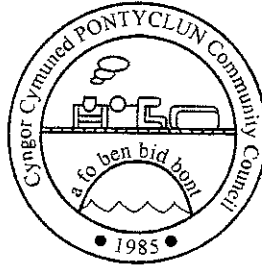


Cyngor Cymuned Pontyclun

Pontyclun Community Council

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Minutes of the May monthly meeting of the Pontyclun Community Council held in the vestry of the Babel Chapel, Groesfaen, Pontyclun, at 8.20 p.m. on Tuesday, 15 May, 2012.

PRESENT: Community Councillors Len Arthur, Ken Forsdyke, Gwyn Griffith, Margaret Griffiths, Paul Griffiths, Janis Jones, Tony Lane, Brendan O'Reilly and Huw Rees

Also in attendance: Two members of the public.

1. **Apologies for absence**

Apologies for absence were received on behalf of Councillors Ann Bennett and Gordon Norman.

2. **Declarations of interests**

Councillor Ken Forsdyke for agenda item 9(c) – "I am Chairman of Pontyclun Community Trust"

Councillor Janis Jones for agenda item 9(c) – "I am a Trustee of Pontyclun Community Trust"

Councillor Margaret Griffiths for agenda items 9(c) and 7(j) - "I am a Trustee of the Pontyclun Community Trust and a member of the Rhondda Cynon Taf County Borough Council."

Councillor Len Arthur for agenda item 7(d) – "I am Chair of ProMo charitable trust – providing support for young people"

Brendan O'Reilly for agenda item 9(c) – "I am a Trustee of the Pontyclun Community Trust"

Councillor Paul Griffiths for agenda item 9(c) – "I am a Trustee of the Pontyclun Community Trust."

3. **Residents' concerns**

No matters were raised.

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 for the previous month. The summary was read out by the Clerk.

RESOLVED: (i) That the Clerk contact the police to thank them for the summary of reported crimes and to say that the Council found the report very useful.

(ii) Additionally, that there was no need for police representation at every meeting of the Community Council although the police were always welcome to attend meetings.

(b) **Reports from Members**

There were no reports from Members.

5. **Minutes of the Council's meeting of 10 April, 2012**

The Clerk reported that following the recent Community Council election only two Members of the former administration, Councillors Paul Griffiths and Gordon Norman, were entitled to be present at that evening's meeting. Councillor Griffiths was not present at the Council's meeting on 10 April and would not be able to propose the acceptance of the minutes as an accurate record.

In anticipation of this the Clerk had contacted One Voice Wales for advice on getting the draft minutes of the meeting of 10 April approved. The advice received was that the Council needed to be "pragmatic" in its approach and suggested that provided that Councillor Norman was prepared to move the minutes of 10 April as an accurate record, and

confirmation was obtained from the outgoing Chair that the minutes were accurate, this should give the assurance needed for the current Chair to sign the minutes.

The Clerk reported that earlier that day he had been contacted by Councillor Norman to say that due to his poor health he would not be present at the evening's meeting.

Earlier that day, too, the Clerk had been contacted by Councillor Lane who had been present at the meeting of 10 April, 2012, not as a councillor but as a resident of the Community. Councillor Lane had subsequently been elected to the Council at the elections on 3 May, 2012. Councillor Lane claimed that the minutes of 10 April, 2012 did not reflect accurately what he had said as a resident.

Again the advice of One Voice Wales was sought. That advice was to the effect that Councillor Lane does not have the legal right to challenge the draft minutes of 10 April, 2012, as, at the time of the meeting, he was not a serving councillor.

A discussion of the position followed.

RESOLVED: That the Clerk circulate the draft minutes to the retired councillors present at the meeting of 10 April, 2012, together with the comments of Councillor Lane, for their view on the accuracy of the minutes. The views of those former councillors would then provide the necessary assurance for the Council to consider approving or amending the minutes at its next meeting.

6. **Matters arising**

(a) **Joint Jubilee Beacon celebrations**

The Clerk gave an update on the plans for a joint celebration of the Queen's Diamond Jubilee celebrations involving the Llantrisant Community Council and the Army cadets.

A poster drawing attention to the event would be erected in Community Council noticeboards shortly and contact had been made with the police, fire and rescue service and the ambulance service to advise of the celebrations on the evening of the 4 June, 2012.

RESOLVED: That the report be noted.

(b) **Environmental event**

The Clerk advised the Council that under the earlier arrangements for this evening's meeting the Council had been due to nominate representatives to attend an Environmental event being held on 14 May, 2012.

As the Council's meeting had been postponed for a week there was no longer a need to make nominations to attend the event.

RESOLVED: That the matter be noted.

(c) **Application for financial assistance – St Paul's Church**

The Clerk reported that the previous Council administration had decided in principle to make a contribution to the appeal for funds to construct an annex to St Paul's Church, Pontyclun.

The amount of contribution had not been decided as the Council had been told that other appeals for grants were being made. The Council was of the view that it would decide an amount of grant after the outcome of the other appeals were known.

Subsequent enquiries of Church representatives clarified that applications for grants to other bodies had not been finalised but Church representatives would appreciate knowing the level of grant likely to be made by the Community Council.

A discussion on the application took place.

RESOLVED: That the Council defer the award of a grant pending receipt of advice on the awarding of "revenue" and "capital" grants and information of the Council's budget for 2012/13.

7. **Matters reported for decision**

(a) **State of the roads in the Hendy**

Limited discussion took place on this item as it was considered to be a Highways matter and the responsibility of the Borough Council.

RESOLVED: That Councillor Margaret Griffiths, in her role as Borough Council member, seek clarification from the Borough Council on their plans for the roads in the Hendy.

(b) **Poor condition of the railings around the playing fields off Cowbridge Road, Pontyclun**

Limited discussion took place on this item as it was considered to be a matter for which the Borough Council had responsibility.

RESOLVED: That Councillor Margaret Griffiths, in her role as Borough Council member, seek clarification from the Borough Council on their plans for the railings bordering the playing fields.

(c) **State of the lane between Brynsadler and the back of the new estate leading to the Boar's Head public house**

Brendan O'Reilly spoke of his concern at the state of this lane. It was pointed out that only a small length of the lane was within the Community Council's geographic area and that most of the lane lay within the Llanharry Community Council.

RESOLVED: That the Clerk write to the Clerk of the Llanharry Community Council to establish whether complaints about the state of the lane had been received from residents living within the Llanharry Community Council area.

(d) **Establishment of a Pontyclun Youth Forum and the possibility of forming a sub committee**

Brendan O'Reilly introduced this item and urged the Council to give serious consideration to the formation of a Youth Forum for Pontyclun.

The Council welcomed the idea.

RESOLVED: That the matter be included on a list of other items for further discussion to help inform the Council objectives over the next five years.

(e) **Press Notice by Interim Commissioners**

The Council received a copy of the Press Notice issued by Interim Commissioners appointed following the publication of the Mathias Report into the workings of the Local Government Boundary Commission for Wales.

RESOLVED: That the content of the Press Notice be noted.

(f) **The Big Lunch**

The Council received a circular letter from One Voice Wales advising of Big Lunch arrangements to mark the Queen's Diamond Jubilee celebrations.

RESOLVED: That copies of the circular letter be placed in Community Council noticeboards.

(g) **Zurich Insurance - Risk Management seminar**

The Council received details of a Risk Management seminar being run by their insurers, Zurich Municipal in Cardiff on 26 June, 2012.

The Clerk advised that the Council that it should be represented at the meeting as there were a number of topics on the agenda in which the Council had a significant interest.

RESOLVED: That the Clerk be nominated to attend the seminar.

(h) **Pontyclun Foodbank**

The Council received an invitation to attend a joint event for Foodbank (Pontyclun) and Christians against Poverty (Pontyclun) in the Bethel Baptist Church Centre on Friday, 18 May, 2012.

RESOLVED: That the Council be represented at the event by Councillors Margaret and Paul Griffiths.

(i) **Code of Conduct training**

The Council received details of courses being run by the Borough Council at three separate locations to train members in the Code of Conduct.

The Clerk advised Members of the value of the training courses to all Members in carrying out their duties.

- RESOLVED:**
- (i) That Members be strongly advised to attend one of the courses.
 - (ii) That in the event of Members not being able to attend one of the courses a request be made to the Borough Council for a "mop up" session.

(j) **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 the following comment be made to the Planning Authority:

Application No. 12/0326/10

The Council is unclear whether the caravan at the site is for residential use or for use in association with the rural enterprise.

(k) **Payment of creditors**

RESOLVED: That payment be approved to the creditors listed in Appendix 7 to the Council's agenda.

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

None were reported.

9. **Matters reported for information**

(a) **Pontyclun public conveniences**

The Clerk advised the Council that refurbishment and updating work at the conveniences was well advanced. The contract value was £21,792.00 and the architect had reported that due to a shortage of building work and keen competition the Council had received very good value. The contract had started on 23 April, 2012, and was due to be completed in 6 weeks.

RESOLVED: That the report be noted.

(b) **Car park boundary fence**

The Clerk reported that the boundary fence of the Council's car park at Heol yr Orsaf, Pontyclun, had suffered considerable storm damage in the early hours of 1 May, 2012. Approximately 40 feet of close boarded fence had been blown down and upright timber posts had snapped in the wind.

The Clerk had made enquiries with its insurers about the possibility of a claim but had been told that there was no cover for the event.

The Council's Handyman, Mr Derek Oram, with the assistance of a casual employee for three days, had repaired the fence. The fence was now in good order as required under the terms of the lease.

- RESOLVED:**
- (i) That the report be noted.
 - (ii) That Derek Oram be thanked for his promptness to the matter, his good quality workmanship and the attention he had given to damage caused to a neighbouring garden.

(c) **Council owned land in Brynsadler**

The Clerk reported that he believed the lease of the land to the Pontyclun Community Trust to be very near completion.

The Clerk stated that on 1 May he had received a call from the Council's solicitor to say that he had been contacted by the Welsh Government who were proposing that the completion dated be 1 May, 2012. The Clerk responded that he had no objection to the proposed date.

The solicitor advised the Clerk that he expected to receive the signed documents back from the Welsh Government during the following week. Nothing had been received at 15 May, 2012.

- RESOLVED:** That the report be noted.

(d) **One Voice Wales – Consultation Documents**

The Council received a list of recent consultative which One Voice Wales had responded to on behalf of community councils.

The Council's attention was drawn to the penultimate paragraph of the report where One Voice Wales continued to seek volunteers to add to their lists of policy responders.

- RESOLVED:** That the report be noted.

(e) **One Voice Wales – Business Plan for 2012/13**

The Council received the Business Plan for One Voice Wales for 2012/13.

RESOLVED: That the contents of the Business Plan be noted.

(f) **Dipper ringing**

The Council received a report from the ornithological group which had carried out a population count of dippers on the river Ely in Pontyclun.

The Council was pleased to note that the group was actively involved in carrying out surveys of birds on stretches of the river Ely.

RESOLVED: That the report be noted.

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

The Clerk advised the Council that for several years the Council had struggled to meet the deadline for the submission of its Annual Returns for the previous financial year by 30 September.

A considerable amount of work was involved at year end including balancing accounts, bank accounts' reconciliation, completing year end returns to HMRC for employees' wages, salary, expenses, deductions for tax and National Insurance, separate year end returns to the HMRC for all purchases involving VAT, and the preparation of the Income & Expenditure Account and a Balance Sheet with Supporting Statements.

After the preparation of year end accounts it was necessary to arrange an internal audit and for the report on the audit to be discussed by the Council. The Annual Return for the External Auditor could only be prepared after the accounts had been presented to the Council.

For the 2011/12 financial year the deadline for the submission of the Council's accounts to the External Auditor had been brought forward by 3 months to 30 June, 2012.

While the Clerk would do everything possible to meet the new deadline it seemed unlikely that the new deadline would be met while still attending to the routine work of the Council.

- RESOLVED:**
- (i) That the report be noted.
 - (ii) That in the event of the deadline not being met notice be given to the Council's external auditor in advance of 30 June, 2012.

10. The meeting ended at 9.45 p.m.

A handwritten signature in black ink, consisting of several overlapping loops and strokes, positioned below the text.