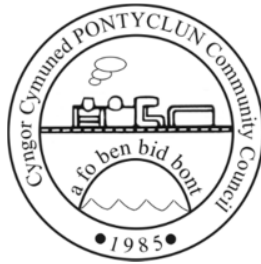


Cyngor Cymuned Pontyclun Community Council

Swyddfa Cyngor Cymuned
Canolfan Gymunedol Pontyclun
Heol yr Orsaf
Pontyclun
CF72 9EE



Community Council Office
Pontyclun Community Centre
Heol yr Orsaf
Pontyclun
CF72 9EE

Ffôn: 01443 238500
E-bost: pontycluncc@hotmail.co.uk
Gwefan: www.pontyclun.net

Telephone: 01443 238500
Email: pontycluncc@hotmail.co.uk
Website: www.pontyclun.net

M I N U T E S

Minutes of the **December monthly meeting** of Pontyclun Community Council held at Café 50, Pontyclun Community Centre, Heol yr Orsaf, Pontyclun, at 7:00 pm on Wednesday 16 December, 2015.

PRESENT: Community Councillors: Margaret Griffiths (Chair), Ann Bennett, Ken Forsdyke, Paul Griffiths, Janis Jones and Brendan O'Reilly.

1. **Apologies for absence**

Apologies received from Community Councillors, Gwynn Griffith, Gordon Norman, Huw Rees and Bethan Theaker

The Council noted the apologies for absences.

Absent: Councillor Tony Lane

Councillors Janis Jones and Paul Griffiths arrived at 7.05pm during which Item 6 was being discussed.

2. **Declaration of Interest**

Councillor Margaret Griffiths

Item 10 v

"I am a member of Rhondda Cynon Taff County Borough Council Development Control Committee".

Item 10 vii a

"I am a member of Cantorion Pontyclun".

3 To consider passing the following resolution for Item 10 iv

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

RESOLVED: That the Council passed the resolution.

4 Matters raised by residents/guests

None received.

5 Reports and presentations from others

None received.

- 6** To confirm the minutes of the Council's Extraordinary Meeting 2 December, 2015 meeting as an accurate record. Appendix 1

RESOLVED: That the Council approved the minutes of the 2 December, 2015 Extraordinary Meeting as an accurate record as shown in appendix 1.

7 Notices of Motion from Councillors

Councillor Ann Bennett

'I propose that we as a collective council, revert back to our original agenda order: of dealing with essential matters before going to the resolutions .we must ensure we do the proper business of the council ,ie budgets Ensuring we carry out our proper tasks in the efficient running of the community council.

RESOLVED: That the Council agreed to revert back to the original agenda order. A400

- 8 Matters arising from previous meetings – Action Table.** Appendix 2

- a Action 361- Llantrisant Road: Consultation on possible parking restrictions** Appendix 3

RESOLVED: That the Council agreed to letter with appendix – as shown in appendix 3 to be delivered to all properties along both sides of Llantrisant Road from Clun Avenue to St Pauls. A401

Action 397 Public Conveniences

Clerk reported that Tenders for Contract had been sent to local businesses. The closing date is the 22 January, 2016.

The Clerk also reported to the Council on advice received from One Voice Wales to consider engaging the services of the District Valuer to provide a valuation and have advice on suitable disposal of the existing public convenience building. The Council accepted the advice from One Voice Wales and will pursue at the appropriate time.

RESOLVED: That the Council noted the update.

9 Report and recommendations from Working Groups

None received

10 Report and recommendations from Clerk

i To approve the payment of creditors

a October 2015

Appendix 4

RESOLVED: That the Council approved the payment of creditors as shown in appendix 4.

b November 2015

Appendix 5

Councillor Ken Forsdyke asked the Clerk why compost was being purchase from Boverton and if it could be sourced at a cheaper rate. The Clerk will report back at next meeting. **A402**

The Clerk was requested to obtain a comparative price for plants from Rhondda Cynon Taff County Borough Council Social Services at Llwynypia Day Centre for summer 2017 and report back to Council. **A403**

RESOLVED: That the Council approved the payment of creditors as shown in appendix 5.

c To note change of contract for broadband and telephone services.

Appendix 5 c

RESOLVED: That the Council noted the change of contract for broadband and telephone services.

ii To approve the budget monitoring report

Appendix 6

A grant payment of £500 was awarded to Café 50 by Llantrisant Community Council.

RESOLVED: That the Council approved the budget monitoring report as shown in appendix 6.

To approve virement

Appendix 7

a Members requested details on how long the accreditation of both courses lasted and the price of refresher courses. Clerk to report back at next meeting. **A404**

iii Draft Budget 2016/17

a To consider Amendments December 2014 to the Governance and accountability for local council in Wales A Practitioners' Guide (2011) copy also available on Council's webpage

Appendix 8

<http://www.pontyclun.net/bank/file4333.pdf>

Copy of Governance and accountability for local council in Wales A Practitioners' Guide (2011) available on Council's webpage
<http://www.pontyclun.net/bank/file4334.pdf>

RESOLVED: That the Council noted the Amendments December 2014 to the Governance and accountability for local council in Wales A Practitioners' Guide (2011) and agreed that it was following this advice.

- b** To agree Draft Budget for 2016/17 Appendix 9
Members discussed the draft and amendments made.
Clerk advised the Council the Council Tax Base should be confirmed by Rhondda Cynon Taff County Borough Council following its Cabinet meeting this week.
The Clerk will report the 2016/17 figure at the January meeting for the Council to consider setting before agreeing its precept.

RESOLVED: That the Council agreed the draft budget for 2016/17 shown in appendix 9 and agreed the following changes.

1. VAT reclaim calculated by the Clerk at approximately £4,500 to be included as income.
 2. Budget Headings Pontyclun Community Council Staff Conferences + Travel Expenses to be combined with Training/Conferences with a total budget of £700.
 3. H & S/Personal Protective Equipment budget heading to be moved to under Community Maintenance.
 4. Councillor Margaret Griffiths informed the Council that the Community Shop would donate £2,500 and Full Stop Law £1000 to Café 50 in the next financial year increasing the income to £9,100.
 5. £5,000 to be included as Café 50 income from 2016/17 Revenue.
- Amendments are to be included and reported at the January meeting. **A405**

- iv** To decide on the report Complaints made by Staff against with one Appendix 10
recommendation:
a 'The Council fulfils its legal obligations towards its employees and takes appropriate actions to address complaints from its staff.'

Order of Agenda Changes and Item iv a,b,c,d,e and f were discussed after Item viii.

Recorded Vote requested.

FOR: Councillors Ann Bennett. Ken Forsdyke, Janis Jones, Margaret Griffiths and Paul Griffiths.

AGAINST: Councillor Brendan O'Reilly

RESOLVED: That the Council agreed to

1. form a grievance panel
2. comprising of Councillors Janis Jones, Huw Rees and Bethan Theaker
3. to call a hearing with delegate responsibility to carry out any necessary investigations to establish the facts of the case and to decide on appropriate action. **A406**

- b** To consider extracts from ACAS publication Discipline and grievance at Work – the ACAS guide. Appendix 11
<http://www.acas.org.uk/media/pdf/e/m/Discipline-and-grievances-Acas-guide3.pdf>

RESOLVED: That the Council noted the extracts from ACAS publication Discipline and grievance at Work – the ACAS guide.

- c To consider extracts from ACAS publication Code of Practice on Disciplinary and Grievance Procedures – Code 1 Practice. Appendix 12
<http://www.acas.org.uk/media/pdf/f/m/Acas-Code-of-Practice-1-on-disciplinary-and-grievance-procedures.pdf>

RESOLVED: That the Council noted extracts from ACAS publication Code of Practice on Disciplinary and Grievance Procedures – Code 1 Practice.

- d To consider to consider the ACAS publication Bullying and Harassment at work. A guide for managers and employers. Appendix 13
<http://www.acas.org.uk/media/pdf/i/t/Bullying-and-harassment-in-the-workplace-a-guide-for-managers-and-employers.pdf>

RESOLVED: That the Council noted the ACAS publication Bullying and Harassment at work. A guide for managers and employers.

- e To consider the National Association of Local Councils publication Part 3 Guide to Good Employment Practices in Local Council Appendix 14
<http://www.slcc.co.uk/UserFiles/File/Employee%20issues/Terms%20&%20Conditions%20-%20a%20Guide%20to%20Good%20Employment%20Practice.doc>

RESOLVED: That the Council noted the National Association of Local Councils publication Part 3 Guide to Good Employment Practices in Local Council.

- f To consider extracts from Being a Good Employer: A guide for parish and town councillors. Appendix 15
<http://www.nalc.gov.uk/library/publications/802-good-employers-guide/file>

RESOLVED: That the Council noted extracts from Being a Good Employer: A guide for parish and town councillors.

- vi To consider response to the planning applications
None received

Councillor Ken Forsdyke read through application 15/1525/10 71 Cowbridge Road.
No comments made.

- a To nominate a delegate to attend the Rhondda Cynon Taff County Borough Council training session to be conducted by Mr.T Thickett on Thursday 17 December, 2015. Appendix 16

RESOLVED: That the Council will not be attending the training session.

- vi To consider a response to the Green Growth Wales: Investment Support consultation. Responses by: 29 January 2016. Paper copy available on request from office.

<http://gov.wales/consultations/environmentandcountryside/green-growth-wales-options-for-investment-support/?lang=en>.

RESOLVED: That the Council will not be responding to the consultation.

- vii To decide on grant applications.

- a Canotrion Pontyclun Ladies Choir.

Appendix 17

Councillor Margaret Griffiths left the room for the discussion.

RESOLVED: That the Council agreed to award a grant of £100 to Canotrion Pontyclun Ladies Choir.

A407

- b To note letter from Assure Support and Wellbeing Service, CIC.

Appendix 18

RESOLVED: That the Council noted the letter from Assure Support and Wellbeing Service, CIC.

- vii To consider a response to the Draft Local Government (Wales) Bill, Draft Explanatory Memorandum and Draft Regulatory Impact Assessment. Comments by 15 February 2016 Paper copy available on request from office.

<http://gov.wales/consultations/localgovernment/draft-local-government-%28wales%29-bill-consultation/?lang=en>

RESOLVED: That the Council did not have any comments to make.

- viii Maes y Felin Regeneration Project - Additional Work to make good the area around the existing play area

Appendix 19

To consider report with the following recommendation

The Community Council

- Considers the quote – appendix A and decide
- Option 1 – Seeding £1,901
- or
- Option 2 – Turfing £2,396.

The Council discussed the removal of the fencing and considered its Standing Order 11.7 Estimate expenditure up to £2,000.

It agreed the timescale for the work to be completed did not allow for further quotations to be sought by the Clerk and by dealing with the same contractor no disputes were likely to be raised over delayed work, especially given the time of year and possible challenging weather conditions.

The Clerk handed out an amendment to the design of the play area showing a small decrease in the grass area at the centre of the play equipment. The ground covering will be increased slightly to compensate at no further cost. This change should make the area more accessible in all weathers.

RESOLVED: That the Council agreed to Option 2 – Turfing at a cost of £2,396. A408

11 Questions from Councillors

None received.

12 Matters of discussion but not decision

Councillor Brendan O'Reilly reported he had received a complaint from a member of the public as to the condition of the fixtures in the public conveniences.

The Chair asked Members to check and report back at next meeting. A409

Meeting finished at 8.40 pm