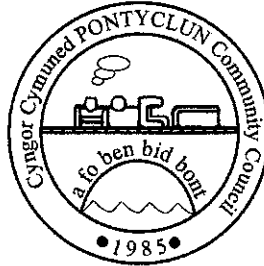


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MINUTES

Minutes of the October monthly meeting of the Pontyclun Community Council held in the Bethel Baptist Church, Heol Miskin, Pontyclun, at 7.00 p.m. on **Tuesday, 9 October, 2012.**

PRESENT: Community Councillors Ann Bennett, Ken Forsdyke, Gwynn Griffith, Margaret Griffiths, Paul Griffiths, Janis Jones, Tony Lane, Brendan O'Reilly Gordon Norman and Huw Rees

ALSO IN ATTENDANCE:

Ms C Craven – Clerk designate

1. **Apologies for absence**

An apology for absence was received on behalf of Councillor Len Arthur.

2. **Declarations of Interest**

- | | |
|------------------------|--|
| Councillor P Griffiths | - For agenda item No 8 - "I am a Member of the Borough Council's Development Control Committee" |
| Councillor M Griffiths | - For agenda item No. 8 – "I am a Member of the Borough Council's Development Control Committee" |
| Councillor Tony Lane | - For agenda item - "I am a Member of the Management Committee of the Pontyclun Community Centre Management Committee" |

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3. **Minutes of the Council's meeting of 11 September, 2012**

RESOLVED: That the minutes of the Council's meeting of 11 September, 2012, be approved as an accurate record subject to:

- (i) The date in minute 10 of 16 August, 2012, being amended to read 17 August, 2012
- (ii) The reference to Len Forsdyke in the list of Members present at the meeting being amended to read Ken Forsdyke
- (iii) The reference in 12 (iii) being clarified to read that the architect had agreed to prepare a scoping report.

4. **Matters arising**

(a) **Appointment of Clerk**

The Clerk advised that at the Council's Special Meeting on 1 October a provisional offer of appointment had been made to Ms Catherine Craven.

A draft contract of employment had been produced but had not yet been given to Ms Craven. It was intended to finalise the contract as a priority.

RESOLVED: That the Council approve the maximum amount of overlap between the appointment of Ms Craven and the retirement of the Clerk.

(b) **Appointment of Administrative Assistant**

The Clerk reported that he was receiving numerous enquiries from applicants for the post.

A meeting of the short listing committee had taken place and of the 70 applicants 12 applicants had been selected for a short list.

- RESOLVED:**
- (i) That an Interviewing Panel be appointed comprising the same Members who sat on the Panel for the appointment of the Clerk.
 - (ii) That a date for the meeting of the Panel be discussed between the appropriate Members.
 - (iii) That the Clerk Designate, Ms Craven be invited to attend the Panel meeting.

(c) **Induction training course**

Members reported they were very happy with the quality of the presentation given by a representative of One Voice Wales at the Induction training on 3 October, 2012.

Members were also pleased that it had been possible to involve councillors from neighbouring community councils to participate in the meeting.

There was a possibility of further joint working taking place between neighbouring community councils on future occasions.

RESOLVED: That the report be noted.

(d) **Annual Conference of One Voice Wales**

The Clerk reported that there had been some delay in the Chair and the Clerk designate receiving their Conference papers.

However all papers had now been received.

RESOLVED: That the report be noted.

(e) **Liaison with School Council**

The Council discussed a report tabled by Councillor Margaret Griffiths.

RESOLVED: That the report be noted.

(f) **Visit to CCTV Control Room at Sardis House, Pontypridd**

It was reported that a date had been agreed for the visit to the Control Room.

It was still open to any other Member to join the Members already planning to attend.

RESOLVED: That the matter be noted.

(g) **Footpath from Brynsadler to Llanharry**

The Clerk advised Brendan O'Reilly that he had not yet been in a position to call the meeting with the Borough Council's Footpaths Officer to discuss the condition of the path alongside Clos Brenin leading to Llanharry.

The Clerk agreed that he would attend to this matter soon.

RESOLVED: That the Clerk's comments be noted.

5. **Reports from Working Groups**

(i) **Working Group 1 - Administration**

The Council discussed the report of the Group dated 9 October, 2012,

It was reported that a new Clerk had been appointed by the Council and that a shortlist had been drawn up for the post of Administrative Assistant.

A lease had been signed with the Management Committee of the Pontyclun Community Centre for the rental of a room for 6 months from 1 October, 2012. The room would become the Community Council's office. The Group believed that the new Clerk should become involved in furnishing the new office.

In response to the retiring Clerk's estimate of the number of boxes to be transferred from the Clerk's home it was reported by a Group member that there were no facilities at the Borough Council for the storage of documents. Guidance was obtained on the length of time for which documents should be retained and attention drawn to the County Archives services in Cardiff and the facility to digitise records for retention.

- RESOLVED:**
- (i) That the Group meet with the new Clerk and discuss furnishing arrangements for the new office.
 - (ii) That arrangements be made for the transfer of the telephone line and broadband service from the retiring Clerk's home to the new office.
 - (iii) That in view of the late delivery to the Clerk of appendices for inclusion with the agenda, Members be reminded that for future agendas all appendices for inclusion with an agenda need to be with the Clerk by midday on the Monday preceding the date of despatch of agendas

(ii) **Working Group 2 – Community Engagement**

Members considered that the remits of certain Groups were beginning overlap and that matters concerning the website should, in future, be referred to Working Group 3.

The Group recommended that a questionnaire for completion be distributed to local businesses, clubs and organisations seeking basic information to enable a directory for all local residents and visitors.

Consideration was given to splitting the questionnaire between organisations and businesses but Members felt that the questionnaire should be distributed as drafted. The possibility of councillors delivering the questionnaires was discussed.

The Group also recommended that to further improve communication with residents the Council hold an annual meeting with residents. This

would give the Council an opportunity to report on its activities during the year and to discuss its budget and also the precept for the coming year.

The Group also reported on the website of Radyr and Morganstown. The website was commended as a first rate example of how a website could be developed in partnership with local communities to provide current and useful information for all.

- RESOLVED:**
- (i) That the questionnaire in its existing format be distributed in the Community.
 - (ii) That the proposal for an Annual Meeting be adopted and that a date for the meeting be agreed later.
 - (iii) That the Group continue its work in researching websites.
 - (iv) That the comments of Brendan O'Reilly be recorded where he expressed concern that matters reported as recommendations were being treated as motions before the Council.

(iii) **Working Group 3 – The Local Economy**

The Council received the report of the Group contained in Appendices 5 & 6.

It was reported that a meeting had taken place with representatives of local businesses and that there was significant interest in a community website such as the shared website in Radyr and Morganstown.

A further meeting was planned for the evening of 30 October, 2012, to display how such websites could be managed.

It was understood that a website for the local Enticott Business Group already existed and it was planned to make enquiries with the managers of this site.

In the meantime the Group intended exploring other areas with the intention of bringing back further recommendations to the next meeting of the Community Council. The Group was convinced of the merit of working in tandem with local businesses.

- RESOLVED:** That the report be noted.

(iv) **Working Group 4 – The Local Environment**

The Council discussed the report of the Group.

The Group advised of the benefits in registering open spaces and had identified three potential sites in the Community for registration. These were:

- (a) The Ivor Woods
- (b) The area of woodland to the east of the A4222 between the Windsor Field and Miskin, running generally north/south and said to be known locally as "Wiki Woods"
- (c) The area of open land at the top of Cefn yr Hendy which was understood to be unsuitable for building due to ground instability.

The Group advised that it had received a response from the Welsh Government who had taken responsibility for removing fallen trees in the Hendy Woods. Contact had also been made with the local Assembly Member to chase up improvements in the Woods.

Costs had been sought for additional dog bins and the Group were awaiting a response in writing.

The Group also advised that a proposed Forest Wood Liaison Committee was yet to be formed. Progress awaited contact to be made with the management of the quarry.

Additionally, the Group proposed updating the Pontyclun Walks leaflets with the assistance of Councillor Paul Griffiths

A tick list of initiatives was circulated to Members.

- RESOLVED:**
- (i) That the Group's progress report be noted.
 - (ii) That the registration of the three open spaces sites be approved.
 - (iii) That the updating of the Pontyclun Walks leaflets be approved.

(v) **Working Group 5 – Social & Cultural Activities**

The Council was advised that Councillor Janis Jones had taken over as convenor of the Group.

Concern was expressed about falling numbers of people over 50 years of age using the Day Centre. The Group was firmly of the view that the Centre offered a valuable service to the local community.

Discussions were continuing into ways of involving more people in activities at the Centre.

Discussions were also taking place into the possibility of promoting a local festival and a cinema.

- RESOLVED:**
- (a) That the Council support the promotion of

activities designed to increase public involvement at the Centre.

- (b) That the Council encourage external speakers to give talks to the over 50s in the Centre.
- (c) That the Group continue its investigations into the possibility of staging a festival and a community cinema.

(vi) **Working Group 6 – Activities with Young People**

The Council discussed the reports from the Group.

RESOLVED: That the Council approve the reports and the work being undertaken by the Group.

6. **Residents' concerns**

No matters were raised under this item of business.

Brendan O' Reilly asked that this item be listed for discussion on future agendas as the third item of business and after Declarations of Interest.

7. **Police matters**

(a) **Reports from the police**

In the absence of a representative from the police there was no crime report for this month's meeting.

The Council discussed crime reports in general. It was unclear how the police recorded incidents.

RESOLVED: That the Clerk make enquiries of the police and ask whether it would be possible to be told how incidents are recorded.

(b) **Reports from Members**

There were none.

8. **Matters reported for decision**

(a) **Discretionary power to promote or improve the economic, social or environmental well-being of an area**



The Council discussed the statutory guidance issued by the Welsh Government to Welsh Local Authorities on the Power to promote or improve, Social or Environmental Well-Being under the Local Government Act, 2000.

RESOLVED: That the Council respond to the Welsh Government to say that it supports the proposals contained in the notes of guidance.

(b) **Posters displayed in Community Council noticeboards**

A discussion took place on the appropriateness of posters being displayed in Community Council noticeboards advising of surgeries being held by Borough Council councillors.

RESOLVED: That the posters be removed.

(c) **Display of information in Community Council noticeboards**

A discussion took place about the display of information in Community Council noticeboards where that information contained party political matter or a statement by an individual councillor or councillors.

- RESOLVED:**
- (i) That no information of a party political nature be displayed.
 - (ii) That the only information to be displayed by a councillor will be his or her name, address and the method by which that councillor can be contacted.

(d) **Groesfaen Residents' Association**

The Council discussed a paper prepared by Councillor Gwynn Griffith following his attendance at a meeting of the Groesfaen Residents' Association.

Councillor Griffith reported that there were three matters upon which the Association had strong views. They were:

- (i) a need for a pedestrian crossing on the busy A4119 passing through the village.
- (ii) a need to create a better sense of community
- (iii) issues of parking and land ownership.

RESOLVED: (i) That as a priority, the Council write to the Borough Council asking for the installation of a pedestrian crossing for the A4119 in Groesfaen.



- (ii) That the Council request its two Borough Council members, Councillors Paul and Margaret Griffiths, to support the request at Borough level.

(e) **Community Council Leadership**

At the request of the author of the paper, Councillor Paul Griffiths, this paper was withdrawn and not discussed.

(f) **Joint training arrangements**

The Council discussed a schedule of training courses being held by a local training company which had been forwarded by the Llantrisant Community Council.

It was suggested that it may be possible for the two councils to agree on a joint booking for their staff thereby reducing the cost of training to both councils.

RESOLVED: That the matter be placed on the agenda for the next monthly meeting of the Council.

(g) **Llantrisant Town Trust**

The Council discussed a letter from the Llantrisant Town Trust seeking the support of the Council in making application to the Heritage Lottery Fund for a grant to carry out work at the Guildhall to enable it to become a library/museum of regional importance and significance.

RESOLVED: That the Council give its unanimous support to the request and that the Clerk arrange for separate letters of support to be signed by each councillor for return to the Clerk of the Trust.

(h) **Planning**

(Councillors Margaret and Paul Griffiths declared a personal but not prejudicial interest in this item of business as members of the Borough Council's Development Control Committee. They elected to vacate the Council chamber)

Weekly Lists

The Council discussed planning applications contained in the latest Weekly Lists received from the Planning Authority.

The Council was unable to make any detailed comments on the applications since it had been found by some councillors that particulars of applications could not be accessed on the Borough Council's website.

RESOLVED: That a strong letter be sent to the Borough Council protesting at the unavailability of planning details and pointing out that the Borough Council was failing in its statutory duty to consult the public before determining planning applications.

(i) **Payment of creditors**

RESOLVED: That payment be approved to the creditors listed in Appendix 16 to the Council's agenda.

10. **Matters reported for decision since the despatch of agendas**

(i) **Toilet caretaker**

The Clerk advised that the toilet caretaker, Mr Jonathan Lewis, had submitted four weeks' notice of his intention to resign his post on Wednesday, 31 October, 2012.

Following discussion with the Chair, the Clerk had arranged temporary cover to carry out the caretaker's duties until such time as the Council decided on whether it would advertise for a replacement caretaker.

RESOLVED:

- (i) That the resignation be noted.
- (ii) That a letter of thanks be sent to Mr Lewis for his services.
- (iii) That the matter of the vacancy be referred to the next meeting of Working Group 1.

(ii) **Grants' Meeting**

The Clerk reported that the closing date for the receipt of grant applications was 30 September and he sought the Council's wishes for a meeting to discuss grant allocations.

RESOLVED:

- (i) That a Special Meeting of the Council be convened to discuss grant allocations.
- (ii) That the Chair consult with Members on suitable date for the meeting.

In view of the lateness of the hour it was decided to defer the remaining items of business to a future meeting.

The meeting ended at 11.00 p.m.


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