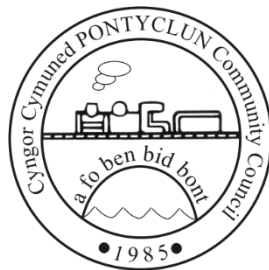


Cyngor Cymuned Pontyclun Community Council

Swyddfa Cyngor Cymuned
Canolfan Gymunedol Pontyclun
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Minutes of the monthly **Meeting** of the Pontyclun Community Council held at Café 50, Heol yr Orsaf, Pontyclun at 7.00 p.m. on **Wednesday 21 June 2017**.

Attendees

Member name	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
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. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.

- i. Members are requested to identify the item number and subject that their interest relates to and signify the nature of the personal interest: and
- ii. Where Members withdraw from a meeting as a consequence of the disclosure of prejudicial interest they **must** notify the Chairman when they leave.

No disclosures made

2. To confirm the minutes of the Council's Annual meeting of 17 May 2017 as a true record of the last Council Annual Meeting.
 - a. **Confirmed**
3. To confirm minutes of the Councils' meeting of the 5 April are a true record of the meeting.
 - a. Clerk confirmed that after re-listening to the recording the Council had votes to send "This letter" immediately after the statement " the letter should "very much regret that you felt unable to take up the post and should definitely not apologise"
 - b. **Council then confirmed minutes as a true record**
4. To Co-opt a new Member for the ward of Miskin
 - a. **Mike Davies was Co-opted as member for Miskin ward**

5. To accept internal audit and approve papers for External audit
 - a. **Council accepted report of auditors**
 - b. **Council expressed their thanks to the Officers for their good work resulting in the audit**
 - c. **Council approved the Accounting statements and Governance report for external auditors**
 - d. **Council agreed to defer purchase of LCRS till 2018-9**
6. To consider Grant requests received by Council
 - a. Samaritans Bridgend – **request declined**
 - b. Llantrisant and District Probus Club – **approved £100**
 - c. 1st Pontyclun Brownies – **Approved £100 plus up to £100 more if Brownies agree to support litter picking in Community**
 - d. Bridgers Girls Rugby Hub – **decision deferred pending discussion with Pontyclun Rugby Club to see how this group works with them.**
 - e. Y Pant Duke of Edinburgh – **Approved £100 and Clerk to discuss how we can work closer together to reach mutually beneficial objectives over future**
7. To approve Council payments
 - a. **Payments approved**
8. To review planning applications received
 - a. Change of route for footpath – **Council supported change, Clerk to confirm to RCT Action MM532**
 - b. Planning applications advised – **Council will not be raising issues with RCT**
 - c. Review and approve Policy for future planning applications – **Council agreed to implement new policy as outlines in supporting papers. Clerk to effect as soon as practical Action MM533**
9. To consider written requests from public
 - a. Request for Defibrillator at Café 50 / Community Centre
 - i. **Rotary have offered to purchase a defibrillator which Council have accepted in principle subject to**
 1. **RCT agreement (required by lease/poss planning permission)**
 2. **Clarity around security of the device**
 3. **Clarity about training needs for staff**
 4. **Clerk to engage with Rotary and RCT and report back. Acton MM534**
 - b. Request to carry out works in Ivor Woods
 - i. **Council agreed to add appropriate rails to Bridge – subject to review with costings Action MM535**
 - ii. **Clerk/Caretaker to prepare a report on the state of Ivor woods and report back after the summer. Action MM536**
 - iii. **Clerk to review budget and reserves to give Councillors clarity on available funds. Action MM537**
 - c. Request for us to replace Bus Shelter removed at Mwyndy
 - i. **Council deferred decision until Clerks report above complete**
 - d. Dog poo bin at Heol Cefn y Hendy
 - i. Clerk has asked RCT who appear to be action – NFA
 - ii. Councillor MG advised that another bin is required at Heol y Coed which RCT were putting up but has been delayed. **Clerk will chase Action MM538**

10. To adopt updated policies
 - a. Welsh language Policy – **Adopted with addition that Council will support staff wishing to learn Welsh by giving time off and supporting costs if needed**
 - b. Health & safety Policy – **Adopted**
 - c. **Council agreed to suggested policy review recommendations in supporting papers to meeting**
11. Staffing – Confidential
 - a. Clerks position –
 - i. **Council agreed to extend existing term of Clerk tenure**
 - ii. **Council agreed the Clerks’ role was substantively in LC2 benchmark spine 30-34 with contract to be updated to reflect this. Action MM539**
 - iii. **Council to discuss further with OVW about long term permanent recruitment. Action MM540 (Chair)**
 - b. Café 50 Welcome Officer - select recruitment team and fix dates for interviews
 - i. **Recruitment team with delegated powers to complete this recruitment are The Clerk and Councillors M Griffiths, C Willis and M Davies**
 - ii. **Action progress recruitment MM541**
12. Report from the Clerk
 - a. **Council agreed that all Councillors would have a @Pontyclun-cc.gov.wales e-mail address. Clerk to action MM542**
 - b. **Councillors agreed to donate £20 each to Council in this year towards funding initiatives**
 - c. **Council agreed that we would pay for PRS/PPL licence covering mature movers. Others groups would need their own licences. Action MM543**
 - d. **Draft terms for use of Pontyclun Park and Café 50 were agreed**
13. Discussion and agreement on next steps for Pontyclun Place plan
 - a. Confirmation of Mission statement - **Confirmed**
 - b. Confirmation of Key strategies - **confirmed**
 - c. Confirmation of working Group remits – **confirmed**
 - i. **Working group leaders were confirmed as**
 1. **Admin – Paul Griffiths**
 2. **Economy – Gwyn Jackson**
 3. **Environment – Kate Jones**
 4. **Social – Margaret Griffiths**
 - ii. **Clerk to write to members asking for their preferences of which working group to join. Action MM544**
 - d. Review and discussion of Chair’s high level place plan document
 - i. **Council supported moves being taken by Chair**
 - e. Selection of initial projects with each working group to have up to
 - i. 3 quick wins
 - ii. 2 longer term projects in our control
 - iii. 1 longer term influencing project

Council agreed to put up Playground sign in Groesfaen – Action MM545

Council agreed to put WiFi into café 50 paid from EMR RCT Homes. Action MM546

Council agreed to run an event for national Play day – 2nd August 2017. Action MM547 (Clerk and Social working group)

**Council agreed “Quick wins” listed in supporting papers for Admin/Economy and Environment should be pursued. Social working group to select at least 2 from remaining list.
Working group leads to arrange meetings and progress quick wins and decide on longer term projects Action MM548 (Working group leads)**