



MINUTES OF BRIDGEND TOWN COUNCIL MEETING

Monday 26th October 2020 at 6pm conducted remotely via Skype for Business under the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020

Present:	Cllr Alan Wathan (Mayor) Cllr Stuart Baldwin Cllr Freya Bletsoe Cllr Steven Bletsoe Cllr Ceri Evans Cllr Angela Morelli Cllr C Woodman Cllr M Voisey	Cllr Steven Easterbrook Cllr T Wood Cllr N Burnett Cllr L Walters Cllr C Webster Cllr I Williams
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In Attendance: Mrs L Edwards (Town Clerk), Mrs D Jones (Deputy Town Clerk & RFO) & Miss J Brown (Democratic Services Officer).

1. To receive apologies for absence:

Cllr R Thomas, Cllr R Marsh and Cllr D Unwin (NB not attending due to not being able to interact with technology). Absent, Cllr S Charles, Cllr R Porter

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

- Cllr Tim Wood – Declaration of interest item 25.1 – Town Traders Correspondence
- Cllr S Easterbrook - Declaration of interest item 25.1 – Town Traders Correspondence
- Cllr C Webster - Declaration of interest item 11 - BCBC Planning Matters
- Cllr S Baldwin - Declaration of interest item 11 - BCBC Planning Matters
- Cllr M Voisey - Declaration of interest item 11 - BCBC Planning Matters

3. To receive questions or comments from Members of the Public (Standing Order 3(e) refers)

- There were no questions raised from members of the public present.

4. To confirm and sign minutes of the Town Council Meeting held on 22nd June 2020

RESOLVED: The Minutes of the Town Council Meeting held on 22nd June 2020 were confirmed as a true record and approved.

5. To consider matters arising from the Town Council Meeting held on 17th February 2020

- Cllr S Bletsoe noted that Agenda Item 9 (Co-Opting of Youth Members) was deferred but not included for this meeting. The Mayor proposed that the item be included in the next full council agenda.

RESOLVED: That the following be included as an Agenda item in the next full meeting of Town Council

‘To consider co-opting up to two Youth Members drawn from the local community within the boundary of the Bridgend Town Council Wards. (The Town Clerk reported that she had received an expression of interest from a Member of the Public and that she could not reveal personal details to Members’.

6. To make a decision regarding the appointment date of the new Mayor and Deputy Mayor for 2020-21

- The Town Clerk informed Members that due to the ongoing pandemic the appointment date could be deferred to a meeting in the New Year.
- The Mayor and Deputy Mayor stated that they would be willing to carry out their duties until the New Year.

RESOLVED: To defer the decision regarding the appointment of the New Mayor and Deputy Mayor for 2020-21 until January 2021.

7. To discuss the review of governance and policy documents for 2020-21

- The Town Clerk advised Councillors that this item could be deferred as long as it remained in this financial year.

RESOLVED: To defer this item ‘To discuss the review of governance and policy documents for 2020-21’ to February or March 2021.

8. To discuss the appointment of members to existing committees for 2020/2021 subject to any amendments to committees approved under the review of Standing Orders for 2020/2021

- The Mayor asked Members to defer this item excepting Planning. He informed Councillors that due to the resignation of Cllr S Baldwin a vacancy now existed.
- Cllr S Bletsoe proposed that Cllr S Easterbrook be appointed to the Planning Committee. This was seconded by Cllr T Wood. Cllr S Easterbrook accepted with thanks.

RESOLVED: That Cllr S Easterbrook be appointed to the Planning Committee with immediate effect.

9. Mayor’s Engagements:

- 9th October - Opening of new toilet facilities at Bridgend Indoor Market.

10. To receive Town Clerks Report and Facilities Management Report for Summer 2020 (for information)

- The Town Clerk informed Members that her report and the Facilities report had been circulated prior to the meeting and asked if there were any questions.
- There were no questions arising and The Mayor thanked both The Town Clerk and the Facilities Manager for their diligence.

11. Planning: To note Planning reports and comments from July – October 2020

- Cllr C Webster left the meeting for the duration of this item
- Members noted planning reports. There were no comments

12. Finance:

12.1 To receive a balance of accounts and payments since last meeting

- The RFO referred Members to the account balance, pointing out that the amount was a reflection on the purchase of new premises.

RESOLVED: Accounts paid, read and approved by Members.

12.2 To consider draft minutes of the Finance Committee Meeting of 6th October 2020

- The RFO drew Councillors attention to a minuting error that she had amended for signature.
- Cllr C Webster asked for clarification regarding non-cultivation of allotments. The RFO informed Members that she was aware of the issue and explained that due to the pandemic it had been agreed to not send letters, however tenancy agreements and covering letters would be sent as soon as was practical.

RESOLVED: The Deputy Mayor, on behalf of the Chair of Finance referred Members to the draft minutes of the Finance Committee meeting, which were noted.

13. Community Engagement and Well-Being

13.1 To receive draft minutes of the Community Engagement and Well-Being Meeting of 7th October 2020

- Chair of Community Engagement and Wellbeing Committee informed Members that the minutes reflected a true record of the meeting and asked for any questions.
- Cllr T Wood asked for clarification on a damaged defibrillator. The Chair clarified that the damaged defibrillator is sited on Wyndham Street and will be temporarily placed in storage pending approval of a new location at the top of Nolton Street.

RESOLVED: To receive and note the minutes of the Community Engagement and Well-Being Meeting of 7th October 2020.

13.2 To receive an update report from the Town Clerk and discuss and clarify arrangements for Remembrance Sunday in Bridgend Town Centre

- The Town Clerk informed Councillors that arrangements for Remembrance Sunday had been made under delegated authority and a press release issued.

14. To receive an update from the Town Clerk and Town Council Working Group meetings regarding:

14.1 The surrender of the Evergreen Hall lease and purchase of Ty'r Ardd premises

- The Town Clerk advised Members that the licence of occupation was in place and due to the temporary closure of Lloyds Bank formal ownership would pass to Bridgend Town Council on or around Thursday 29th October 2020 and that all documentation was in place.
- Cllr C Webster extended her thanks to the Town Clerk and staff for the swift surrender of Evergreen Hall; she stated that in the circumstances staff went 'above and beyond the call of duty'. The Town Clerk thanked Members and advised she would pass on thanks to the staff.

14.2 Proposed building works and refurbishment of the Ty'r Ardd premises

- The Town Clerk informed Members that two tents had been erected in the garden and that two people were also sleeping under the shelter. She explained that she had engaged with the occupants and with the support of the Deputy Mayor and Cllr F Bletsoe two people had accepted assistance from The Compassion Church.
- Cllr N Burnett advised Council that she would add the reported concerns to the next BCBC Cabinet Agenda as BCBC have an obligation to house people under COVID-19 legislation. After further discussion, Cllr Baldwin reminded Members that names and confidentiality of the occupants must be respected. Cllr S Bletsoe asked if he could continue to engage with and write emails on behalf of the occupants. Members agreed.

- The Town Clerk advised Members that in order for the project to progress to the next stage she was in the process of drafting an Architects/Contractor brief so that quotes for building work can be sought. She highlighted the additional new pedestrian access project and associated works.
- The Town Clerk invited the Project Manager to update Councillors.
- The Town Clerk reported that she had received a telephone call from the Deputy Mayor, requesting she attend Sunnyside on Friday 23rd October 2020 as Contractors were felling trees and residents were concerned. The Town Clerk attended the meeting and was made aware by the contractors that some trees were being felled as they were diseased. It was agreed that the exact boundary of the property needed to be clarified before further trees were felled. The outcome was an immediate stop to tree felling work and a further meeting arranged for Monday 27th October 2020.
- The Mayor and several Councillors were present for the meeting on Monday 27th October 2020.
- Members were availed of the contents of a letter from Cllr D Unwin.
- Members discussed the planning application and reserved matters for the development and concluded that it appeared to be a boundary issue.
- It was noted that the area was outside of the land purchased by Bridgend Town Council and it was suggested that BCBC Councillors could further engage directly with BCBC on behalf of local residents.
- Members referred to Cllr D Unwin's letter and a proposal of litigation. For this reason, the following Councillors highlighted a potential declaration of interested and withdrew from the debate: Cllr M Voisey, Cllr N Burnett, Cllr C Webster, Cllr C Woodman, Cllr L Walters, and Cllr S Baldwin.
- Cllr S Bletsoe sought clarification regarding further discussion being 'private and confidential'. The Town Clerk advised Members that as this matter was not on the Agenda then technically the Council could not make a decision regarding taking any formal action.
- It was clarified that Members need only leave a meeting if there was a 'prejudicial interest'.
- Members discussed whether it would be necessary to call an extraordinary meeting to discuss the Sunnyside development and tree felling issues. Further to discussion, The Mayor did not feel it was appropriate to call an emergency meeting at this stage.
- Cllr S Bletsoe suggested that he telephone Cllr D Unwin to update him of the situation. The Mayor agreed.

The Ty'r Ardd Project Manager left the meeting at 19:13 hrs.

15. HMS Urge:

15.1 To consider communications from Francis Dickinson re HMS Urge Distinguished Service Medal and papers

- Members agreed unanimously to receive a Distinguished Service Medal and associated paperwork if it be the wish of the family.

RESOLVED: That the Democratic Services Officer respond to the email to advise Council's decision.

15.2 To receive an update on the HMS Malta visit

- The Town Clerk reported that although the Pandemic has stopped all planning for the Malta Visit and Commemoration, the invitation would remain open.

16. To consider appointing a representative to the governing body of Penybont Primary School

- Cllr T Wood and Cllr S Baldwin were nominated for the appointment. After a short discussion, Cllr S Baldwin withdrew and Cllr T Wood was duly appointed as the representative to the governing body of Penybont Primary School.

RESOLVED: That Cllr T Wood is appointed as the Bridgend Town Council representative to the governing body of Penybont Primary School and that the Town Clerk inform Penybont Primary School of the decision.

17. Councillor Remuneration:

a) To receive an update from the RFO regarding Councillor Remuneration and to consider the payment date for 2020/21 payments and date in future years

- The RFO informed Members that all payments were up to date and outlined the logistics of payment dates for the current and future years. The RFO advised Councillors that if they did not want to claim any remuneration then she/and or The Town Clerk would need to receive this request in writing.
- Members queried if payments to Councillors who do not serve a full year can be paid pro-rata. The RFO advised she has no authority to amend the published payment amounts, however will seek guidance on this.
- After discussion, Council agreed in principle that the remuneration should be paid towards the end of the financial year and that the RFO seek further guidance for discussion at a future meeting.

RESOLVED: That the RFO seek further guidance on Councillor Remuneration payments and payment dates for discussion at a future Council meeting.

b) The Independent Remuneration Panel draft Annual Report 2021/22

RESOLVED: To defer to next meeting.

18. To receive a six monthly survey of empty retail units in Bridgend Town Centre and associated report (Cllr D Unwin)

- The Town Clerk referred Members to the six monthly survey of empty retail units in Bridgend Town Centre report. The Deputy Mayor read a letter from Cllr D Unwin in relation to the report.

RESOLVED: That the matter be forwarded to The Regeneration Committee for discussion at their next meeting and their recommendations put forward to Council.

19. To consider a motion from Cllr I Williams:

I would like to propose a motion to discuss the placing of speed activated signs on Ewenny Road, Bridgend. Placement at a point between "Motherway's and Wyndham Crescent driving towards town and another (position tbc) driving towards Ewenny Roundabout.

I understand the cost is circa £15K for 2 and could BTC find out if funding is available for them. There are large numbers of school children using this route with ages between 4years to 18 years old and I think we need to help ensure the safety of the children on their daily walk to school.

- Cllr I Williams outlined his motion. He highlighted the volume of heavy goods vehicles using the road and concerns for the safety of children travelling to school in that area.
- Cllr M Voisey advised that he had been dealing with a similar issue for a number of years and in order for BCBC to approve the installation there must be 1. Evidence that it is required and 2. Highways permission from BCBC. He stated that there was currently no evidence to show that the road was dangerous or that there are speed issues and that a budget of £20,000 would likely be needed. Cllr M Voisey stated for these reasons he could not support the expenditure in this area.
- Cllr M Voisey referred Members to A welsh Government Policy of implementing 20mph zones around schools.

- Cllr C Webster spoke of using the road during school times; she referred to the number of vehicles and pedestrians using the road at these times and stated that the speed issues were mitigated by the volume of traffic during these times.
- Cllr S Bletsoe read a letter from Cllr D Unwin in relation to this item; he stated the introduction of these signs had previously been investigated by Bridgend Town Council and reiterated the need for agreement from BCBC and the requirement of evidence. He advised that the project would need to be fully funded by Bridgend Town Council as there are currently no grants available for these works and highlighted there would be on-going maintenance costs.
- Cllr S Bletsoe referred to other Town and Community Councils who have installed the signs and stated he disagrees that it is not within the remit of Bridgend Town Council.
- The Mayor advised that costings for a similar project were £20,000 and that 50% of costs were paid for by the Town and Community Council Fund. He advised he personally supports this type of work however referred to the current work load of the Clerk, Deputy Clerk and staff due to the purchase of Ty'r Ardd.
- Cllr S Bletsoe proposed that Bridgend Town Council create a Policy to investigate the installation of speed-activated signs.
- Cllr S Baldwin and Town Clerk reminded Members that they would need to agree to amend the motion from Cllr I Williams.
- Councillors agreed to amend the wording of the motion and resolved that Bridgend Town Council accepts and recognises that further investigation would need to be made regarding funding for speed-activated signs before any decisions can be made.

RESOLVED: That this item be deferred to a future Council meeting.

20. To consider a proposal from Cllr F Bletsoe & Cllr I Williams:

To consider information provided about the Britain in Bloom competition being implented in all three town wards via Cllrs to support residents in a re- starting of post covid pride and mental wellbeing in the 3 wards and discuss the possibility of entering the "It's Your Neighbourhood" category.

- Cllr I Williams further outlined his motion and advised Members that there would be no need of any financial involvement from Council.
- The Deputy Mayor informed the meeting via a letter from Cllr D Unwin that Bridgend Town Council entered the Britain in Bloom competition in 1998 and achieved a 68% rating.
- The Mayor commented that the proposal could be included for the spring issue of the newsletter.
- After discussion, Members agreed that the proposal be withdrawn and taken forward through the Regeneration Committee.

RESOLVED: That this item be placed on the agenda for the next Regeneration Committee Meeting.

21. To consider a motion from Cllr S Baldwin:

Myself and Nicole have been contacted by residents about speeding issues on Quarella Road. I am aware that other community councils have installed electronic speeding signs on some routes. We are asking that Bridgend Town Council consider the installation of two electronic speed signs on Quarella road as a deterrent to speeding. This has been ongoing for us for over three years and something that we have been dealing with on a weekly basis.

- Cllr S Baldwin outlined and expanded on the motion.
- The Mayor was supportive of the motion but asked Members to note that the Town Clerk and Facilities Manager were fully engaged with the new premises.

- Cllr S Baldwin advised Members that should they agree, It is not expected that any action be taken by staff to facilitate the motion in this financial year. Cllr S Baldwin thanked Members for their support.

RESOLVED: That the motion be approved and be progressed in the 2021/22 financial year.

22. To receive an update from the One Voice Wales Larger Council meeting on 12th October 2020 (Cllr F Bletsoe/Cllr R Porter)

- Members were advised that no update had been received.

23. Time table of Council meetings:

- a) To consider the timetable for Council meetings for the remainder of 2020 and consider rescheduling the December Town Council meeting from 21st December to 14th December.**
- The Town Clerk outlined the reasons for the rescheduled timetable.

RESOLVED: That the rescheduled timetable for meetings is agreed.

RESOLVED: Revised date of the Personnel Committee meeting: Friday 13th November at 10am.

RESOLVED: Revised date of the Regeneration Committee meeting: 9th November, Chair of Committee to liaise with the Clerk to confirm time.

RESOLVED: That the Community Engagement and Wellbeing Committee and Finance Committee revised dates be clarified by email.

- b) To discuss the practicalities of holding future Town Council meetings in December on the 2nd Monday of the month to enable staff to prepare the minutes of the meeting and action any urgent business agreed at the meeting before the Christmas break.**
- Following discussion Members unanimously agreed.

RESOLVED: That December Town Council meetings be held on the 2nd Monday of the month to enable staff to prepare the minutes of the meeting and action any urgent business agreed at the meeting before the Christmas break.

24. Consultations:

1. Welsh Government Resource Efficiency and Circular Economy - Consultation Events Beyond Recycling. **NOTED**
2. Consultation - Regulations to establish Corporate Joint Committees. **Noted**
3. Consultation on Establishing the Town and Country Planning (Strategic Development Plan) (Wales) Regulations 2021. **NOTED**

25. Correspondence:

1. Email from Beth Daniel – Town Traders Association
 - The Deputy Mayor informed the meeting that previously, when he was Chairman of the Town Traders Association he had advised the Town Traders Association the process of inviting the Bridgend Town Councillors Mayor to attend and stated that he believed the Mayor had never been asked to attend. The Town Clerk confirmed that she had not received any correspondence via email or post. The Mayor suggested that The Town Clerk write to the association confirming that the Town Council would attend if invited through the correct channels.

RESOLVED: That the representatives for The Town Traders Association be The Mayor and Cllr D Unwin, and that the Town Clerk responds to the email accordingly.

2. Email from C. Moore Re: Use of the Welsh language
 - The Town Clerk reported to Councillors that The Welsh Language Commission was set up under the Welsh Language Measure 2011 and it was tasked to issue Standards to public bodies in Wales. Standards have been imposed for Local Authorities at County Borough level however to date no Standards have been set for the Community & Town Council sector.
 - She explained that The Welsh Language Commission will be issuing Standards specifically for the Community and Town Council sector to take into account the difference in resource and budgets to those introduced at County Borough level and reported that some Town and Community Councils have voluntarily adopted Welsh language Schemes. The Town Clerk stated that those who have not still strive to do all that is reasonably possible within their resources.
 - The Town Clerk reported that Bridgend Town Council has not adopted a Welsh Language Scheme however does endeavour to incorporate the Welsh language in communications where possible.
 - She explained that unfortunately, due to limited resource and timescales, it was not possible to incorporate Welsh or produce a Welsh Version of the promotional banner for the Online Exhibition on this occasion; however, the team will endeavour to include Welsh translations on banners in future when possible.
3. Email from BCBC Re: BCBC Budget consultation 2020
 - Cllr S Baldwin made Members aware of the contents of the consultation and proposed that The Town Clerk invites the BCBC Officer to present at the next Council meeting.
4. Email from Market Traders Association Re: Additional funding request for commodities
 - Cllr N Burnett clarified that BCBC were now undertaking the cleaning of the toilets.
 - The Mayor, Cllr N Burnett and Cllr C Woodman commented that the original grant of £10,000 was for capital costs and not ongoing expenditure.

RESOLVED: That the item be deferred to the next Finance Committee meeting.

RESOLVED: That the Market Traders Association are asked to provide invoices in relation to the request to the Finance Committee for discussion at its next meeting.

5. Minutes of the Bridgend Town Centre ASB Management Group Meeting 15.09.2020 - **NOTED**
 6. Email from Villenave d'Ornon Re: Results of local elections 2020 - **NOTED**
 7. Email from BCBC Re: PROHIBITION AND RESTRICTION OF WAITING AND LOADING AND PARKING PLACES)(CIVIL ENFORCEMENT) ORDER 2013 (AMENDMENT No.14) ORDER 2020 - **NOTED**
 8. Email from BCBC Re: (CEMETERY ROAD, BRIDGEND) (TEMPORARY TRAFFIC ORDER) ORDER 2020 - **NOTED**
 9. Newsletter from the Older People's Commissioner for Wales - **NOTED**
 10. Email from Hafal Re: Positive Pathways Programme £35,000 for one-year project - **NOTED**
 11. Welsh Government 2019 Armed Forces Annual report - **NOTED**
 12. Email from OVW Re: Guidance to Councils on holding meetings on a physical basis - **NOTED**
 13. Email from OVW Re: Planning Aid Wales - Online Training - **NOTED**
 14. Email from OVW: Re: Remote Training Sessions for October - **NOTED**
 15. Email from BCBC Re: Cowbridge Road Parking Bay suspension of time limit – **NOTED**
 16. Email from D White Re: Christmas tree at Westward
- RESOLVED:** That a Christmas tree be provided outside Westward Community Centre and that Cllr D White be advised that this will be included annually and therefore a formal request is not required year on year.
17. Email from Hafal Re: Veterans Hub Room Request

- Cllr C Webster declared an interest in this item.
- The Mayor stated that he supported the request however felt that Council were unable to make a decision at this time due to COVID-19 restrictions and the refurbishment of Ty'r Ardd.
- Cllr L Walters noted that it was a very valid request for a special group but not to set a precedent proposed the need to receive detailed criteria for review so Council can evidence the reason as to why the decision was made. The Mayor and Deputy mayor agreed and highlighted Evergreen Hall room hire moving forward.
- The Town Clerk clarified that an updated room hire policy (including rates) had not yet been discussed.
- Cllr S Baldwin declared an interest in this item as he is on the panel of The Zone. He spoke of the need for a Room Rental Policy and agreed to liaise with the Clerk regarding this.
- Mayor Proposed that in light of the discussion this be deferred to a future meeting.

RESOLVED: That The Mayor write to The Veterans Hub confirming that the matter would discussed as soon as council are able, at a future meeting.

18. Email from Michael Reece Probation services Re: Unpaid work

RESOLVED: To delegate the request to the Facilities Manager and to invite the Probation Services to speak at a Council meeting in the New Year.

26. Town and Community Forum

a) To consider items for inclusion on the Town and Community Council Forum agenda.

- Cllr S Baldwin advised he had attended the recent forum meeting and fed back to Members there were only three attendees.
- Cllr S Baldwin spoke of the normalisation of precepts. He highlighted that the three Bridgend Town Council wards pay the highest amount than any other Town or Community Council area.
- Cllr S Baldwin stated that other Town and Community Councils are precept lagging.
- Cllr S Baldwin proposed that this could be a future discussion point as the Morfa ward is one of the most socially deprived areas.
- Cllr C Webster referred to Bridgend Town Council being asked to provide financial assistance for Bridgend Bus Station and highlighted that BTC also fund the Town Centre Christmas Lights. She stated she would encourage discussion with other Town and community Councils
- Cllr L Walters stated that this was an excellent suggestion and supported it going forward.

RESOLVED: That The Town Clerk put forward an agenda item to discuss the normalisation of Precepts.

b) To consider feedback from meetings of the Town and Community Council Forum.

Feedback had been noted at last meeting.

c) To identify proposals for inclusion on the TCC Charter Action Plan which would aid the development of the Charter.

This item was not discussed.

Meeting closed 8.50 pm.

Signed

Mayor

Date