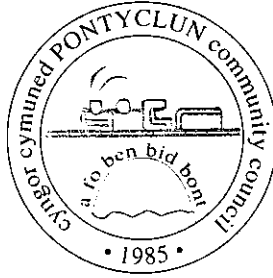


Cyngor Cymuned Pontyclun

Clerc i'r Cyngor  
J.H.G. Lewis, A.C.I.S., D.M.A.  
"Mandalay"  
Heol Bontfaen  
Talygarn  
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**APPENDIX No. 1**  
Pontyclun Community Council

Clerk to the Council  
J.H.G. Lewis, A.C.I.S., D.M.A.  
"Mandalay"  
Cowbridge Road  
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Minutes of the meeting of the Pontyclun Community Council held in the Pontyclun Community Centre, Pontyclun, at 7.00 p.m. on Wednesday, 6 January, 1999

**PRESENT:** Community Councillors C G Bendle J G Davies R O Edwards,  
J V Huish (Chairperson), M Rea and Mrs D B Shackell

**ALSO IN ATTENDANCE:** P C Steve Keddle and one member of the public

1. **Apologies for absence**

Apologies for absence were received on behalf of Councillors Mrs V A Cale, T Flood, Mrs M M Griffiths and R G Norman,

2. **Chairperson's business**

The Chairman, Councillor Huish welcomed Members to the first meeting of 1999 and expressed the wish that 1999 would be a successful one for the Council.

3. **Police matters**

(a) **Police attendance at meetings**

P C Keddle offered apologised for the lack of police attendance at the Community Council's November and December monthly meetings. He emphasised that the police were committed to attending meetings but on occasion, through other work receiving a higher priority, it would not always be possible for a representative of the police to be present. P C Keddle was

optimistic that when staffing levels at Talbot Green Police Station were restored to their normal level it would become easier to arrange police attendance at Council meetings.

P C Keddle advised the Council that after the October meeting he had submitted a report requesting the attendance of Chief Superintendent Denis Jones to a future meeting of the Council. On following up that request he had been told that either Chief Superintendent Jones, or Superintendent Kinraid, would attend the Community Council's meeting of 6 January, 1999. Earlier in the day he had been advised that neither of the two officers would be able to attend the meeting scheduled for that evening but that one of the officers would be in attendance at the Council's February meeting.

**RESOLVED:** That the matter was noted.

(b) **Illegal parking outside Leekes' store**

Councillor Bendle drew attention to the traffic congestion outside Leeke's store over the Christmas period. A considerable amount of the congestion was caused by drivers parking their vehicles where parking was prohibited. Councillor Bendle pointed out that some of the illegally parked vehicles had been parked dangerously close to the traffic lights at the junction of Cowbridge Road with the Talbot Green By Pass. Councillor Bendle commented that illegal parking outside Leekes was a regular occurrence at Bank holidays and asked whether action could be taken against the offending drivers.

P C Keddle responded that action had, and would continue, to be taken against offending motorists within the resources available to the police. During the Christmas period police resources were stretched to their maximum and parking offences received a relatively low priority.

Members understood the dilemmas faced by the police in enforcing the law but expressed their concern that the police appeared to be unable to fulfill their traffic duty responsibilities outside the Leeke's store at bank holidays due to insufficient resources.

**RESOLVED:** That the matter be noted.



4. **Minutes of the Community Council's meeting of 2 December, 1998**

**RESOLVED:** That the minutes of the Community Council's meeting of 2 December, 1998, be approved as an accurate record.

5. **Matters arising**

(a) **Police attendance at Community Council meetings**

**RESOLVED:** That as this matter had been fully covered earlier in the Council's meeting no further discussion take place.

(b) **Encroachment at the Ivor Woods**

The Council discussed the advice given by the legal adviser to the Wales Association of Community and Town Councils in the letters dated 30 November and 21 December, 1998.

The Clerk reported that he had also received a telephone call from Mr H Tiltman, solicitor, acting on behalf of the person responsible for causing the encroachment. Mr Tiltman had asked the Clerk to inform the Community Council that his client was under severe pressure at that time as the result of fears about his health, a family bereavement and the correspondence from the Community Council about legal action over his client's encroachment into the Ivor Woods. Mr Tiltman hoped that it would not be necessary for his client to expend money on legal fees.

The Clerk had informed Mr Tiltman that the Community Council, too, did not want to incur any unnecessary expenses but that a written request to his client to end his encroachment had been ignored. As the Community Council had a duty to preserve the Ivor Woods as a public amenity it was important that any instances of encroachment be challenged.

The failure of Mr Tiltman's client to respond to the reasonable request of the Community Council to end the encroachment into the Woods had forced the Community Council to obtain legal advice and to commission a report on the precise boundaries of the Woods from the District Valuer and Valuation Officer. In the course of a visit by the District Valuer and Valuation to the premises of Mr Tiltman's client, the client had freely acknowledged his encroachment. The subsequent

report from the District Valuer clearly established the encroachment and made reference to the fact that Mr Tiltman's client had admitted the encroachment on site.

The Clerk advised Mr Tiltman that the report from the District Valuer and Valuation Officer had cost the Community Council in excess of £1,000.00 and was expenditure which could have been avoided if his client had cooperated at an earlier date.

The Clerk suggested to Mr Tiltman that if his client wished to avoid the cost of legal fees and the mental pressures arising from litigation that he end his encroachment at the Ivor Woods without any further delay. Mr Tiltman had agreed to contact his client again.

The Council discussed the Clerk's report and agreed to suspend any further action until it had been established whether the encroachment had ended.

**RESOLVED:** That Councillor Davies make a report on the position to the next meeting of the Community Council.

(c) **Footpath across the Windsor Field, Pontyclun**

The Clerk reported that he had made enquiries about the status of the footpath across the Windsor Field, Pontyclun.

While the footpath had been in its present position for many years it was not listed as a public right of way in the Definitive Statement. Consequently, the footpath did not appear to enjoy the protection of a "highway".

It appeared that provided a person or organisation with an interest in the footpath obtained the consent of the landowner for permission to temporarily close that footpath no further action was necessary.

**RESOLVED:** That the matter be noted.

(d) **Pontypridd and District Housing Association**

The Clerk referred to recent cooperation between the



Pontypridd and District Housing Association and the Pontyclun Community Council in community matters and advised the Council that the Association intended carrying out a survey of residents' needs in the Community.

The Association sought a letter of support from the Council before carrying out the survey of residents' needs. The Clerk had discussed the matter with the Chairperson who had requested that the matter be placed on the agenda for the Council's January meeting.

**RESOLVED:** That the Clerk write to the Association to establish precisely the nature of the survey, and the questions to be asked, in order that the Community Council can decide whether it wishes to provide a letter of support.

6. **Electoral arrangements in the Community of Pontyclun**

The Council discussed the letter of 3 December, 1998, from the Rhondda Cynon Taff County Borough Council, in which the Chief Executive referred to the completion of the review of electoral arrangements for the County Borough of Rhondda Cynon Taff.

Following the completion of the review of Borough electoral arrangements it was now possible to consider a review of electoral arrangements for the Community of Pontyclun provided that a request for a review is made by at least 30 electors.

The Council reaffirmed its earlier decision that in view of the growth of the population of the Community in recent years a review was necessary. The Council discussed the most appropriate way of obtaining the required 30 signatures.

**RESOLVED:** That arrangements for the collection of 30 signatures be made by Councillors Edwards, Davies and Rea.

7. **Internal audit arrangements**

The Clerk advised the Council that under the Audit and Accounts Regulations, 1996, a duty had been placed upon every community, town and parish council to introduce a form of internal audit. Items to be covered in the audit had not been specified and neither had the frequency. The Clerk emphasised that the new internal audit arrangements would be in addition to the existing annual audit carried out by the District Auditor.



After taking advice on the matter from the Wales Association of Community and Town Councils, the Clerk proposed that the internal audit arrangements for the Pontyclun Community Council be based upon four broad areas, namely, income, expenditure, VAT, and payments to the Inland Revenue and that an internal audit take place twice each year.

**RESOLVED:** That the proposals be approved and that the first internal audit take place at the Council's meeting on 3 February, 1999, with subsequent internal audits at meetings of the Council following 30 September and 31 March in every year.

8. **Proposed diversions of Footpaths 323 and 333**

The Council reviewed the correspondence which had taken place with the Rhondda Cynon Taff County Borough Council during 1998 on the proposal to divert Footpaths 323 and 333. Members were surprised to find that since the on site agreements with all affected parties, two and a half years earlier, and despite reminders from the Community Council, no action to implement the diversions had been taken by the Rhondda Cynon Taff County Borough Council. Furthermore, the Rhondda Cynon Taff County Borough Council had not offered any explanation for the lack of progress.

**RESOLVED:** That the Clerk send a strong letter to the Director of Highways, Transportation and Engineering, asking for the reasons for the lack of communication between the Rhondda Cynon Taff County Borough Council and the Community Council over the diversion of the Footpaths.

9. **Millennium Festivities**

The Clerk reported that he had distributed copies of the "Kitbag" and Ideas Sheet to each of the organisations which had attended the public meeting on Millennium celebrations in the Community. The return of completed "Ideas Sheets" had been relatively disappointing.

The Clerk also reported that he had made enquiries of the Rhondda Cynon Taff County Borough Council about further information on the procedure for claiming small grants which had been promised at a meeting two Members of the Council had attended. He had been advised that the branch of the Lottery Fund responsible for the distribution of major grants had not yet finished its work. As a consequence the procedure for claiming small grants had also been delayed. It was expected that the publication of small grants information would now be made at the end of February, 1999.



**RESOLVED:** That the Clerk acknowledge the Ideas Sheets submitted to date and advise that details for claiming small grants would be made available when they were known.

10. **Y Pant School Parents' Association**

The Council discussed a letter from Mr Andrew Hopkins of Y Pant Parents' Association in which he again highlighted the dangers to pupils attending Y Pant School from traffic on the A4222. Mr Hopkins gave a report on a recent meeting involving his Association, the headteacher, the police and representatives of the Rhondda Cynon Taff County Borough Council in an attempt to improve safety.

**RESOLVED:** (i) That a letter in support of Y Pant Parents' Association's concerns about road safety on the A4222 be sent to the Director of Highways, Transportation and Engineering of the Rhondda Cynon Taff County Borough Council.

(ii) That a copy of the letter be sent to Mr Andrew Hopkins

11. **Responses of the Rhondda Cynon Taff County Borough Council on highways matters**

(a) **Grass verge outside the Pontyclun Library**

The Council received the letter of the Director of Highways and Transportation in which a specification for the construction of a hard surface play area was enclosed.

**RESOLVED:** (i) That the Community proceed with the installation of a hard surface area on a section of the grass verge outside the library in Heol y Felin, Pontyclun, in accordance with the consent and specification given by the Rhondda Cynon Taff County Borough Council.

(ii) That a site meeting be held at 10.00 a.m. on Saturday, 8 January, 1999, to decide on the length and position of the hard surface.

(b) **Erection of steel columns**

The Council received the letter of 1 December, 1998, in which the Director of Highways, Transportation and Engineering



explained that the steel columns which had recently been erected in Merthyr Street and Lewis Street, Pontyclun, had been erected by SWALEC in as part of their system refurbishment in the area. The refurbishment arrangements were also being carried out in conjunction with modifications to the overhead distribution to accommodate the new residential development in Ely Street, Pontyclun.

**RESOLVED:** That the contents of the letter be noted.

(c) **Subsidence adjacent to School Road, Miskin**

The Council discussed the letter of 11 December, 1998, in which the Director of Highways, Transportation and Engineering stated that, at that time, the area of subsidence was not affecting the adjacent carriageway. The matter would be investigated as soon as possible and the results would be forwarded to the Community Council.

**RESOLVED:** That the contents of the letter be noted.

12. **A Countryside Strategy for Rhondda Cynon Taff**

The Council received with interest the recently circulated document from the Planning Department of the Rhondda Cynon Taff County Borough Council entitled "A Countryside Strategy for Rhondda Cynon Taff"

**RESOLVED:** That the Clerk invite a member of the Planning Department of the Rhondda Cynon Taff County Borough Council to address the Council on the document.

13. **Local Environment Plan**

The Council received a copy of the Local Environment Plan, produced by the Environment Agency, and was invited to make comments on the document.

The Clerk explained that he had attempted to obtain a copy of the document for each Member but had been told that each copy cost approximately £50.00 to produce and that it would be unrealistic to provide a copy for each Member. The Environment Agency had suggested that extracts of the document be photocopied where necessary.

An examination of the one copy provided showed that most of the document referred to the Community and is impracticable to select sections of the document for photocopying.



**RESOLVED:** That Councillor Rea read the document and draw to the Community Council's attention those sections which he believed would most affect the Community in order that comments could be made to the Environment Agency by the date for the receipt of observations.

14. **National Spring Clean Week**

The Council received details from the Borough Council of the annual National Spring Clean Week, 1999.

**RESOLVED:** That in line with the Community Council's decisions in earlier years the, Council decline to participate in the National Spring Clean Week but, instead, inform the Borough Council of the environmental role played by the Council's Handyman in throughout the year in reducing the amount of litter in the Community.

15. **Planning**

The Chairperson, Councillor Huish, declared an interest in planning matters and vacated the Council Chamber. As the Vice Chairperson, Councillor Flood, was not present at the meeting Councillor Rea elected by Members to occupy the Chair during the discussion of planning matters.

(a) **Taff Ely Local Plan - List of Possible Changes**

In response to the Community Council's objections to the Draft Taff Ely Local Plan the Community Council was informed by the County Borough's Chief Planning Officer that the Rhondda Cynon Taff County Borough Council's Planning Committee considered the objections on 3 December, 1998. Extracts of the decisions made at the Planning Committee's meeting, as they affected the Community Council's earlier objections were enclosed.

- RESOLVED:** (i) That the two possible changes to the notified by the Borough Council be noted.
- (ii) That the Clerk arrange for Councillor Rea to be provided with details of the public inquiry to be held in February to consider objections to the Draft Taff Ely Local Plan.



(b) **Creation of car park, Maesyfelin Rugby Field, Pontyclun**

The Council received the letter of 8 December, 1998, from the Borough Council's Chief Planning Officer in which he stated that planning permission may not be required for the area of land that had been cleared near the changing rooms and was being used as a car park. It was possible that the use could be considered as ancillary to the main use of the site. The Planning Officer stated that he was in correspondence with the Property Services Department who are leasing the land to establish further information.

A discussion ensued but Members found it difficult to believe that even if the use of a section of the rugby field as a car park could be classified as ancillary to the main use, there would not be an objection to the creation of a car park from the Director of Highways, Transportation and Engineering since the access point on to Cowbridge Road, Brynsadler, could be considered dangerous.

**RESOLVED:** That the Clerk ask the Chief Planning Officer whether the views of the Director of Highways, Transportation and Engineering had been sought on the creation of the car park.

(c) **Removal of hedgerow, Groesfaen**

The Council discussed the letter of 30 November, 1998, from the Director of Planning in which he stated that the removal of the hedgerow at the junction of the A4119 and the access road to the landfill site in Groesfaen had been authorised, subject to the planting of a replacement hedgerow. No replanting scheme had been submitted to the Rhondda Cynon Taff County Borough Council and the matter would be pursued with the applicant's agents.

The Director further stated that the planning authority was unable to insist on the installation of wheel cleaning facilities at the site it had not been a requirement in the Certificate of Lawfulness authorising recycling operations.

**RESOLVED:** That the letter be noted.

(d) **Planning applications contained in Weekly Notifications for Weeks Ending 4, 11, 18 and 25 December, 1998, and 1 January, 1999.**

**Application No. 98/2854/10**

**RESOLVED:** That the Borough Council be encouraged to make any consent conditional upon additional car parking facilities being provided at the rear of the premises.

16. **Payment of creditors**

**RESOLVED:** That payment be approved to the creditors listed in Appendix 25 to the Council's agenda.

17. **Reports from Members**

(a) **Former Otters' Brook Trout Pools**

Councillor Bendle referred to the reports which had been made to the last meeting of the Community Council about the tipping activities which were taking place at the former Otters' Brook Trout Pools, Brynsadler.

Councillor Bendle was pleased to be able to report that since the Council's last meeting considerable work had been carried out to make the area presentable and he was convinced that the public would welcome the improvement.

**RESOLVED:** That the report be noted.

(b) **"Spar" mini market, Cowbridge Road, Pontyclun**

Councillor Bendle reported that he had received complaints about a broken down pipe on an exterior wall of the "Spar" mini market in Cowbridge Road, Pontyclun.

The effect of the broken pipe during periods of heavy rain was to soak pedestrians using the pavement adjacent to the premises.

**RESOLVED:** That the Clerk contact the owner of the premises asking that he take action to repair the down pipe.



(c) **Removal of soil**

Councillor Edwards drew the Council's attention to the practice of the removal of soil from molehills in, and around, the children's playground off Cowbridge Road, Pontyclun.

While it was unclear whether any specific offences were being caused there was agreement that the removal of soil resulted in the ground becoming rutted and a posing a danger to the children using the area.

**RESOLVED:** That the Clerk pursue the matter with the Rhondda Cynon Taff County Borough Council as owner of the land.

(d) **Community Council Noticeboard,  
St Paul's Church, Pontyclun**

Councillor Edwards reported that he had received complaints from some residents that the Community Council noticeboard in the grounds of St Paul's Church, Pontyclun, was positioned too far from the pavement for the notices to be read. He asked if there was any possibility of moving the noticeboard closer to the pavement.

The Clerk responded that while it was possible to move the noticeboard closer to the pavement he reminded Members that the noticeboard had been moved to its present position, away from the pavement, because youths sitting on the church wall had regularly to vandalised the noticeboard.

**RESOLVED:** That the noticeboard be left in its present position.

(e) **Absence of pavement, Heol y Felin, Pontyclun**

Councillor Edwards drew the Council's attention to the lack of a pavement at a point approximately 50 yards below the Pontyclun Library. Councillor Edwards pointed out that the absence of a pavement forced pedestrians to walk on the grass verge to access an adjacent pavement.

Councillor Edwards acknowledged that the issue had been brought to the attention of the Rhondda Cynon Taff County Borough Council previously and it was unlikely that the

Borough Council would fund the construction of the length of pavement necessary. However, the Community Council might choose to fund the project.

**RESOLVED:** That the site for the proposed pavement be viewed at the site meeting to be held on the morning of Saturday 9 January, 1999.

(f) **Forecourt to public conveniences**

Councillor Davies drew the Council's attention to the poor condition of the forecourt to the public conveniences in Llantrisant Road, Pontyclun. Councillor Davies proposed that to avoid the problems caused by the pooling of water, action be taken to lay concrete on that part of the forecourt in the ownership of the Community Council.

**RESOLVED:** That the Clerk obtain quotations for the work from local builders.

(g) **Parking of vehicles on highway outside Ty Clwyd, Miskin**

Councillor Shackell advised the Council that she had received complaints about the parking of vehicles on a bend in School Road, Miskin, outside the Borough Council owned premises, Ty Clwyd. Councillor Shackell advised that the practice posed a serious danger and that restrictions should be introduced to prevent the parking of vehicles outside the premises.

**RESOLVED:** That the Clerk take the matter up with the Rhondda Cynon Taff County Borough Council asking that parking restrictions be introduced to prevent the parking of vehicles outside Ty Clwyd.

(h) **Access path to children's playarea, Groesfaen**

Councillor Rea drew attention to the poor condition of the access path to the children's playarea in Groesfaen. Councillor Rea pointed out that the surface of the access route was badly rutted and other sections were breaking up. There was an urgent need for the whole area to be re-laid.

**RESOLVED:** That the Clerk take the matter up with the Leisure Services Department of the Rhondda Cynon Taff County Borough Council.

(i) **Installation of lighting column**

Councillor Rea referred to the Community Council's decision to erect a lighting column on the footpath connecting the A4119 with Y Parc, Groesfaen. He stated that it had been hoped, in an effort to reduce the cost to the public, to coincide the erection with the removal of a redundant electricity sub station adjacent to the footpath. Initial indications from Swalec seemed encouraging but nothing had happened since the Council took its initial decision.

**RESOLVED:** That the Clerk contact Swalec to establish the present position on the erection of the light column.

(j) **Corner Park Garage, Mwyndy**

Councillor Rea again referred to the practice of the proprietor of the Corner Park Garage, Mwyndy, of obstructing adjacent pavements with parked cars. The garage had been the subject of numerous similar complaints in recent years and after the involvement of the highway authority a short term improvement was noticed. Councillor Rea stated that he was surprised that the highway authority had not taken firmer action against the proprietor of the garage.

**RESOLVED:** That the Clerk contact the highway authority again to complain about the presence of parked cars on the pavements around the Corner Park Garage.

18. **Any other business of an urgent nature**

(a) **Highways Authority deficit**

Councillor Rea referred to the report which had been tabled at the last meeting of the Council by the Chairperson, Councillor Huish, in which it had been reported that a deficit of £1,800,000 had been incurred in the Highways, Transportation and Engineering Department's accounts. Councillor Rea asked for a copy of the report.

**RESOLVED:** That the Clerk make the necessary arrangements.

(b) **Felling of trees, Miskin**

Councillor Rea referred to the recent felling of trees in Miskin where the felled trees were originally understood to be covered by a tree preservation order. Councillor Rea asked whether the felled trees were on land which was in private ownership or whether the land was in public ownership.

**RESOLVED:** That in the first instance the Clerk make enquiries about ownership of the land with the Rhondda Cynon Taff County Borough Council.

(c) **Application for Renewal of Public Entertainment Licence, Miskin Manor Hotel**

The Clerk reported the receipt of the notification of the application for the renewal of the Public Entertainment Licence at the Miskin Manor Hotel, Miskin.

**RESOLVED:** That in view of the absence of residential property in the vicinity of the Miskin Manor Hotel no comment be made on the application to the Rhondda Cynon Taff County Borough Council.

(d) **Miskin Residents' Association**

The Clerk reported that he had received copies of the Annual Report of the Miskin Residents' Association for 1997/98 and the Minutes of the Association's Annual General Meeting which was held on 1 November, 1998. Copies of the documents were tabled for the Council's information.

**RESOLVED:** That the documents be placed on file.

(e) **Wales Association of Community and Town Councils/ Campaign for the Protection of Rural Wales**

The Clerk reported on an agreement between the Wales Association of Community and Town Councils and the Campaign for the Protection of Rural Wales.

The CPRW was stated to be the Wales' premier environmental organisation and campaigns to protect the living countryside and encourage sustainable development in both rural and urban Wales. CPRW is particularly concerned with safeguarding

communities and economies throughout Wales. Many of CPRW's aims are similar to those of the Wales Association of Community and Town Councils. The agreement had been concluded for technical and professional support in planning and environmental matters and not policy issues.

Under the agreement every member council of the WACTC automatically became a member of the CPRW from 1 January, 1999. In addition, the Association's publication "Bro" would be produced, jointly, four times a year.

**RESOLVED:** That the information be noted.

(f) **Footpath lighting, Windsor Field, Pontyclun**

The Clerk advised the Council of a quotation, in the sum of £2,203.00, which had been received from Hyder, and which had not been received in time for inclusion on the Council's agenda, for the repair and upgrading of the footpath lighting installation along the Windsor Field, Pontyclun.

**RESOLVED:** That the Clerk place an order with Hyder for the work to be carried out as soon as possible.

(g) **Adoption of Financial Regulations**

The Clerk referred to the requirement for the Community Council to adopt a set of financial regulations. An obscure section in the model financial regulations had necessitated obtaining clarification from the Wales Association of Community and Town Councils and the District Auditor. Clarification had been received and it was proposed that a set of financial regulations for adoption be brought to the Community Council's next monthly meeting.

**RESOLVED:** That the Clerk place a set of financial regulations for adoption before the next meeting of the Council.

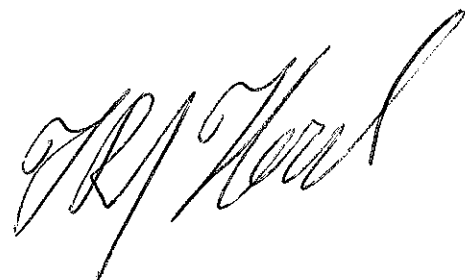
(h) **Annual Conference of the Society of Local Council Clerks**

The Clerk reported that he had received an invitation to attend the 1999 Annual Conference of the Society of Local Council Clerks due to be held in Liverpool from 16 to 18 April, 1999. The Clerk sought the Council's permission to attend the Conference.



**RESOLVED:** That the consent of the Council be given for the Clerk's attendance at the Conference.

19. The meeting ended at 9.00 p.m.

A handwritten signature in black ink, appearing to be 'R. J. ...', located in the bottom right corner of the page.