



MINUTES OF BRIDGEND TOWN COUNCIL MEETING
Monday 26th November 2018 at 7.00pm at Carnegie House Council Chamber

Present:	Cllr. Paul Warren (Mayor) Cllr. Stuart Baldwin Cllr. Steven Bletsoe Cllr. Kate Boucher Cllr. Nicole Burnett Cllr. Stuart Charles Cllr. Ceri Evans Cllr. Angela Morelli	Cllr. Rebecca Porter Cllr. Gary Sassoon-Hales Cllr. Robbie Thomas Cllr. David Unwin Cllr. Lyn Walters Cllr. Alan Wathan Cllr. Carolyn Webster Cllr. Tim Wood
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In Attendance: Mrs L Edwards (Town Clerk) and Mrs D Jones (Deputy Town Clerk & RFO).

1. To receive apologies for absence:

Apologies were received from: Cllr Freya Bletsoe, Cllr Isabel Robson and Cllr Matthew Voisey.

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

Declarations of Interest were declared by the following Members and recorded in the register:

- Cllr S Baldwin - Personal interest in matters relating to regeneration and trading
- Cllr S Bletsoe – Personal Interest in matters relating to regeneration and trading
- Cllr N Burnett – Prejudicial interest in Item 10, BCBC Planning Matters
- Cllr C Webster - Prejudicial interest in Item 10, BCBC Planning Matters
- Cllr R Porter – Personal interest in a submitted Planning Application

3. To Confirm and Sign Minutes of the Town Council Meeting held on 15th October 2018.

RESOLVED: The Minutes of the Town Council Meeting of 15th October were confirmed as a true record and were signed accordingly.

4. To Consider Matters Arising from the Town Council Meeting held on 15th October 2018.

P126. The Town Clerk was asked to e-mail the Media Toolkit to all Members.

5. To note for information Mayoral Announcements and Engagements:

Mayor's Engagements:

- 21st October 2018 – Bridgend Town Mayor's Civic Service.
- 10th November 2018 – Children and Families Remembrance Parade and Service.
- 11th November 2018 – Remembrance Sunday Parade and Service followed by Lunch with the Mayor of Langenau.

Deputy Mayor's Engagements:

- No engagements.

6. Town Clerk's Report

Town Clerk explained that it had been another extremely busy month and provided a verbal report of the projects and services delivered by Bridgend Town Council from 16th October - 26th November 2018.

Remembrance Weekend

Town Clerk reported on the Children and Family Remembrance Service on Saturday 10th November, the Remembrance Parade and Service on Sunday 11th November and the Remembrance Exhibition and Remembrance Café that had taken place at Carnegie House on both days. Both events were very well received.

Town Clerk reported on the lighting of the Beacon on Newcastle Hill for 'Battle's Over – A Nations Tribute' that had taken place on the evening of Sunday 11th November. She explained that the beacon had been lit by an external contractor and recommended this arrangement for future events. Town Clerk provided details of a serious incident that had taken place at the event and provided an update from South Wales Police on the situation.

Members were provided with information regarding a Civic Visit from the Mayor of Langenau for Remembrance weekend. Town Clerk passed on thanks to the Council from the visitors.

Budget Review/Precept Setting

It was reported that the Town Clerk and Deputy Town Clerk & RFO had prepared a budget review, forecasts and a draft precept budget for 2019-20 for consideration by the BTC Finance Committee and full Council in preparation for discussions for next year's precept.

Evergreen Hall Vandalism

Members were informed of vandalism to the Evergreen Hall building.

CLlr C Webster proposed that sensors are fitted to Evergreen Hall's main entrance.

Town Clerk was asked to include an item on the agenda for the next Finance Meeting to discuss this matter in further detail.

Carnegie House Building

Town Clerk reported a concern regarding safety and security issues at the rear of the building.

Christmas Events

Members were provided with information about forthcoming BTC Christmas events including the opening of the Christmas Grotto at Carnegie House and the Christmas Lights switch-on Saturday 24th November and the Victorian Christmas event on Saturday 1st December 2018.

The Town Clerk thanked CLlr Unwin for distributing Christmas information leaflets to all the traders.

SLA for Emptying of Dog Waste Bins

Town Clerk provided an update regarding an email from Newcastle Higher Community Council regarding the emptying of dog bins in their area to be undertaken, further to an agreement on costs, by Bridgend Town Council staff.

Personnel

Town Clerk reported that there has been some staff absence due to illness and explained that advertisements for vacancies for two Maintenance Workers had been prepared and will be featured in the Gem Newspaper and online later in the week.

Craig-y-Parcau

Members were advised that the second phase of the Craig-Y-Parcau Woodland Project had been completed and that a launch event had been arranged for Tuesday 27th November 2018. Partners in the project including Tesco and Tarmac had been notified.

Police Issues

Town Clerk advised that Chief Superintendent Stuart Parfitt had asked if he could attend a Council meeting in the next few months to provide an update to Members on work being carried out by South Wales Police in the area.

Cllr T Wood advised that South Wales Police are currently carrying out a five month operation in Bridgend. So far there have been 38 arrests and there will be a high visibility police presence in town over the festive season.

RESOLVED: To invite Chief Superintendent Stuart Parfitt to January's Full Council meeting for an update on the operation.

RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of agenda item 7 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

CONFIDENTIAL MATTERS

- Members discussed the project and agreed that further investigation is required before the project is progressed.
- Chair of Finance highlighted that a budget for this project had not been included in the draft precept budget for 2019/20.
- Members discussed the possibility of exploring alternative options such as BTC building and managing their own toilet facilities.
- Members discussed the viability of Capital Asset Transfer of the old Rhiw Toilets and the work required to refurbish and manage this facility.
- Chair of Regeneration Advisory Committee sought permission from Council to meet with other Town and Community Councils to discuss this project and gather further information.

RESOLVED: To agree that Members of the Regeneration Advisory Committee can enter discussions with other Town and Community Councils within the borough to discuss the joint provision of toilet facilities.

9. Planning

a) To consider draft minutes of the Planning Committee Meeting of 14th November 2018

- Chair of Planning Committee presented the minutes to Council and highlighted a number of the discussions that had taken place at the meeting.

RESOLVED: To confirm and sign the minutes of the Planning Committee meeting held on 14th November 2018 as a true and accurate record.

b) Pre-Planning Application Consultation from Asbri Planning –Consultation for site at Former Bryn Castell School, Llangewydd Road, Bridgend

- Chair of Planning explained that due to time constraints regarding the deadline for responding to this consultation it was necessary to present the item to full Council rather than the next Planning Committee meeting.
- Chair circulated a draft letter he had prepared with comments on the development.
- Mayor suggested that people heading towards the motorway would be likely to use St Winifred's Road and St Iltyd's Road and expressed concern for an increase in traffic. He suggested that a link road leading to Tondu Road could help reduce traffic on Park Street.
- Member commented on the parking situation outside shops in the area.
- Member highlighted that an allocation of the development should be for affordable housing.

10. To consider draft minutes of Community Engagement and Well-being Committee held on 19th November 2018

- In the absence of the Chair of the Committee the minutes were presented to Council by Cllr S Baldwin.
- It was noted that the Committee had received a presentation from the Community Engagement & Events Manager on recent events, budgets and plans for 2019.
- It was reported that the Committee had considered the large workload for staff during the autumn months and had shared the concerns of the Community Engagement & Events Manager regarding resource to plan and manage these activities. It was highlighted that during September and October BTC Staff are required to plan and co-ordinate the following:
 - Launch an autumn Arts Centre Programme
 - Arrange the Mayor's Civic Service
 - Co-ordinate the Festival of Light Project and Parade
 - Co-ordinate a Children & Family Remembrance event
 - Co-ordinate a Remembrance Sunday Parade and Service

- Plan and manage Christmas activities including a grotto at Carnegie House and town centre Christmas lights
- Prepare end of year grant funding reports
- Plan a programme of activities and events at Carnegie House Arts Centre for the spring season and arrange marketing materials for distribution in the new year.
- Cllr S Baldwin explained that for these reasons, the Committee recommend that the Festival of Light is moved to February half term.
- Cllr S Bletsoe stated that the Light Festival was originally a trader's initiative linked to Diwali.
- Member enquired why the event had been moved out of the town centre.
- Cllr S Baldwin explained that the Light Festival is a community outreach project that involves the co-ordination of lantern making sessions in schools and local community hubs and had grown in numbers over the years. He explained that the event had grown too large to be held in the town centre and noted that this year's event in Newbridge Fields had attracted over 2,500 people.
- It was noted that due to the commitment for arranging Remembrance Events and planning the Arts Centre Programme there was not enough resource to arrange a Light Festival in the autumn next year.

RESOLVED: To confirm and sign the minutes of the Community Engagement and Well-being Committee of 19th November 2018 as a true and accurate record.

11. Finance

a) To consider the draft minutes of the Finance Committee of 20th November 2018

- Chair of Finance highlighted that the basement of Carnegie House should no longer be used for storage purposes due to concerns regarding asbestos and damp.
- It was clarified that the asbestos is located on pipes between the ceiling of the basement and the ground floor and cannot be removed without taking down the ceiling. The material would only be disturbed if a pipe between the floor and ceiling was to burst.
- Chair of Finance explained that the former Lizzi's shop on Wyndham Street is being used as a temporary storage space however the Council need to find a longer term arrangement with facilities to park the Town Council van. He explained that he along with the Town Clerk and the BTC Facilities Manager had viewed a larger property on Wyndham Street which has access off Wyndham Street and Market Street and facilities to park up to three vehicles. He noted that the property would suit the needs of the Council.
- Chair of Finance explained that this had been discussed at the Finance Committee meeting and a draft budget of £7,500 had been proposed, however a quote of £9,500 per annum for 3 year fixed term lease on this property had since been received.
- Chair of Finance also explained that budget for the period from January to March 2019 would need to be found from the current financial year. He asked Council to consider this proposal and suggested that the Council could give delegated authority to the Town Clerk to sign a lease on behalf of Council.
- Members discussed the matter and queried the cost of business rates and insurance for the property.
- It was noted that the property may also require planning consent for change of use.
- Members suggested looking for a cheaper alternative unit outside the Town Centre.
- It was noted that the storage facility needs to be close to Carnegie House due to the lack of storage space in the building and the need to access items easily. It was also noted that the Outdoor Team need to have a central facility so that they can access equipment and cleaning materials when undertaking cleaning, painting and gum busting in Bridgend Town Centre.

- Cllr R Porter commented that in her opinion the rent was too high and suggested that she could help look for an alternative space or negotiate a better deal. Members agreed that Cllr R Porter could assist with this matter.

RESOLVED: To seek clarification on the cost of business rates and change of use for the property and to try to negotiate a lower cost for consideration by Council at the next meeting.

- It was noted that the new Councillor Remuneration payments had not been made due to the lack of clarity surrounding the taxation of the payments. A member noted that BCBC and the First Minister had recently sought to gain clarification from Welsh Government on this matter and are currently awaiting a response.
- Town Clerk noted that the only payment that has been made in 2018-19 is to the Mayor. This is because it is the only payment that BTC historically make each year. She also confirmed that the payment was taxed at source.
- Cllr C Webster enquired which committee consider and agree floral displays for the Town Centre.
- It was noted that floral displays are usually agreed by the Finance Committee.
- Cllr C Webster suggested that as the Council continues to grow, projects and services should be allocated to the Regeneration or Community Engagement and Wellbeing Committee to oversee and that funding requests for these matters should be dealt with by the Finance Committee.
- Chair of Finance provided further information regarding potential Community Asset Transfer Projects for 2018/19. He explained that an email had been received from Bridgend Athletics Club and the Council also needed to give further consideration to projects with the Bridgend Cricket Club or a CAT for the toilet project.
- It was noted that £10,000 had been proposed for a CAT budget for 2019-20 and that further funding could be available from grant funding towards CAT projects.
- Members reviewed an email from Bridgend Athletics Club regarding the condition of the running track and a request for financial support from Bridgend Town Council.
- Members discussed the request and suggested that the Town Council should request a profile of the membership of club.
- It was acknowledged that it is likely that the users of the running track are from both within and outside the Town Council wards.
- Members discussed the value of the facilities to promote wellbeing.
- Members suggested that it would be unfair to expect the residents of the three wards of Oldcastle, Newcastle and Morfa to pay for the facility for the benefit of people outside the Town Council area.
- Member suggested that surrounding community councils should also be asked to contribute towards the project.
- Chair of Finance suggested that Bridgend Athletic Club could be invited to speak to Council at the January meeting and could be asked to provide information regarding membership of the club.
- Member questioned whether the Town Council had the resource to take on Community Asset Transfer projects and highlighted that the project would need continued management and administration after the initial CAT submission.

RESOLVED: To invite a representative of Bridgend Athletics Club to attend the January BTC meeting to provide further information regarding usage, membership, land ownership and lease arrangements.

RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of agenda item 7 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

CONFIDENTIAL MATTERS

RESOLVED: That the public and representatives of the press be permitted to re-join the meeting

b) To receive a balance of accounts as at 26th November 2018 and payments since last meeting

RESOLVED: Accounts paid, read and approved by Members.

c) To consider draft budget, general reserves forecast, precept recommendation for 2019-20 and supporting Precept statement

- Chair of Finance presented the draft precept budget for 2019/20 as agreed by the Finance Committee.
- Member queried some of the balances left in budget headings that do not appear to have been spent 2018/19. Chair of Finance clarified that the remaining funds would go into Council reserves.
- Members reviewed the current year spend for each budget heading and discussed the proposed budget for 2019/20 for each heading. Members commented on and debated the following items:
 - Building Works: Chair of Finance provided an overview of the work undertaken for the removal of asbestos and the creation of a larger office space and new meeting room. He explained the safety and security issues regarding the rear of the building and the work required to address these issues in 2019/20.
 - Reserves: Member enquired about the increase in the level of reserves. The Town Clerk explained that there is no legal specification for Council reserves, however, guidelines for best practice suggest that the Council should have reserves to cover a minimum of three months expenditure. Member suggested that the Council should create a policy to specify that the Town Council holds a minimum of 3 months and maximum of 6 months expenditure in reserves.
 - Tree planting: Member enquired why a budget had been allocated for tree planting. Chair of Finance explained that there is a national project for tree planting and that he had spoken to the BCBC Countryside Management Officer about tree planting in the BTC area. It was suggested that there should be a consultation with residents regarding the location for the new trees.
 - Postage: Member suggested that more should be done digitally rather than using traditional post.
 - Community Skip Scheme: It was agreed that this scheme should be stopped.
 - Crime Prevention and Grant Aid Budgets: Member suggested that these budgets are amalgamated. This was agreed by Council. Deputy Clerk/RFO to action.
 - St John's Trust Fund: Members enquired why the grant of £5,000 for St John's House is not allocated from the grant aid budget. Chair of Finance explained that 15 years ago the Town Council agreed to provide financial support towards St Johns House. He added that a letter had been received from St John's Trust to request a financial contribution for 2019/20 and explained that it had been reviewed at the Finance Committee meeting. Member raised concerns regarding the size of the precept for 2019/20 and proposed that a grant of £5,000 for St John's House should not be given a specific budget heading in the 2019/20 budget. Mayor asked Members to vote on whether or not to retain the budget heading and allocation of £5,000 for St John's House for 2019/20.

Members in favour of retaining the allocated budget: 8

Members not in favour of retaining the allocated budget: 8

Mayor provided a casting vote in favour of retaining the budget heading and allocation of £5,000 for St John's House for 2019/20.

RESOLVED: To include a budget of £5,000 in budget heading St John's House for 2019/20.

Cllr S Baldwin requested that it is recorded in the minutes that he objected to this motion.

- Street Furniture: Members discussed merging the Street Furniture and Litter Bins budget headings and budget allocations. It was noted that £5,000 had been allocated to Street Furniture in 2018/19 and not spent. It was suggested that a project should be undertaken by the Facilities Manager to identify if new street furniture and litter receptacles are needed with a view to replace existing or install additional items identified in 2020/21: Members agreed to this course of action.
- Members highlighted the proposed plans of the Bridgend BID to install new street furniture and the planting of trees in the near future.

RESOLVED: To continue to use separate budget headings for Street Furniture and Litter Bins, to allocate £0 budget for Street Furniture in 2019/20 and to allocate £3,500 for Litter Bins in 2019/20.

- Landscaping: Member suggested that the landscaping budget is capped at £4,000 based on the expenditure figure of the previous financial year.

RESOLVED: To allocate £4,000 to the floral displays budget for 2019/20.

- Footpaths: Members discussed the quantity of footpaths within the BTC wards.
- Member suggested that the footpaths budget is reduced to £4,000 based on the expenditure figure of the previous financial year.

RESOLVED: To allocate £4,000 to the footpaths budget for 2019/20.

- Community Projects: Town Clerk updated Members on the status of the Great Western Railway project.
- Member suggested the project is passed to the Regeneration Committee to progress; Member pointed out that as an advisory committee only, it may delay the progress of the project. Member withdrew the suggestion.

Cllr R Porter left the meeting.

- Member objected to allocating budget to the Great Western Railway project if the grant funding is returned however considering the work completed to date.

RESOLVED: To allocate £4,000 to the Community Projects budget for 2019/20 and to earmark £2,000 from the 2018/19 Community Projects budget.

- Tree Planting: Members discussed the finance committee budget recommendation to earmark £5,000 from the 2018-19 tree planting budget and allocate an additional £5,000 for 2019/20.
- Member questioned the need to budget for the 2019/20 financial year as well as earmarking budget from the 2018/19 budget.
- Member questioned where new trees would be planted and proposed that this be delayed until 2020/21 following public consultation.
- Members considered the long-term maintenance costs of tree planting.
- Chair of finance explained that the project forms part of a national eco project for future generations; He moved that £2,500 remained in the recommended budget for 2019/20.
- Member suggested that £5,000 is earmarked from the 2018/19 budget and that no further budget is allocated for the 2019/20 budget.

RESOLVED: To allocate £0 to the tree planting budget for 2019/20 and to earmark £5,000 from the 2018/19 tree planting budget.

Cllr C Webster left the meeting

- Community Asset Transfer: Members referred to discussions earlier in the meeting regarding Bridgend Bus Station.
- It was noted that there may be several potential CAT projects for 2019-20 however full details for each project would need to be considered in further detail when available.
- Member highlighted that the resource required to facilitate CAT projects would also need to be considered.

RESOLVED: To allocate £10,000 for CAT projects in 2019-20

- Parks and Play Areas: Member enquired why Parks and Play Areas had been included in the budget: Chair of Finance advised that historically BTC had contributed towards the cost of play equipment and therefore were responsible for the replacement of any damaged equipment.
- Member proposed the budget be reduced to £2,500; Member highlighted the cost of play equipment and stated that £2,500 would not be enough.

RESOLVED: To allocate £0 to the Parks and Play Areas budget for 2019/20 and to earmark £5,000 from the 2018/19 Parks and Play Areas budget.

- Members considered the total budget for 2019/20 and the recommendation from the Finance Committee to use £33,856.95 from general reserves reducing the precept requirement to an increase of 3.4% on the previous year.
- Deputy Clerk/RFO highlighted that the forecast reserves of £233,856.95 for March 2019 were based on estimated figures.
- Members discussed the precept requirement in view of the reductions agreed at the meeting.
- Member suggested that the budget increase of £50,699.20 from the previous year is taken from reserves so that there is no increase on the previous year's precept.
- Deputy Clerk/RFO reported that this would provide general reserves of £183,157.75 for 2019 and that 3 months expenditure based on the 2019/20 figures is £151,137.05.

RESOLVED: That the Bridgend Town Council precept requirement is £553,849.00 for the 2019/20 budget and that £50,699.20 is earmarked from the 2018/19 budget.

- Chair of Finance stated that he would update the draft precept statement to reflect the decisions made at the meeting.
- Mayor thanked the Chair of Finance for preparing the statement on behalf of Bridgend Town Council.

12. Correspondence:

1. Abertawe Bro Morgannwg - Chronicle Newsletter 23. **Noted**
2. Abertawe Bro Morgannwg – Community Health Council October Monthly Briefing. **Noted**
3. Older People's Commissioner for Wales Newsletter Autumn 2018. **Noted**
4. E-mail from BCBC's Community Asset Transfer Officer – re Architectural Heritage Fund.
 - It was suggested that this correspondence is passed on to St John's House for information.
5. E-mail from Bridgend Mail Choir enclosing November/December 2018 News Sheet. **Noted**
6. E-mail from BAVO attaching Autumn Involve Newsletter. **Noted**
7. E-mail from OVW – Mutual Benefits: Building a Co-operation between Wales and the Basque Country. **Noted**

8. E-mail from OVW – NHS Bridgend Boundary Change Stakeholder Meeting. **Noted**
9. E-mail from OVW – ‘Tree Charter Day’. **Noted**
10. Email from OVW – October 2018 News Bulletin. **Noted**
11. Email from BCBC Mayor’s Office – Mayor’s Citizenship Awards 2019 Information Sheet and Nomination Form. **Noted**
12. E-mail from OVW – OVW National Awards Conference 2019 Application Form. **Noted**
13. Email from Wales Audit Office – Press Release: Councils need to think and act differently to sustain services in rural Wales. **Noted**
14. Email from BCBC – Road Traffic Order A48 Ewenny Roundabout to Broadlands. **Noted**
15. Email from BCBC Re: Town and Community Council Fund 2019/20 Criteria Announcement and Application Form. **Noted**
16. Email from CF31 Bid Manager Re: Business Rates and Street Marshal. **Noted**
17. Email from BOP Consulting, on behalf of the Heritage Lottery Fund Re: Heritage Lottery Fund: International Working Survey. **Noted**
18. Email from OVW Re: Understanding Welsh Places. **Noted**
19. Email from CF31 BID Re: Street Marshal and Gift Card. **Noted**
20. Article submitted by Cllr S Bletsoe from Glamorgan Gazette Re: Bridgend Indoor Market.
 - Cllr S Bletsoe presented the report featured in the Glamorgan Gazette. He highlighted that Members had agreed to adopt a Press and Media Policy at the November meeting and questioned whether the policy was enforceable. It was noted that County Borough Councils receive training and are able to speak to the press. Members discussed their right to speak as individual Councillors not representing the views of the Town Council.

RESOLVED: Town Clerk to seek clarification on whether the BTC Press and Media Policy is enforceable.

13. Town and Community Council Forum

- a) To consider items for inclusion on the Town and Community Council Forum agenda.
 - Members were advised that the Mayor is unable to attend the next Town and Community Council Forum. It was agreed that Cllr D Unwin could attend in his place.
- b) To consider feedback from meetings of the Town and Community Council Forum.
 - There was nothing to report.
- c) To identify proposals for inclusion on the TCC Charter Action Plan which would aid the development of the Charter.
 - There was nothing to report.

Meeting closed 10.07pm

Signed
 A. M. M. J.
 Mayor

Date
 17/12/18