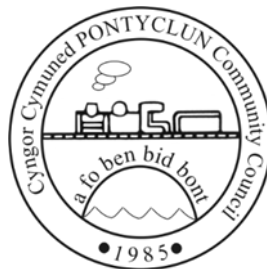


Cyngor Cymuned Pontyclun Community Council

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi gormodol. Rhowch wybod inni beth yw'ch dewis iaith e.e. Cymraeg neu'n ddwyieithog

Swyddfa Cyngor Cymuned
Canolfan Gymunedol Pontyclun
Heol yr Orsaf
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Minutes

Minutes of the **Meeting** of the Pontyclun Community Council held at Café 50, Heol yr Orsaf, Pontyclun at 7.00 p.m. on **Wednesday 13th February 2019**.

PCC Member attendance at meetings	2018										2019	
	Mar	Apr	May	Jun	Jul	Sep	Oct	Ex Oct	Nov	Dec	Jan	Feb
Martin Ashford												
Margaret Griffiths												
Paul Griffiths												
Neil Holley												
Anne Jackson												
Gwyn Jackson												
Kate Jones												
Karan Lane												
Alison Theaker												
Carole Willis												
Mike Davies												
Present												
Apologies												
Absent												

1. To receive apologies for absence
 - a. Councillor Alison Theaker gave apologies
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. No interests declared
3. To consider final Safer Routes proposals for Pontyclun
 - a. As we had members of the public present who wished to comment on this item the Council moved to consider this agenda item first
 - b. One resident spoke with some new suggestions and to state that he felt the move of the Bus Stop from Tesco to near the Masonic hall was illegal.
 - c. The Council discussed the revised RCT CBC proposals and on the basis that we understood that these had been reviewed by independent highways consultants had no objections to the proposals. Councillor Kate Jones abstained as she wished to look closer at the suggestions put forward in the meeting and would comment to RCT CBC separately.
 - d. The Council did agree to forward the suggestions put in the meeting to RCT CBC, without any comment nor endorsement.
Action MM632. Clerk to forward these if received from the resident concerned and advise RCT CBC that we had no objections to plans.

4. To Confirm minutes of the Council meeting of 23rd January 2019 are a true record and discuss matters arising from them
 - a. Minutes confirmed as a true record
 - b. Matters arising
 - i. Note 6 – Clerk has advised RCT CBC of our precept
 - ii. Note 7 – Miskin Manor Cricket Club have thanked us for our grant and confirmed they will attend the picnic in the Park from 11am to 1pm to put on mini Cricket. They also confirmed that they have supported the local Welsh schools in the past. However due to teacher changes these links have been lost. They are happy for our relevant governors to try and arrange new links. **Action Councillors C Willis and P Griffiths MM633**
 - iii. Note 8 – MacMillan group confirm they have booked the Athletic for 30th November. Both they and the Clerk are contacting last years stalls to see if they wish to attend again
5. To confirm Council payments in January
 - a. Payments Confirmed
6. To review the Council's Standing Orders
 - a. Members discussed the changes proposed to encompass GDPR.
 - b. Proposed changes to Standing Orders were incorporated as outlined in appendix to these minutes.
7. To consider Welsh Government consultation on public transport
 - a. The Council agreed that the Economy Working group should review and revert to Council in March should any responses be relevant and recommended. **Action MM634**
8. To consider request for baby Changing facilities at Public Conveniences
 - a. The Council considered options and decided to fit baby changing facilities in the outside Public Conveniences with a budget of up to £200
 - b. The Council also agreed to repair/replace (if needed) the door to the Conveniences fitting a radar locking device which would allow greater access for disabled users.
 - c. **Action Clerk to arrange MM635**
9. To consider planning applications
 - a. Coccus – change of use Hairdresser to Coffee Shop – Council decided not to comment on this application
 - b. Former Crabtree & Evelyn Site
 - i. Several residents have issues with this application as one of the Silos will be near to housing
 - ii. Councillor P Griffiths has facilitated a meeting between some local residents and the firm to discuss issues
 - iii. The Firm is now looking at alternative options and may amend its application
 - iv. The Council agreed to object to the proposal as it stands and would reconsider if an amendment was made.
10. To discuss Increased Traffic Flow though Groesfaen- support for investment in safety measures and access to junction 33
 - a. Residents of Groesfaen met recently with Pontyclun Community Councillors and Roger Waters from RCT CBC highways department
 - b. At the meeting it was confirmed that RCT would consider proposals to improve road safety in Groesfaen, including a zebra crossing.
 - c. Residents are now drawing up proposals prior to consulting with the villagers and then presenting to RCT CBC
11. Brofiscin Quarry
 - a. This quarry was run as a waste dumping area from 1965 to the early 1970s
 - b. The Quarry was capped using Concrete by the Environment Agency following some leakage and was to be monitored
 - c. Pentyrch Community Council has been looking into this and cannot find any details of monitoring since 2003.
 - d. As the land is limestone it is possible that further leakage has occurred.
 - e. Council agreed to contact Natural Resources Wales and RCT CBC (who are the enforcement body) to ascertain what monitoring has happened; what were the results and what future plans are there for ongoing monitoring/action. **Action Clerk to contact MM636**
12. To receive report on Walking Football and Rugby
 - a. Council noted that these had now launched and wanted to express their thanks to the sponsors (Cwm Taf Health Authority/ Hapi Project) and Tara Davies our Welcome Officer for arranging this.
 - b. Councillors felt that it would be useful to have a full list of our various sponsors/supporters and groups. Action Clerk to arrange this for march meeting. **Action MM637**
13. To consider report from Clerk
 - a. Council agreed to purchase a new Noticeboard for Heol yr Orsaf for use by U3A Pontyclun
 - b. Council agreed to transfer £4000 to earmarked reserve for tree work in 2019-20

Appendix – approved changes to Standing Orders

Change Section 11 of Standing Orders

From – Handling sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

To - Management of information

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or of this is not possible the criteria used to determine that period (eg the Limitation Act 1980)
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff and the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

New section added – Responsibilities under data protection legislation

- a. The Council may choose to appoint a Data protection Officer
- b. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data
- c. The Council shall have a written policy in place for responding to and managing a personal data breach.
- d. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e. The Council shall ensure that information communicated in its privacy notice (s) is in an easily accessible and available form and kept up to date
- f. The Council shall maintain a written record of all its processing activities

This is a true copy of the Council minutes of the March meeting of Pontyclun Community Council. The original can be viewed at the Council Offices