

Minutes of the Monthly Meeting of Tonyrefail & District Community Council, held on Thursday 13TH September 2018 at the Council Office, Trane Cemetery, Tonyrefail which commenced at 6.15 pm.

Present: Councillors: Mrs. Alexandra Davies-Jones (Chairman), Mrs. L. Michel, Mrs. K. Godfrey, Messrs. D. Grehan, Austin Davies, S. Stevens, M. Barron and C. Wells.

**Also in attendance:
Pauline Williams – Clerk**

**STANDING ORDERS WERE SUSPENDED IN ORDER THAT THE
MONTHLY MEETING COULD COMMENCE AT 6.15 PM**

1. APOLOGIES FOR ABSENCE

1.1 APOLOGIES SUBMITTED FOR APPROVAL

Apologies for absence were received from Councillor Andrew Davies-Jones (Work commitment) and Councillor Dan Owen-Jones (Work commitment).

1.2 APOLOGIES NOT SUBMITTED

There were no other apologies to be submitted.

2. TO RECEIVE DISCLOSURES OF PERSONAL INTEREST

Councillor L. Michel declared an interested in Minute No. 21 – I am a member of the group.

3. CONFIRMATION OF MINUTES

It was **RESOLVED:** That the minutes of the Minutes of the July 2018 meeting were recorded as a correct record with the exception of i). Minute No. 11.2 Councillor Stevens – this was not a personal comment in respect of ‘small amount of grant’ by the Taff Ely Windfarm being a blight on our landscape but comments made by individuals on social media. Ii). Minute No. 17.1 should read ‘prizes’ not ‘prices’.

4. PUBLIC BREAK

A member of the public was present who reported ‘rubbish’ being dumped near to the small holding in Coedely which is adjacent to the Tonyrefail by-pass. RCTCBC had been contacted but they were unsure as to who owned the land. A litter bin and dog bin had been requested but to no avail. RCTCBC Environmental Health Officer had visited the site and advised that any fly tipping on private land is the responsibility of the landowner. A boundary fence is also in need of repair and trees adjacent to the Tonyrefail by-pass need to be ‘cut back’ as they could pose a risk in severe weather.

Councillor Grehan arranged to meet with the member of the public on Sunday 16th September and advised that he would telephone to confirm and to set a time to meet.

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5. YOUTH REPRESENTATION ON THE COMMUNITY COUNCIL

Owing to the schools only recently returning back after the school holidays there was no youth representation at the meeting.

6. MATTERS ARISING FROM PREVIOUS MINUTES

The Clerk was happy to report that the Edward II plaque will be in situ in Pant-y-Brad on Sunday 16th September 2018 having received verbal permission from the owner of Oaklands.

7. CORRESPONDENCE**7.1 TONYREFAIL SCHOOL**

It was **RESOLVED:** To note their letter dated 20th July thanking the Community Council for their support and the naming the pupil who received the 'Tonyrefail Community Council Cup'.

7.2 LOCAL BOUNDARY COMMISSION FOR WALES - REVIEW OF THE ELECTORAL ARRANGEMENTS FOR THE COUNTY BOROUGH OF RCT

It was reported that this would have a 'massive' impact on Tonyrefail West and that the Councillor numbers will not be changed but all 'Wards' will be 'evened' up to 2800 per ward. It was **RESOLVED:** To note their letter dated 25th July 2018. It was also noted that the consultation runs between the 1st August and 23rd October 2018.

7.3 ONE VOICE WALES - CALL FOR EVIDENCE - RE: WELSH GOVERNMENT 'DELIVERY OF HOUSING THROUGH THE PLANNING SYSTEM' CONSULTATION DOCUMENT.

It was **RESOLVED:** To note their email dated 24th July seeking views on how to improve the delivery of the Local Development Plan housing requirements, including looking at the interrelationship with the measuring of the housing land supply needed to meet these requirements. It was also noted the consultation runs between 18th July and 10th October 2018.

7.4 ONE VOICE WALES - RE: WELSH GOVERNMENT - ACHIEVING OUR LOW-CARBON PATHWAY TO 2030 NEWSLETTER

It was **RESOLVED:** To note their email dated 16th August 2018 advising that the above issue of the newsletter is a consultation special to highlight the work that is being done to achieve a low-carbon pathway to 2030. It was also noted that the consultation will run between the 12th July - 4th October 2018.

7.5 ONE VOICE WALES - RE: WELSH GOVERNMENT CONSULTATION ON PETROELUM EXTRACTION POLICY IN WALES

It was **RESOLVED:** To note their email dated 18th August 2018 advising that 'Following the Wales Act 2017 Welsh Ministers will take over responsibility for licensing onshore petroleum extraction from the UK Oil & Gas Authority on the 1st October 2018'. It was also noted that the consultation runs until the 25th September 2018.

7.6 ONE VOICE WALES - RE: WELSH GOVERNMENT - HAVE A VIEW ON FUTURE FRACKING AND COAL BED METHANE DEVELOPMENT IN WALES.

It was **RESOLVED:** To note their email dated 4th September 2018 advising that the consultation will end on the 25th September 2018.

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7.7 ONE VOICE WALES - RE: BCW 2018 REVIEW OF PARLIAMENTARY CONSTITUENCIES IN WALES

It was **RESOLVED:** To note their email dated 5th September 2018 advising that the Boundary Commission for Wales has submitted its Final Recommendations Report for the 2018 Review of Parliamentary Constituencies in Wales to the Cabinet Office pursuant to Section 3 of the Parliamentary Constituencies Act 1986, as amended.

8 PLANNING

It was **RESOLVED:** That there were no observations neither objections raised in respect of any of the items placed on this month's agenda.

There were 3 additional applications that were received after the distribution of the agenda to which no objections nor observations were made. These were as follows:

- Application No: 18/0896/10
 Proposal: Conversion of the first and second floors of a Public House from one flat, function and ancillary accommodation to two flats and one Maisonette
 Location: Boards Head Public House, High Street, Tonyrefail
- Application No: 18/0950/08
 Proposal: Front access works and ramp works
 Location: 6 Investiture Place, Tonyrefail
- Application No: 18/0981/10
 Proposal: Dormer windows to front of property
 Location: 10 Birch Wood Drive, Tonyrefail,

Councillor C. Wells arrived at the meeting at 6.45 pm

9. FOOTPATHS

9.1 FOOTPATH REPORT - SEPTEMBER 2018

It was **RESOLVED:** To note the footpath report for September 2018.

Councillor D. Grehan reported on the footpath between Pretoria Road and The Avenue and was advised that this was not a footpath that the Community Council maintained and suggested he took this issue up with RCTCBC.

9.2 FOOTPATH NUMBERS: 106, 107, 108 AND 109

Councillor Powell advised that he had written on a personal basis to the NRW and CPRW and has received no replies as yet. There are still waste materials being dumped on SSSI land.

Councillor Grehan advised that he had met with NRW who informed him that they were happy with the plants etc on the SSSI land at the time to which Councillor Powell advised that there had been further 'dumping' taking place since that meeting. It was **RESOLVED:** That Councillors D. Grehan and D. Owen Jones would be asked to look into this serious concern once again.

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10. FINANCE**10.1 ACCOUNTS PAID JULY 2018**

It was **RESOLVED:** To accept and approve the accounts as presented.

10.2 ACCOUNTS PAID AUGUST 2018

It was **RESOLVED:** To accept and approve the accounts as presented.

10.3 ACCOUNTS FOR PAYMENT SEPTEMBER 2018

It was **RESOLVED:** To accept and approve the accounts for payment as presented.

11. MEMBERS AND CLERKS REPORT**11.1 CLERKS REPORT**

- The Clerk advised council that 3 of the 4 Flower planters from the 'Welcome' signs in our community council area had been 'stolen' and in view of this the 4th planter was brought in and placed at the cenotaph in the cemetery. It was **RESOLVED:** That the flowers for summer 2019 would be re-assessed in view of this incident.
- The Clerk advised that there are 'leaks' in the office building and that she was waiting for the company who provided the cabins to come and inspect.
- The Clerk advised that she would be taking Annual leave from Tuesday 16th October to 1st November inclusive.
- A request had been received to place a 'memorial' bench in the cemetery. It was **RESOLVED:** That the Clerk would write a letter advising that no further memorial benches are being placed in the cemetery owing to the amount of requests we receive from bereaved families.
- The Clerk advised that the revised draft map of the cemetery sections had been revised and forwarded to Pear Technology.

11.2 MEMBERS REPORT

- **Councillor Austin Davies**
Reported that he had attended an inaugural meeting which was hosted by Pontypridd Town Council for Chairs of Community Councils to look at ideas whereby community council could possible share contractors etc and any ideas in the future.
- **Councillor Shawn Stevens**
Reported on the continuous accidents occurring on Barn Hill in Tonyrefail and is hoping that the consultation will take place as soon as possible. The Chair advised that she had chased RCTCBC on the consultation and that it should take place as soon as possible.

Also reported that the bus stop opposite Gills Skips in Penrhiwfer is now being used.

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12. TRANE CEMETERY

12.1 CEMETERY TREES

The Clerk had submitted 3 enquiries for quotations but had received only 2 quotes which were presented to Council. It was **RESOLVED**: To accept the quotation from Mighty Oaks at a cost of £1750.00 plus VAT for the works to be carried out as per the 'Tree Work Schedule' provided by Cardiff Treescapes

12.2 COMPLAINT IN RESPECT OF MEMORIAL FEES

A complaint had been received in respect of the additional fee charged by the council on top of the burial charges for the 'siting' only of a memorial. It was felt by the complainant that families should be informed of this additional fee at the time of booking the interment. The complainant also found that the 'double' fees charged for residents outside of the community council area were 'extortionate' – whilst the complainant understood the double fees for an interment it was not felt that double fees should be applied to the 'siting' only of a memorial. It was **RESOLVED**: That the 'Interment' form will be revised to include the wording that an additional fee will be payable for the 'siting' only of a memorial.

12.3 GAS BOILER – STAFF BASE

Again 3 enquiries for quotations had been submitted but only 2 quotes were received which were presented to Council. It was **RESOLVED**: To accept the quotation from K.J. Plumbing at a cost of £1899.00 plus VAT

13. PACT MEETINGS

- **TONYEFAIL EAST**

It was reported that there was a poor turn-out at the last meeting. There had been a stint of 'burglaries' and that anti social behaviour had been quiet during the school holidays.

- **TONYREFAIL WEST**

It was reported that there had been no PACT meeting during the last 3 months and that the next meeting will take place on Wednesday 26th September in Tonyrefail School.

14. PROJECTS

14.1 TONYREFAIL SKATEBOARD PARK

A report was given on forthcoming events taking place – notices of which have been displayed on the Councils notice boards. It is also proposed that a 'Fun run' will be held on the 14th October from Coedely Constitutional Club car park and a children's disco in Tonyrefail Leisure centre on 31st October 2018.

Meetings are to be held with 4 Skateboard companies, 2 companies will be meeting with the Skateboard committee on Sunday 16th September and the other 2 companies will meet on the 30th September to discuss the requirements for the skateboard park.

A report was given on the 'positive' meeting held with the National Lottery and it was advised that Phase 1 of the application has to be submitted by the 3rd of October.

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The Clerk was asked to chase RCTCBC in respect of the land required for this project to proceed.

15. STAFFING

15.1 PAY INCREASE

The Clerk advised that the pay increase for 2018/19 had been implemented in accordance with minute no. 12.1 of the Annual Meeting held in May 2018.

15.2 REVIEW OF TEMPORARY ADMINISTRATIVE ASSISTANT POSITION.

It was **RESOLVED:** To extend the position for a further 3 months with a view to extending the position further should the need require.

16 EVENTS

16.1 AWARDS NIGHT

- It was **RESOLVED:** That invitation's will be sent to 2 representatives and their partners from each organisation that is successful in their grant applications. It was also **RESOLVED:** That the 2 representatives and their partners from the winning allotment sites will be invited also. It was further **RESOLVED:** That the Mayor, Mr. Steve Powderhill and Assembly Member Mick Antoniwi are also invited.
- The doors will open at 6.30 pm and commence at 7.00 pm.

- **CATERING FOR THE EVENT**

It was **RESOLVED:** To use the same caterer as last year at a cost of £5.00 per head.

- **ENTERTAINMENT**

Cor Plant, Gentlemen's Songsters and Tonyrefail Ladies Choir have all confirmed they will be performing at the event.

A programme will be drawn up and forwarded to council for their approval.

16.2 CHRISTMAS EVENT

The Clerk advised that she had put a bid into the National Lottery Fund for the Christmas event in view of holding the event over 2 days. (Friday for Special School, (Saturday for Main Event).

The Clerk advised that she had met with Ysgol Hen Felin and they would be absolutely delighted to attend. Unfortunately Ysgol Ty Coch has other commitments on this date. .

- It was **RESOLVED:** That should the councils bid to the National Lottery Fund be successful that an event will be held on Friday 30th November for children from the Yr Hen Felin special school. It was further **RESOLVED:** That should the councils bid be unsuccessful that the Friday event would be downscaled but would still take place.

- **ENTERTAINMENT**

The Clerk advised that she had provisionally booked the Reindeers, Snow Globe, J.J. Entertainment (Mascots, Face Painting x 2, Tattoos), Music), Really Wilde Show. It was

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RESOLVED: That in view of the cost of the event the Reindeers would have to be cancelled for the time being.

Cllr. Austin Davies has arranged that the Lewis Merthyr Band will be in attendance.

It was **RESOLVED:** That there would be no 'Hog Roast' this year and that tea and coffee would be provided free of charge.

Councillor G. Powell is to contact a 'Burger' van to see if they are available and to enquire about vegetarian options also.

The Chair advised the Clerk to apply for a grant of £1000 from the 'Welsh Water Community Fund' towards any additional costs that could occur.

16.3 REMEMBRANCE PARADE AND SERVICE

- It was **RESOLVED;** That the Remembrance Committee will hold their 1st meeting on Thursday 27th September at 6.30 pm in the Council chamber.
- It was also **RESOLVED:** That Councillor M. Barron is added to this committee.
- It was **RESOLVED:** To confirm that 50 Wooden Poppies suitable for railings would be ordered.

16.4 FIREWORKS DISPLAY

A discussion took place and it was **RESOLVED:** That the Community Council would 'sponsor' the Fireworks Display to be held at Capel Farm to the sum of £800.00

17. ALLOTMENTS – REVIEW OF TENANCY AGREEMENT

It was **RESOLVED:** That the Allotment Committee would arrange a date and time to meet to review the Tenancy agreement.

18. COUNTY BOROUGH COUNCILLORS REPORT

Councillor Danny Grehan – Tonyrefail East

- Reported that he would take up the issue of the waste materials on the Battlefield again.
- Reported on empty properties in the area
- It was reported by Councillor M. Barron that The Ely Valley Miners Club are seeking funding to raise the height of the net around the field and that he had met with RCTCBC and that a follow up meeting is to take place week commencing 17th September. Councillor Grehan advised that Councillor D. Owen Jones and himself will also take this up with RCTCBC to see if they can help in any way.
- Reported that Park Lane has now been re-surfaced.
- Reported that the pot holes in St. John's road had been completed.
- Reported that an RCTCBC Enforcement vehicle is now patrolling the county in view of vehicles parked on double yellow lines, bus stops etc.
- Reported that in view of St. George's now being closed and a possibility of an asset transfer

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- Reported that he would enquire as to why the dog bin on Collenna Road has been taken away.

Councillor Alexandra Mary Davies-Jones – Tonyrefail West

- Reported that parking in Gilfach Road is worsening and that the Police are attending everyday and as this is a matter for the Police that this subject will be raised in the next PACT meeting.
- Reported serious concern with 'Dog' fouling in Tyn-y-Bryn and that she had contacted the Dog Warden to make him aware of this continuing problem.
- Reported that she had met with Taylor Wimpey together with the Chair of the Residents Association at Mountain View and all the issues associated with the estate were raised and to date Taylor Wimpey have not addressed any of them.
- Reported on complaints received from residents in Park Dan-y-Bryn in respect of anti-social behaviour on Wilfried Way in respect of 'Boy Racers' and litter etc. She advised that this issue will also be raised at the next PACT meeting.
- Reported that the zebra crossing on Tyn-y-Bryn Road has been completed.
- Penrhiwfer Road zebra crossing will be completed as soon as possible
- Reported that the consultation to reduce the speed limit on Barn Hill to 40 MPH will go ahead
- Reported that she had been advised that the street lamps on Penrhiwfer Road will be replaced before winter.
- Reported on an incident in Edmondstown Park and has been advised that the equipment in the park will be replaced in the next financial year.
- Reported on problems with parking and refuse collections in Edmondstown.
- Reported that a Public meeting will be held in Coedely Club on the 2nd October at 7.00 pm to discuss the problems associated with the Waterton Hotel in Thomastown.

19. WINDFARM TRUST MONIES

Proceeding.

20. GENERAL DATA PROTECTION REGULATION

20.1 COUNCILLORS EMAIL ADDRESS

It was **RESOLVED:** That Councillor C. Wells would set up new email addresses for all Councillors with Wixs.com at a cost of £243.32 for the 1 year and £486 per annum thereafter.

21 PENRHYS PILGRIMAGE

21.1 TO RECEIVE UP-DATE FROM COUNCILLOR L. MICHEL

An up-date report was received and council were advised that the 'Taster' session will take place on 30th September 2018.

It was **RESOLVED:** That the Penrhys Pilgrimage group would have use of the Council Chamber on 1st November 2018 free of charge.

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22 MEMORIAL BENCHES**22.1 THE LATE WAYNE BARNFIELD**

A discussion took place on the siting of the bench and it was felt that as the Post Office was now closed that perhaps the seat should be sited further down on the square between the Phone box and Edmunds Store. It was **RESOLVED:** That the Clerk would contact RCTCBC to ask permission for the siting of the bench at the new location.

Once confirmation has been received in relation to the siting of the bench a date and time for the unveiling of the bench will be made at that time.

22.2 THE LATE RICHARD WILLIAMS

It was **RESOLVED:** That the quotation from David Ogilvie for a 'Piano' bench at a cost of £897 plus VAT plus Delivery is accepted.

22.3 WORDING FOR MEMORIAL PLAQUE FOR RICHARD WILLIAMS BENCH

It was also **RESOLVED:** That this would be discussed at the next meeting.

23. AUDIT 2018**23.1 INTERNAL AUDITORS REPORT FOR YEAR ENDING 31ST MARCH 2018**

It was **RESOLVED:** That the Policy & Finance Committee will arrange to meet to discuss the report.

23.2 BDO LETTER DATED 23RD AUGUST 2018

It was **RESOLVED:** To note the contents of their letter – a copy of which was emailed to each Councillor on the 3rd September 2018.

23.3 ANNUAL RETURN FOR 2018

It was **RESOLVED:** To note the completed Annual Return for 2018 – a copy of which was emailed to each Councillor on the 3rd September 2018.

23.4 CONCLUSION OF AUDIT NOTICE FOR 2018

It was **RESOLVED:** To note the completed 'Conclusion of Audit' notice dated 14th September which will be displayed together with a copy of the Annual Return on the council notice board and on the website.

24. TO SET DATE AND TIME FOR POLICY & FINANCE COMMITTEE TO MEET

It was **RESOLVED:** That a Policy & Finance Committee meeting would be set up – The Clerk to arrange date and time suitable to the committee members to discuss/review the following documents plus any other documents that will need to be discussed.

- Internal Auditor's Report for 2018
- Financial Regulations
- Standing Orders
- Financial & Business Risk Assessment
- Financial Risk Assessment
- Role of Responsible Financial Officer

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25 COUNCIL DEBIT CARD

It was **RESOLVED**: That the Clerk would obtain a debit card with a limit of £1000

26. COUNCIL'S WEBSITE

The Clerk advised council that she was not happy with the website as there are documents under incorrect headings etc. items have not been placed on the website etc. etc. It was **RESOLVED**: That Councillor C. Wells would train the Office Staff in order that they could undertake the website updating in-house.

27. COUNCIL BANKING

27.1 REMOVAL OF SIGNATORIES FROM BANK ACCOUNT

It was **RESOLVED**: That the Clerk would make the necessary arrangements.

27.2 NEW SIGNATORIES (as per the Annual Meeting) TO COMPLETE MANDATE CHANGE FORM

It was **RESOLVED**: That each Councillor would make the necessary arrangements to complete the required information required by the bank.

27.3 INTERNET BANKING AND SIGNATORIES FOR PAYMENTS OF ACCOUNTS

It was **RESOLVED**: That the Clerk will make the necessary arrangements for the Council to have internet banking arrangements.

28. TO CONSIDER URGENT ITEMS

There were no urgent items to discuss.

29. DATE AND VENUE OF NEXT MEETING

It was **RESOLVED**: That the October Monthly meeting will take place on Thursday 11th October 2018 at 6.30 pm.

The meeting closed at 8.35 pm.

Signed:

Date.....