



Minutes of the Meeting of the Council
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 6.30pm on Thursday, 16th February 2023

Present: Cllr Linda Michel (Chair)
Cllr Austin Davies
Cllr Glenn Evans
Cllr Dan Owen-Jones
Cllr Amanda Richards

Absent: Cllr Karen Webb

Officers: Ms Jo van Tonder (Clerk & RFO)

1. Apologies for absence

Apologies for absence had been received from Cllrs Maria Balestrazzi, Mary Davies, Danny Grehan, Debra James and Greg Powell.

2. Declarations of Interest

There were no declarations of interest made.

Members resolved to take item 6. on the agenda at this point in the meeting.

6. Guest speaker: Tonyrefail Rugby Club

a) Presentation

The Chair welcomed the two members of the Tonyrefail RFC (TRFC) in attendance and invited them to address the meeting.

Members heard of plans the TRFC had to improve facilities that had included spending £12k recently on floodlights. The Club was in desperate need of additional changing rooms and toilets, and was in the process of bidding for the larger grants needed to provide these.

In the meantime, the Club was looking to install a temporary welfare unit for which planning permission had already been obtained. The cost of this was in the region of £3.1k with additional funding required to fit the unit out. Due to an increase in vandalism, the Club was also wanting to install CCTV at a cost of around £1.5k.

To this end, TRFC were asking the Council to consider a financial contribution towards these works.

Councillors were given the opportunity to ask questions. Following this, the TRFC members were thanked for their presentation and asked to retreat to the waiting room to allow members to discuss the request.

Members of the TRFC left the room.

b) Grant request

The Clerk advised members that the Council's current Grant Policy allowed for the disbursement of grants once a year following an application process. As such, members were advised any award from the Grants budget to the TRFC would be in contravention of the agreed Grant Policy.

However, a sum of £5,000 of annual Windfarm Grant funds was yet to be allocated for the 2022/23 financial year, the awarding of which fell outside the scope of the Council's Grant Policy.

As it was agreed the TRFC projects would benefit the community for which the Windfarm funds were received, it was proposed, seconded and

Resolved: To award Tonyrefail Rugby Football Club £5,000 towards the cost of CCTV and a temporary welfare unit, to be funded from the unspent 2022/23 Windfarm Grant.

Members of the TRFC returned to the room and were informed of the Council's decision.

The TRFC were asked, and agreed, to put up a plaque acknowledging the Council's award.

3. Public Questions

No members of the public were present.

4. Minutes of the previous meeting: 31st January 2023

It was proposed, seconded and

Resolved: To agree the minutes of the Meeting held on 31st January 2023 as a true and accurate record.

5. Matters arising from the minutes

Cllr G Evans confirmed an inspection had been carried out on the drainage works undertaken at the Penrhiwfer Allotments. He advised the contractor had done a good job digging the trench out but had produced a fair amount of spoil. It was noted vegetation was being thrown over the fence on to the embankment by allotmenters that risked blocking up the newly-created drainage channel.

Action: Clerk to write to the Allotment Association requesting

1. allotment holders cease dumping vegetation over the fence, and
2. the association removes polythene dumped on the site, as previously requested.

Action: Cllrs D Owen-Jones and D James to request site visit with contractor to discuss

1. levelling off the spoil pile, and
2. further works still needed from the other side.

Action: Clerk to schedule an Allotments Committee meeting

7. Guest speaker: Chris & Katie Goldring – Coalfield Flower Farm

The Clerk advised this item was to be deferred to the next meeting.

8. Financial Matters

a) Switch to Unity Bank

Following a discussion on the need for the Council to operate an online bank account, it was proposed, seconded and

Resolved: To switch the Council's banking operations from Barclays Bank to Unity Bank at the earliest opportunity.

It was noted the Clerk and Deputy Clerk would be users on the two accounts (current and savings) with five to six councillors designated signatories. Two signatories would be required to release a payment.

b) Authorised signatories to the bank account

It was proposed, seconded and

Resolved: To appoint the following councillors as designated, authorised signatories on the Unity Bank accounts:

Cllrs Dan Owen-Jones, Austin Davies, Amanda Richards, Linda Michel and Maria Balestrazzi.

c) Payments made – January 2023

Members noted the list of payments made for January 2023.

d) Accounts for payment – February 2023

The following payments due were presented to members where it was proposed, seconded and

Resolved: To approve the payment of invoices due by cheque or direct debit.

707126	Amazon Payments	70.88
707127	CP General Services	690.00
707128	CleanMate	256.47
707129	Rycon Power Tools Ltd.	1,663.92
707130	Travis Perkins	514.80
707131	MRS Training & Rescue	508.80
707132	Arthur J Gallagher Insurance	814.26
707133	Teleshore (replaces cancelled chq. 706931)	475.74
D/D	PEAC Finance	222.00
D/D	SSE - Meter E11Z22141 (Electricity - Staff Base)	79.84
D/D	SSE - Meter 19L2636241 (Electricity - Office)	1,114.22
D/D	Certras Energy	102.83
D/D	Certras Energy	70.09
Total Payments		£6,583.85

9. Training

a) Councillor training

The Clerk asked all members to review the schedule of upcoming training sessions with One Voice Wales and consider taking up the training on offer. She went on to advise that two free places were available on a select number of modules and that it would be desirable for the Council to take up these places.

It was suggested a group of councillors could partake in the online training at the offices. Cllr A Richards offered to liaise with other newer Council members and revert to the Clerk.

b) Memorial Inspection training

Members were advised that the Council would be hosting an ICCM Memorial Inspection workshop at the Cemetery on Tuesday, 13th June 2023. As hosts, the Council was entitled to two free places with further spaces available at a cost of £150 + VAT per person.

It was agreed the Council would take up the two free spaces and cover the cost of a further three attendees.

c) FILCA training – Deputy Clerk

It was agreed the Deputy Clerk would be enrolled on the SLCC's *Financial Introduction to Local Council Administration* (FILCA) at a cost of £120 + VAT.

10. Refurbishment of Cemetery toilets

a) Shared Prosperity Funding bid for initial building survey

The Clerk advised members that a pot of money had been made available under the UK Government Shared Prosperity Fund, through RCTCBC. The tight deadline for applications for the first tranche was 28th February with all grants to be spent by 31st March.

The Clerk outlined a proposal to submit an application to the Fund for consideration in this first round to cover the cost of a building survey on the buildings at the Cemetery, specifically the toilet blocks. The outcome of the survey would form the basis of a further application to the Fund during the second phase, for a capital grant to cover the complete refurbishment of the public toilets.

In addition to the cost of the building survey, the Lower-Level Award bid would include the cost of community engagement.

Members discussed the proposals outlined within the bid for fully wheelchair-accessible, disabled toilet facilities at the entrance and a refurbished public toilet facility at the upper section of the Cemetery. Measures contained within the proposal to ensure the project would be sustainable and contribute to the Council's Section 6: Biodiversity obligations were noted and discussed.

It was proposed, seconded and

Resolved: To submit the grant application as presented to RCTCBC for consideration under the UK Government Shared Prosperity Fund Community Grant: Lower-Level Award.

b) Quotations for the provision of a building survey

Members considered the anonymised quotations received for the provision of a building survey on all buildings at Trane Cemetery.

It was proposed, seconded and

Resolved: To accept the quotation of Contractor C and appoint Allcott Associates to undertake the survey at a cost of £1,695 + VAT, to be included in the SPF bid (see 10(a), above).

11. Events Committee update

Cllrs A Davies and D Owen-Jones gave a verbal report on the proceedings of the Events Committee meeting held earlier that week.

Members were informed of the dates of forthcoming events, the first of which was the Covid Memorial Service to be held on Saturday, 18th March 2023 at the Cemetery.

12. Cemetery Extension land purchase

The letter received from the Council's solicitor was considered and it was noted the signing of contracts was deemed imminent.

13. Options for the remedial works identified in the Cemetery tree survey

Members were presented with two options for the remedial works; one being an external tree surgeon, the other making use of current qualified staff.

Following discussion and having determined that none of the identified works were classed as high risk, it was proposed, seconded and

Resolved: To defer this item to a future meeting to allow the Clerk time to gather further evidence of the competency of the Council's staff, required qualifications / proof of training for any ancillary equipment to be used and proposed method statements.

14. Quotations received to supply summer flowers

Members considered the anonymised quotations received for the provision of summer flowers and discussed the reasons for the poor display the previous year. The Clerk advised the primary reasons

were the periods of exceptional heat that had been characteristic of Summer 2022 and unmet additional demands on watering and feeding. She went on to say that the plant mix would lean towards more drought-tolerant plants, while still offering good colour coverage.

The proposed watering schedule was discussed and it was agreed watering should take place on Monday, Tuesday and Thursday mornings.

It was proposed, seconded and

Resolved: To accept the quotation of Contractor A and appoint Rhondda Learning Curve to provide the flowers at a cost of £1,658 + VAT.

15. Update on repairs to Council van

The Clerk advised members that she had made contact with local garages regarding the van repairs without any success. The vehicle would now be taken to a commercial garage for investigations.

16. Planning & Development Control

Cllr G Evans reported back on discussions with neighbours to the property in application 23/0035/10 and advised that the Planning Authority had not consulted them.

Members noted that it was not RCTCBC Planning Department's policy to include neighbours as consultees and asked the Clerk to write to the Authority requesting a review of this policy.

a) 23/0089/10 – Single storey rear extension at 68 Tylcha Fach Estate, Tonyrefail, CF39 8BT

Members had no objections to the proposed works.

b) 23/0092/10 – Two storey side extension and loft conversion at 31 Tylcha Fac Estate, Tonyrefail, CF39 8BT

Members had no objections to the proposed works.

c) 23/0097/10 – Single storey side and rear extension at 1 Ely Court, Francis Street, Thomastown, CF39 8EP

Members had no objections to the proposed works.

d) 23/0104/10 – Detached garage at The Stables, Collenna Road, Tonyrefail

Members had no objections to the proposed works.

17. Matters pertaining to Staffing

Members resolved to introduce Standing Order 3(d) - by reason of the confidential nature of the business to be transacted; members of the press and public shall be excluded.

a) Matters pertaining to staffing of a confidential nature

The Members were presented with a proposal of a confidential nature and following discussion, it was proposed, seconded and

Resolved: To accept the Clerk's recommendations.

Conclusion of Standing Order 3(d)

18. Date of the next meeting

The next ordinary meeting of the Council will be on 16th March 2023 at 6.30pm.