

2021 Annual Report of the Chair of Pontyclun Community Council

The past year will always be remembered as the year of Covid which has had a devastating effect on the social and economic activity of the Pontyclun community.

There has been democratic local government in our area since 1894 and our community has lived through wars and depressions. The impact of Covid stands alongside those major travails in our history as so much of our family, community, business and council activity suffered a sad hibernation. There have been deaths, long term illness, economic stagnation and social isolation.

Whilst council activity has been curtailed, we have innovated and built on past innovations so that our council and community can re-emerge as the virus subsides. The Council has continued to function as staff have worked either in isolation or through digital connectivity. Council members have continued to meet each other and members of the public digitally.

The Council innovated in 2013 by creating Café 50 as a social hub for our older population. Sadly, Café 50 has largely been suspended along with the U3A which was initiated as a complement to Café 50. Nevertheless, the Council built on the foundations of Café 50 by putting in place a volunteer network to support residents who were isolated by Covid. Our thanks are given to the many volunteers and Cllr Margaret Griffiths who led the coordination. New doors have been provided to Café 50 as we prepare for its re-emergence.

Pontyclun Park was created by the Council in 2015. It has been a barometer of the virus. Each time the virus subsides the park buzzes with activity. It has become a core feature of the town centre and we must continue to invest in its attractiveness. The work of the Community Garden volunteers has led to Pontyclun Park's national designation as a 'Green Park'.

Pontyclun residents have responded to the virus by walking the beautiful paths of Pontyclun in numbers never seen before. The paths are maintained by the Community Council through an agency agreement with RCT Council. The Council has agreed that this agreement needs to be re-negotiated. As a complement to the public rights of way the Council owns publicly accessible land at Ivor Woods and along the Brynsadler riverside. In 2005 the Council innovated by being one of the first to produce walks leaflets with the published walks radiating from the town centre, encouraging walkers to use the town centre. In 2017 the decision was taken to re-publish these walks leaflets and the Ramblers Association was asked to support the Council. It is a matter of regret that no leaflets have been available in the Covid period. The Council supports the Pontyclun Environment Group in its work of maintaining and enhancing our local environment.

In 2005 the Council innovated by investing in flower planters as its contribution to enhancing the attractiveness of the town centre. In the last year we have belatedly put in place a programme of maintenance and renovation of these planters. The Council has complemented the town centre planters with the installation of town centre picnic tables. The Council has decided to install benches in the town centre.

The Community Council works alongside RCT Council, Transport for Wales and the Environment Group in providing and maintaining litter bins and collecting litter. This is crucially important work. The sense of well-being in any community can be measured by the absence of litter. During the past year Community Council staff have filled a gap when RCT Council staff became diverted away from bin management. We thank our staff for this much appreciated extension of their role. Learning

from this the Council might reflect on the need to better integrate its work with that of RCT Council and Transport for Wales in collecting litter and managing litter bins.

In 2017 the Council innovated by initiating a programme of Pontyclun Festivals. We have organised and supported summer festivals entitled 'Picnic in the Park', Christmas festivals of lights, music and local crafts; walking festivals; walking rugby festivals; a local planetarium; a walking rugby festival. So much of this activity has been suspended by Covid. An objective for the future must be to re-invent Pontyclun as a festival town. It is good for business. It is good for our community.

The Council has innovated in its celebration of local history. It has organised local history walks. It worked with RCT Council to install attractive local history boards in Pontyclun, Talygarn, Miskin and Groes Faen. It worked with the National Museum of Wales to install a digital history station in the local library. It has a history collection on its website. The Chair published a long series of local history contributions in 'The Diary'. It is developing a project to supplement this activity with the provision of local QI codes providing access to local histories.

In 2012 the Council innovated by creating, designing and maintaining a community website – one of the first in Wales. In the last year we have invested in a redesign of this website.

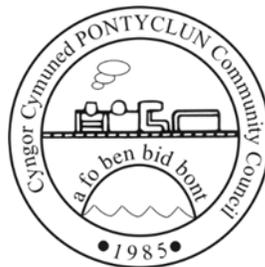
This year we have initiated a conversation with Pontyclun residents on the most appropriate use of land in our area: developing views on how we balance green spaces, mobility, economic activity, new homes, public services. The resulting Pontyclun Place Plan will influence our partners in RCT Council, the Local Health Board, Transport for Wales and Welsh Government.

In 1894 local councils were created to replace a system of autocratic local administration - central government appointed officials and 'quangocrats' imposing themselves on local communities. Locally elected councils were seen as the radical means by which local people and their elected representatives actively governed themselves. As we emerge from the ravages of Covid we will need to re-invent our local council, ensuring always that the energy of the community is harnessed by the energy of those who serve as their councillors, supported by our council staff. We have made a good start with our innovation of working groups in which councillors and residents together creatively develop ideas which are put to the Council for deliberation and decision. We will need to continue our commitment to the working group structure and develop further our means of working with local people.

Cyngor Cymuned Pontyclun Community Council

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

Swyddfa Cyngor Cymuned
Canolfan Gymunedol Pontyclun
Heol yr Orsaf
Pontyclun
CF72 9EE



Community Council Office
Pontyclun Community Centre
Heol yr Orsaf
Pontyclun
CF72 9EE

Ffôn: 01443 238500
E-bost: clerk@pontyclun-cc.gov.wales
Gwefan: www.pontyclun.net

Telephone: 01443 238500
E mail: clerk@pontyclun-cc.gov.wales
Website: www.pontyclun.net

Minutes

Minutes of the **Annual Meeting** of the Pontyclun Community Council held at 7.00 p.m. on **Wednesday 13th May 2020** and the **Monthly meeting** of the Pontyclun Community Council held immediately following conclusion of the Annual meeting.

PCC Member attendance at meetings												
Member name	2019							2020				
	Apr	May	Jun	Jul	Sep	Oct	Nov	Jan	Feb	Mar	Apr	May
Martin Ashford												
Margaret Griffiths												
Paul Griffiths												
Neil Holley												
Anne Jackson												
Gwyn Jackson												
Kate Jones												
Karan Lane												
Alison Theaker												
Carole Willis												
Mike Davies												
Present												
Gave Apologies												
Absent												

1. To receive apologies for absence
 - a. **Councillor M Davies**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. **No disclosures made**

Annual Meeting agenda

3. Report for 2019-20 from current Chair
 - a. **The Council accepted the Chair's report and agreed to publish**
4. Election of Chairperson 2020-21
 - a. **Councillor Paul Griffiths was nominated for Chair by Councillor Karan Lane and Seconded by Councillor Anne Jackson**
 - b. **Councillor Paul Griffiths was elected Chair for 2020/21**
5. Election of Vice Chairperson 2020-12
 - a. **Councillor Carole Willis was nominated by Councillor Margaret Griffiths and Seconded by Councillor Karan Lane and Anne Jackson**
 - b. **Councillor Kate Jones nominated Councillor Martin Ashford, there was no secondment**
 - c. **Councillor Carole Willis was elected Vice chair of the Council for 2020/21**
6. To confirm the minutes of the Council's Annual meeting of 8 May 2019 as a true record of the last Annual Meeting.
 - a. **Minutes were confirmed as a true record**
7. Appointment or Reappointment of any standing Committees, Sub Committees or Working Groups and review terms of reference.
 - a. **The Council confirmed the 4 existing working groups and their terms of reference**
 - b. **The Council decided to change the membership of the groups to all members for all groups, which reflects the reality that we invite all Councillors to each meeting**
 - c. **The Quora for these discussion groups remains 3 Councillors**
8. To confirm Council governance documents and review policies
 - a. **The Council confirmed the Governance documents and policies presented with no changes**
9. To review and agree payment arrangements to Creditors for 2020/21
 - a. **The Council reviewed and approved the schedule of Standing Orders, Direct Debits, regular payments, and trade accounts.**
 - b. **Officers are authorised to pay these items up to the agreed budget by most appropriate means including by electronic bank payment**
10. To review arrangements -
 - a. Subscriptions to other bodies.
 - i. **Council agreed to subscriptions and representations on external bodies**
 - ii. **Councillor Kate Jones did not wish to renew our One Voice Wales (OVW) subscription and voted against this**
 - iii. **Councillors Paul Griffiths and Carole Willis agreed they would represent Council at OVW meetings**
 - iv. **Councillors Margaret Griffiths and Carole Willis would continue of the RCT CBC Community Liaison Committee**
 - v. **The Council agreed that when the vacancy for Community Council Governor at YGGG Llantrisant becomes vacant later this year Mr Gwyn Jackson would be our nominee**
 - b. Council insurance
 - i. **The Council noted the arrangements**
 - c. Council assets
 - i. **The Council noted our assets**
 - d. Council's dates and times for Ordinary meetings for the ensuing year
 - i. **The Council agreed that they would continue to meet on the 2nd Wednesday of the month at 7pm through to May 2021.**

Monthly Meeting Agenda

1. Public presentations to the Council
 - a. **There were no public presentations**
2. To Confirm minutes of the Council meeting of 8th April 2020 are a true record of the meeting
 - a. **Minutes were confirmed as a true record**
 - b. **Matters arising from prior minutes**
 - i. **Clerk reported acknowledgements to our submissions on boundary changes**
 - ii. **Clerk advised that the changes to Accident and Emergency at Royal Glamorgan Hospital had been put on hold due COVID19**
3. To confirm Council payments for March and April and review last year changes
 - a. **Payments Confirmed**
 - b. **Payment to OVW agreed to be paid by Bank transfer**
4. Update from COVID 19 support groups in Pontyclun area
 - a. **Council noted groups are still active supporting local people in need**
5. To receive update on Council services during Covid 19 lockdown period
 - a. **Council noted and confirmed continuation of current service levels and thanked the caretaking staff for supporting RCT CBC with emptying their bins**
 - b. **Council agreed that Grass cutting at Café 50 and car park could restart when time allows**
 - c. **Council agreed floral displays to be put up again for 2020/21 and this is likely to be completed by end of May**
 - d. **Clerk is meeting with Staff to discuss actions to be taken to allow all our services to resume safely once COVID19 restrictions are lifted.**
 - i. **Clerk will engage Social and Cultural Working Group, Caterer and Group Leaders in discussions regarding Café 50 and how we could reopen that safely**
 - ii. **The Council expressed with that their priority was the safety of staff.**
 - iii. **Clerk to report back monthly on these discussions.**
 - e. **Councillor Paul Griffiths to discuss spraying at edge of Pontyclun park with the relevant residents to establish their expected outcomes and how they can be best achieved.**
6. Request from public regarding a bench in Ivor Woods
 - a. **Council agreed to remove bench set back in Ivor Woods by Hollies once COVID restrictions are relaxed to allow us to do so**
7. Pontyclun Post COVID festival
 - a. **The Council agreed that they would support arrangements for a festival by releasing the car park to be used**
 - b. **Councillor Kate Jones volunteered to help with closing the car park and notifying users of closure**

This is a copy of the minutes of the Pontyclun Community Council meeting of May 2020. The signed original can be viewed at the Council Offices

Cyngor Cymuned PONTYCLUN Community Council

Council Sub committees and Working Groups

1. Pontyclun Community Council has no formal sub committees with delegated powers
2. We have 4 working groups who meet to discuss topics relevant to them and then make recommendations for full council to decide upon
3. Working groups are open to all Members and the public at large and meetings are normally advertised in advance with agendas and post meeting notes published
4. The Quorum for these meetings is set at 3 members
5. The current group convenors are

Working Group	Convenor
Administration	Paul Griffiths
Economy	Gwyn Jackson
Environment	Karan Lane
Social & Cultural	Margaret Griffiths

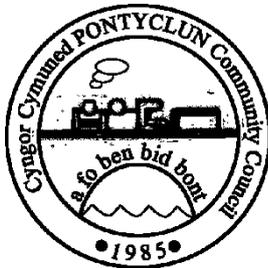
6. The current terms of reference are provided in appendix 3a

Action –

1. **Council to confirm Working group convenors & terms for 2021-22**

Cyngor Cymuned Pontyclun Community Council

**Council Working Groups terms of
reference
Last review May 2020**



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Mission Statement

Pontyclun Community Council will work with residents and their organisations to ensure an active, lively and successful future for the communities of Pontyclun.

Key Strategies of the Council

1. Pontyclun Community Council will foster and support community engagement and ensure that the actions of the Council are transparent and accountable
2. Pontyclun Community Council will administer the Council and its activities to ensure that residents get good value from the Council
3. Pontyclun Community Council will act with other agencies to improve the economic well-being of the residents, community, services and businesses
4. Pontyclun Community Council will act to work with other organisations to improve the physical environment of the community
5. Pontyclun Community Council will promote the well-being of the residents and develop initiatives that will foster community cohesion and social inclusion through social and cultural activities

The Council has created 4 working groups responsible for delivering on these objectives.

All the working groups are 'advisory committees'. They work to prepare reports and recommendations for consideration by the council.

The council may delegate responsibility for decision taking by a working group only on the basis of a specific resolution for a specified matter.

Working group terms of reference

Administration

The Administration working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding the governance and management of the community council and development of its services.

It will consider advice on:

- the governance of the Community Council;
- the preparation of a Place Plan
- Community Engagement including the Involvement of Young People in the work of the Community Council by using their School Councils, co-opting onto Community Council and the development of a Youth Forums
- Oversight of the administration, human resource management and financial management of the Community Council;
- the preparation of draft budgets for consideration by the Council
- Quality Assurance and Wellbeing of the future
- The relationship with the Community Centre Management Committee
- Public relations including relationships with RCT Council, Welsh Government, the Local Health Board, neighbouring community councils and all other agencies which impact on the community of Pontyclun
- Oversight of asset management including assets such the council offices, Café 50 and the public toilets.
- projects that do not fall under the remit of any other working group;
- any other matter it considers relevant to the strategic objective.

Economy

The Economic working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding the economic well-being of the residents, community, services and businesses of the Community of Pontyclun and development of the Council's services to support this.

It will consider advice on:

- The means of making the village centre more attractive and conducive to successful business
- Supporting business networks
- Signposting to business grants
- Promoting Pontyclun to tourists, visitors, businesses and shoppers.
- Improving parking and traffic management in Pontyclun Community area especially the centre of Pontyclun and Groesfaen
- Promoting use of footpaths and cycle ways
- Improving Public Transport, the Station and rail links
- Crime prevention initiatives
- Maximising benefits of the SEW Metro system to our area
- Any other matter it considers relevant to the strategic objective

Environment

The Environment working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding the physical environment of the Community of Pontyclun and development of the Council's services to support this.

It will consider advice on:

- The management and development of Pontyclun Park including its community gardens
- The management of Ivor Woods, grass verges and public footpaths
- The potential for a Community Council role in the management and ownership of Cefn y Hendy and Coed y Hendy
- Flower tubs, hanging baskets and the greening of public spaces
- Provision of seating in village centre and elsewhere
- Work with residents and groups to control litter and make other improvements
- River cleanliness
- Dog fouling
- Local woodlands and grass verges under Council management
- Any other matter it considers relevant to the strategic objective

Social and Cultural Activities

The Environment working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding initiatives that will foster community cohesion and social inclusion through social and cultural activities and development of the Council's services to support this.

It will consider advice on:

- The celebration promotion and support of community groups including those relating to social, cultural and sporting activity
- The management, development and promotion of Café 50
- The provision of the Christmas lights and a Festival associated with the Christmas lights
- Signposting to advice on welfare benefits and debt management
- The celebration and development of local talent
- Development of a co-ordinated Community events calendar through the year. In partnership with other local groups deliver a broad and varied schedule of events.
- Working with RCT Council on a shared strategy for the provision and development of play areas and facilities.
- Any other matter it considers relevant to the strategic objective

Membership of working groups

All Members of the Council are invited to attend all meetings. The public are also invited and can participate and contribute in the discussions. A quorum is at least 3 Councillors present at the meeting.

The Convener of each Working Group is responsible for ensuring public notices of all formal meetings are displayed (in similar timescales as full Council meetings)–

- On Council notice boards
- And on the Community Website

The notice must include the time place of the intended meeting and specify the business to be transacted.

Due consideration must be given when convening a meeting to ensure a balance between day and evening is achieved.

Following any working groups meeting a report, with any recommendations, will be presented to the full Council and published on the Council's website.

In addition, the members of the working groups may meet at other times to progress individual projects possibly in conjunction with third parties.

Delegated Powers

The Working groups normally have no delegated powers, however, the Council can and may decide to delegate specific powers for specified matters to working groups.

Café 50 steering group

This group is a semi informal collaboration between the various stakeholders in our Café 50 operation.

It meets twice a year to discuss developing the services of Café 50 and addressing issues of mutual interest

Attendance is by invitation and meetings are not open to the public

Cyngor Cymuned PONTYCLUN Community Council

Council Core Governance documents

- Pontyclun Community Council uses the model Governance documents (where available) issued by One Voice Wales as its base for our versions
- We have then made a few adjustments for our local circumstances
- There have been no changes in the base models this year. Members should be aware that there is work going on nationally to issue a revised Code of Conduct for Members. A revised version should be issued shortly and we will review at that time.

Changes proposed to Governance documents

The pandemic has shown how important it is for us to maintain flexibility in our operations and reduce duplication of effort wherever possible. Recent changes in legislation regarding how meetings can be held allows us greater flexibility in how we run meetings.

The Clerk is therefore recommending the following changes to our Governance documents – for ease of access you can find the existing text at the end of this report.

Standing Orders

1. The Local Government and Elections act 2021 gives us the ability to hold meetings in virtual form, face to face or in a hybrid method. Our Standing Orders do not state how meetings should be run and the Clerk recommends that we add the following into section 3 of the Standing Orders which describe how meetings are run

The Council can hold meetings in a face to face manner, via online tools or a combination of face to face and online, provided that the notices of meetings clearly identify how the meeting will be held and how members and the public can access the meetings. The form of meetings can be decided by the Council in advance, at its annual meeting, by the Chair (or Group Convenor) ahead of the meeting or by the attendees of the meeting for the next meeting. The most recent decision on form of the meeting supersedes all prior decisions

2. Section 5 j of our Standing Orders lists those items to be discussed at the Annual Meeting. In some cases, these matters could be reviewed at other times and for the insurance this is looked at when we do our Risk Review in February, so reviewing again in May is a duplication. The Clerk recommends adding the following to this section as point XiX. This will allow us to shorten and streamline the Annual Meeting.

Where the matters in paragraphs xii, xiii, xv, xvi and xviii have been reviewed by the Council in the period since the last Annual meeting then they do not require to be reviewed at this Annual meeting.

These 5 paragraphs are highlighted in red below

Financial regulations

1. Delegated spending authorities are outlined in section 4 of the Financial regulations. During the course of the pandemic the Council has increased the authority delegated to the Clerk to £500 and this has allowed a streamlining of processes. The Clerk is recommending that this

increase is made permanent, that the authorities make clear that the amounts are ex VAT, that small capital items (within budget) are included and the two paragraphs relating to authorities are merged as follows

Expenditure on items may be authorised up to the amounts included for that class of expenditure in the approved budget. The delegated authorities (on an ex VAT basis) are:

- *The Clerk may authorise items of £500 and under;*
- *the Clerk, in conjunction with Chair of Council can approve any items between £500 and £1000.*
- *Any other payments must be approved by the Council*

Such authority is to be evidenced by the Clerk signing the invoice/receipt. Where necessary the Chair's confirmation can be by signing the invoice/receipt or by attaching a print of a confirmatory e-mail.

Purchases may not be disaggregated to avoid controls imposed by these regulations. For purposes of this delegation small capital items within the approved annual budget are included.

In cases of extreme risk to the delivery of Council services or danger to the Public, the delegated authorities above may be used to authorise expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Council at the next Council meeting.

Other policies

Our Standing Orders require us to review and confirm a number of policies at the Annual meeting. Copies of these policies can be found at our website Pontyclun.net or by [following this link](#). No changes other than those above are needed and Council is recommended to confirm these as they are.

- a. Standing Orders
- b. Standing order addendum for co-option
- c. Financial Regulations
- d. Resolution and complaints protocol
- e. Data protection and Freedom of Information
- f. Press
- g. Council Health and Safety statement

Action –

- 1. Council to consider the changes and confirm the Governance & policy documents for a further 12m months**

Standing orders section 5 part J – current section

Following the election of the Chairperson of the Council and Vice-Chairperson (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:

- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4 above;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. **Review of inventory of land and assets including buildings and office equipment;**
- xiii. **Confirmation of arrangements for insurance cover in respect of all insured risks;**
- xiv. Review of the council's and/or staff subscriptions to other bodies;
- xv. **Review of the council's complaints procedure;**
- xvi. **Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;**
- xvii. **Review of the council's policy for dealing with the press/media;** and
- xviii. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

Financial regulations part 4 – current section

Part 4.2

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £1000;
- the Clerk, in conjunction with Chairman of Council for any items between £100 and £1000.
- The Clerk for items under £100

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

Part 4.5

In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.

Cyngor Cymuned PONTYCLUN Community Council

Council Regular payments

1. The Council pays several bills by Standing Order or Direct Debit. These require annual approval by the Council and are listed below with an approximate amount quoted. These are all included in our approved budget.

Creditor	Description		Indicative Annual Amount ex VAT
RCTCBC	Non-Domestic Rates at Car Park Heol Yr Orsaf	D/D collected in 10 mthly instalments in past changing to once annually	1659 (2020/21)
RCTCBC	Non-Domestic Rates for Café 50	N/A	RCT CBC agreed to pay these going forward
RCTCBC	Non-Domestic Rates for External Store (Toilets)	D/D to be collected in 1 instalment	47 (2020/21)
RCTCBC	Non-Domestic Rates for Community Centre Workshop and Premises	D/D collected in 6 mthly instalments in past changing to once annually	310 (2020/21)
RCTCBC	Trade Waste – Community	D/D collected annually	501 (2021/22)
RCTCBC	Trade Waste – Café 50	D/D collected annually	501 (2021/22)
SWALEC	Lighting at Footpath nr Windsor Fields	D/D collected monthly	111
BT	Community Caretaker - Mobile	D/D collected monthly	60
Virgin	Assistant Community Caretaker - Mobile	D/D collected monthly	84
BT	Office Broadband & Phone plus line rental	D/D collected monthly	600
Dark Green Media	Website Hosting and Support	S/O annual payment	300
Toshiba	Photocopier Usage	D/D collected quarterly – ending shortly as we buy copier	Varies £152 (2020/21)
ICO	Data Protection	D/D collected annually	35 (2021)

Screwfix	Community Maintenance Tools/materials	D/D collected monthly	Varies
Staff Salaries	X6 Members of Staff	S/O paid monthly	Varies

2. In addition, we have several “regular” payments which we must make to meet contractual or legal obligations. These are also included within our budget and are listed below. Officers will pay via Bank transfer or by Card

Creditor	Description		Indicative Annual Amount ex VAT
RCTCBC	Grounds Maintenance Service for Maes-y-Felin Park (£300 to be paid by Pontyclun Primary School)	Paid annually	1933 (2021/22)
RCTCBC	Electricity/Gas/Water Usage @Cafe 50	Paid annually	2500 (Budget)
Lloyds Bank plc	Bank account service charge	Charge collected mthly	84
BHIB insurance	Annual Insurance	Paid annually	890 (2021/22)
One Voice Wales	Annual Subscription	Paid annually	1106 (2020/21)
SLCC	Annual Subscription	Paid annually	185 (2021)
Rialtas Bus Solutions Ltd	Software Annual Support	Paid annually	172 (2020/21)
Vision ICT	E-mail Host	Paid annually	216 (2020/21)
Zoom	Video Meetings	Paid annually	113 (2020/21)
Microsoft	Annual Subscription	Paid annually	60 (2020/21)
HMRC	Tax and Employer and Employee NI conts	Paid monthly	Varies
Y-CAM	Camera Video Service Storage	Paid annually	27 (2021)
Norton Security	Annual Subscription	Paid annually	87 (2021)
RCTCBC	Employer and Employee Pension conts	Paid monthly	18,927 (approx)
Auditing Solutions Ltd	X2 Internal Audits	Paid bi-annually	450 (2020)

Wales Audit Office	External Audit	Paid annually	215 (2020)
DVLA	Community Van Road Tax	Paid annually	265 (2020/21)
Came & Company	Community Van Insurance	Paid annually	540 (2021/22)
D G Weaver	Community Van MOT and Service	Paid annually	217 (2020/21)
QDOS Insurance Ltd	Community Can Breakdown Cover	Paid annually	39 (2020/21)
MPLC	Annual Motion Picture Licence	Paid annually	175 (2020/21)
PRS / PPA	Music licence	Paid annually	104 (2019/20)
Pontyclun Community Centre	Office Rent	Paid annually	3836 (2020/21)
PHS Group	Sanitary Disposal (x2 Public Toilets)	Paid annually	32 (2020/21)
Floodlighting and Electrical Serv Ltd	Installation of Christmas Lights	Paid annually	950 (assumed)

3. The Council is able to make payments by Debit card and also Visa Business credit card. The Credit card gives us cashback each year based on amount of usage (approx. 1%) In addition we have a number of Trade accounts in place which are detailed below (where there is a credit limit this is shown)

RETAILER	Credit Limit	Applicants
Leekes	£480	J Roszkowski D Norfolk
Forest Park & Garden	£300	J Roszkowski
Trustmark Stationery		J Roszkowski
Mend A Shu		J Roszkowski D Norfolk
Trade UK (Screwfix)	£750	J Roszkowski D Norfolk R Blank
Ashtead Plant Hire		J Roszkowski
Braceys	£300	J Roszkowski D Norfolk
Tudor Environmental		J Roszkowski D Norfolk
Country Timbers		J Roszkowski D Norfolk
PK Safety		J Roszkowski

To minimise referrals and speed up payments by the Council we seek approval in advance for these arrangements up to the approved budgeted amount with approval to pay by BACS or card.

Action –

- a. **Council to confirm the Standing Order/Direct Debit and other regular payments for 2021-22**

Cyngor Cymuned PONTYCLUN Community Council

Our Standing orders require us to review and confirm several items each year at the annual meeting. These are detailed below with supporting information in the relevant appendices

Subscriptions to other bodies; Council representatives on external bodies and Charter arrangements

1. Council is a member of One Voice Wales and pays for Clerk to be a member of Society of Local Council Clerks(SLCC)
2. One Voice Wales (up to two/ only one vote) – the Chair is our representative
3. County Borough Council/Community Council's Joint Liaison Committee – Council had two representatives in 2020/21 – Councillors Margaret Griffiths and Carole Willis
4. To confirm representation on the Boards of Governors for YGGG Llantrisant – Gwyn Jackson is current Governor and Pontyclun Primary School – Anne Jackson is current governor
5. The Council is a member of the North West Cardiff group – Councillor Carole Willis and representatives of Groesfaen 2020 represent us.
6. The Council is a signatory to the Tree Charter and the Armed Forces Charter
7. The Council is a signatory to the RCT/ Community Councils shared community charter.

Council Insurance

1. Pontyclun Community Council has insurance in place for its assets and vehicle
2. Council has approved a Policy on how we insure our assets
3. Current insurance [policy details can be found at this link](#)

Schedule of Council assets

Appendix 6a details our current assets. An abridged version of this schedule will be published on the website

Dates of Council meetings for next 12 months

The Council currently meets on the 2nd Wednesday of the month. The dates for the next year would therefore be

9 June	12 January
14 July	9 February
8 September	9 March
13 October	13 April
10 November	18 May (3 rd Wed due to election which will be held in May 2022 – depends on election date)
8 December	

Current Coronavirus rules allow indoor meetings of up to 15 people with Social distancing, however to accommodate these in a face to face meeting would be probably be impractical –

- Public would need to book a space as a maximum of 3 would be allowed in at a time

- Members would be spread across the whole of Café 50 making it difficult to hear what was being said.

As such Clerk recommends that meetings continue in virtual form and we should review in July based on the Coronavirus rules at the time.

We have the option to publish a recording of the Zoom meetings we hold and to encourage engagement from residents the Clerk recommends that we do so starting from the June meeting. We have three options for how long the recording stays on our site

1. Until the draft minutes are published
2. Until the approved minutes are published
3. Permanently

Action – Members to review/confirm items above including agreeing meeting dates, format and publishing recording

Ref	LOCATION	INSPECTION DATE	ACQUISITION DATE	Difference between 2019/20 to 2020/21	Value for Asset Register PURCHASE PRICE Exl VAT	Value for Asset Register PURCHASE PRICE Exl VAT
COMMUNITY ASSET						
Bus Shelters						
BS1	Bus Shelter	Llanharry Road Castell Y Mwnw	Unknown		£2,500.00	
BS2	Bus Shelter	Llanharry Road Brynsadler - Opposite Dan Y Bryn	Unknown		£2,500.00	
BS3	Bus Shelter	Cowbridge Road Brynsadler - Junction of Clos Brenin	Unknown		£2,500.00	
BS4	Bus Shelter	Cowbridge Road Pontyclun - Opposite Lewis Street	12 January 2015		£2,515.67	
BS5	Bus Shelter	Cowbridge Road Pontyclun - Opposite Leekes	September 2019		£3,090.67	
BS6	Bus Shelter	Heol Miskin - Nr Junction of Heol y Bryn	Unknown		£2,500.00	
BS7	Bus Shelter	Nr Junction of Cardiff Road Mwyndy - Towards Cefn Yr Hendy	14 August 2014		£2,165.67	
BS8	Bus Shelter	Cardiff Road Mwyndy - Nr Bute Cottage	14 August 2014		£2,165.67	
BS10	Bus Shelter	Llantrisant Road Groesfaen - Westbound opposite Pen Y Groes	02 June 2015		£3,090.67	
BS11	Bus Shelter	Llantrisant Road Groesfaen - Eastbound outside Church	18 October 2016		£4,910.00	
BS12	Bus Shelter	Llantrisant Road Groesfaen - Westbound Village Green	Unknown		£2,500.00	
WMP-1	War Memorial Plaques x2	Llantrisant Road Groesfaen - Westbound Village Green	October 2019		£1,400.00	
				£0.00		£31,838.35
COMMUNITY ASSET						
Wayside Seats						
WS5	Wayside Seat	Ivor Woods Brynsadler - ANT 340 North Entrance	Unknown		£50.00	
WS6	Wayside Seat	Ivor Woods Brynsadler - ANT 340 between North Entrance+East Entrance	Unknown		£50.00	
WS7	Wayside Seat	Ivor Woods Brynsadler - ANT 340 East Entrance	Unknown		£50.00	
WS8	Wayside Seat	Ivor Woods Brynsadler - Bottom Path between South Entrance+East Entrance	Unknown		£50.00	
WS9	Wayside Seat	Ivor Woods Brynsadler - Bottom Path most Westerly Point - Disposed	Unknown	50.00		
WS10	Wayside Seat	Llantrisant Road Groesfaen - Village Green next to Bus Stop	Unknown		£50.00	
WS11	x2 Picnic Benches	Outside Cafe 50, Heol yr Orsaf, Pontyclun	11 September 2020	£1,333.00	£1,333.00	
WSIVLS1	Wayside Seat	Ivor Woods Landscaped Area	27 April 2015		778.50	
WSIVLS2	Wayside Seat	Ivor Woods Landscaped Area	27 April 2015		778.50	
WSIVLS3	Wayside Seat	Ivor Woods Landscaped Area	27 April 2015		778.50	
				£1,283.00		£3,918.50
COMMUNITY ASSET						
PONTYCLUN PARK						
M1	Railings	Pontyclun Park	19 December 2015		£47,600	
M2	Fencing	Pontyclun Park	04 January 2016		£27,135	
M3	Signage - Incident Reporting Sign	Pontyclun Park	27 July 2018		£174.98	
M4	Play Equipment/Furniture/Muga	Pontyclun Park	31 March 2016		£130,255	
M5	Gates	Pontyclun Park	10 June 2016		£2,350	
M6	Steel Rubbish Bin Storage Shed	Pontyclun Park	16 January 2017		£786.00	
M7	Signage x1	Pontyclun Park	30 June 2017		£98.92	
M8	Signage x2	Pontyclun Park	11 August 2016		£192.45	
M9	Signage (Welsh) x3	Pontyclun Park	24 November 2016		£371.67	
M10	X4 Litter Bins+x2 Keys	Pontyclun Park	01 April 2016		£1,676	
M11	x2 Wooden Planters+Seat	Pontyclun Park	Unknown		£100	
M12	Drop Down Bollard+2 Fixed Bollards	Pontyclun Park	Unknown		£200.00	
M13	Steel Storage Shed	Pontyclun Park	30 August 2019		£862.50	
M14	Signage - Play Area Open	Pontyclun Park	21 August 2020	£62.50	£62.50	
				£62.50		£211,865.02
COMMUNITY ASSET						
NANT Y DWYRGY FOOTBRIDGE						
FB1	Footbridge+Steps		10 March 2017		£11,820.30	
				£0.00		£11,820.30
COMMUNITY ASSET						
IVOR WOODS						
I1	Signage x7	Ivor Woods	24 November 2014		£190.00	
I2	x1 Wooden Footbridge+Steps	Ivor Woods	Unknown		£500.00	
I3	x1 Cast Concrete Footbridge	Ivor Woods	April 2018		£500.00	
I4	Wooden Fencing	Ivor Woods	Unknown		£400.00	
I5	x1 Wooden Footbridge	Ivor Woods	Unknown		£350.00	
I6	Kissing Gate	Ivor Woods	Unknown	£0.00	£0.00	
I7	Signage - Wildlife	Ivor Woods	21 August 2020	£96.00	£96.00	
I8	Signage	Ivor Woods	11 November 2020	£252.50	£252.50	
				£348.50		£2,288.50
COMMUNITY ASSET						
NOTICEBOARDS						
NB1	Noticeboard	Credit Union Building Heol Yr Orsaf Pontyclun	11 November 2013		£250.40	
NB2	Noticeboard	Bus Shelter Westbound Llantrisant Road Groesfaen (Village Green)	11 November 2013		£250.40	
NB3	Noticeboard	Entrance to Café 50 Heol Yr Orsaf Pontyclun - Disposed	Unknown	200.00		

	NB3a	Noticeboard	Entrance to Café 50 Heol Yr Orsaf Pontyclun	11 August 2014		£162.15	
	NB4	Noticeboard	Post Office Cowbridge Road Pontyclun	11 August 2014		£162.15	
	NB5	Noticeboard	Library Heol Y Felin Pontyclun	Unknown		£200.00	
	NB6	Noticeboard	Bus Shelter (Ref BS2) Dan Y Bryn Brynsadler	05 November 2020	£251.36	£251.36	
	NB7	Noticeboard	St Davids Church School Road Miskin	11 August 2014		£162.15	
	NB9	Noticeboard	Ynysddu	14 April 2015		£347.60	
	NB10	Noticeboard	YGGG Llantrisant Cefn Y Hendy	13 July 2015		£361.00	
COMMUNITY ASSET		Litter Bins			£51.36		£2,147.21
	LB1	Litter Bin	Ivor Woods Brynsadler - North Entrance (Bridge)	23 February 2015		£175.00	
	LB2	Litter Bin	Ivor Woods Brynsadler - East Entrance (From Maes Y Felin Woods)	23 February 2015		£175.00	
	LB3	Litter Bin	Ivor Woods - South Entrance (The Hollies)	23 February 2015		£175.00	
COMMUNITY ASSET		Dog Bins			£0.00		£525.00
	DB4	Dog Bin	Ivor Woods Brynsadler - North Entrance (Bridge)	23 February 2015		£178.76	
	DB5	Dog Bin	Ivor Woods Brynsadler - East Entrance (From Maes Y Felin Woods)	23 February 2015		£178.76	
	DB6	Dog Bin	Ivor Woods - South Entrance (The Hollies)	23 February 2015		£178.76	
	DB7	Dog Bin	Manor Hill Miskin - ANT 315	23 February 2015		£178.76	
	DB8	Dog Bin	Bryn Amlwg Playing Area Bryn Amlwg Road Pontyclun - ANT 316 - Disposed	23 February 2015	£178.76		
	DB8a	Dog Bin	Bryn Amlwg Playing Area Bryn Amlwg Road Pontyclun - ANT 316	October 2020	£182.50	£182.50	
	DB9	Dog Bin	Bryn Amlwg Park Cefn Yr Hendy Miskin - ANT 316	23 February 2015		£178.76	
	DB10	Dog Bin	Fford Cefn Yr Hendy Miskin - Opposite Oaklands	23 February 2015		£178.76	
	DB11	Dog Bin	Maes Y Felin Woods Pontyclun - ANT 321 (Glan Yr Afon)	23 February 2015		£178.76	
	DB12	Dog Bin	Fford Cefn Yr Hendy Miskin - Maes Y Wennol Play Area	23 February 2015		£178.75	
	DB13	Dog Bin	Groesfaen - Junction of Llantrisant Road and Peterston Road	05 January 2016		£161.67	
	DB14	Dog Bin	Cowbridge Road Brynsadler - Opposite Football Club	05 January 2016		£161.67	
	DB15	Dog Bin	Footpath Maes Y Felin Woods - ANT 326	February 2018		£161.66	
COMMUNITY ASSET		Floral Planters			£3.74		£2,097.57
	FP1	Floral Planter	Cowbridge Road Pontyclun (Millfield)	1998		£500.00	
	FP2	Floral Planter	Cowbridge Road Pontyclun (Southgate Garage)	1998		£500.00	
	FP3	Floral Planter	Cowbridge Road Pontyclun (Fullbrooks Bistro)	1998		£500.00	
	FP4	Floral Planter	Cowbridge Road Pontyclun (Ann Williams Chemist)	1998		£500.00	
	FP5	Floral Planter	Cowbridge Road Pontyclun (Bernice Hair Salon)	1998		£500.00	
	FP7	Floral Planter	Café 50 - Disposed	March 2015	50.00		
	FP8	Floral Planter	Café 50 - Disposed	March 2015	50.00		
	FP9	Floral Planter	Heol Miskin/Junction at New Mill Corner	10 September 2019		£1,017.00	
	FP-YS	Floral Planter x3	Ynysddu Bridge	16 April 2015		£552.00	
	FP - WS	Floral Planter x1	Llantrisant Road Pontyclun (The Windsor)	16 April 2015		£184.00	
	FP - LB	Floral Planter x1	Heol - y Felin (Pontyclun Library)	16 April 2015		£184.00	
	FP-TS	Floral Planter x10	Train Station - Purchased by Arriva Trains Wales	2014		£1.00	
	FP-HL	Floral Planter	The Hollies Brynsadler	February 2017		£250.00	
COMMUNITY ASSET		HANGING BASKETS			£100.00		£4,688.00
	HBT-1	Hanging Basket Tree	Pontyclun within FP-3	20 March 2014		£142.00	
	HBT-2	Hanging Basket Tree	Pontyclun within FP-5	06 October 2014		£142.00	
	HBT-3	Hanging Basket Tree within concrete planters	Groesfaen	09 March 2016		£200.00	
	HBT-4	Hanging Basket Tree within concrete planters	Groesfaen	09 March 2016		£200.00	
	HBT - 5	Hanging Basket Tree	Heol Miskin/Junction at New Mill Corner within FP9	10 September 2019		£0.00	
	HB -1	Hanging Baskets x30 incl Post Brackets x30	Various Locations	Unknown		£1,202.15	
LAND		Land			£0.00		£1,886.15
		Land - Title No. WA858346	Ivor Park Pontyclun	07 January 1997			
		Land - Title No. WA815845	Land on the south east of Cowbridge Road Brynsadler	Unknown			
		Land - Title No. CYM524751	Land lying to the south of Heol Yr Orsaf Pontyclun	Unknown			
		Land - Title No. CYM524749	Land on the south side of Heol Yr Orsaf Pontyclun	Unknown			
		Land - Title No. CYM287353	Land at Brynsadler Mill Farm Pontyclun	Unknown			
		Land - Title No. WA585130	Land lying to the east of Hensol Road Miskin	Unknown			
EQUIPMENT							£0.00
		Tools+Machinery+Equipment	Workshop at rear of Pontyclun Community Centre - Assumption	Various	£136.00	£8,988.19	
VEHICLES					£136.00		£8,988.19

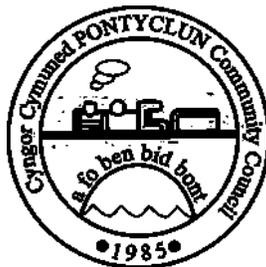
Ford Custom Van - Reg No. CU65 OPL		12 October 2015	£0.00	£13,975.05	£13,975.05
OFFICE CONTENTS					
Computer+Monitor+Keyboard+Software (Incl Installation)	Council Office	30 November 2012		£1,050.00	
Computer+Monitor+Keyboard+Software (Incl Installation)	Council Office	01 January 2013		£880.00	
Laptop	Community Caretaker	27 July 2017		£211.67	
Laptop	Council Office	06 July 2020	224.17	£224.17	
Wireless Op Mouse	Council Office	07 December 2012		£17.45	
Wireless Op Mouse	Council Office	07 December 2012		£17.45	
BT Phone	Council Office	06 December 2012		£29.19	
Mobile Phone+Charger	Community Caretaker	02 May 2019		£134.99	
Mobile Phone+Charger	Assistant Community Caretaker	02 May 2019		£59.99	
Wi-Fi Router Communication Centre	Council Office	24 July 2017		£28.33	
Seagate Computer Portable Memory Bank	Council Office	21 January 2021	35.01	£35.01	
HP LaserJet500 Colour M551 Printer	Council Office	07 November 2013		£408.22	
Pearl Grey 4 Drawer Cabinets x3	Council Office	14 November 2013		£239.64	
Pearl Grey 3 Drawer Cabinet x1	Council Office	20 November 2013			
Royal Oak Rectangular Workstations x2	Council Office	12 December 2012		£199.36	
Royal Oak Desk High Pedestals x2	Council Office	12 December 2012		£199.36	
Desk Top Storage x1	Council Office	12 December 2012		£77.97	
Ultra Smooth Single Sided Whiteboard	Council Office	10 January 2013		£63.00	
Ultra Smooth Single Sided Whiteboard	Council Office	10 January 2013		£22.61	
Ocean High Back Seats	Council Office	15 January 2013		£176.96	
Office Chair	Council Office	30 June 2017		£58.00	
Guillotine	Council Office	13 March 2013		£22.81	
Fuji T400 Red Camera	Council Office	15 January 2014		£79.00	
Montana Oak Corner Storage Units x2	Council Office	13 March 2014		£290.26	
Laminator Office A3 PL320	Council Office	08 October 2014		£57.60	
Olympus LS-14 4GB Linear PCM Recorder	Council Office	22 January 2016		£110.88	
Olympus ME34 Compact Zoom Microphone	Council Office	22 January 2016		£19.25	
Heater	Council Office	07 March 2018		£12.87	
Key Cabinet	Council Office	25 April 2016		£95.80	
Infrared Digital Thermometer	Council Office	06 July 2020	26.99	£26.99	
Brother Label Maker	Council Workshop	04 September 2020	49.99	£49.99	
			£336.16		£4,898.82
CAFÉ 50					
Hitschi 50" Full HD Freeview HD Smart TV	Café 50	22 May 2015		£349.99	
Masterplug 4 Socket Extension Lead	Café 50	22 May 2015		£14.99	
Tilting 60" Superior TV Wall Bracket	Café 50	22 May 2015		£34.99	
TV Aerial	Café 50	01 June 2015		£90.00	
Wi-Fi Router Café 50	Café 50	23 June 2017		£28.30	
DVD Player	Café50	04 March 2019		£29.16	
DVD Cables	Café 50	04 March 2019		£3.49	
HP DeskJet 2630 Wireless Printer	Café 50	21 January 2019		£20.00	
Sound Bar (Film Club)	Café 50	29 April 2019		£62.49	
VANKYO Projector	Café 50	05 October 2020	59.99	£59.99	
DURONIC Projector Screen	Café 50	05 October 2020	39.99	£39.99	
Digital Piano	Café 50	02 July 2015		£325.00	
Echo Hearing Loop	Cafe50	15 January 2018		£221.60	
BIBO Water Dispenser	Cafe50	03 September 2020	415.83	415.83	
Lincat Water Boiler	Café 50	07 April 2020	525.00	525.00	
x2 Syson & Ball C-Fold Paper Towel Dispensers	Public Conveniences	09 July 2020	30.80	30.80	
Hoover HVTLS42WHK Under Counter Larder Fridge	Café 50	17 March 2016		£115.78	
Coat Stand	Café 50	04 August 2020	33.32	£33.32	
Whiteboard	Café 50	03 September 2014		£22.50	
Henry Hoover	Café 50 - Cleaning Cupboard	10 June 2014		£106.48	
Morphy Richards Steam Mop	Café 50 - Cleaning Cupboard	12 November 2014		£99.99	
Camera Monitor	Café 50 - Foyer	26 September 2014		£147.00	
Leaflet Dispenser	Café 50	10 December 2014		£269.11	
Welsh Signs	Café 50	13 March 2019		£42.06	
x12 Grey Fabric Chairs	Café 50	11 June 2018		£1,942.50	
x10 Slim Glass Vases	Café 50	01 February 2019		£22.76	

		Council Office	04 March 2019		£96.39
x2 Active Minds Snap/x2 Uno Cards/x1 Wooden Game Set/x4 Chess+Backgammon+Draughts+Checkers/x2 Scrabble/x2 Jenga DVD - North by Northwest		Council Office	13 March 2019		£4.87
DVD - Cheatwell Games Race Night		Council Office	23 July 2018		£11.64
Cheatwell Games Murder Mystery		Council Office	23 July 2018		£12.48
Game of Life Game		Council Office	31 May 2019		£21.64
x6 Dinner Service Sets/x25 Mugs		Café 50	03 August 2018		£93.54
x36 Glasses/x25 Coffee Cups+Saucers		Café 50	06 August 2018		£55.42
Morphy Richards Grey Kettle		Café 50	22 November 2018		£15.83
Kinox White Insulated Teapot		Café 50	27 November 2018		£14.57
Kinox Black Insulated Teapot		Café 50	28 November 2018		£14.57
x3 Tea/Coffee/Sugar Canister Jars		Café 50	04 August 2020		£0.00
x6 Chopping Boards		Café 50 - Kitchen	18 April 2019		£27.32
x3 Swing Bins		Café 50	18 June 2020	20.61	£20.61
Electric Water Urn		Kitchen Store Cupboard	16 May 2018		£49.99
				£1,125.54	£5,491.99
OTHER ASSETS					
Chairman's Chain of Office		Council Office	Unknown		£1,325.48
x50 Marker Cones		Steel Storage Shed - Pontyclun Park	25 January 2019		£10.78
x3 Rugby Balls/x12 Orange Bibs/x1 Plastic Whistle/x1 Ball Mesh Sack/x1 Pump		Steel Storage Shed - Pontyclun Park	18 February 2019		£61.20
x2 Goal Posts/x1 Corner Post Set/x14 Corner Flags		Steel Storage Shed - Pontyclun Park	01 March 2019		£214.57
Beach Flags+Banners		Steel Storage Shed - Pontyclun Park	12 March 2018		£139.95
Gazebo Marquees x2		Steel Storage Shed - Pontyclun Park	07 June 2018		£183.32
Gazebo Marquees x2		Steel Storage Shed - Pontyclun Park	15 July 2019		£166.58
Hose for Community Garden		Steel Storage Shed - Pontyclun Park	28 June 2019		£35.83
Christmas Lights Icicles for Café 50		Stored at Floodlights Services	14 February 2018	-390	
Christmas Lights - Icicle Lights x41 sets @6 metres		Stored at Floodlights Services	04 March 2014		£1,619.50
Christmas Lights x2 Icicle Lights Sets @5 metres Pontyclun		Stored at Floodlights Services	30 November 2020	120.00	£120.00
Christmas Lights x4 Motifs		Stored at Floodlights Services	23 February 2015		£2,100.00
Christmas Lights x4 Motifs		Stored at Floodlights Services	22 February 2016		£2,356.00
Christmas Lights x2 Column Display Groesfaen		Stored at Floodlights Services	11 November 2020	190.00	£190.00
Christmas Tree Lights+LV Transformer Groesfaen		Stored at Floodlights Services	30 November 2020	460.00	£460.00
Café 50 Xmas Tree Lights Timer		Workshop	04 January 2021		£0.00
Christmas Lights - Icicles		Stored at Floodlights Services	22 February 2016		£187.00
Christmas Lights x2 for Outside Xmas Tree		Workshop	09 November 2019		£100.00
Fairy Lights x4 for Giles Gallery Xmas Tree+Timer		Workshop	23 October 2020	115.00	£115.00
Fairy Lights x2 for Giles Gallery Xmas Tree		Workshop	27 November 2020	50.00	£50.00
Baby Changing Table		Public Convenience	15 February 2019		£132.82
x5 Hi-Vis Waistcoats		Council Office	28 January 2019		£22.50
				545.00	£9,590.53
TOTAL				£3,519.80	£316,019.18

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
CF72 9EE



Community Council Office
Pontyclun Community Centre
Heol yr Orsaf
Pontyclun
CF72 9EE

Ffôn: 01443 238500
E-bost: clerk@pontyclun-cc.gov.wales
Gwefan: www.pontyclun.net

Telephone: 01443 238500
E mail: clerk@pontyclun-cc.gov.wales
Website: www.pontyclun.net

Draft Minutes

Draft minutes of the Monthly **Meeting** of Pontyclun Community Council held at 7.00 p.m. on **Wednesday 14th April 2021**.

Before the meeting commenced the Council took a moment to reflect on the death of Prince Philip, the Duke of Edinburgh.

The Council then expressed it's condolences to her Majesty the Queen on the death of her husband and consort

PCC Member attendance at meetings

Member name	2020						2021					
	Apr	May	Jun	Jul	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Martin Ashford	Present											
Margaret Griffiths	Present											
Paul Griffiths	Present											
Neil Holley	Present											
Anne Jackson	Present											
Gwyn Jackson	Present											
Kate Jones	Present											
Karan Lane	Present											
Alison Theaker	Present											
Carole Willis	Present											
Mike Davies	Present											

Present
Gave Apologies
Absent



1. To receive apologies for absence
 - a. **Apologies received from Councillors Martin Ashford, Ann Jackson and Gwyn Jackson**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. **Councillor Margaret Griffiths advised that she was an RCT appointed Board Member of Trivalis (item 9)**
3. Public requests to the Council **None received**
4. To Confirm minutes of the Council meeting of 10th March 2021 are a true record and to discuss any matters arising
 - a. **Minutes Confirmed**
 - b. **Matters arising**
 - i. **Item 11- RCT CBC have agreed to arrange no smoking signs for the Park**
 - ii. **Item 15 – Yarnmongers have put up a number of items around the Park railings and St Paul’s Church were pleased to organise an Easter Garden with help from the Community Garden team. The Easter treasure hunt appears to have been well received by residents**
 1. **The Groesfaen Gwyrdd group have also decorated the area near to our stone bus shelter in the centre of the village**
 - iii. **Item 16. A number of people have expressed an initial interest in Catering at Café 50 though as yet no formal proposals received. These will be sent to Social and Cultural Working group to consider and decide next steps**
5. To confirm Council Payments in March
 - a. **Payments confirmed**
 - b. **Council agreed to pay Waste disposal bills in one annual payment**
6. To receive update on Place plan for Pontyclun
 - a. **Place plan has been under preparation for some time**
 - b. **Council agreed the proposal document previously and the accompanying questionnaire has now been circulated for members to review**
 - c. **RCT CBC Local Development Plan review has now started and the Council agreed that to take advantage of possible increased awareness of residents on planning issues that this might create to issue our proposals and questionnaire within the next month**
7. To consider request for signage at Riverside Walk
 - a. **The Council agreed to put signage up to match what is there for Ivor Woods**
 - b. **Signs to focus on positive reasons to visit and should refer to the Environment Trust who are looking after the land**
8. To review Council services during Covid lockdown period
 - a. **Council requested that information on Café 50 re-opening including initial timetable is reviewed by the Social and Cultural Working group prior to them confirming opening arrangements. Subject to this the Council agreed to reopen once Welsh Government regulations allowed**
 - b. **The provision of lunch service at Cafe50 would commence one arrangements could be finalised with caterers. This will be after the current review of Catering is completed**
 - c. **The Council agreed that the Office would reopen when Café 50 did**
 - d. **The Council agreed to accept a placement from Merthyr Tydfil Institute for the Blind (MTIB) to support the absence of Caretaker.**
 - e. **Members noted the destruction and removal of one of our planters by paving contractors and that this has been reported to the Police and will be the subject of an insurance claim. Officers were authorised to replace this planter as soon as possible so that Summer floral arrangements can be put up as normal.**
 - f. **Members decided that as far as possible they wanted all the large floral planters placed in the shopping area of Pontyclun. This could include by the Rugby Club car park or at the end of Station Terrace and moving the planter by Millfield.**
 - g. **To Officers to endeavour to have both sets of hanging basket towers ready by planting season and Members agreed that to speed this process up the planter from Millfield could be moved to the shopping area and altered to add a hanging basket tree.**
9. To consider update on ownership of land in Miskin
 - a. **Council confirmed that we would not maintain the land which formed the “Miskin Green” and that a notice should be put up in the noticeboard in Miskin confirming that this was not our land. **Action MM727****
10. To consider planning applications
 - a. **Old primary school Miskin**
 - i. **Members decided that they did not think that the proposed changes were sufficient for us to reconsider our previous objections**
11. To consider request for memorial plaque
 - a. **Members decided to decline to support this proposal at this time**

- i. As location would be outside our Community boundary it was not clear that we had legal powers to put up such a memorial
 - ii. Members felt that permission would be required from the families of any people who were commemorated
 - iii. Permission would be required from the landowners
 - iv. A form of wording would be needed that would not lead to a risk of litigation and this would need to be reviewed by legal advisors
 - v. The Clerk to advise Mr Dilworth and offer proposals on how this could be taken forward by him. **Action MM728**
12. Report on year end budget spend for 2020-21
 - a. Budget outturn was noted by the Council
13. Report on proposed Community QR code History Trail
 - a. The Council asked the Social & Cultural working group to review the proposal and agree a way forward and implementation plan
14. Confidential item – Cleaning at Café 50/Council Offices
 - a. The Council decided to recruit a new Cleaner and set the salary as Local Government Spine Point 1.
 - b. Clerk to arrange recruitment **Action MM729**

Cyngor Cymuned PONTYCLUN Community Council

Council payments summary

1. List of Payments made in April is attached in appendix 8a for confirmation and noting

Action –

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

Time: 10:40

Current Bank A/c General

List of Payments made between 01/04/2021 and 30/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2021	Screwfix Direct Ltd	DD	7.98		Bulb
01/04/2021	Screwfix Direct Ltd	DD	24.99		Mag Comb Square
01/04/2021	RCTCBC	DD	41.78		Trade Refuse
01/04/2021	RCTCBC	DD	41.78		Trade Refuse
06/04/2021	British Telecom	DD	59.99		Phone+Broadband 03/21
06/04/2021	Brandon Hire Station	BCARD	-33.61		Gas Flame Gun+Gas Hire
06/04/2021	Nottage Timber Merchants	BCARD	250.74		Timber for Planter 2
06/04/2021	Tesco	BCARD	20.87		Fuel Community Van
07/04/2021	Leekes Ltd	FPO	89.22		Woodstain
08/04/2021	Action Hire Ltd	FPO	18.00		Trailer Hire
09/04/2021	Survey Monkey	VISA	288.00		Survey Monkey
12/04/2021	Virgin Mobile	DD	8.40		Assist CCaretaker 04/21
14/04/2021	British Telecom	DD	6.00		Comm Caretaker 04/21
16/04/2021	Rhondda Cynon Taf C.B.C.	DD	47.08		Public Conv Rates 21/22
16/04/2021	Rhondda Cynon Taf C.B.C.	DD	50.30		Workshop Rates 21/22
16/04/2021	Rhondda Cynon Taf C.B.C.	DD	47.08		Pub Conv Rates 21/22
16/04/2021	Rhondda Cynon Taf C.B.C.	DD	-47.08		Pub Conv Rates 21/22
16/04/2021	Forest Park & Garden	FPO	60.67		Herbicide and Spark Plug
21/04/2021	HMRC	FPO	1,034.12		Tax+NI Conts April'21
21/04/2021	RAB Property & Handyman Serv	FPO	588.39		Refurb of Planter 1
21/04/2021	K James	FPO	32.00		Eye Test @02 April'21
23/04/2021	Swalec	DD	10.42		02 Mar'21 to 01 Apr'21
26/04/2021	Rhondda Cynon Taf C.B.C.	DD	164.50		Car Park Rates 21/22
28/04/2021	Dark Green Media	SO	175.00		Host+Supp Mar'21 to July'21
28/04/2021	Dark Green Media	SO	-175.00		March'21 to July'21
28/04/2021	Dark Green Media	SO	175.00		Hosting+Support 2020/21
28/04/2021	Rhondda Cynon Taf C.B.C.	FPO	1,568.40		Er+EE Pens Conts April'21
28/04/2021	Auditing Solutions Ltd	FPO	270.00		End of Year Internal 20/21
29/04/2021	AJG IBL GBP Client (Came&Comp)	FPO	538.94		Community Van 2020/21
29/04/2021	Lloyds Bank	PAY	7.00		10 Feb'21 to 09 March'21
30/04/2021	Dark Green Media	SO	125.00		Hosting+Support 2021/22

Total Payments	5,495.96
-----------------------	----------

Cyngor Cymuned PONTYCLUN Community Council

Council services in Covid 19 constraint period

With Government regulation/ guidelines in place relating to Covid 19 in 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, updating as things change.

Action – members to agree

1. **Additional opening arrangements for Public Toilets**
2. **Consider accepting a placement for additional caretaking duties**
3. **Confirm locations for refurbished planter and replacement for destroyed planter**

Café 50

- Café 50 reopened for groups on a phased basis. Presently there is no lunch service
- Groups returning (and expected dates) are listed at the end of this appendix

Parks

- Ivor Woods has remained fully open at all times
- The Park and Playground are fully open

Office

- The Council Office has reopened to walk in visitors with staff initially covering on a rota so that most of the time there is one person in and never more than 2. This will continue until the start of June when rota will be updated to allow 2 in at a time for longer periods and permanently from end of June.
- All meetings continue via Zoom or if face to face required then outside or in Café 50 (if free)

Public Toilet

- Public toilet reopened in late July 2020 and remains open from Monday to Friday.
- We should be able to offer Saturday morning openings again from June. This is subject to agreement with Community Centre Caretaker
- **As this will mean toilet will be open Saturday morning and all day Monday before being cleaned do Councillors wish to restore this service?**
- Members had previously agreed that we would give the Pipeworks a key to the toilets so the public could use them then. The main beneficiaries would be their clients. The Owners had agreed to clean and lock up the toilets at the end of the night.
- **Do members wish to see if this arrangement can be set up again?**

Other Outside work

- Darren has not yet had his confirmed operation date
 - NHS advise he is on the waiting list, but they will not give any indication on where on the list
 - He has had his pre-op about 8 weeks ago and they have told him this is valid for up to 6 months.

- Clerk has identified a placement as Cover which, Council confirmed last month. For Health and safety reasons the latest this placement could work is end October as beyond this he could not be supervised properly. The Clerk recommends that should Darren not get an earlier date; we take up the placement starting either w/c 7 or 14th June for 20 weeks. This is 20 weeks from end of October.
 - This would allow our staff to do more before Darren goes off potentially bringing forward winter work which would otherwise be postponed should Darren have his operation later; or speed up delivery of projects such as any identified from CIL monies. We could use the CIL monies in part to fund this.
- We will have 2 planters to site shortly and Council needs to decide on location.
 - Ray has completed refurbishing the old low (no hanging basket) planter and it is ready to place this week
 - The new replacement planter with hanging basket should be ready in mid-June
 - Best locations for the low planter are by the Rugby Club sign or by Kudos hairdressers. RCT streetcare and Highways are happy with both locations. The land in both cases is owned by RCT, though we have spoken to the owner at Kudos who did not object (though we do not have this in writing)
 - Best locations for the replacement planter with hanging basket are – in front of the Health Pod or back in front of Hakasan. I have permission from Hakasan though with the planters at Fullbrooks the space here is limited. I have permission from the shop holder at Health Shop and awaiting Freeholder advice.
 - **Can members confirm which locations they wish to use**

Café 50 groups – phased return schedule

May

- Mature Movers (Tuesday mornings and also every other Wednesday)
- Quiz
- Senior Stretch
- Yarnmongers
- Taekwondo
- Yoga (Evening/Saturday) – doing extra weekly session in the Welsh for Adults slot till they start)
- Spanish for Beg (U3A)
- History (U3A)
- Book Club (U3A)

June

- Macmillan Support
- Hard of Hearing
- Day Trips Planning
- Ukele Group (increasing from 1 to 2 monthly sessions)

September

- Welsh for Adults (Monday eve USW Course)
- Welsh for Beg (U3A)
- Trefoil

No confirmed date

- Welcome Friends (Expecting June as their Head Office has to Ok all Risk assessments)
- Afternoon Social Group – likely May for small number of users
- Cantorion Pontyclun – Expecting Sept but depends on Guidelines allowing singing indoor in choirs
- Film Club – looking for someone to take this on as current group leader unable to. Aiming for Sept restart
- We received grant funding to run Digital awareness training – aiming to start sometime over Summer /Sept once all other groups have confirmed slots

Not coming Back

- Indoor Curling – previous attendees cannot do so
- Drawing Group - stopped
- Play Reading – stopped
- Needle felting – leader has decided they wish to stop

Minutes of the Social and Cultural Working Group

Monday 26th April 2021 6.30 pm

Present

Councillors Martin Ashford, Margaret Griffiths, Anne Jackson, Gwyn Jackson, Karan Lane.

Apologies

Paul Griffiths, Mike Davies, Neil Holley

Catering for Café 50

It was noted that only one expression of interest had been received and that one potential candidate had informally said that our proposals were not financially viable.

We discussed the idea that people may wish to return to Café 50 for lunch for the company rather than the food.

Recommendation

The Social and Cultural Working Group recommend to the Council the following:

1. We ask Tara if there are other individuals or organisations who may wish to consider providing catering for Café 50
2. Julius is asked to cost employing one person for 2 hours a day to provide snack type lunches. This would need to be complemented by using a daily volunteer to clean tables.
3. To arrange a trial event inviting people to book a place for specified pre prepared food as a way of gauging interest in returning to Café 50.
4. Councillors who are willing to volunteer at Café 50 undertake food hygiene training.

Picnic in the Park

Recommendation

The Social and Cultural Working Group recommend to the Council the following:

1. That no preparations are made for the Picnic in the Park until Welsh Government provides guidance on outdoor events. At this point the PCC may decide, at short notice, to arrange a low-key event of picnic and games.

The Athletic club

Pre Covid, Gwyn, Marg, Paul and Karan had met with the Athletic club trustees to talk about the future of the Athletic Club building which should be preserved as part of the history of Pontyclun.

Trustees are concerned that repairs to the building will be very costly and wanted help to look for grants and other users for the building. It was noted that it was difficult to get some grants for buildings used to serve alcohol.

During last year, Marg had met with the project manager for the building of the new Pontyclun school and they discussed the possibility of the Athletic club car park being used as the site office for the development. If this is possible, it is hoped that this could provide the Club with a small amount of income.

It was also suggested that there may be potential for the building to be physically divided into two parts in order to bring in extra users and enable grants to be accessed for renovation.

A meeting has been set up with the Trustees for Monday 10th May.

Recommendation

The Social and Cultural Working Group recommend to the Council the following:

1. Marg and Gwyn continue to meet with the trustees to help them find a way to retain and renovate the Athletic club.
2. The Community Council supports this work as talks progress.

History Trail

The Clerk has suggested that we set up a history trail in Pontyclun using QR codes. We have a number of resources, the museum on Pontyclun.net, photos at Pontyclun library, contributions made to the People's Collection hosted by University of Aberystwyth. It was noted that Julius has informed the chair that he has limited time within his contract to do extra work and therefore it was felt that we should advertise the project on social media and through local history groups to find a group of interested volunteers who would work with PCC to create a history trail.

Recommendation

The Social and Cultural Working Group recommend to the Council the following

1. We write a description of the project and advertise it on social media, to the U3A history Group, Llantrisant History Society, Y Pant school and possibly University of Glamorgan asking for volunteers.

Cyngor Cymuned PONTYCLUN Community Council

Community Infrastructure Levy (CIL)

RCT CBC levies a Community Infrastructure Levy on all larger developments in RCT. This provides funds to help improve local infrastructure as the area develops.

Where there is a Community Council the Community Council receives a small share of the Levy

Both RCT and the Community Council are required to publish a list of projects that CIL may be used to fund.

Our published projects for CIL are -

1. Improvement to Parks and Open spaces
2. Improvements to Community facilities
3. Improvements to Parking, Bike racks and traffic management

We have now received £2442.64 which is a payment in relation to work done at the Pavilion in Talygarn and we can now decide how to allocate the spending.

We have a number of projects which are planned which would meet the published list and be funded using this. They include

1. Pontyclun Park – improvement to zip wire to raise the platform making it easier to get on the zip wire. Cost of a set of metal steps including fitting is about £1200
2. Shopping area of Pontyclun – Installation of Bench. We have RCT permission to install at end of Station Terrace
3. Miskin flower planter – to put a wooden surround around planter. We could add a metal frame with timber so this would look very similar to the planters in Pontyclun at a cost of about £1600
4. Café 50 - Replacement of Tables/Chairs with folding/stackable ones

In addition, the lines in the Car Park at Heol yr Orsaf need repainting.

Members may have other projects that they would wish to have considered

Once Members have considered how they wish to allocate these funds against published project list, the list should also be reviewed to ensure that it remains appropriate

Action –

- **Council to agree how to allocate the CIL funds received.**
- **Council to agree revised CIL project list for publication**

Cyngor Cymuned PONTYCLUN Community Council

Renewal of lease at Car Park in Heol yr Orsaf

Members will recall our lease on the car park expired at the end of March 2021 and Council requested that we extend this lease.

Clerk has been liaising with RCT Corporate Estates team to prepare this and new Heads of Terms are provided for Council to review and agree.

Key terms which are different to existing lease are

1. 10-year lease
2. Rent £1 per month
3. Option for us or RCT to terminate the lease every 6 months with 3 months' notice
4. We remain responsible for maintenance, however RCT have agreed that should the wooden fence at the rear of the Car park need replacing we may just remove it, rather than replace. As much of this fence is in a poor state this is a key concession.

As part of the review RCT staff did dig out the "hole" at the back of the car park to try and identify issues and refilled it again completely.

The only term which might prove an issue in the future is the ability for RCT to terminate the lease, though this also gives us the ability to do so should we wish

Action –

- **Council to review and agree Heads of Terms**

HEADS OF TERMS – Subject to contract and Council approval**Date: 08/04/2021****Transaction – New Lease***For discussion purposes and for negotiation of terms for**Grant of a new lease***Parties/Property Details/Representatives****Subject to Contract**

- | | | |
|----|---|--|
| 1 | LANDLORD: | RCT CBC |
| 2 | TENANT: | Pontyclun Community Council
Pontyclun Community Centre
Heol Yr Orsaf
Pontyclun
CF72 9EE |
| 3 | PROPERTY &
DEMISED PREMISES: | Premises known as Heol Yr Orsaf Car Park, Pontyclun

The demise area identified on an attached plan edged red.

<i>[Indicative plan attached].</i> |
| 4 | ADDITIONAL RIGHTS: | Such additional rights as may be granted by the Landlord
For the use and enjoyment of the premises and the
reservation of any necessary rights for the Landlord for itself
and any retained land. |
| 5 | TENURE: | Leasehold direct from Freeholder. |
| 6 | 1954 ACT: | The lease is to be outside the security of tenure provisions of
the Landlord & Tenant Act 1954 [as amended]. |
| 7 | LEASE TERM: | 10 years from a date to be agreed and the Council retains the
right to extend the term of the agreement at its discretion. |
| 8 | BREAK OPTION: | Landlord and Tenant shall be able to initiate a break clause
every six months for the duration of the Lease on provision
of a written three months' notice. |
| 9 | RENT: | £1 (One Pound) per annum payable monthly in advance. The
Council reserves the right to charge VAT. |
| 11 | INCENTIVES/
CONTRIBUTIONS: | n/a |

12	RENT REVIEW:	n/a
13	REPAIRING OBLIGATIONS	<ul style="list-style-type: none"> i. The Tenant must repair the premises and keep them in a good repair and condition and keep them clean and tidy and clear of rubbish. ii. The Tenant may choose to remove the wooden fence which is situated at the back of the car park as an alternative to repair.
14	ALIENATION:	<ul style="list-style-type: none"> i. The Tenant is not permitted to assign, underlet or share any part of the demised premises.
15	ALTERATIONS:	<ul style="list-style-type: none"> i. The Tenant is not permitted to carry out any alterations.
16	USER:	<ul style="list-style-type: none"> i. The demised premises to be used as a Car Park
17	SIGNAGE:	Requires Landlords consent.
17	INSURANCE:	<ul style="list-style-type: none"> i. Tenant is responsible for the insurance of the premises ii. Tenant is to be responsible for insuring their own activities and equipment. iii. Tenant to be responsible for its own employment and public liability insurance.
19	UTILITIES & OUTGOINGS : PLANNING:	<p>Tenant to be responsible for any utility bills and out goings required on the premises</p> <ul style="list-style-type: none"> i. The Tenant to satisfy itself regarding any planning issues. ii. The Tenant is not to apply for planning permission without the landlord's prior written consent.
21	RATABLE VALUE:	Tenant to make own enquiries.
22	BUSINESS RATES:	<p>The Tenant is to pay any business rates and taxes payable in respect of the premises.</p> <p>Where the accommodation forms part of a larger premises the tenant will be liable to % of the total rates payable. The % will be based on the floor area included in the lease</p> <p>If the accommodation is later assessed separately any contribution will be assessed against the new rates payable and, if appropriate, the tenant will be refunded from the effective date of the split.</p> <p>With effect for the re assessment date the tenant will be billed direct for payment of rates</p>
23	VAT:	The property has been elected for VAT

Where the Council opts to tax the property, it reserves the right to charge standard rate VAT on rent and service charge at any future date.

The tenant covenants that it would not seek to dis-apply the Council's option to tax if the above clause is activated.

- 25 REPORTS:** No technical or other reports currently identified.
- 26 IDENTIFIED/AGREED BUILDING WORKS:** To take down the Fencing.
- 30 OTHER TERMS:**
- i. Landlords' solicitor to add any terms deemed necessary or required by statute.

Subject to

- 31 CONDITIONS:**
- i. Subject to Contract/Lease.
 - ii. Early completion of the lease.
- 32 LEGAL AND PROFESSIONAL COSTS:** The Tenant is responsible for the landlord's legal and professional fees in the granting of the new lease.

Cyngor Cymuned PONTYCLUN Community Council

Planning Applications

We have one planning application which Councillors have asked the Council to review and one footpath diversion to consider.

Planning application 21/0284/10 – 2 new executive houses at the rear of St Anne's Church in Talygarn

The site plan is attached in appendix 13a.

Footpath diversion described in Appendix 13b to divert the path to the North of Miskin manor. This path has been inaccessible for several years and RCT Footpath team have tried to get this reopened on a number of occasions leading to them advising us that their only recourse was to take legal action to force a reopening. Diverting the path would allow this route to reopen with minimal work.

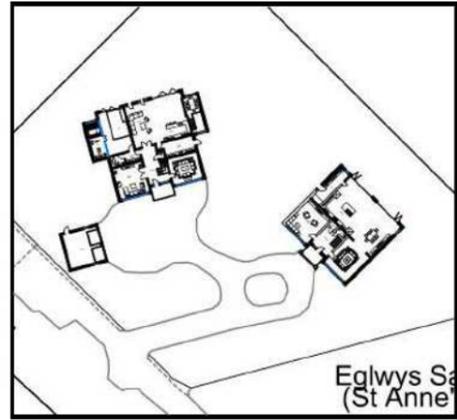
Action –

- **Council to consider planning application and footpath diversion and any response they wish to make.**

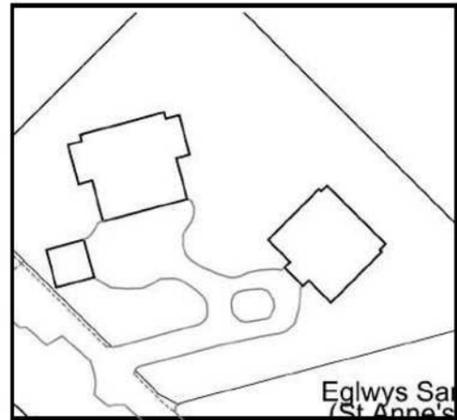
ALL DIMENSIONS TO BE CHECKED ON SITE.
DO NOT SCALE THIS DRAWING.
ALL DISCREPANCIES TO BE REPORTED IMMEDIATELY.

1:500

Appendix 13a



SITE LOCATION PLAN 1:1250

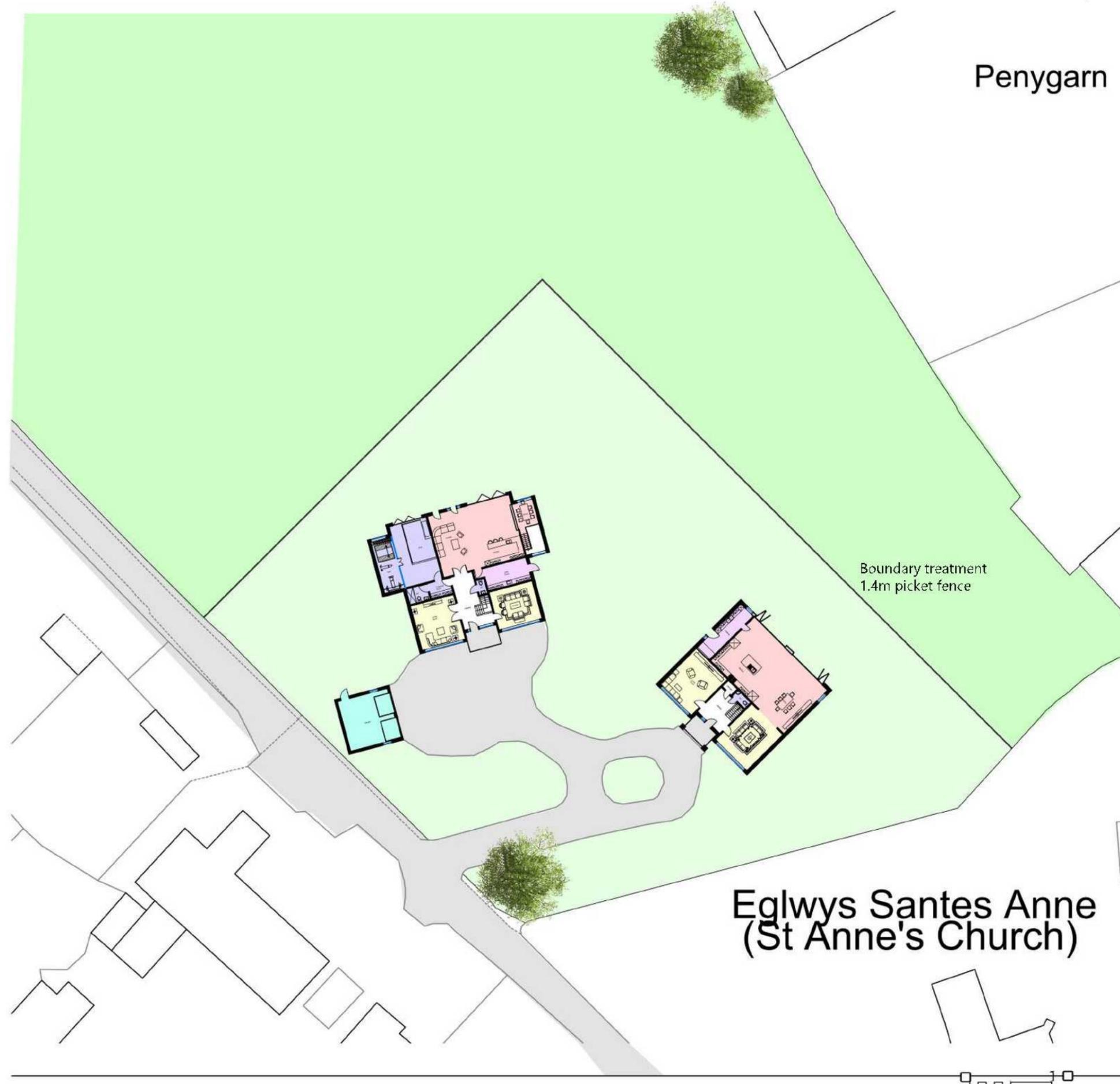


BLOCK PLAN

KEY

	LAND WITH SITE
	GARAGE
	LIVING SPACES
	OPEN PLAN KITCHEN, LIVING AND DINING SPACES
	UTILITY SPACES
	GYM, POOL AND WC

PP/1300



R. HUGHES
DESIGNS

CLIENT : MARC WINGROVE
PROJECT ADDRESS : THE LAND TO THE REAR OF ST ANNS CHARUCH, PONTYCLUN, CF72 9HH
DATE : 26/02/2021
DRAWING TITLE : PROPOSED SITE PLAN
SHEET A3 SCALE : N/A

02922 362706

WWW.RHUGHESDESIGNS.COM

ENQUIRES@RHUGHESDESIGN.COM

DRAWN BY : RYAN DAVIES



Fy Nghyf / My Ref:
ANT/348

Eich Cyf /Your Ref:

Dyddiad / Date:
06/05/2021

Annwyl Syr/Fadam

Llwybr troed 348 Llantrisant

Mae'r Cyngor wedi derbyn cais i ddargyfeirio llwybr troed 348 Llantrisant, fel sydd wedi'i nodi ar y Map Diffiniol a Datganiad o dan ddarpariaethau Deddf Priffyrdd 1980.

Er gwybodaeth rwy'n atodi copi o gynllun sy'n dilyn graddfa 1:3000, sy'n dangos llinell yr hawl tramwy cyhoeddus presennol sy wedi'i gofnodi ar y Map Diffiniol (Pinc) a'r gwyrriad arfaethedig i'r llwybr Diffiniol (Du).

Mae croeso i chi wneud unrhyw sylwadau ar y cynnig. Serch hynny, os nad ydych chi'n derbyn ymateb cyn pen 28 diwrnod o ddyddiad y llythyr yma, cymeraf nad oes gyda chi unrhyw sylwadau a byddaf i'n symud y cais ymlaen.

Os oes gyda chi unrhyw ymholiadau ynghylch yr uchod neu os hoffech chi drafod y cais ymhellach, mae croeso i chi gysylltu â mi.

Yn gywir,

Tim Phillips

Swyddog Mapiau Diffiniol / Definitive Map Officer

Timothy.j.phillips@rctcbc.gov.uk

Paul Mee

Cyfarwyddwr Gwasanaeth, Iechyd a Diogelwch y Cyhoedd

Dewiswch iaith a diwyg eich dogfen | Available in alternative formats and languages



Fy Nghyf / My Ref:
ANT/348

Eich Cyf /Your Ref:

Dyddiad / Date:
06/05/2021

Dear Sir/Madam

Footpath 348 Llantrisant

The Council have received an application to divert the route of footpath 348 Llantrisant, as recorded on the Definitive Map and Statement under the provisions of the Highways Act 1980.

I attach for your information a copy of a plan, 1: 3000 scale, showing the line of the existing public right of way recorded on the Definitive Map (dashed pink) and the proposed diversion to the definitive route (dashed black).

I would welcome any comments or observations you may wish to make on the proposal. However, if I do not receive a reply within 28 days of the date of this letter, I will assume that you have no comments to make and will proceed with the application accordingly.

If you have any other queries regarding the above matter or wish to discuss the application further, please do not hesitate to contact me.

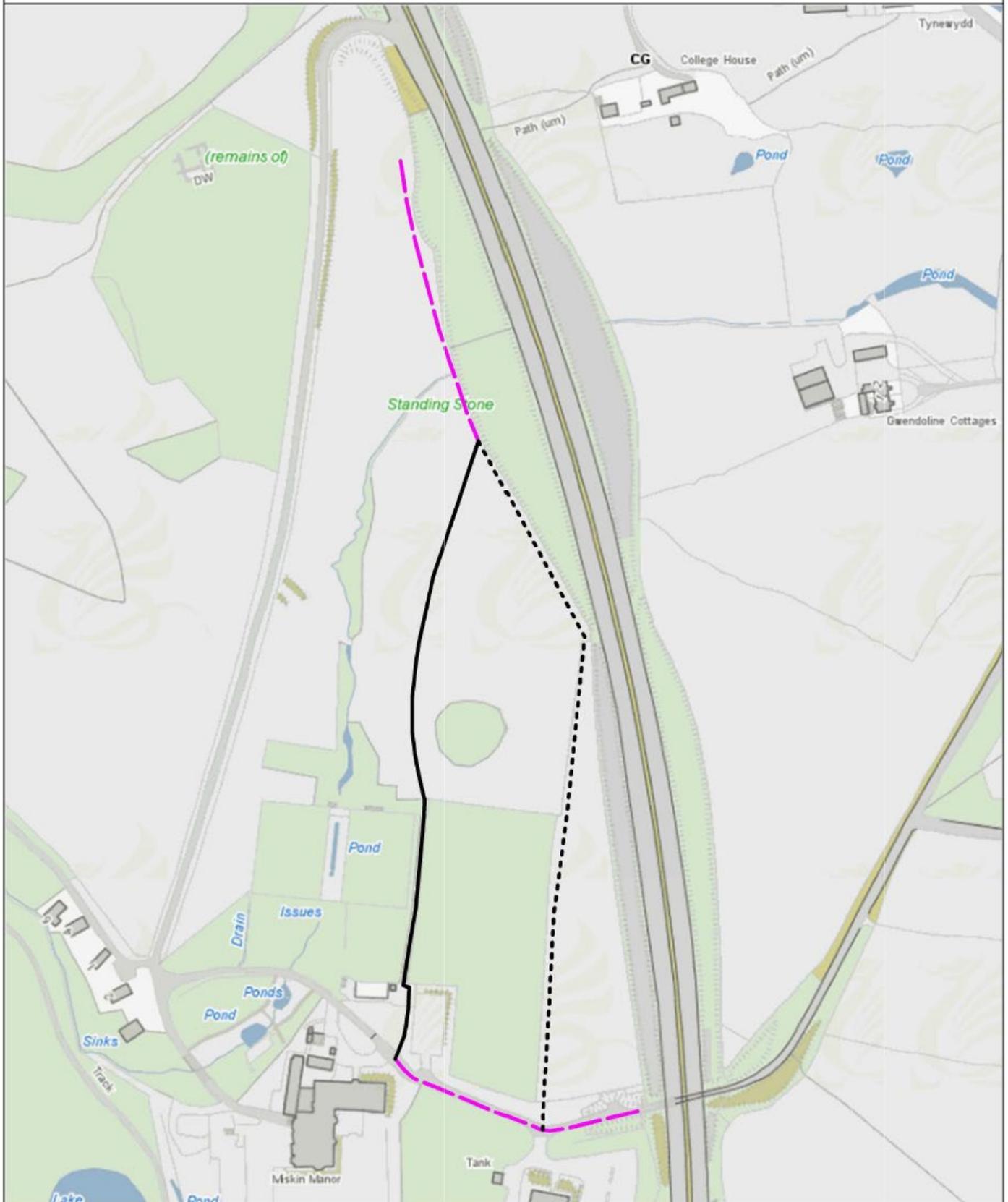
Yours sincerely,

Tim Phillips
Swyddog Mapiau Diffiniol / Definitive Map Officer
Timothy.j.phillips@rctcbc.gov.uk

Paul Mee
Cyfarwyddwr Gwasanaeth, Iechyd a Diogelwch y Cyhoedd

ANT/348
Proposed Diversion

CBS Rhondda Cynon Taf CBC
 Unedau / Unit 7C,
 Parc Busnes Hepworth | Hepworth Business Park,
 Coedcae Lane,
 Pont-y-clun
 CF72 9DX.



© Crown copyright 2020 OS 100023458
 (H) Hawlfraint y Goron 2020 OS 100023458

Additional information: © Rhondda Cynon Taf CBC

- - - - - Public Right of Way to remain
- Public Right of Way to be diverted
- - - - - New Public Right of Way to be created

Dyddiad/Date: 24/03/2021
 Lleoliad/Location: 305,797E
 180,605N
 Graddfa/Scale @ A4: 1:3,000