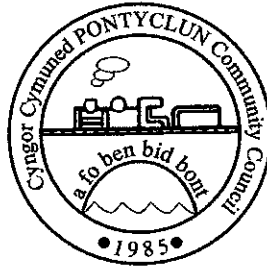


Cyngor Cymuned Pontyclun Pontyclun Community Council

Clerc - Catherine Craven
Swyddfa Cyngor Cymuned
Canolfan Gymunedol Pontyclun
Heol yr Orsaf
Pontyclun
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Minutes of the November 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, 13 November, 2012.

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

ALSO IN ATTENDANCE:

A member of the public.

1. Apologies for absence

An apology for absence was received on behalf of Councillor Huw Rees.

2. To consider passing the following motion proposed by the Chair:

"That this meeting of the Council terminate at 10.00 p.m."

Following a discussion by Council, Councillor Paul Griffiths proposed an amendment 'terminate on or before 10:00 p.m.'

RESOLVED: That the amended motion was passed.

3. Residents' concerns

No matters were raised under this item of business

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4. Declarations of Interest

- Councillor Ann Bennett "I am a Member of the Management Committee of the Pontyclun Community Centre Management Committee"
- Councillor Len Arthur - For agenda item 13 - "I am the Chairperson of Promo Cymru"
- Councillor M Griffiths - For agenda item No. 16.1 - "I am a Member of the Borough Council's Development Control Committee"
- Councillor P Griffiths - For agenda item No. 16.1 - "I am a Member of the Borough Council's Development Control Committee"
- Councillor Tony Lane "I am a Member of the Management Committee of the Pontyclun Community Centre Management Committee"
- Brendan O'Reilly "I am a Member Pontyclun Action Group"

5. Minutes of the Council's Special Meeting of 1 October, 2012, as an accurate record – Appendix 1

RESOLVED:

- (i) That the minutes of the Council's meeting of **1 October, 2012**, be approved as an accurate record.
- (ii) Following a query by a Member of a content in the new Clerk's contract the Council resolved that it remained unaltered.

6. Matters arising

- (a) Criminal Records Bureau clearance

The Clerk advised that at the Council's that Llanharan Community Development Project Ltd. have been approached to undertake Criminal Record Bureau clearance checks for both the Clerk and Administrative Assistant. The cost would £52.50 for each member of paid staff totalling £105.000

RESOLVED: That the Council authorise the Clerk to arrange Criminal Record Bureau clearance for herself and the Administrative Assistant through Llanharan Community Development Project Ltd.

(b) Hours worked in excess of contracted hours – Appendix 2

The new Clerk reported that since being appointed she had accrued additional worked hours in excess of contacted hours. Detailed arrangements for agreeing time off in lieu are not contained in the contract of employment and the Clerk requested that the Council considers how arrangements should be managed. The Clerk suggested, in conjunction with the chair, or in his absence the Vice chair, be authorised to agree any time worked in excess of the Clerk's contacted hours and, jointly with the Clerk, make suitable arrangements for time off in lieu to be taken.

The Council discussed how any hours the Clerks accrued should be reviewed regularly by the Chair.

- RESOLVED:**
- (i) That the Chair, or in his absence the Vice Chair, regularly monitors the Clerks accrued hours and authorises time to be taken in lieu.
 - (ii) That the Chair report to Council on a quarterly basis any accrued hours and time taken in lieu by the Clerk.

7. To confirm the minutes of the Community Council's meeting of **9 October, 2012**, as an accurate record

RESOLVED: That the minutes of the Council's meeting of 9 October, 2012, be approved as an accurate record subject to

- (i) The reference in minute 5, iv, c on page 6 to *The area of sterile land* be amended to 'The area of open land ..'
- (ii) The reference in minute 5 (v) (b) on page 7 in which the *Working Group are to give talks to the over 50's in the centre* be amended to 'That the Council encourage external speakers to give talks to the over 50's in the centre'.

8. **Matters arising**

- (a) Report on the Annual Conference of One Voice Wales – Appendix 4

On Saturday 13th October 2012 the Chair attended the One Voice Wales Conference in Pontrhydfendigaid, West Wales. The conference hosted four key speakers -
Jane Davidson, Director Inspire
Carole-Anne Davies, CEO Design Commission for Wales.

Reg Kilpatrick, Director for Local Government and Public Service, Welsh Government and
Chris Blake, Director Community energy Wales

RESOLVED:

- (i) That the report be noted
- (ii) That the reference made to the amalgamation of colleges at Aberystwyth and St Davids to from Trinity St Davids be amended to 'University of Wales Trinity Saint David was itself formed out of a merger between Trinity University College, Carmarthen, and the University of Wales Lampeter, Ceredigion and is expected that Swansea Metropolitan University will also join the group'.
- (b) Possibility of joint training arrangements - not discussed at this meeting.
- (c) Visit to CCTV Control Room at Sardis House Pontypridd

Since the October monthly meeting Councillors had visited the Control Room. They reported that there are four cameras sited throughout Pontyclun, namely one in the car park outside of the Community Centre and three on Llantrisant Road close to Methodist Church, Indian Restaurant and The Windsor Hotel. The Control Room listen in to any calls coming through the 101 non emergency telephone line and can operate any of the four cameras in Pontyclun to follow and record any incidents. Councillors commented on how clear the images from the cameras were. The Control Room store any digital information for 1 month. However should any questions be raised then the data is kept until the matter is investigated and resolved.

Given this information it is important that anybody who may witness an incident or suspect that a criminal activity may be taking place should report it immediately to the non emergency telephone line 101.

RESOLVED: That the report be noted

(d) Footpath from Brynsadler to Llanharry

A site meeting took place on Friday 9th November, 2012 between RCT Footpaths Officer Stacey Delbridge, her colleague, Clerk and Brendan O'Reilly.

RESOLVED: That the report written by Greg Lewis, Clerk, will be distributed to Members at the December monthly meeting.

(e) Pedestrian Crossing at Groesfaen

Councillor Paul Griffiths informed Members that the cost of a pedestrian crossing at Groesfaen would be in the region of £120,000. Councillor Griffiths went onto say that residents of Groesfaen needed to raise the issue of a pedestrian crossing at the local PACT meeting being held the following day, Wednesday 14 November, 2012. Members discussed the proposal to build a considerable number of new houses in the Creigiau area and the possible impact of increased traffic travelling through the village of Groesfaen.

RESOLVED: That the residents of Groesfaen are urged to attend their local PACT meeting to raise the issue of a pedestrian crossing for their village.

(f) Parking on pavement on the main Llantrisant Road in Groesfaen

Councillor Gwynn Griffith informed members of issues regarding the parking of owners' vehicles on the main road. Some residents parked with two wheels on the pavement as they were experiencing damage to their wing mirrors caused by through traffic.

Members were sympathetic to the residents concerns but recognise that parking a vehicle on a pavement is an offence.

It was felt that cars parked in the road may in fact help slow the speed of traffic through the village as drivers needed to negotiate road space. Members heard that some residents who were parking their vehicles on the pavement had been approached by Police Support Officers. The Police Support Officers had issued warnings to those residents concerned but had not fined on this occasions.

RESOLVED: That Members noted the actions taken by the Police Support Officers to prevent illegal parking.

9. To confirm the minutes of the Community Council's Special Meeting of **31 October, 2012**, as an accurate record.

RESOLVED: That the minutes of the Council's meeting of 9 October, 2012, be approved

10. **Matters arising**

Cheques to the 18 successful applicants have been written and signed but the Clerk must wait for the Bank Mandate to be processed by Lloyds TSB before those cheques can be issued with a covering letter. Four of the grant applicants have been invited to present a business case to the Council. The one unsuccessful applicant has been notified in writing. Three further grant applications have been received and have been notified that their applications cannot be considered on this occasion as they were received after the closing date.

RESOLVED: That the Clerk issues the cheques once the Bank Mandate is confirmed by Lloyds TSB.

11. To confirm the minutes of the Council's Special Meeting of **2 November, 2012**, as an accurate record

RESOLVED: That the minutes of the Council's meeting of 2 November, 2012, be approved

12. **Matters arising** None raised

13. **Reports from Working Groups**

Working Group 1 - Administration

The Council discussed the report of the Group contained in appendix 7.

It was reported that BT had scheduled the transfer of the existing telephone and broadband line to the new office premises on the 14 November, 2012.

In preparation for the allocation of grants in 2013, Working Group 1 will consider the production of a set of criteria which would form the basis by which grant applications would be assessed.

The Working Group now have a complete list of the Council's assets, insurance policies, employment contracts and lease with RCT.

RESOLVED: That Working Group 1 begin work on reviewing the Council's Standing orders.

Working Group 2 – Community Engagement

The Clerk advised Members that copies of the Community Questionnaire were now ready for distribution and that the task of planning and distributing would be carried out once the new Administrative Assistant took her post.

- RESOLVED:**
- (i) That the Working Group proceed to plan an Annual Public Meeting for 2013.
 - (ii) That the task to complete the Community Questionnaire by accomplished by February 2013.

Working Group 3 – The Local Economy

The Council discussed the report of the Group dated 13 November, 2012.

The Working Group reported that it had organised two meetings with members of local businesses in Pontyclun. In principle local business considered that there would be merit in the Community Council taking the lead in procuring such a website but recognised that its management would need to be undertaken by a team of active volunteers from the wider community. Members raised concerns over ownership of the site as PCC would be the only organisation making a financial contribution. It was agreed that this level of detail would be properly addressed as the scheme developed past the negotiation stage. The Council also discussed the benefits of further widening the small group of volunteers to also include non business representatives. The Working Group advised Members that a new website CF72 was being developed to promote local business and attractions. This website was understood to be more business driven rather than community orientated.

RESOLVED:

- (i) That the Council approved the Working Group's motion to enter negotiations with a view to procuring design and management support for a Community website
- (ii) That the Working Group continues with its dialogue with the developers of the CF72 website.

Working Group 4 – The Local Environment

The Council discussed the Group's November report.

It was noted that the bridge at the entrance to the Village has been partially repaired and that arrangements were underway to carry out tests and a survey from the River Clun. Working Group 4 has also arranged a meeting with Stacy Delbridge, RCT footpaths officer, for the end of this month to discuss Wilkie and Henry Woods. The Working Group recognise that there are many miles of footpaths within PCC and are taking a systematic approach in looking at all of the footpaths within PCC.

Members discussed the variety of plants and quantity of hanging baskets required for Summer 2013. Costing of the plants was requested by Council and the matter to be raised again for further discussion in the December monthly meeting. It was noted that Boverton Nursery have given a deadline of the end of November 2012 for the Council to order all plants for the hanging baskets 2013 and that this deadline will be missed.

Members were advised that in cases where concerns were raised regarding persistent dog mess in a location then RCT had officers who will 'walk' the area and scan for evidence of fouling. The officers will revisit at various times to ensure a fair assessment is made. Should officers witness a dog fouling and the owner failing to clear up the mess then the officer has the power to issue a fine on the spot. Members

were also advised that RCT have new signs warning owners to clean away any mess they dog may leave.

- RESOLVED:**
- (i) That Members may report any known problematic dog fouling locations to RCT and request the patrol officers to visit the area through Councillor Margaret Griffiths
 - (ii) That Members may request RCT to erect signage warning against dog fouling through Councillor Margaret Griffiths
 - (iii) That the Clerk provides the cost of plants for Summer 2012 to WG 4

Working Group 5 - Social & Cultural Activities

The Working Group reported to the Council that the possibility of hosting a cinema was proving difficult at present and that the Group continued to look at ways to support the initiative. It also reported that discussions around other activities were also being discussed and developed.

RESOLVED: That the progress be noted.

Working Group 6 - Activities with Young People

The Council discussed the report of the Group contained in appendix 9 and 9 (a).

Members discussed the difficulties of engaging young people but recognised the importance to be communicative and work with young people. Members acknowledged that there were a number of youth groups in existence, including a Youth Forum for the area, and did not want to create additional focus groups at this stage. The Working Group advised Members of the expertise already working in this field and of the opportunities to work in collaboration to establish links with existing young people groups and involve them in the decisions for the development of their community.

Members discussed the merits of funding youth activities in the community as a means to engage young people. Concerns were raised about how providing financial support to out of school activities could provide the desired outcomes for PCC.

Members also discussed how existing school councils operated and if they could provide a voice for the young people in the community however concerns were raised as to whether their purpose was too narrow for PCC business.

RESOLVED:

That the motion proposed by Working Group 6 was moved in sections.

(a) Motion carried to formally request PCC representation on the CYOG and the Youth Forum covering our area- if possible through local young people

(b) Motion carried to invite Caroline Wool and a colleague to join our WG6 and to have an open invitation to bring along young people who may be interested.

An amendment was proposed to the final motion to change the phrase 'prepare a case' to 'consider a case'.

Amended motioned carried for Working Group 6 (e) to consider a case for the establishment of a 'drop in' centre for Pontyclun and to present a report to the community council no later than the February 2013 meeting.

14. 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 Gordon Norman that a clear up operation by RCT Street Care at Lon Yr Awel, Pontyclun had resulted in a much improved situation in the area.

RESOLVED:

That the report be noted.

15. Notices of Motion from Councillor Mrs Margaret Griffiths

(a) **Public conveniences**

The Council discussed the motion proposed
"This Council proposes that an invitation is sent to the three local pubs to open and clean the toilets for an agreed fee. for 364 days of the year with an opening time of of 7 a.m and a

closing time to be negotiated . If they do not respond within 2 weeks we then advertise it locally"

RESOLVED:

- (i) That the Council carried the motion.
- (ii) That the Clerk write to the 4 local licensed premises; The Bute Arms and Brassiere, The Brunel.Arms, The Windsor Hotel and Pontyclun Rugby Club.

(b) A Community Notice Board

A motion was proposed by Councillor Margaret Griffiths on behalf of Working Group 2: Community Engagement to erect a community notice board on the side wall of the Credit Union, 30a Cowbridge Road. Members discussed what contents would be appropriate to display in the notice board and agreed that it should serve to provide the community with information of local interest. It was noted that there were several notice boards in and around Pontyclun however their purpose was not always community orientated and in some cases charges were raised to place a notice. Members felt that it was important for the Council to provide parallel communication for those residents who do not access the internet. The notice board could help promote a positive message about the locality. Members also discussed the costing provided in the report.

RESOLVED:

- (i) That the Council carried the motion
- (ii) That the Clerk be instructed to arrange planning consent, purchase a new notice board and coordinate the painting of the Credit Union wall.
- (ii) That the Clerk take responsibility for what items are displayed in the new notice board.

To be noted: The following three councillors wished for a record of vote against the motion be minuted; Councillor Tony Lane, Gordon Norman, Brendan O'Reilly.

Members are reminded that all requests for recorded votes must be made prior to the vote taking place.

16. Matters reported for decision

- (a) To discuss the need for a replacement van – deferred for 6 months at the Council's monthly meeting in May

RESOLVED:

Members requested the Clerk to write a report

- (b) To discuss quotes for the purchase of a new computer, software, configuration, setting up and transfer of existing data.

Members were presented with two quotes and following a discussion selected the quote received from Computer Maintenance.

- RESOLVED:**
- (i) That the Clerk is instructed to engage the services of Computer Maintenance.
 - (ii) That the Clerk make enquiries as to the length of warranty offered by the manufacturer and research the additional cost to purchase a licence to operate Anti-Virus software.

- (c) The revised proposals from the Boundary Commission, as it affects Pontyclun, arising out of the 2013 Review of Parliamentary Constituencies in Wales

RESOLVED: That this matter be referred to Working Group 2 Community Engagement.

- (d) To decide on a course of action following the receipt of an invoice from Zurich Management Services

Members discussed some potential issues facing PCC employees when working alone and the need for the Council to develop a Lone Working policy.

- RESOLVED:**
- (i) That the Council were notified that this invoice has since been paid by the individual.
 - (ii) That the Clerk produces a Lone Working policy.

- (e) Christmas lights – Brendan O'Reilly

The Council requested that the Christmas Lights are switch on on the 1 December to coincide with the Victorian Fayre.

RESOLVED: That the Clerk arrange with the operator Centre Gate

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

RESOLVED: That this item is moved to December's monthly meeting

as this meeting was brought to a close due to the time being 10.00pm

- (g) Parking on Llantrisant Road – Brendan O'Reilly

RESOLVED:

That this item is moved to December's monthly meeting as this meeting was brought to a close due to the time being 10.00pm

- (h) Bus shelter at Ivor Pub in Brynsadler – Brendan O'Reilly

RESOLVED:

That this item is moved to December's monthly meeting as this meeting was brought to a close due to the time being 10.00pm

- (i) Welcoming visitors to Pontyclun – Appendix 17

A workshop has been arranged by Alan Huish, Marketing Advisor RCT, on Thursday 22 November, 2012 at Caerlan Hall in Llantrisant.

The workshop aims to involve local organisations in developing an action plan aim to identify and further improve visitor attractions in our area

When the plan has been developed it will be submitted the Welsh Government and referred to when funding from the tourism initiative called Destination Management is made available.

RESOLVED:

That Councillors Margaret Griffiths and Ann Bennett attend the workshop on behalf of the Council.
Concerns of a resident of Ynysddu - Appendix 18

- (j) Concerns of a resident of River's Edge – Appendix 19

RESOLVED:

That this item is moved to December's monthly meeting as this meeting was brought to a close due to the time being 10.00pm

- (l) 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)

RESOLVED: That this item is moved to December's monthly meeting as this meeting was brought to a close due to the time being 10.00pm

(m) To approve the payment of creditors – Appendix 20

RESOLVED: That payment be approved to the creditors listed in Appendix 20 to the Council's agenda.

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

(a) Request from National Eisteddfod for donation towards costs of hosting the event in August 2013.

RESOLVED: That this item is moved to December's monthly meeting as this meeting was brought to a close due to the time being 10.00pm

18. **Matters reported for information**

(a) External Auditor's Certificate for the Council's Annual Return for 2011/12 – Appendices 21 & 22

RESOLVED: That the Clerk will display copies of the report in PCC Notice boards in accordance to the required regulations.

(b) Interim report of the Internal Auditor for 2012/13 – Appendix 23

RESOLVED: That this item is moved to December's monthly meeting as this meeting was brought to a close due to the time being 10.00pm

(c) Correspondence in relation to pedestrian crossings – Appendices 24 & 25

RESOLVED: That this item is moved to December's monthly meeting as this meeting was brought to a close due to the time being 10.00pm

- (d) Survey from One Voice Wales on Climate Change

RESOLVED: That this item is moved to December's monthly meeting as this meeting was brought to a close due to the time being 10.00pm

- (e) Sainsbury's. Letter 7 November submitted a detailed application to RCT

RESOLVED: That this item is moved to December's monthly meeting as this meeting was brought to a close due to the time being 10.00pm

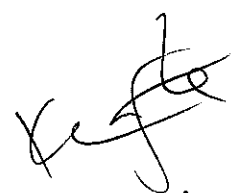
- (f) Letter from Margaret Warner to Newtwork Rail – cc B O'R re. rubbish at railway station.

RESOLVED: That this item is moved to December's monthly meeting as this meeting was brought to a close due to the time being 10.00pm

- (g) Invite by Day Centre to 'Lend a Hand' at their Christmas Lunch – opportunity to meet residents.

RESOLVED: That this item is moved to December's monthly meeting as this meeting was brought to a close due to the time being 10.00pm

The meeting ended at 10.100 p.m.


21/12/12