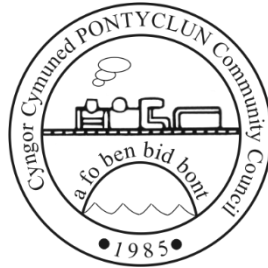


Cyngor Cymuned Pontyclun Community Council

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M I N U T E S

Minutes of the **November monthly meeting** of Pontyclun Community Council held at Pontyclun Day Centre, Heol yr Orsaf, Pontyclun, at 7:00 pm on Tuesday, 11 November, 2014.

PRESENT: Community Councillors: Ann Bennett Ken Forsdyke, Gwynn Griffith Margaret Griffiths (Chair), Paul Griffiths, Janis Jones, Tony Lane, Brendan O'Reilly and Bethan Theaker.
Councillor Janis Jones arrived 7.08 pm and Brendan O'Reilly arrived at 7.15 pm
Also present was Darren Norfolk, Community Council Caretaker.

1. **Apologies for absence**

Apologies received from Community Councillors Huw Rees and Gordon Norman. The Council accepted both apologies.

2. **Declaration of Interest**

Councillor Ken Forsdyke declared an interest for Item 6 Grant Application.
Member of the Pontyclun Athletic Club
Councillor Ann Bennett declared an interest for Item 6 Grant Application.
Member of the Pontyclun Athletic Club
Councillor Margaret Griffiths declared an interest in Item 9 Grant Application.
Member of Cantorion Pontyclun.

3. **Matters raised by residents/quest**

none received

4. **Reports and presentations from others**

none received

The Chair brought the following items on the agenda forward.

Item 3 Clerks Report Capital Reserves

Councillor Margaret Griffiths presented the Capital Reserve report. Members discussed the projects and agreed to allocate the following to the 2015/16 budget.

RESOLVED: That the Council agree to allocate the following amounts to the 2015/16 Capital Reserve Budget shown in end column of table below.

Project	Allocation for 2014/15	Changes during the year	Resolved Allocation for 2015/16 Capital Reserve Budget
Landscaping: entrance to village from north	£1,590	None	£1,590
Landscaping: bank to north of railway station	£980	Some work carried out by RCT and Arriva Trains Wales <i>Less spend to date of £170</i>	£0
Landscaping in front of public toilets	£6,025	Potential for conversion of toilets to shop / office and conversion of police room to toilets. To include planning, architects fees. This would reduce Day Centre costs by £2000.	£25,000
Ivor Woods	£6,827	Clerk predicts that this will be spent within this financial year provided the partnership work arrangement continues with the Probation Service.	£0
Knotweed	£800	Spraying required for a further 2 to 3 years at approximately £800 per year.	£1,600 <i>Plus Contingency £800 in 2016/17 budget</i>
Village Banners	£1800	None	£1,800
History Trail	£2500	Application submitted. Contribution from RCT libraries, RCT Heritage Service, People's collection Wales. Requires higher contribution from PCC	£7,000 <i>Application to be discussed by HL on 18/12/14</i>
Maesyfelin playing field	£85000	Revised budget presented at October meeting.	£65,000
Bus shelters	£10,600	Clerk predicts that this will be spent within this financial year provided the location of the Ivor Arms bus stop is resolved. Awaiting outcome of meeting between RCT CBC and Police looking at relocating bus stop.	£0
New notice boards	£2,414	Clerk predicts that this will be spent within this financial year provided the location of the Cefn yr Hendy notice board can be agreed.	£0
Weight restriction on Heol Miskin	£3,000	RCT has informed the Council that they will not consider placing a weight restriction on Heol Miskin	£0
Total	£121,536.00		£101,990

8. **Working Group – Application to Heritage Lottery Fund.**
Councillor Margaret Griffiths reported to the Council that an application had been submitted. It is expected that the Heritage Lottery Fund should make its decision known on the 18 December, 2014.

RESOLVED: That the Council agreed to increase the allocate fund to £7,000 for the History Trail.

9. **Item ix Clerks Report - Bus Shelters**

The Caretaker presented the report.

If in the future replacement of the bus shelters is a priority the Clerk and Caretaker will provide a full report and costs.

RESOLVED: That the Council agreed that no funds be allocated to the 2015/16 Council's Capital Budget.

Item viii Clerks Report – Council Vehicle

The Caretaker outlined on ongoing problems with the current council vehicle. Members discussed the matter and requested the Clerk and Caretaker to seek advice from the Fleet Manager at RCT CBC as to its working practice of purchasing ex-fleet commercial vehicles and report back the Council.

RESOLVED: That the Council agreed that no funds be allocated to the 2015/16 Council's Capital Budget. **A267**

**Item iii Clerks Report
Draft Budget 2015/16**

Expenditure incl VAT	Budget 2014/15	Proposed Budget 2015/16	Agreed Budget 2015/16	Resolved at Council meeting 11/11/2014
Management and Support Services				
Salaries	58,917	58,197	58,197	Clerk: No provision inc. for weekend PC Caretaker
<i>Include weekend Public Convenience Caretaker</i>				Nov meeting. Include W/E PC Caretaker
Training Budget	1,000	1,000	1,000	Nov meeting. Agreed
Conference and Travel Expenses	200	200	200	Nov meeting. Agreed
H & S - PPE	500	500	500	Nov meeting. Agreed
Audit Charges	1,118	800	800	Nov meeting. Agreed
Subscription	1050	1050	1050	Nov meeting. Agreed
Insurance	988	1,000	1,000	Nov meeting. Agreed
Civic Duties				
Members training and conferences	250	250	250	Nov meeting. Agreed
Members remuneration	0	0	0	Nov meeting. Agreed
Election charges earmarked reserves	1440	1540	1540	Nov meeting. Agreed
By election earmarked reserves		4000	0	Nov meeting Remove and use contingency
Community consultation	250	X	500	Nov meeting. Increase by £250
Operating Costs				
Community Office Rent	3600	3600	3600	Nov meeting. Agreed
Workshop Rent and Utility charges	450	450	450	Nov meeting. Agreed
Footpath lighting utility charges	450	450	450	Nov meeting. Agreed
Public Convenience Utility charges	2,300	2,000	2,300	Nov meeting. Increase to match 2014/15 budget
Car Park lease charges and council tax	7320	7880	7880	Nov meeting. Check why increase.
Vehicle running costs	1,400	1,500	1,500	Nov meeting. Agreed
Public Convenience Cleaning Materials	400	300	400	Nov meeting. Increase to match 2014/15 budget
ICT	2,455	2,005	2,005	Nov meeting. Agreed
Reprographics	1,080	X	X	
Postage	150	165	165	Nov meeting. Agreed
Stationery	400	200	200	Nov meeting. Agreed

Translation	0		250	0	Nov meeting. Remove
Miscellaneous Administration	600		300	300	Nov meeting. Agreed
Direct Services					
Assets Maintenance	2300		2775	2775	Nov meeting. Agreed
Assets Repairs if damaged	0		2000	500	Nov meeting. Reduce to £500
Purchase and Maintenance of Tools and Machinery	950		1500	1500	Nov meeting. Agreed
Seasonal Projects					
					Nov meeting. Floodlight estimate 2-3k Install/remove costs for 2015 required from another provider.
Christmas	2500		3500	3500	
Christmas Groesfaen	0		0	1000	Nov meeting. Include in 2015/16 budget
Plants and Baskets	2500		2500	2500	Nov meeting. Agreed
Groesfaen Plants and Baskets	0		0	1500	Nov meeting. Include in 2015/16 budget
Knotweed	0		800	0	Nov meeting. Increase to £1600 from Capital Expenses
Support for Local Organisations					
Competitions & Awards	1000	X		1000	Nov meeting. Agreed
Grants	5000	X		50000	Nov meeting. Agreed
Depreciation					
ICT Hardware		500	500	500	Nov meeting. Agreed
Vehicle		2000	2000	2000	Nov meeting. Agreed
Machinery & Tools		500	500	500	Nov meeting. Agreed
Assets		0	1000	0	Nov meeting. Agreed
Special Projects	7,052	X		X	Nov meeting. No decision made.
Day Centre	0	0	X	5000	Nov meeting. Include in 2015/16 budget

Members requested the budget be presented in its former format and not summarised as in the table overleaf.

5. Minutes

To confirm the minutes of the Council's monthly meeting, 14 October, 2014 as an accurate record – appendix 1

Brendan O'Reilly did not agree that Item 3 (ii) was an accurate record of the discussion that took place at the October meeting. Those Members present at the October meeting all agree that this is an accurate record of the discussion that took place. The in Clerk was requested to amend wording in the sentence as follows

'Members asked if the club would consider making its car park **more widely available** ~~'available to the public~~ at times when no functions were happening there'. **A268**

6. Matters arising from previous meetings – Action Table appendix 2

Action 266

Financial statement has been requested from Pontyclun Rugby Club but as yet not been received by Clerk.

Action 255

Grant Application by Pontyclun Institute Athletic Club.

RESOLVED: That the Council agreed to award a grant of £5000 funded from its Capital Reserve.

Action 251

Polling Arrangements

Polling station for Groesfaen will now be at All Hallows Church, School Road, Miskin. No change to polling arrangements for Cefn yr Hendy.

Action 123

Cinema equipment has been trialled at various venues. Pontyclun Rugby Club is the favoured venue.

7. Notices of Motion from Councillors

Councillor Gwynn Griffith presented the report, appendix 3.

RESOLVED: That the Council agreed to fund in its 2015/16 Revenue Budget
£1000 for a Christmas Tree and
£1500 for Summer Flowers for Groesfaen.

Clerks Report

i Schedule of Creditors 1-31 October, 2014

The Clerk was requested to provide further information on the purchases made at Leeks Ltd, Forest Park and Garden and Trade UK during October 2014.

RESOLVED: That the Council approved the Schedule of Creditors subject to a report on the items purchases made at Leeks Ltd, Forest Park and Garden and Trade UK during October 2014.

ii Budget Monitoring Report

RESOLVED: That the Council approved the budget repor.

v To comment on planning applications

RESOLVED: That the Council had no comments to make.

vi Summer Planting 2015

RESOLVED: That the Council agreed

- (i) for the surplus hanging baskets currently stored at Boverton Nursery to be offered for sale
- (ii) weather and time permitting for the surplus brackets to be removed from the lamposts, except Groesfaen, and sold.

vii Christmas Cover for Public Conveniences 2014

RESOLVED: The Council agreed to close the Public Convenience from 24 December to the 5 January 2015.

x. Photocopying Arrangements

The Clerk outlined current arrangements and has requested an invoice from RCT CBC Printing Department for the work undertaken to date. The Clerk will report this information once it has been received.

RESOLVED: That the Clerk provide details of costing for current arrangement with RCT CBC.

xi. Grants 2014

- a) Pontyclun WI thanked the Council for the £100 grant received
- b) Council to decide on grant application received from Cantorian Pontyclun Choir
- c) Council to decide on application for funding from Eisteddfod Genedlaethol

Item b) Councillor Margaret Griffiths declared an interest and did not take part in the discussion or decision. Councillor Ken Forsdyke chaired the discussion and decision.

RESOLVED: That the Council

- a) noted
- b) awarded a grant of £100 and request the Clerk to obtain the income and expenditure accounts and constitution of the organisation.
- c) the council did not award funding to the National Eisteddfod as its policy supports only local activities.

xii. Change to Clerk and Administration Assistant's employment contract

RESOLVED: That the Council noted the changes to the Clerk and Administration Assistant employment contract.

xiii. Independent Remuneration Panel for Wales Draft Annual Report

RESOLVED: That the Council has no comments on this draft report

xiv. Positive Planning: Planning for a better future

RESOLVED: That the Council has no comments on this consultation document.

xv. National Assembly for Wales

<http://wales.gov.uk/topics/planning/legislation/planningbill-old/planning-bill-news/?lang=en&&>

RESOLVED: That the Council noted the electronic link to the Welsh Assembly updates with the progress of the Planning Bill.

xvi. Letter from RCT CBC regarding precept for 2015/16

RESOLVED: That the Council noted the letter from RCT CBC.

xvii Letter and booklet from Natural Resources Wales Tre Cover in Wales' Towns and Cities.

RESOLVED: That the Council noted the letter and booklet.

xviii Letter from International Eisteddfod.

RESOLVED: That the Council noted the letter.

10 Questions from Councillors
none

11 Matters arising from councillors not previously discussed and not for decision

- i Brendan O'Reilly shared his concerns over the RCT CBC proposed closure of Music Service.
The Council asked for a draft letter to be presented to Members for consideration at the December meeting.

Meeting closed 10.00 pm

Next meeting is on Tuesday 9 December, 2014