MINUTES of the **MONTHLY MEETING** of **TONYREFAIL AND DISTRICT COMMUNITY COUNCIL** held on **THURSDAY 12th May 2016** at the Community Hall, Prichard Street, Tonyrefail which commenced at 6.30 pm.

PRESENT: Councillors: Messrs. S. Kiff, S. Stevens, D. Owen Jones, G. Evans, A. Davies, G. Powell (Late), Mrs. A. Davies-Jones, Mrs. D. Roberts and Mrs. K. Godfrey.

Also in attendance: Mrs. P. William – Clerk

1. APOLOGIES FOR ABSENCE

1.1 APOLOGIES SUBMITTED FOR APPROVAL
An apology for absence was received from Councillor N. Harding (No Childcare)

1.2 APOLOGIES NOT SUBMITTED
There were none to submit

2. DISCLOSURES OF PERSONAL INTEREST
There were no disclosures of personal interest declared.

3. CONFIRMATION OF MINUTES
It was **RESOLVED:** To accept and approve as a correct record the minutes of the Monthly Meeting and the minutes of the Full Council meeting both held on Thursday 14th April 2016 together with the Policy & Resources Committee Meeting and the minutes of the Staffing Committee meeting both held on Thursday 28th April 201t.

4. PUBLIC BREAK
There were 2 members of the public present. 1 of whom just observed the meeting and 1 of whom complained in respect of speeding of vehicles on Pretoria Road and Llantrisant Road and Parking issues to which Councillor G. Evans advised he would raise at the next PACT Meeting. The Clerk was also asked to write to RCTCBC to request additional 'speed bumps' for Llantrisant Road.

5. MATTERS ARISING FROM THE ABOVE MINUTES
There were no matters arising.

6. CORRESPONDENCE

6.1 RCTCBC – COMMUNITY FACILITY OPERATIONS
It was **RESOLVED**: To note the letter from Councillor A. Crimmins, Cabinet Member for Environment, Culture and Leisure dated 19th April 2016.

6.2 THE LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS ACT 1982 (AS AMENDED BY THE LOCAL GOVERNMENT ACT 2003) – ADOPTION OF NEW MODEL BYELAWS ON SKIN PIERCING
It was **RESOLVED:** To note the letter from Mr. P. Lucas dated 19th April 2016.

6.3 ONE VOICE WALES – CHAIRING SKILLS TRAINING - BRIDGEND
It was **RESOLVED:** To note the email dated 18th April which had been circulated to Councillors on 20th April 2016.

Initials: .... Date: ....

6.4 ONE VOICE WALES – LOCAL GOVERNMENT ADVANCED TRAINING - USK

It was **RESOLVED:** To note the email dated 12th April which had been circulated to Councillors on the 20th April 2016

6.5 ONE VOICE WALES – GETTING TO GRIPS WITH NEW PENSIONS LEGISLATION

It was **RESOLVED**: To note the email dated 20th April which had been circulated to Councillors on the 20th April 2016.

6.6 ONE VOICE WALES – CHAIRING SKILLS – BARRY, PONTYPOOL, USK AND BEDWAS

The Clerk advised that the Barry training session has been cancelled. It was **RESOLVED**: To note the email dated 18th April 2016 which had been circulated to Councillors on the 20th April 2016.

6.7 ONE VOICE WALES – THE WELL BEING OF FUTURE GENERATIONS AND WHAT IT MEANS FOR YOUR AUDIT

It was **RESOLVED:** To note the email dated 21st April which had been circulated to Councillors on the 26th April 2016.

6.8 ONE VOICE WALES – CHAIRING SKILLS TRAINING - BARRY

As per minute No. 6.6., his training session has been cancelled.

6.9 ONE VOICE WALES – CHAIRING SKILLS - BEDWAS

It was **RESOLVED**: To note the email dated 27th April which had been circulated to Councillors on the 28th April 2016.

6.10 ONE VOICE WALES – LARGER COUNCILS CONFERENCE 6TH JULY 2016

It was **RESOLVED:** To note the email dated 21st April which had been circulated to Councillors on the same date.

6.11 PLANNING AID WALES – RTPI CYMRU WALES PLANNING CONFERENCE

It was **RESOLVED**: To note the email dated 29th April which had been circulated to Councillors on the 4th May 2016.

7. PLANNING

Council were disappointed that RCTCBC had given outline planning permission in respect of Planning Application 7.1 placed on this month's agenda and it was **RESOLVED:** That the Clerk writes to RCTCBC expressing this Councils disappointment and re-iterating the comments made in the objection previously sent.

It was **RESOLVED**: That there would be no observation or objection to Planning Application 7.2 placed on this month's agenda.

There was 1 additional planning application and it was **RESOLVED**: That no observation or objection would be raised in respect of the following:

Planning Application:	16/0362/10
Application Type:	Full planning permission
Proposal:	Convert existing garage to lounge and build new garage
Location:	25 Gelli Seren Close, Thomastown.

Initials: .... Date: ....

8. FOOTPATHS

8.1 FOOTPATH REPORT
It was **RESOLVED:** To approve and accept the Footpath Report for May 2016.

9. ACCOUNTS

9.1 ACCOUNTS PAID APRIL 2016
It was **RESOLVED**: To approve and accept the accounts paid for April 2016 as presented.

9.2 ACCOUNTS FOR PAYMENT MAY 2016
It was **RESOLVED:** To approve and accept the accounts for payment for May 2016 as presented and Councillors S. Kiff and Mrs. D. Roberts signed the cheques.

10. MEMBERS AND CLERKS REPORTS

10.1 CLERKS REPORT
The Clerk read out an email from a resident in Edmondstown and the Clerk was asked to reply accordingly.

The Clerk had been advised by that a Fun Day was being held on Sunday 15th May, however the Clerk is unaware of who is organising the event.

10.2 MEMBERS REPORT
Councillor G. Evans reported that litter problems in the Tonyrefail area is now out of control and would like to know how the little control is implemented. The Chairman and Councillor G. Evans would meet up and take photographs of some of the sites in question. In the meantime the Clerk was requested to write to RCTCBC.

It was reported that the telephone box on Llantrisant Road had no phone and the Clerk was requested to contact B.T with a view to having it removed.

The Clerk was requested to up-date a resident in respect of RCTCBC response to the trees and bus shelter on High Street, Tonyrefail.

11. MONTHLY REPORT FROM THE PACT MEETING
Councillor G. Evans advised that there were no Police present in the last meeting and that the next PACT meeting will take place on Monday 16th May.

12. TRANE CEMETERY

12.1 TO SET DATE AND TIME TO VISIT COITY CREMATORIUM
It was **RESOLVED:** That Councillors K. Godfrey, G. Evans, A. Davies-Jones and the Chairman would visit Coity on the 24th May 2016 at 2.00 p.m.

12.2 TO CONSIDER PURCHASE OF DIGITAL BURIAL ADMIN SYSTEM AND MAPPING SYSTEM
Council discussed the quotation(s) and the Clerk was requested to obtain feedback from other users of the system(s) and report back to Council in the June meeting.

13. ALLOTMENTS

13.1 TO DISCUSS AND APPROVE THE RECOMMENDATIONS MADE IN THE MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON THURSDAY 28TH APRIL

It was **RESOLVED:** To approve and accept the recommendations made by the Allotment Committee and the Clerk was requested to send a letter to 1 of the allotment sites who currently have no constitution.

It was also **RESOLVED**: That the draft Tenancy Agreement circulated to Councillors would be reviewed at the June meeting.

13.2 TO SET DATE AND TIME FOR THE ANNUAL SITE MEETING

It was **RESOLVED**: That the Allotment Committee would meet on Monday 6th June to inspect the following allotment sites:

Penrhiwfer – 6.00 p.m.
Llantrisant Road – 7.00 p.m

It was also **RESOLVED:** That the Allotment Committee would meet on Monday 13th June to inspect the following allotment sites.

Tylcha Wen – 6.00 p.m
The Avenue – 6.45 p.m
Prichard Street – 7.30 p.m

13.3 TO DISCUSS ANNUAL ALLOTMENT COMPETITION

It was **RESOLVED:** That the Annual Allotment Competition would be held again in 2016 and that the Clerk organises the Trophies for presentation at the Tonyrefail Garden Show (subject to confirmation).

It was also **RESOLVED**: That the judging will take place mid July with the same judges as previous (subject to confirmation).

14. HEALTH & SAFETY

Discussed at the Annual Meeting held at 6.00 pm this evening.

15. PROJECTS

Proceeding.

16. PUBLICITY

16.1 TO DISCUSS WORDING FOR 'POP UP BANNERS'

It was **RESOLVED**: That the wording would read: "This Event is Sponsored by Tonyrefail & District Community Council (Bi-Lingual) and that a total of 2 would be ordered.

17. STAFFING

17.1 PENSION POLICY

Proceeding

Initials: .... Date: ....

17.2 TO DISCUSS AND APPROVE THE RECOMMENDATIONS MADE IN THE STAFFING COMMITTEE MEETING HELD ON 28TH APRIL 2016.

i). RECRUITMENT OF AN ADMINISTRATION ASSISTANT

It was **RESOLVED**: That the hours of work would be amended from 15 hours to 16 hours per week on a Flexi time basis.

ii). TERMS AND CONDITIONS

It was **RESOLVED**: To approve and accept the recommendations of the staffing committee that the job title would be Assistant to the Clerk commencing on Salary Scale; SCP 11- 13 and the contract of employment would be in line with the Clerks.

iii). APPRAISALS

It was **RESOLVED**: To accept and approve the recommendations of the Staffing Committee and that the Chairman would arrange to meet with the Clerk for her appraisal and would give guidance to the Clerk in order that she can undertake the appraisals for the Cemetery Staff.

17.3 TO DISCUSS OFFICE ACCOMMODATION

It was **RESOLVED**: That a Feasibility study would be undertaken by the Chairman and Councillors G. Powell, A. Davies and G. Evans on Thursday 19th May at 4.00 p.m at the Cemetery and that quotations for Portable office accommodation are brought back to Council for consideration.

It was also **RESOLVED:** That the Clerk approaches RCTCBC in view of the library space in the Leisure Centre which may be a suitable space for the Community Council office.

18. SUMMER FESTIVAL AND CLASSIC CAR SHOW

18.2 TO RECEIVE AND CONSIDER REPORT FROM WORKING PARTY

Councillor Shawn Stevens reported to council and it was **RESOLVED:**

- That the date would remain un-changed and the event will go ahead on Saturday 13th August.
- That the Community Council would pay for the printing of the 'Posters' that the working party will design.
- That 2 Banners are purchased – working party to design and Community Council to pay.
- That the Bouncy Castles/Soft Play would be provided and supervised by the Leisure Centre staff for the whole event.
- That the following entertainment/attractions would be booked **if available**:

  Mike Church Entertainment
  Fire Engine
  Big Slide
  Surf Simulator
  Really Wild Show

Bungee Rope
Krazy Kartz
Crepe Van
Burger Van
Ice-Cream Van
Hog Roast

All the above must be fully insured and provide details of their insurance cover.

- That the Clerk obtains a quotation for a Climbing Wall
- That the Clerk obtains prices for Mr. Trix – Circus Act
- Arts and Crafts would be held in the Bay Suite.
- Stalls would be located in the Gallery and would be free of charge to those organisations based in the Tonyrefail & District Community Council area only.
- Stalls from outside the Tonyrefail & District Community Council area would be charged
- Stall holders must provide details of insurance cover or sign a 'Disclaimer' form.

The Clerk advised that she had received no confirmation from Rhondda Bowl in respect of the parking of the Classic Cars on the day. Councillor Austin Davies would take this matter up.

The next meeting of the working party is to take place on Tuesday 24th May at 6.00 pm. At Capel Farm Resource Centre.

19. TO RECEIVE UP-DATE IN RESPECT OF PARK LANE SURGERY

Having still not received a reply in respect of letters sent to Park Lane Surgery the Clerk advised Council that she had sent an email to the Practice Manager today.

20 THOMASTOWN COMMUNITY CENTRE

It was **RESOLVED**: To note the email from Mr. Benedictis in RCTCBC advising that there is "No Change to the existing Status Quo".

21. AVANT ENGAGEMENT EVENT – JULY 2016

No representatives from Avant present.

22. TO RECEIVE REPORT FROM SITE VISIT: ST. JOHN'S CHURCH GROUNDS

Only Councillor S. Stevens attended the site meeting on the 23rd April and reported back to council. Council were disappointed that outline planning permission has been granted by RCTCBC, Council and discussed the matter further and it was **RESOLVED**: That the Clerk seeks to obtain information on whether or not a feasibility study has been taken out in respect of the Church grounds, and that the Clerk writes to RCTCBC to re-iterate the previous objections made in respect of the planning application.

23. BUS STOPS/SHELTERS

23.1 TO RECEIVE FURTHER CORRESPONDENCE IN RELATION TO BUS SHELTER IN COEDELY

Council noted the email from RCTCBC Transport Department together with the email from

Community Councillor N. Harding together with the verbal report of the Clerk, it was **RESOLVED**: that the Bus Shelter would be relocated to the end of the wall subject to consent from RCTCBC Transport Division and that the end roof panels would be removed. It was also **RESOLVED**: That the Clerk/Chairman would also liaise with the residents adjacent to the bus shelter site.

23.2 REQUEST FOR SIDE PANELS ON BUS SHELTER, THE BLACK DIAMOND, EDMONDSTOWN

Council noted the email from RCTCBC advising that they would advise against a further side panel. It was **RESOLVED:** That there will not be an additional side panel fitted.

23.3 TO DECIDE ON THE NEXT BUS SHELTER LOCATION

It was **RESOLVED:** That Councillor G. Powell and the Clerk would meet opposite Tyn-y-Bryn park to locate a suitable site for a proposed bus shelter.

24. ONE VOICE WALES- WELSH GOVERNMENT PROPOSED CHANGES TO PLANNING POLICY WALES CHAPTER 6, SETTING OUT OUR NATIONAL PLANNING POLICY FOR CONSIDERATION OF THE HISTORIC ENVIRONMENT THROUGH THE PLANNING SYSTEM.

Having deferred this item from the April meeting it was **RESOLVED**: To note the information.

25. COMPLAINT IN RESPECT OF CONDITION OF PAVEMENT OUTSIDE THE BUNGALOWS, GILFACH RD.

Council noted the reply from RCTCBC and it was **RESOLVED**: That the Clerk writes to RCTCBC to ascertain what is classed as a 'Category 1' defect.

26 TO APPROVE AND ACCEPT

26.1 INTERNAL AUDITOR'S REPORT

Each Councillor was presented with a copy and it was **RESOLVED**: To approve and accept the same and that the Clerk addresses the question in relation to the limit of £75K for banking.

The Clerk was thanked by Council for the work carried out for this year's Audit.

26.2 CASH BOOK RECONCILIATION AS AT 31ST MARCH 2016

Each Councillor was presented with a copy and it was **RESOLVED**: To approve and accept the same.

26.3 LIST OF OUTSTANDING CHEQUES AS AT 31ST MARCH 2016

Each Councillor was presented with a copy and it was **RESOLVED**: To approve and accept the same.

26.4 LIST OF CREDITORS AND DEBTORS AS AT 31ST MARCH 2016

Each Councillor was presented with a copy and it was **RESOLVED**: To approve and accept the same.

26.5 BANK RECONCILIATION INCLUDING DEBTORS AND CREDITORS AS AT 31ST MARCH 2016

Each Councillor was presented with a copy and it was **RESOLVED**: To approve and accept the same.

26.6 STAFF COSTS

Each Councillor was presented with a copy and it was **RESOLVED**: To approve and accept the same.

26.7 INCOME AND EXPENDITURE SPREAD SHEETS AS AT 31ST MARCH 2016.

Each Councillor was presented with a copy and it was **RESOLVED**: To approve and accept the same.

26.8 INCOME AND EXPENDITURE ACCOUNT AS AT 31ST MARCH 2016

Each Councillor was presented with a copy and it was **RESOLVED**: To approve and accept the same.

26.9 INCOME AND EXPENDITURE BALANCE SHEET AS AT 31ST MARCH 2016

Each Councillor was presented with a copy and it was **RESOLVED**: To approve and accept the same.

26.10 ANNUAL RETURN FOR 2015/16

i). COUNCIL TO APPROVE AND ACCEPT THE ANNUAL RETURN AS PRESENTED

Each Councillor was presented with a copy and it was **RESOLVED**: To approve and accept the same.

ii). COUNCIL TO ACKNOWLEDGE RESPONSIBILITY FOR ANNUAL GOVERNANCE STATEMENT PART 1 AND PART 2

Each Councillor was presented with a copy and it was **RESOLVED**: To acknowledge, approve and accept the same.

iii). CHAIRMAN AND RESPONSIBILE FINANCIAL OFFICER (CLERK) TO SIGN AND DATE THE COUNCIL/BOARD/COMMITTEE APPROVAL AND CERTIFICATION.

The Clerk having already signed it was **RESOLVED**: That the Chairman sign and date as required.

iv). CHAIRMAN AND RESPONSIBLE FINANCIAL OFFICER (CLERK) TO CERTIFY ALL COPIES OF CORRESPONDENCE RELATING TO THE ANNUAL RETURN FOR SUBMISSION TO THE EXTERNAL AUDITOR (BDO) WITH THE ANNUAL RETURN.

The Clerk having already certified each copy it was **RESOLVED:** That the Chairman certifies and dates each copy as required.

27 TO REVIEW – AMENDED BUDGET FIGURES FOR 2016/17 AFTER THE FINANCIAL YEAR END 31ST MARCH 2016

Council were provided with an amended budget produced by the Clerk. It was **RESOLVED**: To accept the Clerks budget with the exception of: The cemetery expansion would be reduced to £47,000 to enable a budget of £10,000 for additional office accommodation

28. TO RECEIVE DATE AND TIME OF NEXT MEETING OF THE DESTINATION MANAGEMENT GROUP (ELY VALLEY).

Council note the email from Llantrisant Community Council and it was **RESOLVED:** That Councillors K. Godfrey and S. Stevens will be attending the meeting on May 24th.

29. CO-OPTION OF A COMMUNITY COUNCILLOR FOR PENRHIWFER WARD

The Clerk advised that amended notices had been displayed and advised that the closing date is Friday 3rd June 2016 and the co-option will take place at the June Monthly meeting.

Initials: .... Date: ....

30. URGENT ITEMS
There were no urgent items to discuss.

29 DATE & VENUE OF NEXT MEETING
It was **RESOLVED:** That the next Monthly meeting will take place on Thursday 9TH June 2016, at 6.30 pm

The Meeting closed at 8.40 p.m.

Signed: .... Date: ....