



**17th June 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 24<sup>th</sup> June 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. **Chairman's Announcements:** To receive Chairman's announcements.
5. **Council Meeting:** To confirm the minutes of the Full Council meeting held on the 27th May 2020.
6. **Clerk's Update:** To receive Clerk's update.
7. To receive Cllr updates regarding recent attendance at outside bodies committee meetings.
8. To receive an update from Rebecca Smith – Healthy Blaenavon Officer.

9. To consider and discuss the re-opening of the Town Council offices in line with the current advice from the Welsh Government.
10. To consider and make a determination regarding the adoption of the Covid-19 General Workplace Safety Risk Assessment for Blaenavon Town Council.
11. To discuss and note an update regarding the Councillor Casual Vacancy for Blaenavon Town Council.
12. To discuss and make a determination regarding the volume of litter bins located in and around Charles Street, Blaenavon.
13. To discuss potential Town Council projects for allocation into the Project Action Plan 2020/21. Relevant updates or new projects as notified.
14. Correspondence.
15. Planning Applications.
16. Donation requests

Yours Faithfully

A handwritten signature in black ink, appearing to read 'K. Warren', written in a cursive style.

Kevin Warren. MInstLM. FCMI.

Clerk to the Council.



**BLAENAVON TOWN COUNCIL  
MINUTES OF THE FULL COUNCIL MEETING  
HELD ON WEDNESDAY 24<sup>th</sup> JUNE 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, E. Harvey, J. Huybs, N. Horler, A. Parry, G. McCann, L. Evans, S. Bright.

Officers: Mr K. Warren (Clerk to the Council), Rebecca Smith (Healthy Blaenavon Officer), Lyndsey Harris (Administrator)

Visitors: None

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 received.

**2. Apologies:**

Cllr. G. Davies.

**3. Declarations of interest**

None.

#### **4. Chairman's Announcements**

The Chairman updated members on the following:

On the 9<sup>th</sup> May 2020 attended a wreath laying service on behalf of Blaenavon Town Council to Commemorate the 75<sup>th</sup> Anniversary of VE Day at the Cenotaph in Blaenavon along with Cllr Liam Cowles.

On Monday 22<sup>nd</sup> June at the Cenotaph in Blaenavon attended a flag raising service for Armed Forces Day as president of Blaenavon Royal Legion and Mayor of Blaenavon.

Recorded a video statement as Armed Forces Champion for TCBC.

**Resolved:** Members noted the update.

#### **5. To sign as a correct record the Full Council minutes held on the 27<sup>th</sup> May 2020.**

The minutes from the last Full Council meeting held on the 27<sup>th</sup> May 2020 were read for accuracy.

There was one amendment made by Cllr Denley-Jones with reference to the conversations with Mrs Pask, which took place before she went into hospital and not whilst she was in hospital. This was noted as an amendment.

Cllr Nick Horler proposed the minutes be approved, Cllr Liam Cowles seconded the proposal.

The minutes were approved by members.

**Resolved:** Minutes accepted as a true record.

#### **6. Clerk's Update.**

Mr Warren provided the following updates:

- Item 9 within the previous minutes, the Notice of Electors Rights had been uploaded to the Blaenavon Town Council website on Monday 15<sup>th</sup> June 2020. The public can view the accounts from the 1<sup>st</sup> - 29<sup>th</sup> September 2020.
- Item 10 within the previous minutes the Annual Return was signed by the Mayor Cllr Alan Jones on Thursday 28<sup>th</sup> May 2020 and sent via email to BDO the external auditors on Wednesday 3<sup>rd</sup> June 2020 as per the Clerk's notification email.

- Item 11 within the previous minutes, a letter has been compiled and sent to Julie James AM on 8<sup>th</sup> June 2020 and an email has been received confirming the receipt of the letter and a proposed response by July 2020.
- Item 12 within the previous minutes, the new Blaenavon Town Council website is live. The previous website host Hywel Lewis has been informed that his services were no longer required and thanked him for his service. LAF Designs has been paid for the work undertaken.
- Item 13 within the previous minutes, payments for Councillors allowances have been completed, awaiting bank details for Cllrs. S. Bright and L. Evans.
- Item 15 within the previous minutes, Senior Responsibility payment has been made to Cllr Huybs on the 1<sup>st</sup> June 2020.
- Item 16 within the previous minutes, regarding compiling a letter to Alison Ward regarding the delay of advertising the Councillor Vacancy. Prior to writing the letter the Clerk received an update on the 8<sup>th</sup> June 2020 regarding the vacancy from the elections officer at TCBC the details of this update was listed as a later agenda item.
- Item 20 within the previous minutes – Donations

### **Lockdown Scarecrow Festival**

Matt James had been contacted regarding the donation of prize money for the Lockdown Scarecrow Competition. The competition has commenced. The Clerk informed members that to date it has been quite successful. The Clerk will await notification of the winners and progress the payments via BACS.

### **Blaenavon Minis RFC**

Loran Tanner had been contacted regarding the determination for a donation towards a tea and coffee stand within the ground. The donation has been paid. Miss Tanner thanked the Council for their continued support.

### **Pontypool Dragons**

The Clerk displayed an email to members via the share screen. The email was received on the 24<sup>th</sup> June 2020 from Kelly Hayes the author of the initial request from Pontypool Dragons offering the Council the further information as requested. 9 girls are signed up to the group from Blaenavon from year 6 (age 10) to years 10/11 (15/16).

A discussion then took place amongst members.

Cllr Alan Parry said that he was reluctant to make the payment and thought the donation should come from Pontypool Community Council and not Blaenavon Town Council.

Cllr Liam Cowles noted the update and suggested making a donation because the team play at a higher level and suggested that perhaps offer £125 which is half of an ordinary donation of £250

Cllr Emma Harvey suggested that £250 be donated. She explained that her daughter is currently a member of Blaenavon Netball Club and she would consider sending her to Pontypool Dragons in the future because the club are able to compete at a higher level which may be the case for lots of other Blaenavon residents.

Cllr Liam Cowles proposed a donation of £125, seconded by Cllr Nick Horler.

Cllr Emma Harvey proposed a donation of £250, seconded by Cllr Jackie Huybs.

A vote was then taken, and by 8 votes to 2, £125 be awarded to Pontypool Dragons Netball Club,

**Resolved:** Clerk to update Kelly Hayes and organise the payment.

- The Clerk informed members that since the previous Full Council meeting the hanging baskets have been completed, there are 36 baskets in total and they will be erected by Chris Langford from Thursday 25<sup>th</sup> June. The total cost of the baskets was £708 including VAT.
- The Clerk informed members that he has been working on a Code of Conduct matter discussed in the previous Full Council meeting. A final decision is hoped to be made in the coming months. Members will be updated when new information is received.
- The Clerk informed members that he has completed a Risk Assessment document for Staff and Members returning to the Chambers when the legislation allows.
- The Clerk informed members he has completed a Water Hygiene Course covering Legionella Management.

**Resolved:** Members noted the updates.

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

Cllr. Denley-Jones informed members that she attended a virtual meeting on Monday 8<sup>th</sup> June 2020 as a School Governor at Ysgol Bryn Onnen, to discuss Schools reopening.

They will re-open on Monday 29<sup>th</sup> June 2020 for 3 weeks. Transport will not be provided for children.

Cllr Nick Horler informed members that he had attended a virtual meeting at BHVC School regarding the School re-opening.

**Resolved:** Members noted the update.

**8. To receive an update from Rebecca Smith the Healthy Blaenavon Officer.**

Rebecca Smith updated members with the following information

**Support – Covid 19.**

9 emergency food parcels have been delivered this month with 1 referral to Eastern Valley, due to baby milk and nappies being required.

4 prescriptions have been picked up and delivered.

Rebecca explained how requests for food packages had now reduced since the pandemic had moved into a new phase. The aim now was to concentrate on recovery, whilst still being mindful of a possible second wave.

She explained how she has worked with Health visitors and other partners to identify 10 families who she will work closely with and support.

To date 8 families have signed up. The remaining food from the emergency food bank will be used to support some of the most vulnerable families, with no replenishment of further stocks.

Rebecca suggested that the money in the Emergency Fund now be used to support the community, commencing with activities for families over the summer holidays. She highlighted that although families will have free school meal funding throughout the holidays, they don't have access to free breakfasts, craft activities and play equipment.

She explained that having delivered most of the Head4 arts packs and following discussions with Health Visitors she had identified a need for activities for some of Blaenavon's most vulnerable families.

Children will have been out of school for almost 6 months and many children do not have books, craft items or sports equipment. Rebecca requested that members give permission for her to use £500 from the emergency fund to purchase crafts items, seeds, and pots to encourage families to begin thinking about growing their own and for activities to do over the summer.

50 families have been identified by Rebecca and the health visitors as needing this. Rebecca provided links to sources and costs for these items in the report that had previously been sent out to members.

Cllr Denley-Jones proposed that £500 be used for the purchase of these items from the Emergency Fund.

Cllr Jackie Huybs seconded the proposal.

**Resolved:** £500 from the emergency fund be allocated to purchase craft items, seeds, and pots to support vulnerable families within Blaenavon.

### **Doorstep Libraries**

Rebecca explained that she would also like to encourage more doorstep libraries, there are already a few dotted around the town. Donated books would be shared out to families. So far Rebecca has shared 100 books with families that were donated to her.

She personally delivered some of these when she delivered food boxes, crafts, and sports equipment. Some were donated to the doorstep library on Bryn Terrace and some to the Health Visitor to hand out.

### **Street Games**

Rebecca explained to members that the remaining sports equipment was to be handed out by the Health Visitors at Flying Start, figures will be reported back to her.

She has had discussions with Leigh Williams from Street Games and Victoria Price from IWN to look at running the family club virtually, paying instructors to do yoga, zumba etc via Zoom.

Once the £12,000 for 2020 is confirmed, tutors will be booked. Some of this funding will also be used to purchase more equipment over the summer.

### **Food Poverty Project**

Rebecca explained to members that the funding for this project had been confirmed and some participants are ready to go. Residents will be signed up and referred by partners to learn how to cook healthily on a budget.

This will include feeding your family on £1 per day per person or less. Recipe cards will be designed and printed (which is in the budget) and delivered with ingredients.



During the summer holidays families will sign up to have the ingredients for a picnic, which depending on social distancing rules going forward, can be enjoyed in the garden, at the park or Garn lakes or even in the front room if it's raining.

The breakdown of the project and spend approved by Create is as detailed:

In recent weeks it has become more apparent that people are unable to budget, this has been made worse as some Blaenavon residents aren't able to shop around and attend some of the bigger supermarkets. It is proposed the project concentrates on:

A summer of picnics - but now at home, encouraging families to enjoy their gardens or even have indoor picnics. The families that sign up to the project (or referred through partner agencies) will receive recipe cards and the produce to create a picnic once a week through the summer holidays.

Learning to cook nutritious meals at home with low cost items such as tinned fruit and veg, herbs and spices. A Facebook group will be created to share tutorials and provide step by step cards and supply the produce, encouraging families to share their own creations.

Food packs will be dropped at the houses, reducing contact. All meals will be within a certain budget. Rebecca will encourage our young people to take part and cook for their families.

Families will be identified through our partners such as health visitors, Building Resilient Communities etc. as well as through social media.

The budget is as follows:

- £2000 for design, translation and print of recipe cards, posters, leaflets and marketing of project.
- £3,000 for holiday picnics (2020 and 2021).
- £1,000 for online training (nutrition, food hygiene etc).
- £2500 for produce and food packs for online food sessions.

LAF Designs have quoted for the design of leaflets. The quote was under £1000; 3 quotes were not required by TCBC. Rebecca asked members would they be happy to use LAF Designs for the project.

This was proposed by Cllr Liam Cowles and seconded by Cllr Alan Jones.

**Resolved:** Quote to be received from LAF Designs and considered.

## **Grow Your Own**

Rebecca explained to members that she is currently researching and testing growing her own vegetables. Working towards a project in 2021, to encourage people to reduce food spend by growing their own, even if you live in a flat.

Forgeside Rugby Club have approached Rebecca enquiring if she would be involved in their community garden project. They have almost completed clearing an area alongside their playing field and will be planting fruit trees and a raised bed with vegetables.

She will be helping recruit volunteers by linking them up with the youth group and with residents taking part in existing projects. The long-term goal is to set up a few free food points within the town

Rebecca concluded that she hoped that the Town Council and the Healthy Blaenavon Project would be able to give the most vulnerable families within the town a nice summer holiday by providing them with picnics, activity equipment, books and crafts.

## **Recrock Music Project**

Rebecca informed members that she has had a virtual meeting with Dan, to discuss how the project would move forward once he returns from furlough.

With the uncertainty around opening dates for provisions like the Hwb, he is hoping to offer virtual music and singing lessons. This project would also link up with Draig Youth to deliver this project, with DJing and Music production skills online too.

When the project has been amended and the new proposal has been organised Rebecca will submit the request for the project change to Comic Relief.

## **Wales Millennium Centre**

Rebecca informed members that the Wales Millennium Centre will not be opening until at least January next year. The trip to see The Lion King has been postponed to 2022.

This also means no Christmas Lantern parade or community banquets. They are hoping to still run community and charity projects virtually, and Rebecca is in contact with their community officer who will inform her of any new projects that would benefit the residents of Blaenavon.

**Resolved:** Members noted the update.

**9. To consider and discuss the re-opening of the Town Council offices in line with the current advice from the Welsh Government.**

The Clerk asked member to consider and discuss the potential re-opening of the Council Chambers based on guidance from Welsh Government.

The Clerk explained to members that over the past 3 months the chambers had been used for the Clerk to carry out his duties for around 6 hours a week.

The office would normally operate from 9am – 2pm Monday to Friday. The Clerk had received notification from TCBC Chief Executive that their offices would remain closed until October and remote working would remain until then.

A discussion took place amongst members who concluded that in line with Government advice and that if the Clerk felt it safe for himself and officers to return to the offices that they would be happy for him to do so.

**Resolved:** Offices to fully open when safe to do so and in line with advice from the Welsh Government.

**10. To consider and make a determination regarding the adoption of the Covid-19 General Workplace Safety Risk Assessment for Blaenavon Town Council.**

The Clerk provided members with a risk assessment document for perusal prior to the meeting and explained to members that he has devised the dynamic risk assessment specifically for the workplace and its officers in order for them to work safely within the establishment when they return from home working.

He explained that this assessment could be amended and adapted accordingly.

Members considered the Risk assessment

Cllr Alan Jones proposed that the Risk Assessment document be approved and adopted, Cllr Liam Cowles seconded the proposal.

**Resolved:** Covid-19 General Workplace Risk Assessment approved and adopted.

**11. To discuss consider and note an update regarding the Councillor Casual Vacancy for Blaenavon Town Council.**

The Clerk informed members that he received an email on the 8<sup>th</sup> June 2020 regarding the casual vacancy from Caroline Genver-Jones, elections officer at TCBC to say that they have changed their decision on the vacancy and the notice of election can now be advertised.

He informed members that the notice has been displayed on the website from the 10<sup>th</sup> June 2020. The cut off to receive letters to request an election from residents of the west ward is Monday 29<sup>th</sup> June at 5pm. If nothing is received, the Council will prepare to run a co-option process.

**Resolved:** Members noted the update.

**12. To discuss and make a determination regarding the volume of litter bins located in and around Charles Street, Blaenavon.**

The Clerk displayed photos via the share screen highlighting the waste bins currently located at Charles St Green Blaenavon.

An email sent by Blaenavon resident Mr Rod Denley-Jones to TCBC was shown via the share screen to members. The email asked who provided the bins and who currently emptied them.

The Clerk then asked if members would consider if there was disproportionate number of bins allocated in and around the Charles St Green area. Other areas within the town require bins and potentially would benefit from these being relocated.

A discussion took place amongst members who agreed that at least 2 of the bins from that location would be best situated somewhere else within the town.

The Clerk suggested to members that he write to TCBC recommending that two bins be relocated and detail possible locations.

This was proposed by Cllr Alan Parry and seconded by Cllr Liam Cowles.

**Resolved:** Members all in agreement, Clerk to write to TCBC Chief Officer and recommend the removal of 2 bins from Charles Street Green to other specified areas within the town.

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

No new projects were received.

**Resolved:** Members noted the update.

**14. Correspondence.**

The Clerk informed members that he had received 1 letter of correspondence.

**Heather Morgan – Treasurer Garn-Yr-Erw Welfare Hall**

The Clerk detailed a letter he had received on the 23<sup>rd</sup> June 2020 which he previously sent out to members from Heather Morgan.

Mrs Morgan wrote to inform the Clerk that she is now the Treasurer of the Welfare Hall Committee and apologised for the lack of communication which was missed during the change of office.

The letter detailed works completed to date regarding the £1000 donation from Blaenavon Town Council awarded in 2018 along with monies remaining and their intentions for spending the remaining amount.

A brief discussion took place amongst members regarding the information provided.

The Clerk advised members to ask for a further update in 6 months. This was agreed.

**Resolved:** Clerk to request a further update from Mrs Morgan in six months' time.

**15. Planning.**

The planning applications for May/June 2020 had been sent out to members by the Clerk via email prior to the meeting.

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

Cllr Alan Jones declared an interest as a TCBC Councillor.

- PROPOSAL: Proposed 3 storey house.

**LOCATION:** Land Opposite Parkside, Llanover Road, Blaenavon

**CHAL/20/P/0276/FUL**

- PROPOSAL: Removal of hedgerow and replace with 'Euro Fence York Arch' fence panels including change of use of land

**LOCATION:** Talocher, 1 Llanover Close, Blaenavon

**AFOO/20/P/0328/FUL**

- PROPOSAL: Crown reduce one elm tree by up to 3m to relieve stress on codominant stems

**LOCATION:** Comino, Llanover Road, Blaenavon

**CHAL/20/P/0296/TPO**

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

**16. Donation Requests – the following donation requests were received since the last Full Council Meeting.**

**Blaenavon Medical Practice.**

The Clerk displayed an email from Maria Potter – Practice Manager dated 9<sup>th</sup> June 2020. The practice requested a donation of £119.14 for them to be able to purchase protective sneeze screens for the practice.

A discussion took place amongst members regarding the request.

Cllr Alan Jones proposed that the money be donated to allow the practice to purchase the items, Cllr Denley-Jones seconded the proposal.

Cllr Bright objected to the proposal and proposed that grants are available for such purchases through the health board and they should apply for money in this way.

Cllr Lewis Evans seconded this proposal remarking that the practice is a private company.

A vote took place amongst members.

By 8 votes to 2 it was resolved to support the request from Blaenavon medical practice.

**Resolved:** Clerk to organise payment of £119.14 to Blaenavon Medical Practice.

At 7.27pm the meeting ended.



**Chairman Signed:**

**Date: 23/7/20**