TONYREFAIL & DISTRICT COMMUNITY COUNCIL
CYNGOR CYMUNED TONYREFAIL A'R CYLCH

CLERK: JO VAN TONDER

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c/o TRANE CEMETERY
GILFACH ROAD
TONYREFAIL, PORTH,

Minutes of the Meeting of the Council

held at the Council Meeting Room, Trane Cemetery, Tonyrefail

at 6:30pm on Thursday, 21st September 2023

Present: Cllr Linda Michel (Chair)
Cllr Glenn Evans (Vice Chair)
Cllr Danny Grehan
Cllr Amanda Richards

Absent: Cllr Maria Balestrazzi
Cllr Dan Owen-Jones
Cllr Greg Powell
Cllr Karen Webb

Officers: Ms Jo van Tonder (Clerk & RFO)

1. Apologies for absence

Apologies for absence had been received from Cllrs Austin Davies, Mary Davies and Debra James.

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 July 2023

It was proposed, seconded and

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

5. Matters arising from the minutes

There were no matters arising from the minutes that were discussed.

6. Consultations and Meetings

a) One Voice Wales AGM – 30th September 2023

No-one available to attend the in-person AGM to be held in Builth Wells.

b) RCTCBC consultation on the Draft Local Flood Risk Management Strategy and Action Plan

Cllr G Evans reminded members that a letter had been sent to RCTCBC and Welsh Water some months ago regarding the river in the centre of Tonyrefail. In particular, the Council had raised concerns over the stability of the bank.

Cllr D Grehan agreed to set up a meeting with Welsh Water to discuss that and the stream behind Tylchawen as well as to establish how future-proof the existing infrastructure is.

With regard to the consultation, it was agreed Cllr G Evans, L Michel and D Grehan would meet up to formulate a draft response.

c) Audit Wales consultation on Fee Scales 2024/25

Members noted the consultation; no comment.

d) Public Services Ombudsman Wales Equality Plan 2023 - 2026

Members noted the consultation; no comment.

7. Finance, Governance and Administration

a) Recommendations of Finance Committee

i) Small Grants Fund awards
It was proposed, seconded and

Resolved: To accept the Finance Committee's recommendation and award grants in the amount of £5,057 as per the schedule presented.

b) Recommendations of Wellbeing of Future Generations Committee

i) Annual & Wellbeing Reports 2022
It was proposed, seconded and

Resolved: To accept the Wellbeing of Future Generations Committee's recommendation and adopt the Annual & Wellbeing Reports 2022/23 as presented.

Resolved: To have ten copies of the document professionally printed at a cost in the region of £50.

It was agreed to distribute the reports via social media and the Council's website. Additionally, the hardcopies would be placed around the District in community centres, churches and the leisure centre.

c) Councillor attendance at meetings

Cllr L Michel raised the matter of poor attendance at Council meetings and members considered the attendance register drawn up for the Council year to date. It was strongly felt that members had actively put themselves forward for the role and therefore, had a duty to attend meetings.

It was agreed Cllr L Michel would write to those members with poor attendance.

d) Payments made – July 2023

No report was available.

e) Accounts for payment – August and September 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	RCTCBC Pensions		3,064.83
	HMRC – PAYE & NI		2,497.15
	Central Bar & Catering		280.60
	Protec		146.91
	Rycon Power Tools		1,606.08
	Griffiths Security		159.00
	Forest Park & Gardens		854.81
	RCTCBC		21.00
	Rycon Power Tools		1,606.08
	Amazon Business		73.36
	SJ Environmental		183.50
	Rialtas		452.73

	Forest Park & Garden		273.48
	Cleanmate		223.04
	Town & Country		286.59
	Jo van Tonder – expenses reimbursed:		573.03
	Easyfix polyester resin (Cemetery)	£ 7.99	0
	Safety sign x2 (Cemetery compound)	£ 11.94	0
	Metal banding buckles (floral baskets)	£ 48.60	0
	Plants for summer displays	£ 102.04	0
	Signage (Office & Cemetery)	£ 40.50	0
	4x keys cut (Cemetery)	£ 35.80	0
	Spring bulbs (Cemetery)	£ 230.70	0
	3x glass awards (Awards Night)	£ 95.46	
Direct Debit	Barclays Bank – bank charges		23.62
	Biffa Waste Services		213.54
	Certras Energy		309.49
	Function 28 – website hosting		48.00
	ICE Communications – telephone & broadband		14.04
	RCTCBC – Rates		83.00
	Screwfix		72.90
	Thesaurus Software – payroll		5.60
	Xero – accounting software		36.60
	DVLA		25.37
	Welsh Water		26.00
	BT – refund of overpayment		-182.03
	Information Commissioner - renewal		35.00
	PEAC Finance – rental of telephone handsets		222.00
		Total Payments	**£13,235.32**

8. Committee Updates

a) Open Spaces, Allotments & Rights of Way Committee

Cllr G Evans reported allotment inspections had been carried out at Penrhiwfer and Llantrisant Road.

Members were advised that Welsh Water were likely needing to excavate through a small number of Llantrisant Road plots in order to rectify ongoing problems with the sewer pump. Other issues identified at this site included absent plot holders, lack of maintenance and water butts without lids.

At the Penrhiwfer allotments, it was found that water was running down through the gate. The allotment committee had raised the possibility of creating a channel to divert the stream and would revert to the Council with a proposal. Other issues included gates in need of repair and water containers without lids. It was noted wood from a tree that had been felled needed to be removed from the site. Clerk to schedule with Grounds Team.

It was agreed there needed to be a uniform approach to dealing with matters of non-compliance and it was noted the OAR Committee would be looking at drawing up a set of template documents to be shared with the allotment associations.

b) Wellbeing of Future Generations Committee

Nothing further to report.

c) Events Committee

Cllr L Michel advised that an Extraordinary Full Council meeting had been called for the following week in order to discuss and agree plans for the Council’s Christmas event.

9. Matters pertaining to Cemetery

a) Quotations for repairs to Operations block

Members were reminded that a total of twelve contractors had been contacted in April and invited to submit a quotation for the priority works to the Operations block that had been identified in the building survey.

It was noted that, of those twelve contractors, only one quotation was received.

The Clerk advised that a second quotation had been sourced from a thirteenth contractor in July. It was noted the quotation covered only the roofing works and not the guttering, rendering, windows, ceilings and walls.

Members considered the anonymised quotations received.

It was proposed, seconded and

Resolved: To accept the quotation of Contractor A and appoint DPS Construction & Maintenance to undertake the works at a cost of £22,499.49 + VAT.

b) Welsh Government Land Division RAAC questionnaire

The Clerk advised she had received a request for information on the Council's buildings following the recent concerns around the use of Reinforced Autoclaved Aerated Concrete (RAAC). She explained the deadline for the return of the spreadsheet was 5th October 2023.

Clerk advised to ask Cllr D Owen-Jones to assist in completing the questionnaire.

10. Planning & Development Control

a) 23/1006/38 – Discharge of condition 3 (highway design detail works) of planning permission 22/0385/10 at Land to the East of Hafod Wen, Tonyrefail

Noted.

b) 23/0970/10 – Single storey extension to the northern elevation of the factory building and associated works at Treforest Glass Unit B, Parc Eirin, Tonyrefail

No objection.

c) 23/0930/31 – Proposed upgrade to the telecommunications equipment at Penrhiwfer Farm, Pleasant View, Penrhiwfer

It was noted there were no documents available to view on the Planning Authority's portal. Documents to be requested.

d) 23/0925/38 – Discharge of conditions 6 (Construction Method Statement) and 7 (CEMP) at WR Bishop & Co Fruit & Vegetable Wholesale, Penrhiwfer Road, Tonyrefail

Noted.

e) 23/0921/38 – Discharge of conditions 3 (Gigabit Capable Broadband Infrastructure), 4 (drainage Strategy) and 8 (Contamination) at WR Bishop & Co Fruit & Vegetable Wholesale, Penrhiwfer Road, Tonyrefail

Noted.

f) 23/0911/10 – Ground floor rear extension (Removal of conservatory), main roof attic conversion to bedroom and front dormer; garage roof conversion to bedroom at 21 Gelli Seren Close, Thomastown, Tonyrefail

No objection.

g) 23/0884/10 – New industrial units and resiting of existing steel containers at Town & Country Fencing, Gilfach Road, Tonyrefail

It was agreed to submit a comment of no objection on the proviso that i) the containers do not result in a loss of natural light to the neighbouring houses and ii) adequate surface water drainage has been considered.

h) **23/0791/10 – Change of use from shop to flat at Just Lloyds Hair & Beauty, 16 Waunrhydd Road, Tonyrefail**

No objection.

i) **23/1036/38 – Discharge of Condition 4 (Foul and Surface Water Drainage) of planning permission 22/1004/16 at Rhondda Bowl Skittle Alley, Waunrhydd Road, Tonyrefail**

Noted.

j) **23/0994/08 – Solar farm, including ground mounted solar panels, sub stations, inverters, access tracks, security fencing and private wire at Land at former Coedely Colliery, off the A4119, Coedely**

No objection.

k) **23/0976/10 – Detached dwelling with off street parking at The Black Diamond House, Edmondstown**

No objection.

11. Members' Reports – for information only

Cllr D Grehan: 1. raised the development on St John's Road where Travallis were still proceeding although not confident of completing. Members were advised Cllrs G Evans, D Owen-Jones and D Grehan had been meeting with the developers.

2. enquired as to the progress to works on the two memorial benches at Parklands and Tyn-y-bryn respectively. Clerk to schedule with Grounds Team.

3. reminded members of the upcoming Eisteddfod fundraising events and advised he had an Eisteddfod meeting scheduled with Tonyrefail Community School the next day.

Cllr G Evans: advised he had spoken to the Police who were keen to meet with the Council. Clerk to invite to next meeting.

Introduction of Standing Order 3(d) – exclusion of members of the press and public

12. Legal advice pertaining to land purchase

Members noted the correspondence received with regards to the purchase of a parcel of land for the purposes of extending the Cemetery.

It was proposed, seconded and

Resolved: To seek further legal advice on the matter.

13. Staffing

a) Appointment of Administrative Assistant

Members noted the appointment of Louise Middleton to the post of Administrative Assistant on a permanent contract of 20 hours per week and at the advertised rate of pay.

b) Clerk's contracted hours of work

Members noted the Clerk's contracted hours of work were 32 hours per week and that this had been increased on a provisional basis in March to 35 hours per week.

It was proposed, seconded and

Resolved: To permanently increase the Clerk's contracted hours of work to 35 hours per week with effect from 1st October 2023.

14. Date of the next meeting

The next meeting will be held on 19th October 2023.

Meeting concluded at 8:22pm.