



MINUTES OF BRIDGEND TOWN COUNCIL MEETING
Monday 18th September 2017 at 6.30pm at Carnegie House Council Chamber

<u>Present:</u>	Cllr. Stuart Baldwin (Mayor) Cllr. Steven Bletsoe Cllr. Kate Boucher Cllr. Ceri Evans Cllr. Angela Morelli Cllr. Isabel Robson Cllr. Gary Sassoon-Hales	Cllr. David Unwin Cllr. Matthew Voisey Cllr. Paul Warren Cllr. Alan Wathan Cllr. Carolyn Webster Cllr. Tim Wood
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Pre Meeting Business

A) Guest Speaker: Justin Jenkins, CF31 BID Manager

1. To receive apologies for absence:

Apologies were received from: Cllr. Freya Bletsoe, Cllr. Nicole Burnett (work), Cllr. Stuart Charles (work), Cllr. Eric Hughes, Cllr. Rebecca Porter (Maternity), Cllr. Lyn Walters (away)

2. To receive Members' Declarations of Interest in respect of the business to be transacted:

- Declarations of Interest were recorded in the Declarations of Interests register.

3. To Confirm and Sign Minutes of Town Council Meeting held on 17th July 2017.

- Member noted that several members who had attended the meeting had not been recorded as present in the minutes. Town Clerk stated that she would update the minutes accordingly.

Resolved: To confirm and sign the Town Council Meeting of Council held on 17th July 2017 as a true and accurate record subject to the amendment listed above.

4. To Consider Matters Arising from the Town Council Meeting held on 17th July 2017.

- Member enquired if there would be an update on progress made as a result of the motion agreed at the last meeting. Mayor advised that an Update Report from the Town Clerk had been included as an item on the agenda.
- Mayor advised that there were two items on the agenda that would need to be dealt with in confidence due to consideration of staffing matters and commercial sensitivity. He moved that in order to deal with these agenda items the public would need to be excluded from the meeting.

RESOLVED: To defer agenda items 10a, 10b and 16 to the end of the meeting in order to exclude the press and public due to the sensitive nature of the agenda items.

5. To note for information Mayoral Announcements and Engagements:

Mayor's Engagements:

- 2nd September 2017 – Cefn Yr Afon Summer Fete
- 10th September 2017 – Porthcawl Civic Service
- 17th September 2017 – BCBC Civic Blessing

- Member enquired if the Clerk had been notified of the Stadium to Stadium event attended by the Mayor. Mayor explained that it was his understanding that Cllr David White had spoken to someone in the office about the event and added that it was a charitable event which he had attended in the early hours of the morning.

Deputy Mayor's Engagements:

- None

6. To Consider Town Clerks Report

Town Clerk presented a report detailing the work that had been carried out by members of staff during the summer months.

- Mayor thanked the staff for their work and noted that the production of an annual report for Bridgend Town Council will be an important step forward to improve communication with the public about the services and projects provided by BTC.
- Members thanked the outdoor staff for the visual improvements to Bridgend Town Centre and discussed several other areas within the ward that need attention.
- Members highlighted issues with litter bin waste collection. Member clarified that this is the responsibility of BCBC. It was noted that issues of overflowing bins within the wards should be reported directly to BCBC.
- Member asked when dates would be set for the Regeneration and Well-being Committee meetings. Town Clerk advised that due to her current volume of work, she would be unable to schedule the meetings until October.
- Member highlighted that he had discovered that ex-councillors had visited Carnegie House and expressed concern that this could be taking up staff time.
- Deputy Clerk explained that some ex-councillors had been signatories for the Town Council bank account and had been requested to come in to the office to sign paperwork. She explained that this would no longer be required as the new bank mandates had now taken effect.
- Town Clerk explained that members of the public often visit the Town Council with enquiries which she and the Deputy Clerk need to deal with.
- Members discussed the requirement for a reception desk at Carnegie House.

7. To Consider Arts Project Officer Update Report re: Carnegie House Arts Centre

- The Arts Project Officer report was considered by Members and noted.
- Member highlighted that the Festival of Light scheduled to take place on Saturday 11th November is on Armistice Day and commented that she felt this was grossly inappropriate. She felt that the event should not go ahead on this date.

8. To elect a Vice Chair for the Allotments Committee

- Cllr Steven Bletsoe was nominated for the position of Vice Chair for the Allotments Committee; this was seconded.
- Cllr Steven Bletsoe was duly elected as Vice Chair for the Allotments Committee for the year 2017/18.

9. Planning Committee

- a) To Consider the draft minutes of the Planning Committee Meeting of 16th August 2017
- Member enquired why a Timpson unit offering key cutting and shoe repair had opened in the carpark of the Tesco Extra store on Cowbridge Road.
 - Chair of Planning Committee stated that the BTC Planning Committee had opposed the opening of the Timpson unit in Tesco and suggested that the Town Clerk should contact the BCBC Planning Dept. to make further enquiries.

RESOLVED: Town Clerk to contact BCBC to obtain a copy of the decision of the planning application regarding the Timpson unit in Tesco.

RESOLVED: To accept the minutes of the Planning Committee Meeting of 16th August 2017

- b) To Consider the draft minutes of the Planning Committee Meeting of 13th September 2017
- Chair of Planning Committee highlighted that the planning report had not been attached but advised that there had been no objections to any of the planning applications at this meeting.

RESOLVED: To accept the minutes of the Planning Committee Meeting of 13th September 2017

10. Evergreen Hall

Item deferred until the end of the meeting

11. Finance:

- a) To Consider the draft notes of the Finance Committee Meeting of 12th September 2017
- Town Clerk explained that only two members of the Finance Committee had attended the Finance Committee meeting therefore there was not a sufficient quorum to proceed with an official decision making meeting.
 - Chair of Finance Committee explained that members had decided to proceed with the meeting and considered and discussed the agenda items. He advised that recommendations had been made and included in the meeting notes for consideration by full Council.

Members considered and approved the following recommendations from the Finance Committee meeting:

RESOLVED: That the final payment is made to the artist for the LookUp project by 30th September 2017.

RESOLVED: Town Clerk to approach a local sign-painter for an indicative quote for consideration at the November 2017 Precept meeting.

RESOLVED: To defer item 7. 'To Consider report on Town Council General Reserves' to the next Finance Committee meeting.

RESOLVED: That Bridgend Town Council appoints BCBC Highways Electrical Unit for the installation of the Christmas lights 2017.

RESOLVED: That the RFO seeks a quotation for catenary wiring testing to be carried out by early October 2017.

RESOLVED: Town Clerk to liaise with the Bridgend Railway Station Architects to ask for the opportunity to meet to discuss the location of the GWR interpretation panels.

RESOLVED: That the Town Clerk contact 6 local Schools and the Allotment Site Representatives to enquire if they would like to participate in the Scheme.

RESOLVED: Town Clerk to liaise with the BCBC Conservation Department regarding the ownership of the panels so that provision can be made for maintenance and the Asset Register updated if required.

RESOLVED: That Bridgend Town Council consider the placing of chippings over three very boggy sections of Footpath BRI/11.

RESOLVED: That Bridgend Town Council arranges for the installation of 10 new benches.

RESOLVED: That the Town Clerk liaises with BT regarding the BT Adopt a Kiosk scheme and reports findings back to the Finance Committee.

RESOLVED: That Bridgend Town Council continues with its current arrangement with WPS Insurance and that a further review be completed prior to the end of the current policy expiring in September 2018 in line with Financial Regulations governing Bridgend Town Council.

RESOLVED: That the Town Clerk contacts One Voice Wales to book two delegate places at the upcoming One Voice Wales Conference.

Finance Committee agenda item 15. To Consider cost of community skip scheme

- Town Clerk advised Members of the recent overflowing of the Wildmill Community Skip, resulting in the requirement of two skips as opposed to one at a greater cost to Bridgend Town Council.
- Chair highlighted the recent refuse collection issues affecting this area and suggested that the October Skip be suspended and a further review undertaken when these refuse collection issues are resolved.
- Member enquired why community skips are only provided in the Morfa ward and suggested that they should either be provided in all wards or not at all.
- Chair of Finance explained the history of the community skip scheme and stated that in the past other wards have not wanted a community skip.
- Members discussed the current waste issues as a result of the new BCBC refuse scheme and suggested that the community skip scheme should be monitored closely.

RESOLVED: That the Town Council suspends the Wildmill Community Skip for October 2017 until refuse collection issues are resolved.

RESOLVED: That Bridgend Town Council agrees to an expenditure of £28.00 a month for a trial period of 2 months to dispose of confidential waste appropriately.

RESOLVED: That the Chair of Finance attends the November 2017 European Saltex Exhibition in Birmingham.

RESOLVED: That a brief is prepared to request quotes for a new Town Council website with a proposed budget of £3,000.

Finance Committee agenda item 19. To Consider an Allotments Report and Review of finances

- Chair of Finance Committee recommended that there be no allotment rent increase for the financial year 2019/20 and explained the rationale behind the recommendation to freeze the allotment rent.
- Members discussed the costs associated with running the five allotment sites.
- Members reviewed an expenditure report for the allotments for 2017-18.

- Member noted that staff administration costs should also be taken into account.

Mayor asked members to vote on a proposed increase in allotment rent for 2019-20:

Those not in favour of an increase in allotment rent for 2019-20	5
Those in favour of an increase in allotment rent for 2019-20	6

- Chair of Finance Committee suggested that the allotment rent increase could be at the same rate as previous years and proposed an increase of 25p per m²
- Cllr G Sassoon-Hales proposed an allotment rent increase of 1p per m²

Mayor asked members to vote on the proposed allotment rent increase for 2019-20:

Those in favour of an increase in allotment rent of 1p per m ² for 2019-20	1
Those in favour of an increase in allotment rent of 25p per m ² for 2019-20	7
Those against an allotment rent increase for 2019-20	2 Chair of Finance and Vice Chair of Finance
Abstained	1 Cllr S Bletsoe

RESOLVED: That Bridgend Town Council increase allotments rents by 25p per m² for financial year 2019/20.

RESOLVED: Town Clerk to present report on the impact of the Well-being of Future generations (Wales) Act 2015 to full council at the meeting on 18th September 2017.

RESOLVED: To defer the South Cymru Sapphires grant funding application due to the missing financial statement and to award Ty-Hafan grant funding of £250.

RESOLVED: That the Town Clerk writes to Cllr David White to advise that BTC are unable to support his application for funding for an anti-social camera for the Newcastle ward on this occasion in light of the newly approved Community Action Fund for BCBC Members (£5,000 per annum).

b) To receive a balance of accounts as at 18th September 2017 and approve Payments of Expenditure

RESOLVED: Accounts paid, read and approved by Members.

c) To note the Conclusion of Audit and to approve and accept the Annual Return for 2016/17

Deputy Clerk & RFO advised Members that that she had received notification from the Wales Audit Office, Certifying the Annual Audit Return for the year ended 31st. March 2017 which Members needed to approve and accept.

RESOLVED: To approve and accepted Annual Audit Return for the year ended 31st. March 2017

Chair of Finance Committee commented that he was extremely pleased with the outcome of the audit and thanked the Deputy Clerk/RFO and staff for their hard work in preparing the accounts and annual audit return.

d) To consider the Audit Issues Arising Report and relevant action plan: NOTED

12. To Consider the following Reports:

a) Six monthly review of empty Town Centre retail and business premises and allied matters (Cllr David Unwin)

- Cllr D Unwin presented his report to Members and noted a further increase in empty retail and business premises within the Town Centre. He expressed disappointment and concern about the towns continuous decline and questioned the benefit of the millions of pounds of money spent by BCBC on regeneration.
- Cllr Unwin stated that he did not feel that BCBC were liaising enough with BTC regarding projects within Bridgend Town Centre and highlighted lack of information about the Shopmobility Scheme and Rhiw Development as examples.
- Mayor acknowledged that a process was in place for BTC member, Cllr S Bletsoe to attend BCBC Town Member meetings and feed information back to Council.
- Cllr M Voisey stated that conversations were taking place at BCBC regarding Bridgend Town Centre, however, due to confidentiality, he could not provide further details at present.
- Cllr S Bletsoe noted that although parts of the town are flourishing, other parts are struggling and it is looking bleak.
- Cllr S Bletsoe provided some information about market stalls in the indoor market and the issue of non-competition for new market stall tenants.
- Cllr S Bletsoe highlighted that since May 2017, the market has lost 5 businesses.
- It was noted that a recent photographic history exhibition organised by Natalie Murphy and held in an empty stall in the indoor market had attracted 400 visitors.
- Cllr P Warren highlighted that time and resource was being spent organising an outdoor market and suggested that consideration should be given to putting stalls outside empty shops in the Rhiw Shopping Centre, leading up to the Indoor Market.
- Mayor stated that a market recovery plan is being discussed by BCBC.
- It was noted that an enquiry about taking an empty market stall had been made to BCBC, however despite 3 messages being left, no reply had been received in 17 days.
- Lack of communication between BCBC and potential stall holders was noted as a huge problem.
- Cllr P Warren stated that Bridgend Town Council should take action.
- Mayor reminded members that BTC have no remit in connection to the market.

b) Update on status of refuse collections (Cllr David Unwin)

- Cllr D Unwin questioned why the refuse collections for Wildmill had not been sorted in the 4-month period since the new scheme had begun. He acknowledged issues between the key organisations responsible for the scheme but expressed disappointment that BCBC had not communicated with BTC regarding the refuse issues within its wards.
- Cllr C Webster noted that the grace period of 3 months for the contract was almost up and therefore the waste contractor could be issued penalties in the future.
- It was noted that BCBC are aware of the issues regarding communal bins and that the waste contract will be scrutinised robustly by BCBC.
- Cllr C Evans reported that she had made many phone calls to BCBC regarding the delivery of new recycling bags/bins and is being told that they have been delivered when she can prove via CCTV that they have not.
- It was noted that the Kier call centre is not performing as well as it should and that this will be investigated by BCBC.
- Cllr S Bletsoe explained that a reporter had identified that Kier manage the reporting of missed collections themselves and therefore it would be difficult to penalise them using the points system.

The Mayor used his discretion to allow a member of the public to speak about his experiences regarding waste issues in Cefn Glas.

- It was noted that the Chief Executive of Kier has been summoned to a BCBC Scrutiny Committee Meeting.
- Member proposed that a letter should be sent from BTC to express disappointment with the way the Kier contract has been carried out and continues to be carried out. This was seconded by a Member.

RESOLVED: Town Clerk to write to BCBC to express the disappointment felt by BTC Members regarding the way the Kier contract has been carried out and continues to be carried out.

c) Update on Town Twinning activities (Cllr David Unwin)

- Cllr D Unwin presented a press report regarding Town Twinning and noted that the new arrangements for Town Twinning appear to be working well.

d) Report of Bridgend Town Members Meeting on Thursday 14th September 2017 at BCBC Civic Offices (Cllr Steven Bletsoe)

- Cllr S Bletsoe presented his report to Members.
- He highlighted that there still appears to be some confusion in BCBC about what the footfall figures actually represent.
- Cllr S Bletsoe referred to a section in his report about de-pedestrianisation and explained that anyone with a blue badge could technically park all day in a time restricted parking bay. He explained that it is a legal issue and that signs can be erected.
- Cllr S Bletsoe advised that BCBC will not be re-opening the toilets below the Indoor Market and stated that BCBC had suggested that BTC should consider this as an option.
- Cllr D Unwin highlighted that the toilets were closed in November 2015 and the lights have remained on inside the toilets ever since. He therefore questioned who was paying for the electricity.
- Cllr D Unwin advised that BTC had embarked on an investigation process and undertaken surveys of the Rhiw toilets with a view to taking on the toilets however the project had been discounted

due to the capital investment, time and resource required. He also explained that the landlord for the property would only deal directly with BCBC.

- Cllr D Unwin suggested that people want new, modern toilet facilities in Bridgend and stated that there are areas of Bridgend where new toilet facilities could be installed.
- Members discussed the legal implications of the Rhiw toilets and the landlord agreement.
- Cllr D Unwin provided an overview of the Derwen Road CAT transfer project and explained why this project had been suspended. He noted that the research and business plan for the Derwen Road toilet block was fully documented.
- Member suggested a letter should be sent to BCBC to explain that BTC would be unable to take any of the Town Centre toilets forward as a Capital Asset Transfer under the existing provisions.
- Member suggested BCBC should be asked to provide an empty stall in the market to install a toilet facility that is fit for purpose.
- Cllr D Unwin stated that BTC had not received recent Shopmobility figures from BCBC.
- Cllr S Bletsoe highlighted that any further reduction in the contribution towards the Shopmobility scheme from BTC could jeopardise the future of the scheme.
- Member questioned if there would be an option to relocate part of the Shopmobility scheme into the former Rhiw toilets.
- Members discussed the possibility to split the Shopmobility scheme between the bus station and the former Rhiw toilets.
- It was noted that the actual running costs of the Shopmobility scheme were close to £45k - £50k per annum and that the existing scooters need updating.

RESOLVED: That the Mayor liaise with BCBC regarding the pricing structure of Shopmobility.

e) Wartime Bridgend Heritage Walkway Project Update (Mrs Tracy Evans)

The Report was considered by Members and noted for information.

f) Town Clerks report on the Well-being of Future Generations Act (Wales) 2015

- Town Clerk presented a report on the impact of the Well-being of Future Generations Act (Wales) 2015 for Bridgend Town Council. She explained that the Act contains seven Well-being Goals that the Council is expected to work towards.
- The Town Clerk explained that the Act establishes Public Services Boards in each Local Authority area which are required to assess the state of well-being locally, set objectives and produce a plan designed to improve economic, social, environmental and cultural well-being in their local area, maximising their contribution to the well-being goals.
- The Town Clerk provided information about the work carried out to date by the Bridgend Public Services Board and noted that although initial assessments have been conducted, the Well-Being Plan for Bridgend will not be available until May 2018.
- The Town Clerk highlighted that a community or town council is subject to comply with the act if its gross income or expenditure was at least £200,000 for each of the three financial years preceding the year in which the local well-being plan is published. She confirmed the Bridgend Town Council falls into this category and would therefore be legally obliged to comply with the Act and explained that in order to do this, Bridgend Town Council must publish a report annually detailing its progress in meeting the objectives contained in the local well-being plan.

13. Correspondence:

Section A) To Consider the following items of Correspondence emailed to Members:

13.1 Email from One Voice Wales Re: Consultation - Electoral Reform **NOTED**

13.2 Email from BCBC Notice of Variation to Parking Charges at the Rhiw Multi Storey Car Park Bridgend **NOTED**

13.3 July 2017 edition of the One Voice Wales news bulletin **NOTED**

13.4 Email from Sue Evans (BCBC Rural Development) RE: Vehicle activated speeding signs **NOTED**

13.5 Letter from Rhiannon Kingsley BCBC RE: Partial removal of Pedestrian Order

Cllr D Unwin explained that 15 months ago, BTC offered £20,000 towards the de-pedestrianisation project. He questioned why it had taken so long to receive communication from BCBC regarding this project and noted that the correspondence item had been sent during summer recess therefore due to the timing of the meeting, a response could not be given.

13.6

a) Letter from Sue Whittaker BCBC Skills and Sustainable Development Manager RE: Application for Town and Community Council Fund

- Cllr D Unwin explained that the fund had been allocated specifically for CAT projects and stated that he could not see what projects could be put forward in the middle of the financial year when they have not been budgeted for in the precept.

b) Response from Sue Whittaker BCBC Skills and Sustainable Development Manager RE: Application for Town and Community Council Fund & Section 106 Funds

- Members discussed the Section 106 funds and the projects they have been spent on.
- Members expressed concern that money from some 106 agreements had been collected in one ward but spent in a different ward.

RESOLVED: Town Clerk to write to BCBC to suggest that when 106 funds are collected within a BTC area, BTC would like to be consulted on where the money is spent.

13.7 Welsh Government White Paper Consultation "Services fit for the future" **NOTED**

13.8 Email from One Voice Wales RE: Cymraeg 2050 Grant scheme **NOTED**

13.9 Environet Cymru E-Newsletter - August 2017 **NOTED**

13.10 Email from Gaynor Griffiths, Partnership Support Officer RE: Consultation Antisocial behaviour, Crime and Policing Act 2014 Public Space Protection Order **NOTED**

13.11 Email from One Voice Wales RE: Tree Charter Legacy Trees **NOTED**

13.12 National Development Framework for Wales - Newsletter - August 2017 Issue 003 **NOTED**

13.13 Email from One Voice Wales RE: Consultation on the proposed Autism (Wales) Bill **NOTED**

13.14 Invitation from Crossroads Care Bridgend County to Annual Meeting Tuesday 3 October 2017. **NOTED**

13.15 Email from One Voice Wales RE: Reform of data protection legislation 3 **NOTED**

13.16 One Voice Wales News Bulletin August 2017 **NOTED**

13.17 Email from BAVO RE: Comic Relief - Core Strength grant for local communities

- Cllr I Robson enquired if any organisations had considered it and suggested advertising it on the Town Council website.

13.18 Email from Welsh Audit Office RE: Seminar: Using alternative delivery models to deliver public services **NOTED**

13.19 Email from Local Government Partnerships RE: Clustering: funding support available in 2017-18. **NOTED**

13.20 Email from Robert Hathaway RE: Town Council Blue Plaque Scheme

- Cllr S Bletsoe explained that he had made it very clear that he had started a working group. The Town Clerk was asked to respond and explain.

13.21 Email from Abertawe Bro Morgannwg Community Health Council RE: White Paper Proposals. **NOTED**

14. To Consider live tweeting, webcasting and live streaming via personal social media accounts at Town Council meetings (Cllr Freya Bletsoe)

- This item was deferred to the next Council meeting.

15. To fill vacancy on the Bridgend Town Council Military Advisory Committee (1)

- Cllr Steven Bletsoe was nominated for the vacancy on the Bridgend Town Council Military Advisory Committee; this was seconded.

RESOLVED: To exclude members of the public and press due to the confidential nature of the business to be discussed.

Meeting closed at 10.37pm