



Minutes of the Meeting of the Council
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 6:30pm on Thursday, 18th September 2025

Present: Cllr Glenn Evans (Chair)
Cllr Gerald Francis (online)
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)

1. Apologies for absence

Apologies were received from Cllrs Austin Davies, Mary Davies and Martin Barron.

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 previous Meeting: 17th July 2025

It was proposed, seconded and

Resolved: To agree the minutes of the Ordinary Meeting held on 17th July 2025 as a true and accurate record.

5. Finance, Governance and Administration

a) RCTCBC Shared Charter 2025

Members were presented with the Shared Charter document, outlining the relationship between Rhonda Cynon Taf County Borough Council and the district's Town and Community Councils.

It was proposed, seconded and

Resolved: To adopt the Shared Charter 2025 as presented.

b) Committee structure and membership

Cllr Evans introduced this item by expressing concern that a number of committee meetings were barely quorate through poor attendance. Members discussed this further.

It was eventually agreed to defer taking a decision on the committee structure until April 2026 when any new arrangement could be implemented at the Annual Meeting in May 2026.

c) Financial Accounts YTD 2025/26

Members considered the income and expenditure against budget for the five months ending 31st August 2025.

d) Payments made since the last meeting – July - August 2025

Unity Current Account Transactions

Tonyrefail & District Community Council

For the period 15 July 2025 to 12 September 2025

Date	Description	Reference	Type	Credit
15 Jul 2025	Payment: Rhondda Cynon Taff	50004507	Rates	88.00
16 Jul 2025	Lloyds Corporate Card		Card Charge	3.00
16 Jul 2025	Payment: *Eon Next - Gas Staff Base	KI-047036EE-0006	Gas	24.11
16 Jul 2025	Payment: *ICE Communications DD	147042	Telephone system	60.00
22 Jul 2025	Payment: *Eon Next - office - DD**	KI-4C2350F4-0005	Electric	133.28
22 Jul 2025	Payment: *PEAC	306/26/0015690	Copier	254.18
22 Jul 2025	Payment: 1st Choice Fire Protection (Wales) Ltd	11071	Fire Safety	426.60
22 Jul 2025	Payment: Amazon Payments	GB5016M2YN6Y7I	stationery	5.76
22 Jul 2025	Payment: Amazon Payments	GB54T9C13AEUI	Fire Safety	45.14
22 Jul 2025	Payment: Amazon Payments	GB54T5AWBAEUI	fire Safety	8.99
22 Jul 2025	Payment: Dale Evans Plant Training	0653	Training	1,800.00
22 Jul 2025	Payment: Forest Park & Garden	SI 147511	Equip repairs	31.45
22 Jul 2025	Payment: Forest Park & Garden	SI 148034	Equip purchase	1,619.72
22 Jul 2025	Payment: Forest Park & Garden	SI 147512	Equip repairs	144.90
22 Jul 2025	Payment: Mighty Oaks Tree Solutions	004454	Tree cutting	3,204.00
22 Jul 2025	Payment: MRS Training & Rescue	MRS2473	Training	246.00
22 Jul 2025	Payment: Norfolk Parish Training & Support	21635	Training	144.00
22 Jul 2025	Payment: One Voice Wales	9634	Training	42.00
22 Jul 2025	Payment: One Voice Wales	9717	Training	84.00
22 Jul 2025	Payment: Parish Online	00PF028-0004	Membership	486.00
22 Jul 2025	Payment: Prichards	8078112	Hire	1,303.16
22 Jul 2025	Payment: The National Allotment Society	522838	Membership	120.00
22 Jul 2025	Payment: Woodland Walk Garden Centre	210	Plants	370.00
22 Jul 2025	Payment: Woodland Walk Garden Centre	plants	Plants	175.74
25 Jul 2025	Payment: British Gas (Staff Base Electric) DD**	800803085	Electric	35.23
28 Jul 2025	*Welsh Water - DD (851215840012)		Water	437.00
28 Jul 2025	Payment: *Biffa Waste Services Ltd - DD	241T62040	Refuse	218.26
28 Jul 2025	Payment: *Biffa Waste Services Ltd - DD	241c46183	Refuse	48.50
28 Jul 2025	Payment: *Certas Energy - DD	B751005	Fuel	249.17
31 Jul 2025	*Unity Trust Bank		Bank Charg	15.00
31 Jul 2025	Payment: *Toshiba Tec UK	40615088	Copy charges	73.39
31 Jul 2025	Payment: Vale Consultancy Limited	18362	Consultancy	900.00
01 Aug 2025	*DVLA		Veh tax	29.31
01 Aug 2025	Payment: *Core Synergy Ltd - STO (prev. Function 28)	17524		48.00
01 Aug 2025	Payment: *Screwfix DD	2005196575	Hat	7.69
01 Aug 2025	Payment: *Screwfix DD	2005174628	Hat	7.69
11 Aug 2025	Payment: *Certas Energy - DD	B769021	Fuel	246.77
11 Aug 2025	Payment: Fast Fire & Security Technologies	03636	Survey	184.80
11 Aug 2025	Payment: School Furniture Direct	66168	Bench	640.94
11 Aug 2025	Payment: Shaunna Evans	012	Cleaning	60.50
13 Aug 2025	Payment: *Xero (UK) Ltd - DD	INV-25078388	Software	39.60
15 Aug 2025	HMRC - PAYE & NI		HMRC	3,957.13
15 Aug 2025	Payment: Amazon Payments	GB502PLST1MLLI	Cleaning	18.95
15 Aug 2025	Payment: Amazon Payments	GB503ZS1AU8TRI	stationery	4.05
15 Aug 2025	Payment: Amazon Payments	DS-AEU-INV-GB-2025-414212428	stationery	6.99
15 Aug 2025	Payment: Amazon Payments	DS-AEU-INV-GB-2025-355268553	stationery	10.08
15 Aug 2025	Payment: Amazon Payments	GB5510BRJAEUI	stationery	7.98
15 Aug 2025	Payment: Amazon Payments	GB55170CEAEUI	stationery	25.75
15 Aug 2025	Payment: Amazon Payments	DS-AEU-INV-GB-2025-355366359	stationery	20.88
15 Aug 2025	Payment: Amazon Payments	GB5050MZ50FLFI	Cleaning	29.23
15 Aug 2025	Payment: Rhondda Cynon Taff	50004507	Rates	88.00
15 Aug 2025	Payment: Viking Payments	6107091	stationery	103.73
15 Aug 2025	RCTCBC - Pensions		Pensions	3,720.59
18 Aug 2025	Lloyds Corporate Card		Card Charge	3.00
18 Aug 2025	Payment: *ICE Communications DD	148439	Telephone system	60.00
18 Aug 2025	Payment: One Voice Wales	2025-2026	Membership	2,430.00
19 Aug 2025	Payment: *Eon Next - Gas Staff Base	KI-047036EE-0007	Gas	11.19
21 Aug 2025	Payment: British Gas (Staff Base Electric) DD**	976793845	Electric	22.61
26 Aug 2025	Payment: *Biffa Waste Services Ltd - DD	241T62797	Refuse	218.26
26 Aug 2025	Payment: *Certas Energy - DD	B784517	Fuel	1.20
27 Aug 2025	Payment: John Rees Plumbing & Heating		Plumbing	50.00
28 Aug 2025	*Welsh Water - DD (851215840012)		Water	437.00
31 Aug 2025	*Unity Trust Bank		Bank Charg	15.60
01 Sep 2025	Payment: *Core Synergy Ltd - STO (prev. Function 28)	17673		48.00
04 Sep 2025	*DVLA		Veh tax	30.27
08 Sep 2025	Payment: *Certas Energy - DD	B801977	Fuel	209.09
08 Sep 2025	Payment: Prichards	8079612	Hire	1,303.16
11 Sep 2025	Payment: *Xero (UK) Ltd - DD	25507788	Software	44.40
				26,939.02

e) Accounts for Payment – September 2025

Aged Payables Detail

Tonyrefail & District Community Council

As at 30 September 2025

Ageing by due date

Invoice Date	Invoice Reference	Description	Total
*ICO			
11 Aug 2025	2025	Subscriptions	52.00
Total *ICO			52.00
Amazon Payments			
20 Jul 2025	XX50063E91SVHT	stationery	6.99
03 Aug 2025	DS-AEU-INV-GB-2025-414212346	stationery	7.57
03 Aug 2025	GB55VRUBNAEUI	stationery	7.99
03 Aug 2025	GB506L4DNIRP1I	stationery	16.79
13 Aug 2025	GB5022B5E9ZO3I	stationery	16.11
13 Aug 2025	GB50F4O6IDTF9I	stationery	3.89
15 Aug 2025	DS-AEU-INV-GB-2025-438008761	stationery	31.96
15 Aug 2025	DS-AEU-INV-GB-2025-438008768	stationery	13.39
22 Aug 2025	gb500kdke4codi	stationery	64.95
02 Sep 2025	GB500KCQ0QN6ZI	stationery	24.69
02 Sep 2025	GB50CWON98ECNI	stationery	3.89
02 Sep 2025	GB56PNNSWAEUI	stationery	18.83
02 Sep 2025	GB5039GHT1MLLI	stationery	20.98
02 Sep 2025	GB56PMJQVAEUI	stationery	8.19
03 Sep 2025	GB56QD4W4AEUI	waterproof jacket	21.00
03 Sep 2025	GB56QSMHCAEUI	waterproof jacket	21.00
Total Amazon Payments			288.22
Forest Park & Garden			
02 Sep 2025	SI-150709	Repairs & maintenance	197.72
Total Forest Park & Garden			197.72
Harrison Flagpoles			
11 Sep 2025	8/2025-12172	Street furniture	551.94
Total Harrison Flagpoles			551.94
PEAC (inv pmts)			
01 Sep 2025	306/26/0030899	Copier rental	254.18
Total PEAC (inv pmts)			254.18
Prichards			
31 Aug 2025	8080416	Digger/dumper hire	1,303.16
Total Prichards			1,303.16
RCTCBC - Allotment Rent			
09 Sep 2025	3210178077	Rent	21.00
Total RCTCBC - Allotment Rent			21.00
Shaunna Evans			
05 Aug 2025	013	Cleaning	33.00
12 Aug 2025	016	Cleaning	33.00
19 Aug 2025	019	Cleaning	33.00
26 Aug 2025	022	Cleaning	33.00
02 Sep 2025	025	Cleaning	33.00
09 Sep 2025	027	Cleaning	33.00
Total Shaunna Evans			198.00
			<u>2,866.22</u>

It was proposed, seconded and

Resolved: To approve the accounts for payment.

6. Recommendations of the Finance Committee

a) Small Grants Fund awards – Round 1 2025/26

Members considered the grant requests of the Tonyrefail Environment Association and Tref Y Rhyg School PTA that had been deferred by the Finance Committee on the grounds that declarations of interest rendered the committee inquorate for those applications.

Organisation	Declarations of interest	Recommended grant
Tonyrefail Play Partnership		£500.00
Gentlemen Songsters		£180.00
Tonyrefail Environment Association	G Evans; D Grehan	£345.00
Wannabe Warriors Walking Football		£480.00
Tref Y Rhyg School PTA	D Grehan; L Michel	£500.00
Tonyrefail & District U3A		£500.00
Friends of Tyn y Bryn Park (Skatepark)	D Grehan	£450.00
Friends of St Johns		£500.00
Total		£3,455.00
Total funds available		£7,980.00
Surplus carried forward to Round 2		£4,525.00

It was proposed, seconded and

- Resolved:**
1. To approve the grant applications of the Tonyrefail Environment Association and Tref Y Rhyg School PTA, and
 2. To accept the Finance Committee's recommendation and award grants totalling £3,455 as per the schedule.

Members considered the surplus of £4,525 and discussed holding a second round of non-specific Winter grants.

It was proposed, seconded and

- Resolved:**
- To rollout a round of grant funding, supplementary to the timetable outlined in the Grants Policy, for delivery before Christmas 2025.

b) Fireworks Grants

Members noted the two applications that had been assessed and recommended by the Events Committee.

Members noted neither applicant had offered proof of landowner's permission as at the time of the meeting.

Organisation	Declarations of interest	Recommended grant
Capel Resource Community Centre		£750.00
Edmondstown Welfare Hall		£600.00

Total	£1,350.00
Total funds available	£1,500.00
Surplus	£150.00

It was proposed, seconded and

Resolved: To accept the Events Committee's recommendation and award grants in the amount of £1,350 as per the schedule, subject to the satisfactory receipt of proof of landowner's permission.

7. Members' Motions

a) Deferral / cancellation of the upper Cemetery toilet refurbishment – Cllr G Evans

Cllr G Evans presented the following motion:

"The Tonyrefail and District Community Council has recently embarked on a project costing exercise relating to the full refurbishment of the public toilet facilities at Trane Cemetery, including both the upper and lower cemetery toilet blocks.

The Council recognises the likelihood that, due to prevailing volatile economic conditions, and a shortage of competent building contractors, the cost of upgrading our properties may continue to increase significantly and unpredictably.

In view of these uncertainties, it is hereby proposed that the Community Council defers or cancels the **upper** cemetery toilet refurbishment at his time in order to:

1. Avoid the cost of a total public toilet refurbishment.
2. Prioritise a provision of new public toilet facilities in the **lower** cemetery where public use is more frequent and the buildings are more accessible in all respects.
3. Allow the Upper cemetery building to be assessed for alternative purposes, such as improved visitor shelter space, and /or additional cemetery equipment storage."

Following discussion, it was proposed, seconded and

Resolved: To agree the motion and suspend plans for the refurbishment of the upper Cemetery toilet block.

8. Planning & Development Control

- 25/0743/FUL** - Change of use from housing office (use class A2) to café (use class A3) - 16 Mill Street, Tonyrefail, CF39 8AA
- 25/0796/RVOC** - Variation of condition 2 (approved plans) of planning permission 22/1374/FUL - 68-72 High Street Tonyrefail, CF39 8PL
- 25/0797/NMA** - Non material amendment to planning permission 15/0474/RES to incorporate PV panels, porch revisions, a battery storage unit and revision of private and managed - Parc Eirin Wilfried Way Tonyrefail CF39 8QD
- 25/0802/FUL** - Demolition of existing buildings and proposed development of residential dwellings and associated works - 21 Manley Close, Tonyrefail, CF39 8NS
- 25/0813/FUL** - First floor side extension, garage conversion and additional parking - 17 Dan y Fron, Tonyrefail, CF39 8AZ
- 25/0835/FUL** - Garden room & workshop - Glan y Ffrwd, Penrhiwfer Road, Tonyrefail

- g) 25/0863/FUL** - Removal of existing extension roofs, a further rear single storey extension with the provision of a flat roof with lanterns, plus a change of use from grass verge - 2 Beech Wood Drive, Tonyrefail, CF39 8JE
- h) 25/0878/FUL** - Proposed single storey rear extension - 19 The Avenue, Tonyrefail CF39 8PR
- i) 25/0879/DIS** - Discharge of Condition 9 (validation report) of planning permission 23/0290/10 - WR Bishop & Co. Fruit & Veg Wholesale, Penrhiwfer Road, Tonyrefail, CF39 8EY
- j) 25/0891/ADV** - 1no non-illuminated wall mounted poster panel - 135 Mill Street Tonyrefail Rhondda Cynon Taf CF39 8AE
- k) 25/0888/DIS** - Discharge of Condition 22 (scheme of historic environment mitigation) of planning permission DNS/3280378 - Approximately 1km East of Trebanog and Approximately 600M South East of Glynfach
- l) 25/0499/DIS** - Partial discharge of condition 13 (Invasive Species Eradication Scheme), insofar that it relates to Phase 1 only, of planning permission 24/0542/RVOC - Land at Parc Eirin, Tonyrefail
- m) 25/0498/DIS** - Partial discharge of condition 12 (Wildlife Protection Plan), insofar that it relates to Phase 1 only, of planning permission 24/0542/RVOC - Land at Parc Eirin, Tonyrefail
- n) 25/0883/DIS** - Discharge of Condition 10 (Travel Plan) of planning permission 23/0290/10 - WR Bishop & Co. Fruit & Veg Wholesale, Penrhiwfer Road, Tonyrefail, CF39 8EY Noted with no further comment.

Members noted a decision regarding 25/0802/FUL - 21 Manley Close was to be taken at Planning Committee level on account of the significant level of public opposition.

No further comments were made.

9. Committee updates

a) Cemetery Committee

Members were updated on the refurbishment of the toilets, the imminent purchase of a replacement flag pole and upcoming memorial testing. It was also noted that the committee had invested in additional equipment to assist the Council's burial operations.

b) Events Committee

Members were brought up to speed with the upcoming activities planned by the Events Committee, the first of which would be the annual Awards Night. Cllr Evans suggested either he or Cllr Skym would be hosting the event.

Following on from a decision previously taken by the Cemetery committee, the Events committee had decided against organising a competition to design a new flag.

10. Members' Reports – for information only

- | | |
|------------------|--|
| Cllr D Grehan: | <ul style="list-style-type: none"> i) reported overgrown footpath along Tydu Lane (part of the network designated for cutting). ii) advised the Rugby Club was making significant efforts to mitigate the traffic problems caused as a result of parked cars on practice and match days. |
| Cllr C Skym: | <ul style="list-style-type: none"> i) suggested the Council needed to engage more with local groups. ii) enquired as to whether RCTCBC could relocate one of the two Mountain View dog waste bins. |
| Cllr D Lawrence: | <ul style="list-style-type: none"> i) reported overgrown bushes encroaching on the walkway along Francis Street; Cllr A Richards advised these had now been cut back. |

- ii) reported the concrete base upon which a bench in Edmondstown was positioned was eroded and posing a hazard.
- Cllr A Richards: i) reported that the fast-food outlets on Mill Street were filling the public refuse bins with their commercial rubbish.
- Cllr L Michel: i) reported on the latest Neighbourhood Network meeting; Sight Life had presented on the support they offer to the sight-inhibited.
- Cllr G Evans: i) advised that he wanted to set up a community outreach forum and asked members to give the idea some consideration.
- Cllr G Francis: i) suggested the Council might arrange a community meeting to address some of the concerns being shared around new developments in the area and the influx of people from further afield. Cllr G Evans suggested that would be akin to opening Pandora's box.

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

11. Recommendations of the Staffing Committee

a) Staff Pay review

The Clerk declared an interest in this agenda item.

8:38pm – The Clerk left the meeting room

Following discussion, it was proposed, seconded and

Resolved: To accept the recommendation of the Staffing Committee and award increases as presented.

8:44pm – The Clerk returned to the meeting

b) Increase in grounds operative hours

It was proposed, seconded and

Resolved: To accept the recommendation of the Staffing Committee and increase contracted hours from 16 to 20 hours per week with immediate effect to facilitate the alignment of the working pattern of the two grounds staff.

c) Staff Contracts of Employment

It was proposed, seconded and

Resolved: To accept the recommendation of the Staffing Committee to migrate all staff not already covered, onto the 2024 NALC model contract of employment.

12. Date of the next meeting

The next meeting will be held on 16th October 2025.

Meeting concluded at 8:46pm