



Minutes of the Meeting of the Council
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 6.30pm on Tuesday, 31st January 2023

Present: Cllr Linda Michel (Chair)
Cllr Maria Balestrazzi (late arrival)
Cllr Austin Davies
Cllr Mary Davies
Cllr Glenn Evans
Cllr Danny Grehan
Cllr Debra James
Cllr Dan Owen-Jones (late arrival)
Cllr Greg Powell
Cllr Amanda Richards

Absent: -

Officers: Ms Jo van Tonder (Clerk & RFO)

1. Apologies for absence

Apologies for absence had been received from Cllr Karen Webb. Cllr Balestrazzi had advised the Clerk she would be unavoidably late.

2. Declarations of Interest

There were no declarations of interest made.

3. Public Questions

No members of the public were present.

4. Minutes of the previous meeting: 17th November 2022

It was proposed, seconded and

Resolved: To agree the minutes of the Meeting held on 17th November 2022 as a true and accurate record.

5. Minutes of the extraordinary meeting: 1st December 2022

It was proposed, seconded and

Resolved: To agree the minutes of the Extraordinary Meeting held on 1st December 2022 as a true and accurate record.

6. Matters arising from the minutes

The Clerk asked for an update on the drainage works commissioned at the Penrhiwfer Allotments. Cllr James advised that the works had been completed and needed to be inspected to allow for the contractor to sign off the job and issue an invoice.

Cllr Evans agreed to meet Cllr James at the site the following day to inspect the works.

6:40pm – Cllr Owen-Jones arrived

7. Matters pertaining to Budget and Precept

a) Reserves Policy 2023/24

The Clerk presented the draft policy and outlined the guidance pertaining to reserves. In answer to a question regarding the holding of a minimum level of general reserves of £50,000, she advised that, should the Council find itself in the position where general reserves drop below this minimum threshold at any time, measures would be taken to return the Council to the agreed level at the earliest opportunity.

It was proposed, seconded and

Resolved: To adopt the Policy on General Reserves and review annually during budget-setting.

6:51pm – Cllr Balestrazzi arrived

b) Budget 2023/24

The Clerk presented the previously circulated draft budget for the financial year 2023/24. It was noted the proposed budget would result in a budget shortfall of £296,696, to be funded through the Precept and general reserves.

She advised members that, with financial prudence and disciplined cost-cutting, the Council's level of expenditure could be reduced over the next year. Various areas of expenditure were discussed and it was agreed to review current work practices.

Following further discussion, it was proposed, seconded and

Resolved: To accept and adopt the budget as presented for the year 2023/24 that included income in the amount of £46,704 and expenditure totalling £343,400.

c) Precept 2023/24

Members considered the impact to Band D equivalent households of retaining the Precept at its current level of £244,563. It was noted that, as a result of a slight increase in the tax base, Band D equivalent households could thus expect a 1.6% reduction in their contributions to the Precept.

The Clerk advised the net budget deficit that would need to be funded from general reserves, should members be minded to retain the Precept at the current level, would be in the region of £52k.

Members noted the anticipated level of general reserves for 2023/24, taking the budget deficit into account, would be circa £75k (27% of annual general expenditure). It was agreed this level of general reserves met with the criteria set within the Council's newly adopted Policy on General Reserves.

It was proposed, seconded and

Resolved: To request a Precept of £244,563 for the year 2023/24.

8. Financial Matters

a) Conclusion of Audits for years ending March 2021 and March 2022

Members noted the Auditor General for Wales' audit certificates and unqualified reports for the financial years ending 31st March 2021 and 31st March 2022.

b) Quarterly Income & Expenditure Report as at 31st December 2022

Members noted the accounts prepared by the Deputy Clerk for the quarter ending 31st December 2022.

c) Payments made – November and December 2022

Members noted the lists of payments made for November and December 2022.

d) Accounts for payment – January 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.

707107	Inland Revenue (Tax and N.I. December 2022)	2,040.62
707108	Rhondda Cynon Taff County Borough Council (Pensions Dec 2022)	1,636.62
707109	Central Bar & Catering	98.62
707110	Central Security & Fire	102.00
707111	Function 28	48.00
707115	C & L. Gardening Services	518.00
707112	Rycon Power Tools Ltd.	90.00
707112	Rycon Power Tools Ltd.	97.20
707112	Rycon Power Tools Ltd.	733.92
707113	Teleshore UK Ltd.	595.20
707116	Tonyrefail Community School	9,750.00
707114	Rycon Power Tools Ltd.	838.80
707117	Audit Wales - Charges 2021-2022	200.00
707118	South Wales Fire & Rescue Service (Part Payment Firework Display)	1,960.46
707119	Plantscape	4,606.80
707120	PC. Help Services	195.00
707120	P.C. Help Services	90.00
707121	South Wales Fire & Rescue Service (Balance Firework Display	136.80
707122	SLCC	294.00
707123	Function 28	48.00
707124	Inland Revenue (Tax and N.I. January 2023)	2,238.97
707125	Rhondda Cynon Taff County Borough Council (Pensions Jan 2023)	2,188.87
D/D	Toshiba	187.28
D/D	Screwfix	25.90
D/D	Screwfix	203.64
D/D	Screwfix	256.32
D/D	Screwfix	76.15
D/D	SSE - Meter G4K04068670101 (Gas - Staff Base)	1,181.29
D/D	Certras Energy	97.47
D/D	Certras Energy	30.00
D/D	Certras Energy	78.58
D/D	Certras Energy	102.50
D/D	Certras Energy	75.16
D/D	Bank Charges	24.36
D/D	Bank Charges	27.49
	Total Payments	£30,874.02*

* Restated due to error in total reported

9. Committees

a) Events Committee

The Clerk responded to a question posed that, whilst it is usual to set up committees at the Council's annual meeting in May, there was an operational need for a committee to address matters pertaining to the Cemetery as well as a committee to plan and arrange events as early in the year as possible.

i) Setting up of Events Committee

It was proposed, seconded and

Resolved: To set up an Events Committee.

ii) Delegation of powers to spend

Members noted the specific part of the 2023/24 budget as agreed (Min. 7(b), above) that pertained to events, totalling £46,500. It was proposed, seconded and

Resolved: To delegate the authority to spend to the Events Committee, in line with the approved budget and subject to the Council's Financial Regulations.

iii) Terms of Reference

Members considered the draft Terms of Reference and it was proposed, seconded and

Resolved: To adopt the Events Committee Terms of Reference as presented.

iv) Committee membership

Following discussion, it was

Resolved: To appoint Cllrs Austin Davies, Mary Davies, Danny Grehan, Dan Owen-Jones, Greg Powell and Amanda Richards to the Events Committee.

b) Cemetery Committee

i) Setting up of Cemetery Committee

It was proposed, seconded and

Resolved: To set up a Cemetery Committee.

ii) Delegation of powers to spend

Members noted the specific part of the 2023/24 budget as agreed (Min. 7(b), above) that pertained to the Cemetery, totalling £52,500. It was proposed, seconded and

Resolved: To delegate the authority to spend to the Cemetery Committee, in line with the approved budget and subject to the Council's Financial Regulations.

iii) Terms of Reference

Members considered the draft Terms of Reference and it was proposed, seconded and

Resolved: To adopt the Cemetery Committee Terms of Reference as presented.

iv) Committee membership

Following discussion, it was

Resolved: To appoint Cllrs Maria Balestrazzi, Glenn Evans, Debra James, Linda Michel, Dan Owen-Jones and Greg Powell to the Cemetery Committee.

10. Matters pertaining to the Cemetery

a) Tree survey carried out in November 2022

Members considered the tree survey that had been carried out at the Cemetery during the latter part of the previous year. It was noted that none of the works required were classed as urgent.

The Clerk advised she was awaiting a further quote for the required works and would present options to Council at the next meeting.

b) Repair of Council van

Members were informed of a gearbox issue with the Council van. The Clerk advised that enquiries had been made locally to have the vehicle repaired. One estimate received had been in the region of £2,500 – 3,000 for a full gearbox replacement. The Clerk suggested the vehicle could be returned to Nathaniel Motors in Bridgend for a diagnosis at a cost of £180.

Members asked the Clerk to make her own enquiries with local businesses and revert to Council.

11. Planning & Development Control

a) 22/1290/10 – Timber frame car shelter and adjoining timber shed at Trevaughan, Gilfach Road, Tonyrefail

Members noted consent had been granted.

b) 22/1262/10 – Orangery to front elevation at 19 Maes-y-Bryn, Tonyrefail

Members noted consent had been granted.

c) 22/1374/10 – Affordable housing scheme of 17 dwellings at Land to the rear of 68-72 High Street, Tonyrefail

It was noted there had been considerable objections raised from the community to this proposed development. Following discussion, it was agreed to submit an objection on the grounds of access.

Action: Cllr Owen-Jones to draft a comment for agreement and submission

d) 22/1390/16 – Variation of conditions at Plot C5 Coedely Strategic Employment Site, Ely Valley Road, Coedely

Members noted consent had been granted.

e) 22/1263/10 – Development of four dwellings at Land off St Johns Road, Tonyrefail

Members agreed this development would result in a loss of amenities for the area as this proposed site represented the last remaining piece of green space on the estate.

Action: Cllr Evans to draft a comment for agreement and submission

f) 22/1399/10 – Shed (retrospective) at 128 Highfields, Tonyrefail

Members had no objections to the proposed works.

g) 22/1455/10 – Single storey rear extension at 50 Nant Eirin, Tonyrefail

Members had no objections to the proposed works.

h) 22/1460/38 – Discharge of Condition 4 biodiversity mitigation & enhancement measures at Land to the North East of Tylchawen Terrace, Tonyrefail

Action: Cllr Grehan to look into this and revert

i) 22/1478/38 – Discharge of Condition 3 engineering design & detail of highway works at Cwm Lai Primary School, Penygarrreg Road, Tonyrefail

Noted.

j) 22/1482/10 – First floor extension at 7 Oakdale Road, Penrhiw-fer

Members had no objections to the proposed works.

k) 22/1487/10 – Detached dwelling at The Black Diamond House, Edmondstown Road, Edmondstown

Members had no objections to the proposed works.

l) 23/0007/10 – Repair and rebuild of farmhouse at Garth Hall Farm, Road to Garth Hall Farm, Coedely

It was agreed to submit a letter of support for the proposed works.

m) 23/0035/10 – Two storey rear extension at 60 Manley Close, Tonyrefail

Action: Cllr Evans to establish if neighbours had any objections or concerns with the proposed works

n) 23/0074/38 – Discharge of Condition 5 (variation of condition 2 of consent 21/0005/08) at Cwm Lai Primary School, Penygarreg Road, Tonyrefail

Noted.

o) 22/0828/10 – Two apartment blocks comprising 12 no. affordable housing units at Land off Gilfach Road, West of Trane Cemetery, Tonyrefail

The Clerk reminded members that this application had been considered by Council in September 2022 whereafter a comment of no objection subject to Highways approval was submitted.

In view of the submission by the applicant of an updated ecological survey report, members agreed it would be prudent to reassess the proposed works.

Following discussion, it was agreed to submit a comment to the planning authority outlining the Council's concerns regarding:

1. The proposed site's proximity to SSSI land and the potential impact thereon, and
2. The lack of disabled pedestrian and wheelchair access from the proposed site to the nearest amenities.

12. Application to divert Footpath 182 Llantrisant

Following confirmation of the location of the footpath to be diverted, it was agreed the Council had no objection to the proposal.

13. Quotation to supply summer flowers

The Clerk advised she was awaiting a further quote and asked that this item be deferred to the next meeting.

14. Motions received

a) Cemetery Public toilets

Cllr Evans proposed the Council sought to take immediate action to redesign and upgrade the toilet facilities at the Cemetery with the objective of completing all improvement works by 1st May 2023.

It was agreed to defer this item for the Cemetery Committee to consider at their upcoming meeting.

b) River Ely

Cllr Evans advised members that the river posed a significant flood risk where it passed through the town, as well as being found to contain effluent. He went on to explain that past land reclamation works had marginally altered the course of the river causing it to cut into the bank on the river bend, thus exposing sewage pipes and facilitating a flow of effluent into the river.

Cllr Evans advised the river was in need of clearing and it was suggested a site visit was needed together with a thorough investigation into the potential future risk of flooding.

Cllr Grehan advised that he had raised the issue of water coming down behind the bus stop opposite Beyond Balloons and had been told by RCTCBC that the problem needed to be addressed with Natural Resources Wales (NRW).

Cllr Evans proposed and it was agreed the Council would request both NRW and RCTCBC conduct an immediate investigation into the condition of the River Ely especially in terms of its risk of flooding as well as the ongoing contamination of the river with effluent.

Action: Clerk to contact RCTCBC and NRW

15. Matters pertaining to Staffing

a) Vacancy: Part-time groundsman

Following discussion, it was

Resolved: To postpone a decision to recruit to fill this vacancy until the Clerk had had time to assess the Council's needs.

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.

b) Matters pertaining to staffing of a confidential nature

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

Resolved: To accept the Clerk's recommendation.

Conclusion of Standing Order 3(d)

- The Clerk was advised that there were still Remembrance Day poppies on display on the Community School gates and was asked to arrange for them to be removed.
- Members asked for an update on the provision of a plaque at the Cemetery at the Covid Daffodil memorial – Clerk to revert.
- The Clerk was informed of two park benches in need of works:
 - Park bench – was placed in situ on tiles as opposed to a concrete plinth resulting in the bench subsiding into the ground
 - Tynybryn Park bench – requires some kind of floor covering in front of the bench where it repeatedly turns to mud

Action: Clerk to add to the groundstaff work schedule

16. Date of the next meeting

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

Meeting concluded at 8.37pm