

**Pencoed Town Council**

**Minutes of Full Council meeting Thursday 12<sup>th</sup> September 2024**

**Salem Chapel Vestry, Pencoed**

**Present Councillors:**

P. Edwards – Town Mayor/Chair

B. Doughty

R.J. Hancock OBE

R. Williams

J. Ryan

C. Edwards

M. Evans via zoom

M. Walters

J. Butcher

J. Ryan

H. Whyley

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.

**8464 Apologies for absence and dispensation**

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

Cllr. L. Lewis – dispensation granted for October.

Moved by Cllr. R.J. Hancock OBE, seconded by Cllr. T. Lyddon.

**8465 Declarations of interest**

Cllr. M. Evans - declared interests as BCBC cabinet member and interests declared in relation to agenda item 13 as BCBC representative on Coity Wallia board of conservators, member Friends of Salem.

Cllr. R.J. Hancock OBE – Interest declared for item 5 relating to Deputy Mayors visit to Glanffrwdd as a family member is a resident. Interest declared for item 13 as trustee and Chair of Friends of Salem.

Cllr. T. Lyddon – Interest declared for item 3 as the candidate for co-option lives in the same area as the Councillor, hence she vacated the meeting while the interview took place.

Cllr. R. Williams – Item 11 relating to grass cutting and weed control as a member of BCBC and item 13 as trustee of Friends of Salem.

Cllr. B. Doughty – Interest declared regarding the provision of allotments to the disabled and military veterans, items 7 and 17.

**8466 To receive an update on (1) Applications received (2) To interview applicants (3) To consider making an appointment for the co-option of Town Councillor representing the Felindre Ward of Pencoed.**

Town Clerk - two applications, one applicant has since withdrawn, while the other candidate is scheduled to attend via zoom as currently on holiday.

Interview of Mrs. J. Jones took place and questions posed by Mrs. Jones were duly answered by the Clerk.

The Council deliberates on the interview – Cllr. R.J. Hancock OBE states he is grateful for her attendance, moved that she is co-opted as member of the council, seconded by Cllr. R. Williams.

Mrs. Jones informed by the Town Clerk that she has been successfully co opted.

Mrs. Jones expresses her gratitude.

Mrs. Jones to come into the office soon to sign all relevant documents etc.

Mrs. Jones leaves the meeting.

**RESOLVED TO CO-OPT MRS. J. JONES AS COUNCILLOR FOR FELINDRE WARD.**

**8467 To receive the Police Report and any correspondence.**

No police report, the Mayor P. Edwards expresses his disappointment at this.

Cllr. B. Doughty asks the Town Clerk to write to the police regarding this asking for more consistent reports.

Cllr. C. Edwards – no further response on matters raised in public meeting, needs to be followed up, the Town Clerk will pursue the issue.

**8468 To receive duly notified questions from the public**

No questions received.

**8469 To receive Mayoral messages**

The Mayor, Town Clerk and Admin Assistant attended the Summer Play Scheme in August, which has been long supported by PTC. He oversaw various activities participated in by approx. 40 children. Short interview and video is to be put on YouTube displaying the play scheme and its activities.

The Mayor expresses gratitude for the play scheme providing activities for kids during the school holidays when they otherwise wouldn't be active and states he is looking forward to supporting the event in the future.

Mayor and Cllr. C. Edwards came across an incident involving a woman in distress and expresses his appreciation for the help of another woman who stopped to help the woman involved. If not for her, the incident would've been much harder to resolve. The Mayor states it would be nice to give her some recognition.

Cllr. R.J. Hancock OBE moves that Council writes to Halo (her place of work) to thank her and commend her for her actions, seconded by Cllr. C. Edwards.

The Mayor and Mayoress also thanked for their actions.

Deputy Mayor T. Lyddon attended open days at Glanffrwdd and met with residents and family members etc. The event was well received, and the presence of the Deputy Mayor appreciated.

Cllr. R.J. Hancock OBE moves vote of thanks for Deputy Mayor, seconded by Cllr. B. Doughty.

**RESOLVED TO NOTE WITH THANKS.**

**8470 To receive the minutes of the Full Council meeting held on 11<sup>th</sup> July 2024**

Town Clerk - some amendments of wording as recommended by Cllr. M. Evans as means of clarification.

Moved to accept minutes by Cllr. R.J. Hancock OBE, seconded by Cllr. B. Doughty.

**RESOLVED TO ACCEPT MINUTES AND RECOMMENDATIONS.**

**8471 To receive the minutes of the Finance and Projects Cttee 2 meeting held on 25<sup>th</sup> July 2024**

Town Clerk – Cllr. M. Evans added as attendee by mistake, though she was absent, now amended.

Apologies also to be recorded.

Cllr. R.J. Hancock OBE - moved to accept minutes and recommendations, seconded by Cllr. C. Edwards.

**RESOLVED TO ACCEPT MINUTES AND RECOMMENDATIONS**

**8472 To report on the matter raised by Cllr. J. Butcher following the closure of the Full Council meeting of July 24<sup>th</sup>, 2024.**

Cllr. J. Butcher wished for his statement on his recent Waldsassen visit to be included in the minutes, but the issue was discussed after the meeting had closed, so not included in minutes.

To be included in reports from outside bodies given below.

**RESOLVED TO NOTE.**

**8473 To accept the Councillor and Staff Training Plan for 24/25.**

Town Clerk – training report has been the subject of conversation for a while, training has already begun as Admin Assistant currently studying ILCA to CILCA Course.

COSHH training arranged for manual operatives and toilet attendants, manual operative A. Walters to have additional training regarding Felindre road.

Councillor training to place on October 17<sup>th</sup>, at 6:30 in the Pavilion, covering Code of Conduct and recent legislative changes.

**RESOLVED TO ACCEPT AND NOTE.**

**8474 To consider the lack of grass cutting and weed control in the Pencoed area.**

Cllr. J. Butcher – all aware of overgrowth and lack of grass cutting, the best kept area is the town centre. Wondering if something could be done about this by PTC.

Maintenance needs to be improved across Pencoed as pavements, roads etc. all affected.

Cllr. J. Butcher notes the long time it took for one area of growth to be taken away by BCBC by a large street cleaning vehicle, and states there must be a better and more cost-effective method to achieve this.

Perhaps contact BCBC regarding this.

Moved to write to BCBC Highways department by Cllr. J. Butcher, seconded by Cllr. R.J. Hancock OBE.

Cllr. B. Doughty – PTC could ask for BCBC's grass cutting schedule for the upcoming year.

Cllr. R. Williams – this issue needs to be brought up in BCBC's Cabinet, expresses disappointment at this.

The Mayor states this issue has now been raised on three separate occasions to no avail.

**RESOLVED TO ACCEPT AND NOTE.**

**8475 To consider any matters/actions taken under delegated authority during the recess of August 2024.**

Town Clerk called a meeting of delegated powers committee in August in relation to Admin Assistant Morgan's position regarding an hours increase.

Morgan informed on the workings of accounts, VAT and general Council finance. Council to recognise him working more hours Mon-Fri 9am-1:30pm.

Because it is a financial implication, the matter is to be discussed further at the upcoming Finance and Projects Committee meeting on July 26<sup>th</sup>.

Cllr. R.J. Hancock OBE recommends Finance and Projects Committee be given plenary powers to deal with the matter.

Cllr. C. Edwards in agreement with Cllr. R.J. Hancock OBE - it is key that a succession plan is created for the Town Clerk position, plenary powers already given, no need to bring back to council after finance meeting.

Cllr H. Whyley stresses that a record of hours increase needs to be noted/recorded.

Cllr. R.J. Hancock OBE move this be accepted and moved to the Finance and Projects Committee, seconded by Cllr. C. Edwards

**RESOLVED TO ACCEPT AND NOTE.**

**8476 To receive reports from representatives to outside bodies.**

Coity Walia – Cllr. R. Williams states a meeting was held on July 31<sup>st</sup>, a lot of matters not relating to Pencoed. Collier's path is now complete, outstanding invoice at Hendre Rd, issue regarding Islwyn meadows entrance.

Cllr. J. Butcher - Lease on offer to BCBC regarding Islawen meadows, not to be accepted.

Cllr. M. Evans updates the Council on BCBC's response regarding the concerns at Islwyn Meadows entrance.

Suggestion addressed regarding becoming a precepting authority.

Discussion on damaged cattle grid.

Another meeting on to be held on Sept 18<sup>th</sup>.

Town and Community Councils' Forum – The Mayor states a meeting was held, though little success on parking issues at Pencoed schools. Further states there was £7million overspend from BCBC last year, trying to reduce this to £5 million overspend. This year's overspend is likely to be around £8-13 million. BCBC are looking for £10 million a year in budget cuts for the next three years, totaling at £30 million in cuts.

Working on issues of school buses.

Homelessness issue is huge in the Borough, 100s of families without homes likely due to current financial situation, BCBC are homing them. A high expense.

Town and Community Councils have been invited in for a September meeting to discuss, likely to be asked to take on some issues/work.

Street lighting – BCBC want the map of hanging baskets in Pencoed, also cites that Council can replace street lights with steel, but developers replace with aluminum.

Cllr. M. Evans – BCBC are looking to work in collaboration with Town and Community Councils, there is a meeting planned, though the date is yet to be confirmed.

Cllr. R.J. Hancock OBE – PTC is happy to collaborate though concerned that the terms will be dictated by BCBC. If PTC and BCBC can't collaborate, what is the point in taking anything on.

Cllr. M. Evans – meeting to determine expectations on both sides and setting a new arrangement to work together.

Cllr. R. Williams - TCC forum is not a decision-making body, perhaps it should become a committee, especially if cooperation with BCBC is on the cards.

Town Clerk – PTC trying to collaborate right now, but little or no progress.

Report noted with thanks.

Rockwool – No meeting.

One Voice Wales and the Larger Council Forum – Deputy Mayor gave apologies for meeting.

Youth engagement panel – no meeting.

Welfare hall management committee – two lamps missing, Town Clerk discussing with Centregreat.

Friends of Salem – meeting held regarding the death of one of the founding members. Recommended Admin Assistant Morgan becomes a member of the management team. Concern over lack of current trustees, to be addressed at November's AGM.

PRFC Liaison group – Nothing to report.

Safer streets – minutes of last meeting circulated and terms of reference. Voluntary litter pick takes place 17<sup>th</sup> September, 5pm, Cllr. M. Evans states.

21<sup>ST</sup> Century Schools Group – nothing to report.

Penprysg Bridge Working Group – Town Clerk in contact with Chris Elmore MP with a response from the Minister of State for Rail. Issue recognized by all parties, though next steps not specified. Officials are keen to work with Welsh government on this matter, as of the 15<sup>th</sup> of August 2024.

Town Twinning – Cllr. J. Butcher advised briefly of the Pencoed & District Town Twinning Association visit to Waldsassen - Pencoed's twin town in Bavaria - in June. Cllr. J. Butcher provided a summary of the itinerary, tours and annual Summer Burgerfest, the welcome of the group by the Burgermeister at the Rathaus. (Cllr. J. Butcher joined the visit but was welcomed as a Councillor of Pencoed). Cllr. J. Butcher provided the gift to Burgermeister on behalf of Pencoed Town Council and received a framed porcelain image of the Basilica which was presented to the Mayor of Pencoed to be displayed at the Council offices at Salem Chapel Vestry.

**RESOLVED TO NOTE.**

**8477 To consider the Town Clerk's General Report**

Nothing to report other than what has already been stated.

**8478 Financial Matters**

- a) **To receive a list of creditors for the period 1<sup>st</sup> July to 31<sup>st</sup> July and August 1<sup>st</sup> to August 31<sup>st</sup>.**

### Creditors list from July 1<sup>st</sup> to July 31<sup>st</sup>

Staff Salaries/Wages	XXXX
Staff Pension	248.62
HMRC PAYE	1457.26
R. Williams (Lock up Rent)	120
TCRM (Website host)	108
BCBC (Rates for Car Park)	105
Telephone Charges	150.47
Photocopying Charges	24
Grenke Lease charges for Tel.Photocopier	2707.85
Allstar (Fuel Charges)	189.59
Days Rental (Van Lease)	840.03
Grounds Maintenance (Felindre Road)	2643.06
Fine Turf Maintenance (Cricket)	800
Waste Disposal (Nolan)	324
<u>Swalec</u>	550
Contact (Consumables)	114.24
Audit fees	2123
N. Thomas (Tree work)	840
Bookers	121.84
Expenditure marked XXXX	£6,096.66
Total Monthly Expenditure	£19,563.62



### Creditors list from August 1<sup>st</sup> to August 31<sup>st</sup>

Staff Salaries/Wages	XXXX
Staff Pension	456.24
HMRC PAYE	1383.65
R. Williams (Lock up Rent)	120
TCRM (Website host)	108
BCBC (Rates for Car Park)	105
Telephone Charges	150.41
Photocopying Charges	29.51
<u>Grenke Lease charges for Tel.Photocopier</u>	198.72
Allstar (Fuel Charges)	110.09
Days Rental (Van Lease)	477.83
Grounds Maintenance ( <u>Felindre Road</u> )	1026
Fine Turf Maintenance (Cricket)	400
Waste Disposal (Nolan)	378
Pavilion WIFI (EE)	51.11
Welsh Water	75.32
ADM Nurseries (Hanging Baskets)	3038.85
SLCC	238
HSQE (Operative training)	43.2
Bookers	91.31
Care Co (Vestry toilet seat)	55.89
St David's Church	45
Expenditure marked XXXX	£6,114.71
Total Monthly Expenditure	£14,696.84

Town Clerk - Creditors list has been revamped upon public request.

The issue of the photocopier expense in July is being discussed with the director of the company.

**b) To accept details of the expenditure to date and bank reconciliation statement.**

Cllr. R.J. Hancock OBE – average expenditure of £17,000 per month, meaning £119,000 more likely to be spent in the remainder of the financial year – needs to be addressed at the Finance and Projects Committee.

**RESOLVED TO ACCEPT AND NOTE CREDITORS LIST AND BANK RECONCILIATION.**

**8479 Correspondence**

Nothing of note.

**8479 If appropriate, to receive items for future agendas**

Cllr R.J. Hancock OBE – provision of allotments at Coedbach for disabled veterans.

Cllr. B. Doughty – it would be useful to have a meeting with armed forces covenant officers on this matter.

Discuss Hyphen – Cllr. R.J. Hancock OBE moves that the matter goes to the Finance and Projects Committee, seconded by Cllr. C. Edwards.

**RESOLED TO NOTE AND ACCEPT.**

**8480 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 8:59pm.**