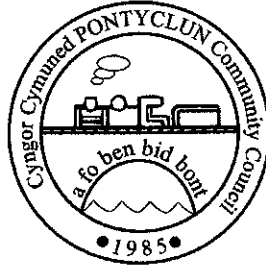


# Cyngor Cymuned Pontyclun Community Council

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## M I N U T E S

Minutes of the December monthly meeting of the Pontyclun Community Council held in the Pontyclun Community Council Office, Pontyclun Community Centre, Heol yr Orsaf, Pontyclun, at 7.00 p.m. on Tuesday, 11 December, 2012.

**PRESENT:** Community Councillors; Len Arthur, Ken Forsdyke, Margaret Griffiths, Paul Griffiths, Janis Jones, Tony Lane, Brendan O'Reilly, Huw Rees and Gordon Norman.

### **ALSO IN ATTENDANCE:**

Keith Davies, Miskin Cricket Club

### **1. Apologies for absence**

Apologies for absence were received on behalf of Councillors Ann Bennett and Gwynn Griffith.

To consider passing the following motion proposed by the Chair:

"That this meeting of the Council terminate on or before 10.00 p.m."

**RESOLVED:** That the motion was passed

### **3. Residents' concerns**

No matters were raised under this item of business

*Keefe* 16/1/13

**4. Grant Application 2012 - Miskin Cricket Club presenting business case - Appendix 1**

Mr Keith Davies from Miskin Cricket Club was welcomed to the Council's December meeting. Mr Davies gave an informative overview of the club's activities and kindly answered questions from Members concerning the club and grant application. Members recognised that Miskin Cricket Club actively engaged with a wide range of ages and agreed that the sport had provided an excellent service to the community over many years. Members also praised the committed volunteers for the work carried out ensuring the club continued to thrive.

**RESOLVED:** (i) That the Council consider the business case put forward by Miskin Cricket Club and report its decision at the next monthly meeting in January 2013

**5. Declarations of Interest**

Councillor L Arthur "I am the Chairperson of Promo Cymru"

Councillor M Griffiths - For agenda item no. 11 appendix 12  
"I am a Member of the Borough Council's Development Control Committee"

Councillor P Griffiths "I am a Member of the Borough Council's Development Control Committee"

Councillor T Lane "I am a Member of the Management Committee of the Pontyclun Community Centre Management Committee"

Councillor R G Norman "I am a Member of the Management Committee of the Pontyclun Community Centre Management Committee"

**6. Minutes of the Council's Special Meeting of 13 November, 2012, as an accurate record – Appendix 2**

**RESOLVED:** (i) That the minutes of the Council's meeting of 13 November, 2012, be approved as an accurate record.

7. **Matters arising**

<i>November Council Monthly Meeting 2012</i>					
<i>Action number</i>	<i>Agenda item number</i>	<i>Brief description of action</i>	<i>Person responsible for action</i>	<i>Proposed completion date</i>	<i>Progress report.</i>
1	6a	CRB check	Clerk	Dec monthly meeting	Forms have been completed
2	6b	Time accrued by Clerk Report quarterly	Chair/Vice Chair	ongoing	Chair to sign paper copy on monthly salary
3	10	Grant allocations	Clerk		completed
4	13 WG1	Review SO	WG1		Passed to Clerk
5	13WG2	Plan Public Meeting	WG2	Spring 2013	
6	13WG2	Distribute Questionnaire	Clerk	Feb 2013	Delivered and receiving completed forms from businesses
7	13WG3	Website – design and management support	WG3		Report from WG3 Dec Monthly Meeting
8	13WG4 (iii)	Costings for summer baskets	Clerk		completed
9	13WG6 (a)	Request invite to youth forum	WG6 Clerk		e-mailed 6/12/12. Follow up call made to CW 12/12/12
10	13WG6 (b)	Invite CM to WG6	WG6 Clerk		e-mailed 6/12/12 Follow up call made to CW 12/12/12
11	13WG6(e)	Consider case for Drop In	WG6	Jan/Feb meeting	
12	15a	Invite to pubs re public conveniences	Clerk		completed
13	15b	Notice Board. Planning application/ purchase board arrange wall to be painted and NB fitted	Clerk		Meeting planned with A Waugh Friday 14/12/12
14	16a	Write report VAN	Clerk	Jan 2013 monthly meeting	completed
15	16b	Arrange ICT for office	Clerk		completed
16	16c	Revised proposal for boundary commission	WG2	Deadline 18/12/12	No action/comment by PCC
17	16d	Lone Working Policy	Clerk		Clerk enquired with Zurich regarding training
18	16e	Christmas lights 1/12/12	Clerk		completed
19	16i	Tourism Workshop	Clerk MG AB		attended
20	18a	Display External Audit in PCC Notice boards	Clerk		completed

## 8. Reports from Working Groups

### Working Group 1 - Administration

The Council discussed the report of the Group contained in Appendix 4.

It was agreed that the allocation of grants for the community needed to be flexible to encourage maximum uptake. However, Members recognised that the process may need to be reviewed in the future should the number of applicants and/or the amounts applied for increase beyond the capacity of funding made available by the Council.

Following a discussion by Council, Councillor Paul Griffiths proposed an amendment to the motion noted as item (7) on the list below;

**RESOLVED:** That the amended motion is passed to put in place an amended process for the allocation of grants from February 2013 as follows; (A21)

1. in accordance with the auditor's advice and guidance the Council give grants for specific purposes
2. applicants wanting £1000 or more will be asked to present a business case and make a presentation to the Council
3. the Council will allocate grants twice a year
4. the Council amend the grant form to take this into account
5. the Council send a letter to organisations during January 2013 explaining the new process and asking for comments
6. the Council will make the new grant form available in February 2013
7. the sum of £100 can be provided to groups who in return invite new membership on the new community website.

It was reported by the Clerk that the laptop used by the Administrative Assistant was not fit for purpose and requested that a new PC be purchased to enable work to be carried out effectively. Members asked the Clerk to prepare a report for the Council and agreed in principle to the purchase of a new PC.

**RESOLVED:** (i) That the Clerk prepare a report and present at January's 2013 monthly meeting. (A22)

(ii) That a new PC is purchased to replace the existing laptop. (A23)

The Clerk reported that a total of 29 Christmas trees have now been purchased and fitted to business premises throughout the area. These are scheduled to be removed during the first week in January 2013.

**RESOLVED:** That the Councils Handyman, D Oram, assisted by M Button, be thanked for all their efforts in making the area look very festive. (A24)

A report of the meeting held on 9 December 2012, Appendix 3a, concerning the footpath alongside Clos Brenin and leading to Tylagarw was presented to the Council.

**RESOLVED:** That the report, appendix 3A, was noted.

The Council discussed the Budget Monitoring Report, Appendix 3B.

**RESOLVED:** That a monthly update of the Council's finances is provided by the Clerk at future monthly meetings. (A25)

### **Working Group 2 – Community Engagement**

The Council discussed the report of the Group contained in Appendix 5. It was reported that residents of Groesfaen did not feel that the existing notice board located in the bus shelter was in the best position for public viewing. Councillors had made enquiries with the new village shop and ascertained that they are prepared to house a community noticeboard within their premises. It was noted that the legal obligations of the Council to display certain documentations must be given priority in the noticeboard.

**RESOLVED:** (i) That the notice board in the bus shelter at Groesfaen be relocate to the village Shop (A26)

(ii) That this notice board be used for community use

(iii) That the shopkeeper has a key and can manage the notice board

(iv) That if necessary, a new board be provided at a cost of approximately £250

The Clerk reported to the Council that December's agenda had been successfully uploaded onto the Pontyclun Community Council website. It was agreed that when the new community website is available that this service will be greatly improved. In light of this information a proposal to amend Motion 2 was made for the Clerk to send the link to the Pontyclun Community Council website rather than attach agenda and minutes to an e-mail.

**RESOLVED:** (i) That the amended motion was passed for the Clerk to send the Pontyclun Community Council website link to any residents who may wish to receive the Council's agenda and minutes in the future. (A27)

### **Working Group 3 – The Local Economy**

The Council discussed the motion proposed by Group, Appendix 6.

Members agreed that the proposals, set out in appendix 1 of the report, included a varied and lively mix of content that should in turn appeal to a wide range of people.

The Group confirmed that it is Pontyclun Community Council who will take ownership of the new website with the intention of a voluntary group taking responsibility to update its content. Councillor P Griffiths reported that there was now a sound base group of volunteers who were able to continue with the development of the new website. Members agreed that there was still a need to attract new members to this voluntary group to ensure wide representation for the community.

An amendment to the motion was proposed to include the Council's Working Groups to consider how they could actively encourage people from their groups to participate on the voluntary group to manage the new community website.

**RESOLVED:** That the amended motion was passed

- (i) That the Council agrees with the specification to be used in procuring a community website set out in Appendix 1 of the report.
- (ii) That the Working Groups consider how they could actively encourage people from their groups to participate on the voluntary group to manage the new community website (A28)

#### **Working Group 4 – The Local Environment**

The Council moved to defer the report from the Local Environment Group to discuss at next meeting – Appendix 7

Members discussed the Joint Report from Working Group 4 The Local Environment and Working Group 6 Activities with Young People – Appendix 7

Members briefly discussed options which may benefit from an application to the scheme. It was noted that the Aggregate Levy Scheme requires a 30% match funding by the applicant. An amendment to the motion was put forward to include that the proposed plan and application be brought back to report to the Council to consider at a future meeting of Pontyclun Community Council.

**RESOLVED:** That the amended motion was passed for the Council to commissions both the Youth and Environment Working Groups to work together to prepare a plan and an application for the Aggregates Levy Scheme for Wales for funding projects in the community of Pontyclun; and to report back to the Council at a future meeting (A29)

Councillor Janice Jones left the meeting at 9:10 p.m

#### **Working Group 5 – Social and Cultural**

No update

#### **9. 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.

- (b) Reports from Members

It was reported by Councillor Ken Forsdyke that following telephone calls to the Police and RCT CBC the shell of a van advertising 'Offices to Rent' has now been removed from the A4119.

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

**10. Notices of Motion from Councillor**

- (i) Brendan O'Reilly                      That the PCC seek as a matter of urgency that RCT take action as soon as possible to repair the historically important railings surrounding the rugby fields on Cowbridge Road and bring them back to their original state.

**RESOLVED:** That the Council enter into partnership with RCT CBC to take action as soon as possible. (A36)

- (ii) Brendan O'Reilly                      That this Community Council supports the need for restricted parking on Llantrisant Road and that this road should be made into a clearway, except on Sundays". The effects of parking on this road are such that during busy times traffic is building up through Brynsadler and it is an obstruction to all traffic at other times. And occasionally traffic is brought to a standstill.

**RESOLVED:** That the motion was not carried.

- (iii) Brendan O'Reilly                      That the Community Council seek the erection of a bus shelter at the front of the Ivor public house in Brynsadler

**RESOLVED:** That Working Group 3 – Local Economy look at the need for bus shelters throughout the area and devise a rolling programme with relevant costing to present to the Council at a future meeting (A30)

- (iv) Cllr. Gwynn Griffiths                      Requests the Council's support to finance producing leaflets and postage costs to the residents of Groesfaen informing of the sale of Capel Babell and to generate local interest in the possibility of purchasing the building for community use.  
Members agreed that the Council should give its full support to this matter and considered establishing a Groesfaen Working Group. It also recommended that the leaflets are produced with the Council logo and contact details and that meetings arranged should be chaired by the Council.  
The motion was amended to '*deliver the leaflets*' rather than incur postage costs as members felt that together they could complete the work and save on postage costs.

**RESOLVED:** That the amended motion was passed to

(i) finance the production of PCC leaflets.

(ii) members to hand deliver leaflets to residents of Groesfaen. (A31)

(v) Cllr. Tony Lane

That this Council Immediately form a "finance" committee. Members discussed the motion and agreed that the preparation of budget reports to present to the Council came under the remit of Working Group 1 - Administration. Members were reminded that they may attend any of the Working Group meetings whether they are a member of that Group or not.

**RESOLVED:** That Councillor Lane withdrew the motion.

(vi) Cllr. Tony Lane

That this council temporary stops all motions that requires financial costs until it receives the current actual and projected expenditure data thus remaining within "audit " rules & regs by adding to the existing budget any emergency items required to keep the council operating.

Members were provided with a revised Monitoring Budget as at 4/11/12 – Appendix 3b.

**RESOLVED:** That the Clerk provides a Budget Monitoring Report at the Council's monthly meetings.(A32)

(vii) Brendan O'Reilly

That the Community Council seek an independent evaluation of the safety of the pedestrian crossing at Bargainbooze, especially in light of the letter received recently from a resident which clearly makes this an urgent matter.

Councillor P Griffiths has a letter from RCT CBC from the highways Authority and will forward a copy on to Brendan O'Reilly. (A33)

**RESOLVED:** That the matter is deferred to a future Council meeting.

(iii) Brendan O'Reilly

That this Community Council enters into discussions with RCT to have the annual rent on the Car Park at the community centre removed and that the car park remains 'free' to users. Members discussed the 25 year lease Pontyclun Community Council has signed for the car park.

**RESOLVED:** That Brendan O'Reilly withdrew the motion.



## 11. Matters reported for decision

- (i) Clerk Request from National Eisteddfod for a donation towards staging annual event – Appendix 8

**RESOLVED:** That the Council award a payment of £100 (A34)

- (ii) Clerk To approve the payment of creditors - appendix 9

**RESOLVED:** That payment be approved to the creditors listed in appendix 9 of the Council's agenda.

- (iii) Brendan O'Reilly Road sign on Llantrisant Road needing to be replaced

**RESOLVED:** That the matter be discussed at a future Council meeting.

- (iv) Brendan O'Reilly Concerns of a resident at River's Edge – Appendix 10

**RESOLVED:** That the Council noted the letter was address to RCT CBC who had responsibility for this area of concern.

- (v) Cllr. Huw Rees YGG Llantrisant: Assign a Working Group assist with facilitate better engagement between the school council and local business  
Para 4 – Appendix 11

**RESOLVED:** That the matter be delegated to Working Group 6 Activities with Young People (A35)

- (vi) Clerk Opening hours for office during holiday period

**RESOLVED:** (i) That the Council Office is closed for a two week holiday during the Christmas and New Year period.

(ii) That January 2013 monthly meeting be moved to Tuesday the 15 January 2013.

## 12. Matters reported for information

- (i) Letter from RCTCBC dated 22/11/12 regarding Capel Babell –Appendix 13

**RESOLVED:** That this item is moved to January's monthly meeting as this meeting was brought to a close due to the time being 10.15 pm

- (ii) Letter from RCTCBC dated 21/11/12 regarding Community Infrastructure Levy (CIL) Preliminary Draft Charing Schedule Consultation Appendix 14

**RESOLVED:** That this item is moved to January's monthly meeting as this meeting was brought to a close due to the time being 10.15 pm

(iii) Tourism meeting/workshop Alun Huish Marketing Adviser – Tourism follow- up meeting in January 2013

**RESOLVED:** That this item was noted


(iv) RCT CBC response to Planning Applications website Appendix 15

**RESOLVED:** That this item was noted

(v) E-mail from Graham Croad, Pontyclun RFC concerning public conveniences Appendix 16

**RESOLVED:** That this item is moved to January's monthly meeting as this meeting was brought to a close due to the time being 10.15 pm

The meeting ended at 10.15 p.m.

 16/1/13