**Pencoed Town Council**

**Minutes of Full Council meeting Thursday 14th March 2024**

**Salem Chapel Vestry, Pencoed**

**Present Councilors:**

B Doughty – Town Mayor/Chair

R.J Hancock OBE via Zoom

R.Williams

J. Butcher

T. Lyddon

J. Ryan

C. Cannon

P. Edwards

H.Whyley

L. Lewis

In attendance: Geraint Thomas, Town Clerk and Administrative Assistant Morgan Davies

This was a Hybrid meeting, and the zoom link was tested prior to meeting commencing.

**8403 Apologies for absence and dispensation**

Apologies were received from the following due to illness/unavailability:

Cllr. M. Evans

Cllr. W. Bond

**8404 Declarations of interest**

Declarations of interest were received from the following:

Cllr R J Hancock OE - Item 14 – Personal & Prejudicial interest, left meeting for this item.

Cllr R Williams – Item 14– Personal &Prejudicial interest, left meeting for this item.

* Interests also declared for items 6, 9, 10, and 14 as BCBC member.

Cllr T Lyddon – Item 5 regarding Pencoed Comprehensive School

**8405 To receive the police report and any correspondence**

Statistics were provided indicating the number of offences in the Pencoed area.

The Mayor was pleased that the Council will receive stats and details at Council meetings even if there is no police presence at meetings.

Cllr R J Hancock OBE indicated that he was concerned at the number of assaults in the area. Further details of the assaults to be requested for the next Council meeting

The Mayor stated that there were changes in police personnel, one PCSO moving over to Brackla, though still has responsibility for Pencoed.

**RESOLVED** to accept the report and correspondence with thanks.

**8406 To receive duly notified questions from the public**

No questions were received

**8407 To receive Mayoral messages**

Several issues.

The Mayor and Town Clerk attended high sheriffs’ youth in community awards – inspiring evening showing the achievements of the youth – particularly a 13yr old climate/environmental activist. Various other awards given at the event. Mayor stated he was slightly disappointed that no nominations were from Pencoed

The Town Clerk stated Pencoed youth may have been put forward, but not accepted.

The Mayor has spoken to other nearby youth organizations, and was very pleased with them. In particular reference was made to the Leader of the Scouts in Pencoed and praised her service. Town Council to nominate her for the Town Council’s Award of Merit..

Cllr R J Hancock OBE – put the Scout Leader forward for Pencoed Town Council’s award of Merit.

Moved by Cllr R J Hancock OBE, seconded by Cllr H.Whyley.

**8408 To receive the minutes of the full council meeting held on 8th February 2024**

Minutes moved by Cllr R J Hancock OBE and seconded by Cllr P Edwards. Minutes accepted.

**8409** **To receive the minutes of the Finance and Projects Cttee 2 meeting held on 22nd February2024**

Moved by Cllr R J Hancock OBE

Seconded by Cllr R Williams

Additional Notes on minutes:

Previous figure of £50,000 end of year balances were considered ambitious, more likely to be circa £40,000.

Former Mayors parlour furniture costs around £3,500 instead of the o previously stated figure of £3,000. Agreed that this figure be amended.

Rugby posts have been replaced on second pitch, first set of posts need replacing also. Cllr R J Hancock OBE recommended that this is done once the current season is over.

RESOLVED to accept the minutes and recommendations therein.

**\*8410 To consider the applications for Co-option**

Two applications received.

Cllr R J Hancock OBE moved motion that whole Council interviews candidates, seconded by Cllr J. Butcher.

Clerk stated that a Special meeting should be held for the purpose of holding the interviews. Moved by Cllr R J Hancock OBE and seconded by Cllr P Edwards.

**8411    To consider the response received from the Director of Education on parking issues associated with Pencoed Primary School**

The Town Clerk states that no further action has been taken by BCBC, little progress has been made.

A number of Councillors participated in the discussions on this subject and made important points thereon.

Cllr R J Hancock OBE – suggested that the points raised be referred to Cttee 1 to prepare a strategy going forward

**RESOLVED** to accept the suggestion made by Cllr Hancock OBE and that Cttee 1report back to the next Council meeting

**8412 To consider the response from the Director of Communities BCBC regarding waste disposal issues**

Cllr R Williams informed the Council - Plan B taking over from Kier on April 1st.albeit the Town Council had not been formally notified of this.

The Town Clerk indicated that following from previous discussion, he requested an SLA with BCBC on waste disposal at Waterton Tip. The Director of Communities is contacting her managers in this regard.

**RESOLVED** to note

**8416 To Consider the motion from Cllr R. J. Hancock OBE**

“Additional train services proposed to Maesteg will by necessity cause additional closures of the Pencoed Rail Crossing and the consequential traffic problems in the Town. Pencoed Town Council calls upon the M.P and the County Borough Council to oppose the additional journeys until such time as the issues relating to the crossing are resolved.”

Concern over additional level crossing closures due to plans for half hourly trains from Maesteg – concern that if this is done before amendments to level crossing there will be significantly more traffic stemming from the level. The Council should oppose this – formally moved.

Seconded by Cllr Lyddon

It is important to note that a number of Councillors participated in the discussions that took place and voted upon there was one abstention

**RESOLVED** to note

**8417 To Consider the Draft Dignity at Work Policy and Pledge**

Town Clerk states that subsequent to a Clerks meeting in Bridgend, it was made that the bullying of clerks within councils is widespread. Concerns were expressed at this meeting that there is no support from OVW, SLCC and NALC. Though, this is not true as support is given in the form of the Dignity at Work Pledge. Taking the pledge would safeguard current and future employees from bullying and harassment

The Pledge seeks to obviate all bullying and harassment of clerks whilst maintaining a coherent dignity at work policy.

Recommended by the Town Clerk that the policy be adopted and the pledge be taken. Moved by Cllr P Edwards and Seconded by Cllr Canon.

Cllr H Whyley commented as follows– next week is respect at work week, adopting the policy and pledge would be a fitting way to celebrate respect at work week.

**The stated pledge is attached at the end of the minutes.**

**RESOLVED** to accept the Dignity at Work Policy and undertake and take the Pledge Pledge

**8418 To consider nominations for the positions of Town Mayor and Deputy Town Mayor for the Municipal Year 2024/25**

Cllr Lyddon – P Edwards nominated for Mayor, seconded by Cllr L Lewis, unanimous.

Cllr R J Hancock OBE moves Cllr Lyddon as deputy, seconded by Cllr H Whyley

**RESOLVED** to note and refer to the AGM on 9th May2024

**8419 To receive reports from representatives to outside bodies**

* Coity Walia –– No meeting. Cllr J Butcher expressed his frustration of no response from the Chairman or Surveyor. Town Clerk endorsed the frustration being experienced
* Town & Community Council Forum – Mayor discussed the presentations on the Armed Forces Covenant and representatives in community. Both local surgeries signed up to Covenant. The Mayor urged Town Council to sign up to covenant.

Moved by Cllr R J Hancock OBE – seconded by Cllr L Lewis that the Covenant be duly signed by the Town Council

Note

Consideration be given to some allotments could be allocated to veterans to reintegrate them into to community.

Invasive species in gardens etc., documents will be available to read.

Local development plan – The Mayor expressed his concerns as to what had

transpired at the Forum meeting regarding this matter, which were duly noted

The Mayor stated that the issue of replacement of Street Columns was not

discussed. An FOI to be requested on this subject matter.

* Rockwool meetings – no meeting
* One Voice Wales & The Larger Council Forum- there a was meeting, Cllr Lyddon and Cllr L Lewis did not attend, minutes to be shared.
* Youth Engagement Committee – no meeting
* Welfare Hall Management Committee – drainage links delayed due to services that should not be there.
* Friends of Salem – Meeting of FOS a week ago. The Town Clerk received a letter from the Secretary of FOS informing the council of a rent increase. The clerk informed the council of said rent increase from £3,500 to £4,000. Moved by Cllr J Butcher, seconded by Cllr C Canon.

Health and Safety concern of fire exit due to only one entrance/exit. Though

not regularly used by more than sixty people. Therefore, no event to take

place with over sixty people. Clerk stated that the fire service will be asked to

complete a fire risk assessment of the chapel.

* Liaison Group Pencoed RFC – No meeting
* Safer Streets – no meeting, Cllr M Evans pushing this, as stated by Mayor.
* 21st Century Schools Group- no meeting
* Penprysg Bridge Working Group – no meeting, Town Clerk stated that the MP has met with the responsible Minister in Westminster and a meeting with the working group is expected. The MP is now leading Penprysg bridge issue.

Cllr R J Hancock OBE - Change in BCBC leader may change things within

working group. There are also insufficient resources in BCBC to make a bid

regarding Penrpysg bridge, but they must make sure adequate resources are

provided to make a sensible bid in the future.

**RESOLVED** to accept the reports and information provided with thanks and note the actions to be taken by the relevant persons.

**8420 To consider the Town Clerk’s General report**

Recent resignation of toilet attendant, finishing on March 22nd, position readvertised. Stated employee leaving because of health reasons. Employee has been duly thanked for his service and best wishes given for his health to improve..

Renovation of the Mayor’s Parlour has been completed, great feedback from Council members on the work done. The Parlour has been hired by MS for surgery on 15/03. Furniture has been ordered. Wi fi coming soon.

Clerk stated that circa £25,000 has been spent on the Parlour, though £12,500 has been reclaimed by way of a grant from BCBC.

Replacement of Rugby posts already mentioned – good comments on new posts from under 16 team..

BCBC issues to be dealt with accordingly noted that there are many issues.

One Voice Wales ~(OVW) fee increasing from £1,565 to £1,645 in financial year of 2024/25.

Moved that the council should continue paying the OVW fee by Cllr R Williams, seconded by Cllr C Canon.

Cllr R J Hancock OBE stated that the council has received nothing but good advice from OVW.

Clerk and Cllr R J Hancock OBE met with lady from REACH at memorial gardens and expressed interest to get a grant for the memorial garden. The grant is being pursued by the REACH employee.

**8421 To receive a list of creditors from the 1st February 2024 to 29th**

**February 2024**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A. Walters | bacs |  | XXXX |  |
| GLT Salary | bacs |  | XXXX |  |
| M. W Davies | bacs |  | XXXX |  |
| D.Lewis(Pay) | bacs |  | XXXX |  |
| R. Frewen | bacs |  | XXXX |  |
| Days | dd |  | 392.4 |  |
| BCBC | dd |  | 0 |  |
| Sol in Tech Tel | dd |  | 129.65 |  |
| Sol in Tech Copier | dd |  | 46.97 |  |
| HMRC | bacs |  | 1553.5 |  |
| HMRC | bacs |  | 1513.5 |  |
| Allstar | dd |  | 119.8 |  |
| Credit union AW | bacs |  | 100 |  |
| Credit union DL | bacs |  | 110 |  |
| Credit Union GLT | bacs |  | 200 |  |
| Aviva EE | dd |  | 98.41 |  |
| Aviva EE | dd |  | 98.41 |  |
| Aviva EE | dd |  | 41 |  |
| Highland Services | bacs |  | 24000 |  |
| Highland Services | bacs |  | 6966 |  |
| Dunelm etc | bacs |  | 220.33 |  |
| Johnstones Paint | bacs |  | 64.3 |  |
| certas | bacs |  | 480.9 |  |
| Bridgeside | bacs |  | 120 |  |
| Bridgeside | bacs |  | 60 |  |
| Nolan | bacs |  | 52.5 |  |
| nolan | bacs |  | 52.5 |  |
| nolan | bacs |  | 52.5 |  |
| Nolan | bacs |  | 52.5 |  |
| Centregreat | bacs |  | 8713.2 |  |
| Members eXpenses | bacs |  | 1404 |  |
| Contact PPE | bacs |  | 230.57 |  |
| Tcrm | cc |  | 100.8 |  |
| R.williams | dd |  | 120 |  |
| Investec | dd |  | 419.98 |  |
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**Expenditure marked XXXX £5697.72**

**Total Expenditure £53604.67**

**RESOLVED –** to note with thanks along with the Bank Reconciliation for January

2024 and expenditure to date

**8422 Correspondence –**

A nominee was put forward for the BCBC Mayor’s Citizens award, Henrietta Bishop, unfortunately the nominee was unsuccessful.

Cllr T Lyddon – suggested that the Town Council’s Merit award be given to Mrs Bishop instead.

Moved by Cllr Lyddon and seconded by Cllr R J Hancock OBE.

**8423 If appropriate, to receive items for future agendas**

School beat – letter to relevant authorities, report to go along with this.

To consider the use of the new Graffiti app

To consider matters relating to Penprysg

To consider issues relating to the next Cwtch meeting

**8424 To consider passing the following resolution**

That in the view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporary excluded and they are instructed to withdraw.

**The resolution was not passed**

**MEETING ENDED AT 8:33pm pm**



**Civility and Respect Pledge**

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| --- |
| **Definition of Civility and Respect**  Civility means politeness and courtesy in behaviour, speech, and in the written word.  Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind. |

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that Pencoed Town Council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

|  |  |
| --- | --- |
| **Statement** | **Tick to agree** |
| Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role. | ✓ |
| Our council has put in place a training programme for councillors and staff | ✓ |
| Our council has signed up to Code of Conduct for councillors | ✓ |
| Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy. | ✓ |
| Our council will commit to seeking professional help in the early stages should civility and respect issues arise. | ✓ |
| Our council will commit to calling out bullying and harassment when if and when it happens. | ✓ |
| Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme | ✓ |
| Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate. | ✓ |

March 14th, 2024.