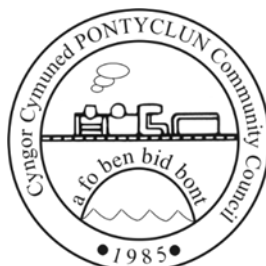


Cyngor Cymuned Pontyclun Community Council

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
Ffôn: 01443 238500
E-bost: clerk@pontyclun-cc.gov.wales
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Community Council Office
Pontyclun Community Centre
Heol yr Orsaf
Pontyclun
CF72 9EE
Telephone: 01443 238500
E mail: clerk@pontyclun-cc.gov.wales
Website: www.pontyclun.net

Mae Swyddfeydd y Cyngor fel arfer ar agor o ddydd Llun i ddydd Gwener 10am tan hanner dydd ac eithrio Gwyliau Banc
The Council Offices are normally open Monday to Friday 10am to noon except Bank Holidays

Minutes

Minutes of the Monthly Meeting of Pontyclun Community Council held at 7.00 p.m. on Wednesday 8th Sept. 2021.

| PCC Member attendance at meetings | | | | | | | | | | | | |
|-----------------------------------|------|-----|-----|------|-----|-----|-----|-----|-----|--------|--------|-----|
| Member name | 2020 | | | 2021 | | | | | | | | |
| | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | 14-Jul | 27-Jul | Sep |
| 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. Councillors Margaret Griffiths, Paul Griffiths, Carole Willis, and Mike Davis gave their apologies. Councillor Kate Jones did not attend
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. No new interests declared
3. Public requests in person to the Council
 - a. None received
4. To Confirm minutes of the Council monthly meeting of 14th July 2021 is a true record and to discuss any matters arising.
 - a. Minutes agreed as a true record
 - b. Matters arising

- i. Clerk has given Councillor Margaret Griffiths a list of RCT owned benches that need replacing or refurbishing so she can approach them to action this
 - ii. Council agreed to arrange CPR/Defibrillator training once our new defibrillators have been installed. This can be obtained free of charge from Welsh Hearts
5. To confirm Council Payments in July
 - a. Payments confirmed
6. To agree Covid risk measures for Café 50
 - a. The Council agreed to relax some of our Covid procedures including
 - i. Face masks to be recommended for users, and not compulsory
 - ii. Where possible users to maintain a 1m social distance
 - iii. Max 30 users in Café 50 with only up to 4 at tables
 - iv. When practical users not to share equipment and when this happens, groups to try and keep sharers to minimum
 - v. Other key measures such as additional cleaning/sanitising to remain
 - vi. Groups to be reminded that they can ask users to take lateral flow tests prior to visiting
7. To discuss opportunities to improve Floral arrangements
 - a. The Council agreed to –
 - i. Put 2 additional floral planters at Railway Station, provided Transport for Wales had budget to support purchase
 - ii. Put daffodils into planters at Ynysddu bridge and Pontyclun library funding from maintenance/minor projects
 - iii. Over next 2-3 years expand floral offering at café 50/Car Park within the maintenance/minor projects budget
8. To confirm training plans for the Council
 - a. The Council agreed to the Clerks recommended training plans for Councillors and staff
9. Update on Council budget actual v plan
 - a. The Council noted the current budgetary position
10. To discuss arrangements for Christmas 2021
 - a. The Council agreed to arrange a Christmas festival in 2021 with more details provided in Appendix A to these minutes **Action MM730**
11. Update on Community History trail
 - a. The Council agreed to start implementing History trail as per details in appendix B to these minutes **Action MM731**
12. To consider Grant requests
 - a. The Council agreed a £150 grant to RCT Wind band
 - b. The Council agreed a £500 grant to help support local businesses arrange Christmas activities in the high street. Councillor Gwyn Jackson to discuss this with local businesses
13. To Consider Council service levels
 - a. The Council agreed to implement the Councils service levels internally for this year and publicly from April 2022
14. To receive update on Pontyclun park and Café 50
 - a. The Council agreed that Pumpkins could be sold from the park for Halloween
 - b. The Council agreed to purchase a painting for Cafe50 from Giles gallery in memory of Zelda, whose family have made a donation.
15. Update on Café 50 catering
 - a. The Council confirmed the minutes of the special (confidential) meeting of 27th July
 - b. The Council noted and agreed new indicative pricing structure for catering
 - c. The Council agreed the Service Level agreement to be used with new Caterers

This is a copy of the minutes of the September 2021 meeting of Pontyclun Community Council. The signed originals can be viewed at the Council offices.

Appendix A – Christmas arrangements

The Council confirmed they wished to progress as follows

1. Christmas trees and lights in Groesfaen and Pontyclun with decoration as in 2020
2. Street lighting in Groesfaen and Pontyclun as last year, with banners at the Railway station and other locations across the community.
3. Christmas event to be held on Saturday 4th December to be based around the Car Park and Community Centre at Heol yr Orsaf
 - a. Marquee with stalls (approx. 16)
 - b. Fairground rides
 - c. Food stalls (4)
 - d. Outdoor stalls (space allows up to say 15 though vendors would have to have their own cover)
 - e. Indoor stalls at Community Centre (approx. 10)
 - f. Additional activities at Cafe50/ Stalls in conjunction with Primary PTAs
 - g. Incidental music by way of “groups” in a small marquee placed in car park so sound travels and less likely to cause an issue of crowding.
4. Officers to liaise with local churches to arrange a Village Carol service for Sunday 5th December with fund raising for the Pontyclun Food bank
5. Subject to sufficient events budget remaining, up to £200 to be spent supporting Christmas lunches at Café 50.

Appendix B – Community History trail

The Council agreed to progress with the History trail in phases.

Phase 1

- Existing text for sites identified by Clerk to be reviewed by Clerk and Councillors Gwyn and Anne Jackson
- These sites can then go live on the website
- Clerk and caretakers to identify locations where plaques can be sited and obtain any landowner permissions required. Standard plaques referring to a landing page to be used.
- Aim to go live with at least 10 sites shortly after receipt of plaques with a launch by either local Members of Senedd or Member of Parliament
- Roll out a total of at least 30 plaques between launch and end March

Phase 2

- Clerk in conjunction with Councillor Margaret Griffiths to contact local historians/ History societies for their input to improve content used in phase 1 and identify additional sites to expand content.
- Prepare simple routes/descriptions / map showing where sites are
- Monitor web visits to the History pages
- Budget for phase 1 and 2 to be up to £500

Phase 3

- Should web tracking show that the plaques are attracting interest the Council to apply for grant funding with the aim of –
 - Launching a set of online (pdf) history trails for the community
 - Placing a few descriptive signs up in community for the trails
 - Developing a booklet on the trails including the factual details on the sites, maps, and pictures