



MINUTES OF BRIDGEND TOWN COUNCIL MEETING

Meeting Details:

Date: Monday 25th July 2022

Time: 6.30 pm

The meeting was held as a hybrid meeting both at Carnegie House and remotely via Microsoft Teams for Business under the Local Government and Elections Act (Wales) 2021.

Chairperson: The Mayor, Cllr Tim Wood

Staff: Mrs D Jones (Deputy Town Clerk & Responsible Finance Officer), Ms J Brown (Democratic Services Officer), Mrs D Elliott (Community Engagement and Events Officer)

Pre-Meeting Business:

The Mayor welcomed Alison Powell of Arcadis Consulting to speak to the Town Council about the BCBC Bridgend Destination Management Plan. Following the presentation, Councillors were given the opportunity to ask questions. After a discussion The Mayor thanked Ms Powell for an interesting and informative presentation on behalf of The Council.

Meeting started at 7.15 pm

In Attendance:

Cllr Tim Wood (Mayor) – In Person

Cllr Steven Bletsoe - In Person

Cllr Michelle Blundell-Humphreys - In Person

Cllr Nathan Deere – In Person

Cllr Steven Easterbrook – In Person

Cllr Dominic Evans – In Person

Cllr Allison Felton – Remote

Cllr I Williams Remote

Cllr F Sullivan – Remote

Cllr Barry Johnston – Remote

Cllr Ann Lloyd – In Person

Cllr Ian Spiller – In Person

Cllr Angela Morelli - Remote

Cllr David Unwin – In Person

Cllr C Webster – In Person

Cllr Chris Harding – Remote

Cllr A Wathan – In Person

1. To Receive Apologies for Absence

- Cllr F Bletsoe

2. To Receive Declarations of Interests (if any) of Members in respect of the business to be transacted

- Cllr S Bletsoe made a declaration of personal interest in any discussions relating to BCBC as a BCBC Councillor and as an employee of National Residential Landlords Association, Wales
- Cllr I Williams made a declaration of personal interest in discussions relating to BCBC as a BCBC Councillor and a School Governor for Oldcastle Primary School

- Cllr D Unwin made a personal declaration of interest as a Member of Merthyr Mawr Community Council
- Cllr T Wood made a declaration of personal interest in any discussions relating to BCBC as a BCBC Councillor and as a Bridgend Town Trader
- Cllr S Easterbrook made a declaration of personal interest as a Bridgend Town Trader and all matters pertaining to Town Centre Business
- Cllr I Spiller made a declaration of personal interest in any discussions relating to BCBC as a BCBC Councillor
- Cllr N Deere made a declaration of personal interest in agenda item 18 as an employee of Halo Leisure
- Cllr A Wathan made a declaration of personal interest in any discussions relating to BCBC as a BCBC Councillor

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

- There were no questions or comments from Members of the Public.
- Cllr B Johnston reported that residents had not been too disturbed by the Town Hall works, although there were still homeless people in situ.

The Mayor called for a recess of two minutes to give Members an opportunity to read through the minutes

4. To confirm and sign minutes of the Town Council Annual Meeting held on 20th June 2022

RESOLVED: That the minutes of the Town Council Annual Meeting held on 20th June 2022 be confirmed as a true record and duly signed.

5. To consider matters arising from the minutes of the Town Council Meeting held on 20th June 2022

- Cllr S Bletsoe noted that matters concerning the Regeneration Committee meeting were not on the agenda. The Deputy Town Clerk clarified that the Regeneration Committee minutes and matters for consideration would be placed on the agenda for September.
- Page 303. Letter re: Hedgehogs R Us Highway Project. The Deputy Town Clerk informed Members that Council had received interest in support of purchasing Hedgehog Highways. The Deputy Town Clerk advised that each box of 50 is £150 and included 50 Hedgehog Highway surrounds & 50 information leaflets as well as a display box & window sticker showing that BTC would be part of the project.

RESOLVED: That The Deputy Town Clerk purchase a box of 50 Hedgehog Highways at a cost of £150.

6. To note for information Mayoral Announcements and Engagements:

- The Mayor announced that his Chaplain for his Mayoral Year would be Chaplain Mavis Martin and that from September Chaplain Martin would conduct a short Prayer at the beginning of Full Council Meetings. The Mayor emphasised that Members did not have to participate in prayers, and that it would be their choice whether to do so or not.
- The Mayor announced that his Civic Service will take place on Sunday 23rd October at 3pm in Hope Chapel and thanked Chaplain Martin for her assistance.
- The Mayor thanked staff for a fabulous Blue Plaque unveiling event which was enjoyed by all.

Engagements:

- Deputy Mayor - 2nd July 22, Opening of Heronsbridge School Fete
- Mayor – 11th July 22 – Mid Glamorgan Scouts AGM
- Mayor and Mayoress – 12th July 22, Unveiling of Monsignor Lewis Blue Plaque
- Mayor and Mayoress – 16th July 22, Côt Bro Ogwr Concert

7. To receive an update regarding the co-option of BTC Youth Representatives

- The Deputy Town Clerk/RFO advised Council that no applications had been received.
- Cllr D Unwin suggested that the matter be left in abeyance.

8. To review co-option application forms and fill a vacancy in the Morfa Ward through the process of co-option

- The Deputy Town Clerk advised Members that two application forms had been received which had been previously circulated on pink paper and in confidence. The Deputy Town Clerk further advised Members that if they wished to discuss the applications 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 8 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.
- Cllr D Unwin proposed to proceed straight to a vote in public.

RESOLVED: That a public vote be taken to determine if Mr D Brown or Mr R Thomas would fill the vacancy in the Morfa Ward through the process of co-option.

- The Deputy Town Clerk advised Councillors to verbally vote either In Favour of Mr D Brown or Mr R Thomas. The Result was recorded as follows:

NAME OF COUNCILLOR	Mr D Brown	Mr R Morgan
Cllr F Bletsoe		
Cllr S Bletsoe	X	
Cllr M Blundell-Humphreys	X	
Cllr N Deere	X	
Cllr S Easterbrook	X	
Cllr D Evans		X
Cllr A Felton		X
Cllr C Harding		X
Cllr J Johnston	X	
Cllr A Lloyd	X	
Cllr A Morelli		X
Cllr I Spiller	X	
Cllr F Sullivan	X	
Cllr D Unwin	X	
Cllr A Wathan	X	
Cllr C Webster	X	
Cllr I Williams	X	
Cllr T Wood (Mayor)	X	

- The Mayor declared the result of the vote as:
 - 13 Members In Favour of Mr D Brown

- 04 Members In Favour of Mr R Thomas
- The Mayor congratulated Mr D Brown and hereby summoned him to a meeting on the 19th September 2022. The Deputy Town Clerk confirmed that she would oversee the signing of the appropriate documentation and provide an induction pack.

9. To receive Bridgend Town Council Resolution Register

- The Deputy Town Clerk/RFO referred to her previously circulated Council Resolution Register. The Deputy Clerk/RFO further explained that the document was in draft form, however detailed all resolutions which clearly gave an overview to the Personnel Committee and Full Council, assisting in management of workload, decision making and acting as a forward planning tool.
- The Deputy Town Clerk/RFO referred to her additional notes (previously circulated), and emphasised to Members that the register did not include the following which she summarised in brief below:
 1. Outstanding Projects from 2021
 2. All Meeting Preparation (agendas minutes, reports and correspondence).
 3. Statutory Reports
 4. Councillor Training
 5. Mayors' diary and event management
 6. Finance (salary payments, asset register, internal and external audit, budget/precept, allotment tenancy agreements)
 7. Social media marketing
 8. Carnegie House (reopening and running of events)
 9. Town Hall (facilitating works and relocation)
 10. Outdoor maintenance
 11. Personnel
 12. Emails and managing all correspondence, public and councillor enquiries, Freedom of Information requests, consultations
- Cllr A Wathan in his capacity as Chair of Personnel Committee thanked The Deputy Town Clerk/RFO for an excellent document.
- After a short discussion Cllr S Easterbrook thanked The Deputy Town Clerk and all staff for their hard work and praised the Deputy Town Clerk for the ongoing and historic document.
- Cllr S Easterbrook proposed that the Resolution Register be reviewed by Council in 6 months' time.

RESOLVED: That the Bridgend Town Council Resolution Register be reviewed by Full Council in 6 months' time.

- The Mayor thanked The Deputy Town Clerk and asked her to pass on to all staff that their hard work is much appreciated.

10. Planning

1. To consider draft minutes of the Planning Committee meeting held on 13th June 2022

- The Chair presented the minutes to Council and asked Members if they had any questions. There were no questions.

RESOLVED: To receive and note the minutes of the Planning Committee Meeting held on 13th June 2022.

- 2. To consider draft minutes of the Planning Committee meeting held on 12th July 2022**
- The Chair presented the minutes to Council and asked Members if they had any questions. There were no questions.

RESOLVED: To receive and note the minutes of the Planning Committee Meeting held on 12th July 2022

11. Community Engagement & Wellbeing

1. To receive and discuss Christmas Events for November/December 2022 Report

- The Deputy Town Clerk/RFO referred to the report prepared by the Community Engagement and Events Officer which had been circulated. The Deputy Town Clerk/RFO informed Members that The Band and Christmas Bus had already been booked.
- The Deputy Town Clerk/RFO drew Members attention to the following points contained in the report:
 - a. That BCBC had made no decision on Christmas Events and collaboration with BCBC would be confirmed.
 - b. Grotto - New fire safety regulations meaning maximum 50 persons on the ground floor of Carnegie House.
 - c. Setting up – Resource needs to be allocated and proposed dates were presented.
- After a short discussion The Deputy Town Clerk/RFO reminded Members that only the agenda item should be discussed and asked Council to move forward.
- The Chair (Cllr I Williams), thanked the Community Engagement and Events Officer for her excellent report and proposed that:
Bridgend Lions be invited to run Santas Grotto in Carnegie House from Saturday 26th November – Saturday 17th December and that the Community Engagement and Events Officer inform BCBC.
That Councillors would assist with clearing Carnegie House and Grotto set-up.

RESOLVED: That Bridgend Lions be invited to run Santas Grotto in Carnegie House from Saturday 26th November – Saturday 17th December and that the Community Engagement and Events Officer would inform BCBC. That Councillors would assist with clearing Carnegie House and Grotto set-up.

2. To receive and discuss Battle of Britain Exhibition Report

- The Deputy Town Clerk/RFO shared a video of the exhibition in order for Members to see the content.
- After a full discussion regarding the inclusion of schools, reenactors, an evening talk and inclusion of the visually impaired, The Chair (Cllr I Williams), proposed that staff should proceed with making the exhibition as engaging as possible and that Councillors would volunteer to assist in staffing the event.
- The Deputy Town Clerk/RFO thanked Councillors for their support.

3. To receive and discuss Remembrance Events 2022 Report

- The Deputy Town Clerk/RFO gave a verbal report and asked Council if they would approve the following:
 - a. To confirm that a Children and Family Service would be held on Saturday 12th November 2022.
 - b. To confirm that the main parade route for Sunday 13th November remain unchanged.
 - c. That Poppy Wreaths (including an additional wreath for HMS Urge), could be ordered.

RESOLVED: That a Children and Family Service would be held on Saturday 12th November 2022. That the main parade route for Sunday 12th November remain unchanged. That the RFO order an additional wreath for HMS Urge. That Remembrance would be discussed, and plans updated at the September meeting.

- The Deputy Town Clerk/RFO advised Councillors that the ESAG would be submitted, and risk assessments would be carried out over the summer.
- The Deputy Town Clerk/RFO advised Councillors that Mr John Harris had confirmed that he had accepted the role of Military Advisor.
- The Deputy Town Clerk/RFO advised Councillors that Friday 11th November was not a formal event but that it was customary for the Mayor to lay a wreath and the silence observed.

12. Facilities

a. To consider draft Vaping Policy

- The Deputy Town Clerk/RFO referred to the previously circulated draft policy and invited questions and/or amendments. There were no questions or amendments. Cllr I Spiller commented that the policy was very sensible and proposed it be adopted.

RESOLVED: That the Draft Vaping Policy for BTC be formally adopted.

b. To consider proposal and quotes for Damp Issue at Carnegie House

- The Deputy Town Clerk/RFO advised Members that she had not received a quote for the work at the time of the meeting. The Deputy Town Clerk/RFO further advised Members that a specialist surveyor had been approached to offer a complete service but that she had not received a quote to date. The Deputy Town Clerk/RFO asked Councillors for instruction to move forward.
- Cllr D Unwin reported that he had met with the specialist building surveyor and that he was very impressed with his extensive and expert knowledge of listed buildings. Cllr D Unwin proposed that to avoid another winter with the ongoing damp issue the Deputy Town Clerk/RFO go ahead with engaging the services of the specialist building surveyor and that the cost (estimated to be around £1,000) be covered in the budget allocated.

RESOLVED: That The Deputy Town Clerk/RFO be given the dedicated authority to engage the services of the specialist building surveyor and that the cost (estimated to be around £1000) be covered from the allocated Damp Works budget.

13. Finance

1. To receive a balance of accounts and payments since last meeting

RESOLVED: Accounts paid, read, and approved by Members. There were no questions.

14. Town Hall Project

1. To receive an update from the Deputy Town Clerk regarding the Town Hall Refurbishment Project

- The Deputy Town Clerk/RFO confirmed that she had liaised with the Project Manager and that work had now started, was progressing well and there has been minimum disruption.

- The Deputy Town Clerk/RFO advised that she had completed a form to advise Council's insurers of the works and that she would report back to Council regarding a small premium.
- The Deputy Town Clerk/RFO advised that there had been advised by the Project Manager of issues with the windows and that she would notify Members when indicative costs had been received.
- The Deputy Town Clerk/RFO reported that the network cable had been severed before the pandemic, and that she was liaising with BCBC to establish a timeline for the reconnection.
- Cllr D Unwin thanked The Deputy Town Clerk/RFO for her report.

15. Recording of Council Meetings

To consider a Motion from Cllr F Bletsoe that:

'I propose that this council move towards better equality for all residents with digitally accessible recordings of our meetings that constituents can access at a time that is convenient for them.

Proposed Resolution: That this Town council henceforth record and upload to YouTube/social media all council, committee and working group meetings. This is to allow for full democratic transparency as per the Nolan Regulations and Accessibility for all under the Equalities Act, as well as for educational purposes under the Wellbeing and Future Generations Act.'

- Cllr S Bletsoe advised that this item be deferred as The Proposer was not present. Councillors agreed.

16. Purchase and Installation of 3 Jubilee Benches

To consider a Motion from Cllr T Wood that:

Bridgend Town Council install 3 Jubilee Benches, 1 in each ward.

- Cllr Tim Wood further elaborated on his motion, advising Members that this year marked The Queens Jubilee which was significant and unique. Cllr Tim Wood asked if there were any questions. There were no questions.
- The Deputy Town Clerk/RFO provided a link to the bench supplier for those online. The cost was confirmed as £5,185.
- After a positive discussion Cllr D Unwin proposed that the benches be ordered and installed with the cost being met from the contingency fund.
- Cllr M Blundell-Humphreys enquired if staff would be able to take on the project within the current workplan?
- The Deputy Town Clerk/RFO referred to the notes contained in the motion: That the benches were to be placed in 3 new locations, and that while the Town Hall placement was fine permissions would need to be sought for the other locations. The Deputy Town Clerk/RFO also confirmed that quotes would need to be sought for the installation costs (which would need to be outsourced).
- The Deputy Town Clerk/RFO suggested that the personnel committee be informed and that she did not want to promise to deliver the project in current circumstances which have been well documented.
- Cllr D Unwin proposed that the benches be ordered as they would take 16 weeks to deliver. The Deputy Town Clerk/RFO reminded councillors that additional quotes would be needed in order to have an email trail for audit purposes.

RESOLVED: that the benches be ordered and installed from David Ogilvy Engineering Ltd with the cost being met from the contingency fund.

17. Urgent Review of Highway Safety A48 Ewenny to Broadlands Roundabouts consider a Motion from Cllr D Unwin that:

Proposed Resolution: This Council resolves to enjoin with Laleston and Merthyr Mawr Councils in urging BCBC to urgently review the current public safety conditions along the A48 highway between the Ewenny Road (B4265) and Broadlands (B4622) roundabouts due to any on-going unresolved positive solutions.

- Cllr D Unwin advised Members that Councillors that a fatal accident had taken place at this junction, and Councillors had visited the spot together with the bereaved family. Councillor D Unwin advised Members that no improvement had been made to the junction at all. Councillor D Unwin further advised that with the proposed expansion contained in the BCBC Long Term Development Programme, it would not be acceptable to wait another 8-10 years for a positive solution. Cllr D Unwin advised that the matter had been discussed by Merthyr Mawr Community Council.
- Cllr I Spiller confirmed to Council that the accident had taken place at the junction of Merthyr Mawr Road on 6th July 2016. Cllr I Spiller expressed his grave concerns to Members that BCBC had not acted in the six years since the accident, which was nothing short of appalling but had however announced the instigation of an active travel route to Brocastle and from Pencoed to Starbucks.
- Cllr I Spiller further advised that based on development plans within the LDP, and that an active travel route was included, INM-BR-48, and the fact that the existing route from Broadlands to Brynteg ended at Newbridge Fields that BCBC now had a duty to urgently look at this route, and move it from a medium term to a short term project.

RESOLVED: That Cllr D Unwin and Cllr I Spiller draft a letter to BCBC for The Deputy Clerk/RFO to send.

- Cllr I Williams thanked Cllr I Spiller for his motion and confirmed that he had the 100% support of BCBC Councillors representing Oldcastle Ward.

18. Correspondence:

a. Email from BCBC: Summer of Fun Activities 2022

- Cllr D Unwin advised Members that Council had supported the scheme for many years and that this year a donation had been made of £3.850
- The Deputy Town Clerk/RFO confirmed that the BTC Logo had been included in all marketing.
- Cllr N Deere reported that the scheme had developed and now extended for 6 weeks to include ages 8 – 11 years and 12 plus years. Cllr N Deere thanked Councillors on behalf of HALO for their support and advised that their money had been well spent.

19. Town and Community Forum

- a) To consider items for inclusion on the Town and Community Council Forum agenda - NOTED
- b) To consider feedback from meetings of the Town and Community Council Forum – NOTED – that the next meeting would be held on Monday 1st August 22.
- c) To identify proposals for inclusion on the TCC Charter Action Plan which would aid the development of the Charter – NOTED

20. Personnel – In Confidence

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 20 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

RESOLVED: That The Democratic Services Officer and the Community Engagement and Events Officer remain to take minutes and advise respectively.

RESOLVED: To receive and note the minutes of the Personnel Committee Meeting held on 1st July 2022.

RESOLVED: That The Deputy Town Clerk be given authority to make enquires reference a temporary project officer who is fully trained and to prepare a job description.

Page intentionally left blank

The Mayor thanked Staff for all their hard work, which was greatly appreciated and wished everyone a Happy Recess.

Meeting Closed: 9:19pm

Signed

Date

Mayor