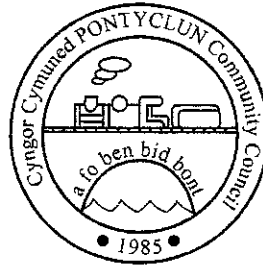


Cyngor Cymuned Pontyclun**Pontyclun Community Council**

Clerc i'r Cyngor:
JHG Lewis ACIS DMA
Mandalay
Heol Bontfaen
Talgarn
Pontyclun CF72 9BZ



Clerk to the Council
JHG Lewis ACIS DMA
Mandalay
Cowbridge Road
Talgarn
Pontyclun CF72 9BZ

Ffon: 01443 227094
Ffacs: 01443 238500
E-bost: gregilewis@pontycluncc.org.uk
Wefan: <http://pontycluncc.org.uk>

Tel: 01443 227094
Fax: 01443 238500
Email: gregilewis@pontycluncc.org.uk
Web: <http://pontycluncc.org.uk>

Minutes of the July monthly meeting of the Pontyclun Community Council held in the held in the Committee Room of the Pontyclun Community Centre, Heol yr Orsaf, Pontyclun, at 7.00 p.m. on Tuesday, 10 July, 2012

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

ALSO IN ATTENDANCE:

Five members of the public

1. Apology for absence

An apology for absence was received from the Chair, Councillor Ken Forsdyke

2. Declarations of Interest

The following declarations of interest were made:

Councillor M Griffiths for agenda item 8 - "I am a member of the Borough Council's Development Control Committee"

Councillor P Griffiths for agenda item 8 - "I am a member of the Borough Council's Development Control Committee"

Councillor L Arthur for agenda item 7 - "I am Chair of Promo Cymru"

Councillor Janis Jones - "I am a member of the Pontyclun Community Trust"

Councillor Tony Lane for agenda item "premises" – I am a committee member of the Community Hall

3. **Residents' concerns**

The proprietor of the Spar stores in Cowbridge Road, Pontyclun, addressed the Council and said that shopkeepers in the village were in "dire straights" and would welcome any assistance the Community Council was able to give.

RESOLVED: That the Council sympathise with the shopkeepers and agree to explore any avenues which may be available to give assistance.

4. **Police matters**

(a) **Reports from the police**

The Clerk reported that PC Mike Perry had contacted him to say that due to existing commitments there would be no police representative at this evening's meeting.

PC Perry had forwarded the Clerk a summary of reported crimes and anti social behaviour received by the police for the previous month. The summary was read out by the Clerk.

RESOLVED: That the report be noted.

(b) **Reports from Members**

There were no reports from Members.

5. **Minutes of the Council's meeting of 12 June, 2012**

RESOLVED: That the minutes be approved as an accurate record.

6. **Matters arising**

(a) **Renovation of public conveniences**

The Clerk reported that the "snagging list" of remaining work at the conveniences had been completed and that the conveniences were now open for use.

On the advice of the architect a retention of 2.5% of the contract price had been retained for a period of 6 months.

RESOLVED: That the information be noted.

(b) **Blue plaque**

It was reported that on 28 June, 2012, a blue plaque had been erected at the entrance gates to Talygarn House, the former home of George T. Clark, to commemorate his life and his contribution to society in South Wales.

The ceremony had been organised by the Borough Council and was well attended by a broad section of the community.

RESOLVED: That the report be noted.

(c) **Induction course for new councillors**

The Clerk advised that he had contacted One Voice Wales and asked whether they would deliver their Induction Course for new councillors locally rather than send individual Members to various training events at different venues in South Wales.

One Voice Wales had agreed to delivering a course locally. The course would be held from 6.30 p.m. to 9.00 p.m. at a cost of £350 plus the travel costs of the presenter. A course could be held in early September or October.

RESOLVED: That the Clerk make arrangements for the course to be held locally and that invitations to attend the course be extended to community councillors in Llanharry, Llanharan and Llantrisant.

(d) **Report of "leaning trees" in Ivor Woods**

The Clerk reported correspondence from a resident in The Hollies, Brynsadler who claimed that trees in the Wood were "very large and appear to be leaning" in the direction of houses from No. 8 to 15 at The Hollies.

A visual inspection of the trees had not shown any immediate danger but the Clerk had advised the Borough Council's tree expert of the claim and had asked for a professional report on the trees' stability.

The matter was noted.

(e) **Proposed Forest Wood Liaison Committee**

The Clerk read out a reply from the Borough Council on the Council's earlier query about the establishment of a Forest

Wood Quarry Liaison Committee. The Council stated that no record could be traced of any plans to set up such a group. It was further stated that the quarry has been working for some considerable time and operated under an environmental permit which the Borough Council regulated through two inspections a year. Additionally, there were no issues with the operation of the quarry that the Borough Council was aware of and no complaints had been received about the operation of the site.

RESOLVED: That the Council approach the management of the quarry and local residents about the possible formation of a liaison committee.

(f) **Possible subsidence at the car park adjacent to the Pontyclun Community Centre**

The Clerk reported that he had been informed that staff from the Borough Council would be holding a site meeting to investigate the possibility of subsidence later in the week.

The report was noted.

(g) **Ivor Woods – Woodland Management report**

The Clerk referred to his earlier report on a site meeting with a representative of Coed Cymru.

The Woodland Management report had been received earlier that day.

RESOLVED: That the report be referred for consideration to the Council Environment Working Group.

7. **Matters reported for decision**

(a) **Liaison with Ysgol Gynradd Gymraeg Gymunedol, Llantrisant**

RESOLVED: That this item of business be deferred to the Council's September monthly meeting.

(b) **Items carried over from the Council's previous administration**

(i) **Proposed bus shelter for Mwyndy**

RESOLVED: That this item be referred to the Council's Economic Working Group.

(ii) **Proposed additional noticeboards** (Councillor Norman)

- RESOLVED:** (i) That discussion on this item be deferred to the Council's September meeting.
- (ii) That the leaflets on noticeboards be passed to Councillor Huw Rees.

(c) **Proposed planting of a tree to mark the Diamond Jubilee**

A discussion on a proposal to mark the Queen's Jubilee took place.

It was noted that some councils had issued commemorative mugs or coins to children living in their communities.

A proposal was made that the Council should mark the Diamond Jubilee by planting trees on possible sites at Llwynypennau, Groesfaen, Talygarn Drive and on land to the rear of the War Memorial in Cowbridge Road, Pontyclun.

- RESOLVED:** (i) That the Council agree in principle to commemorate the Queen's Jubilee.
- (ii) That detailed consideration of the proposal be undertaken by the Council's Environment Group.

(d) **Noticeboards** (Brendan O'Reilly)

- RESOLVED:** That this item be deferred to the Council's September monthly meeting.

(e) **Festive illumination – Christmas 2012**

The Clerk reported on the arrangements the Council had made in previous years for festive illumination.

The Council agreed that arrangements for festive illumination should proceed along the lines of Christmas, 2011, and, additionally, that Councillor Janis Jones approach the owners of the former chapel in Cowbridge Road to find out whether it would be possible to erect a Christmas tree outside their premises.

(f) **Reports form Working Groups**

(a) **Environmental Working Group**

Councillor Bennett apologised for the oversight in failing to invite Councillor Norman to the meeting.

Councillor Ann Bennett, convenor of the Group, gave a verbal report on the Group's discussions.

RESOLVED: That the report be noted.

(b) **Social & Cultural Working Group**

Brendan O'Reilly, the convenor of the Group, gave a verbal report of the Group's discussions.

The Group believed it was important to get people from outside the Council to become involved and provide input especially on the various sources of talent and expertise within the Community. Using this principle as a guide could lead to the compilation of a directory.

The Group also gave consideration to the standardisation of grants and the encouragement of local organisations to become involved in social events outside their normal spheres of operation.

The Group considered the possibility of organising a Pontyclun Festival.

RESOLVED: (i) That the report be noted.
(ii) That Councillor Gwynn Griffith be included as a member of the Working Group.

(c) **Community Engagement Working Group**

The Council discussed the written report produced by the convenor, Councillor Margaret Griffiths.

RESOLVED: (i) That the recommendations of the Working Group be approved.
(ii) That Councillor Gwynn Griffith be included as a member of the Working Group for future meetings

(d) **Activities with Young People Working Group**

The Council discussed the written report produced by the convenor, Councillor Len Arthur.

RESOLVED: That the recommendations of the Working Group be approved.

(e) **The Local Economy Working Group**

The Council discussed the written report of The Local Economy Working Group produced by the convenor, Councillor Paul Griffiths.

RESOLVED: That the recommendations of the Working Group be approved.

The Groups were reminded to meet during the next two months and to produce reports for the Council's September monthly meeting.

Councillor Huw Rees agreed that he would send all Groups a format to be used for producing their reports.

(g) **"Some observations of a new boy"**

The Council discussed the paper written by Councillor Gwynn Griffith.

Councillor Griffith stated that since writing his account he had modified his views in the light of the constructive nature of the discussions which had taken place that evening.

RESOLVED: That Councillor Griffith's comments be noted.

(h) **Chair's Chain of Office**

RESOLVED: That discussion on this item be deferred to the Council's September monthly meeting.

8. **Planning**

(Councillors Margaret and Paul Griffiths, as Members of the Borough Council, declared a personal but not prejudicial interest in this item of business. They elected to remain in the Council chamber but did not take part in any of the Council's discussions)

The Council received details of planning applications contained in the latest Weekly Notifications.

RESOLVED: That no comment be made this month on the planning applications contained in the latest Weekly Lists.

9. **Payment of creditors**

RESOLVED: That payment be approved to the creditors listed in Appendix 4 to the Council's agenda.

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

Nomination for Birthday Honours

The Clerk reported receipt of a letter from One Voice Wales who had been contacted by the Welsh Government about the nomination by community councils of candidates for possible recognition in the Queen's 2013 Birthday Honours List.

RESOLVED: That the letter be noted.

11. **Matters reported for information**

(a) **Public Services Ombudsman's Report 2011/12**

The Clerk reported receipt of the Annual Report for 2011/12 at Appendix 5 to the agenda.

Any Member wishing to see the Annual Report should contact the Clerk.

RESOLVED: That the Clerk's report be noted.

(b) **Health and Safety seminar**

The Clerk gave a detailed report on his attendance of a Health and Safety Seminar organised by the Council's insurers, Zurich Insurance.

He stated that lone working was of particular importance to the Council since all Council employees worked substantially on their own. Additionally, as the Council had decided to install grit bins at certain locations, there was an expectation from the public that the Council would ensure that these bins were adequately filled during frosty weather.

While the Council risk assessed its lone working operations in advance of any work being carried out, no written record had been kept of the assessments. A step by step copy of a lone working risk assessment, designed by Zurich, was provided to Members at Appendix 6 to the agenda.

RESOLVED: That the report be noted.

(c) **PAYE**

The Clerk reported that as an user of HMRC's Basic Tools, 2012, the Council had been notified of the plans to introduce Real Time Information into Basic Tools.

RESOLVED: That the report be noted.

(d) **Section 150(5) – Local Government Act, 1972**

The Clerk advised the Council that plans to amend Section 150, providing for all payments to be made by cheque and to be signed by at least two members of a community council and a parish council, were well advanced.

When made, the amendment would allow community councils in Wales and parish councils in England to introduce internet banking.

RESOLVED: That the report be noted.

(e) **Council's computer**

The Clerk reminded the Council that its computer, which had been received free of charge under the Borough Council's "Shape IT.org Scheme" approximately 8 years earlier, was becoming increasingly slower.

Some of the software supplied with the computer had been released 4 years before the computer was supplied to the Council and was no longer supported by Microsoft. Further software would become unsupported in the medium term.

The Clerk suggested that the Council should make provision for the replacement of its existing hardware and software.

RESOLVED: That the Council note the Clerk's report but that no replacement computer should be sought at this time and that steps should be taken to attempt to improve the performance of the computer.

(f) **Community Council's Annual Allotments Competition**

The Clerk distributed copies of a schedule of winners of the Community Council's Annual Allotment Competition.

The Clerk advised that a copy of the schedule would be displayed in Community Council noticeboards.

RESOLVED: That the information be noted.

(g) **Council's Annual Return for 2011/12**

The Clerk reported that he had prepared the Council's Income and Expenditure Account, Balance Sheet and Supporting Statements for 2011/12.

Internal Audit had been arranged for the following week. Following receipt of the Internal Auditor's report on the 2011/12 accounts it would be necessary to convene a Special Meeting for presentation of the accounts before the Clerk was in a position to complete the Annual Return for the External Audit.

The Clerk planned to convene the Special Meeting on the accounts shortly after his return from annual leave on 8 August, 2012.

RESOLVED: That the Clerk's report be noted.

12. **Further matters for consideration**

(a) **Exclusion of the press and public**

Brendan O'Reilly expressed his opposition to passing a resolution to exclude the press and public from the meeting and gave his reasons for doing so. He asked for a recorded vote.

On being put to the vote the following Members voted for the resolution:

Councillors Len Arthur, Ann Bennett, Gwynn Griffith, Margaret Griffiths, Paul Griffiths, Janis Jones, Gordon Norman and Huw Rees

Opposing the resolution were Councillor Tony Lane and Brendan O'Reilly

RESOLVED: That by virtue of the Public Bodies (Admission to Meetings) Act, 1960, the press and public and public are excluded from discussions on the following item(s) on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

(b) **Matters referred to Working Group 1 Administration**

Members discussed the recommendations of the Group for the recruitment of a new Clerk, provision of a community office and

criteria and application forms for grants contained in Appendices 8, 9, 10, 11 and 12 to the Council's agenda.

The Clerk expressed his disappointment that, having worked for the Community Council for 27 years, and having been nominated by the Community Council to be a member of the Working Group, he had not had the opportunity to make a contribution to any part of the report.

The Clerk stated that he had been invited to attend a meeting of the Group on the evening of 18 June, 2012. On reporting for the meeting he had been informed by the acting convenor that the meeting had been postponed due to the unavailability of some Members. The Clerk's understanding was that the meeting would be rearranged. No notification of a further meeting was received.

The Clerk later learned that the report from the Group before the Council this evening had already been written on the 13 June, 2012, that is, 5 days before the date of the postponed meeting.

The Clerk further stated that the proposals of the two Members who had written the report on the working hours of the replacement Clerk significantly underestimated the number of hours needed to properly carry out the duties of the post. He gave reasons for his views.

The Clerk advised that Council that he would be taking annual leave from 24 July, 2012 to 7 August, 2012.

- RESOLVED:**
- (i) That the comments and annual leave arrangements of the of the Clerk be noted.
 - (ii) That as it had not been possible to conclude the Council's discussions on the Report of the Working Group a Special Meeting of the Council be convened for the evening of 17 July, 2012.

13. The meeting ended at 9.57 p.m.

