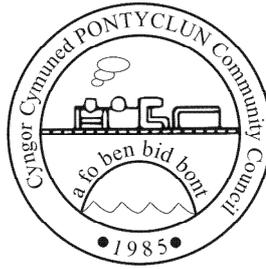


# Cyngor Cymuned Pontyclun Community Council

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



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

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

Telephone/Fax: 01443 238500  
Email: [pontycluncc@hotmail.co.uk](mailto:pontycluncc@hotmail.co.uk)  
Web: <http://pontycluncc.org.uk>

## M I N U T E S

Minutes of the **May monthly meeting** of Pontyclun Community Council held in the Pontyclun Community Council Office, Pontyclun Community Centre, Heol yr Orsaf, Pontyclun, at 7.45 p.m. on Tuesday, 14 May, 2013.

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

**Also in attendance:** PCSO David Jones and one member of the public

### 1. **Apologies for absence**

Apology for absence was received on behalf of Councillor Gordon Norman. Members accepted the apology

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

“That this meeting of the Council terminate at or before 10.00 p.m.”

**RESOLVED:** That the Council agree to terminate this meeting at or before 10.00 pm

The Chairperson invited PCSO David Jones to speak to the Council bringing forward items from this agenda.

Item 10 Matters reported for information/discussion  
Green cone scheme Appendix 17

PCSO Jones briefly outlined the green cone scheme recently introduced by Llantrisant Community Council in local schools. Members further discussed with PSCO Jones how the scheme could be operated in the local schools of Pontyclun Community Council. PSCO Jones told Members that Pontyclun Primary School have agreed to organise a nominated person to put out and retrieve the cones each school day. PSCO Jones advised Members of a need for a green cone scheme at Ysgol Gyfun Gymunedol Llantrisant also. PSCO agreed to talk to the school to establish if there was an interest and if so to find a nominated person to manage the cones.

**RESOLVED:** That the Council agree a spend of up to £150 to purchase green cones for Pontyclun Community School. **A116**

#### 7 (a) Police Matters

Councillors Tony Lane and Ann Bennett did not take part in this discussion as they declared an interest being Members of the Centre's Management Committee.

PSCO Jones uses St David Court and Pontyclun library two mornings a week for police surgeries. He asked if he would be able to use the Council Office at the Community Centre at times when neither the staff nor meetings were using the facility. PSCO explained that office would enable the public to meet with the police at a neutral venue during the afternoon, evening and weekends. Members agreed that this would provide a valuable community resource and in principle had no objection to the police using the office for this purpose. However the lease does stipulate that the Council is unable to sublet the office but request the Clerk to make further enquiries with the management committee.

**RESOLVED:** (i) That in principle the Council is agreed that the police could use the PCC office free of charge, at times when it is not being used by staff nor Councillors, to meet with members of the public or use as a base if in the area

(ii) The Clerk contacts the management committee of Pontyclun Community Centre regarding the sub let clause **A117**

#### 10 (viii) Matters reported for information/discussion

Request for Double Yellow markings across Business parking and unloading access The House in Town Pontyclun

PSCO Jones reported that there is a dropped kerb outside of the area concerned and any vehicle parked alongside the dropped kerb is causing an obstruction and this is an offence. Action can be taken by the police provided they are at the scene at the time of the offence. PSCO suggested that his details be passed on to Rhian Evans, proprietor of The House in Town so that information can be shared. The Clerk will contact Ms Evans. **A118**

PSCO Jones finished by giving an account of the local crimes reported over the last month and will forward an electronic copy to the Clerk to share with Members. He urged local residents to be extra vigilant as there has recently been a series of targeted crimes in the area.

#### 3. To confirm the minutes of the Council's Monthly Meeting of 12 March, 2013, as an accurate record

- |       |               |                       |
|-------|---------------|-----------------------|
| (i)   | 27 March 2013 | Extraordinary Meeting |
| (ii)  | 9 April 2013  | Monthly Meeting       |
| (iii) | 16 April 2013 | Special Meeting       |

**RESOLVED:** That the minutes of the Council's meeting of

- (i) 27 March, 2013 Extraordinary Meeting be approved as an accurate record  
(ii) 9 April, 2013 Monthly Meeting be approved as an accurate record subject to the inclusion under item 6. 'Reports from Working Groups'.

“The Clerk and Councillor Len Arthur updated the Council on action that had been taken in relation to the previous Clerk’s (JHG Lewis) Employment Tribunal claim. Following discussion it was agreed that the Clerk and Councillor Len Arthur would be authorised to negotiate with the Claimant through ACAS on a ‘without prejudice’ using the Councils power under S111 of the Local Government Act 1972. Three staged offers were approved:

1. £1052.00 based upon two payments made by the Council into a insurance policy covering the gratuity.

2. £1390.00 based upon the Claimants own advice using the 1996 superannuation regulations.

3. £1523.00 based upon the Councils advice using the 1996 superannuation regulations.

The third offer would be a final one.

The Clerk and Councillor Len Arthur will report on the outcome of the negotiations to a Special meeting of the Council which will be called for Tuesday 16 April, enabling the proper notice to be given.” **A119**

(iii) 16 April 2013 Special Meeting be approved as an accurate record subject to the inclusion of

(a) The claimant rejected the Council’s final offer of £1523.00 and

(b) The Clerk and Councillor Len Arthur confirmed to the claimant’s solicitor that the offer of £1523.00 remains. **A119**

#### 4. Declaration of Interest

Councillor L Arthur	“I am a Board Member and Trustee of Promo Cymru”
Councillor A Bennett	“I am a Member of the Management Committee of the Pontyclun Community Centre Management Committee”
Councillor B O’Reilly	“ <b>I am the member of Pontyclun Community Trust</b> ”
Councillor T Lane	“I am a Member of the Management Committee of the Pontyclun Community Centre Management Committee”

#### 5 Matters arising – Action Table Appendix 4

Action	Employment Tribunal
106	<p>Councillor Len Arthur reported that following the meeting of the 16 April 2013 a telephone call was made to the claimants Solicitor to advise that the Council’s final offer of £1523.00 remained. The claimant’s solicitor returned the call later in the evening with the instruction to accept the Council’s offer.</p> <p>Earlier in the day the Clerk and Councillor Len Arthur had agreed the terminology with ACAS and the claimant’s solicitor should a settlement be agreed and this document was forwarded by the Clerk to all parties that evening.</p> <p>The Council were unanimous in thanking both Councillor Arthur and the Clerk for the work they had undertaken to resolve this matter.</p>

36	<p><b>Railings</b> Councillor Paul Griffiths had sent the email below to all Members on the 14 May 2013. Councillor Griffiths summarised the main details.</p> <p>Councillor Janis Jones and I met Anthony Bollard the Managing Director of Sovereign Steel today (<a href="http://www.sovereignwroughtiron.com/">http://www.sovereignwroughtiron.com/</a>).</p> <p>We met at the iron railing in Maesyfelin to consider Anthony's advice on the options for this fence.</p> <p>Anthony is very experienced in projects such as this. His advice was very clear: it is not technically possible to renovate the existing iron fence. I am very grateful to Anthony for meeting us and giving such clear advice.</p> <p>He would be able to replicate a fence such as this in steel. The cost would be around £100 a metre in painted steel and £120 a metre in galvanised steel. I would therefore estimate that a new fence along the roadside, perhaps 400 metres, would cost around £40,000.</p> <p>The existing fence has scrap value but that would be just enough to cover the cost of dismantling and removal.</p> <p>The Environment Group, chaired by Ann, met last night. It considered the public's response to the consultation on Bronwen's landscaping suggestions. It will in due course make a proposal that the Council should make a bid to the Aggregate Levy Fund for the landscaping of part of this area to include a 'Multi Use Games Area', a new Play Area, new seating, an Orchard in meadow grass. There will need to be consideration of whether this bid should include a new steel fence or new hedging to back up the existing fence (as suggested by Bronwen).</p>
29	<p><b>Aggregates Levy Scheme for Wales</b> Report to follow next month from Councillor Ann Bennett.</p>
30	<p><b>Bus Shelters</b> Councillor Len Arthur has started the task of photographing as many of the Council's assets in order for the Clerk to create an asset register. Once this task has been completed the Clerk will present a complete asset register to the Council.</p>
31	<p><b>Babell Chapel</b> Councillor Gwynn Griffith reported that Babell Chapel was about to be put on the market for sale. Councillor Griffiths advised the Council that Groesfaen is not designated for further development within the local development plan. Councillor Gwynn Griffith had arranged to meet the surveyor on Friday 16 May 2013 and requested another Member accompany him. Councillor Ken Forsdyke agreed. Councillor Griffith is still in communication with RCT Interlink who is advising on the best approach to utilise voluntary support. The Council reiterated its full support in this matter.</p>

46a	Pay Rise/Job description of Handyman The Clerk advised the Council that the Handyman did voice some reservations with regards to supervising the public convenience caretaker but had not made a final decision as to whether or not he would accept the pay rise together with the revised Job description. Clerk to follow up this matter.
38	Feasibility Study Full report will be presented in June 2013 monthly Meeting
79 c	Old desk top computer Councillor Paul Griffiths will write to RCT CBC for assistance to reinstate old PC

## 6 Reports from Working Groups

### Working Group1 Administration

A report as circulated and the convener, Councillor Ken Forsdyke read through the following items

Item 1: Grants: Continue to use existing PCC forms changing the contact details and consider for June/July and November. The Clerk did advise that the current workload was not leaving sufficient time to manage the Council's grants at this moment but does hope to be able to undertake this task in June.

Item 2 **MOTION 1: That the Council accepts the employment contract for the Public Convenience Caretaker** Appendix 5

**RESOLVED:** That the Council accepts the employment contract for the Public Convenience Caretaker Appendix 5

Item 3: Council policies and procedures: Members noted the Clerks report and discussed the merits of undertaking the development of policies using a template. It was agreed that with the collective knowledge and experience of Members coupled with the expert advice and guidance available from the Health and Safety Executive with their geographical inspectorates who can point to all relevant check lists and policies Members of the Council could develop relevant policies to meet its needs.

The Clerk advised that a risk assessment for the task of hanging the summer baskets was strongly advisable and this was due to start at the end of the month. As the Clerk has not had any training in this field it was agreed that members of the Council would meet with the Handyman early next week to complete a risk assessment. **A55**

Item 4: Contract of Employment for Public Convenience Caretaker

**MOTION 1: That the Council accepts the employment contract for the Public Convenience Caretaker**

**RESOLVED:** That the Council agreed to accept the employment contract for the Public

## Convenience Caretaker

**MOTION 2: It is recommended that the Council agrees to a uniform twenty five days plus eight bank holidays and the Clerk and Admin Assistant's contract be brought into line with this**

**RESOLVED:** That the Council agreed to a uniform twenty five days plus eight bank holidays and the Clerk and Admin Assistant's contract be brought into line with this **A120**

### Item 5 Public Open Evening

This event be rearranged for a convenient date after the 5<sup>th</sup> July 2013. Clerk to check venues for available dates **A121**

### Item 6 Clerks Six Month Probation

This item was deferred to be discussed at the end of this meeting

## Working Group 3 Local Economy

Councillor Paul Griffiths, convener, distributed and read through the report on the community website.

After a discussion Members agreed that the website would not list individual's names but titles to enable the public to contact the nominated person/people with responsibility for the managements and development of the various parts of the community web site

**MOTION: The Community Council considers the future management of the community website**

**RESOLVED: That the Council agrees that the team established to design the website will continue to take responsibility for the managements and development of the site.**

## Working Group 4 Local Environment

Convener, Councillor Ann Bennett will report to Council next month on the public response to the Pontyclun Environmental improvement strategy Feasibility Study. **A38**

Councillor Bennett reported that the bridge over the River Clun, adjacent to the fire station has been damaged due to a tree growing out of its side and requested the Clerk to contact RCT CBC to repair. **A122**

## 8 Notices of Motion from Councillor

Cllr Janise Jones Council to provide the cost of cinema equipment hire – approximately £150 - for a trial run

**RESOLVED:** That the Council agree to provide the cost of cinema equipment hire for a trial

As the time was fast approaching 10.00 pm the Chair brought forward the following items

## 9 Matters reported for decision

i Clerk To approve the payment of creditors Appendix  
7

**RESOLVED:** That payment be approved to the creditors listed in appendix 4 of the Council's agenda.

Clerk Planning Applications Appendix  
9

No comments were made by the Council

## 10 Matters reported for information/discussion

Cllr. Janis Jones Talk to Thursday group on the Pontyclun Community Council

Members agreed that Councillor J Jones could make a presentation to the Thursday group to give a general overview of the purpose and functions of the Community Council.

The meeting ended at 10.05 p.m.

Date of next Council Monthly Meeting 11 June, 2013