

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 Café 50, Pontyclun Community Centre, Heol yr Orsaf, Pontyclun, at 7:00 pm on Wednesday 18 November, 2015.

PRESENT: Community Councillors: Margaret Griffiths (Chair), Ken Forsdyke, Gwynn Griffith, Paul Griffiths, Janis Jones and Huw Rees

1. **Apologies for absence**

Apologies received from Community Councillors, Ann Bennett, Gordon Norman and

The Council noted the apologies for absences for Community Councillors Ann Bennett and Brendan O'Reilly.

The Council agreed to extend its approval for the absence for Community Councillor Gordon Norman a further 6 months.

Absent: Councillor Tony Lane and Bethan Theaker.

2. **Declaration of Interest**

Councillor Margaret Griffiths
Item 10 iv (C)

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

3 To consider passing the following resolution for Item 10 xiii.

"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 21 October, 2015 meeting as an accurate record.

Appendix 1

Councillor Paul Griffiths asked for the amount of £1,200 raised to be shown at the end of the sentence in item 11 (ii). It now reads

The Council thanked Councillor Bethan Theaker for organising a fund raising event in aid of Cafe 50 in September, 2015 **which raised £1,200**.

RESOLVED: That the Council approved the minutes of the 21 October, 2015 meeting as an accurate record as shown in appendix 1 with the addition of 'which raised £1,200' added to the end of sentence shown in Item 11(ii) **A383**

7 Notices of Motion from Councillors

None received

8 Matters arising from previous meetings – Action Table.

Appendix 2

a Action 382 Planning objection Creigiau Quarry

Objection was sent by Clerk.

Cardiff City Council have acknowledged receipt.

RESOLVED: That the Council noted the objection has been submitted by the Clerk

b Action 369 – Legislation Register of Members Interest

Local Government (Democracy) (Wales) Act 2013; 58 2 (b)

Clerk still not receive all Members completed Register of Members' Interest form

The Clerk reported not all Members have submitted their Interest forms and

requests that those Members who have not returned their forms as yet should do so at their earliest possible convenience.

c Action 361 Parking Cones for Pontyclun Primary School

Appendix 3

Report with one recommendation: 'Council to confirm instruction to Clerk for purchase of 15 cones @ £9.86 each plus VAT Totalling £147.90 plus VAT from reserve fund

RESOLVED: That the Council agreed to purchase 15 x 750m cones @ £9.86 plus VAT from reserve fund for Pontyclun Primary School. **A384**

- d Action 361 Possible Parking Restrictions on Llantrisant Road** Appendix 4
Draft tabled for Members consideration.
Members considered the suggested consultation letter, tabled appendix 4, and agreed its content.
Councillor Huw Rees to draft an additional appendix to be included with the letter giving more information on the proposal for members to agree at 16 December meeting.
- e Action 360 Audio Recordings of Council Meetings** Appendix 5
Report from Clerk with update of findings.
Councillor Gwynn Griffith offered to approach a contact that should be able to advise the Council on audio recording equipment. Councillor Griffith will report back at the next Council Meeting.
- Action 372 – Standards Committee Conference**
Councillor Margaret Griffiths advise report will be tabled at December meeting
- Action 382 – Memorial Plaques**
Clerk asked to write to church to house plaques
- Action378 – domain name**
Clerk advised that Easy Space had given incorrect information and it was not willing to host a .gov.uk e-mail address for the Council unless it also hosted the website. The Clerk advised that a full refund of the payment made had been received and shown on the Creditors List appendix 6.
The Clerk advised the Council that she had made enquiries with BT to host a pontyclun.net e-mail address and was awaiting a reply.
- 9 Report and recommendations from Working Groups**
None received
- 10 Report and recommendations from Clerk**
- i To approve the payment of creditors** Appendix 6
A query was raise for the item listed as Water Storage Tanks Direct for £235.80
The Clerk will retrieve the invoice and report back at next meeting.
- ii To approve virement** Appendix 7
Members requested details of the training courses referred to.
Clerk to report back at next meeting.

iii To note letter Council Tax Precepts 2016/17 from Rhondda Cynon Taff County Borough Council dated 29 October, 2015

Appendix 8

RESOLVED: That the Council noted the letter.

iv To decide on a revenue budget for the 2016/17 financial year
Members considered each budget heading in the revenue budget.
The Clerk was requested to arrange for the amounts discussed to be shown in the 2016/17 draft budget and report back at next meeting.

Appendix 9

RESOLVED: That the Council
(a) considered and agreed amounts for each revenue budget heading in the 2016/17 draft
(b) instructed the Clerk to present a full and complete draft budget at the next meeting
(c) the Council will use the revised draft budget to inform their decision on setting the precept for 2016/17
(d) all underspend from the Grants and Other bodies budget heading is to be earmarked and put in a new Capital Grants budget heading for 2016/17
(e) competitions and awards budget heading will be combined with the grants and other bodies budget heading for 2016/17 draft budget **A385**

a To decide on the report Photocopying Arrangements and its one recommendation
'To consider the option to hire a photocopier for a 5 year term'.

Appendix 10

The Council considered the report and agreed in principle to hire a photocopier.
The Clerk advised that two further quotes should be sought and prices compared before a contract was awarded.

RESOLVED: That the Council instructed the Clerk to seek two further quotes to hire a photocopier.
A386

Further actions agreed by Council arising from discussion on draft 2016/17 revenue budget.

b Office Rent. Clerk to request amount for 2016/17 from Community Centre Management Committee.

A387

c Footpath Lighting. Clerk to investigate installing LED bulbs and switching lights off from midnight in line with Rhondda Cynon Taff County Borough Council to reduce annual costs.

A388

v To decide on projects for the 2016/17 financial year to be financed from the Council's reserve funds.
Members considered funding the following projects from its reserve fund.

Appendix 11

Traffic Management £5,000
The Clerk reported that a neighbouring Community Council had worked in partnership with Rhondda Cynon Taff County Borough Council over 3 year ago to develop a Traffic Management Report. The community

council's contribution was £5,000. The report considered the traffic issues in the area and provided possible solutions to address the problems.

Pontyclun Community Council agreed to set aside money to investigate having its own Traffic Management Report commissioned.

Conversion of Public Convenience The Council will continue to investigate relocating the existing amenity to a new site at the community centre.	£25,000
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Pelican Crossing/Delivery Bay on Cowbridge Road The Council will set aside money in its budget for the next financial year.	£10,000
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Maesyfelin Playing Field Regeneration Project The Council will set aside money in its budget for the next financial year.	£35,000
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RESOLVED: That the Council instructed the Clerk to arrange for the amounts discussed and agreed, shown above, to be added to the reserve fund projects for the 2016/17 budget. **A389**

- a** To decide on the report Creating Additional Parking at Café 50/Community Centre and its one recommendation 'The Council instructs the Clerk to investigate further with landowners Rhondda Cynon Taff County Borough Council'. Appendix 12

The Council agreed that creating additional car parking for the village had been identified as an objective.

RESOLVED: That the Council considered the report and
(a) requested the Clerk to arrange for the amount of £17,000 to be included on the reserve fund projects for 2016/17
(b) instructed the Clerk to investigate further with landowners Rhondda Cynon Taff County Borough Council for permission
(c) should permission be agreed with Rhondda Cynon Taff County Borough Council prepare tender for contract documents for Council to consider.

- b** Café 50 report from Councillor Margaret Griffiths Appendix 13

RESOLVED: That the Council agreed to employ a person for 10 hours per week at £12 per hour for 40 weeks, costing £4,800 and a further £700 towards travelling expenses if required setting aside a total of £5,500 in its reserve fund projects for 2016/17.

- vi** To consider response to the planning applications
Councillor Ken Forsdyke read through the applications. Appendix 14

RESOLVED: That the Council agreed for objections to be made against
(i) 15/1069/30 as the properties will straddle both sides of the highway.
(ii) 15/1321/10 as the air conditioning unit may cause an intrusion of noise to the neighbours. **A390**

- a** Letter from Rhondda Cynon Taff County Borough Council dated 28 October, 2015 referring to application 15/1334/13 Land South of Llanharry Road, Brynsadler Appendix 15

RESOLVED: That the Council agreed for the Clerk and Councillor Huw Rees to formulate and submit and objection to application 15/1334/13. **A391**

- b** To decide on Report on Planning application 15/0522/19 Appendix 16
1. 'The Council instructs the Clerk to engage the services of a suitable contractor to carry out the work on the three trees identified in the report.
2. That the Council instructs the Clerk to advise those residents of The Hollies who have been in correspondence with the Community Council of Rhondda Cynon Taff County Borough Council's decision to the planning application'.

This matter was deferred to the next meeting as the time was approaching 10:00pm

- c** To note Report on Planning application 15/0630/19 Appendix 17

This matter was deferred to the next meeting as the time was approaching 10:00pm

- vii** To consider and agree Draft Invite Tenders for Contract for converting small room and toilet facilities to two disabled public conveniences Appendix 18

This matter was deferred to the next meeting as the time was approaching 10:00pm

- viii** To consider grant applications received from Llantrisant and District Local History Society – Mr Edgeley Thomas. Appendix 19

RESOLVED: That the Council agreed to award a £100 grant. **A392**

- ix** To consider the Café 50 Steering Group report and one recommendation; 'To hold an information day at Café 50 in February to advertise the services of Café 50'. Appendix 20

This matter was deferred to the next meeting as the time was approaching 10:00pm

- x** Update of Maesyfelin project

The Clerk reported that the draft lease together with supporting documents were now with the solicitor to consider. The solicitor's advice should be available in the next week.

RESOLVED: That the Council agreed to hold an extraordinary meeting to consider the solicitors advise on the lease for Maesyfelin Playing Fields on Wednesday, 2 December, 2015. **A393**

xi Update on Christmas event

Councillor Gwynn Griffith will not be using the remainder of the Christmas Groesfaen and agreed for £500 to be vired to the Christmas budget heading for the Pontyclun Christmas Lights Switch On Event.

RESOLVED: That the Council agreed to vire £500 from the Christmas Groesfaen to the Christmas budget heading for the Pontyclun Christmas Lights Switch On Event. **A394**

- xii** To note Clerks registration on the Certificate in Local Council Administration (CiLCA) course. Appendix 21

RESOLVED: That the Council noted the report

- xiii** To decide on the report Complaints made by Staff against with one recommendation:
'The Council fulfils its legal obligations towards its employees and takes appropriate actions to address complaints from its staff.
In accordance with Data Protection all papers associated with this agenda item are confidential.
- Appendix 22
Confidential papers copied on yellow paper

This matter was deferred to the next meeting as the time was approaching 10:00pm

- xiv** To decide on the report from Action 374 Identify an independent mediation service to discuss and make a recommendation to the Council on how (a) Councillors (b) the Council and its Staff can work together with one recommendation:
'The Council chooses a mediator from those identified in the report'.
- Appendix 23

This matter was deferred to the next meeting as the time was approaching 10:00pm

- xv** To nominate delegate to attend the Crossroads Care Cwm Taf Annual General Meeting Appendix 24

This matter was deferred to the next meeting as the time was approaching 10:00pm

- xvi** To note the Welsh Government update for Community and Town Councils Appendix 25

This matter was deferred to the next meeting as the time was approaching 10:00pm

- xvii** To consider a response to the Welsh Government Consultation: Draft Public Services Ombudsman (Wales) Bill .Consultation closes on 18 January 2016. <http://www.senedd.assembly.wales/documents/s45205/Consultation%20letter.pdf> Following the Report from the Welsh Government Finance Committee: Consideration of Powers: Public Services Ombudsman for Wales May 2015. <http://www.assembly.wales/laid%20documents/cr-ld10200/cr-ld10200-e.pdf>. Hard copy available on request from the office.
- This matter was deferred to the next meeting as the time was approaching 10:00pm
- xviii** To nominate a representative to attend the Devolution Wales conference on the 28 January, 2015. Appendix 27
- This matter was deferred to the next meeting as the time was approaching 10:00pm
- xix** To note the Ramblers Cymru recently updated publication “Paths for people: a guide to public paths for members of town and community councils”. Appendix 28
- This matter was deferred to the next meeting as the time was approaching 10:00pm
- xx** To note the latest edition of The Ombudsman’s Casebook available online <http://www.ombudsman-wales.org.uk/en/publications/The-Ombudsmans-Casebook.aspx>
- This matter was deferred to the next meeting as the time was approaching 10:00pm
- xxi** To consider a response to the South Wales Police and Crime Commissioner Alun Michael budget plans for 2016/17. He is also seeking views on the Police and Crime Plan, which will set the policing priorities for South Wales from April 2016 through to 2021. The consultation ends on November 21st 2015 Appendix 29
- This matter was deferred to the next meeting as the time was approaching 10:00pm
- xxii** To consider a response to the Rhondda Cynon Taff County Borough Council consultation exercise in connection with Active Travel. Please see link to the Council's website. This exercise will run until 15 January 2016. <http://www.rctcbc.gov.uk/en/councildemocracy/consultations/currentconsultation/currentconsultation.aspx> The link will enable you to download (a) Maps of the Active Travel Routes in RCT, (b) Survey Questionnaire, (c) Statement to accompany the Route Maps and (d) FAQ pages about Active Travel and the consultation exercise
- This matter was deferred to the next meeting as the time was approaching 10:00pm

11 Questions from Councillors

None received.

12 Matters of discussion but not decision

None received.

Meeting finished at 10.00 pm