



Minutes of the Meeting of the Council
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 7.00pm on Thursday, 25th May 2023 (following the Annual Meeting)

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

Officers: Ms Jo van Tonder (Clerk & RFO)
Mrs Pauline Williams (Deputy Clerk)

1. Apologies for absence

No apologies for absence had been received; all members present.

2. Declarations of Interest

There were no declarations of interest made.

3. Public Questions

There were no members of the public present, either remotely or in person.

4. Minutes of the previous meeting: 20th April 2023

It was proposed, seconded and

Resolved: To agree the minutes of the Meeting held on 20th April 2023 as a true and accurate record.

5. Matters arising from the minutes

Cllr D Grehan advised, when asked, that the exact dates and locations for the 2024 Eisteddfod had not yet been agreed by Rhondda Cynon Taf County Borough Council (RCTCBC).

6. Finance, Governance and Administration

a) Payments made – April 2023

The Clerk advised that as RFO, she had taken the decision to change to new accounting software from 1st April and that she and the Deputy Clerk were in the process of bringing April up to date. As such, this report would be made available at the next meeting.

b) Accounts for payment – May 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 bank transfer.

Unity Bank EFT	HMRC - April 2023		3,596.63
	U Design (Event T.Shirts)		329.36
	RCTCBC (Final Invoice for Trade Waste)		110.55
	Mini Mayhem (Coronation)		340.00
	Joanna van Tonder	<i>Made up as follows:-</i>	2,561.93
		<i>Nathaniel Cars</i>	2,025.23*
		<i>Print my Ticket</i>	28.20
		<i>National Autistic Society Training</i>	396.00*
		<i>Space Hog Sweets</i>	85.50
		<i>Valley Tool Hire</i>	27.00
	J.G. Environmental		210.00
	Hokey Cokey Events		115.00
	Function 28		48.00
	Fun Fillings		1,466.40
	Forest Park & Garden		483.02
	Amazon Business		107.43
	Cllr. Amanda Richards (Refreshments for Coronation Event)		51.85
	SLCC (To replace uncashed cheques for 2023/24)		492.00
	Gallagher Insurance (To replace uncashed cheque for 2023/24)		814.26
	Rycon Power Tools		1,606.08
	Beyond Balloons (Have We Got New For You)		500.00
	Cleanmate (Office Cleaning)		871.23
	CommiCorp		154.00
	Amazon Business		378.33
	RCTCBC - Allotment Rent		45.00
	One Voice Wales		38.00
	Forest Park & Garden		220.60
	RCTCBC Pensions		3,007.72
	Town & Country		400.92
BACS	Wages		9,636.08
Direct Debit	DVLA		25.37
	Theasauras Software		5.09
	Biffa Waste		371.16
	SSE - Meter E11Z33252 (Elec. - Staff Base)		699.32
	SSE - Meter - 19L2636241 (Elec. - Office)		458.90
	Welsh Water		26.00
	Certras Energy		1.20
	Certras Energy		71.22
	Certras Energy		96.94
	Certras Energy		178.84
	Certras Energy		71.05
	Bank Charges		28.60
Total Payments			£29,618.08

* Approved at meeting dated 20th April 2023 (See Min. 7(c))

7. Draft Strategic Plan 2023 – 2027

The Clerk advised the further development of the Plan would be progressed by the Wellbeing of Future Generations Committee.

8. Matters pertaining to the Cemetery

a) Quotations for remedial works to Operations block

The Clerk advised that, despite several attempts to secure further quotations for the remedial works required to the Operations block, as identified in the building survey, only one quotation had been received. Cllr Owen-Jones requested the contractor be invited to meet with Council representatives on site to ensure they had a full understanding of the requirements of the job.

It was noted the value of the works fell beneath the threshold set out in the Council's Financial Regulations for formal tender. It was agreed to set up a meeting with the contractor at the earliest opportunity.

b) Quotations for replacement Office front door

The Clerk presented the anonymised quotations received for the replacement of the front doors of the Office block.

Cllr Owen-Jones suggested that planning consent for the siting of the Office block would have stipulated that only aluminium doors could be installed and therefore, the quotations for uPVC doors were of no use. This was disputed.

Following further discussion, Cllr Owen-Jones proposed that the Council set aside a sum equivalent to the value of the highest of the three quotations presented and seek quotations for an integrated porch and single door. This was seconded, and it was

Resolved: To reject the quotations presented, set aside £6,800 and consider quotations for the aforementioned porch and single door at the earliest opportunity.

~~c) Submission of SPF funding bid for willow domes~~

Not discussed.

d) Options for seasonal grass cutting

The Clerk explained that an additional resource was required to enable the Council to maintain the Cemetery to an acceptable standard during the summer season. She outlined the two options open to the Council, those being i) contracting out part of the grass cutting and ii) recruiting a part-time member of staff on a fixed term contract.

The Clerk advised she had sought quotations from four contractors and had received only one estimate for £600 per week (machinery and insurance included). Members noted the cost to Council to employ a grass cutter for 20 hours pw would be in the region of £280 per week.

It was proposed, seconded and

Resolved: To delegate authority to the Staffing Committee to recruit a seasonal grass cutter on a 4-month fixed term contract at a rate of pay equivalent to that of the lowest band currently being paid (SCP7).

9. Options for CCTV equipment

Following the member of the public's request to Council at the previous meeting to consider the provision of CCTV on Waunrydd Road in the vicinity of the overpass, the Clerk advised she was in the process of sourcing quotations. She advised she had been in contact with RCTCBC with regards to their acting as data controller and taking over the monitoring of a camera/s. RCTCBC had undertaken to provide details of the specifications required as well as contact their own supplier of CCTV equipment for a quotation.

Cllr Owen-Jones advised that the matter was in hand as he had been in contact with South Wales Police who could provide two CCTV cameras at a cost of £3,000 each that could be fed to their monitoring station in Pontypridd.

The Clerk reminded members that such matters should be communicated through the Clerk and asked that details of this offer from South Wales Police be forwarded to her to take further.

10. Planning & Development Control

- a) **23/0381/09 – Change of use from dwelling house (Class C3) to residential care home (Class C2) for up to three children at Gwelfryn, Cae'r Gwerlas, Tonyrefail, CF39 8HY**

Members discussed examples elsewhere in the country of unscrupulous care providers and concerns were raised that the applicant was not known to the Council. Cllr K Webb agreed to make enquiries and revert to Council.

- b) **23/0429/36 – EIA Screening Opinion at Former Coedely Colliery, off A4119, Tonyrefail**

Noted.

- c) **23/0449/10 – Two storey extension at 28 Tylcha Wen Close, Tonyrefail, CF39 8AQ**

No objection.

- d) **23/0466/10 – First floor extension above kitchen and attic conversion (resubmission of re-fused 23/0091/10) at 15 School Street, Tonyrefail, CF39 8LE**

No objection.

7:45pm - Introduction of Standing Order 3(d) – exclusion of members of the press and public

11. Purchase of land for Cemetery Extension

The draft contract, having previously been circulated to members, was deemed sound. It was proposed, seconded and

Resolved: The Chair and Vice Chair would sign the contract at the offices of the Council's conveyancer at the earliest opportunity, in the presence of the Clerk as witness.

12. Clerk's Confidential report

Members were informed of an incident that had occurred at the Cemetery resulting in an injury to a member of staff that had been reported to the Health & Safety Executive under RIDDOR.

The Clerk advised an investigation would be carried out and the findings reported back to Council.

Members were reassured to know the injury was of a minor nature and that the member of staff had made a full recovery.

13. Date of the next meeting

The next meeting will be held on 15th June 2023.

The following additional matters were raised; to be tabled for discussion at the next appropriate meeting:

- Cllr M Davies reported that a number of benches had been removed by RCTCBC from Tyn-y-Bryn Park – Cllr K Webb to make enquiries
- Cllr D Owen-Jones reminded members of a bench in Penrhiwfer in a poor state of disrepair – groundstaff to inspect and report to OAR Committee
- Cllr D James reported motorists were increasingly making use of local lanes in an effort to bypass the works on the A4119 and that these lanes were becoming very dangerous.
- Cllr G Powell asked the Clerk to include an item "Members' Reports" on future meeting agendas.

Meeting concluded at 7:51pm.