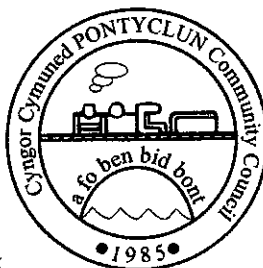


Cyngor Cymuned Pontyclun Community Council

Clerc - Catherine Craven
Swyddfa Cyngor Cymuned
Canolfan Gymunedol Pontyclun
Heol yr Orsaf
Pontyclun
CF72 9TY



Clerc - Catherine Craven
Community Council Office
Pontyclun Community Centre
Heol yr Orsaf
Pontyclun
CF72 9TY

Ffôn/Ffacs: 01443 238500
E-bost: pontycluncc@hotmail.co.uk
Gwefan: <http://pontycluncc.org.uk>

Telephone/Fax: 01443 238500
Email: pontycluncc@hotmail.co.uk
Web: <http://pontycluncc.org.uk>

Minutes of the January 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, 15 January, 2013.

PRESENT: Community Councillors; Len Arthur, Ann Bennett, Ken Forsdyke, Gwynn Griffith, Janis Jones, Tony Lane, Brendan O'Reilly and Huw Rees.

1. **Apologies for absence**

Apologies for absence were received on behalf of Councillors Margaret Griffiths, Paul Griffiths and Gordon Norman.

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 L Arthur	"I am a Board Member and Trustee of Promo Cymru"
Councillor Ann Bennett	"I am a Member of the Committee of Pontyclun Community Centre"
Councillor T Lane	"I am a Member of the Management Committee of the Pontyclun Community Centre Management Committee"

K. J.
12/2/13

4. Council considered the following resolution

"By virtue of the Public Bodies (Admission to Meetings) Act, 1960, the press and public are excluded from discussions on the following item 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."

Item 9 Working Group 1: Administration
(ii) Employees current pay arrangement.

RESOLVED: That the resolution was passed.

5. Bronwen Thomas, presented her report on Pontyclun Environmental Improvements Strategy Feasibility Study (PEISFS)

The Council thanked Ms Thomas for producing an interesting and stimulating report. Ms Thomas operates her Landscape Architect business from the Model House in Llantrisant and has good knowledge of the Pontyclun area. Ms Thomas has presented her report as a collection of individual projects many of which can easily be replicated within other areas of Pontyclun Community Council. Council Members and Ms Thomas discussed the contents of the report which offers plenty of ideas and possibilities to enhance the local area. It was recognised that the report does not intended to put forward a set of options but aims to offer a glimpse of the opportunities available and that the next stage of this process would be for local residents to see and respond to the PEISFS. It was agreed that the report could prove be a useful tool to enable a process of discussion between the Council and local residents and determine the best possible options to enhance the local environment.

RESOLVED: (i) That the Clerk requests Ms Thomas to produce A3 laminated copies of the PEISFS report for the Council to use for public display. A37
(ii) The Working Groups 3 Local Economy and 4 Local Environment arrange for a public consultation event to put forward PEISFS. A38

6. Residents' concerns

No matters were raised under this item of business

7. **To confirm the minutes of the Council's Monthly Meeting of 11 December, 2013, as an accurate record.**

RESOLVED: (i) That the minutes of the Council's meeting of 11 December, 2012, be approved as an accurate record. A39

8. **Matters arising – Action Table**

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

9 **Reports from Working Groups**

Working Group 1: Administration

Convener, Cllr. K Forsdyke 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.

Item 1: Budget, Precept and Associated Matters.

The Clerk reported on the Precept Setting Guide for 2013/14, appendix 10 (a) and the current and projected year end financial position of the Council, appendix 10 (b). WG1 reported to the Council that the budget did not include a fund set aside for replacing items such as the Council vehicle, ICT use by office staff and maintenance equipment used by the Handyman. However the current reserve held by the Community Council was sufficient at this time to be able to meet these costs. WG1 also pointed out that no amount is actually designated as 'contingency' and suggested that such a fund should be ca. £10k and that a depreciation fund should be established to ensure funds were available for future purchases. WG1 raised the issue of the current reserve held by the Community Council which in principle may be considered too large but noted that if applications were to be made under the Aggregate Levy or other schemes, then a degree of matched funding would be needed. WG1 reported that some of the current reserve is held in Lloyds 1 and 2 year bonds and the Council will need to decide where to reinvest this when the bonds mature. WG1 will make a recommendation at the Councils February monthly meeting as to the size of the reserve fund to be maintained.

The Council had a detailed discussion in order to set the precept rate for 2013/14. Members acknowledged that the current economic climate was challenging for many of its residents and businesses and any rises deemed necessary to the current precept level should reflect these difficult times. Members also recognised that for some of its residents, in receipt of Income Support and Job Seekers Allowance, their benefit award had been cut to 90% and those people would now be required to pay the remaining 10% of Council Tax.

After careful consideration the Council agreed that the Precept for 2013/14 should be set at £32.00 on Band D property.

- RESOLVED:**
- (i) That the Council budget includes a contingency fund of £10K A40
 - (ii) That the Council budget includes a depreciation fund. A41
 - (iii) That Working Group 1 will make a recommendation at the February 2013 monthly meeting of Council as to the size of the reserve fund to be maintained A42
 - (iv) That the Clerk notifies RCT CBC that the precept for 2013/14 be set at £32.00 on Band D property raising funds totalling £110,150 for the Council. A43

Item 2: D ORAM Handyman

WG1 reported on the current system of how the Handyman's wages were calculated using a combination of two rates of pay and recommended to the Council that to ease the administration process these two calculations be combined. The Clerk had reported to WG1 reported that having reviewed the Handyman's contract there was a need to include a current Job Description and a review of the current pay scale. The Clerk also noted a discrepancy in the number of annual days leave the Handyman was entitled to take and that D Oram did have annual leave days owing to him from previous years. The Council agreed that Clerk should discuss with D Oram the possibility of having these outstanding days paid to him at today's rate of pay.

- RESOLVED:**
- (i) That the Handyman's current rate of basic pay and attendance allowance is combined. A44
 - (ii) That the Clerk enter into discussions with D Oram regarding his outstanding leave entitlement and is authorised to pay the total outstanding days at the Handyman's current rate of pay. A45
 - (iii) That Working Group 1 – Administration review the Handyman's current Job Description and pay scale. A46

Item 3: 2012 Grants

WG1 recommended that Pontyclun Football Club be invited to present its grant application to a future council meeting. It was also agreed that 'capital' grants (i.e. those for which a presentation was made to Council) will not be paid until invoices for the work are produced.

- RESOLVED:**
- (i) That the Clerk invites Pontyclun Football Club to present its 2012 grant application to a future Council Meeting. A47
 - (ii) That grants allocated for capital items will not be paid until all related invoices have been received by the Clerk. A48

Working Group 2: Community Engagement

WG2 presented their report listed as appendix 4 (a)

(a) Community Council notice Boards

WG2 requested the Clerk to do an audit of the community council notice boards.

- RESOLVED:** (i) That the Clerk e-mail a list of all the current notice boards to all Members.A49
- (ii) That WG2 review the current notice boards to consider whether
1. there are too few or too many notice boards in the community;
 2. information is readable;
 3. they are in the most appropriate locations A50

(b) Provision of information about the working of the Community Council

WG2 proposed that information about the working of the Community Council is made available on the new community website and also in the new community office. Members proposed an amendment to include the local library as a third location by which information was made available.

- RESOLVED:** (i) That the amended proposal be passed for information about the working of the Community Council be made available
1. on the new web site;
 2. in the community council office
 3. Pontyclun Library A51

(c) Community Meeting

WG2 proposed a date and outline of a community event. Members discussed this and two amendments were proposed. The first was Item 1 change the meeting to the fourth Tuesday in May and secondly Item (3) for the Council to provide the facilities for the community group that have received PCC grants and other interested groups to display information.

- RESOLVED:** (i) That the amended proposal was passed to host a community event on Tuesday the 28th May 2013 that will consist of -
- (1) A short presentation from the Chair about the work of the Council
 - (2) This will launch a short annual report that can be placed in the Diary for the June edition
 - (3) The Council will provide the facilities for community groups that have received grants from PCC and other interested groups to display information.
 - (4) A listening activity that enables participants to move around the room to various tables focusing on the objectives of the Council and writing ideas for future community activity on "post it" notes that are then displayed on the walls. Each table would be facilitated by the chair of the working group and other councillors. A52

(ii) That the Clerk book a community room for this event A53

(d) Christmas Card to all residents

WG2 proposed that during December councillors deliver a Christmas card from the Council to each household. This card would provide information about PCC

- (1) Contact details for the office
- (2) The names and contact details of councillors
- (3) Opening hours

Members discussed the proposal for Christmas Cards to all residents and concluded that this information is already available on the PCC notice boards and will be made available on the new community website.

RESOLVED: (i) That the proposal was not passed.

(e) Use of the Community Council office

WG2 proposed that community councillors could use the office outside of office hours

- (1) For working group meetings
- (2) Meetings between councillors and residents should neutral territory be required

After a discussion WG 2 withdrew the second part of this proposal.

RESOLVED: (i) That councillors can make use of the Community Council Office for working group meetings outside of office hours.A54

Working Group 4: Local Environment

WG 4 withdrew three of the four resolutions put forward in December, 2012 monthly meeting. The proposal for the Clerk to carry out a risk assessment of the work undertaken by the Handyman to erect the summer hanging baskets remained. Members discussed the merits of using a small platform lift which may be more appropriate in completing this task as opposed to using ladders. The nuisance of dog fouling was also discussed by Members with an observation made of the public using ordinary litter bins to dispose of dog foul rather than the designated dog litter bins.

RESOLVED: That the Clerk provide a copy to the Council of a risk assessment of the work involved in erecting the summer hanging baskets.A55

Working Group 6: Community Engagement

WG 6 presented their report - appendix 4(b)

RESOLVED: That the report was noted

10. a) Police Matters

In the absence of representative from the Police the Clerk presented the report - appendix 5

RESOLVED: That the report was noted

b) Reports from Members

There were none.

11. Notices of Motions from Councillors

There were none.

12. Matters reported for decision

(i) Payment of Creditors – appendix 6

RESOLVED: That payment be approved to the creditors listed in appendix 6 of the Council's agenda. A56

(ii) Hire contract with Pontyclun Community Centre due for review by before February 2013 – appendix 7

RESOLVED: That the Clerk notify Pontyclun Community Centre of the Council's intent to continue with the hire of the office at the Centre. A57

(iii) Clerk Reports

(a) Council Vehicle – appendix 8(a)

The Council agreed that it would be prudent to replace the existing council vehicle prior to its MOT due 1 March 2013. The Chair informed Members of a website which can offer advice on commercial vehicles upon enquiry and will pursue this matter and report back by e-mail. The Council agreed that the Chair assist the Handyman and Clerk in the purchase of an appropriate vehicle.

RESOLVED: That the Council authorise the Chair to assist the Handyman and Clerk in the purchase of a replacement vehicle to a value not exceeding £10,000 excluding VAT. A58

(b) Computer for Administrative Assistant – appendix 8(b)

RESOLVED: That the report was noted

(iv) Cement mixer

The Clerk reported that a cement mixer was being stored in the garage. The Handyman has requested that this be disposed of to make way for much needed workspace. The cement mixer is over 10 years old and a large item of machinery. It has not been used in that time and the Handyman does not believe that he will have use for it. Councillor L Arthur offered to make enquiries and advertise the cement mixer on local websites, should this not result in any interested parties within a 2 week period then the Council agree that it can be disposed of in an appropriate manner.

RESOLVED: That the cement mixer house in the Council garage be disposed of. A59

(v) Working space for Handyman

The Clerk reported of the problematic issue of a very limited space the Handyman has to work in. The Handyman is requesting the Council lease a large container (approx. £8 p/m) and locate in car park to store inexpensive equipment and allow a workspace to be created in garage. Members question where in the car park a storage container may be sited and whether the terms and conditions in the lease would be allowed.

RESOLVED: That the Clerk check the lease of the car park to ascertain if there are any restrictions on placing a storage container on the site. A60

(vi) Planning Applications – appendix 9

The Council received and reviewed details of planning applications contained in the latest Weekly Lists from the Borough Council.

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

(vii) Bridge Club internet access

The Clerk reported that there had been a request from Bridge Club (12/12/12) who meet in centre twice a week at Pontyclun Community Centre to access the Council Wi Fi to enable the Club to upload results to its website at end of their meetings. This should only take a couple of minutes. Chairman Mr P Bowers.

RESOLVED: That access to the Council Wi-Fi be granted to the Bridge Club at Pontyclun Community Centre for a short period of time, twice a week, to enable the Club to upload results onto its website. A61

(viii) Society of Local Council Clerks VAT course

The Clerk and Administration Assistant requested to attend the above course in Carmarthen on 11 February 2012, cost £75.00 each.

RESOLVED: That the Clerk and Administrative Assistant attend the Society of Local Council Clerks VAT course on 11 February 2013 in Carmarthen.A62

- (ix) Percept 2013/14 – appendix 10 (a)
Budget Monitoring Report – appendix 10 (b)

The Clerk reported to the Council on both the Precept and Budget under item 9. Working Group: Working Group 1 Administration Item 1. Precept for 2013/14 has been agreed at £32.00 property Band D.

RESOLVED: That appendices 10 (a) and (b) were noted.

- (x) Increase Handyman's float

The Clerk reported that the Handyman had requested an increase in the float to meet the rising costs of materials required.

RESOLVED: That the Council approve to raise the Handyman's float to £120 A63

- (xi) Miskin Cricket Club 2012 Grant Application

RESOLVED: That the Council approve the full grant application of £3,000 A64

- (xii) Historic e-mail

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

- (xiii) View PCC leases and contracts

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

13. Matters reported for information/discussion

- (i) Request for keys to public convenience for Mr J Kempster

The Clerk reported that this was not possible as the lights in the public conveniences were operated by a timer. Once the building is closed the lights are set to off.

- (ii) Pontyclun Football Club

This item had already been discussed under 9. Working Group 1 Administration Item 3 2012 Grants of this meeting.

(iii) Letters and notes of thanks to Council from 2012 Grant Applications.

RESOLVED: That the matter be noted

(iv) Consultation on Local Government (Democracy) Wales Bill

RESOLVED: That the matter be noted

(v) Consultation on New Council Tax

RESOLVED: That the matter be noted

(vi) Letter from RCT CBC regarding Capel Babel (22/11/12)

RESOLVED: That the matter be noted

(vii) Letter from RCT CBC regarding Community Infrastructure Levy (CIL) Preliminary Draft Charing Schedule Consultation (21/11/12)

RESOLVED: That the matter be noted

(viii) RCT response to Planning application Website

RESOLVED: That the matter be noted

(ix) E-mail from Mr G Croad concerning public conveniences

RESOLVED: That the matter be noted

(x) 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

(xi) 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

(xii) 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

(xiii) Entry in Diary publication

A question was raised as to an entry made in a 'Diary' publication. Clarification as the decision of the Council at previous meeting was given by the Chair.

KF

(xiv) 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

(xv) 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

(xvi) 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 10.05 p.m.