

Pencoed Town Council

Minutes of Full Council meeting Thursday 9th October 2025,

held in Salem Chapel Vestry, Coychurch Road, Pencoed.

Present Councillors:

T. Lyddon – Chair/Mayor

P. Edwards

C. Edwards

J. Butcher

J. Jones

B. Doughty

J. Ryan

J. Williams

R. Williams

M. Evans

In attendance: Morgan Davies (Town Clerk), Jason Frowen (T&CC Liaison Officer).

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

8649 Apologies for absence and dispensation

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

Cllr L. Lewis

Cllr H. Whyley

Cllr M. Walters

8650 Declarations of interest

Cllr M. Evans – interests declared throughout the meeting as a BCBC Cabinet Member, BCBC representative for Coity Wallia Board of Conservators and as a Governor at Pencoed Comprehensive and Croesty Primary School.

Cllr T. Lyddon – interest declared regarding agenda item 11 as a Governor at Pencoed Comprehensive School.

Interest declared regarding agenda item 3 as her son attends Halo.

Cllr R. Williams – interest declared as a member of BCBC.

8651 Report from T&CC Forum moved forward due to Jason Frowen's attendance.

Mayor T. Lyddon introduces the new T&CC Liaison Officer Jason Frowen.

J. Frowen thanks the Council for the invite.

Provides summary of his role – is to work with the clerks of T&CC's to deal with any referrals and issues raised by any Town/Community Council. All referrals to go through the clerk.

Cllr M. Evans welcomes J. Frowen to his role and states that such a role is key for building effective communication and working relationships.

Cllr M. Evans further states that the new T&CC Liaison Officer will be working with all T&CC Clerks to ensure they are equipped to apply for grants available by raising awareness and understanding the criteria etc. The Officer will also work with Clerk's to identify other services that could be delivered more effectively and efficiently by working in collaboration with BCBC.

Such an officer will be the point of contact for concerns/referrals for Clerks thus streamlining the process and enabling a more timely response. However, all Town Councillors would need to go through the Clerk regarding concerns/referrals for the process to work.

Cllr P. Edwards – expresses confusion over the role of T&CC liaison officer, different to what was stated at previous T&CC forum meetings.

RESOLVED TO NOTE.

8652 To receive the Police Report and any correspondence

No police in attendance, but a short report was provided.

- 7 violent crimes without injury.
- 5 stalking and harassment.
- 4 criminal damage
- 2 theft
- 2 public order offences
- 2 shoplifting
- 1 miscellaneous crime against society

1 sexual offence

4 ASB incidents recorded.

Particular note given to ASB issues at Halo Leisure Centre/Pavilion car park.

Possibility of closing Halo/Pavilion car park at certain times proposed, however logistical issues need to be resolved as to who closes gate, at what time etc.

Cllr J. Butcher raises the issue of motorcyclists using enhanced engines and cars driving at dangerous speeds.

Particularly at Heol y Groes, town centre and Coychurch Rd.

Mayor T. Lyddon once again raises concerns over the level crossing junction, cars entering/exiting on the wrong side of the road.

RESOLVED TO NOTE.

8653 To receive questions from the public

No questions

8654 To receive Mayoral messages

Mayor T. Lyddon thanks everybody for bringing in various food items for the food bank.

The Mayor and Town Clerk met with representatives of Pencoed Cricket Club to discuss the possibility of installing permanent cricket nets at the Felindre Rd playing fields. However, upon investigation BCBC have stated such a project cannot go ahead as the area is a public open space. Further information is being sought.

The Mayor T. Lyddon is attending a meeting of Pencoed Lady's group on 14th October to summarise the Council's activities and what has been going on in the town.

RESOLVED TO NOTE.

8655 To receive the minutes of the Full Council meeting held on September 11th 2025.

Cllr M. Evans notes that Cllr R. Williams had been granted dispensation although he was present at the previous meeting, dispensation ought to be removed.

Moved to accept minutes by Cllr P. Edwards, seconded by Cllr J. Williams.

RESOLVED TO ACCEPT MINUTES

8656 To receive the minutes and recommendations of the Planning and Public Consultation Committee meeting held on 2nd October 2025

Moved to accept minutes and recommendations by Cllr J. Jones, seconded by Cllr J. Williams.

RESOLVED TO ACCEPT MINUTES AND RECOMMENDATIONS

8657 To receive the minutes and recommendations of the Finance and Projects Committee 2 meeting held on 2nd October 2025

Cllr J. Butcher raises the amendment that he was not in attendance and Cllr R. Williams was (recorded as the other way around).

Moved to accept minutes and recommendations with amendments by Cllr C. Edwards, seconded by Cllr J. Ryan.

RESOLVED TO ACCEPT MINUTES AND RECOMMENDATIONS

8658 To consider the adoption/review of the following Council documents:

- **Code of Conduct**
- **Biodiversity Plan**
- **Employment, sickness, discipline and grievance policies.**
- **Equality, diversity and inclusion policy.**
- **2020 and Beyond, A Vision for Pencoed**
- **Complaints procedure**
- **Dignity at Work Policy**
- **Vexatious Complaints Policy**
- **Social Media Policy**
- **Flexible Working Policy**
- **Publication Scheme**

Mayor T. Lyddon – no significant changes, just a matter of updating dates/legislative references. A Publication Scheme needs to be adopted whilst the Council's action plan (2020 and beyond) is due an update.

Moved to accept proposals by Cllr J. Butcher, seconded by Cllr J. Williams.

RESOLVED TO ACCEPT AND NOTE.

8659 To consider updating the Pencoed Town Guide, as proposed by Cllr T. Lyddon.

Mayor T. Lyddon expresses her interest in updating the Pencoed Town Guide as the current guide is significantly outdated.

A new guide help new residents etc.

General guide not specifically dated.

Cllr B. Doughty states that this has already been raised at Committee 1, agreed in action plan.

Cllr J. Williams raises the possibility of an online, digital version instead. Cost effective.

Cllr J. Butcher notes that sponsors would help fund the guide, thus saving money on the Council's side.

Moved that this be discussed further at Committee 1 by Cllr J. Jones, seconded by Cllr J. Williams.

RESOLVED THAT THIS BE DISCUSSED AT COMMITTEE 1.

8660 To receive reports from representatives to outside bodies

Coity Wallia – Cllr J. Butcher – Dispute over Islawen meadows classed as stalemate between trustees and BCBC removed from agenda. Disappointment expressed at recent meeting regarding lack of PTC funding.

Redlands close dumping – claimed at the meeting that it is a PTC matter, Cllr J. Butcher made his disagreement known.

Clerk to write to Coity Wallia Board of Conservators inviting the Chair/representative to attend a meeting and explain what they do and why funded is requested from T&CC's.

Cllr R. Williams – if funding was given by PTC, you would expect it to be spent in Pencoed area, though that is not clear.

Cllr C. Edwards states that it was previously decided that PTC don't fund but support them in becoming a precepting authority.

Cllr M. Evans – other delegates on the board total around 18, but only 6 or 7 attend the meetings. Supports previous agreement in support of Coity Wallia becoming a precepting authority.

Town and Community Councils' Forum – Town Clerk in attendance, main issue was the introduction of the new T&CC liaison officer. Other matters included BCBC's financial strategy and self-assessment.

Rockwool meetings – nothing to report.

One Voice Wales and the Larger Council Forum – AGM cancelled.

Welfare Hall Management Committee – Meeting on 13th October, Minutes and invitations sent out. Cllr J. Butcher states that the issue of car park lighting needs to be resolved.

Friends of Salem – AGM in November.

Liaison Group PRFC – nothing to report.

Safer Streets – Cllr M. Evans - meeting held on 29th September where the

issue of eggs being thrown on Felindre Rd was discussed and ASB referrals submitted.

V2C organizing Love Our Street clean up event at Dol Afon – focused on refreshing estates and local spaces – clearing moss, brambles general maintenance etc. Event is being held on 6th of November 9:30am -2:30pm at Dol Afon, Heol Yr Onnen. Cllr M. Evans states it would be great to see the community get involved.

Next Safer Streets meeting in 6 months.

21st Century Schools Group – no meeting, follow up email to be sent regarding questions posed at previous meeting.

Cllr M. Evans is aware of roof issues at Pencoed Comp, action plan in place.

Penprysg Bridge Working Group – nothing to report.

Pencoed Men's Shed – Cllr C. Edwards states they are in the process of submitting a planning application for the land north of Coed y Graig.

RESOLVED TO NOTE.

8661 To consider the Town Clerk's General Report

The Town Clerk states that the Council's Community Service Supervisor has now begun work on maintaining more footpaths across Pencoed. He has finished work on footpath 14 (between the A473 and Sony entrance). The Clerk is liaising with the Pencoed Trail Blazers to identify footpaths that require the attention of the Community Service Supervisor.

The Town Clerk states that BCBC have given approval for small bilingual anti dog fouling signs to be installed at the Felindre Rd playing fields, quantity and costings to be sought.

The Town Clerk states that BCBC's boundary review will be discussed at their upcoming Full Council meeting on October 22nd.

RESOLVED TO NOTE.

8662 Financial Matters –

a) To receive a list of creditors for the period 1st September 2025 to 30th September 2025

Creditors list from September 1st to September 30th 2025.

Staff Salaries/Wages	XXXX
Staff Pension	424.54
R. Williams (Lock up Rent)	120

HMRC (PAYE)	3397.38
BCBC (Car park)	107
Telephone Charges	139.32
Photocopying Charges	50.95
Allstar (Fuel Charges)	123.75
Days Rental (Van Lease)	477.83
Grounds Maintenance (Felindre Road)	1,458
Waste Disposal (Nolan)	285
Pavilion WIFI (EE)	51.07
Fine Turf Solutions	240
Highland Services	210.41
Flowers by Romy	53.5
Sam Turner & Sons	231.76
Amazon	137.98
TCRM	126
High Speed Training	37.2
OVW Training	84
Zoom	155.88
R&E Fire Ext	118
Certas Energy	445.73
Welsh Water	143.93
SSE Energy	2815.93
Expenditure marked XXXX	£4,855.65
Total Monthly Expenditure	£16,290.81

Concerns raised over high SSE bill, Town Clerk states he received numerous invoices dating back to 2023. Clerk to pursue issue as energy companies cannot charge for anything older than 12 months.

Moved to accept creditors by Cllr J. Jones, seconded by Cllr J. Williams.

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

Moved to accept expenditure and bank reconciliation by Cllr P. Edwards, seconded by Cllr J. Jones

c) To consider the Council's quarterly budget review and any necessary budgetary amendments.

The Town Clerk/RFO proposed that £10,000 be moved from the regeneration budget and £100 moved from vehicle running costs. From this, £3,500 is to be

moved to cover photocopier leasing costs, £1,600 is to be moved to the insurance budget to help cover the overspend and future premiums and £5,000 to be moved to help cover Playing Fields/Pavilion costs.

In addition, it is proposed that a column is added to the budget that includes the earmarked reserves for the Memorial Garden project.

Moved to accept budgetary recommendations by Cllr J. Williams, seconded by Cllr R. Williams.

RESOLVED TO ACCEPT.

8663 Correspondence

Nothing received.

8664 To consider the Council's rolling agenda

Memorial Garden – planning application in progress

Footpaths – MOVED TO REPS TO OUTSIDE BODIES

Pavilion signage be added along with the planning application for the Men's Shed, moved by Cllr C. Edwards, seconded by Cllr J. Ryan.

RESOLVED TO ACCEPT AND NOTE.

8665 If appropriate, to receive items for future agendas

Nothing received.

8666 if appropriate, to consider passing the following resolution:

That in 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.

This resolution WAS passed.

MEETING ENDED AT 8:30pm.

DRAFT