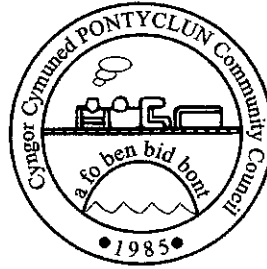


Cyngor Cymuned Pontyclun Community Council

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Swyddfa Cyngor Cymuned
Canolfan Gymunedol Pontyclun
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M I N U T E S

Minutes of the February monthly meeting of Pontyclun Community Council held in the Pontyclun Community Council Office, Pontyclun Community Centre, Heol yr Orsaf, Pontyclun, at 7.00 p.m. on Tuesday, 12 February, 2013.

PRESENT: Community Councillors; Ken Forsdyke (Chair), Len Arthur, Ann Bennett, Margaret Griffiths, Paul Griffiths, Tony Lane, Brendan O'Reilly and Huw Rees.

1. **Apologies for absence**

Apologies for absence were received on behalf of Councillors Gordon Norman, Gwynn Griffith and Janice Jones.

2. 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. **Declaration of Interest**

Councillor T Lane	"I am a Member of the Management Committee of the Pontyclun Community Centre Management Committee"
Councillor K Forsdyke	"I am the Chairman of Pontyclun Ward Community Trust"
Councillor L Arthur	"I am a Board Member and Trustee of Promo Cymru"
Councillor M Griffiths	"I am an RCT Councillor and a Member of the Development Committee"
Councillor A Bennett	"I am a Member of the Management Committee of the Pontyclun Community Centre Management Committee"
Councillor P Griffiths	"I am an RCT Councillor and a Member of the Development Committee. I am the member of Pontyclun Community Trust"
Councillor B O'Reilly	"I am the member of Pontyclun Community Trust"

Margaret Griffiths
12th March 2013
MG

4. Presentation by Peter Shilton on behalf of Pontyclun Football Club - appendix 1

Mr Shilton gave an overview of the progress of the club's new changing room facility. The old building was not fit for purpose and was prone to flooding from the nearby river. Mr Shilton reassured the Council that the location of the new changing room facility ensured that it was not blighted by flooding. Mr Shilton informed the Council that the structural and exterior work of the new changing room facility had been completed but that some internal work remained outstanding, this included floor tiling, benches and pegs. This outstanding work is estimated to cost between £10,000-15,000. Failure to complete this work by the 30 April, 2013 would result in Pontyclun Football Club being relegated from the South Wales Amateur League to the Pontypridd League as the current state of the new changing room facilities would not meet the League's criteria.

Mr Shilton explained that the cost of the build to date had been kept to a minimum due to the generosity of volunteers who had given their time and expertise to move the project forward. The Council congratulated Pontyclun Football Club on its achievements to date and the voluntary work of its members. The Council commented on how well the Club engages with the community and that enthused and motivated players can often be seen playing in the fields.

RESOLVED: That the grant application is considered at the March, 2013 monthly meeting. A65

5. Police matters

a) Reports from Police

P C Daren Pike notified the Clerk that the February monthly meeting fell on his rest day and provided a written report - appendix 2.

RESOLVED: That the report was noted

b) Reports from Members

A number of Members reported that they had received a number of complaints from local residents concerning alleged drug related activities in the area.

RESOLVED: That the Clerk make enquires with the local Housing Associations to ascertain what outreach work they may already have in place. A66

4. Residents' concerns

A member of the public requested the Council to clear an area of land to the rear of the Pontyclun Car Park which was overgrown and had been set alight in the previous year.

RESOLVED: That the Clerk arrange for the area of and to be cleared. A67

5. To confirm the minutes of the Council's Monthly Meeting of 15 January 2013, as an accurate record – appendix 3

RESOLVED: That the minutes of the Council's meeting of 15 January, 2013, be approved as an accurate record. A68

6. Matters arising – Action Table – appendix 4

The Members and Clerk reported on November, December 2012 and January 2013 Action Table. Table has been updated accordingly.

9 Reports from Working Groups – appendix 5

Working Group 1: Administration

Convener, Councillor K Forsdyke, presented the working group's report.

MOTION 1.

Following budget discussion by WG1 (Administration and Remuneration), the Council is advised to increase the contingency fund, resolved in January at £10,000, by adding an additional £15,000 to bring the total to £25,000. This is calculated as three months working capital.

Members discussed a range of amounts of contingency to be reserved and how this may affect the potential funding of future Council projects. An amended motion was put forward to have a minimum contingency fund of £10,000 in the Council Budget for 2013/14.

RESOLVED: That the Council passed the amended motion for the Clerk to include a £10,000 contingency fund in the 2013/14 Council budget. A69

MOTION 2.

WG1 recommends that a depreciation fund of £3,000 be included in the Council budget for 2013/14. It further recommends that the sum of £3,000 be placed in such a fund immediately as depreciation allowance for 2012/13. Depreciation has been calculated on the van, handyman's tools, office equipment including IT and external assets such as bus shelters and benches.

Members agreed that a designated depreciation fund for its major assets would be prudent and should be included in this current year 2012/13 budget. It was noted that all depreciation should be itemised under the relevant budget headings in Council's finances rather than reported as a budget heading of Depreciation at £3,000 per annum.

RESOLVED: That the Council passed the amended motion and request the Clerk to include itemised depreciation of the Council's assets including the van, handyman's tools, office equipment including IT and external assets such as bus shelters and benches for the current year 2012/13 and subsequent years. A70

MOTION 3.

WG1 recommends that the Council instruct all WGs to present expected expenditure figures (including accepted ideas from the open day) to the Council meeting in October 2013 at the latest. This will enable WG1 to carry out its task of preparing a 'five year plan'.
The Clerk gave an oral report of the WG1 meeting held on 8 January, 2013. A written report was also distributed to Members at this meeting which could not be included as an appendix as the meeting took place after the agenda was produced.

After a discussion an Amendment was proposed to Motion 3 for all Working Groups to forward their expected expenditure figures in good time to the Clerk in order that she may collate and prepare a report for the October 2013 monthly meeting.

RESOLVED: That the Council pass the amended motion for all Working Groups to present expected expenditure figures (including accepted ideas from the open day) to the Clerk in good time in order that she may collate and prepare a report for the October 2013 monthly meeting.A71

The Clerk reported that of the four Public Houses invited to express an interest in opening, closing and cleaning the public conveniences one had provided a proposal for the Council to consider. It was decided that the Council would retain the post and for Working Group 1 and prepare the Job Description ready for the vacancy to be advertised.

RESOLVED: (i) That the Clerk thank the Windsor Arms for its expression of interest but to inform that the Council will not pursue.A72a
(ii) That the Clerk prepares a Job Description for Working Group 1 to consider.A72b

Item 6.2 The Clerk reported to Members the time required to prepare the monthly agenda with appendices. The Clerk has prepared a tabled work schedule for both March and April 2013 and will e-mail these details to Members. Future schedules may be reviewed should the volume of work involved in the preparation and distribution of the monthly agenda decrease.

RESOLVED: That the Clerk e-mail Members the agenda schedule prepared for March and April, 2013.A73

Item 6.3 The Clerk presented Members with hard copy document recording a range of quotes received whilst researching the options of replacing the Council vehicle. The Council thanked the Chair for his time and effort in assisting the Clerk and Handyman in this matter.

RESOLVED: That the Clerk is instructed to order the new Council Vehicle from Evans Halshaw.A74

Members discussed the contractual obligation of a gratuity payment, dating back to 1986, with the retired Clerk. Working Group 1 has been looking into this matter and an estimated figure, calculated by Mr G Lewis, had now been included in this months Budget Monitoring Report. Members instructed the Clerk to seek further guidance from the Wales Audit Office.

RESOLVED: That the Clerk seeks advice from the Wales Audit Office regarding the retired Clerks gratuity payment.A75

Working Group 3: Local Economy

Councillor Len Arthur declared a personal interest for this item and vacated the Council Chamber at 9:15 pm.

Recommendation: The Council agrees to contract Barry Wicket of Dark Green Media to provide a design for a Community Website at a 'one-off' cost of £1200 and for on-going management support at an annual cost of £480

Convener, Councillor P Griffiths, circulated a written report to Members and explained that it had not been included with the agenda as WG3 were waiting for information from one of the website companies. Members were informed that Dark Green Media would mentor and provide tutorials for those generating the website content. They would also continue with

the websites design function and would monitor the website to ensure it presence on Google search.

RESOLVED: That the Council agreed to contract Barry Wicket of Dark Green Media to provide a design for a Community Website at a 'one-off' cost of £1200 and for on-going management support at an annual cost of £480 A76

Working Group 4: Local Environment

Convener, Councillor A Bennett, presented the working group's report. 1.
The Clerk reported that a postal request to the Land Registry Office had been sent last month.

RESOLVED: That the report was noted.

Working Group 6: Community Engagement

MOTION: PCC agrees to help YGGG Llantrisant school's council to engage with Pontyclun as a community and will offer the same facility to other school parliaments and councils where Pontyclun is significantly part of their catchment area.

Convener, Councillor L Arthur, presented the working group's report.
Members were pleased to note the youth participation at the Working Group's meeting and welcomed the opportunity to listen to the young people of the area. Reference was made to the percentage of children and young people, obtained from the 2011 Census, reaching nearly 30% of the total population of Pontyclun

RESOLVED: That Pontyclun Community Council agrees to help YGGG Llantrisant school council to engage with Pontyclun as a community and will offer the same facility to other school parliaments and councils where Pontyclun is significantly part of their catchments area.A77

10. Notices of Motion from Councillors

(i) Councillor Lane

MOTION. "POINT OF ORDER." THAT THIS COUNCIL DOES NOT CONTINUE TO "ACT UN-LAWFULLY" BY ANY COUNCILLOR ORDERING THE CLERK TO CARRY OUT ANY ACTION ON THEIR BEHALF, PER GOOD COUNCILLOR GUIDES. "NO ONE COUNCILLOR INCLUDING THE CHAIR CAN INSTRUCT THE CLERK." & NO POWER CAN BE USED RETROSPECTIVELY.

A number of Council Members objected to motion 10(i) and did not agree with what was being implied by Councillor Lane. An Amendment Motion was proposed and passed that this Council continues to assure that its officers act in accordance with Council Regulations.

RESOLVED: That Pontyclun Community Council continues to assure that its officers act in accordance with Council Regulations.A78

(ii) Councillor Lane

Motion. That the "OLD" computer current at the premises of Mr G. Lewis be ^{immediately} retrieved & placed in the Council Office where to can be made put into service to retrieve the Councils documents & records, that Mr G Lewis be requested to supply all the necessary pass words for this PC.

During discussion an Amendment to motion 10 (ii) was proposed and passed to arrange to collect the old computer from the previous Clerk and for the matter of putting the old computer back into service to be looked at by Working Group 1: Administration

- RESOLVED:** (i) That the Clerk arrange to collect the old computer from the retired Clerk A79a
(ii) That Working Group 1 look into whether or not the old computer needs to be put back into service A79b

(iii) Councillor T Lane.

Motion. That this Council checks on the "File" records & the old computer data as to the legality of the Millfield Trust gaining access to the Council's land without adding by the data contained within the E.M.H.L 15th September 2006 16.55 to Source 2 Council; to Brock Lewis, Subject Council Owned Land in Brynisdol, Pontyclun.
A that a copy of the letters to the Environmental Agency re "Cut down of trees" @ Millfield owned by Mr G. B. Williams be made available to the Council so that the PCC can make a judgement on the present condition of these land & fencing.

Councillors K Forsdyke, P Griffiths and B O'Reilly declared an interest as members of the Pontyclun Community Trust after clarifying an error referring to Millfield Trust which does not exist. Councillors K Forsdyke, P Griffiths and B O'Reilly remained at the meeting but did not take part in the discussion of Motion 10(iii). It was agreed by the remaining Councillors that the content of Motion 10(iii) be look at by Working Group 4: Local Environment and report back to the Council.

- RESOLVED:** That Working Group 4: Local Environment look into Motion 10(iii) and report back to the Council. A80

(iv) Councillor T Lane

Motion. That this Council does not carry out Council procedures outside the council chamber. Namely discussions, decisions & taken place ~~not~~ without Motion/Resolution. This I believe is "Usual Vices". H

This item not discussed at this meeting as it was brought to a close due to the time being 10:00 pm

(v) Councillor T Lane

This Council checks the legality of all staffing matters past and present being dealt with by a working group and not the full Council for inclusion of any item pertaining to Council matters.

This item not discussed at this meeting as it was brought to a close due to the time being 10:00 pm

11 Matters Reported for Decision

(i) 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. A81

(ii) Budget Monitoring Report – appendix 10

The Clerk would like to draw to the attention of Members that a Visa Debit card has been granted by Lloyds Bank for the General Account and purchases for general office items where showing in the report.

RESOLVED: That the Budget Monitoring Report listed in appendix 10 was noted.

(iii) Eisteddfod yr Urdd 2013. Request a donation towards costs of festival as children young people from all over Wales will win their way to compete - appendix 11

This item not discussed at this meeting as it was brought to a close due to the time being 10:00 pm

(iv) To decide whether to offer any comments on planning applications contained in the latest Weekly Notifications.
(Please note that full details of all applications can now be viewed on the Rhondda Cynon Taf County Borough Council website) - appendix 12

RESOLVED: That no comments be made to the Planning Authority on any of the applications for this month

(v) Close down Greg Lewis@ PCC e-mail address

This item not discussed at this meeting as it was brought to a close due to the time being 10:00 pm

12 Matters Reported for Information/Discussion

- (i) Clerk: Letter from Welsh Government (e-mailed 30/01/13) Websites for Town and Community Councils - appendix 13

This item not discussed at this meeting as it was brought to a close due to the time being 10:00 pm

- (ii) Clerk Letter from RCT CBC 23/01/13 New Town Centre - appendix 14

Members discussed a letter in circulation from Rhondda Cynon Taff Council giving notice of a meeting being held with an invitation to speak at The Pavilion, Clydach Vale on the 28 February 2013. No arrangements were made to send a representative from the Council as the time at this point in the meeting was 10.00 pm.

RESOLVED: That the meeting to be held by RCT CBC on 28 February 2013 be noted.

- (iii) Cllr T Lane Wishes to view PCC leases and contracts with another Member of the Council

This item not discussed at this meeting as it was brought to a close due to the time being 10:00 pm

- (iv) Cllr T Lane Internal Audit query

This item not discussed at this meeting as it was brought to a close due to the time being 10:00 pm

- (v) Cllr T Lane RCT CBC Monitoring Officer

This item not discussed at this meeting as it was brought to a close due to the time being 10:00 pm

- (vi) Cllr T Lane New draft minutes arrangement

This item not discussed at this meeting as it was brought to a close due to the time being 10:00 pm

- (vii) Cllr T Lane RCT CBC Parking/Traffic Officers

This item not discussed at this meeting as it was brought to a close due to the time being 10:00 pm

- (viii) Cllr T Lane RCT CBC Christmas Trees

This item not discussed at this meeting as it was brought to a close due to the time being 10:00 pm

- (ix) Cllr T Lane PCC to support Development of existing BOSCH site in Vale of Glam

This item not discussed at this meeting as it was brought to a close due to the time being 10:00 pm
The meeting ended at 10.10 p.m.

Margaret Griffiths
12th March 2013