

Cyngor Cymuned PONTYCLUN Community Council

Resident requests

We have 4 resident requests to consider

Community Garden

The residents neighbouring the Community garden have contacted the Council asking if the garden could be moved to another location.

They have many issues which can be summarised as

1. They feel that they have not been consulted about setting up the garden and any of the changes that have happened. Had they been they would have objected.
2. They feel a better location would be near to the road, (or at the allotments). A location there would be more noticeable, encouraging users and volunteers. It would also be further from residential houses so less impact on them
3. They say the garden, which is directly in their line of sight is often unsightly; often is not well looked after and particularly, during the first few years of development was left half finished as things progressed.
4. They have seen an increase in people using the area affecting them and youths in the evenings with noise and anti-social behaviour. They did however say that they had not reported any incidents to the police

The clerk has spoken with representatives of the Community garden who agree that some of the complaints are valid. They do however say that some issues caused by Covid and by the neighbours themselves who have been raising complaints with volunteers. These volunteers have then subsequently stopped volunteering as they do not wish to be spoken to whilst trying to help.

The Council maintenance staff also confirm that these residents occasionally talk to them about various issues

The Garden team have made an extra effort over the summer to tidy up the area.

Neither we or the Community Garden team have the resources to move the garden in a timely manner, so if we decided to do so there would be a further period of disruption and untidiness. It is also possible that if this happened many of their remaining volunteers might stop.

To try and resolve these issues the following actions can be taken

- a) Clerk has asked local police to take a regular look at the area to deter anti-social activity in the evenings
- b) The Community garden tea have decided to repurpose the garden to be a Pollinator garden with perennial bedding and flowering shrubs rather than vegetables. This means
 - a. Less work in keeping beds tidy
 - b. A prettier outlook
 - c. Less garden waste needing to be disposed of, so hopefully less mess
- c) If the residents have issues, we give them points of contact with Garden and Council (depending on issue) requesting that they do not talk to individual volunteers or the caretaking team.
- d) We undertake to consult with them prior to any further changes at the garden

- e) Clerk will discuss with Community Garden regarding the need for the compost bin and water butt which is there. If the garden is being repurposed as above, then the compost bin should not be needed. We have supplied the team with a garden hose of sufficient length to get water from the Rugby Club building to the garden so the Water Butt may also not be required. Removing these two items will also make the garden tidier.

The neighbours also mentioned that over the last year or so when RCT have been mowing the Park they have allowed the un-mowed edge at the treeline to expand. Whilst along most of the boundary this is about 1-1.5m deep and provides both a wildlife habitat and a physical barrier keeping children safe from the steep drop at the tree line, by the garden this has been allowed to stretch to about 3-4m. They say that at their end this area used to have wildflowers and bluebells in the grass, though this has now been overgrown.

They asked if this growth could be removed. As this also acts as a safety barrier the clerk does not think it should be fully removed but will arrange for our caretakers to cut this back to the same depth as the rest of the boundary. This will remove much of the overgrowth and then RCT CBC contractors should mow it with the rest.

Action – what actions do the Council wish to take regarding this request

[Railings to Park by Community Garden](#)

Our neighbours to the Park by the Community Garden also asked that the Council replaces the boundary fencing which is by their properties.

These metal railings were not replaced when we took over the park and are now some 100 years old. The railings are showing some major signs of rust with many of the upright rails completely rusted away at the top.

Caretakers are monitoring regularly and repairing as they can however, this section of fence does need replacing. Should any children run up to it and pull on the upright rails they would probably come away and be dangerous.

The fence my Maesyfelin Crescent are in better condition but will also need replacing in the next few years.

Our neighbours also complained that when the Park fencing was replaced the section by them was not replaced when they would have liked it to be. They say that the residents at Maesyfelin crescent were given the option but declined. The Councils records suggest that the Council decided that the public benefit of replacing the fence by these houses was insufficient to justify the cost at that time. As such there was consultation as the Council did not plan to replace this fence.

Our lease requires us to have RCT CBC agreement as to how the fencing is replaced and the Clerk has contacted them to establish what they would approve, though as yet no reply has been received.

Our options are as follows-

1. Replace the existing railings like for like - which is what we did for the rest of the Park.
2. Replace the existing railings with a [mesh fence](#). This is what is around the Football club ground.
3. Replace the existing railings with [lower metal rail fence](#)

4. Replace the existing railings with a [2m high feather wood fence \(or 1m\)](#)
5. Replace the existing railings with a [wooden stock fence](#)
6. Replace the existing railings with a wild hedge - this would be planted far enough from boundary to allow us to maintain it both sides without having to enter neighbour's gardens
7. Remove the existing railings and not replace with anything – the neighbours have erected their own boundary fencing, most of which is a 1m high wooden fence

The hedge would have an additional environmental benefit in providing additional natural habitat.

In terms of costs the options above are listed in most expensive to cheapest. Replacing all the railings could cost around £8-10k, though as part of the railings are behind the treeline possibly only half needs doing. The cost of buying 1m high wild hedge saplings would be about £250 for a pack of 250 which should be sufficient for the length required.

We have advised our neighbours that depending on the option we select and its cost work may not happen until next financial year (or that we may even need to raise funds over 2 years towards costs if they were high)

Bearing in mind our neighbour's complaints about lack of consultation on the Community Garden we should at least consult with them on our options. The Clerk did try to discuss some of these options with them when they reported the problem but they were unwilling to engage with options until we had decided what we wished to do.

Action – members to consider which options to use to replace this fencing so Clerk can consult neighbours

[Sycamore tree in school street](#)

We have been approached by Mr John Dilworth regarding the Sycamore tree in School Street. He advises that

“The Manger at the Brunel Arms wishes to remove the mature sycamore tree at School Street (rear of the skittle alley).

Her apparent reason for this tragic action is that the mature Sycamore is taking away light from the Beer Garden.

I find it hard to comprehend her reasoning as there is no furniture on this piece of land and in actual fact it is grossly overgrown. Perhaps she has ideas that her clients wish to retreat into nature when they are drinking in the Beer Garden from the 1st August, 2020.

In passing the previous landlord used to park his vehicle on this piece of land which is actually a driveway.

The tree is healthy and only requires slight trimming.”

He also notes that the tree was already mature when he moved into the street in 1979 so is probably over 60 years old.

He asks that we consider contacting RCT CBC and requesting that the tree is protected with a Tree Preservation Order (TPO)

Action – Members to consider request**Groesfaen Gwyrdd**

Councillor Willis has formed a group of volunteers in Groesfaen, called Groesfaen Gwyrdd. They will try and improve the environment and promote a community feeling in the village. We have identified various projects on green areas in the village that we would like to tidy up and plant with wildflowers.

They have been successful in receiving approval for a Butterfly Garden starter pack, under a Welsh Government supported scheme, with the aim of setting up on the green area in the centre of Groesfaen (near to our floral arrangements)

The group will look after the area going forward and this will mean that the centre of Groesfaen is now planned to have -

- A memorial bench
- Our floral arrangements
- The War memorial plaques (in the bus shelter)
- The Penhrys Pilgrimage route information board
- A butterfly garden
- Christmas lights attached to street lighting (winter only)

RCT CBC have been asked for permission to site the garden.

Keep Wales tidy who supply the packs are asking for confirmation that public liability insurance is in place and Councillor Willis requests that we allow this group to run the butterfly garden in a similar way to the Community Garden in Pontyclun so it is covered by our insurance

Action Members to agree that this group can be considered as running the butterfly garden on our behalf.

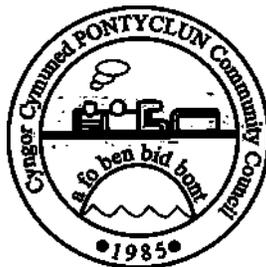
Cyngor Cymuned Pontyclun Community Council

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi gormodol. Rhowch wybod inni beth yw'ch dewis iaith e.e. Cymraeg neu'n ddwyieithog

Swyddfa Cyngor Cymuned
Canolfan Gymunedol Pontyclun
Heol yr Orsaf
Pontyclun

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Gwefan: www.pontyclun.net



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Heol yr Orsaf
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E mail: clerk@pontyclun-cc.gov.wales
Website: www.pontyclun.net

Draft Minutes

Draft minutes the Monthly **Meeting** of the Pontyclun Community Council held at 7.00 p.m. on **Wednesday 8th July 2020**.

1. To receive apologies for absence
 - a. **None received all members present**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. **No new interests declared**
3. Public presentations to the Council
 - a. **The Council agreed to allow Mr Allen to metal detect in Ivor Woods**
 - b. **The Council decided to add the land at Miskin to our maintenance schedule pending agreement with neighbours over ongoing wildlife garden**
 - c. **The Council agreed that should the Environment Trust not find an alternative location for Community litter picker loan scheme we would support**
4. To Confirm minutes of the Council meeting of 10th June 2020 is a true record of the meeting
 - a. **Minutes confirmed, no matters arising**
5. Council Payments for May and June
 - a. **Payments for May and June confirmed**
 - b. **Members agreed to try Teams for September meeting prior to a decision regarding stopping Zoom subscription**
 - c. **Members requested that a Service level agreement was drawn up between the Council and RCT CBC in relation to shared services at Café 50. Clerk Action MM711**
6. Street Furniture for Pontyclun
 - a. **Council decided to purchase two picnic benches for in front of Café 50 as long as usage for general community was allowed. Purchase to meet RCT CBC specification was agreed. Clerk to action. Action MM712**
7. Update from COVID 19 support groups in Pontyclun area
 - a. **Updated advised that as volunteers are going back to work there is now less of them and also that groups are seeing more challenging requests for support**
8. To receive update on current Council services during Covid 19 lockdown period
 - a. **Council agreed that Yoga teacher could use Cafe50 for online lessons.**
 - b. **Council agreed that we should put additional notices regarding playground closure up but that tape could be left unreplaced once removed by users**
 - c. **Council agreed that we should ask RCT CBC if they could add Pontyclun Park playground to their post Covid regime. Clerk to contact Action MM713**
 - i. **This would mean the same arrangements at all playgrounds in Pontyclun – otherwise users could be confused**
 - ii. **Whilst RCT would arrange Council confirmed we would pay for these**

- iii. In the event that this could not be arranged Council delegated powers to Chair and the most senior available Officer to make arrangements if the playground could be opened before our next meeting.
 - d. Council confirmed that the various "Fairy deposits" left at Ivor woods should be removed in September
 - e. Council agreed that caretakers could adjust workloads to allow focus on paths and litter/bins by -
 - i. Maintaining War Memorial area monthly rather than weekly
 - ii. Leaving the area at the Hollies to grow into a "wild meadow", just trimming the edge so that the pavements are clear
- 9. To receive report on planning to reopen Public Toilets in Pontyclun
 - a. Council agreed to open the Public toilets using the regime outlined in the meeting support papers. Date to be determined by Clerk once arrangements completed.
 - b. Council agreed to add paper towels to hand drying options and use pump action sanitiser dispenser
- 10. Report from Social and Cultural Working Group on planning to reopen Café 50
 - a. The Council discussed the Social and Cultural working group's report. They agreed the following
 - i. We will retain the 2m social distancing rule in preparing our layout
 - ii. The external door of Cafe50 to be replaced by a powered disabled door. Vale Glazing are preferred supplier (subject to references) with a quote of £4.3k plus VAT to be paid from Café 50 earmarked reserve
 - iii. Each group to be asked to nominate one person to ensure safe and distanced entry by their group
 - iv. Fire doors to Café 50 to be fitted with fire door retainers.
 - v. Groups to use fire door at rear of Café 50 to exit creating a one-way system for entry/exit
 - vi. Groups to be asked to support cleaning regime by wiping down surfaces they have touched after their group finishes
 - vii. A new coat rack to be purchased to be placed at rear of Café 50
 - viii. An increased regime of cleaning for toilet and café 50 to be implemented before opening
 - ix. Officers to make further investigations regarding stacking chairs and folding tables reverting to Council in due course with recommendations
 - x. Groups to be encouraged to return in phases. At present indoor fitness activities are not allowed so these will be in later phases
 - xi. Council agreed to purchase a hot and cold water dispenser for Café 50 to a budget of £600 plus VAT.
 - xii. Groups will be asked that only one person makes tea/coffee for the whole group
 - xiii. Initially Tea/Coffee to be provided by Council on re-opening
 - xiv. Council agreed to request Social and Cultural working group to review options for catering going forward and report to Council in due course
 - xv. Unless wearing of face masks is made compulsory inside public spaces the Council decided that for Café 50 this would remain a personal choice for users
 - xvi. Council expects Café 50 to be able to open in September and will agree opening date and final arrangements at September Council meeting
- 11. Report from Administration Working Group on Place plan for Pontyclun
 - a. The Council agreed to work towards a September launch of a public consultation using digital means where possible
 - b. Draft questionnaire to be completed by Councillor Margaret Griffiths
 - c. Place plan proposals to be updated by Councillor Paul Griffiths based on Admin Working group discussions
 - d. Councillors Mike Davies, Neil Holley, Anne Jackson and Gwyn Jackson to produce the illustrative mapping for the plan
- 12. To discuss supporting Re-engage (Contact the elderly)
 - a. Council agreed they wished to try and support this scheme. Clerk to arrange for organiser to join October Council meeting to discuss and agree and arrangements and synergies with Café 50

This is a true copy of the minutes of the July 2020 Council meeting. The original signed copy can be viewed at the Council Offices

Cyngor Cymuned PONTYCLUN Community Council

Council payments summary

1. List of Payments made in July is attached for confirmation and noting

Action –

- **Council to note & confirm payments made in July**

Staff payroll information

The Council has a staff pay policy to implement all nationally agreed pay scale changes for staff in roles which are bench marked to a pay scale band.

When the Council agreed budget for 2020-21 we planned on basis that this years pay increase would be 2%. The final agreement has now been confirmed and published with a 2.75% increase across all bands and in accordance with policy this will be implemented shortly

Whilst this would normally have meant that we would have exceeded our planned budget a revaluation of the Pension fund and review of payments has led to a decrease in contributions.

The net position means that we now expect our overall payroll costs to fall approx. £600-700 below budget for the year.

Current Bank A/c General

List of Payments made between 01/07/2020 and 31/07/2020

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------|------------------|--------------------|-----------------------|------------------------------|
| 01/07/2020 | Screwfix Direct Ltd | DD | 12.99 | | Barrier Tape |
| 01/07/2020 | RCTCBC | DD | 41.17 | | Trade Waste |
| 01/07/2020 | RCTCBC | DD | 41.17 | | Trade Waste |
| 01/07/2020 | Amazon Marketplace | VISA | 17.90 | | Toilet Cistern Blocks |
| 02/07/2020 | SLCC Enterprises Ltd | FPO | 36.00 | | Microsoft Key Serv for Clerk |
| 06/07/2020 | Trustmark Design & Print | BCARD | 9.60 | | x2 A1 Plans |
| 06/07/2020 | Tesco | BCARD | 68.86 | | Fuel for Community Van |
| 06/07/2020 | Tesco | BCARD | 18.56 | | Fue for machines |
| 06/07/2020 | Amazon Marketplace | BCARD | 24.47 | | X2 Wall Dispensers |
| 06/07/2020 | Amazon Marketplace | BCARD | 39.96 | | x2 Cleaning Wipes |
| 06/07/2020 | Amazon Marketplace | BCARD | 3.71 | | x5 Hand Sanitiser Signs |
| 06/07/2020 | Amazon Marketplace | BACRD | 5.28 | | Safety Sign |
| 06/07/2020 | Amazon Marketplace | BCARD | 25.98 | | x2 Pump Dispensers |
| 06/07/2020 | HM Land Registry | BCARD | 3.00 | | Title Plan View Fee |
| 06/07/2020 | HM Land Registry | BCARD | 3.00 | | Title Plan View Fee |
| 06/07/2020 | Computer Recylers | BCARD | 269.00 | | Laptop for Welcome Officer |
| 06/07/2020 | Amazon Marketplace | BCARD | 64.58 | | x6 Wall Brackets |
| 06/07/2020 | PayPal | BCARD | 26.99 | | Digital Thermometer |
| 06/07/2020 | Asgard | BCARD | 33.98 | | Shed Keys |
| 07/07/2020 | British Telecom | DD | 60.59 | | Office Phone+Bband June'20 |
| 07/07/2020 | Leekes Ltd | FPO | 1.27 | | Hose Clip |
| 07/07/2020 | Catertech Services Ltd | FPO | 144.00 | | Service Visit @15 May'20 |
| 13/07/2020 | Virgin Mobile | DD | 11.11 | | Assist Caretaker |
| 14/07/2020 | PK Safety | FPO | 55.66 | | Claeaning Materials |
| 15/07/2020 | British Telecom | DD | 6.00 | | Caretaker Mobile July'20 |
| 15/07/2020 | Rhondda Cynon Taf C.B.C. | DD | 52.00 | | Workshop Rates 2020/21 |
| 20/07/2020 | Swalec | DD | 9.28 | | 02 June'20 to 01 July'20 |
| 21/07/2020 | HMRC | BP | 1,087.34 | | Tax+NI Conts July'20 |
| 22/07/2020 | Rhondda Cynon Taf C.B.C. | FPO | 1,601.84 | | Er+EE Pens Conts July'20 |
| 23/07/2020 | Forest Park & Gardens | FPO | 20.29 | | Materials |
| 27/07/2020 | PayPal | BCARD | 26.99 | | Digital Thermometer |
| 27/07/2020 | PayPal | BCARD | -26.99 | | Digital Thermometer |
| 27/07/2020 | Rhondda Cynon Taf C.B.C. | DD | 166.00 | | Car Park Rates July'20 |
| 28/07/2020 | Dark Green Media | SO | 35.00 | | Website Hosting July'20 |
| 28/07/2020 | Zoom | VISA | 14.39 | | Video Meetings |
| 29/07/2020 | Rhondda Cynon Taf C.B.C. | FPO | 1,491.03 | | Er+EE Pens Conts Aug'20 |
| 29/07/2020 | Lloyds Bank | PAY | 5.00 | | 10 May'20 to 09 June'20 |
| 31/07/2020 | Rhondda Cynon Taf C.B.C. | DD | 41.17 | | Trade Waste July'20 |
| 31/07/2020 | Rhondda Cynon Taf C.B.C. | DD | 41.17 | | Trade Waste July'20 |
| Total Payments | | | 5,589.34 | | |

Cyngor Cymuned PONTYCLUN Community Council

Council services in Covid 19 constraint period

With the Government guidelines relating to travel and social distancing we have (in common with all Community Councils in RCT) taken steps to protect our staff and residents from potential infection. We are closely looking at and following RCT CBC practice and relevant government advice.

The current position is described below

Actions required by Members are

1. **Confirm arrangements for fitness classes in Pontyclun Park**
2. **Confirm replacement of dog waste bin in Ivor Woods**

Café 50

- Café 50 is closed. Separate report prepared regarding to Café 50

Public Toilet

- Public toilet reopened in late July
- Based on usage of materials there appears to be about 10 possibly up to 15 users a day
- Separate report prepared on ongoing cleaning options

Parks

- Ivor Woods has remained fully open at all times
- The Park and Playground are fully open since 20th July
- As agreed by members the RCT regime was implemented for playground safety
- Over the summer we were contacted by a number of Fitness instructors wishing to run classes in the park. This was to allow them to continue whilst indoor fitness classes were not allowed indoors
- We already have 3 previously agreed sessions a week in the park – Waking Rugby; Mini Rugby Stars and Fit Muma
- Clerk has agreed temporary permissions for those with Public liability insurance limiting usage so that there were no clashes and still opportunities for the Park to be used by residents
 - Overall new 4 instructors contacted us to arrange 8 new sessions a week.
 - Also our Saturday Yoga class in Café 50 moved to the Park over the summer
 - Exercise classes are now allowed indoors and as venues reopen many of these will move back indoors. These may well therefore be short term arrangements.
- **Action – members to confirm agreement to continue allowing fitness/exercise sessions at the park, should organisers wish to continue**

Office

- The Council Office reopened to visitors on Monday 7th Sept
- Processes and safety procedures will be in place for this to be as safe as we can.
- Currently typically only one member of staff is in at a time however this will increase as we arrange to open Café 50

- The Officers in conjunction with Councillor Gwyn Jackson of the Economy working group launched a “Buy local Shop local” campaign at the end of July
 - The aim was to try and encourage people to visit our local shops and support the community

Other Outside work

- All outside work has returned to normal levels
- Caretakers are following social distancing guidelines and have adjusted work patterns to allow this
- One of our dog waste bins in Ivor Woods has rusted such that the bottom has fallen out. To replace the bin will cost up to £240 + VAT which can be funded from either maintenance budget or the Earmarked Reserve for replacing street furniture. The bin is well used by dog owners.
- **Action – members to confirm replacement of bin and whether to pay from Maintenance budget or earmarked reserve**

Minutes of the Social and Cultural Working Group

Tuesday 1st September 6.00 pm

Via Zoom

Present

Anne Jackson, Gwyn Jackson, Neil Holley Carole Willis , Karan Lane, Martin Ashford

Apologies

Paul Griffiths

Christmas Event

The working group considered the restrictions of Coronavirus and actions being taken by other groups in the area.

- Macmillan will not be arranging the craft market at the Athletic club.
- Bethel Chapel will be holding an online festival
- Pontyclun Pantomime will be performing their Panto at Easter 2021

The group also considered alternatives to the Christmas festival and agreed that it is not possible to organise outdoor gatherings with limited numbers

The Social and Cultural Working group recommends to Pontyclun Community Council that

1. Pontyclun Community Council does not organise the Christmas music festival
2. PCC puts lights on the weeping willow tree outside the Community Centre and Café 50 and consider placing a Christmas tableau on the green
3. PCC ask the local schools if they would like to create some Christmas videos that could be put on Pontyclun.net
4. PCC consider putting trees above the shops recognising that the use of a cherry picker is expensive
5. PCC ask the businesses if they wish to use this opportunity to organise their own Christmas event. The businesses would organise, provide insurance, deal with the necessary legalities. PCC could provide support and the car park.

Catering at Café 50

It was noted that some of the regular diners would like to return to café 50 for sociable lunchtimes.

It was agreed that this is not the best time to re tender the catering service as the catering offer is not attractive as reduced number would not necessarily be profitable.

The Social and Cultural Working group recommends to Pontyclun Community Council that

1. Tara is asked to contact the regular diners to ask if they want to return to have lunch at Café 50
2. A socially distanced meeting is held so that the regulars can express their views on returning and the type of lunch they would like; cooked or sandwiches
3. Tara asks Graham if he wants to provide a dinner for Café 50 users
4. If Graham is not interested and diners wish to return, PCC consider the use of frozen meals at a similar cost.
5. 4 above would require someone to defrost and heat the meals. If this is the chosen route, PCC considers how this can be done.
6. Ask Tara to report back to the Council as soon as possible via email or Zoom meeting
7. Café 50 does not organise a Christmas dinner

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Café 50 and Public Toilet at Café 50

Our Public toilets reopened Mon-Friday with effect from Monday 27th July. Since then we estimate that around 10 people a day are using the facility

The Welsh Government amended its Coronavirus guidelines to allow Community centres to reopen with effect from 20th July for groups which were allowed to meet under their guidelines. For us at Café 50 the current position is as follows

- Lunches could be served. 2m Social distancing would mean a maximum of 8 or 10 (assuming we can get some extra tables)
- Film club could return – “Cinemas” are allowed
- The University of South Wales Welsh Class on Monday night could start in September.
- The exercise classes can run – Tuesday Mature movers; Wednesday Senior Stretch; Thursday kids Taekwondo; Friday Low impact dance and Saturday Yoga

Government guidelines are reviewed regularly. The results of the next review will be announced on Friday 11th September and the First Minister had indicated that one area they were looking at for this review was to allow groups to be given permission to meet indoors. If this is the case all groups would be able to return (subject to whatever guidelines were published)

The Council agreed in June and July to implement a number of safety features and protocols. [These can be seen by looking at the draft presentation to groups leaders which is found by following this link.](#)

This report outlines the current position and options to progress a return to opening going forward

Actions recommended are –

- 1. Purchase of pull-down screen & projector. (Cost from Sheds grant)**
- 2. Agree proposals for ongoing cleaning of Café 50 and Toilets**
- 3. Purchase of small steam cleaner for furniture (cost approx. £50)**
- 4. Agree to proposed re-opening arrangements for Café 50**
- 5. Confirm what action to take regarding £1500 grant for Dementia support at Café 50**

Purchase of large screen & projector

With social distancing it would be impossible for groups of more than about 6 to view anything on our TV. We are aware that a number of groups use this facility for showing presentations and various media.

We wish to continue to provide this service by using a projector and screen. One of our Walking Rugby team members has donated a projector for use. This does work but requires additional cabling and a new lamp which will cost about £90 in total and we feel that we could purchase a new projector for similar cost. Cost of the projector and pull-down screen would be fully funded from Sheds grant – the providers of the grant are aware and agreeable to this likely purchase. Cost is up to £200 in total

Action – approve purchase of screen & projector for Café 50

Café 50 and public toilet cleaning regime

The toilets opened on 27th July and since then usage has been low. Based on usage of consumables probably about 10 people a day.

We have been cleaning twice a day, once between 11-1 and then again at around 5pm (when toilet closes). This has been done by our Cleaner who has used the time free from not having to clean Café 50 for this purpose.

Once Café 50 reopens the Cleaner will not be able to do this and we will need to have additional cleaning resources.

Based on Public toilet usage and our expected Café 50 toilet usage we recommend the following cleaning regime

- Existing cleaner cleans for 2 hours a day Mon-Fri and this to continue. The Cleaner focuses on a deeper clean to Café 50, the lobby and Council Office including regular steam cleaning of upholstery.
- Additional cleaning resource of 1 hour a day to clean Public toilet, Café 50 toilet and to do a clean of key surfaces inside Café 50 – Monday - Saturday

Our cleaner will now do her main clean in the morning before the groups start and the toilets will be cleaned around 4-5pm. This way everything gets a full clean daily and there will be additional key surfaces cleans around lunchtime (by Office staff and/or caterers) and late afternoon.

In addition, each group is also asked to wipe down surfaces they have touched after their sessions.

Long term the additional toilet cleaning should be by a Council employee, however we recommend using an outside contractor for the balance of this financial year to allow for recruitment and to give flexibility should the covid19 position change this winter. E.g if there was a second wave requiring a further closure of Café 50.

The cost of this additional cleaning coverage is about £4000 per annum and we have secured a grant to fund up to 6 months of these costs. This means that for this financial year there will be no budgetary implication of this additional cleaning.

There are also three extra benefits of these arrangements –

1. The two cleaners can potentially help cover each other for holidays and sickness.
2. We would be able to extend Saturday opening hours for the Public Toilet from 9-1 to 9-5pm.
3. We would be able to have groups using Café 50 between 3.30 and 6pm – this time is currently used for cleaning Café 50

Actions –Members to agree cleaning regime

Members to agree to purchase small steam cleaner for upholstery cleans

Reopening Café 50

The safety features and protocols agreed for implementation at Café 50 mean we can re-open to groups which are allowed by Government guidelines. Our expectation is that at next government review a wider selection of our groups will be allowed to return.

We have asked group leaders when they would ideally like to return and this has been phased into a return programme.

Subject to Government guidelines, most groups are happy to start in September, though a couple have indicated October, one November and two plan to restart in January. 3 or 4 groups have not yet indicated what they want to do and one U3A group has decided to stop meeting all together.

Kids Taekwondo and Yoga group are looking for additional spaces

The Officers recommend the following timeline for reopening for groups

1. Final presentations to group leaders to be held in week ending 18th Sept.
2. Commencing 19st September initial phase of groups returning
 - a. Only groups allowed by Welsh Government guidelines
 - b. Must have accepted our new terms and conditions
 - c. Must have completed a risk assessment and implemented actions
3. Between 28th Sept to end January 2021 – all remaining groups allowed back as permitted. Officers backfill vacancies as arise.

We will have to ask the Friday low impact dance group to move times to meet new protocols. All groups will need to consider how they operate going forwards.

Action – members to agree re-opening proposals as outlined above

Tea and Coffee

Members talked at the last meeting of potentially offering tea and coffee free of charge for an initial period once we reopen.

The Officers have secured a £600 grant towards this which should allow us to fund free tea and coffee facilities from opening for possibly up to about the end of March. We hope that this will act as an incentive for users to come to groups

Officers have also secured a plumbed in hot and cold water dispenser as agreed in July.

If we have no caterer on site paper cups will be used so as not to create issues with washing up. This will be funded from the grant.

Dementia support Group

The Council has run a Dementia support group on Mondays.

Last financial year we received funding to employ a part time staff member to support this group and we went from fortnightly to weekly meetings.

This funder has now offered us a further £1500 to support revenue costs in this financial year. No application is required but we would need to report regularly what we have achieved from using these funds. They would send the grant to us on receipt of an invoice.

Acceptance of this grant would allow us to once again recruit a part time support person for the rest of this financial year. As this is for revenue expenditure only there are few other uses that we could use the funds for.

This would make it significantly easier to get this group up and running again. The additional support this would provide would be useful in supporting implementation of safety protocols for this particularly vulnerable group.

Action – do members wish to accept this grant? How would members wish to utilise the funding

Cyngor Cymuned PONTYCLUN Community Council

Grant requests executive summary

Pontyclun Community Council gives grants to local community groups and charities. We allocate a budget each year to these and consider quarterly against a quarter of the annual budget

Members should note

- Budget for 2020-21 is £2500. The sum is effectively £600 per quarter with £100 reserve
- We have agreed £700 of grants so far to be paid from this year's budget
- We have 1 new request to consider.
- Our Policy favours requests for specific purposes rather than general running costs
- Council can decide
 - Grant in full
 - Partial grant
 - Decline
 - Hold over to next quarter (possibly pending further data)

Requests

New requests

1. RCT Wind Band
 - a. The band are requesting £200 towards the cost of room hire and new scores & parts to allow for smaller sub groups to meet and practice
 - b. The band has 23 members most of whom live in Pontyclun area
 - c. The Council has supported the band in the past and the request meets our grant criteria

Actions required by members-

1. **Consider and approve/decline grant request**

The Clerk
Pontyclun Community Council
Heol yr Orsaf
Pontyclun

10th August, 2020

Dear Julius

Please find our grant application enclosed.

These are very difficult times but as a band we embraced the situation quickly and adapted our rehearsals by continuing to meet via Zoom. Although this simulated our activities to a point and allowed communication between members, the time lag playing along together over a Youtube track was for some very difficult.

The Autumn term will be difficult and taking into consideration the demands of Covid19 we are looking to provide for smaller 'socially distanced' groups to continue on the same evening but with more space in order to get around sound interference with each group. The hire of extra rooms would get around this and it is hoped that Y Pant School could provide, however, this depends very much on the school's Covid policy and whether they will allow outside groups in at all. The hire of premises outside of the school may also need to be considered.

Working towards the future and as the band continues to grow, groups such as brass quintet, clarinet choir, flute ensemble, woodwind ensemble is something that it has always wanted to create within itself in order to provide more varied entertainment to both the community and players. The band does not have music for dedicated sub groups such as this so a grant would allow for purchase of necessary scores and parts.

Finally, in order to keep momentum going during the lockdown period and to provide for our followers on Facebook, all members of the band have recorded their parts of two well known pieces of music and this is currently in the process of being edited to provide a virtual concert. We have purchased music software in order to do this.

We understand that Covid19 may well impact on this year's Christmas activities but please be assured that the band will do its best to provide within the rules set out by the government.

Kind regards



Beryl Giles
(Treasurer)

Application form

Your organisation

| | |
|---|---|
| Name of Organisation | ACT COMMUNITY WIND BAND |
| Purpose of organisation | MAKING MUSIC WITH AND FOR OUR COMMUNITY |
| Number of Participants / members | 23 |
| Number of Participants / members living in the Pontyclun Community Council Ward: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen | THE MAJORITY OF OUR MEMBERS LIVE IN AND AROUND THE WARDS OF PONTYCLUN |
| Age group of participants / members | 11 yrs TO 77 yrs |

Your application

| | |
|--|--|
| Why do you need a grant? | TO HELP WITH EXTRA SPACE HIRE COSTS AND ALLOW FOR SMALLER SOCIALLY DISTANCED GROUPS. I.E ENSEMBLES, QUARTETS, QUINTETS TO REHEARSE. SUITABLE MUSIC PURCHASE FOR THIS |
| What is the total cost of your requirements? | ENSEMBLE MUSIC - £150 EXTRA ROOM HIRE AT Y PANT SCHOOL - £500 |
| Will the grant generate revenue? If so, how much is the projected revenue? | NO |
| How much are you asking the Community Council for? | £200 |
| Who will benefit from this grant? | THE WHOLE BAND + GIVEN TIME THE COMMUNITY |
| How will the grant support the achievement of the Community Council | IT MEETS WITH THE COUNCIL'S OBJECTIVES |

Additional Information: Please attach (if possible)

1. your last income and expenditure accounts
2. your constitution or aims and objectives

**RCT Community Wind Band
Statement of accounts Jan - Dec 2019**

Appendix 7a

| | Income | Expenditure |
|---|-------------------|--------------------|
| Spring subs | £ 428.00 | |
| Summer subs | £ 333.00 | |
| Autumn subs (incl t shirts) | £ 445.00 | |
| Making Music Membership (Jan - Dec 2020) | | £ 132.00 |
| Tuck shop | £ 78.49 | £ 30.75 |
| New music -Mary Poppins, Bare Necessities, into the storm Aladdin, Back to the future, Jurassic Park, xmas carol, SA books | | £ 502.81 |
| Black concert folders (Paperchase) | | £ 42.50 |
| DS Music percussion instruments | | £ 33.07 |
| Shelving for storage (joint RSO) | | £ 131.52 |
| Secure music storage cases | | £ 32.16 |
| Grant - Pontyclun Community Council (19/20) | £ 100.00 | |
| Grant - Pontypridd Town Council (19/20) | £ 200.00 | |
| Grant - Llantrisant Community Council (19/20) | £ 200.00 | |
| Y Pant hire | | £ 820.00 |
| Donation - Llantrisant Community Council for Beddau lights | £ 100.00 | |
| End of season & conductors gift | | £ 121.20 |
| Totals | £ 1,884.49 | £ 1,846.01 |
| | | |
| Bank balance as at 31/12/2019 | £3726.80 | |

Cyngor Cymuned PONTYCLUN Community Council

Planning Applications

We have one planning application to consider this month.

Application 20/0646/13 is for outline planning permission for 2 four-bedroom houses at land at Otters Brook.

This is a resubmission of application 20/0248/13 which was declined due to concerns regarding the ability of the access road to cope with the additional traffic that would be generated. We objected on this basis.

This new application is essentially the same as the previous one except that they have now provided an expert report on the likely impacts on the road. This report suggests that the access road should be able to cope with the additional traffic

Full details of the application can be obtained from the RCT CBC website

Action –

- **Council to consider application and if they wish to comment**

Clerk
 Pontyclun Community Council
 Pontyclun Community Centre
 Heol Yr Orsaf
 Pontyclun
 CF72 9TY

Fy Nghyf/My Ref:
 20/0646/13

EichCyf/Your Ref:

Dyddiad/Date: 12/08/2020

Gofynnwch am/Please ask for: Guy Watkins
 01443 281130

DATBLYGIAD Two split level 4 bed dwellings with garages and
ARFAETHEDIG/PROPOSAL: shared drive (Outline) (Re-submission of
 20/0248/13).
LLEOLIAD/LOCATION : LAND AT OTTERS BROOK , IVOR PARK,
 BRYNSADLER, PONTYCLUN, CF72 9BY
CYF GRID/GRID REF: 303553, 180730

DEDDF CYNLLUNIO GWLAD A THREF
1990 / GORCHYMYN CYNLLUNIO GWLAD
A THREF (GWEITHDREFN RHEOLI
DATBLYGU) (CYMRU) 2012

TOWN AND COUNTRY PLANNING ACT
1990 / TOWN AND COUNTRY PLANNING
(DEVELOPMENT MANAGEMENT
PROCEDURE) (WALES) ORDER 2012

Annwyl Sir/Madam

Dear Sir/Madam

Mae manylion cais cynllunio a ddaeth i law
 Cyngor Bwrdeistref Sirol Rhondda Cynon
 Taf, mewn perthynas â'r cais uchod, wedi'u
 hamgáu. Gofynnaf am eich sylwadau.

I enclose details of a planning application
 received by Rhondda Cynon Taf County
 Borough Council, in respect of the above
 proposal, and request your observations.

I weld cynlluniau ac ati ar gyfer y cais uchod
 ar-lein, ewch i www.rctcbc.gov.uk/planning a
 chlicio ar 'Cymraeg' ar frig y dudalen.

Please view plans etc for the above
 application online at
www.rctcbc.gov.uk/planning

Os nad ydw i'n clywed gennych chi o fewn 21
 diwrnod o ddyddiad y llythyr hwn, byddaf yn
 tybio nad ydych am gyflwyno sylwadau.

I will assume you have no comments to make
 if I do not hear from you within 21 days of the
 date of this letter.

Yr eiddoch yn gywir / Yours faithfully,



Jim Bailey

Pennaeth Cynllunio / Head of Planning