: Remove Conservatory and construct single storey rear extension
Case Officer: David Netherwood

Ref: P/21/1028/FUL
Applicant: Mr J Horton
Location: 49 Alma Road Maesteg CF34 9AN
Proposal: Demolish existing conservatory and erect a single storey rear extension to enlarge dining room and provide utility area and wc
Case Officer: Julie Earp

Minutes emailed to all Councillors to Read on 10th December 2021

Minutes accepted at a remote meeting of the Council held on 11th January 2021

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Mayor