

MINUTES of the **MONTHLY MEETING** of Tonyrefail & District Community Council held on **THURSDAY 8TH OCTOBER 2015** at the Community Hall Prichard Street, Tonyrefail which commenced at 6.25 pm.

PRESENT: Councillors Messrs. D. O. Jones, S. Kiff, S. Stevens, Mrs. D. Roberts and Mrs. A. Davies-Jones

In attendance: Mrs. Pauline Williams – Clerk

**In the absence of both the Chairman and Vice Chairman
Councillor D. O. Jones was nominated to take the Chair**

1. APOLOGIES FOR ABSENCE

1.1 APOLOGIES SUBMITTED FOR APPROVAL

It was **RESOLVED:** To accept and approve the apologies submitted by Councillors: G. Powell (Family Commitment), N. Harding (Childcare), G. Evans (Work Commitment), C. Edwards (Work Commitment), A. Davies (Prior engagement)

1.2 APOLOGIES NOT SUBMITTED

No apology for absence was received from Councillor Mrs. K. Godfrey.

2. DISCLOSURES OF PERSONAL INTEREST

There were no personal interests declared in matters pertaining to the agenda.

3. MINUTES

It was **RESOLVED:** To accept and approve the minutes of the Grants Meeting, the Monthly Meeting and the Events Committee meeting all held on Thursday 10th September 2015 together with the minutes of the Remembrance Committee Meeting held on Wednesday 30th September 2015.

4. PUBLIC BREAK

There were no members of the public present

5. MATTERS ARISING FROM THE MINUTES:

5.1 NOTICE BOARDS

It was **RESOLVED:** The Clerk is given delegated powers to sign the licence received from RCTCBC, (all members were circulated with a copy of the licence) in respect of the notice board to be sited at Tyn-y-Bryn Road.

5.2 BUS STOP/SHELTER PENRHIWFER

It was **RESOLVED:** To note the comment made by RCTCBC that there is no suitable location for a further bus stop provision in Penrhiwfer.

5.3 FLY TIPPING

Proceeding.

5.4 RENEWAL OF TELEPHONE SYSTEM – TRANE CEMETERY

Proceeding

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5.5 PROPOSED SITING OF BUS SHELTER – THOMASTOWN

Proceeding.

6. CORRESPONDENCE:**6.1 WELSH ASSEMBLY GOVERNMENT – SHARE PURPOSE –SHARED FUTURE – DRAFT STATUTORY GUIDANCE FOR THE WELL-BEING OF FUTURE GENERATION (WALES) ACT 2015.**

Members noted the content of the email from One Voice Wales together with a copy of the letter from the Welsh Government. The Clerk provided Councillors with a copy of the “Statutory Guidance for the Well-being of Future Generations (Wales) Act 2015 SPSF4 – Collective role (Community Councils)” and it was **RESOLVED:** That this would be discussed further at the November monthly meeting.

6.2 PROPOSED CHANGES TO PLANNING POLICY WALES CHAPTER 10 AND TECHNICAL ADVICE NOTE. 4: RETAIL CENTRE DEVELOPMENT.

It was **RESOLVED:** To note the information of the email dated 8th September 2015 from One Voice Wales

6.3 PUBLIC APPOINTMENT OPPORTUNITIES

It was **RESOLVED:** To note the information of the email dated 23rd September from One Voice Wales.

6.4 CONSULTATION EVENT INVITATION – PUBLIC SECTOR WASTE & RESOURCE EFFICIENCY PLAN

It was **RESOLVED:** That Councillor A. Davies-Jones will be attending the event and will report back to council.

6.5 PERFORMANCE APPRAISAL TRAINING

It was **RESOLVED:** To note the training information from One Voice Wales.

6.6 RESPONSES TO CONSULTATION ON LANDFILL DISPOSALS TAX AND LAND TRANSACTION TAX.

It was **RESOLVED:** To note the information on the consultation provided by One Voice Wales and Welsh Government.

6.7 STATE AID – WHAT DOES IT MEAN FOR THIRD SECTION ORGANISATION

It was **RESOLVED:** To note the email from the WCVA.

6.8 RCTCBC - DRAFT STATUTORY GUIDANCE FOR THE WELL-BELING OF FUTURE GENERATIONS (WALES) ACT 1915

See minute 6.1 above.

6.9 DELOLUTION OF SERVICES TRAINING EVENT

It was **RESOLVED:** That the Clerk will contact One Voice Wales to ask if they will be holding a further training event in this locality.

6.10 LOCAL GOVERNMENT FINANCE TRAINING

It was **RESOLVED:** To note the information from One Voice Wales.

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6.11 WALES AUDIT OFFICE

It was **RESOLVED:** To note the contents of their letter dated 24th September 2015 in respect of External Auditor Arrangements: Annual Returns 2015-16, 2016-17 and 2017-18.

6.12 PENSIONS REGULATOR – AUTOMATIC ENROLMENT DUTIES

It was **RESOLVED:** To note their letter dated 23rd September 2015 confirming that Tonyrefail & District Community Council has completed a declaration of compliance with the Pensions Regulator under the Pensions Act 2008.

7. PLANNING:

There were no objections nor observations made to any of the planning applications placed on this month's agenda.

8. FOOTPATHS:**8.1 TO RECEIVE FOOTPATH REPORT FOR OCTOBER 2015**

It was **RESOLVED:** To accept and approve the footpath report as presented to Council.

9. ACCOUNTS: TO ACCEPT AND APPROVE:**9.1 ACCOUNTS PAID SEPTEMBER 2015**

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

9.2 ACCOUNTS FOR PAYMENT OCTOBER 2015

It was **RESOLVED:** To accept and approve the accounts for payment in October and Councillors S. Kiff and S. Stevens signed the cheques.

9.3 QUARTERLY ACCOUNTS: JULY - SEPTEMBER 2015

It was **RESOLVED:** To accept and approve the quarterly accounts for July to September as presented to council.

10. TO RECEIVE: MEMBERS AND CLERKS REPORTS**10.1 CLERKS REPORT**

The Clerk circulated a copy of the 'Welsh Government Quick Guide - S106 agreement' to all Councillors for information as requested by Councillor A. Davies in his email dated 7th October.

10.2 MEMBERS REPORT

It was reported that the Dog bin near to Cwm Lai School was over-flowing and some bags were laid on the foot of the bin and had been for a couple of days. The Clerk would contact RCTCBC.

The Clerk was asked to agenda 'dog bins' for the November meeting.

Councillor D. O. Jones reported on the 'Fix my Street' on RCTCBC website whereby any problems can be reported directly by anyone.

11. MONTHLY REPORT FROM THE PACT MEETING

Nothing to report.

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12. TRANE CEMETERY:**12.1 CEMETERY WALL**

The Clerk was asked to arrange a site visit with the Developers and council in order to discuss the cemetery wall and the proposed land for an extension of Trane cemetery.

12.2 EXTENSION TO TRANE CEMETERY

See 12.1 above.

12.3 DAMAGE TO CEMETERY LOCKS

A verbal report was given to council in respect of the locks being vandalised. The Police attended the cemetery and a crime reference number has been given.

Council considered installing a CCTV camera and equipment and the Clerk was given delegated power to purchase the same up to a cost of £500.

13. ALLOTMENTS:**13.1 INDIVIDUAL ALLOTMENT SITE TENANCY AGREEMENTS AND CONSTITUTIONS**

It was **RESOLVED:** That a meeting will take place early 2016.

13.2 COMMUNITY COUNCIL ALLOTMENT TENANCY AGREEMENT

See 13.1 above.

13.3 BARBED WIRE TYLCHA WEN

Proceeding.

13.4 REQUEST FOR GREENHOUSE TO BE ATTACHED TO SHED – PENRHIWFER

It was **RESOLVED:** That the Clerk will arrange a site meeting with Councillor S. Kiff, the allotment plot holder and the Clerk.

14. HEALTH & SAFETY

The Clerk advised that 3 employees will be attending a Health & Safety and Manual Handling course for 3 days in November.

The Clerk also advised that 2 employees will also be attending a 1 day First Aid course in December.

15. PROJECTS:

It was **RESOLVED:** To defer this item to the November meeting.

16. PUBLICITY:**16.1 NEWSLETTER.**

A copy of a newsletter was presented to Council for approval. With some amendment it was **RESOLVED:** That the Clerk arranges the printing of the newsletter and that each Councillor will hand deliver in their particular ward.

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17. CHRISTMAS 2015**17.1 CHRISTMAS LIGHTING**

It was **RESOLVED:** That the Clerk is given delegated powers to the sum of £750.00 to purchase lights for the large tree on Tonyrefail Square.

17.2 CHRISTMAS EVENT

Events meeting to take place at 7.30pm this evening.

17.3 CHRISTMAS CONCERT

To be discussed in the Events meeting as per 17.2 above.

17.4 CHRISTMAS DINNER

It was **RESOLVED:** That ticket sales would be held between 10.00 am and 12.00 noon on Tuesday 17th November and Tuesday 24th November 2015.

18. STAFFING

A discussion took place in respect of a request from a member of staff and it was **RESOLVED:** That further information is obtained and that a Full Council meeting will be held on Thursday 22nd October at Capel Farm Resource centre to discuss the subject further.

18.1 END OF PROBATION PERIOD

It was **RESOLVED:** To approve and accept the recommendations of the Clerk

18.2 TO APPROVE AND ACCEPT NEW PAY CONDITIONS FOR 2 EMPLOYEES

It was **RESOLVED:** To approve and accept.

18.3 FIRST AID TRAINING

See 14 above. It was further **RESOLVED:** That the 4/5 employees would be trained First Aiders at Work.

19. CEMETERY TREES:

It was **RESOLVED:** That Councillor D. O. Jones and the Clerk would meet Mighty Oaks and on the proviso that everything is in order that Mighty Oaks would be undertake the tree work for 2015.

20. TO APPROVE AND ADOPT REVISED COPIES OF THE FOLLOWING DOCUMENTS:

It was **RESOLVED:** To approve and adopt the revised copies of the following documents and each Councillor had received a copy of the following policies which had been delivered with the agenda for the November monthly meeting.

- 20.1 Standing orders
- 20.2 Financial Regulations
- 20.3 Financial Risk Assessment
- 20.4 Financial & Business Risk Assessment
- 20.5 Councils Complaints Procedure
- 20.6 Councils Procedure for handling Requests Made under FOI and the Data Protection Act 1998
 - i). Freedom of Information
 - ii). Information available under the Model Publication Scheme.

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21. SUMMER FESTIVAL AND CLASSIC CAR SHOW 2016

It was **RESOLVED:** That this item will be discussed at the Events Committee Meeting to be held at 7.30 this evening.

22. COMMUNITY LIAISON COMMITTEE**22.1 TO RECEIVE REPORT FROM MEETING HELD AT RCTCBC ON 28TH SEPTEMBER.**

The Clerk gave a verbal report on the recent meeting held at RCTCBC.

23. COMMUNITY INFRASTRUCTURE LEVY**23.1 TO PREPARE COMMUNITY COUNCIL'S C.I.L. 123 LIST**

It was **RESOLVED:** That a meeting will take place at 6.15 pm on the 12th November to discuss and prepare the councils 123 list.

24. REMEMBRANCE DAY

The next Remembrance Day Committee meeting will take place on Wednesday 21st October at 7.00 pm at Capel Farm Resource Centre.

25. ST. JOHN'S CHURCH

Council discussed the email received from Mr. Rees – The Representative Body of the Church in Wales and it was **RESOLVED:** That a site meeting would be held by the council to consider their request.

26. SUMMER FLOWERING 2016

It was **RESOLVED:** To defer this item to the November meeting

27. ADDITIONAL BUS STOP LOCATIONS THOMASTOWN

The Clerk reported that 1 additional bus stop (northbound) would be located under the bridge in Thomastown. It was not possible to have 1 sited on the southbound side.

28. CONCLUSION OF AUDIT 2014/15

Councillors had received a copy of Mazars letter dated 15th September together with a copy of the Annual return with the agenda that was sent out for the agenda for this meeting. It was **RESOLVED:** To approve and accept the letter, annual return and the comments made.

The Clerk advised that she had complied with the displaying of the Notice of the Conclusion of the Audit for 2014/15 and copies had been placed on the notice board on Tonyrefail Square, the entrance to the Community Council office and on the council's website on the 21st September 2015.

29. S137 FINANCIAL GRANTS – LATE APPLICATIONS

It was **RESOLVED:** That £200 would be awarded to both Tonyrefail ABC and 1st Tonyrefail Brownies. It was also **RESOLVED:** That no further financial grants would be awarded during this financial year.

30. TO AGREE: DATE & VENUE OF NEXT MEETING

It was **RESOLVED:** That the next monthly meeting of the Council will take place on Thursday 11th November 2015 at the Community Hall, Prichard Street, Tonyrefail at 6.30 pm.

The meeting closed at 7.40 p.m.

Signed:

Date.....