



15th September 2020

Dear Councillor.

You are hereby summoned to attend a **FULL COUNCIL MEETING OF BLAENAVON TOWN COUNCIL** to be held at **6:30 pm on WEDNESDAY 23rd September 2020**

The meeting will be held remotely in accordance with the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020

Any members of the public who also wish to attend on this basis, please contact the Clerk so that arrangements may be made for them.

Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least 3 working days' notice in writing of the question has been provided to the Clerk.

Agenda

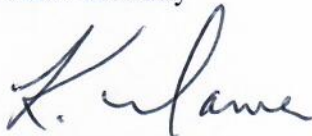
1. To receive any questions from the public.
2. To receive and accept apologies
3. **Declarations of Interest:** Members are invited to declare any interests they may have in any items on the agenda.
4. To receive presentations from Co-option Candidates for the role of Blaenavon Town Councillor.
5. To make a determination and ratify the appointment of a Co-opted Blaenavon Town Councillor.
6. **Chairman's Announcements:** To receive Chairman's announcements.
7. **Council Meeting:** To confirm the minutes of the Full Council meeting held on the 22nd July 2020.
8. **Clerk's Update:** To receive Clerk's update.

9. To receive Cllr updates regarding recent attendance at outside bodies committee meetings.
10. To re appoint a Cllr to represent Blaenavon Town Council on the Torfaen Museum Trust.
11. To receive an update from Rebecca Smith – Healthy Blaenavon Officer.
12. To consider and make a determination regarding the Remembrance Day Parade 2020.
13. To discuss and make a determination regarding safe access to the Council Offices in line with the current Covid 19 Risk Assessment and current Welsh Government legislation.
14. To discuss potential Town Council projects for allocation into the Project Action Plan 2020/21. Relevant updates or new projects as notified.
 - Cllr Denley - Jones – Youth Councillors.
 - Cllrs Jackie Huybs and Alan Jones – Update regarding the erecting of Speed Indicator Devices (SIDs) at Cwmavon Road and Varteg Road, Blaenavon.
 - Cllrs Jackie Huybs – Update regarding the Photography Competition.
15. Correspondence.
16. Planning Applications.
17. Donation requests

By virtue of THE PUBLIC BODIES (Admission to Meetings) ACT 1960, the Press and Public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

18. To discuss and make a determination regarding the Clerk to the Council's hours of employment.

Yours Faithfully



Kevin Warren. MInstLM. FCMI.

Clerk to the Council.



**BLAENAVON TOWN COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD ON WEDNESDAY 23rd SEPTEMBER 2020 AT 6.30 PM.**

The meeting was held remotely in accordance with the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.

In attendance:

Councillor: A. Jones (In the Chair)

Councillors in attendance: L. Cowles, J. Denley-Jones, J. Huybs, N. Horler, A. Parry, L. Evans, S. Bright, L. Evans, E. Harvey, G. McCann.

Officers: Mr K. Warren (Clerk to the Council), Lyndsey Harris (Administrator)

Visitors: Mr Stuart Evans.

The meeting of the full council was opened at 6:30pm by the Chairman Councillor Alan Jones who welcomed everyone to the meeting and expressed thanks for attendance.

1. To receive any questions from the public.

None.

2. Apologies:

None

3. Declarations of interest.

Cllr Alan Jones – Item 4 Co-option Presentation.

- Jayne Skyrme – Friend
- Sharon Ford – Board Member – Blaenavon Workmen’s Hall

- John Hunt – Board Member – Blaenavon Workmen’s Hall

Cllr Jac Denley-Jones – Item 4 Co-option Presentation.

- John Hunt – Friend

Cllr Jackie Huybs – Item 4 Co-option Presentation.

- Sharon Ford – Friend – B.L.A.S.T. Committee - Blaenafon Joggers

Cllr Emma Harvey – Item 4 Co-option Presentation.

- Sharon Ford – Friend
- Jayne Skyrme – Friend – Customer

Cllr Nick Horler – Item 4 Co-option Presentation.

- Sharon Ford – Friend
- John Hunt – Friend

Cllr Samantha Bright – Item 4 Co-option Presentation.

- Sharon Ford – Friend
- Jayne Skyrme – Friend
- Georgina James – Friend

Cllr Lewis Evans – Item 4 Co-option Presentation.

- Sharon Ford – Friend
- Jayne Skyrme – Friend
- Georgina James – Friend

All Cllrs clarified that their declarations were personal interests and not prejudicial interests.

Cllr Liam Cowles – Donation Request BHVC School

- Brother at the School

Cllr Gareth Davies – Donation Request BHVC School

- Governor at the School

Cllr Gareth Davies – Donation Request BHVC School

- Children attend the School

Cllr Nick Horler – Donation Request BHVC School

- Governor at the School

Resolved: Members noted the declarations as listed.

4. To receive presentations from Co-option Candidates for the role of Blaenavon Town Councillor.

Four candidates applied for the position of Blaenavon Town Councillor. Each candidate was welcomed to the meeting by the Chairman Cllr Alan Jones and provided with brief instructions regarding the presentation and information regarding next steps.

In attendance were, Mrs. Sharon Ford, Mr. John Hunt, Miss Georgina James, and Mrs. Jayne Skyrme. Candidates joined the meeting separately as per an agreed time slot

Each candidate made a timed five-minute presentation to members and left the meeting immediately after completing their presentation. Candidates were thanked by the Chairman for each of their presentations.

Resolved: Members received presentations from each candidate.

5. To make a determination and ratify the appointment of a Co-opted Blaenavon Town Councillor.

Once the presentations had been completed, Councillors proceeded to vote for their preferred candidate.

As a result of two candidates receiving equal votes, the Chairman used their casting vote in favour of Mrs. Jayne Skyrme. Clerk to update all candidates regarding the result of the co-option process and thank them for their strong applications.

Resolved: Mrs. Jayne Skyrme appointed as Blaenavon Town Councillor. Clerk to facilitate the necessary declarations of office.

6. Chairman's Announcements

- 10th September 2020 the Chair presented Jane Saunders the Manager of the Arthur Jenkins Nursing Home with flowers for her 65th Birthday and her 40 years of service to the care industry.
- Met with Hywel Jones from Big Pit National Coal Museum to discuss support from Blaenavon Town Council.
- 11th September 2020 presented a cheque for £250 on behalf of Blaenavon Town Council to Stephen White for the Sepsis Trust at the end of his 17 mile charity run.

Resolved: Members noted the update.

7. To confirm the minutes of the Full Council meeting held on 22nd July 2020.

The minutes were considered by members for accuracy.

Cllr Denley-Jones proposed the minutes be approved; this was seconded by Cllr Liam Cowles.

This was supported by all members.

Resolved: Minutes accepted as a true record.

8. Clerk's Update.

Mr Warren provided the following update for members:

- Item 8 within the previous minutes, the Clerk received a response from Stephen Jarret TCBC regarding litter bins on Charles St Green.

This had been sent out to members stating that there was a high risk of the bins being damaged and the bases and ground anchors may rust which makes them difficult to be re-sited.

He noted that there was an option for more bins to be sited at the Garn Lakes and near the Medical Centre which they would consider and if the Town Council wished to consider contributions toward any new bin provision, he would be happy to discuss that further.

A discussion took place amongst members who decided that they would like to request the new bins to be sited at the Garn Lakes and Blaenavon Medical Practice.

Cllr Alan Jones proposed that the Clerk write to Stephen Jarret and request new bins.
Seconded by Cllr G. Davies

All members in favour

Resolved: Clerk to write to Stephen Jarret making the request.

- Item 10 within the previous minutes regarding re appointing a Councillor to represent Blaenavon Town Council on the Torfaen Museum Trust.

The Clerk informed members that to be appointed a member is required to be a Director and Trustee.

A discussion took place amongst members.

Cllr Gareth McCann volunteered to be the representative for Blaenavon Town Council

Cllr Liam Cowles proposed Cllr Gareth McCann represent Blaenavon Town Council on the Torfaen Museum Trust, this was seconded by Cllr Alan Parry.

All members in favour.

Resolved: Cllr Gareth McCann's appointment as the representative of Blaenavon Town Council. Clerk to update Torfaen Museum Trust.

- Item 13 within the previous minutes regarding the presentation of the Grant Aid and Civic awards in line with current Covid 19 Risk Assessment and Legislation.

The Clerk explained that a potential date for the presentations could be the 5th or 6th October 2020 and requested if members were in agreement with this proposal.

Members were all in agreement.

Resolved: Clerk authorised to organise the presentations.

- Item 14 regarding Co-option Notices – the Clerk informed members that this has been done.

Resolved: Members noted the update

- Item 15 within the previous minutes regarding the postponing of sending a letter to Julie James AM. A request to attend a meeting with One Voice Wales had not been received.

Town Councils can apply for funding as a result of the pandemic. The Clerk went on to explain that Blaenavon Town Council hasn't been affected financially by the pandemic therefore, the Town Council would not be eligible. The Clerk doesn't think there is a need to respond to Julie James.

Resolved: Members noted and agreed with this determination.

- Item 16 within the previous minutes regarding sending a letter of thanks to Heather Cox. The Clerk informed members that the letter had been compiled and signed by the Mayor on behalf of the Council in August 2020.
- Item 17 within the previous regarding the Bandstand project, the Clerk informed members that he has been consulting with Cllr Alan Parry regarding the project and has written to Adam Foote TCBC planning to discuss options.

A response had been received indicating that due to Covid there are currently no site meetings and advised the Clerk to submit a pre-planning application at a cost of £25 for an in principal assessment.

The Clerk will await a planning overview and will meet with Cllr Parry to discuss the project further. The Clerk will update members in November 2020.

Resolved: Members noted the update

- Item 18 within the previous minutes regarding the removal of the telephone kiosk in Woodland St and George St Blaenavon. The response from the Facebook poll conducted by Cllr Jackie Huybs resulted in people wanting to keep the telephone box in George St. The Clerk contacted TCBC and notified them.

Resolved: Members noted the update.

- The Clerk informed members that he has received a response from the Public Service Ombudsmen regarding the complaint against Cllr Janet Jones and the potential breaches of the code of conduct with regards to the use of TCBC emails.

The Ombudsmen have decided not to investigate the matter.

Resolved: Members noted the update.

- The Clerk has assisted in the collection and delivery of Fair Share food items from Panteg House along with Cllr Alan Jones, Cllr Alan Parry and Rebecca Smith.
- The Civic Award Plaques have been completed and will be collected by the Clerk.

- 5th September 2020 the Clerk completed the TCBC Premises Managers Course which covers the Clerk for the next 3 years.

Resolved: Members noted the update.

9. To receive Councillor updates regarding recent attendance at outside bodies committee meetings.

An email was sent to members from Cllr Jac Denley-Jones regarding her attendance at the recent Governors meeting at Ysgol Bryn Onnen.

Resolved: Members noted the update.

10. To re appoint a Cllr. To represent Blaenavon Town Council on the Torfaen Museum Trust.

This matter was resolved earlier in the meeting during the Clerk's Update.

Cllr Gareth McCann was appointed the representative.

Resolved: Members noted the update

11. To receive an update from Rebecca Smith – Healthy Blaenavon Officer.

Rebecca sent her monthly report out to members prior to the meeting and was not in attendance to go through the report.

The Chair asked if there were any questions relating to the report?

There were no questions from members.

Cllr Gareth Davies noted that in his role at TCBC the work of the Healthy Blaenavon Officer is constantly being reported as good practice and is a credit to Rebecca for the work she has done to date.

Resolved: Members noted the update.

12. To consider and make a determination regarding the Remembrance Day Parade 2020.

The Clerk informed members that the Government's guidelines and restrictions put in place as a result of the Covid 19 meant that the normal Service of Remembrance is not likely to go ahead this year.

The Blaenavon Branch of the Royal British Legion are meeting next month to discuss this, and decisions will be made to determine if wreaths are to be laid. The Clerk will update members when this information is received.

A discussion took place amongst members who were all in agreement that the parade should not go ahead.

Cllr Alan Parry proposed the parade should not go ahead; this was seconded by Cllr Liam Cowles.

Resolved: Members noted the update.

13. To discuss and make a determination regarding the safe access to the Council Office in line with the current Covid 19 Risk Assessment and current Welsh Government legislation.

The Clerk suggested that in order to minimise the risk to members of staff, if members want to see the Clerk or Officers that they make an appointment via email or telephone.

Cllr Emma Harvey proposed that members make an appointment to meet staff, this was seconded by Cllr Liam Cowles.

All members were in favour

Resolved: Members in agreement that members make appointments if they need to meet with the Clerk or Officers.

14. To discuss potential Town Council projects for allocation into the Project Action Plan 2020/21. Relevant updates or new projects as notified.

Cllr Denley-Jones - Youth Councillors.

The project proposal was emailed to members prior to the meeting for perusal.

The proposal detailed the appointment of two Community Youth representatives to the Council as set out in the Local Government (Wales) Measure 2011 ss 118-121

A discussion took place amongst members who were in favour of the project. Cllr J Huybs proposed supporting the project this was seconded by Cllr Liam Cowles.

Members were in all in favour.

Resolved: Members noted the update. Clerk to meet with Cllr Denley-Jones to organise how this will be done.

Cllrs Alan Jones & Jackie Huybs – update regarding the erection of Speed Indicator Devices (SIDs) at Cwmavon Road and Varteg Road, Blaenavon.

Cllr Alan Jones updated members regarding the project and notified them of the total cost of the project.

Total cost of installing the SIDS is £1,233.20 + VAT

The Clerk advised that Cllr Jones research the costs further and determine if the Council would need to purchase the SIDS from TCBC or if they could be leased?

Cllr Alan Jones proposed that further discussions take place with TCBC to determine the full cost and to agenda this item for discussion in the October Full Council meeting. Cllr Denley-Jones seconded the proposal.

Members were in all in agreement.

Resolved: Members were in all in agreement. Cllr Alan Jones to update members at the October 2020 Full Council meeting.

Cllrs Jackie Huybs – update regarding the Photography Competition.

Cllr Jackie Huybs displayed to members the Facebook post announcing the winners of the Photography Competition via the share screen.

She explained to members that there was a huge response to the competition with the original deadline of 31st March 2020 being extended due to lockdown.

The competition received very positive comments. Cllr Huybs put forward the idea of possibly using the images from the competition to produce a calendar and informed members that we do have permission to use the photographs on the Town Council website.

People have already asked if the Town Council are holding another competition for this year. She went on to ask members permission to do another competition.

A discussion took place amongst members.

Cllr Liam Cowles proposed the competition go ahead; this was seconded by Cllr Alan Parry.

15. Correspondence.

The Clerk informed members that he had received one letter of correspondence from Mr Stuart Evans on behalf of Blaenavon Horticultural Society / Friends of the Green.

The request is to support Blaenavon Horticulture Group and Friends of the Green who are jointly applying for funding to carry out improvements to the entrance to the Park, and also in the Park itself.

This will consist of planting up prominent areas in the park along with the addition of improved seating areas. This is in the early stages of application and discussions have taken place with officers at Torfaen County Borough Council for approval and in principle support.

A discussion took place amongst members who were all in agreement that to be able to help with the funding that a project plan would need to be supplied outlining the costs and potential funding required.

Members were all in agreement.

Resolved: Clerk will await further information from Mr Stuart Evans regarding the project plan to send to members for consideration.

16. Planning.

The planning applications for August / September 2020 had been sent out to members via email for their consideration, there were 4 in total.

The Clerk displayed the planning applications received from TCBC planning department in July 2020 via the share screen.

Cllr Alan Jones declared an interest as a TCBC Councillor.

- PROPOSAL: Rear extension (two storey)

LOCATION: 103 Elgam Avenue, Blaenavon, Pontypool

AFOO/20/P/0498/HH

- PROPOSAL: Fell one Ash tree located to the rear of the garage

LOCATION: Green Gables, Cwmavon Road, Blaenavon

TLECK/20/P/0509/TPO

- PROPOSAL: Fell 2 x Cypress Conifer

LOCATION: Located within the grave yard to the rear and side of the Old Post Office. St Peter's Church, Church Road, Blaenavon

TLECK/20/P/0540/TCA

- PROPOSAL: Conversion of common rooms in existing apartment block to 2 apartments.

LOCATION: Trem Y Mynydd, Blaenavon, Torfaen

AFOO/20/P/0531/FUL

Resolved: Members noted the update. No objections were made.

17. Donation Requests.

The following donation requests were received since the last Full Council Meeting.

Miss Loran Tanner – Nurture Class Lead BHVC School

The Nurture Provision is a class that has been running for the past four years, it is a class for pupils who find the mainstream classes a struggle. Each of our pupils have different needs and support systems in place while at school.

Miss Tanner requested help with funding to help buy items needed for forest school activities where they are hoping to have their own garden area to grow our plants and vegetables.

The money would also help provide cooking equipment for weekly cookery classes, some arts and crafts resources and high visibility vests for the pupils to wear while out in the community for safety and some litter picking tools.

The funding requested was for £150-£200. A discussion took place amongst members.

Cllr Liam Cowles proposed a donation of £250 be made. This was seconded by Cllr Samantha Bright.

Cllr Gareth McCann proposed an amendment of £300 be made, this was seconded by Cllr Alan Parry.

A vote on the amended proposal was taken with six votes being cast in favour of the amendment. The amendment was carried.

Resolved: Clerk to facilitate payment.

At this point of the meeting visitors were asked to leave the meeting because of the confidential nature of the meeting in line with The Public Bodies (Admission to Meetings) Act 1960.

18. To discuss and make a determination regarding the Clerk to the Council's hours of employment.

The Chairman presented to members an overview with a recommendation for the Clerk's hours to be increased to a full-time. The Clerk regularly works more hours than he is contracted every month and moving to full time hours will enable him to fulfil the increased workload.

Cllr Gareth Davies proposed that the hours be increased. This was seconded by Cllr Jackie Huybs.

Resolved: All members approved Clerks hours be changed to a Full time. Salary and contract be adjusted to reflect the change in hours.

At 8.02pm the meeting ended.

Chairman Signed:



Date: 29 / 10 /20