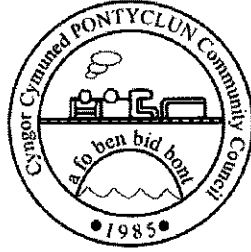


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M I N U T E S

Minutes of the **June monthly meeting** of Pontyclun Community Council held at Café 50, Pontyclun Community Centre, Heol yr Orsaf, Pontyclun, at 7:00 pm on Wednesday 17 June, 2015.

PRESENT: Community Councillors: Ken Forsdyke Margaret Griffiths (Chair), Janis Jones, Tony Lane, Huw Rees and Gwynn Griffith and Brendan O'Reilly

1. **Apologies for absence**

Apologies received from Community Councillors Ann Bennett, Paul Griffiths, Gordon Norman and Bethan Theaker.

The Council accepted the four apologies for absences.

Also present: 3 members of the public

2. **Declaration of Interest**

Councillor Margaret Griffiths "I am a member of Rhondda Cynon Taff County Borough Council Planning Development Committee".

Brendan O'Reilly requested the Council's permission to record the meeting using his mobile phone.

This was discussed and it was proposed that the Clerk should have access to the recording.

RESOLVED: That Brendan O'Reilly's request to record the meeting as a one off was granted and that the recording should be available to the Council and Clerk. A326

M. Griffiths
17th June 2015

The Council agreed to bring forward Item 9 (v) Planning Application 15/0453/10. Chapel House, Groesfaen. To widen access road and new pedestrian access.

Community Councillor Gwynn Griffith and two local residents of Groesfaen informed Members of their concerns regarding this application.

RESOLVED: That the Council write to RCT CBC expressing concerns relating to

- a. the safety of road users
- b. the safety of pedestrians
- c. the visual aspect of the existing wall along the boundary of the Chapel
- d. reduction in access to the burial ground for future burials. A327

Two two local residents of Groesfaen left the meeting.

The Council agreed to bring forward Item 9 vi

Carys Rhiannon Thomas requested to address the Council to speak on behalf of her grandfather, Councillor Gordon Norman. Ms Thomas confirmed that the permission of Councillor Norman had been given to discuss matters of a personal nature at this meeting. These details are not minuted as it may breach the data protection law.

A query has arisen at the Council relating to the 1972 Local Government Act Section 85 (1) if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority."

The Council have approved Councillor G Norman's apologies for the monthly meetings from October 2014 to April 2015. These have been minuted accordingly under Item 1. Apologies for Absence.

Advice received from One Voice Wales and the RCT CBC Monitoring Officer suggest that the approval of an apology is not sufficient to avoid an automatic disqualification under Section 85 (1). The Clerk was also advised to notify the Council of the vacancy at the earliest possible opportunity. This matter was tabled on the June 2015 agenda.

Councillor Norman could not be contacted by telephone at home but the Clerk was able to relay the advice received and that the matter was tabled on the June agenda to Mrs G Norman, Councillor Norman's wife.

This telephone call was followed by a letter to Councillor Norman prior to the agenda being distributed to Members and displayed for public notice on the 11 June 2015.

The Council discussed the information and agreed that its intention when approving Councillor Norman's absences at meetings was to also approve his absence from the meetings.

The Clerk and Council are aware of 1972 Local Government Act Section 85 (1) and that under previous administration the automatic disqualification rule has been applied to previous Councillors.

Minutes record under Item 1 Apologies for absence– the apology given by Councillor G Norman and also the Council accepted the apology.

Minutes do not record the reason for Councillor G Norman's apology as no permission had been given disclose matters of a personal nature and may therefore breach the data protection law.

The Council has been accepting apologies from Councillor Norman in the belief that this was an approval of his absence in accordance with the 1972 Local Government Act, Section 85 and therefore the Council does not believe a vacancy has arisen.

The Council recognise this matter has caused Councillor Norman and his family distress and apologise for this.

It is noted that there will be further discussion about legislation and procedure relating to the acceptance of apologies and approval of absence.

It is noted that there will be further discussion about legislation and procedure relating to the acceptance of apologies and the approval of absence.

RESOLVED: That the Council agreed

- a. When accepting Councillor G Norman's apologies for the monthly meetings October 2014 to April 2015, the intention was also to accept his absence
- b. A letter of apology is sent to Councillor Gordon Norman
- c. Flowers are sent to Mrs Norman
- d. Representatives from the Council visit Councillor Norman A328

3. Matters raised by residents/guest

- i Full Stop Law Café 50 Fund Raising Quiz and Curry Event 29 May, 2015 – appendix 1

The total amount that has been raised as a result of this event was **£1,050.60**

RESOLVED: That the Council noted the Report by Bethan Theaker – appendix 1 and wished to thank

- a. Victoria Cannon and all the Full Stop Law team
- b. Caterers Jayne and Graham Ryan for supplying the catering
- c. All donations made to the raffle A329

- ii To note correspondence from St Anne's Church regarding work required to the trees in the churchyard - appendix 2

RESOLVED: That the Council noted the correspondence

- iii E-mail received from local resident at the Hollies regarding trees in Ivor Woods – appendix 3

It was noted that in future planning applications should be submitted by the resident effected and not by the land owners.

RESOLVED: That the Clerk reply informing the local resident that once the outcome of the current planning applications 15/0522/19 and 15/0630/19 are known the Council would consider the request to submit a further planning application. A330

4. Reports and presentations from others

None received

5. Minutes

(i) To confirm the minutes of the Council's monthly meeting, 12 May, 2015 as an accurate record – appendix 4

RESOLVED: That the Council approved the minutes of the 12 May, 2015 meeting as an accurate record subject to the following amendments

- a. Ken Forsdyke has been recorded as both present and absent.
Minutes to record Councillor Forsdyke had sent apology for his absence.
- b. Councillor T Lane gave an apology of absence for Councillor G Norman.
- c. Discussion to be included in Minutes on Item 9 (ii) Budget monitoring report.
Councillor T Lane wishes it noted that he made a request to include the Clerks time in the Café 50 accounts. The request was not carried. A331

Brendan O'Reilly left the meeting at 8.40 pm

Councillor Margaret Griffiths stepped down as Chair of the meeting as she felt unwell but remained at the meeting.

Councillor Ken Forsdyke took over as Chair of the meeting.

6. Notices of Motion from Councillors

None received

7 Matters arising from previous meetings – Action Table

Appendix 5

Action 296 – Café 50 Steering Management Group Meeting

June meeting was held at 5.15 pm earlier that evening. A report will be tabled on the July agenda. A332

Action 317 – October Festival

Councillor Janis Jones reported to the Council that the 2015 event will be postponed until such a time as assistance can be sought to plan and host an event.

Action 319 –Bus shelter

The Clerk gave a copy of an e-mail from RCT CBC following a second site meeting at the Tesco Express bus stop. Both the Police and RCT officer agree that to site a bus shelter at the location has too many difficulties including the fear of antisocial behaviour and the location of services located under the pavement.

Action 312 – New Van

Councillor T Lane wished to show the Council a recording he had taken and questioned the validity of the Caretakers claim that the mower would not fit in the rear of the current van. Councillor Lane claimed the recording showed the mower in the rear of the van and also towing the bowser. The Caretaker, Assistant Caretaker, Clerk nor Council were aware this covert recording had been made by Councillor Lane. Members did not wish to view the recording.

The Clerk told the Council that the report submitted in April 2015 did provide a detailed schedule of why the current van did not meet requirements and also provided comprehensive details of a vehicle which would best suit the needs of the Caretaker and allow both himself and Assistant Caretaker to undertake their duties in a safe and lawful manner. The decision the Council reached to purchase a new van was based on sound evidence provided in the report.

i Action 325 – Health and Safety Advice appendix 6

Councillor T Lane raised Health and Safety sign in and out procedure required for all visitors to office at the May 2015 meeting.

Clerk confirmed with One Voice Wales that procedure is not a legal requirement.

RESOLVED: That the Council noted the Clerk report

8 Report and recommendations of Committees and Working Groups

None received

9 Report and recommendations from Clerk

i To approve the payment of creditors

Appendix 7

RESOLVED: That the Council approved the payment of creditors

ii To approve the budget monitoring report

Appendix 8

RESOLVED: That the Council approved the budget monitoring report

That the Clerk write to the Caterer to request all outstanding payment for rent are paid immediately and of all future payments to be made on the due dates.
A333

iii To consider Internal Audit Report.

Appendix 9

The Council wished to congratulate the Clerk and Administrative Assistant

on the positive report received.

RESOLVED: That the Council noted the Internal Audit Report

Appendix 10

- iv To consider and approve the 2014/15 Annual Return

RESOLVED: That the Council considered and approved the 2014/15 Annual Return

- v To consider planning application

Appendix 11

Councillor Ken Forsdyke provided Members with a report and comments for each planning application. No further comments were made.

RESOLVED: That the Council had no further comments on the planning applications

- vi To note vacancy in Cefn yr Hendy Ward

Appendix 12

Matter dealt with earlier in meeting

9.05 pm councillor T Lane left the meeting

- vii To decide on Grant Application submitted by -

- a St David's Church Miskin

Appendix 13

RESOLVED: That the Council award grant of £200 A334

- b Merched y Wawr

Appendix 14

Clerk provided Members with written report received from MYW of how grant of £100 awarded in July 2014 was used.

RESOLVED: That the Council award grant of £100 A335

- viii To note dates for 2015 16 Meetings
<http://www.pontyclun.net/bank/file4377.pdf>

Appendix 15

Councillor Ann Bennett has a long standing commitment on the third Wednesday of each month as a member of the Community Centre Management Committee.
However, the dates of future Management Committee meetings are being discussed this evening and their date may change.
Members suggested that an alternative date may be considered should the Community Centre Management Committee remain on the third Wednesday of each month. The fourth Wednesday or the third Thursday were options proposed.
The council meeting set for Wednesday 15 July, 2015 was to remain.

RESOLVED: That the Council will discuss its meeting dates at the July meeting. A336

- ix To note Christmas 2015 update report
The Council wished to thank Mr Ian Chainey for his generous offer to install the lights once again for Christmas 2015.

Appendix 16

RESOLVED: That the Council agree to purchase 4 more column lights for Christmas 2015 A337

- x To note One Voice Wales Larger Councils Conference Agenda

Appendix 17

RESOLVED: That the Council noted the Innovative Practice Session to be run by Pontyclun Community Council on the agenda.
Councillors Margaret Griffiths and Janis Jones are to deliver the session. A338

- xi To nominate representative to attend a meeting on the 2nd July at 6.30pm in GMB House Pontypridd, to discuss the submission for the role of the Town/Community Councillors within the Williams report organised by Mick Antoniw

RESOLVED: That the Council do not have a nomination for this meeting

- xii To respond to the Welsh Government Consultation – Protecting Community Assets – submit comments by 11 September, 2015. Further details available on link <http://gov.wales/consultations/people-and-communities/protecting-community-assets-consultation/?lang=en> . Paper copy can be requested from office.

RESOLVED: That the Council does not wish to respond on this consultation.

- xiii To nominate representative to attend a Wales Audit Office, the Older People's Commissioner and Good Practice Wales free seminar on the Continued Independence of Older People. 1 July 2015 Swalec Stadium, Cardiff, CF11 9XR

RESOLVED: That the Council does not have a nominee for this seminar

- xiv To respond to Developments of National Significance consultation which seeks views on detailed proposals to establish a new system for the Welsh Ministers to process 'Developments of National Significance' ("DNS"). <http://wales.gov.uk/consultations/planning/?lang=en&>

RESOLVED: That the Council does not wish to respond to this consultation

xv To nominate representative to attend CMVC Annual Concert 25 July, 2015 Appendix 18

RESOLVED: That the Council nominate Councillor Ken Forsdyke, plus 1 to attend the concert. A339

xvi To note volunteer Month Activities June 2015 organised by Clean the Clun Appendix 19

RESOLVED: That the Council noted the activities.

xvii To agree and prepare for annual Community Consultation Event 2015

The Clerk was instructed to prepare and display notices on website and on Council notice boards and organised catering with Jayne Ryan.

RESOLVED: That the Council agreed for the meeting to be held

- a. Time and date 6.00 pm on 15 July, 2015, before the council meeting
- b. Location Cafe 50
- c. Light refreshments will be served budget of up to £100 has been agreed
- d. Councillor Ken Forsdyke will chair the meeting
- e. The Clerk was instructed to prepare and display notices on website and on Council notice boards
- f. The Clerk organises catering with Jayne Ryan A340

xviii Feedback on Clerk appraisal

Councillor Margaret Griffiths reported to Members that a positive appraisal had been completed. It was agreed that the team effort of staff was an asset to the local community. The Clerk was awarded an annual increment reported in this month's Budget Monitoring Report as agreed at her appointment.

RESOLVED: That the Council noted the chairs verbal report.

xiv **Questions from Councillors**

None received

10 **Matters of discussion but not decision**

Councillor Ken Forsdyke wishes to discuss parking as local retailers have complained that they are losing business.

Members discussed the on-going parking problems in the village of Pontyclun.

RESOLVED: That the Clerk write to the Co-op requesting the number of deliveries it received during the month of May, 2015. A341

Meeting finished at 9.45 pm