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

CLERK: JO VAN TONDER
TEL: 01443 673991
clerk@tonyrefail-cc.gov.wales

c/o TRANE CEMETERY
GILFACH ROAD
TONYREFAIL, CF39 8HL

Minutes of the Meeting of the Council held at the Council Meeting Room, Trane Cemetery, Tonyrefail at 6:30pm on Thursday, 16th June 2025

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

Officers: Ms Jo van Tonder (Clerk & RFO)
Mrs Aingie Cripps Melody (Deputy Clerk)

1. Apologies for absence

There were no apologies for absence; 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.

4. Minutes of the Annual Meeting: 15th May 2025

It was proposed, seconded and

Resolved: To agree the minutes of the Annual Meeting held on 15th May 2025 as a true and accurate record.

5. Minutes of the Ordinary Meeting: 15th May 2025

It was proposed, seconded and

Resolved: To agree the minutes of the Ordinary Meeting held on 15th May 2025 as a true and accurate record.

6. Casual Vacancy: Tylcha ward

Members noted the vacancy that had arisen following the disqualification of a Tylcha councillor under Section 85(1) of the Local Government Act 1972 *(Six-month rule)*.

The Clerk advised that no by-election had been called and the Council was free to co-opt.

It was agreed to invite both unsuccessful candidates from the recent round of co-options for Penrhiwfer ward and advertise the vacancy in line with the Co-option Procedure.

7. Consultations: Llanwonno Energy response to TCC consultation comments

Members noted the feedback received from the developer in response to the Council's consultation comments.

8. Finance, Governance and Administration

a) IRPW Members' allowances 2025-26

Members noted the decisions and determinations contained within the Annual Report of the Independent Remuneration Panel for Wales for implementation from April 2025.

Following discussion, it was

Resolved: To note the mandatory reimbursement of members in the amount of £156 per annum (Determination 6), Contribution to Costs of Care and Personal Assistance (Determination 43) and to agree the following optional allowances:

Reimbursement for consumables	Determination 6	£ 52 per annum per member
Travel Allowance	Determination 46	As per IRPW rates
Subsistence Allowance	Determination 47	As per IRPW rates
Financial Loss	Determination 48	As per IRPW rates
Chair's Payment	Determination 50	£1,500 per annum
Vice Chair's Payment	Determination 51	£500 per annum

b) Recommendations of Finance Committee

i) Financial Statements for the year ending 31st March 2025

The Clerk presented the final accounts for the year ending 31st March 2025.

It was proposed, seconded and

Resolved: To accept the Finance Committee's recommendation to approve the Financial Statements for the year ending 31st March 2025, as presented.

ii) Adjustments to Earmarked Reserves at year end

Members considered the earmarked reserves at year end together with the surplus funds available from 2024/25 budget underspends and it was

Resolved: To accept the Finance Committee's recommendation to:

1. approve the virement of £2,600; £2,800 and £28,000 from Noticeboards; Plant & Machinery and Repairs & Maintenance, respectively

2. to EMR Audit fees; EMR Cemetery expansion and EMR Cemetery maintenance in the amounts of £400; £15,000 and £18,000, respectively.

iii) Use of CIL reserves towards renovation of Cemetery public toilets

Members were reminded that the Finance Committee had been tasked with exploring options for the use of CIL reserves. At the recent meeting of the Committee, a discussion had led to a recommendation to consider the renovation of the Cemetery public toilets, using CIL reserves for match funding.

Cllr D Grehan asked members to consider a donation from CIL reserves to the Friends of Tyn-y-Bryn Park to progress the Skate Park project. It was agreed to consider this at the next meeting; Clerk to add to the agenda.

It was proposed, seconded and

Resolved: To make use of CIL reserves as match funding towards the refurbishment of the Cemetery public toilets.

Members considered the various options for the upper and lower toilet blocks and it was proposed, seconded and

Resolved: To progress:

1. the refurbishment of the Lower Cemetery Ladies' and Gents' facilities, and install a Changing Places pod in the shelter, and
2. the external repairs and refurbishment of the Upper Cemetery Ladies' and Gents' facilities.

Resolved: To delegate the initial project development to the Cemetery Committee.

c) Annual Return: Accounting Statements 2024-25

The Clerk presented the Accounting Statements 2024/25.

It was proposed, seconded and

Resolved: To approve the Annual Return: Accounting Statements 2024/25, as presented.

d) Internal Audit report 2024-25

Members noted the comments and recommendations contained within the report and noted the Finance Committee had reviewed the Internal Auditor's recommendations.

e) Annual Return: Governance Statement 2024-25

Members considered the ten points contained within the Annual Governance Statement and resolved to respond in the affirmative for points 2 to 9 and in the negative for points 1 and 10. It was acknowledged that the Council's Strategic Plan was still a work in progress.

The RFO and Chair signed and dated the document.

f) Payments made since the last meeting – May 2025

Unity Current Account Transactions
Tonyrefail & District Community Council
For the period 13 May 2025 to 18 June 2025

Agenda item: 8(f)

Date	Description	Reference	Credit
13 May 2025	Payment: *Xero (UK) Ltd - DD	Accounting software	39.60
15 May 2025	Payment: Pauline Odette Williams	Dropbox subscription	95.55
15 May 2025	Payment: Rhondda Cynon Taff	Rates	88.00
16 May 2025	Payment: *ICE Communications DD	Telephone system	54.60
19 May 2025	Payment: *Certas Energy - DD	Fuel	279.32
19 May 2025	Payment: *Eon Next - Gas Staff Base	Utilities	80.05
21 May 2025	Payment: Amazon Payments	stationery	10.06
21 May 2025	Payment: Amazon Payments	stationery	5.90
21 May 2025	Payment: Amazon Payments	stationery	9.49
21 May 2025	Payment: Amazon Payments	stationery	6.99
21 May 2025	Payment: Forest Park & Garden	Training	1,440.00
21 May 2025	Payment: Forest Park & Garden	Equipment repairs	159.59
21 May 2025	Payment: N D Electrical	EICR testing	625.00
21 May 2025	Payment: One Voice Wales	Training	42.00
21 May 2025	Payment: P K Safety	Uniform	276.49
21 May 2025	Payment: Prichards	Digger/Dumper hire	1,303.16
21 May 2025	Payment: RCTCBC - Allotment Rent	Allotment rent	45.00
21 May 2025	Payment: Shaw & Son	Cemetery book	234.00
21 May 2025	Payment: Amazon Payments	stationery	5.99
21 May 2025	Payment: *Eon Next - office - DD**	Utilities	148.33
27 May 2025	Payment: *Biffa Waste Services Ltd - DD	Waste	218.26
27 May 2025	Payment: *Biffa Waste Services Ltd - DD	Waste	24.25
28 May 2025	Payment: British Gas DD**	Utilities	37.40
28 May 2025	*Welsh Water - DD (851215840012)	Water	596.50
29 May 2025	Payment: KLG Services	Auditor	600.00
31 May 2025	*Unity Trust Bank	Bank charges	14.25
02 Jun 2025	Payment: *Core Synergy Ltd - STO (prev. Function 28)	Web services	48.00
02 Jun 2025	Payment: *Certas Energy - DD	Fuel	1.20
02 Jun 2025	Payment: *Screwfix DD	Uniform	47.97
02 Jun 2025	Payment: *Screwfix DD	Uniform	223.74
02 Jun 2025	*DVLA	Vehicle tax	29.31
09 Jun 2025	Payment: *Bright SG Limited - DD	Payroll software	426.24
10 Jun 2025	Payment: Shaunna Evans	Cleaning	22.00
10 Jun 2025	Payment: Shaunna Evans	Cleaning	44.00
10 Jun 2025	Payment: Shaunna Evans	Cleaning	22.00
11 Jun 2025	Payment: *Xero (UK) Ltd - DD	Software	39.60
13 Jun 2025	RCTCBC - Pensions	Pensions	3,608.19
13 Jun 2025	HMRC - PAYE & NI	Tax	4,234.14
16 Jun 2025	Payment: Rhondda Cynon Taff	Rates	88.00
			15,274.17

g) Accounts for Payment – June 2025

Aged Payables Detail — Agenda item: 8(g)

Tonyrefail & District Community Council
As at 30 June 2025
Ageing by due date

Invoice Date	Invoice Reference		Total
Amazon Payments			
19 May 2025	GB53nhgo9aeui	Stationery	17.04
19 May 2025	GB501TAPO7NJFI	Stationery	7.38
19 May 2025	DS-AEU-INV-GB-2025-254131276	Stationery	35.96
26 May 2025	DSAEUINVGB2025254131276	Stationery	(8.99)
04 Jun 2025	GB50100D7EYRRI	Stationery	11.87
05 Jun 2025	XX5002AQ25FKHT	Stationery	11.99
05 Jun 2025	GB500CXY6IEXNI	Stationery	9.48
Total Amazon Payments			**84.73**
Boverton Nurseries			
10 Jun 2025	2025111	Flower displays	2,352.96
Total Boverton Nurseries			**2,352.96**
Central Bar & Catering Supplies Ltd.			
16 May 2025	56129	Cleaning Supplies	93.07
Total Central Bar & Catering Supplies Ltd.			**93.07**
Griffiths Security & Smart Technology Ltd			
06 Jun 2025	3995	Annual service	1,280.40
Total Griffiths Security & Smart Technology Ltd			**1,280.40**
Ladders 999			
10 Jun 2025	689253	Additional stabiliser feet/bar	256.80
Total Ladders 999			**256.80**
N D Electrical			
10 Jun 2025	EICR	Electrical remedial work/EICR	940.00
Total N D Electrical			**940.00**
One Voice Wales			
30 May 2025	9525	Councillor training	84.00
Total One Voice Wales			**84.00**
Prichards			
31 May 2025	8076908	Digger/dumper hire	1,303.16
Total Prichards			**1,303.16**
Shaunna Evans			
10 Jun 2025	005	Cleaning	22.00
Total Shaunna Evans			**22.00**
Teleshore UK			
02 Jun 2025	47208, PO-0418	Shoring annual service	62.82
02 Jun 2025	47207, PO-0418		447.54
Total Teleshore UK			**510.36**
The Arb Team			
10 Jun 2025	2880	High risk tree works	1,440.00
Total The Arb Team			**1,440.00**
The Training Office			
06 Jun 2025	25/1022	Fire safety training	330.00
Total The Training Office			**330.00**
Viking Payments			
16 May 2025	5835941	Stationery	48.80
Total Viking Payments			**48.80**
			8,746.28

It was proposed, seconded and

Resolved: To approve the accounts for payment.

9. Matters pertaining to Health & Safety

a) Remedial works per Fire Safety Risk Assessment

i) Fire Alarms

The Clerk advised that, following members' concerns at the apparently excessive recommendations contained within the fire risk assessment (FRA), informal second opinions had been sought from two independent fire safety professionals.

Both confirmed that some recommendations in the FRA appeared disproportionate to the risk level and building layout, especially those relating to the fire alarm system and emergency lighting.

Members noted Section 3.4.1 of *Government Guidance on Fire Risk – Offices & Shops* that stated "where the number and position of exits and the travel distance to them is adequate, a simple shout of "fire" or a simple manually operated device, such as a gong or air horn that can be heard by everybody when operated from any single point within the building, may be all that is needed."

On the basis of this advice and in line with the government's guidance, it was proposed, seconded and

Resolved: To disregard the fire alarm upgrades as set out in the FRA, and purchase four air horns instead.

ii) Emergency Lighting

As per 9(a)(i), above, members noted the advice of the two independent fire safety professionals who had confirmed the recommendations in the FRA pertaining to emergency lighting appeared disproportionate.

Members noted that Section 3.4.4 of *Government Guidance on Fire Risk – Offices & Shops* stated that escape routes must be sufficiently lit. Where routes are internal, lack windows or are used in darkness, emergency lighting is likely to be required. In small, simple premises, borrowed lighting (e.g. from streetlamps) or torches used by trained staff may be acceptable alternatives.

On the basis of this advice and in line with the government's guidance, it was proposed, seconded and

Resolved: To disregard the emergency lighting upgrades as set out in the FRA.

iii) Fire Extinguishers

Members were advised the independent professionals who offered a second opinion on the FRA found no reason to dispute the recommendations made regarding the quantity or type of extinguishers.

Seven quotations for the supply of all extinguishers and the associated annual service charges were presented.

It was proposed, seconded and

Resolved: To appoint 1st Choice Fire Protection at a cost of £752 + VAT for the specified extinguishers and £48 annual service charge.

iv) Fire Door Survey

Members noted the FRA had contained a recommendation that a fire door survey be carried out.

The independent professionals who offered a second opinion on the FRA found no reason to dispute the recommendation, although one of the two commented that the fire doors in the office building appeared adequate.

The Clerk reminded members that the two more highly occupied buildings on the site were not of similar design; the office block was open-plan, while the staff base was of a cellular layout, comprising a number of enclosed rooms and likely to require more fire doors.

Two quotations for the undertaking of a fire door survey were presented.

It was proposed, seconded and

Resolved: To appoint Fast Fire at a cost of £154 + VAT to carry out a full-site fire door survey.

10. Planning & Development Control

- **a) 25/0530/FUL -** Removal of part of front lower roof and construction of first floor balcony at 3 Tylcha Fach Bungalows, Tonyrefail
- **b) 25/0602/FUL** - Conversion of property to two shops and eight flats at 8-10 High Street, Tonyrefail
- **c) 25/0631/DIS** - Discharge of condition 4 (foul water drainage) and 5 (surface water drainage) of planning permission 24/0341/HYB at Land off Wilfried Way, Tonyrefail
- **d) 25/0630/DIS** - Discharge of condition 6 (landscaping and habitat management plan) of planning application 24/0341/HYB at Land off Wilfried Way, Tonyrefail
- **e) 25/0633/DIS** - Discharge of conditions 7 (highways design and section 278 drawing pack) of planning permission 24/0341/HYB at Land off Wilfried Way, Tonyrefail
- **f) 25/0632/DIS** - Discharge of condition 3 (acoustic fence assessment and lighting design), 9 (CEMP) and 10 (PROW method statement) of planning permission 24/0341/HYB at Land off Wilfried Way, Tonyrefail
- **g) 25/0527/FUL** - Proposed fence and change of use to a domestic garden at Land adjacent to The Black Diamond pub, Edmondstown Road, Edmondstown
- **h) 25/0637/DIS** - Discharge of condition 9 (construction traffic management plan) of planning permission DNS/3280378 at Mynydd y Glyn Wind Farm Land, 1km east of Trebanog and 600m southeast of Glynfach, Trebanog

Noted with no further comment.

11. Members' Reports – for information only

Cllr A Davies: i) advised that Tonyrefail Bowling Club would be travelling to Stroud for a competition in July and was looking for a grant of £500 to purchase new uniforms. It was noted the Council's grant scheme would not yet be open to applications. Cllr K Webb suggested a grant could be made from the Tonyrefail West Borough Councillors' Windfarm grant fund.

Cllr D Grehan: i) advised he had strimmed around various benches including those along Collenna Road.

ii) reported a proliferation in dumping of soil, trees and branches in Coedely, and advised that he had spoken to RCT's enforcement team with a follow-up letter sent from the MS. The Clerk was asked to submit a similar letter to RCT on behalf of the Council.

iii) advised there would be a litter pick around the Boys' Club the following Saturday.

Cllr D Lawrence: i) asked about the Allotments competition as he had not seen any publicity for the event. The Deputy Clerk advised the Allotment Associations were tasked with publicising the competition but had indicated to her that mid / late July was too late for plot holders.

Cllr C Skym: i) asked for flowers to be planted up in the Coedely flower tub.

Cllr M Davies: i) suggested having more picnic tables around Tyn-y-Bryn Park.

Cllr L Michel: i) advised that Stagecoach were looking to make detrimental changes to the 172 Aberdare – Porthcawl bus service. Gilfach Goch Community Council had asked to include TCC's logo on a petition they were launching in an effort to halt the proposed changes. It was agreed the Council would support the petition.

Cllr A Richards: i) asked that the Thomastown and Collenna bus shelters be included in the next scheduled clean.

ii) asked that a bus shelter on High Street be added to the wish-list. OAR Committee to progress further.

Cllr G Evans: i) asked the Clerk to follow-up with CADW regarding the recent request to meet.

12. Date of the next meeting

The next meeting will be held on 17th July 2025.

Meeting concluded at 7:53pm