



20th 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 28th October 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.

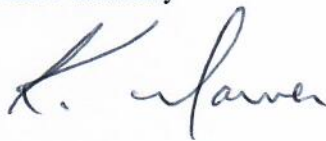
Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least 3 working days' notice in writing of the question has been provided to the Clerk.

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 a presentation from Mr Lyndon Puddy (TCBC) regarding the refurbished CCTV cameras in Blaenavon.
5. **Chairman's Announcements:** To receive Chairman's announcements.
6. **Council Meeting:** To confirm the minutes of the Full Council meeting held on the 23rd September 2020.
7. **Clerk's Update:** To receive Clerk's update.
8. To receive Cllr updates regarding recent attendance at outside bodies committee meetings.
9. To receive an update from Rebecca Smith – Healthy Blaenavon Officer.

10. To consider and make a determination regarding the increase in cleaning hours for the Town Council building and offices whilst being cognisant of the advice from the Health and Safety Executive.
11. To discuss and make a determination concerning the Welsh Government's consultation regarding Corporate Joint Committees (CJC)
12. 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.
13. To discuss potential Town Council projects for allocation into the Project Action Plan 2020/21. Relevant updates or new projects as notified.
 - Cllr Jackie Huybs – Proposal for a Town Council Calendar for 2020-21 using material from the recent photography competition.
 - Cllrs Jackie Huybs and Alan Jones – Update regarding the erecting of Speed Indicator Devices (SIDs) at Cwmavon Road and Varteg Road, Blaenavon.
 - Cllr Emma Harvey – Proposal for the creation of a WW2 and Subsequent Conflict Honour Roll representing Blaenavon Service Personnel.
 - Rebecca Smith – Proposal for Random Acts of Kindness.
14. Correspondence.
15. Planning Applications.
16. Donation requests

Yours Faithfully



Kevin Warren. MInstLM. FCMI.

Clerk to the Council.



**BLAENAVON TOWN COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD ON WEDNESDAY 28th OCTOBER 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, Jac Denley-Jones, J. Huybs, N. Horler, A. Parry, L. Evans, S. Bright, E. Harvey, G. McCann.

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

Visitors: Mr Lyndon Puddy, TCBC.

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:

Cllr Gareth Davies – Personal issues

Cllr Samantha Bright – Work commitment

Cllr Alan Parry proposed that the reasons for absence are acceptable, this was seconded by Cllr Liam Cowles

Resolved: Reasons for apologies accepted.

3. Declarations of interest.

None declared.

4. To receive a presentation from Mr Lydon Puddy (TCBC) regarding the refurbished CCTV cameras in Blaenavon.

Mr. Puddy expressed his thanks to members for allowing him to attend the meeting. Mr Puddy asked members if they had received the paperwork sent across to the Clerk regarding the matter. Members all agreed that they had received the paperwork with the outline request.

Mr Puddy gave an overview of the current situation regarding the CCTV camera maintenance and the request for future maintenance costs to be supported by the local Community Councils within Torfaen.

Previously the costs of the cameras were covered by the TCBC housing revenue account. The transfer of the stock to Bron Afon Community Housing Association meant that there is no longer a funding stream. TCBC Chief Executive had assigned Mr Puddy to take on the role as Senior Responsible Officer for CCTV.

Mr Puddy undertook an audit and outlined a case for cameras that were in poor repair and needed replacement which was submitted to the Assistant Chief Executive of Resources for funding to upgrade the capital costs of the cameras that were monitored by the control centre.

There is no revenue stream budget to maintain the cost of the cameras so additional funding is needed. All cameras have either been replaced or maintained up to an acceptable level. The maintenance costs for the first year had been paid as part of the agreement that was provided by TCBC. Next year the council will not be able to fund all of the costs.

The proposal is that Blaenavon Town Council and Pontypool Community Council enter into a formal tripartite agreement with TCBC which will ensure that costs for future repair, replacement and maintenance requirements of these cameras are covered to ensure that the cameras are fit for purpose.

There are currently 24 cameras in operation in the Torfaen area, 5 in Blaenavon.

Members asked Mr Puddy questions regarding the costs and highlighting that the cost be apportioned to the number of cameras within the Town which Mr Puddy agreed would be the case.

Members thanks Mr Puddy for his presentation and he was invited to leave the meeting so that members could discuss the matter further.

The Chair thanked Mr Puddy for his attendance, noting the Clerk will update him on the response from members.

A discussion took place amongst members who agreed that until they had exact costs then a decision could not be made. Clerk to update members with figures of exact costs from Mr Puddy.

Cllr Alan Parry proposed the Clerk establishes the costs for members to decide. This was seconded by Cllr Jac Denley Jones.

Resolved: Clerk to determine exact cost implications and update members.

5. Chairman's Announcements

- 12th October 2020 attended a handbook presentation from the Ramblers Association to launch the 12 weeks of walks initiative as part of the Healthy Blaenavon Project.
- 13th October 2020 attended a teams meeting with the One Voice Wales Gwent Valleys Area Committee meeting with the Clerk and Cllr Denley-Jones.
- 16th October 2020 had a meeting with the Clerk and TCBC to discuss the future of Hope Gardens.
- 20th October 2020 met with the Royal British Legion and the Clerk to discuss the plans for commemorating this year's Remembrance event.

Resolved: Members noted the update.

6. To confirm the minutes of the Full Council meeting held on 23rd September 2020.

The minutes were approved by members for accuracy.

Cllr Liam Cowles proposed the minutes be approved; this was seconded by Cllr Nick Horler.

Resolved: Minutes accepted as a true record.

7. Clerk's Update.

Mr Warren provided the following update for members:

- Item 8 within the previous minutes, regarding writing to TCBC to request new bins outside the Resource Centre and Garn Lakes.

The Clerk wanted to clarify details before writing to Stephen Jarret and asked if members wanted him to request the new bins with TCBC picking up the cost.

A discussion took place amongst members who were in agreement that TCBC provide the two new bins with no contribution from Blaenavon Town Council.

Cllr Liam Cowles proposed that the request be made to TCBC. This was seconded by Cllr Nick Horler

All members in favour

Resolved: Clerk to write to Stephen Jarret TCBC to request two new bins.

- Item 10 within the previous minutes regarding Grant Aid and the Civic Awards. The Clerk informed members that payments for Grant Aid have been posted out. Presentations regarding the Civic awards will be planned as soon as lockdown is lifted.
- Item 17 within the previous minutes regarding the donation to BHVC School, the donation payment of £300 was sent on the 25th September 2020 via BACS.
- Item 18 within the previous minutes regarding the contract of employment for the Clerk, payroll at TCBC has been updated regarding the new hours agreed within the contract.
- The Christmas lights were delivered on the 23rd October 2020 and will be installed in November. The Christmas tree will also be erected in November. The Clerk asked members if they wanted the crib to be displayed in Market Street alongside the Christmas Tree this year as there was no service going ahead.

A discussion took place amongst members who were in agreement.

Cllr Jac Denley-Jones proposed the crib be located in Market Street. This was seconded by Cllr Alan Parry.

Resolved: Clerk to arrange siting the crib at Market Street.

- The Clerk organised the signing of the Acceptance of Office documents with Cllr Jayne Skyrme and undertook an induction to the Council's Policies and Procedures. Cllr Huybs reported that the Facebook post regarding Cllr Skyrme's appointment was positive.

- Register of Interest Form had been updated and uploaded to the Town Council website.
- The Clerk informed members that on the 13th October 2020 he attended a Teams meeting alongside Cllr Alan Jones and Cllr Denley-Jones for the Gwent Valleys Area Committee. The Clerk explained that he provided an overview of the work that Blaenavon Town Council had delivered over the past 7 months in response to Covid.
- 23rd October 2020 attended the opening of the Garden of Remembrance with Cllr Liam Cowles, Cllr Alan Parry, Cllr Alan Jones and Cllr Jac Denley-Jones.

Resolved: Members noted the update.

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

Emails were sent to members from the following Councillors:

Cllr Jac Denley-Jones reported that there had been no Ysgol Bryn Onnen Governors' meetings since the last Full Council meeting. 2 children have tested positive.

She has 5 online Safeguarding for Learners courses to complete within the next 2 months. Cllr Denley-Jones attended the online OVW Gwent Area Valleys AGM and Committee meeting on Tuesday 13 October.

Cllr Gareth McCann updated that he received a letter from Torfaen Community Transport to update that in the current climate they are not going to meet for a while. He had also received information regarding Torfaen Museum.

Cllr Liam Cowles updated that he had attended the Pontypool Rotary Business meeting on Tuesday 6th October 2020. The Rotarians informed the meeting that they had enquired about lighting up the Workmen's Hall for World Polio Day.

They confirmed that they were told that due to the current works ongoing there that this would not be possible. A discussion also took place about a laptop poverty scheme that they were running for children who cannot afford one. The Rotarians urged any members with any old or unused laptops to donate them if they were willing to do so.

It was also announced that the Club had launched a project in the country of Eswatini in Southern Africa.

Resolved: Members noted the updates.

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

Rebecca emailed her monthly report to members prior to the meeting. It detailed the following:

Create Project

The project is currently on hold, with the intention to begin after lockdown by creating the meal for under £1 and 50p packs with recipes and asking people to sign up and collect at the same time as fare share.

Fare share

Blaenavon Town Council are working in partnership with Bethlehem Chapel to distribute Fare share to residents. During the circuit break the food will be given out at the chamber in pre organised bags as before and will return to Bethlehem after lockdown.

Rambler Scrambler

Working in partnership with the Ramblers association delivering the Ramble and Scramble project. Families will receive an activity pack with 12 weeks of walks and activities. They can submit their favourite walk to the Ramblers association and may have a published walk named after their family. It will work alongside any Street Games projects created going forward.

Street Games

Funding for 2020/21 is £12,250. Due to Covid restrictions the Family Activity Club cannot take place. Torfaen Play will give out family activity boxes to 65 of our most vulnerable families with toys and games to keep family active at home and the cost for this will be £2600.

Rebecca has consulted with her Street Games advisors, regarding a fit bit project to encourage families to get active to improve physical and mental wellbeing. The project is currently under way and she will update members on the progress of the project periodically.

Street Games has also funded the purchase of boxing skipping ropes to give out to young people, to encourage them to exercise during the winter months to support their physical and mental health. The Hwb will distribute these alongside their well-being packs.

Bron Afon Funding

The breakdown for the project is ongoing and items have been purchased for the most vulnerable residents who have been referred directly from Bron Afon Community Housing or Health Visitors.

Comic relief music project-Recrock

Funded by the £9,242.50 Comic relief grant (initial grant was £8,317 paid in January 2020 which was last year's budget). £880 was drawn down from this in February 2020 and £1,200 in September 2020 by Recrock.

The project will now begin again in November 2020 as it was delayed due to staff being in furlough. The course will be online with support for self-esteem, confidence, and mental health, this is especially important over the winter when people will feel more isolated.

Community

Moving away from the traditional referral and engagement terms going forward Rebecca spent 3 afternoons over the last month at the Flu clinic located within the resource centre. She chatted to residents and gave them her contact details and explained how Blaenavon Town Council and the Healthy Blaenavon project could support them.

Rebecca also attended Torfaen Take a Stroll on Tuesday 20th October 2020 with Lynne Mattravers. She spent two hours chatting to people and was introduced to a new resident who is now able to access other resources.

Rebecca also highlighted that the Fare share project has been the perfect opportunity to meet new residents and link them to partners for support.

Rebecca highlighted to members that the Healthy Blaenavon survey, released by IWN was now live on Facebook for people to take part and will be given out in the community when it is safe to do so.

Cllr Skyrme asked if she could meet with Rebecca to go through the methodology of her role and the work that has been done in more detail which was agreed by Rebecca.

Resolved: Members noted the update.

10. To consider and make a determination regarding the increase in cleaning hours for the Town Council building and offices whilst being cognisant of the advice from the Health and Safety Executive.

The Clerk informed members that the current cleaning duties are 2 hours per week. As premises manager, he has risk assessed this and as per the HSE advice, feels that the cleaning hours need to be increased based on the current use of the building and associated Covid risks.

The Clerk advised members to increase the hours to 4 hours a week.

A discussion took place amongst members.

Cllr Emma Harvey proposed the cleaning hours be increased to 4 hours a week. This was seconded by Cllr Alan Jones

Resolved: Clerk to organise additional hours with the cleaner and amend the current workplace risk assessment document to reflect the update.

11. To discuss and make a determination concerning the Welsh Government's consultation regarding Corporate Joint Committees (CJC).

The Clerk sent members a document prior to the meeting regarding the Welsh Governments plan to change powers that councils have at a local level to strengthen local democratic powers and decision making.

The Clerk explained the bill is currently going through the Senedd and looks likely to become law early next year which will see the Government supporting primary authorities (TCBC) with setting up Corporate Joint Committees pulling in resources from a range of sectors to make the decisions. The Clerk needs to respond to this document by January 2021.

The Clerk asked members if they would consider appointing two councillors to go through the document with him to provide answer the questions and provide a response.

Cllrs Liam Cowles and Jayne Skyrme both volunteered to support the Clerk.

Resolved: Cllrs Cowles and Skyrme appointed to work with the Clerk regarding a response for Corporate Joint Committees.

12. 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.

The Clerk suggested that to minimise the risk to members of staff going forward that if members want to see the Clerk or Officers that they make an appointment with him by email or telephone.

All members were in agreement.

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

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

Cllr Jackie Huybs – Proposal for a Town Council Calendar for 2020-21 using material from the recent photography competition.

Cllr Huybs presented to members her idea for a Blaenavon Town Council Calendar. She explained how images of landscapes could be used from the photography competition.

If members agreed for the project to go ahead a Facebook post would go out to residents asking if they would like to purchase the calendars at a cost of £5 each. Profits from the sale of the calendar would go to the All Creatures Great & Small Charity.

All members were in favour of the project.

Cllr Liam Cowles proposed the calendar project, this was seconded by Cllr Jac Denley-Jones.

Resolved: Cllr Huybs to post the sale of the calendar on Facebook and organise images for insertion with Lyndsey.

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 two SIDS one located at Cwmavon Road and another at Varteg Road would be: £2,902 (including V.A.T.)

Members were in agreement to approve purchase of the SIDS.

Cllr Nick Horler proposed the payment for the erection of the SIDS. This was seconded by Cllr Alan Parry.

Members were in all in agreement.

Resolved: Members were in all in agreement. Clerk to finalise details with Cllr Alan Jones and Craig Williams TCBC regarding payment and erection of the SIDS.

Cllrs Emma Harvey – Proposal for the creation of a WW2 and Subsequent Conflict Honour Roll representing Blaenavon Service Personnel.

Cllr Emma Harvey updated members on the Poppy Parade project to inform them that the honour rolls for the windows had been done, the wreaths have been created and she was awaiting the Poppies for the lamp posts.

The idea for this new project was to create a Roll of Honour which would collate all of the information of the fallen soldiers and provide a framed honour roll to the RBL in Blaenavon, with a second copy for B.T.C Chambers.

The honour roll will list the names of Blaenavon's fallen soldiers during WW2, Korea and Northern Ireland. (WW1 has already been done in this manner).

Cllr Harvey would work with the R.B.L for information gathering purposes. This project would work alongside the poppy parade project already approved by Blaenavon Town Council.

Members had been emailed a quote for the work to be created and framed by LAF Designs.

A discussion took place amongst members.

Cllr Jayne Skyrme proposed the roll of honour project be approved. This was seconded by Cllr Alan Parry.

Resolved: Honour Roll project approved.

Random Acts of Kindness – Rebecca Smith.

Rebecca Smith explained the idea for this project was based around the need to help people within the community who's moral and mental health may be low due to the pandemic, lockdowns, and loss of jobs.

She proposed to let residents know that we care and are thinking of them during this difficult time and that the Council organise small gifts to be delivered to doorsteps, one or two each working day in November 2020.

A social media campaign will take place encouraging people to take picture of their gifts or to do random acts of kindness themselves, for example make a cake for a neighbour.

The cost for the project would be £500 which will be used to purchase locally sourced gifts such as candles, bath bombs and cakes in the same way we created the well-being boxes but one gift per household.

The campaign will encourage community acts of kindness whilst supporting local businesses.

A discussion took place amongst members.

Cllr Liam Cowles proposed the project go ahead. This was seconded by Cllr Jac Denley-Jones.

Resolved: Random acts of Kindness project approved.

14. Correspondence.

None presented.

15. Planning.

The Clerk had distributed all applications to members for their observations prior to the October 2020 full council meeting.

Cllr Alan Jones declared an interest as a TCBC Councillor.

- PROPOSAL: Proposed new dwelling in the garden of Shailee.

LOCATION: Shailie, Upper Hill Street, Blaenavon

RMCA/20/P/0537/OUT

- Proposal: Single storey extension comprising home office and electric mobility scooter garage.

LOCATION: The Mews, The Park, Blaenavon

AFOO/20/P/0600/HH

- PROPOSAL: Rear first floor extension and associated work.

LOCATION: 8 Market Street, Blaenavon, Pontypool

AFOO/20/P/0620/HH

- PROPOSAL: Construction of 5 - 1 bedroom units.

LOCATION: 25 Broad Street, Blaenavon, Pontypool.

RMCA/20/P/0638/FUL

- **PROPOSAL:** Remove garage and create a hard standing for off road parking for two cars.

LOCATION: Land Opposite 13 & 14 Barnfield Terrace, Blaenavon, Pontypool.

AFOO/20/P/0621/FUL

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

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

Llantarnam Grange Arts Centre

The Clerk received an email from Louise Jones-Williams Director of Llantarnam Grange Arts Centre to ask the Council for a donation of £1000 to continue with their work with people within Torfaen and specifically in Blaenavon.

The Clerk sent the email on to members which detailed the projects undertaken during 2019-20 with residents and pupils from BHVC School based on the built heritage of Blaenavon along with an update of visits that the took place along with photographs.

A discussion took place amongst members.

Cllr Liam Cowles proposed a donation of £500 be made. This was seconded by Cllr Jac Denley-Jones.

Members were all in agreement.

Resolved: Clerk to send a donation of £500 to Llantarnam Grange Arts Centre.

Blaenavon Railway

The Clerk explained that he had received two emails from Blaenavon Heritage Railway asking for donations. The first was received on the 1st October 2020 which asked for a donation towards the cost their Covid preparations spend for making the railway fit for purpose to accept passengers in August & September 2020.

The email sent was sent to members for their perusal prior to the meeting which itemised the costs for these preparations.

A discussion took place amongst members.

Cllr Liam Cowles proposed a donation of £500 be made. This was seconded by Cllr Emma Harvey.

Cllr Alan Parry proposed that £250 be donated. There was no seconder for Cllr Parry's proposal.

Resolved: £500 donated.

The second request was received from Huw Morgan on the 13th October 2020, requesting a donation for the installation of extra fencing at Blaenavon High Level Station. The cost of the fencing is around £2,000 to complete, the Clerk advised as RFO that £2,000 is too much to contribute.

Cllr Alan Jones proposed a donation of £500 towards the help towards the cost of the fencing. This was seconded by Cllr Jac Denley-Jones.

Members were all in favour of the donation request.

Resolved: £500 donated

17. Any other matters – Councillors Approval of Annual Return 2019/20.

The Clerk requested if the Chair would allow him to present the 2019/20 audit opinion from BDO the External Auditors under any other matters.

This was authorised by the Chairman. The Clerk presented to members the audit opinion for 2019/20 and this was an unqualified report as sent out to members for their perusal prior to the meeting.

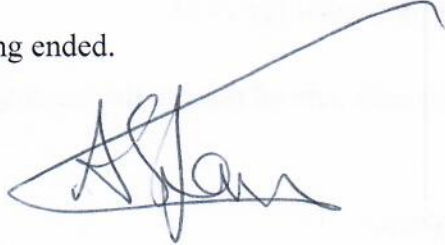
The Clerk requested from members the final approval of the 2019/20 Annual Return.

Cllr Alan Parry proposed the Annual Return be approved. This was seconded by Cllr Liam Cowles.

Resolved: All members approved the Annual Return 2019/20.

At 8.07pm the meeting ended.

Chairman Signed:

A handwritten signature in blue ink, appearing to read 'Alan Parry', with a long horizontal stroke extending to the right.

Date: 26 / 11 /20