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## *Cyngor Cymuned Pontyclun Community Council*

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We have received an e-mail from a local resident regarding the lack of social distancing on the Co-op side of the village. The resident wishes to present to us at our meeting

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“There is no option to safely social distance on the Co-op this side of Cowbridge road due to the nature of the pavement. This is exasperated by businesses requiring members of the public to queue (Bank, Greggs, Opticians etc.)

We are now in a second lockdown, the virus is spreading with social distancing being an important part of the Welsh Government public health approach. I think it is time to put people over cars and repurpose the six car park spaces in front of Co-op and the six spaces leading towards Giles Gallery to be used for pedestrians. This has worked in Cardiff in many communities with both members of the public and businesses supporting the approach. It is about the safety of residents, not just about managing the virus but stopping people walking into the road to maintain social distance, this is dangerous.

There are particular pinch points throughout the day including when Y Pant pupils leave school and large numbers walk through the village. Once again schools are being asked to do their part in forming bubbles but this goes out the window when having to walk through the village.

We have more than enough car parking facilities available in the village particularly with the train station being empty. If it works in Cowbridge it can work in our village. It sends an important message to the community, reinforces national guidance while keeping people safe.”

### Notes for Members

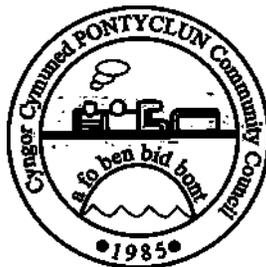
1. Simon Gale Director of Prosperity & Development at RCT CBC telephoned the Clerk in late July as they had had a similar query. He advised at that time that the RCT cabinet had approved removing on-street parking and replacing this with larger temporary pavements in the 8 towns of RCT (so this does not include Pontyclun). He did say that as yet they had not done so anywhere and had no immediate plans to do so as there were concerns that removing parking would deter shoppers and reduce trade further. He did say that if we wanted to, signage could be put up (by us) to encourage social distancing and to help manage pedestrians
2. The 6 parking spaces by Co-op are divided into 3 for cars and the rest as loading bays for deliveries. The 6 spaces by Giles Gallery include a disabled parking space at the zebra crossing end. Changing this area to effectively extend the pavement will mean that these will be lost.
  - a. The Clerk is aware that delivery lorries are already an issue. 2 residents in the last fortnight have spoken to him regarding this and members will recall one reason for objecting to conversion of the Car wash office to a takeaway was anticipated additional issues with delivery vans.
  - b. The nearest alternative disabled parking is at Café 50 and the Windsor Car Park

3. The request above references Cowbridge. The Clerk contacted Cowbridge Town Council and was advised that whilst initially the Vale of Glamorgan council blocked off parking spaces in the High Street to allow for increased pedestrian space this has now been reversed as this was not popular, particularly with the local traders. One disabled bay by Tesco remains closed to remove a pinch point on the one-way pedestrian system that was introduced. This has had a mixed response

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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  
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### Draft Minutes

Draft minutes of the Monthly Meeting of the Pontyclun Community Council held at 7.00 p.m. on Wednesday 14<sup>th</sup> October 2020.

1. To receive apologies for absence
  - a. Apologies received from Councillors Kate Jones and Alison Theaker
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
  - a. No new disclosures made
3. Public requests to the Council
  - a. A resident presented to the Council asking us to Object to the planning application relating to 38 Cowbridge Road Pontyclun.
  - b. He advised concerns regarding oversupply of similar businesses in the area; traffic and parking issues and a negative Community impact
  - c. The Council discussed the application and agreed to object on basis of oversupply; negative impact on community; likely parking, traffic and issues
4. To Confirm minutes of the Council meeting of 7<sup>th</sup> July 2020 are a true record of the meeting
  - a. Minutes confirmed as a true record
  - b. Matters arising
    - i. RCT CBC have agreed to fund our replacement Dog Poo Bin so we only have to pay to add our logo
    - ii. We have accepted the £1500 grant towards 2020/21 revenue costs supporting dementia in Pontyclun
5. To review Council Payments and receive update on 2020/21 budget
  - a. Council Confirmed payments in August and September and noted budget update provided
  - b. Council authorised payment for Office rent at Community centre and payment for emergency tree surgery at Ivor Woods
  - c. The Council also agreed to confirm with our nursery that our floral order will be the same in 2021 as this year.
6. To receive update on Council services during Covid 19 lockdown period
  - a. Council agreed to do a deep clean at Café 50 kitchen prior to re-opening for lunches
  - b. Councillors confirmed authority for the rest of this financial year for Clerk to make arrangements as required to allow services to continue during Covid restrictions, including changing work patterns and arrangements. The Clerk can also authorise payments up to £500 for the rest of this financial year
  - c. Councillors reviewed Caretaker winter work. Councillors did not think we should remove fencing along path by River and Councillor Margaret Griffiths will contact RCT CBC to ask them to do so.
  - d. Councillors agreed that Clerk could investigate further options for Assistant caretaker to repair Floral planters over winter rather than replace, should he be able to do so and cost would be less than replacement.
7. Update on possible reallocation of Community Events budget
  - a. Councillors discussed the various options to extend/improve our Christmas decorations and agreed the following

- i. Total spend of up to £2k on additional decorations/lights
  - ii. Purchase 3 sets of “Merry Christmas from Pontyclun Community Council” (in English and Welsh) to be placed at main entrances to Pontyclun.
  - iii. Purchase 2 bi-lingual “Thank you Key workers, from Pontyclun Community Council” banners for placement at either end of Pontyclun
  - iv. Replace the Column light which is different from the others – with one to match
  - v. Subject to budget add up to 2 additional column lights along Llantrisant Road in Pontyclun This plus item iv. above to use the lights we currently have in Groesfaen if needed (as they match those in Pontyclun)
  - vi. Purchase 2 new column lights for Groesfaen (to replace those moving) and also provide for a lit Christmas tree by the bus shelter in Groesfaen
  - vii. Clerk to investigate permission to extend Christmas tree lighting to Post Office at Pontyclun. Once this is received Council to consider adding an additional run of lights for future years.
  - viii. The Community to be asked to help decorate the Community Christmas tree by providing homemade stars or other decorations using correx board provided by the Council
  - ix. Café 50 windows to be decorated with lights using those lights which would have been used to decorate inside had Café 50 been open
  - x. In addition, the existing lighting and Christmas Tree will be provided as in 2019.
  - xi. **Action clerk to make relevant arrangements MM717**
8. To discuss motion regarding public footpath
- a. Motion – “Pontyclun Community Council resolves to request Rhondda Cynon Taf County Borough Council that the permissive footpath from Brynsadler Bridge along the River Ely to the rear of Rivers Edge is designated as a Public Right of Way, noting that this land is owned by Pontyclun Community Council and leased to Pontyclun Environment Group”.
  - b. This motion was proposed by Councillor Paul Griffiths and Seconded by Councillor Karan Lane. The Council passed this motion. **Action Clerk to advise RCT Footpaths team MM718**
9. To discuss planning applications
- a. Gelli Wen Farm Pendoylan Rd, Miskin
    - i. Members noted that this was a repeat of a declined application from about 12m ago and presented virtually unchanged
    - ii. The Council decided to object to this application on the same basis as last year
10. To discuss request to use Car Park at Heol yr Orsaf for Drive in Cinema
- a. The Council agreed to allow a drive in Cinema at our Car park on Sunday 13<sup>th</sup> December 2020
  - b. Approval was subject to organiser being responsible for clearing car park ahead of the event and cleaning up afterwards
  - c. To protect the environment, the Organiser to ensure that vehicles did not leave their engines running during the performance
  - d. The Council will consider the application for a May Concert after this Cinema event has happened
11. Report from Social and Cultural Working group
- a. Council agreed that Cafe50 could be used by RCT Youth services on a trial basis for a “drop in Service” while it is not open for normal activities
  - b. Once groups can start again at Cafe50 the Welcome Officer to arrange some tea and cake sessions
  - c. Council requested Officers to make relevant investigations and prepare a draft Catering tender for the Social and Cultural working group to consider **Action MM719**
  - d. Council agreed that Officers should try and arrange for Councillors to see potential new chairs/tables for Café 50
  - e. Council agreed that we should distribute some Christmas gifts to regular users of Café 50. Welcome Officer to see what donations from business we can get though a budget of up to £250 was agreed to help support funding this initiative.

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### Council payments summary

1. List of Payments made in October is attached in appendix 3a for confirmation and noting

### **Action –**

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

## List of Payments made between 01/10/2020 and 31/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2020	Rhondda Cynon Taf C.B.C.	DD	41.17		Trade Waste Oct'20
01/10/2020	Rhondda Cynon Taf C.B.C.	DD	41.17		Trade Waste Oct'20
02/10/2020	Royal British Legion	005533	75.00		x3 Wreaths
05/10/2020	Amazon Marketplace	BCARD	8.40		Heavy Duty Tape
05/10/2020	Amazon Marketplace	BCARD	28.88		Coffee Cups+Stirrers
05/10/2020	Amazon Marketplace	BCARD	6.00		Coffee Cups Lids
05/10/2020	Amazon Marketplace	BCARD	57.97		Projector
05/10/2020	Amazon Marketplace	BCARD	71.99		Projector
05/10/2020	Amazon Marketplace	BCARD	37.95		Cleaning Wipes
05/10/2020	DG Weaver Ltd	BCARD	59.00		Van Replace Tyre
05/10/2020	Amazon Digital	BCARD	59.99		Microsoft Annual Subscription
07/10/2020	British Telecom	DD	60.29		Office Phone+Broadband Oct'20
09/10/2020	QDOS INsurance ServicesLrd	FPO	39.49		Van Breakdown Cover
12/10/2020	Virgin Mobile	DD	8.40		Assistant Caretaker Oct'20
14/10/2020	British Telecom	DD	10.80		Caretaker Mobile Oct'20
14/10/2020	Leekes Ltd	FPO	36.75		Maintenance Materials
15/10/2020	Pontyclun Community Centre	FPO	3,836.00		Office Rent 2020/21
19/10/2020	Helloprint	VISA	164.90		x8 Xmas Banners
19/10/2020	Swalec	DD	9.28		02 Sept'20 to 01 Oct'20
21/10/2020	HMRC	BP	1,003.95		Tax+NI Conts Oct'20
21/10/2020	Rhondda Cynon Taf C.B.C.	FPO	1,543.33		Er+Ee Pension Conts Oct'20
21/10/2020	Amazon Marketplace	VISA	26.67		x300 Disposable Gloves
26/10/2020	Rhondda Cynon Taf C.B.C.	DD	166.00		Car Park Rates October'20
28/10/2020	Dark Green Media	SO	175.00		Website Oct'20 to Feb'21
29/10/2020	Lloyds Bank	PAY	5.00		10 Aug'20 to 09 Sept'20
<b>Total Payments</b>			<b>7,573.38</b>		

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### **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 last 2 weeks have also included the National Welsh firebreak

### **Actions required –**

- 1. Members to discuss reopening of Café 50 to groups and decide actions to take**
- 2. Members to consider if they wish to increase resources to undertake winter tasks should Caretaker be off**

### Café 50

- Café 50 has been closed to all groups during initial UK wide lockdown, local RCT lockdown and Wales Firebreak
- The new Welsh Government regulations which take effect on the 9<sup>th</sup> November allow us to reopen Café 50 and for organised groups of up to 15 to meet. This applies for all our groups including the active ones.
- RCT CBC as a council will has written to us (and all Community Centres in RCT) to request we seek to minimise gatherings and to remain closed if possible. They ask that we should only open if we offer childcare, adult education, employment support, mental health support or food bank support. The full text of the letter is provided below.
  - Notes
    - RCT Community Hubs will also remain shut
    - RCT run Leisure centres & swimming pools will open – the rationale is that these are fully manned and staff control the safety procedures so the risk is less than at Community Centres which are often self-access for groups
    - The Clerk has been verbally advised that whilst the Community Centre has received this letter, as at morning of Friday 6<sup>th</sup> Nov they still plan to reopen as normal after the firebreak.
- It is possible that as Christmas is not far away many groups will choose not to start until 2021, though a few groups have already contacted us about starting again now that Welsh Government rules will allow this.
- Members may recall that we agreed to allow RCT Youth Services to hold 1-2-1 welfare sessions at Café 50. We had agreed times/dates with them prior to firebreak.
- **Action**
  - **Do members wish to reopen on a phased basis with effect from 16<sup>th</sup> or 23<sup>rd</sup> November or remain closed?**
  - **If Café 50 is not to generally open are we prepared to allow the 1-2-1 youth sessions start (should RCT wish to do so); or any other of our groups if they meet the exceptions suggested by RCT CBC?**

### Public Toilet

- Public toilet reopened in late July and remains open
- Usage is low. Toilets are cleaned twice daily to reduce risk of infection

### Parks

- Ivor Woods has remained fully open at all times
- The Park and Playground are fully open since 20<sup>th</sup> July

### Office

- Prior to the Firebreak, the Council Office closed to walk in visitors though were available to meet on a prebooked basis – so far, no meetings have been requested
- Should Café 50 reopen we would reopen the Office to general public at the same time as staff will need to be on site to help supervise in the first few weeks anyway.
- If Café 50 is not re-opening, based on current Welsh Government guidelines we will plan to return to the pre firebreak position. The Office will be closed to general visitors. Staff will mainly work from home, only coming in to do tasks that need completion in the building or to support outdoor tasks and for prearranged meetings.
- This will be updated at each Council meeting

### Other Outside work

- All outside work has returned to normal levels. We are now in Winter season where Ray works one day a week and Darren is on reduced hours
- During firebreak caretakers focussing on work which would be seen as essential
- Caretakers are following social distancing guidelines and have adjusted work patterns to allow this
- Members should be aware that one of our Caretakers will possibly be off for about 2 months from the end of November following a medical procedure
  - Should this happen our winter work will be severely curtailed and only the most important work will take place
  - Office staff will support outside activity such as litter picking around Café 50 and in the Park. This will therefore also impact Office work over the winter.
  - If Members are able to help then they should advise the Clerk accordingly
  - Members could decide to offer additional hours to other caretaker or take additional temporary contractors on to do some task
  - **Action – do members wish to deploy additional resources should this eventuality take place**

**Letter from RCT regarding reopening of Community Centres in RCT**

The First Minister has announced that a new set of Covid 19 National Regulations will apply when Wales' wide firebreak lockdown ends on the 9<sup>th</sup> November.

We all have an important part to play in helping to prevent the spread of Coronavirus. Social distancing is essential to stop the spread of the virus, as it is more likely to spread when people are close together.

With this in mind, and in the best interests of the health of the users of your community centre, please consider whether the best option to reduce the spread of the virus is to remain closed, unless the Centre offers childcare, adult education, employment support, mental health support or food bank support, providing safe operating procedures can be maintained.

If your community centre is to remain closed, please refer to the attached guidance. The guidance will help you close the facility safely and enable a smooth reopening when it is safe to do so.

If you intend to reopen the Centre, please follow national guidance for safe operation: frequent hand washing/ sanitising, face coverings to be worn indoors, keeping 2 metres apart, avoiding the centre if feeling unwell or have symptoms of Coronavirus. Please seek to minimise gatherings at the Centre. The new national measures limit organised indoor activity to up to 15 people, and up to 30 in an organised activity outdoors.

The potential impact of this illness cannot be underestimated. Thank you for your continued cooperation and patience at this difficult time. Stay safe and well.

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### Options for Photocopier replacement

Our current 5-year contract for photocopier services expires in April 2021

Clerk spoke to suppliers to see what options are and it seems the contract is actually made up of

- A 5-year lease of the machine which ends in April. If we do nothing the payments will continue and we have 3-month cancellation period
- There is an ongoing support contract to supply toner and repair and maintenance. This costs per item printed and has a 12m cancellation period. Technically to switch suppliers in April we should have given notice last April.

Going forward the new servicing contract would be 1/4p per black/white copy and 2.5p per colour copy. This gives us toner and should the machine break down an engineer would call and repair. This is slightly less than we currently pay (about £2-3 per quarter based on our usage)

Our options with current providers for the machine are: -

1. Do nothing and existing lease payments of £190 per quarter will continue
2. Take out a new 5-year contract. We would get a new machine and lease price would rise about £2 per quarter
3. We could purchase our existing machine for £500 and then pay no more leasing payments.
4. The toner/servicing payments would continue and these are typically £50-70 per quarter

As cost for a brand new machine is only marginally more than to just roll over existing deal it would make sense to take a new machine rather than roll over.

The current machine is in good order. As yet we have not had to have any engineer visits for repairs; we are not having major problems with blockages and have not had any issues with replacement stock. The contactor has said that most machines at our level of usage could be expected to last about 7 years in total so purchasing is likely to be cost effective.

Providing machine lasts more than 9 months then it would be cheaper to buy the machine rather than lease (new machine or existing). When repairs start becoming an issue a new copier contract can be arranged at that time. Our service contract means we will get repairs until it becomes uneconomical to do so.

We could contact other suppliers, however they would probably wish us to lease a new machine and the supply contract would need to be bought out from existing provider which could cost up to £200.

The recommendation from the Clerk is that –

1. We purchase existing machine when contract ends in April 2021 (notice will need to be given in January, though the purchase will be in 2021/22 financial year.)
2. We continue with existing service contract giving notice we may wish to quit in 12m offering us the flexibility to switch suppliers if advantageous or should we decide to replace machine.

3. Keep existing machine until repairs become a burden and replace at that time with a new machine on 5-year lease

This will mean that the photocopier budget will decrease by £300 in 2021/2 and a further £500 in 2022/23 only increasing again when a new machine is acquired.

A decision now will allow reduced rates to be included for 2021/22 budget planning. Technically however the decision could be made as late as January meeting

**Action – Members to agree which option they wish to proceed with**

# Meeting of Economic Group 21<sup>st</sup> October 2020

## AGENDA

- Apologies for absence
- Involvement of local businesses in Christmas festivities.
- Shopper scheme. (Suggested by local resident Helen Green)
- Banners for lamp posts. (Proposed by Paul Griffiths)
- Proposed activities in 2021
- AoB

## Meeting was held via Zoom on 21/10/2020 at 6.30pm.

The following Community Councillors attended: - Gwyn Jackson, (Chairman) Anne Jackson, Paul Griffiths, Martin Ashford, Neil Holley, Mike Davies and Karan Lane. The local business people were invited but none attended.

**Apologies for absence were received from Margaret Griffiths and Helen Green.**

The meeting was called to discuss the involvement of local businesses in the Christmas festivities following the cancellation of Christmas activities based at the Athletic Club. Unfortunately, local business representatives did not attend the meeting.

### **Local Shopper Scheme.**

Ms Helen Green, a local resident, had contacted the Community Council proposing a scheme to encourage the community of Pontyclun to support local shops. An overview of the scheme is attached to this report. The meeting fully agreed with the sentiment of supporting local businesses but were of the view that the Community Council did not have the resources needed to support the scheme. It is proposed that the scheme details are shared with local businesses who may wish to adopt it. YouTube presentation by Ms Green - <https://youtu.be/i6LiSyeRR6w>

More details can be found in appendix document

Note – The Clerk contacted a number of local businesses to seek their views of the scheme. To date two have responded, one was supportive. The other did not think that people would take up the scheme as there would be little in perceived value to do so. In their experience schemes like this normally offer a discount reflecting the regular nature of contributions.

## **Benches.**

Agreement has been reached over the siting of a bench at the top end of Station Terrace.

## **Banners.**

The erection of banners on lamp posts along Cowbridge Road encouraging the community to shop locally was proposed by Paul Griffiths. Costings had been obtained for the Design, Banners, Brackets and the hire of a Cherry Picker and is estimated to be £2242.00 based on 10 banners.

There are a number of issues to clarify including

- Potential locations and if installation can be phased
- Resources to install
- Potential timescales

The working group will discuss these proposals further at its next meeting and then provide a recommendation to the Council

## **AoB**

None.

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### **Request to hold a Carol Service and arrange Blub planting and litter picking**

We have been requested by Mr Peter Read to allow the following

1. The Church are planning to hold outdoor Carol services in Pontyclun on Saturday 19<sup>th</sup> December. One location being considered is by Café 50/Community Centre and we are requested to agree permission. The Clerk has advised that if they wish to use the land at the centre RCT CBC will need to be approached, however we can give permission for use of the Car Park.
  - a. **Members should note Covid guidelines currently allow such events subject to maximum numbers; social distancing and no more than one person singing. The organisers are aware of these and have advised that they will be followed**
2. When the Covid rules (including the Scout's own) allow Scouts to return our local Scouts are planning to do some Community activities in the area. In particular, they are considering litter picking and planting bulbs in Community areas. They seek our permission to do so on our land
  - a. Regarding litter picking it would seem sensible to suggest the Scouts liaise with the Pontyclun Environment group to ensure no duplication of effort
  - b. Regarding bulb planting the area in the Hollies would be suitable and there may be somewhere in the Park. We have also had agreement in the past from RCT for floral beds at Café 50 so this might also be suitable. We could also suggest that they contact the Community Garden team and of Groesfaen Gwyrdd to offer support.

**Action – Members to consider relevant permissions**

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### **Rhondda Cynon Taf revised Local Development Plan**

Rhondda Cynon Taf County Borough Council are to begin the official Revision of their current Local Development Plan (LDP). The Revised Local Development Plan (RLDP) (2020-2030) will replace the current LDP (2006-2021).

Following Council approval in July, Welsh Government then agreed to the Delivery Agreement for the RLDP on September 14. The Revision will follow formal stages of preparation through to adoption in early 2024.

The LDP is a statutory land use planning document which sets out a vision for the County Borough and allocates land for development such as housing, employment, retail and tourism. It also has policies to protect the environment and increase public green space and will seek to reduce carbon emissions – whilst encouraging appropriate renewable energy production. The LDP plays a leading role in determining decisions on planning applications to the Council.

The first stage of the process is the **Call for Candidate Sites**, where the Council invites land or buildings to be submitted for inclusion in the RLDP. The sites will be considered, and if appropriate they will be allocated in the Plan.

Sites can be submitted by all, including private landowners and developers, and also for a range of uses. In-depth guidance has been prepared by the Council to assist in the submission and assessment of sites.

Further information regarding the RLDP process in general and the specific Call for Candidate Sites, (and how to submit them), can be seen on the RCT CBC website at the following location:

<https://www.rctcbc.gov.uk/EN/Resident/PlanningandBuildingControl/RevisedLocalDevelopmentPlan20202030/RevisedLocalDevelopmentPlan20202030.aspx>

The Call for Candidate Sites is the first of many phases of engagement and consultation in the RLDP preparation process. The sites put forward will be assessed and collated into a Candidate Sites Register. This will be published alongside the 'Preferred Strategy' stage of the RLDP, which itself will be prepared over the coming year. A Deposit RLDP will then be produced and consulted upon in 2022, before being considered by an independent Planning Inspector in 2023.

**Action – Members to agree how we wish to progress with our response to the RLDP process**