



Minutes of the Meeting of the Council
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 6:30pm on Thursday, 17th April 2025

Present: Cllr Glenn Evans (Chair)
Cllr Danny Grehan
Cllr Linda Michel
Cllr Amanda Richards
Cllr Ceirion Skym
Cllr Karen Webb
Cllr Martin Barron

Officers: Ms Jo van Tonder (Clerk & RFO)

1. Apologies for absence

Apologies for absence had been received from Cllrs Mary Davies, Austin Davies and Greg Powell. In addition, apologies had been received from Dr Dan Lawrence.

2. Declarations of Interest

There were no declarations of interest made.

3. Public Questions

There were no questions from the public present.

4. Co-option to fill Casual Vacancies – Penrhiwfer ward

Candidates: Mr Martin Barron, Mr Gerald Francis, Dr Dan Lawrence, Mrs Christelle Mcdonagh

Members confirmed they had received the written applications of the four candidates.

The Clerk advised that, per the Council's Co-Option Procedure, as not all four candidates had been able to attend the meeting, no candidate would be given the opportunity to speak. Instead, members would rely on the application forms.

It was proposed, seconded and

Resolved: To nominate all four candidates for the voting round.

It was proposed, seconded and

Resolved: To disregard the last part of S2.9 of the Co-Option Procedure "... Voting will be by a show of hands" in favour of voting by means of a secret ballot.

Vacancy 1

Following a unanimous vote, it was

Resolved: To co-opt Martin Barron to the Council representing the ward of Penrhiwfer.

Mr Barron signed the Declaration of Acceptance of Office as witnessed by and in the presence of the Clerk.

Vacancy 2

Following a vote won by absolute majority, it was

Resolved: To co-opt Dr Dan Lawrence to the Council representing the ward of Penrhiwfer.

As Dr Lawrence was not present, the Declaration of Acceptance of Office would be signed in the presence of the Clerk at a later date.

5. Minutes of the Meeting: 20th March 2025

It was proposed, seconded and

Resolved: To agree the minutes of the Meeting held on 20th March 2025 as a true and accurate record.

6. Llanwonno Wind and Solar Farm pre-planning consultation

Members noted the pre-planning consultation under The Developments of National Significance (Procedure)(Wales) Order 2016 for the construction and operation of up to eight wind turbines and solar PV panels with battery storage facility and associated infrastructure / hardstanding at land to the north east of Porth, south of Llanwonno forest.

Site location maps were consulted and the Clerk presented a draft consultation response.

Following discussion, it was proposed, seconded and

Resolved: To approve the draft response for submission to the developer by the consultation deadline.

7. Finance, Governance and Administration

a) Fire Policy

The Clerk explained that, as an employer and a public authority responsible for premises including cemetery buildings and stores, the Council had a legal duty under the Regulatory Reform (Fire Safety) Order 2005 to take reasonable steps to reduce the risk of fire and ensure safe evacuation procedures were in place.

She went on to present the Fire Policy that set out how the Council would manage fire risk, including the identification of fire hazards, provision of fire detection and firefighting equipment, safe storage of flammable substances (e.g. petrol), evacuation procedures and staff responsibilities.

It was proposed, seconded and

Resolved: To adopt the Fire Policy as presented.

b) Health and Safety Policy

The Clerk explained the proposed Health & Safety Policy set out the Council's general statement of intent, outlined responsibilities at all levels and provided the framework for safe working practices across all areas of operation — including grounds maintenance, cemetery services, tree work and use of hazardous substances.

Members noted the section on Lone Working and asked the Clerk to prepare a specific policy for members to consider on this aspect of the Health and Safety Policy.

Following further discussion, it was proposed, seconded and

Resolved: To adopt the Health & Safety Policy, to be reviewed annually or in response to significant changes in operations or legislation.

c) Death of a Senior Figure Protocol

Members noted the revisions to the Protocol and it was proposed, seconded and

Resolved: To adopt the Death of a Senior Figure Protocol as presented.

d) Small Grant award not decided at previous meeting

As a result of Cllr Linda Michel declaring an interest in the application for Eye to Eye at the previous meeting thus rendering the meeting inquorate for that item, members were asked to consider this grant application.

Following discussion, it was proposed, seconded and

Resolved: To award a grant in the amount of £200 to Eye to Eye with the following conditions:

1. The activities / project must be delivered in Tonyrefail, and
2. The Council will expect a feedback report.

e) Financial Accounts April – YTD 2024/25

The Clerk presented the financial accounts to 31 March 2025 (pre-audit).

Members were pleased to note that, while income had exceeded budgetary expectations, expenditure was likely to be under budget for the year.

f) Payments made since the last meeting – March 2025

Source	Description	Reference	Credit
Spend Money	*Welsh Water - DD (851215840012)	Water	596.50
Spend Money	DVLA	Van tax	29.31
Payable Payment	*Biffa Waste Services Ltd - DD	Commercial waste	272.82
Payable Payment	*Bright SG Limited - DD	Payroll software	10.85
Payable Payment	*Certas Energy - DD	Vehicle & equipment fuel	318.92
Payable Payment	*Function 28 - STO	Website & e-mail	48.00
Payable Payment	*ICE Communications DD	Telephone & broadband	52.05
Payable Payment	*Screwfix DD	Sundry consumables	71.28
Payable Payment	*Xero (UK) Ltd - DD	Accounting software	39.60
Payable Payment	British Gas	Gas (final payment)	42.53
Payable Payment	Direct Debit (PEAC UK LIMITED)	Lease of photocopier	254.18
Payable Payment	Eon Next - Gas Staff Base	Gas	331.34
Payable Payment	Eon Next - office	Electricity	174.15
			2,241.53
Spend Money	HMRC	PAYE & NI	3,357.17
Spend Money	RCTCBC - Pensions	Pensions	3,511.37
Payable Payment	Aingie Cripps Melody	Expenses Mar25	93.89
Payable Payment	Amberol Limited	Floral baskets	365.28
Payable Payment	Cleanmate	Office cleaning	238.16
Payable Payment	Creadau Training & Consultancy	Mental Health training	645.00
Payable Payment	Fast Fire & Security Technologies	Fire risk assessment	538.80
Payable Payment	Forest Park & Garden	Sundry consumables	14.40
Payable Payment	G Burley & Sons Ltd	Planters	229.20
Payable Payment	Jo van Tonder	Expenses - training lunches	94.70
Payable Payment	Matthews Printers Porth	Printing receipt books	165.00
Payable Payment	Mobile Mechanics South Wales	Van repairs - CV67JZD	256.45
Payable Payment	One Voice Wales	Training	40.00
Payable Payment	PC Help Services	IT support	555.00
Payable Payment	Prichards	Hire of heavy machinery	1,303.16
Payable Payment	SLCC	Deputy Clerk membership	255.00
Payable Payment	Viking Payments	Stationery	126.82
Payable Payment	Amazon Payments	Various	81.97
Payable Payment	CommuniCorp	Clerks & Councils Direct magazine	15.50
Payable Payment	Dab Hand Signs	Eisteddfod commemorative sign	114.00
Spend Money	Unity Trust Bank	Bank charges	21.45
Payable Payment	Travis Perkins	Wood for shoring on oversized grave	419.90
Payable Payment	Zurich Municipal	Insurance	4,744.46
Payable Payment	Aingie Cripps Melody	expenses Apr25	109.46
Spend Money	Young at Heart	Grant award	460.00
Spend Money	Thomastown Centre	Grant award	467.00
Spend Money	Tonyrefail Amateur Boxing Club	Grant award	500.00
Spend Money	Richard William Singers	Grant award	500.00
Spend Money	Prichard Street Allotments	Grant award	300.00
Spend Money	Ely Valley Bowling Club	Grant award	500.00
			20,023.14
			22,264.67

g) Accounts for payment – April 2025

Invoice Date	Due Date	Invoice Reference	Total
Amazon Payments			
29 Mar 2025	28 Apr 2025	Various	2.87
29 Mar 2025	28 Apr 2025		21.49
29 Mar 2025	28 Apr 2025		8.49
31 Mar 2025	30 Apr 2025		5.52
31 Mar 2025	30 Apr 2025		16.99
31 Mar 2025	30 Apr 2025		3.94
04 Apr 2025	04 May 2025		4.03
04 Apr 2025	04 May 2025		17.33
04 Apr 2025	04 May 2025		12.26
04 Apr 2025	04 May 2025		5.69
04 Apr 2025	04 May 2025		6.29
04 Apr 2025	04 May 2025		3.79
06 Apr 2025	06 May 2025		3.49
Total Amazon Payments			112.18
Central Bar & Catering Supplies Ltd.			
06 Mar 2025	30 Mar 2025	Cleaning materials; toilet paper	192.31
Total Central Bar & Catering Supplies Ltd.			192.31
Cleanmate			
28 Mar 2025	30 Mar 2025	Office cleaning	227.24
Total Cleanmate			227.24
ICCM			
01 Apr 2025	30 Apr 2025	Training	105.00
01 Apr 2025	30 Apr 2025		110.00
Total ICCM			215.00
Pear Technology			
31 Mar 2025	07 Apr 2025	Burials mapping system	294.00
Total Pear Technology			294.00
Prichards			
31 Mar 2025	30 Mar 2025	Hire of heavy machinery	1,303.16
Total Prichards			1,303.16
SLCC			
09 Apr 2025	30 Apr 2025	Clerk's membership	315.00
Total SLCC			315.00
Total			2,658.89

It was proposed, seconded and

Resolved: To approve the accounts for payment.

8. Update on Recruitment

Members were reminded that one of the burials team had left the workforce. It was noted that the Interview Panel had made an appointment following a round of interviews earlier that week and the successful candidate, Dylan Smith, would be joining the Council on 6th May 2025.

9. Mill Street Telephone Box

Members were reminded that, in February 2024, the Council resolved to refurbish the former BT telephone kiosk, currently in a dilapidated condition. This decision was made on the understanding

that a defibrillator would be donated by a then sitting councillor and that the unit would be refurbished. The refurbishment works were expected to be carried out by an associate of said sitting councillor at no cost.

It was noted that circumstances had changed since then and it was agreed to reconsider the original decision taken.

Members went on to consider various options should the Council be minded to retain the telephone box. It was noted that, based on a recent quotation received, refurbishment works were likely to exceed £6,500.

Following discussion, it was proposed, seconded and

- Resolved:**
1. That the Council will not retain the Mill Street telephone box.
 2. The telephone box will be offered to Tonyrefail Community School free of charge in the first instance; the school to cover all removal costs.
 3. Should the school decline, the Council will seek to sell the telephone box. If a sale is not possible, the Council will arrange for its disposal.

10. Structural Engineer's report – Penrhiwfer Allotment Wall

Members were reminded that approximately five years ago, the Council was approached by a Penrhiwfer allotment holder wishing to reconstruct a wall at the base of an embankment bordering his allotment plot. At the time, the Council agreed to cover the cost of materials and accepted that the plot holder would be undertaking the works himself.

The Clerk advised that she had had concerns with this arrangement, especially with the Council's exposure to risk. As a result, the plot holder had been instructed to desist and a survey commissioned on the section of wall built to date.

While the survey report had not been ready for this meeting, the Clerk advised that the initial indications from the surveyor was that the wall was not fit for purpose.

It was agreed no further action could be taken until the report had been received.

Members discussed at length, the site and the location of the embankment. Cllr Grehan and Cllr Evans were certain a Public Right of Way passed through the allotment site in the vicinity of the embankment. The Clerk was asked to seek clarification on this.

11. Planning & Development Control

- a) **25/0397/TEL - Install fixed line broadband electronic communications apparatus (9m Light Wooden Pole) at 8 Gelli'r Haidd, Tonyrefail, CF39 8AP**
- b) **25/0392/DIS - Discharge of Condition 9 Construction Method Statement of planning approval 21/1601/10 at Ysgol Gynradd Gymraeg, Tonyrefail School Street, Tonyrefail CF39 8L**
- c) **25/0360/TEL - Install fixed line broadband electronic communications apparatus (9m Light Wooden Pole) at 32 Heol Pymmer, Tonyrefail, CF39 8DN**
- d) **25/0301/FUL – Proposed lateral extension to existing commercial garage at Riverside Garage, rear of Mill Street, Tonyrefail, CF39 8AA**
- e) **25/0167/FUL – Conversion of redundant storage facility to domestic dwelling at 110 High Street, Tonyrefail, CF39 8PL**
- f) **25/0132/DIS – Discharge of Condition 4 (surface water disposal) of planning permission 22/0313/FUL at Savoy Bingo Hall, Collenna Road, Tonyrefail, CF39**

Noted with no further comment.

12. Members' Reports – for information only

- Cllr D Grehan: i) advised he had put a question to the Borough Council regarding reinstating the practice of providing disabled parking bays outside residential addresses.
- Cllr A Richards: i) advised that there were unacceptable evidence of dog fouling in the lane behind Mill Street; waiting for a poo bin but RCTCBC were taking time to install.
- Cllr C Skym: i) commented that the number of car-sharing vehicles parked in Coedely was becoming excessive.
- Cllr G Evans: i) advised that he had walked around town recently and noticed the excessive dog fouling, litter and general dereliction. CADW had been invited to meet with interested parties in order to address the problems collectively.

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

13. Confidential matters of a legal nature

Members noted the Clerk's update on this matter.

14. Date of the next meeting

The Annual and next Ordinary meeting will be held on 15th May 2025.