

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



Community Council Office
Pontyclun Community Centre
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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

Draft Minutes

Draft minutes of the Annual Meeting of the Pontyclun Community Council held at 7.00 p.m. on Thursday 11th May 2022 and the monthly meeting of the Pontyclun Community Council held directly afterwards

PCC Member attendance at public Council meetings											
	2022						2023				
Member name	May	Jun	Jul	Sep	Oct	Nov	Jan	Feb	Mar	Apr	May
Wayne Owen											
Jordan Thorne											
Kelly Sherratt											
Rhys Williams											
Susan Owen											
Jamie Daniel											
Amanda Sparks											
Paul Binning											
Carole Willis											
Sian Assiratti											
Gareth Summers											
Present											
Gave Apologies											
Absent											

Draft minutes

- To receive apologies for absence – None, all members present
- Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - No interests declared.

Annual Meeting agenda

- Chairs report for 2022-23
 - The Council accepted the Chairs report for publication in the annual report of the Council.
- Election of Chairperson 2023-24
 - Councillor Wayne Owen was elected Chair and signed his declaration. Proposed by Councillor Paul Binning and Seconded by Councillor Amanda Sparks

5. Election of Vice Chairperson 2023-24
 - a. Councillor Jamie Daniels was elected Vice Chair and signed his declaration. Proposed by Councillor Wayne Owen and Seconded by Councillor Paul Binning
6. To confirm the minutes of the Council's Annual meeting of 11 May 2022 as a true record of the last Annual Meeting.
 - a. The minutes were accepted 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 existing working groups and Committees with following convenors.
 - i. Administration working group – Councillor Wayne Owen
 - ii. Economy Working Group – Councillor Paul Binning
 - iii. Environment Working Group – Councillor Kelly Sherratt
 - iv. Social and Cultural Working Group – Councillor Sue Owen
 - v. Local development plan Working Group – Councillor Sian Assiratti
 - vi. Town Status Working group – Councillor Jamie Daniels
 - vii. Ward Committees (Pontyclun East; Pontyclun Central; Pontyclun West)
 - b. To Council created a new Working group to consider Traffic and pollution issues with Councillors Paul Binning and Wayne Owen as convenors
 - c. The Council decided to fully review all Working groups and other Council meetings in the June Council meeting.
8. To confirm Council governance documents and review policies
 - a. Governance -Standing Orders; Financial Regulations, Code of Conduct and Complaints policy
 - b. Other policies – Freedom of Information; Data Protection; Press, Fire policy, Grants and Health & Safety statement
 - i. The Council agreed the suggested changes to policies and confirmed the other policies which are unaltered.
 - ii. The fully amended financial regulations can be found by following [this link](#).
9. To review arrangement for standing matters
 - a. Subscriptions to other bodies; Council representatives on external bodies, Charter arrangements and groups run on behalf of the Council.
 - i. The council confirmed the following:-
 1. The Council will continue to be a member of One Voice Wales and pay the Clerk's subscription for SLCC.
 2. The Chair will represent the Council at One Voice Wales meetings.
 3. Councillors Wayne Owen and Carole Willis will represent the Council at RCT CBC/Community Council joint liaison meetings.
 4. Councillor Carole Willis to remain as our representative on the Northwest Cardiff group
 5. Tara Davies, Community Engagement Officer will represent the Council on the local Neighbourhood Network
 6. Councillor Wayne Owen will represent the Council on the Pontyclun Refugee Support Group
 7. Councillor Wayne Owen and Paul Binning will remain as Council representatives on the local 50 plus forum.
 - b. Council's dates and times for Ordinary meetings for the ensuing year
 - i. The Council confirmed meeting dates would remain as 2nd Thursday of the month with no meetings planned for August and December

Monthly Meeting agenda

10. Public presentations to Council – members of the public were present to discuss the Forest Wood quarry planning application.
11. To confirm minutes of the Council's meeting of 12th April are a true record and discuss matters arising from them.
 - a. The Members confirmed minutes as correct, no minor matters arising.
12. Update on Forest wood Quarry planning application
 - a. Members discussed this application following new Highways report, Air Quality report and other information.
 - b. It was noted that the applicants are now quoting much reduced volumes of increased HGV traffic with between 27k and 33k annual journeys now anticipated a year.
 - c. Councillor Wayne Owen will arrange a meeting for w/c 15 May with the relevant RCT Councillors and planning officers to discuss.
 - d. The Council agreed to look at avenues to call this application into the Welsh Government for consideration.
 - e. Council agreed to look at what advise Planning Aid Wales may be able to give us.
 - f. Councillor Kelly Sherratt agreed to investigate if the applicants could be barred from obtaining relevant operating licences due to the "fit and proper" requirements.
 - g. The Council to ask RCT CBC planning teams to review current planning approvals to see if conditions remain relevant and valid due to the time that has gone since they were agreed.

13. Council Payments and Finances
 - a. The Council confirmed payments for March and April 2023
 - b. The Council confirmed renewal arrangements for Council insurance.
14. To consider Police report for April 2023
 - a. The Council noted this report.
15. To receive update on “Friends of...” groups for Pontyclun
 - a. This discussion was deferred to June meeting.
16. To receive update from Town status working group
 - a. The Council noted the update from the group.
 - b. The Council agreed that the group could progress to public consultation on the proposals once they have been finalised with the Clerk.
17. To consider update on Community Events 2023
 - a. The Council noted the position on events.
 - b. Picnic in the Park
 - i. Councillor Wayne Owen agreed to find some musical entertainment with Councillor Binning to contact local schools to see if they wish their Choirs/bands to perform.
 - ii. 7 Councillors confirmed availability to help on the day.
 - c. Food and Drink festival
 - i. Councillors asked if traders could be asked to try and accommodate budget options to support people at this time. Also relevant to Christmas
 - d. Christmas fayre
 - i. Councillor Sparks agreed to try and source some lino matting to allow Curling to be played outdoors as additional entertainment.
 - ii. The Council decided that they would arrange an event in the marquee for Friday night to help raise funds for the Council. An update will be provided at the June meeting.
18. To receive and accept report from Internal Auditor and approve Annual Return
 - a. The Council noted the Audit report and its contents.
 - b. The Council accepted the report and approved completion of the Annual return.
19. To receive report on Council’s trees
 - a. The Council noted the results of the tree surveys.
 - b. The Council agreed to progress with trees at Hollies, Riverside and Millfield as recommended.
 - c. The Council instructed the Environment Working group to meet to agree a plan for Ivor woods, which took into account, work to do, Council’s budgetary position, land clearance and replanting required. The group is to report back at June Council meeting with an update.

The Council members also wished to note that by virtue of PCC being classified as Category 3 Community Council by the Independent Remuneration Panel for Wales, 3 Councillors were eligible to receive an additional allowance of £500.00. Though the Community Council has decided unilaterally to not to pay this allowance.

Cyngor Cymuned PONTYCLUN Community Council

Last year's budget out-turn

Appendix 2a shows the year end position for 2022-23 for the various budget lines.

Where the difference between budget and actual are material comments have been added

The most significant items relate to

1. Staff pay – Council pays the nationally agreed pay and the pay rise for 2022-23 was £1950 per FTE.
2. Replacement of fencing at Pontyclun park – cost £9000
3. Receive and pay out of a grant for £8800 to help set up Men's shed, Pontyclun.
4. £3k received for updating chairs/tables at Café 50
5. Changes in Café 50 related income/outgoings as part of move to RCT running.

2023-24 budget

Riverside walk fencing

The Council agreed a budget line of £3000 towards replacement of the fencing at Riverside walk.

The clerk has looked at a number of options and the most cost effective would seem to be using Cardiff Conservation volunteers to do the work.

We estimate the material cost at about £1500 and they will do the work at £150 a day taking 6-8 days.

Action - members to confirm agreement.

Storage for caretakers

The Council agreed a budget of £3500 for new storage for the Caretakers. 2 suitable locations have been identified, which in preference are:

1. Back of Car park – space for a 16ft container without taking up any car parking spaces
2. Round side of Community centre by our workshop – space for a 14ft x 7ft shed.

RCT Corporate estates have been asked for permission to use the locations and reply awaited.

We request members to confirm their preferred location and agreement to purchase the relevant items subject to the agree budget.

Action members to confirm.

Pontyclun Community Council

Annual Budget - By Combined Account Code

Note: Transfers to EMRs included in total YTD

Appendix 2a

	2022-23		2023-24			2024-25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Budget Income									
115	VAT Reclaims	5,000	9,646	6,000	0	0	0	0	0
1076	Precept	132,584	132,584	205,255	68,418	0	0	0	0
1090	Footpath Grant	480	0	480	480	0	0	0	0
1091	Other Income	600	5,566	800	1,087	0	0	0	0
1200	Donations Received	3,000	2,450	0	0	0	0	0	0
1220	Other Grants received	9,720	23,383	16,150	0	0	0	0	0
1230	Fundraising Events	500	0	500	0	0	0	0	0
1240	Caterer Rent Current Year	3,380	602	0	0	0	0	0	0
1250	Cafe 50 Hire	3,800	3,033	2,000	300	0	0	0	0
1251	Events income	0	0	1,000	0	0	0	0	0
Total Income		159,064	177,264	232,185	70,285	0	0	0	0
Overhead Expenditure									
515	VAT on Payments	5,000	8,569	6,000	1,045	0	0	0	0
4001	Staff Salaries	104,600	74,970	126,500	6,658	0	0	0	0
4040	Pension Costs Er and EE	0	21,573	0	0	0	0	0	0
4050	NI Contributions and Tax	0	15,553	0	1,571	0	0	0	0
4060	Community Office Rent	3,990	4,133	4,600	0	0	0	0	0
4070	Stationery	200	198	200	18	0	0	0	0
4080	Printing/Photocopying	380	238	380	0	0	0	0	0
4090	Postage	20	0	20	0	0	0	0	0
4100	Telephone/Internet	960	779	920	69	0	0	0	0
4110	Insurance	1,500	1,357	1,500	1,405	0	0	0	0

2022 pay Regard Landed Transferred

CIL may £3,360

£8.5k for 5100D for the year

£3k for Cafe 500 CHAIRS/TABLES

RENT WAIVED due to TRANSFER TO RC

CIL may £3,360

£8.8k for shed Pontyclun
 £3k for cafe 50 chairs/table
 Rent waived due to transfer to RC

2022 day room larger than
 planning

Pontyclun Community Council

Annual Budget - By Combined Account Code

Note: Transfers to EMRs included in total YTD

	<u>2022-23</u>		<u>2023-24</u>			<u>2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR
4120 Website	300	300	300	300	0	0	0	0
4130 Software/Hardware	700	984	1,200	252	0	0	0	0
4150 Subscriptions	1,420	1,406	1,500	1,283	0	0	0	0
4160 Audit Costs	750	470	1,700	0	0	0	0	0
4170 PCC Staff Conf/Travel Expense	50	32	50	0	0	0	0	0
4180 Training/Conferences Staff	500	120	500	35	0	0	0	0
4210 Miscellaneous Admin Costs	0	114	0	0	0	0	0	0
4220 H&S/Protective Equipment	840	390	900	0	0	0	0	0
4300 Maintenance/Minor works/Repair	5,010	1,646	1,500	74	0	0	0	0
4310 Repairs	0	108	0	0	0	0	0	0
4315 Bus Shelter Repair	700	0	3,350	0	0	0	0	0
4320 Machinery/Tools Purchase	600	821	900	0	0	0	0	0
4340 Vehicle Running costs	3,700	2,869	4,100	0	0	0	0	0
4380 Footpath Lighting	130	196	600	26	0	0	0	0
4400 Refuse Collection	1,144	1,048	1,170	541	0	0	0	0
4410 Pontyclun Park Maintenance	5,500	11,125	16,235	0	0	0	0	0
4415 Tree Maintenance	3,000	320	3,000	0	0	0	0	0
4450 Community events	5,000	5,142	10,600	256	0	0	0	0
4470 Plants & Baskets	1,870	1,942	2,600	0	0	0	0	0
4500 Grants to Other Bodies	2,500	3,833	8,000	250	0	0	0	0
4510 Remembrance Sunday	160	120	160	0	0	0	0	0
4520 Cleaning Materials	400	295	400	0	0	0	0	0
4530 Non Domestic Rates	2,100	2,016	2,120	2,005	0	0	0	0
4540 Utility Costs/Maintenance	0	40	500	0	0	0	0	0

LATERO RELEASED TOBAM EAMMAMKED RESERVE

FOR TO RELEASE FERRON IN PARK

MORE FERRON IN 2023-4 BUDGET INCREASED

Appendix 2a

Continued on next page

Pontyclun Community Council

Annual Budget - By Combined Account Code
Note: Transfers to EMRs included in total YTD

	2022-23		2023-24			2024-25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR
4600 Gas	1,400	882	0	0	0	0	0	0
4605 Water	600	0	0	0	0	0	0	0
4610 Electricity	3,000	0	0	0	0	0	0	0
4611 Shed Grant	0	205	0	0	0	0	0	0
4612 Dementia Support Grant	0	880	0	0	0	0	0	0
4630 Cafe 50 Cleaning Resource	500	759	950	632	0	0	0	0
4650 Administration Cost	280	0	270	0	0	0	0	0
4660 Bank Charges	100	109	110	7	0	0	0	0
4680 Licences	400	870	0	0	0	0	0	0
4695 Elections	1,600	3,267	1,350	0	0	0	0	0
4771 One off items from Gen reserve	0	9,385	7,000	3,946	0	0	0	0
4773 Small Grants in year	3,340	12,298	0	0	0	0	0	0
4776 Action for elderly grant	270	266	0	0	0	0	0	0
4777 Councillor Allow. & Training	1,000	600	1,000	35	0	0	0	0
4778 Pontyclun east Ward budget	0	0	5,000	0	0	0	0	0
4779 Pontyclun Central ward budget	0	0	5,000	0	0	0	0	0
4780 Pontyclun West ward budget	0	0	5,000	0	0	0	0	0
Overhead Expenditure	165,514	192,229	227,185	20,409	0	0	0	0
Total Budget Income	159,064	177,264	232,185	70,285	0	0	0	0
Expenditure	165,514	192,229	227,185	20,409	0	0	0	0
Net income over Expenditure	-6,450	-14,966	5,000	49,876	0	0	0	0
plus Transfer from EMR	0	19,517	0	3,946	0	0	0	0
less Transfer to EMR	0	3,325	0	0	0	0	0	0

Continued on next page

NO BILLS RECEIVED 0 IN YEAR

GRANT FUNDING 0

FUNDING BY RESERVE: 0

FEARLESS DECLARATION 0

SHEDS GRANT 0 £8-80

Pontyclun Community Council

Annual Budget - By Combined Account Code

Note: Transfers to EMRs included in total YTD

	<u>2022-23</u>		<u>2023-24</u>			<u>2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR
								Carried Forward
Movement to/(from) Gen Reserve	(6,450)	1,226	5,000	53,822	0		0	

Cyngor Cymuned Pontyclun Community Council

Transfer of Assets to RCT CBC following transfer of Café 50

Now that the Café 50 building is back fully with RCT CBC our agreement with them was that they would take ownership of the various items in the building eg. Tables, chairs etc.

This would necessitate an asset transfer from us to them so that they can formally maintain them going forwards.

RCT officers agreed that this transfer was on the basis that if they stopped running the food service/closed Café 50 the assets would revert to us.

The Council's Officers have drawn up a schedule of the assets concerned which is provided in the appendix to this report.

We have not included assets which are semi consumables such as crockery, cutlery etc.

Members now need to agree to transfer assets to RCT CBC

Action – members to agree transfer of assets listed below to RCT CBC

Wayside Seats			
x2 Picnic Benches	Outside Cafe 50, Heol yr Orsaf,	11 September 2020	£1,333.00
x2 Picnic Benches	Outside Cafe 50, Heol yr Orsaf,	27 August 2021	£1,481.80
Public Convenience			
Bluedry Hand Dryer	Public Convenience	01 June 2022	£124.99
x2 Syson & Ball C-Fold Paper Towel Dispensers	Public Conveniences	09 July 2020	30.80
Baby Changing Table	Public Convenience	15 February 2019	£132.82
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
DVD Player	Cafe50	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	Café 50	29 April 2019	£62.49
VANKYO Projector	Café 50	05 October 2020	£59.99
DURONIC Projector Screen	Café 50	05 October 2020	£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
Lincat Water Boiler	Kitchen	07 April 2020	525.00
Hoover HVTL542WHK Under Counter Larder Fridge	Café 50	17 March 2016	£115.78
Microwave	Kitchen	04 November 2021	£37.49
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
Fire Extinguisher+Fire Blanket	Kitchen	11 April 2022	£68.32
x12 Grey Fabric Chairs	Café 50	11 June 2018	£1,942.50
x7 Slim Glass Vases	Café 50	01 February 2019	£22.76
x6 Pitcher Jugs	Café 50	27 October 2022	£20.82
x2 Coffee Pots	Café 50	04 April 2022	£31.18
x6 Blue+White Stripe Teapots	Café 50	04 April 2022	£90.00
Smoothie Blender	Kitchen	27 October 2022	£49.99
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
x3 Swing Bins	Café 50	18 June 2020	£20.61
x12 Waterproof Tablecloths	Cafe 50	22 September 2022	£157.75
x6 Folding Tables	Café 50	20 September 2022	£762.00
x36 Chrome Conference Chairs	Cafe 50	09 September 2022	£1,378.80

Cyngor Cymuned Pontyclun Community Council

Community Infrastructure levy (CIL)

CIL can be used to provide or improve infrastructure and then maintain it going forward. The Planning Act 2008 provides a broad definition of infrastructure and states that it can include the following:

1. roads and other transport facilities
2. flood defences
3. schools and other educational facilities
4. medical facilities
5. open spaces
6. sporting and recreational facilities

CIL funds should be spent within 5 years of receipt on additional infrastructure projects over and above what normal budgets allow.

The Council advises RCT CBC what any CIL monies are planned to be spent on and RCT publishes a master list.

Our current CIL expenditure list advises that CIL funds will be used for the following items.

- a. **Improvements to Parks and open spaces**
- b. **Improvements to Community facilities**
- c. **Improvement of Parking, Bike racks and Traffic management**

The list has purposefully been left at a high level in the past to allow maximum flexibility with the small sums we have received so far.

The development at Cefn y Hendy has now received planning approval and should start shortly. As this progresses CIL payments will be released with the Community Council's share being about £900k over the whole development.

In addition, we are aware a further application for about 250 houses is planned for Miskin Quarry.

For us to spend such large sums in a planned way within the anticipated spending timescales we will need to prepare in some detail.

It would be appropriate for each Ward Committee to review their areas and establish a list of projects they would like to progress once funds start being received.

The Clerk has visited each area and drawn up a list of possible infrastructure items which could be considered. This can be the starting basis for each Ward Committee. This list is provided in the appendix.

Action Ward Committees to draw up schedule of proposed infrastructure improvements by Sept Council meeting so we can update our CIL schedule accordingly.

Note – this list will also help with budget planning for future years.

Cyngor Cymuned PONTYCLUN Community Council

The following are a list of potential infrastructure improvements which could be considered for our CIL list.

Members should note that this is not a must do list, just suggestions of what could be done as there are suitable locations.

Consideration should also be given to

1. Impact suggestions have on ongoing running costs of the Council – some of this could be funded by CIL
2. Implementing some of these suggestions may mean that others are now not relevant.
3. For some of these actions, permissions will be required from RCT, local residents and businesses as appropriate.

Large scale projects

There are 6 large scale projects which residents have requested for which CIL monies could be used. The first three would need land to be acquired, which may not be possible.

- “Community centre” for Groesfaen
- “Community Centre” for Cefn y Hendy
- Purchase land at Millfield or Woods along Heol Miskin to use as nature reserves.
- Purchase land for car parking in Pontyclun
- Street lighting along path from YGGG to Bryn Amlwg
- Street lighting along cycle path by River Ely

Community wide projects

There are few projects which are relevant to the whole community. These include.

- History trails for the area – there are possibly up to 6 with a cost of about £2500 for each to design leaflets and produce an information board.
- History board to commemorate 175 years of Pontyclun Railway station (approx. £2500)
- History boards to commemorate war dead on Pontyclun’s war memorial (approx. £10K-15k to complete) – the war dead in Groesfaen have history boards and the Miskin war dead are also listed on Pontyclun’s war memorial so would be covered.
- Set of cycling routes for the area
- Set of running routes for the area
- Install additional dog poo bins across many locations.
- Programme to convert stiles to gates on footpaths across the area.
- Additional Car parking spaces at Heol yr Orsaf (potentially 4-5 could be added)

Christmas lighting

Potentially suitable locations for Electric Christmas Trees are

1. Bottom of Brynsadler Hill by bus stop
2. By War Memorial in Pontyclun
3. Grass space by Ynysddu bridge
4. Grass space in front of YGGG School

Pontyclun east ward

Groesfaen – From Cardiff to Pontyclun direction

1. Planter at start of village on grass verge (smallish)
2. Planter at start of green – opposite end to bus stop – large
3. Medium planter at corner of Pen y Groes
4. Planter on pavement after bus stop on left as leaving village (large)

Mwyndy

1. Bench at junction with A4119 – replace after 2030

Ffordd Cefn-yr-Hendy loop

1. Bench at Sycamore Close entrance to Cefn y Hendy fields
2. Bench by Football pitch (near YGGG)
3. Bench near entrance to path from YGGG to Bryn Amlwg
4. 2 large planters on grass space by YGGG school
5. Bench by dog poo bin where footpath crosses road at north side of Cefn y Hendy Rd loop
6. Bench where path come out near to Dol y Llan

Pontyclun West Ward

Talgarn/Brynsadler/Castell Mwnwys

Cowbridge road from Direction of Cowbridge to the junction with Llanharri Rd

1. Small planter at Talgarn sign
2. New bench by entrance to Talgarn estate (replace)
3. Small planter at Brynsadler sign
4. New bench by Talgarn history sign (replace)
5. Small planters either side of history sign and bench (3 in total small)

Llanharri Rd from Llanharri towards Pontyclun up to junction with Cowbridge Rd

1. Large planter by Bus stop at Castell Mwnwys
2. Large planter by Bus stop at Bryn terrace

Brynsadler hill to Pontyclun

1. Extra planter by bus stop on bottom of hill
2. Extra planter by existing planter at Hollies
3. Bench on the grass at Hollies (New)
4. Bench by Pontyclun FC (replace)
5. Small planter at Pontyclun/Brynsadler sign

Riverside walk

1. A bench or 2 along this path would be useful for users

Ivor Woods

1. New bench on path from Football club to Ivor Woods
2. Remove 4 old benches at top of woods and replace with 2 new ones
3. Improve path at bottom of Ivor woods to allow Disabled access/ Pram access
4. Murals on sides of 2 buildings on path from Pontyclun FC to Ivor Woods
5. Replace "gate" at Hollies entrance

Pontyclun Central ward

Pontyclun park

1. Bin at Community garden end of park
2. Bin by entrance to park from War memorial
3. Relay the path in park with tarmac
4. Replace MUGA broken panels
5. Additional seating in park

Pontyclun War Memorial area

1. New bench opposite war memorial to replace old bench – a nice memorial bench

Heol y Felin

1. Additional 2 small planters at Library
2. Bench by library (Replace)

Pontyclun centre

1. New large planter at Junction Cowbridge Rd and Heol y Felin
2. New medium planters by Clinikind and Kudos
3. New Bench on Station terrace approx. opposite Brunch Stop (requested)
4. Medium planter at entrance to car park in Heol yr Orsaf

Llantrisant Rd – Bethel junction through Ynysddu

1. New bench by Fire station (Replace)
2. New bench opposite Fire Station (Replace)
3. Large floral planters on green space at entrance to Ynysddu
4. Planter and/or bench at first green space as you enter in Ynysddu – near to Post box
5. Potentially additional benches along cycle path and footpath along river Ely

Heol Miskin – from A4119 to Bethel Chapel

1. Existing planter opposite Manor Hill needs cladding in timber
2. Bench along Heol Miskin by Pontyclun sign needs replacing
3. Potential large flower planter near to stone bus shelter at junction with Heol y Bryn

Clun Avenue

1. Bench at entrance to Rugby Grounds (Replace after 2030)
2. 2 Benches at top of Clun avenue to be replaced

Old Miskin to Pantaquesta from School Rd via centre of village

1. Existing planter by “Miskin sign” needs replacing
2. Existing bench in Centre of Miskin – replace after 2030
3. New bench on grass verge by entrance to Caergwanuchaf – opposite Nyddfa

Cyngor Cymuned Pontyclun Community Council

Working groups

The Council currently has a number of Working groups and sub-committees which members requested we fully review in June to ensure that they are best utilised.

Our current Working groups and Committees are -

Sub-Committees

There 3 Ward committees with delegated powers to spend budget allocated to each ward.

These meet as required to discuss issues relating to their wards.

[The terms of reference are provided here](#)

Working Groups

The Council has 7 working groups. The Administration WG; Economy WG; Social and cultural WG and Environment WG are long standing working groups which meet to review matters in their area of remit and make recommendations to full Council.

We also have temporary working groups relating to Local development Plan and our Town Status project.

[The terms of reference for these groups can be found here](#)

Working groups are open to all Members and the public who can contribute to the discussions as part of the groups.

In May the Council agreed to create a new Working group to focus on consideration of traffic and pollution issues.

The Clerk recommends the following terms of reference.

The Traffic and Pollution 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.

This will include considering:-

- *Large planning applications*
- *Road improvements*
- *Suggestions to reduce traffic and traffic related issues.*
- *Suggestions to reduce pollution.*
- *Pollution monitoring*
- *Suggestions for traffic calming*
- *Encouraging development of active travel routes*
- *Road traffic Safety measures*

Action Members to consider groups and make recommendations for operation going forward.

Cyngor Cymuned Pontyclun Community Council

Friends of.... Community groups

Several Council members expressed a desire to create one or more local groups to act help support improvements to the local area.

The aims are broadly to raise funds for local services and activities; do activities that benefit the area and to support other residents in doing such activities.

We hope that this would engage local residents in their area and also allow the Community of Pontyclun to tap into additional funding streams and grant sources.

Councillors Paul Binning and Wayne Owen were to investigate possible options and revert for a Council action.

Planning for a group

The Council will need to decide on

1. Objectives/Aims and coverage.
2. Membership
3. How the group will be run (e.g., Committee)?
4. What future Council support may be required (if any)
5. Trustees
6. Will the groups seek charitable status?

Prior to launch a constitution will need preparing

[More information can be found at the Gov.uk website](#)

[or at this website here](#)

Cyngor Cymuned Pontyclun Community Council

Update on Community Events

The Council has committed to organising 3 large Community events in 2023.

The following are relevant updates on the current position for each.

Picnic in the Park – this is scheduled for Saturday 10th.

- Any last-minute updates will be shared at the meeting.

Food and Drink festival

- Approx 5 spaces remain to be filled – though we could extend into other parts of the Car park. We are turning away more stalls than adding to keep clashes low.
- Pipeworks bar will arrange outside music from their location, with us contributing something towards the cost.

Christmas Fayre

- 2nd December 1.30-6pm
- In Car park, Café 50 and Community Centre
- For music we are aiming to do more low-key background music and hopefully more bands/choirs – will be asking local schools to perform which we have not for last 2 years.

Marquee events at Christmas

Councillors agreed to run an event in the marquee on Friday 1st December and will confirm details at the meeting.

Hope Rescue are doing 2 wreath making sessions on the afternoon of Sunday 3rd December.

There is space on the Sunday morning and evening for community groups to run events or us to do another.

Action – members to confirm arrangements for Council fundraising marquee events.

Cyngor Cymuned Pontyclun Community Council

Pre-planning application – Upgrade of telecoms facility at Llwyna Farm, Llanharry Rd

We have been advised that there are proposed upgrades being made to the Telecoms facility at Llwyna Farm.

Details are provided in the attached appendixes

Action – Council to consider any appropriate response

Our ref: CS12394221

Julius Roszkowski - Clerk
Pont-Y-Clun Community Council
Pontyclun Community Centre
Heol yr Orsaf
Pontyclun
CF72 9EE

Sinclair Dalby Ltd
3 Princes Street
Bath
BA1 1HL

30th May 2023

Dear Mr Roszkowski,

PROPOSED BASE STATION INSTALLATION UPGRADE AT CS12394221 – LLWYNA FARM, LLANHARRY ROAD, PONTYCLUN, MID. GLAMORGAN, CF72 9DB (NGR: 302483, 180537)

Cornerstone is the UK's leading mobile infrastructure services company. We acquire, manage, and own over 20,000 sites and are committed to enabling best in class mobile connectivity for over half of all the country's mobile customers. We oversee works on behalf of telecommunications providers and wherever possible aim to:

- promote shared infrastructure
- maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development

Cornerstone are in the process of progressing site upgrades in the Pontyclun area for radio base station upgrades that will improve service provision for Vodafone. The purpose of this letter is to consult with you and seek your views on our proposal before proceeding with the works. We understand that you are not always able to provide site specific comments, however, Cornerstone and Vodafone are committed to consultation with communities for mobile telecommunications proposals and as such would encourage you to respond.

As part of Vodafone's continued network improvement program, there is a specific requirement for a radio base station upgrade at the above location to provide enhanced connectivity to the area. An existing telecommunications site has been identified, however the current equipment cannot accommodate the operator's latest requirements. As such, the equipment needs to be replaced in order to implement this upgrade to Vodafone services.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones, and other devices we rely on simply won't work.

Sinclair Dalby Limited, 3 Princes Street, Bath, BA1 1HL


Registered Office, Sinclair Dalby Limited, Springfield Lodge, Turners Hill Road, Kingscote, East Grinstead, West Sussex, RH19 4JZ. Registered in England 7610197.

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Reg 5 V.3 – 15/04/2021

Registered Address:

Cornerstone Telecommunications, Infrastructure Limited,
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.
Registered in England & Wales No. 08087551.
VAT No. GB142 8555 06

 **Cornerstone, Hive 2,**
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

Our technical network requirement is as follows:

- **CS12394221 – LLWYNA FARM**

There is a requirement to provide upgraded equipment in this location to accommodate increased network demands, provide modern technologies and allow for continued consistent Vodafone coverage to be provided to this area.

The following site has been identified as most suitable for upgrade to provide the required level of coverage to the area:

- **LLWYNA FARM, LLANHARRY ROAD, PONTYCLUN, MID. GLAMORGAN, CF72 9DB (NGR: 302483, 180537)**

The upgrade includes the removal and replacement of the existing headframe and 6 no. antennas on the existing mast and the removal and replacement of ancillary equipment.

The proposed works relate to an existing telecommunications mast discretely located to the western side of Llwyna Farm to the north of the M4.

The proposed works seek to upgrade the site to provide improved coverage and increased network capacity required to enable Vodafone to meet increasing demand for services in the surrounding areas and to support the government's ambitions for high quality telecommunications networks across the UK.

The upgrading of this site presents an opportunity to address a need for improved coverage without having to site a new base station installation in the area. It is an established telecommunications site and the amendments proposed do not seek an increase in the height or amount of the equipment. The new headframe is needed to accommodate the new equipment which is heavier and need a slightly wider and stronger structure. The replacement antennas and ancillary equipment are needed to provide consistent coverage to this area of Pontyclun.

Upgrading existing sites is in accordance with both the Code of practice for wireless network development in Wales (2021) and the PPW (2021), which aim to ensure that the number of installations is kept to a minimum.

The proposed development would not change the visual outlook and it is considered that the impact would not be unacceptable when considered in the context of the existing site and acceptance of telecommunications development in this location.

The installation is proposed at the lowest possible height to ensure delivery of modern technologies and frequencies and is proposed to meet an identified need for improved

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 **Cornerstone, Hive 2,**
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

coverage and capacity. Every effort has been made to reduce visual impact of development so far as practicable when considering the constraints to telecommunications design.

In designing the proposed upgrade, the applicant has therefore sought to achieve a balance between technical requirements and minimising environmental impact, as far as is practicable.

The amount of telecommunications equipment on the site has been kept to a technical minimum and the smallest practical components have been utilised. It has been designed to be read in the same context as the existing equipment, so as to limit visual impact whilst still working within the technical design constraints of delivering the latest technologies.

The Local Planning Authority mast register and our records of other potential sites have already been reviewed, the policies in the Development Plan have been taken into account and the planning history of the site has been examined.

All Cornerstone installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation.

We look forward to receiving any comments you may have on the proposal within 14 days of the date of this letter.

Should you have any queries regarding this matter, please do not hesitate to contact me (quoting cell number CS12394221).

Yours faithfully,



Veronica Raescu
Surveyor

Sinclair Dalby Ltd

Email: veronica.raescu@sinclairdalby.co.uk

Mobile: 07960 673331

(for and on behalf of Cornerstone)

Sinclair Dalby Limited, 3 Princes Street, Bath, BA1 1HL

Registered Office, Sinclair Dalby Limited, Springfield Lodge, Turners Hill Road, Kingscote, East Grinstead, West Sussex, RH19 4JZ. Registered in England 7610197.

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Registered in England & Wales No. 08087551.

VAT No. GB142 8555 06

 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

SITE LOCATION

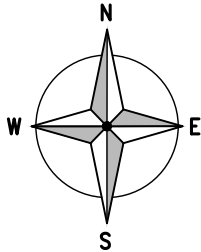


SITE LOCATION
(Scale 1:50000)
Ordnance Survey map extract
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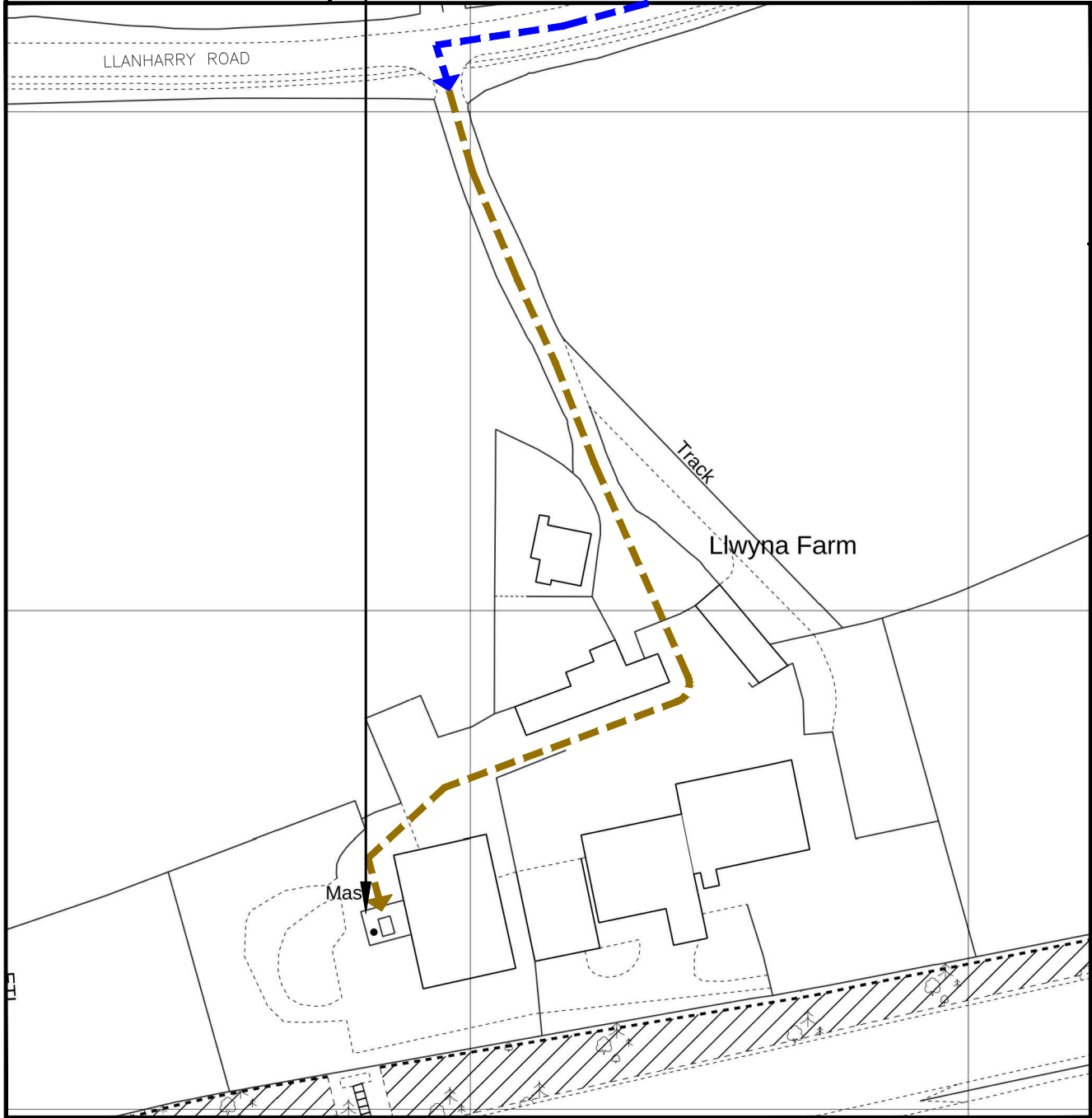
SITE PHOTOGRAPH

These drawings comply with VF Standard ICNIRP guidelines, under configuration VM7F
Designed in accordance with Cornerstone documents: SDN0007 & SDN0009 v6.0



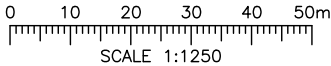
- Right of Access
- Public Access Route

SITE LOCATION



DETAILED SITE LOCATION
(Scale 1:1250)

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ALL DIMENSIONS ARE IN METRES UNLESS NOTED OTHERWISE

- DIRECTIONS TO SITE:**
TRAVELING ON M4 MOTORWAY IN WALES:
- EXIT AT JUNCTION 34 AND TAKE THE A4119 NORTH TOWARDS TALBIT GREEN
 - CONTINUE 1.1miles
 - TURN LEFT ONTO SCHOOL ROAD/ B4264
 - STAY ON B4264 FOR approx 1.5miles
 - TURN LEFT ONTO LLANTRISANT RD/A4222 AND CONTINUE 0.8miles
 - TURN RIGHT ONTO LLANHARRY ROAD AND CONTINUE 0.3miles
 - TURN LEFT INTO LLWYNA FARM.
 - THE SITE IS LOCATED THROUGH THE YARD ADJACENT TO THE FARM BUILDING.

NOTES:

A Issued for Approval PN SB 12.05.23

REV MODIFICATION BY CH DATE

CLARKE telecom
Unit E, Madison Place, Northampton Road,
Manchester, M40 5AG
Tel: 0161 785 4500
Fax: 0161 785 4501
Web: www.clarke-telecom.com

cornerstone

Cell Name		Opt.
LLWYNA FARM		↑
Cell ID No		
CORNERSTONE	VM02	VF
12394221	N/A	06637_14

Site Address / Contact Details
LLWYNA FARM
LLANHARRY ROAD
PONTYCLUN
MID. GLAMORGANE
CF72 9DB

Drawing Title: SITE LOCATION MAPS
Purpose of issue: PLANNING
Drawing Number: 100

Surveyed By:	Original Sheet Size:	Pack Issue:
GREENLIGHT	A3	
Drawn:	Date:	Checked:
PN	12.05.23	SB



GROUND LEVEL
0.00m

EXISTING CORNERSTONE 1.2m HIGH ———
STOCKPROOF FENCE (ON 3 SIDES ONLY)
c/w 1.0m WIDE ACCESS GATE

EXISTING CORNERSTONE EQUIPMENT —
CABIN ON COMBINED CONCRETE BASE

EXISTING CORNERSTONE 300 WIDE OVERHEAD
CABLE LADDER ON 1No GANTRY POLE

EXISTING CORNERSTONE 17.5m HIGH CU —
PHOSCO PHASE 4.5 MONOPOLE ON HOLDING
DOWN BOLTS ON COMBINED CONCRETE BASE

EXISTING CORNERSTONE ELECTRICAL METER
CABINET ON COMBINED CONCRETE BASE

EAVES LEVEL
+2.20m (Approx)

RIDGE LEVEL
+5.00m AGL (Approx)

GRAVEL/
GRASS
EMBANKMENT

GRAVEL
HARDSTANDING/
PARKING AREA

ELEVATION

EXISTING SITE PLAN
(1:100)

ALL DIMENSIONS ARE IN MM UNLESS NOTED OTHERWISE

NOTES:

A	Invoiced for Approval	DAL	CD	10.05.20

REV	MODIFICATION	BY	CH	DATE
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Cell Name	Opt.
LLWYNA FARM	

Cell ID No

CORNERSTONE	VM02	VF
12394221	N/A	06637_14

Site Address / Contact Details

LLWYNA FARM
LLANHARRY ROAD
PONTYCLUN
MID. GLAMORGANE
CF72 9DB

Drawing Title: EXISTING SITE PLAN

Purpose of issue:	PLANNING
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Drawing Number: 200

Surveyed By: GREENLIGHT	Original Sheet Size: A3	Pac Iss
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Drawn:	Date:	Checked:	Date:	
PN	12.05.23	SB	12.05.23	

SDNT0005 Version 1.2



GROUND LEVEL
0.00m

EXISTING CORNERSTONE 1.2m HIGH ———
STOCKPROOF FENCE (ON 3 SIDES ONLY)
c/w 1.0m WIDE ACCESS GATE

EXISTING CORNERSTONE EQUIPMENT—
CABIN ON COMBINED CONCRETE BASE

- PROPOSED UPGRADE OF VF
EQUIPMENT WITHIN

EXISTING CORNERSTONE 300 WIDE OVERHEAD
CABLE LADDER ON 1No GANTRY POLE

EXISTING CORNERSTONE 17.5m HIGH CU —
PHOSCO PHASE 4.5 MONOPOLE ON HOLDING
DOWN BOLTS ON COMBINED CONCRETE BASE

- PROPOSED UPGRADE OF VF EQUIPMENT
ON TOWER HEADFRAME

EXISTING CORNERSTONE ELECTRICAL METER
CABINET ON COMBINED CONCRETE BASE

EAVES LEVEL
+2.20m (Approx)

RIDGE LEVEL
+5.00m AGL (Approx)

GRAVEL/
GRASS
EMBANKMENT

GRAVEL
HARDSTANDING/
PARKING AREA

ELEVATION

PROPOSED SITE PLAN
(1:100)

These drawings comply with VF Standard ICNIRP guidelines, under configuration VM7F
Designed in accordance with Cornerstone documents: SDN0007 & SDN0009 v6.0

27

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE
N.G.R E: 302483 N: 180537

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Cell Name	Ont
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LLWYNA FARM

Cell ID No

CORNERSTONE	VM02	VF
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12394221	N/A	06637 1
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Site Address / Contact Details

LLWYNA FARM
LLANHARRY ROAD
PONTYCLUN
MID. GLAMORGANE
CF72 9DB

Drawing Title: PROPOSED SITE PLAN

Purpose of issue:	PLANNING
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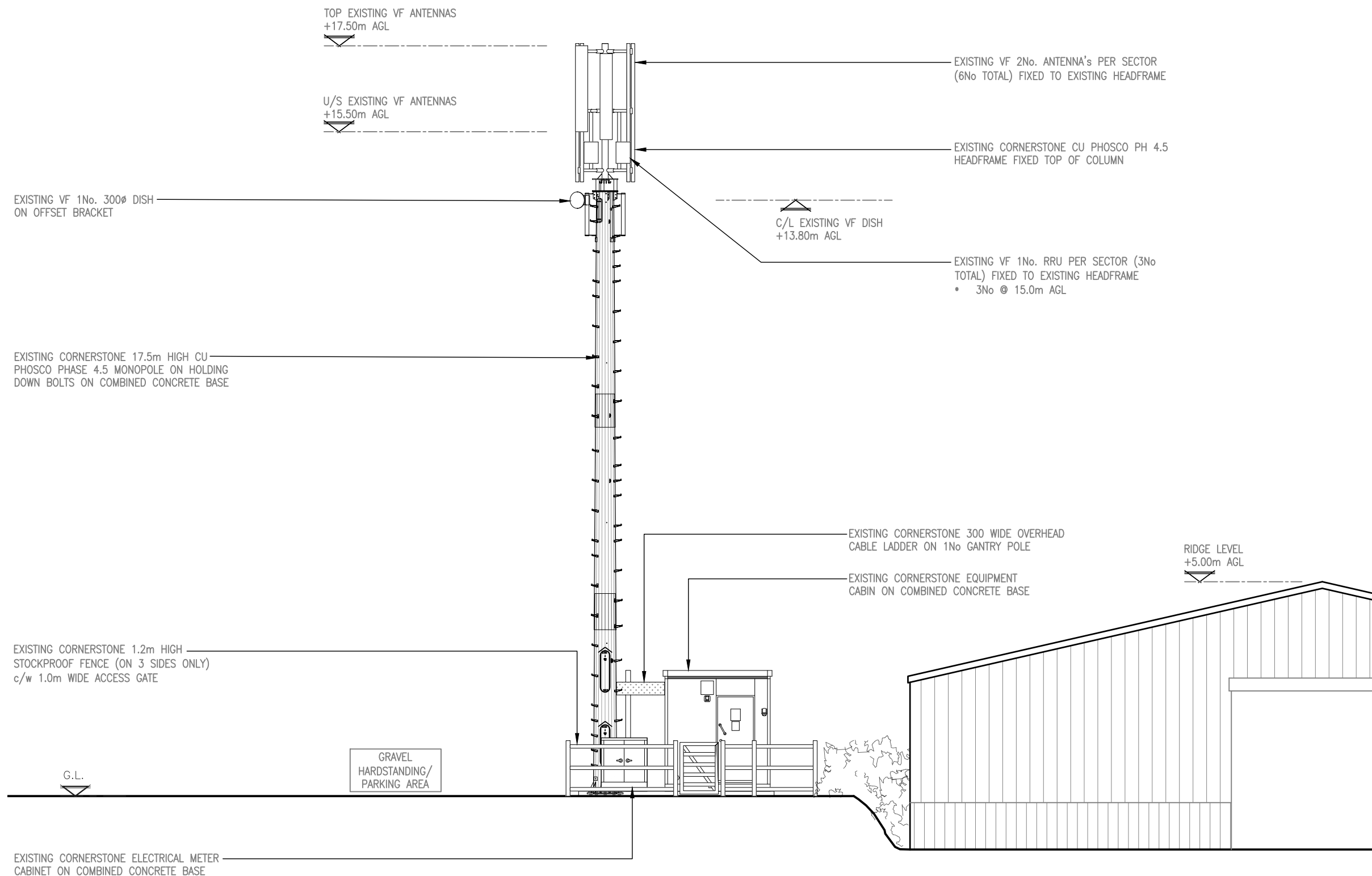
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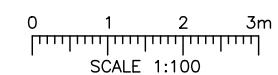
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PN	12.05.23	SB	12.05.

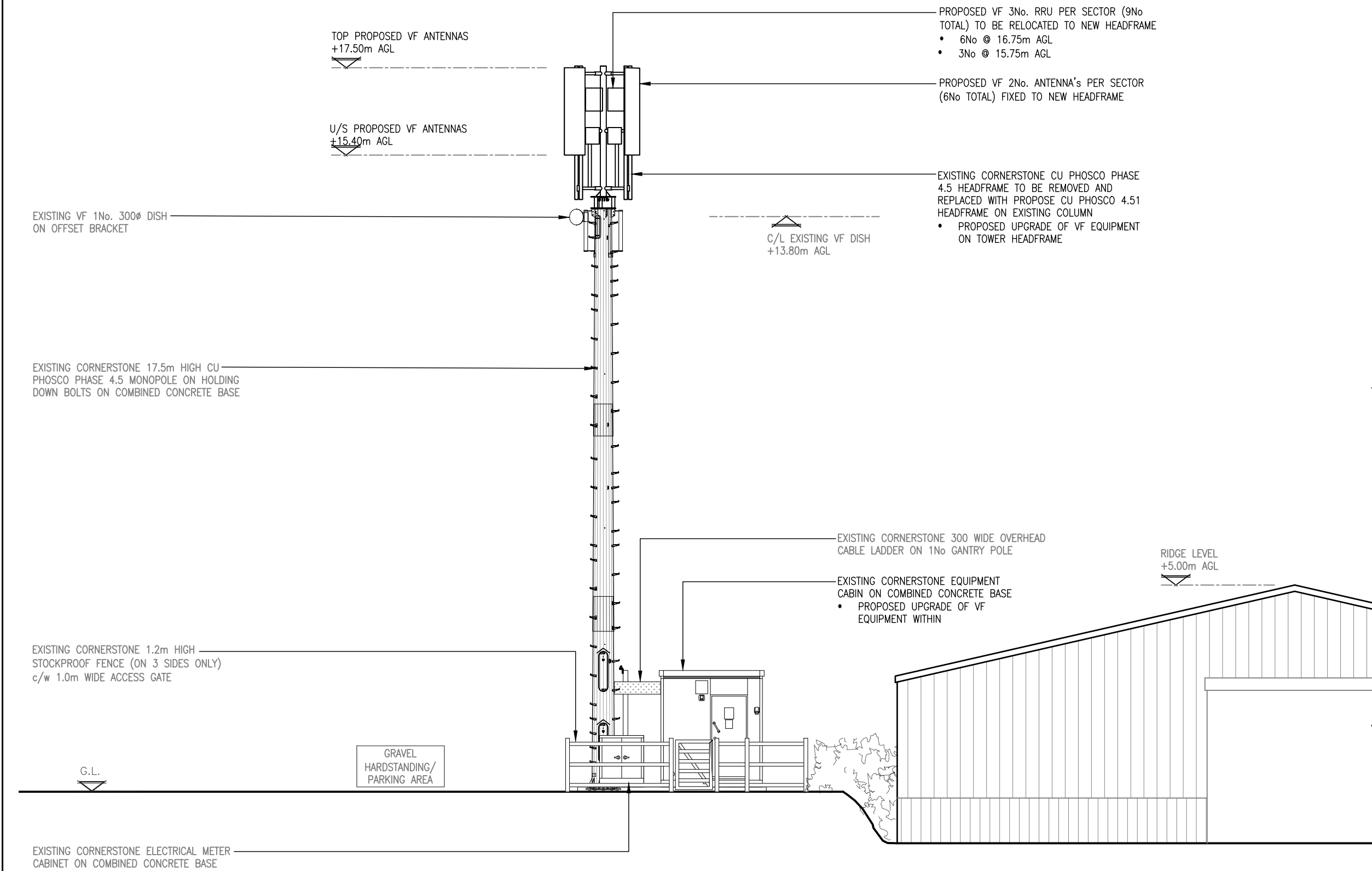
SDNT0005 Version 1.2

NOTES:



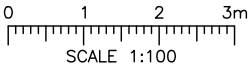
EXISTING SITE ELEVATION
(1:100)

[illegible]



PROPOSED SITE ELEVATION
(1:100)

These drawings comply with VF Standard ICNIRP guidelines, under configuration VM7F
Designed in accordance with Cornerstone documents: SDN0007 & SDN0009 v6.0



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REV	MODIFICATION	BY	CH	DATE
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CLARKE
telecom

Unit E, Madison Place, Northampton Road,
Manchester, M40 5AG
Tel: 0161 785 4500
Fax: 0161 785 4501
Web: www.clarke-telecom.com

cornerstone

Cell Name

LLWYNA FARM

Cell ID No

CORNERSTONE VM02 VF

12394221 N/A 06637_14

Site Address / Contact Details

LLWYNA FARM
LLANHARRY ROAD
PONTYCLUN
MID. GLAMORGANE
CF72 9DB

Drawing Title:

PROPOSED SITE ELEVATION

Purpose of issue:

PLANNING

Drawing Number:

301

Surveyed By:

GREENLIGHT

Original Sheet Size:

A3

Drawn:

PN

Date:

12.05.23

Checked:

SB

Date:

12.05.23

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Issue:

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1

Cyngor Cymuned Pontyclun Community Council

Update on Town Status project

At the last Council meeting the Council agreed that the final version of our bid document could be prepared and then consulted on with the local residents prior to seeking permission to become a town.

Shortly after the meeting we received legal advice from One Voice Wales, who represent Town and Community Councils. They received this from the Welsh Government

"We've discussed the matter of a community council becoming a town council, and your query particularly about becoming recognised as a town for matters such as census data, town redevelopment policies etc.

We've been informed that there does not appear to be any specific definition of 'town' in England and Wales from the point of view of the laws relating to planning, environment and highways. There does not appear to be any consequences in terms of planning, highway or environmental law. Having the status of a 'town' does not appear to confer any particular set of rights or obligations in these areas.

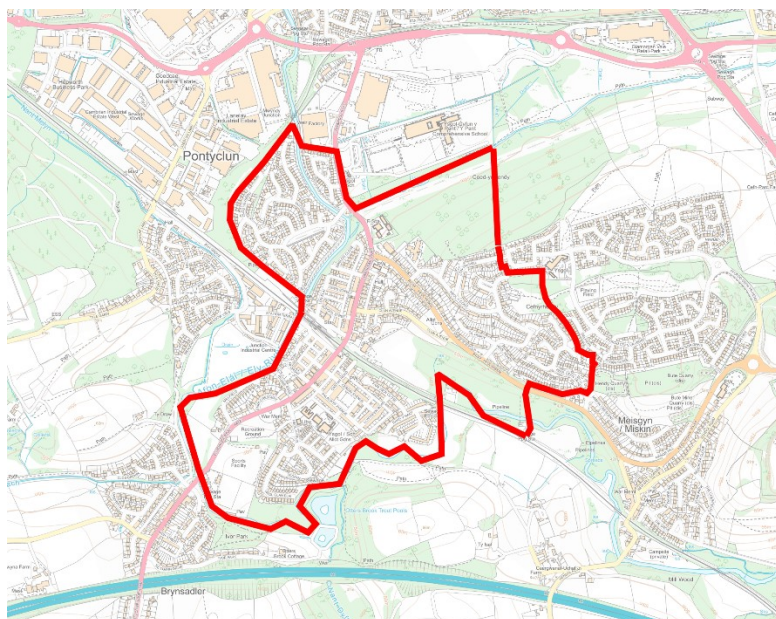
Section 245B (of the Local government Act 1972, which gives us the legal power to change to a Town) does not contain any notification requirements following the acquiring of the status of a town. There is no requirement for the relevant principal authority and/or the Welsh Government to grant permission for a change of status from that of community council to town council. The Office of National Statistics seems to apply a minimum population requirement of 5,000 inhabitants before it designates a built-up areas as a 'town' for the purposes of analysing the data obtained from the 2011 census. However, this may simply be for statistical and demographic purposes.

In respect of the impacts of a resolution to become a town, a community which has acquired the status of a town must add the words 'Town Council' and 'Cyngor Tref' to the name of the community. We do not believe that the change of the status of a community to that of a town would trigger any requirements to notify organisations such as Welsh Ministers or the Local Democracy and Boundary Commission. However, it would be wise for a community which has resolved to change its designation to that of a town to notify all its stakeholders of the change."

Based on this advice therefore, there is no need for us to ask permission, just notify.

The initial purpose of our consultation was to show those who we expected to be making the decision as to if we could be a town to know that there was public support for this, this is of course now not needed.

Based on local signage, what planning team at RCT use for their designations and local knowledge this is the area we would consider to be "Pontyclun Town"



There are arguments for considering the newer houses on Cefn y Hendy as part of Pontyclun – e.g., they were part of the Cefn y Hendy ward of Pontyclun prior to last election, however we recommend they are not included in Pontyclun Town.

The group met on 6th June to discuss these matters and Coordinator will give a verbal update on any recommendations that the group has and how they feel it is now best to progress.

The Council can then make decisions based on those recommendations.

Cyngor Cymuned PONTYCLUN Community Council

Grant requests

Members should note.

- Budget for 2023-24 is £5000. The sum is effectively £1250 per quarter.
- We have 6 new requests to consider.
- Our Policy favours requests for specific purposes rather than general running costs and we normally only fund National Charities where we have had evidence of local work/benefits. Our policy is to consider them in March after local causes have been funded unless there is a pressing immediate need.
- Council can decide.
 - Grant in full or part
 - Decline or hold over to another meeting (possibly pending further data)

Requests

New requests

Our legal power for each request is S19 Local government (Misc. provisions) act 1976, except for SSAFA and Pontyclun Athletic Club where it is s137 of the local government act 1972.

1. SSAFA
 - a. This national Charity supports the armed forces and their families.
 - b. They have written to us as part of a national funding drive and no immediate need has been identified so our policy would be to consider them next March.
 - c. The grant meets our grant criteria.
2. Luna Wellness centre
 - a. The new wellness centre is looking for support to help provide its services.
 - b. Their aim is to run as a Community Interest Company with the centre running almost like a community centre, though is of course a business.
 - c. No specific amount is requested.
 - d. The Clerk recommends that the premises are visited to see what support they need and how best this can be provided. There are a number of legal powers which could apply depending on how this is considered.
3. Afon Community Dance
 - a. Afon Community Dance is based in Rhondda Cynon Taf and works throughout South Wales delivering fun and exciting Creative & Contemporary Dance sessions and projects through the medium of Welsh and English
 - b. They are looking for support to help with their Little Toes, mother and toddlers' groups.
 - c. The funds raised will allow costs for users to be held down.
 - d. They are asking for up to £500.
 - e. We have not given them a grant before, and the request would meet our grant policy.
4. Llangollen International Eisteddfod

- a. This organisation has sent out an appeal to all Local authorities in Wales asking for donations to help support its work.
 - b. This is a National Charity so our policy would be to consider in March.
 - c. The request meets our policy.
 - d. We have given between £50 and £100 in the past.
5. Pontyclun Rainbows
- a. They have 17 members and are looking for support towards paying for arts and craft materials costing up to £250.
 - b. We have not supported them before, and request meets our grant policy.
6. Pontyclun Athletic club
- a. The club have emailed us are asking for support towards the cost of a defibrillator at the club.
 - b. They have identified that their users often fall into higher risk groups and feel this would be a useful addition.
 - c. They have already raised £1k towards the cost.
 - d. The request meets our grant criteria and we have given funds towards defibrillators before. Based on past experience total cost should be about £1200

Action - members-

- 1. Consider and approve/decline grant requests.**

Luna wellness centre

Please find attached a funding request form from Luna - soon to be renamed luna community hub CIC. The process of changing the company model became apparent soon after opening. The limited company couldn't sustain the expenses so we are looking for support in bringing the community together after the pandemic

CURRENT events are:

DAILY

Arts and crafts

Therapeutic animals - chickens / dogs / fish

WEEKLY

Tai chi / qui gong- adults only Friday evenings

FUTURE

-Students study room & reiki week (before exams)

-Connecting schools eco programmes to grow produces on site and have horticultural talks

-On success if Easter egg hunt - themed Treasure hunts

- floristry demos

- mums and toddlers group

Cyngor Cymuned Pontyclun Community Council

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

Application for Grant

We welcome applications for grant funding primarily from community groups in Pontyclun, Miskin and Groesfaen.

The objectives of the Council are:

1. To encourage the participation of residents in community activities
2. To improve the local economy
3. To improve the local environment
4. To include the less well-off in our community
5. To foster the engagement of young people in the life of our community

By providing grant funding we will play our part in supporting the vitality of community groups and the ability of local people to be part of such groups.

Who and how will we support?

- The Council approves grants on a quarterly basis with closing dates for each quarter being end of May, August, November and February.
- As the Council wishes to focus on supporting local Community groups, grants for “national” organisations will be considered in March unless the organisation has strong local links or there is an overriding urgent need for a timely decision.
- Commercial organisations can apply, but Community groups will have priority for funding.
- The Council will not grant funds for political purposes, and only one grant will be made to an organisation in a financial year.
- The maximum grant we would normally offer for a project or organisation is £500. In exceptional circumstances the Council will support a substantial capital project with funding in excess of £500. Applicants for such a level of funding should seek a preliminary meeting with the Clerk who would advise on the information required in support of such an application.
- Grants for a specific purpose will have priority over those to support the general activities of organisations.

When deciding on the allocation of grants for we will give consideration to the following criteria:-

1. Is the organization based in our Community Council area or supports residents of our area?
2. Grants for a specific purpose will have priority over those to support the general activities of the organisation;
3. Will the grant enable more local people to take part in the organisation;
4. Will the grant enable the organisation to apply for funding from other organisations;
5. How will the grant enable the organisation to support one or more of the objectives of the Pontyclun Community Council.
6. Remaining budget and previous grants made to the applying organisation

If you need assistance to complete the form please contact the Clerk
Julius Roszkowski 01443 238500 or by e-mail at clerk@pontyclun-cc.gov.wales

Application form

Your organisation

Name of Organisation	Afon Community Dance
Purpose of organisation	Afon Community Dance strives to bring the joy of dance and movement to as many people as possible from the local communities. We aim to remove barriers to support people of all ages, backgrounds and abilities, to access high quality dance provision.
Number of Participants / members	382
Number of Participants / members living in the Pontyclun Community Council Ward: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen	102
Age group of participants / members	8 weeks old to over 80 years old

Your application

Why do you need a grant?	'Little Toes' 2 - 4 yrs - In fun, structured classes with a fully trained and qualified leader, parent and toddler are given the opportunity to explore and play with movement. The sessions are packed with activity to create positive effects on confidence, physical development, educational development, spatial awareness, balance, social skills, memory, bonding, imagination, rhythm, repetition, exercise and again above all fun! Music and colourful props are used to enhance the sessions, to capture imagination and encourage movement possibilities. We believe one of the biggest benefits that the parent/carer can take from attending an early years dance session, is the bonding experience between them and the little one. Life can get very busy and having the opportunity to go somewhere where all your attention can be fully with your young dancer is precious. There is also the opportunity to meet other parents of children the same age and develop friendships and support networks. As parents/carers it's really important to have the time to focus on your own wellbeing.
What is the total cost of your requirements?	
Will the grant generate revenue? If so, how much is the projected revenue?	<p>Total Cost £2,220 for weekly sessions - May - July, September - December and January March 2024 totalling 36 weeks</p> <p>This includes - practitioners fees and preparation time, hall hire, props and publicity</p> <p>The grant will enable Afon to keep the costs for families to attend the session as low as possible. We are a non profit organisation, so money earned is used to develop more work in the local areas.</p>
How much are you asking the Community Council for?	<p>Request for funding</p> <p>£500</p>
Who will benefit from this grant?	Families from Tyla Garw, Tylagarn, Miskin, Pontyclun and surrounding areas.
How will the grant support the achievement of the Community Council	<p>With clear marketing and making a connection with the community, residents are encourage to join a community activity. The grant will enable Afon to keep prices to attend the session low, and we also offer discounts or free places for siblings to attend. Most dance schools and groups ask the parents to buy a uniform for the child to attend, Afon does not require any specific uniform, which helps removes any financial barriers.</p> <p>Afon also offers works placement for young people in the community, and part of the placement is to participate in our sessions to learn more about the work that we do and the age range that we work with.</p>

Additional Information: Please attach (if possible)

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

Conditions of Grant:

If Pontyclun Community Council agree to give you a grant there are three conditions.

Grants will be given subject to the following standard conditions

- Beneficiaries agree that at the Council's discretion they will participate in a community consultation event. The event will allow the organisation to showcase themselves and how the council has supported them and/ or to provide a news article outlining the organization and how the Council has supported them.
- Beneficiaries agree that they will refer to Council support in their records / promotional materials.
- Pontyclun Community Council will put the details of the organisation on the Community Council website so that going forward members of the public can make contact.

Depending on the nature of the request the Council reserves the right to impose other conditions

Your details for the Pontyclun Community Council web-site

Name of organization	Afon Community Dance
Brief description of organisation, meeting date, times and place	Weekly community dance sessions held on a weekly basis throughout the local communities. Classes are available to all ages and abilities.
Contact name and position	Louise Prosser - Director
Contact e-mail address	Afondance@gmail.com
Contact telephone number	07989 356690
Web site address – if applicable	afondance.org

Your contact details for the purposes of the application

Cheque payable to	Afon Community Dance
Name of applicant	Louise Prosser
Contact address	27 Coed Yr Esgob Llantrisant CF72 8EL
Email address	afondance@gmail.com
Signature	<i>Louise Prosser</i>
Date	<i>29 March 2023</i>



Llangollen International Musical Eisteddfod

Preparations are well underway for the 2023 Llangollen International Musical Eisteddfod and I am writing to you as part of our annual fundraising appeal to Local Authorities, Town and Community Councils across Wales.

We are immensely appreciative of the support we have received in the past and I am writing to ask if you would consider supporting us again in 2023.

Llangollen Eisteddfod's rich heritage extends back to the unique innovation of the founders in 1947, who saw the festival as a means of using the arts to bring different peoples together in a spirit of peace and friendship. The Eisteddfod has always been a community led initiative and continues on this basis with the support of some 600 volunteers. Bringing significant community benefits, the event attracts around 4000 competitors each year and audiences of around 20,000 throughout the week. This brings an estimated £1.6 million in economic benefits to the area while the festival is taking place, and is an important part of the region's cultural and heritage offering, enhancing the tourism profile of NE Wales throughout the year.

2023 will see our first full-length Eisteddfod since the pandemic, with the return of the town Parade, a set of vibrant new designs inspired by the colourful costumes of our international performers and competitors, a reinvigorated Eisteddfod Maes with plenty of family entertainment, as well as three stages, workshops, celebrations of our Welsh heritage and daily showcases of cultures from around the world. We continue our strand of talks dedicated to understanding peace in the 21st century, and bring themes of internationalism and peace together in our concert, The White Flower: Into the Light. This event brings together massed professional and community performers from across Wales, Ukraine and Bosnia in a concert which reflects on conflict, loss and the power of music to restore faith in humanity.

As well as a number of collaborations with arts organisations and charities across NE Wales, we'll also be partnering once again with Llangollen Fringe Festival, and working with Llangollen Town Council to ensure that both events, and the town's wider festival offering are bringing increased benefits to local community members, businesses and visitors.

We hope that you can continue to support us both financially and ideologically in any way that you can, to help us with this event which showcases the best of Welsh culture both at home and across the globe.

I look forward to hearing from you.

Kind regards

Camilla King | Executive Producer

Royal International Pavilion
Abbey Road
Llangollen
LL20 8SW
Tel: 01978 862000
Email: info@llangollen.net

Y Pafiliwn Rhyngwladol Brenhinol
Ffordd yr Abaty
Llangollen
LL20 8SW
Ffôn: 01978 862000
Ebost: info@llangollen.net

www.llangollen.net

Registered Charity No 504620. The Llangollen International Musical Eisteddfod is a Company Limited by Guarantee. Registered in England and Wales 1165311

Eisteddfod Gerddorol Ryngwladol Llangollen

Mae paratodau ar droed ar gyfer Eisteddfod Gerddorol Ryngwladol Llangollen 2023 ac rwy'n ysgrifennu atoch fel rhan o'n hapêl codi arian blynyddol i Awdurdodau Lleol a Chynghorau Tref a Chymuned ar draws Cymru.

Rydym yn ddiolchgar iawn am y gefnogaeth rydym wedi'i chael yn y gorffennol ac rwy'n ysgrifennu atoch i ofyn yn garedig a fydddech chi'n ystyried ein cefnogi unwaith eto yn 2023.

Mae treftadaeth gyfoethog Eisteddfod Llangollen yn ymestyn yn ôl i arloesedd unigryw'r sylfaenwyr yn 1947, a welodd yr ŵyl fel modd o ddefnyddio'r celfyddydau i ddod â gwahanol bobloedd ynghyd mewn ysbryd o heddwch a chyfeillgarwch. Mae'r Eisteddfod wedi bod yn fenter a arweinir gan y gymuned o'r cychwyn cyntaf ac mae'n parhau i fod felly gyda chefnogaeth tua 600 o wirfoddolwyr. Mae'r digwyddiad yn denu tua 4000 o gystadleuwyr bob blwyddyn a chynulleidfaoedd o tua 20,000 ar hyd yr wythnos. Amcangyfrifir bod hyn yn dod â £1.6 miliwn o fuddion economaidd i'r ardal tra bod yr ŵyl yn cael ei chynnal, ac mae'n rhan bwysig o arlwy diwylliannol a threftadaeth y rhanbarth, gan wella proffil twristiaeth gogledd-ddwyrain Cymru ar hyd y flwyddyn.

Bydd 2023 yn gweld ein heisteddfod lawn gyntaf ers y pandemig, gyda Gorymdaith y dref yn dychwelyd, cyfres o ddyluniadau bywiog newydd wedi'u hysbrydoli gan wisgoedd lliwgar ein perfformwyr a'n cystadleuwyr rhyngwladol, Maes yr Eisteddfod ar ei newydd wedd gyda digonedd o adloniant i'r teulu, yn ogystal â thri llwyfan, gweithdai, dathliadau o'n treftadaeth Gymreig ac arddangosiadau dyddiol o ddiwylliannau o bob rhan o'r byd. Rydym yn parhau â'n cyfres o sgysiau sy'n ymroddedig i ddeall heddwch yn yr 21ain ganrif, ac yn dod â themâu rhyngwladoldeb a heddwch at ei gilydd yn ein cyngerdd, Y Blodyn Gwyn: I Mewn i'r Goleuni. Mae'r digwyddiad hwn yn dod â pherfformwyr proffesiynol a chymunedol o bob rhan o Gymru, Wcráin a Bosnia ynghyd mewn cyngerdd sy'n myfrio ar wrthdaro, colled a grym cerddoriaeth i adfer ffydd yn y ddynoliaeth.

Yn ogystal â chydweithio gyda nifer o sefydliadau celfyddydol ac elusennau ar draws gogledd ddwyrain Cymru, byddwn hefyd yn gweithio mewn partneriaeth gyda Gŵyl Ymylol Llangollen unwaith eto, ac yn gweithio gyda Chyngor Tref Llangollen i sicrhau bod y ddau ddigwyddiad, ac arlwy ehangach y dref yn dod â manteision cynyddol i aelodau'r gymuned leol, busnesau ac ymwelwyr.

Gobeithiwn y gallwch barhau i'n cefnogi yn ariannol ac yn syniadol mewn unrhyw ffordd y gallwch er mwyn ein helpu i barhau â'r digwyddiad hwn sy'n arddangos y gorau o ddiwylliant Cymru gartref ac ar draws y byd.

Edrychaf ymlaen at glywed gennych.

Cofion cynnes



Camilla King | Cynhyrchydd Gweithredol

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Application form

Your organisation

Name of Organisation	1st Pontyclun Rainbows
Purpose of organisation	TO BE PART OF THE GIRLGUIDING ORGANISATION
Number of Participants / members	15 CHILDREN 3 VOLUNTEERS
Number of Participants / members living in the Pontyclun Community Council Ward: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen	17
Age group of participants / members	5-7

Your application

Why do you need a grant?	TO PURCHASE ART + CRAFT MATERIALS
What is the total cost of your requirements?	APPROX £250
Will the grant generate revenue? If so, how much is the projected revenue?	NO
How much are you asking the Community Council for?	ANY HELP WOULD BE WELCOMED
Who will benefit from this grant?	CHILDREN WITHIN THE UNIT
How will the grant support the achievement of the Community Council	

Additional Information: Please attach (if possible)

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

Application form

Your organisation

Name of Organisation	1st Pontyclun Rainbows
Purpose of organisation	TO BE PART OF THE GIRL GUIDING ORGANISATION
Number of Participants / members	15 CHILDREN 3 VOLUNTEERS
Number of Participants / members living in the Pontyclun Community Council Ward: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen	17
Age group of participants / members	5-7

Your application

Why do you need a grant?	TO PURCHASE ART + CRAFT MATERIALS
What is the total cost of your requirements?	APPROX £250
Will the grant generate revenue? If so, how much is the projected revenue?	NO
How much are you asking the Community Council for?	ANY HELP WOULD BE WELCOMED
Who will benefit from this grant?	CHILDREN WITHIN THE UNIT
How will the grant support the achievement of the Community Council	

Additional Information: Please attach (if possible)

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

Your contact details for the purposes of the application

Cheque payable to	1st Portychin Rainbows
Name of applicant	ELLEN MOORE
Contact address	27 VIBURNUM RISE LLANTWYTT FARDRE CF38 2JU
Email address	elismore27@yahoo.co.uk
Signature	Ellen Moore
Date	13/5/23

Re: Funding towards a Defibrillator at Pontyclun Institute Athletic Club

Further to Jane Chapman attending a local community meeting and subsequent chat with Eirwen Nightingale and Wayne Owen please could we apply for some funding towards the supply and installation of a Defibrillator at the local Athletic Club.

We are actively fund raising to get one installed as we feel the activities at the club would hugely benefit this appliance should the inevitable occur.

The club has many activities going on that includes an older generation of bowls, weekly fitness classes and the general clientele using the facility are of an older generation.

The nearest Defibrillator to the club is Tesco Express on Cowbridge Road but the fear is that we would not be able to access quickly enough in an emergency to save a life.

To push this application forward please could you advise how we apply and if successful how we go about getting this installed.

We are hoping to install as quickly as possible and have already received an anonymous donation of £1000.00.

Your help would be gratefully appreciated in this application.

Cyngor Cymuned Pontyclun Community Council

Request to use Pontyclun park.

Miskin Magpies a local Netball team have requested to use Pontyclun park on the afternoon of Saturday 9th September.

They have over 50 members and 4 competitive netball teams playing in a local league, one of which is in division 1.

They wish to run a fundraising day consisting of sports activities such as rounders, egg & spoon race, running races & modified netball.

They would also like to have a stall for face painting & sweets & drinks for the children and would also like to run a BBQ.

It will be focused on the whole community, so a family filled day open to the public.

It will be run by volunteers from club.

We have allowed groups to run activities in the park before and have standard terms that would apply.

Action – members to consider permission for this event.

Cyngor Cymuned PONTYCLUN Community Council

Process for reviewing Council policies.

The Council has a policy on how it reviews its various policies. It was first adopted June 2017 and should be reviewed again now. The updated process is outlined below.

This process is designed to ensure that our policies are regularly reviewed without creating undue resourcing issues for the staff nor restrict Council meetings.

Council Policies & procedures

Our standing orders require the Council to review a number of policies annually.

- Standing Orders
- Financial Regulations
- Code of Conduct
- Resolution and complaints protocol
- Data protection and Freedom of Information
- Press
- Council Health and Safety statement
- Terms of reference for Committees and working Groups

These are usually done at the May annual meeting. If there were any changes needed in between the annual review, then the Council would be advised for approval.

In addition, we review the Council's Risk policy each February when we review our key risks.

The remaining Council policies which effect our interaction with the public and principal internal policies are reviewed by the council once in each 5-year term – usually at the early stages of the term. These include:-

- Welsh language policy
- Social Media policy
- Grants policy
- Press policy
- Health & Safety policy
- Grievance policy
- Disciplinary policy
- Internet & IT security policy

The Clerk is authorised to make minor changes in between the Council review, with any material updates to be agreed at appropriate Council meeting.

Other internal policies and administrative instructions.

These policies and administrative instructions will be reviewed by the Clerk on a regular basis, typically every 2-3 years.

Should any material changes be required oversight will be from the relevant working group/Council as appropriate.

Action – members to confirm this policy.

Cyngor Cymuned PONTYCLUN Community Council

The Council's policy on Insurance (June 2023)

The Community Council recognises that it has a duty to ensure that it meets its legal insurance requirements and also holds sufficient relevant cover or reserves to protect itself in the event of criminal activity, accident or unforeseen events.

Our requirements

The Council is only required by law to have the following insurance in place.

- Third party motor insurance
- Employers' liability insurance

In addition, we choose to protect ourselves by having the following insurance.

- Fully Comprehensive motor insurance
- Public liability insurance
- A range of assets are also ensured against criminal activity, fire etc.
- We have insurance against additional costs due to business disruption.
- We have insurance to cover equipment damage/theft etc.
- We have breakdown cover for the van.

To reduce the burden on taxpayers we self-insure some assets holding funds in reserve to meet liabilities which may arise.

Our policy

The Council will meet or exceed all legal insurance requirements and will protect itself, it's staff and residents in a cost-effective way balancing the need for protection from risks with the costs of paying for that protection.

The Council maintains a general reserve to meet unforeseen events, and this is part of the strategy we have to balance those needs.

In practice

In practice this means that the Council will

- Have £10m of public liability insurance
- Have £10m of Employers liability insurance
- Take fully comprehensive motor insurance sufficient to cover the vehicles the council has.
- Ensure the equipment and tools it has for current value.
- Have insurance to protect itself from cost of business disruption.
- Ensure those assets which are most at risk from theft, fire, criminal damage.
 - Council Office equipment
 - Street furniture – bins, Bush shelters, planers etc

- The large assets which are less likely to be at risk and not critical to Council operations will be self-insured in part from General and/or earmarked reserves. E.g.
 - Pontyclun park – playground equipment
 - Fencing around Pontyclun Park
 - Note our current insurance includes part of the value of some of these in its minimum cover.

Excesses in policies

Our insurances will have excesses applied to each category of cover.

Where the Council has a choice of excess, we will select an excess of between £250 and £500.

Claims will only be made where the amount over the excess exceeds the likely premium increase for making the claim over a 3-year period.

Self-insurance

The excesses above are a form of self-insurance. That is the Council will pay these from reserves.

In addition, we are currently self-insuring –

- Part of the value of Pontyclun Park playground and fencing. The risk of this being fully damaged or stolen is relatively low so the Council chooses to self-insure these. It would cost a few hundred pounds to insure these.

If the fencing required replacement, it is likely that this would only be a section or two rather than the full fence. Similarly, for the playground equipment it would be unlikely that all of it required replacement at one time.

To cover the costs of Self-insurance above we will increase the minimum general reserve that the Council is recommended to hold by £5k.

Financial services compensation scheme

In addition to any insurance which we take out for our assets we also benefit from the Financial Services Compensation scheme for the cash held in the bank.

Presently the Government guarantees £85k of monies we hold with authorised financial services organisations.

The Council aims to split its General and Earmarked reserves across two or more organisations to ensure that we have the maximum cover from the Financial Services Compensation scheme, unless there are other considerations which mean that a sole provider is preferred.

At this time we have all our funds with Lloyds bank, which is the only bank in town. Members should be aware that most of the time the balance is in excess of the FSC limit

Action – Members to confirm insurance arrangements

Cyngor Cymuned Pontyclun Community Council

Provision 4 engagement programme at Y Pant Comprehensive school

The Provision 4 Engagement Programme is designed to offer a motivating and engaging route for 14-16 year olds (key stage 4) who are at risk of becoming permanently excluded from school or NEET (not in education, employment or training) on leaving school.

The programme offers two pathways which are: -

Pathway 1

Learners attend lessons for all core subjects and for all other lessons, learners attend the engage provision for alternative curriculum vocational courses to achieve accredited GCSE grades.

Pathway 2

Learners attend school for two days per week within the engage provision following a bespoke timetable which includes core subjects and alternative curriculum courses. For the remaining three days, learners attend an extended work placement with an off-site provider where employability skills are more effectively developed within real-life experiences and learners are better able to understand what qualifications, progression routes and careers the programme can lead to.

The aim is to have a positive impact on academic outcomes, wellbeing and self-belief and to engage with the school and local community and improve achievement for all.

The school has approached us to place an individual with us (via pathway 2) and we have arranged a programme for them which would give a meaningful experience for the individual and is acceptable to the school and RCT from a safety and safeguarding point of view.

The placement is commencing now and will run to the end of the school year. Assuming successful for all parties it will resume for the whole of the 2024-25 academic year (during school term times)

For us it means that some simple tasks are taken from the Caretakers and for the individual it will give him meaningful work experience which will hopefully help him in his future work life.