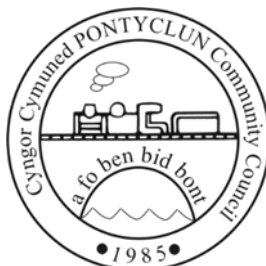


Cyngor Cymuned Pontyclun Community Council

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
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

Draft minutes

Draft minutes of the June monthly meeting of Pontyclun Community Council held at 7.00 p.m. on Thursday 8th June 2023.

PCC Member attendance at public Council meetings

	2022					2023					
Member name	Jun	Jul	Sep	Oct	Nov	Jan	Feb	Mar	Apr	May	Jun
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



- To receive apologies for absence
 - Councillors Carole Willis, Jordan Thorne, Rhys Williams and Gareth Summers
- Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - In relation to the grant requests (item 13) Councillors Sue Owen, Amanda Sparks and Paul binning declared a personal interest in Luna Wellness centre, which they use; Councillor Paul Binning has a personal interest in Pontyclun Rainbows as his daughter attends and Councillors Sue and Wayne Owen are members of Pontyclun Athletic Club.
- Public presentations to Council – none

4. To confirm minutes of the Council's Annual and monthly meetings of 11 May are a true record and discuss minor matters arising from them.
 - a. Minutes agreed as a true record.
 - b. Matters arising – Clerk is arranging quotations for tree works in Ivor Woods and there will be a report from Environment working group at the next meeting to finalise Council actions.
5. To consider report on Council Payments and finances
 - a. The council noted the year end outturn for 2022-23
 - b. The council confirmed purchase of materials for fence repair at riverside walk to an expected total budget of between £3000-£3500. Materials will mainly be purchased from Country Timbers
 - c. The Council agreed to purchase either shed or container for additional storage in expectation of a cost of less than £3500. Awaiting RCT approval for siting
 - d. The council also approved the bill for tree work at Riverside Walk totalling £3082.50 plus VAT.
6. To consider report on transfer of Council Assets to RCT
 - a. As RCT had started maintaining assets at Café 50 the Council decided not to formally transfer to them at this time. To be reviewed if maintenance became an issue going forwards.
7. To consider report on Community Infrastructure levy
 - a. The Council noted the potential items and agreed that the Ward Committees would review and prioritise ahead of September Council meeting.
 - b. If Councillors had any other large projects, they wanted the Council to consider these should be email to the Clerk ahead of the September meeting.
 - c. The council agreed to ask residents if they had suggestions for locations where dog poo bins might be required so they could consider in future.
8. To discuss Council working groups and other meetings
 - a. The Council agreed these arrangements would remain other than references to Café 50 should be removed.
9. To receive an update on "Friends of "groups for Pontyclun
 - a. This item was deferred till July meeting.
10. To receive update on Community Events in 2023
 - a. Members noted progress with our events.
 - b. Members confirmed desire to run at least 1 event in the marquee at Christmas to raise funds for the Council.
 - c. Members also wished to look at options to make the Christmas tree lighting up a bigger and better event and will discuss in July meeting.
 - d. The Council review the weather forecast for Saturday 10th when Picnic in the park was due to be held. The forecast was for showers, with thunderstorms in the afternoon. Due to the increased risk that posed they decided to move the date to Sunday 2nd July. (The Officers had already sounded out stallholders and this was the most popular alternative date)
11. To consider pre-planning application – telecommunication mast upgrade at Llwyna farm, Llanharry Rd
 - a. The council reviewed this application and had no objections.
12. To receive report from Town Status working group
 - a. The Council noted the report.
 - b. The Council confirmed the proposed Town boundary.
 - c. The Council agreed that should the change to a Town progress then the Council would change its name to Pontyclun Town Council
 - d. The Council agreed that a consultation would go ahead over the summer using online means. In addition, local businesses to be individually consulted and Picnic in the park to be used as an opportunity to ask residents for their views.
13. To consider grant requests
 - a. The Council agreed the following -
 - i. The Allotments association would still receive that part of their grant which was agreed in January 2023 but not yet paid out (approx. £240)
 - ii. SSAFA – request deferred to March in line with grants policy.
 - iii. Luna Wellness Centre – request declined. Clerk can advise the centre that Community groups using the centre could apply directly to us for support with costs.
 - iv. Afon Dance – request declined. Clerk to advise that should they have specific community-based event planned for Pontyclun they would reconsider.
 - v. Llangollen International Eisteddfod – request deferred to March in line with grants policy.
 - vi. Pontyclun Rainbows – a grant of £250 was agreed (s19 Local gov. (Misc. powers) Act 1976

- vii. Pontyclun Athletic Club – a grant of £200 was agreed towards cost of Defibrillator (Section 137 Local gov. act 1972)

14. To consider request to use Pontyclun park for a community event.
 - a. The council agreed that Miskin magpies could hold their event in the park subject to leaving the Park is at least as good condition as when they arrived and that they have public liability insurance.
15. To confirm process to review Council policies
 - a. The Council confirmed the recommended policy.
16. To review the Council's policy on insuring assets
 - a. The council confirmed this policy for a further 5 years.
17. To receive report on Provision 4 engagement programme
 - a. The council noted and welcomed this initiative.

Cyngor Cymuned PONTYCLUN Community Council

Payments for confirmation

The list of payments made in May are provided for confirmation by Council.

Action members to confirm payment made in May 23

Payments for authorisation

We have a few payments for authorisation.

Café 50 Electricity for 2021

This bill has now been received as is the last bill for Café 50 prior to April 2023 that is expected. Funds are held in an Earmarked reserve to meet this.

The bill is £1142.80 plus VAT (about half the 2022 total)

Action members to confirm payment of this bill from earmarked reserve.

Floral arrangements

We have now received our invoice for the flowers this year. The total is £1829.40 which is £70 higher than quotation due to additional flowers bought for the new planters.

£410 of this is for the flowers at the railway station, which we do try to reclaim back from them under the Station adoption scheme.

Action members to approve payment of £1829.40 plus VAT to floral suppliers.

Office rent

We have received the Office rent demand from the Community Centre management committee. It is for £4550 which is £50 less than budgeted.

We normally pay this in September.

Action members to confirm payment of Office rent.

Tree works.

Orange forestry took down 2 trees for us last year but omitted to bill us so are now asking for payment.

£500 plus vat

Action members to confirm payment.

Cleaning at Café 50

Our contract cleaners have now invoiced us for the next 5 weeks cleaning. Total is £546.17 plus VAT. In due course this will be reimbursed by RCT CBC

Action – Members to confirm payment.

Bank Reconciliation up to 31/05/2023 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/05/2023	BP	156.00		156.00		R	Councillor P. Binning
02/05/2023	BP	156.00		156.00		R	Councillor J. Daniel
02/05/2023	BP	156.00		156.00		R	Councillor K. Sherratt
02/05/2023	BP	156.00		156.00		R	Councillor R. Williams
02/05/2023	BP	156.00		156.00		R	Councillor G. Summers
02/05/2023	DD	39.99		39.99		R	Screwfix Direct Ltd
02/05/2023	FPO	1,960.23		1,960.23		R	RCTCBC
02/05/2023	FPO	267.93		267.93		R	Sutcliffe Play South West Ltd
02/05/2023	FPO	7.99		7.99		R	Forest Park & Gardens
02/05/2023	FPO	103.68		103.68		R	Country Timbers
03/05/2023	BGC/HMRC		1,726.05	1,726.05		R	Receipt(s) Banked
03/05/2023	DEPTREFOIL		42.00	42.00		R	Receipt(s) Banked
06/05/2023	BCARD	83.70		83.70		R	Amazon Marketplace
06/05/2023	BCARD	144.25		144.25		R	Amazon Marketplace
06/05/2023	BCARD	92.47		92.47		R	Amazon Marketplace
06/05/2023	BCARD	16.78		16.78		R	Amazon Marketplace
06/05/2023	BCARD	545.16		545.16		R	Party Packs Ltd
06/05/2023	BCARD	42.80		42.80		R	PPL PRS Ltd
06/05/2023	BCARD	114.35		114.35		R	Talbot News & Gifts
06/05/2023	BCARD	-114.35		-114.35		R	Talbot News & Gifts
06/05/2023	BCARD	114.35		114.35		R	Tesco
09/05/2023	DD	61.14		61.14		R	British Telecom
10/05/2023	FPO	288.00		288.00		R	Auditing Solutions Ltd
10/05/2023	FPO	50.00		50.00		R	C Carmichael
10/05/2023	FPO	568.90		568.90		R	Cleanmate Ltd
10/05/2023	FPO	246.84		246.84		R	Evolve Corporate Ltd
10/05/2023	FPO	13.00		13.00		R	Leekes Ltd
10/05/2023	FPO	21.50		21.50		R	Leekes Ltd
10/05/2023	FPO	122.75		122.75		R	Leekes Ltd
10/05/2023	FPO	-13.00		-13.00		R	Leekes Ltd
10/05/2023	FPO	13.00		13.00		R	Leekes Ltd
10/05/2023	FPO	-21.50		-21.50		R	Leekes Ltd
10/05/2023	FPO	21.50		21.50		R	Leekes Ltd
10/05/2023	FPO	-122.75		-122.75		R	Leekes Ltd
10/05/2023	FPO	122.75		122.75		R	Leekes Ltd
10/05/2023	FPO	119.28		119.28		R	Leekes Ltd
10/05/2023	FPO	76.48		76.48		R	Leekes Ltd
10/05/2023	FPO	201.89		201.89		R	Rialtas Business Solutions Ltd
10/05/2023	FPO	18.00		18.00		R	Action Hire Ltd
10/05/2023	FPO	38.10		38.10		R	Action Hire Ltd
10/05/2023	FPO	28.52		28.52		R	Country Timbers
10/05/2023	DD	35.00		35.00		R	ICO
12/05/2023	DEPMERCHED		45.00	45.00		R	Receipt(s) Banked
15/05/2023	DD	7.12		7.12		R	British Telecom
15/05/2023	BGCRCT		300.00	300.00		R	Receipt(s) Banked
22/05/2023	DD	23.01		23.01		R	Swalec

Bank Reconciliation up to 31/05/2023 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/05/2023	SO						
22/05/2023	SO						
22/05/2023	SO						
22/05/2023	SO						
22/05/2023	BP	1,517.78		1,517.78		R	HMRC
25/05/2023	DistillFri		20.00	20.00		R	Receipt(s) Banked
25/05/2023	ATWIGG		49.00	49.00		R	Receipt(s) Banked
26/05/2023	DD	15.64		15.64		R	EE Ltd
26/05/2023	PAY	13.94		13.94		R	Lloyds Bank plc
26/05/2023	RLIPPETT		20.00	20.00		R	Receipt(s) Banked
30/05/2023	IveyPatiss		20.00	20.00		R	Receipt(s) Banked
30/05/2023	B&DWales		20.00	20.00		R	Receipt(s) Banked
		14,192.24	2,242.05				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Cyngor Cymuned Pontyclun Community Council

Report on trees at Ivor Woods

Earlier this year, the Council commissioned a formal report on our trees.

The report covered all the areas in which we have trees.

The action proposed for the land at the Hollies and Riverside walk have been commenced and the tree work is complete. The section of path at the end will be closed soon.

The report also covered Ivor Woods where a significant proportion of the woods are Ash and are affected by Ash Dieback. The report highlighted 170 trees which need action urgently, with another 100 needing monitoring and likely to need removing within 2-5 years. There will probably be another 100 or so trees needing work in the 3-8-year timeframe as the dieback spreads further.

We also need to consider the location and what can actually be achieved by tree surgeons. The removal of wood will be an issue as access is difficult. The best option is likely to be cutting trees to small sizes and leaving the wood to be taken over time.

2022-23

This year due to financial constraints we would only deal with the trees near the boundary and potentially along the footpath.

Cost of this will be around £12.5k

Realistically the Council then has 2 affordable options.

Option 1 – Close Ivor Woods until the trees have been dealt with.

There is a public footpath in the woods and cost to close this is £1600 for 6 months and a further £700 per 6m period.

We would need some fencing and signage at the 3 entrances which would cost say £200.

Option 2 – Deal with trees at edge of woods and along footpath and close the rest of the woods until dealt with.

This option would mean that the footpath remains open and there would be no cost to close the footpath.

We would, however, need to purchase about 230m of fencing. There is a local supplier who can supply at around £20 per panel (3m). Cost would therefore be around £1600 plus delivery.

We would also need signage at entrances and along fencing, costing say £200-£250 and this would require significant manpower to put the fencing up. We do have a volunteer group of 10-15 people who want to do some work in Sept, and they could be used to help with this.

From 2024

We would probably budget for and deal with about 70-100 trees a year so could expect woods to be closed (or part closed) for say 3-4 years.

Tree surgery would cost about £20k per annum, ensuring that wood boundaries are kept safe.

If the public footpath remains closed, then £700m per half year closed.

Other issues

- Members would need to be aware of the likely significant public disruption closure of even part of the woods may cause.
- There is likely to be a lot of adverse comment so the Council will need to plan a strategy of public communication on this ahead of closures.
- Based on experience seen as a result of closing the dangerous footpath along the river it is likely that we will need to undertake a lot of maintenance on the fencing as it will be damaged. This will use staff time and have additional costs.
- Once the work has been completed, we will be able to try and sell the fencing and recover some of our initial outlay.

Action members to agree which actions they wish to take.Immediate tree work

Officers asked 4 tree surgeons for quotations to deal with the most urgent trees in Ivor woods.

These were split into 3 areas – by the Hollies, by Ivor Park and along the public footpath. This way we would potentially have options to split the work between a number of firms.

In total there were 49 trees to action.

All 4 firms visited the woods and were shown the work. After viewing, 2 declined the work as they do not have time in the near future to do it with their other commitments.

A third firm has promised quotes but have failed to deliver despite regular chasing.

The 4th firm quoted £12017.50 plus vat for all the trees. This firm has been the cheapest quote for 3 of the last 4 lots of trees work we have done (and would have been the cheapest on the other one had a competitor not offered to do some trees for free as training for new tree surgeons)

They are known to us and RCT and have always done a good job for us in the past.

We know that surgeons are busy at the moment, largely doing Ash work so whilst we could try and get additional quotes this may not be possible and if we lose the ones that have quoted the woods would need shutting anyway.

Action Members to confirm how they wish to instruct tree surgeon.

Funding this work in 2023-24

Assuming the Council wishes to try and keep the footpath open then tree work costs in 2023-24 are likely to be –

Tree works already done this year	£3100
Cost of tree report (by RCT)	£600
Contingency for other emergency tree work	£500
Bill outstanding for confirmation this month	£500
Tree works needed	£12100
Fencing and signage	£2000
Contingency	£500
Work to finish closure of Riverside walk	£200
Total	£19500

Funding

The Clerk recommends that this work is funded as follows -

Tree Budget	£1000
Tree work EMR	£8400
Café 50 EMR (being held in case any bills left)	£2000
Pontyclun Park EMR	£5100
Transfer from ward budgets (£1k per ward)	£3000
Total	£19500

- Taking £2k from the Café 50 earmarked reserve will still leave about £1k to cover any other bills that might come in, though none are expected.
- £5.1k from Pontyclun Park reserve will need to be replaced in 2024-25 to allow for work on Muga fencing. As such recommend that this transfer is used as balancing figure to minimise withdrawals.

Funding in 2024-25 and onwards

In future years the annual cost can be planned and funded from precept

Action – members to confirm method of funding for tree works in 2023-24

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 – moved to 2nd July, due to weather forecast.

- Overall, the feedback has been excellent from stalls and attendees.
- We estimate that about 500 people attended on the day.
- Feedback solicited on the day and via a feedback survey issued -
 - Number of people asking for more stalls. We did lose about 6-7 stalls by moving the date and had about 5 others who were invited but could not do our dates.
 - Music, only one-person didn't like the Pashy Pops, although a few have said they couldn't hear them.
 - Maybe a PA system or placing them closer to the food stalls where people seemed to sit more would improve this.
 - Next year maybe a small stage or raised platform of sorts.
 - Entertainment - people have asked for more entertainment. All of the stalls who could not make the new date had activities on for kids, so this did have an impact.
 - We have tried races previously and other games which have had mixed attendances.
 - Our original date would have had – Yoga; basketball; Netball; Foraging all of which could not do the revised dates.
 - We would need to budget for this but can aim to add more next year.
 - Stallholders were happy with the organisation and level of communication between the council and stallholders.
 - We will look at mixing up stalls for next year to facilitate better flow of visitors across the event.
 - We will need to be clearer regarding vehicular access in our terms.
 - no vehicles can be left on the park unless integral to stalls.
 - That the gates are locked through the duration.
 - Also set up times, need to be set and not altered. Some arrived as early as 10am to set up.
 - A large number of responses has asked for healthier food options for people. One person suggested a fresh fruit stall with pots of chopped up fruit, or even perhaps vegetables. We have a few options from our stall holders attending the food festival.
 - Toilets were appreciated. One comment is, could we have some permanently at the park. Clerk will investigate options and advise at budget time.
 - The neighbour of the park approached a guest at the event and proceeded to complain about not being welcome and the noise etc. A stall holder also confirmed she had received the same from this person.
 - The Community Garden regularly have this neighbour complaining, typically to new volunteers which puts them off.

- If this continues, they may have to stop gardening which will make this area overgrown and unsightly – we do not have the resources to maintain it, nor to remove it.
- The Community Garden team are asking the Council to request them to stop or place trees/bushes as a screen between the garden and the neighbour.

Food and Drink festival

- Saturday of August bank holiday in the car park at Heol yr Orsaf – 12 noon till 5pm
- Ideally an additional 3-4 stalls would be useful – list of stalls booked so far provided below.
- Looking to see if we can get something to “entertain” kids – e.g., face painting, cookery lesson.
- We now need commitments from Councillors on the day to help with running of the event. Licencing will expect us to have about 8-10 stewards.

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. We will start filling spaces from Sept 23
- We have max 4 outdoor spaces left, inside and in marquee are all full.
- There is space for one more game run by community groups, subject getting some lino.

Charity collections at events

As we do not charge public for entry to our events do we wish to give someone an opportunity to have a collection there.

At Christmas we do have a number of Charity stalls and fund raising activities built in as stalls with games, but there will not be any at the Food Festival.

We have 2 possible suggestions.

1. Bucket collection by charity/group (e.g., Eisteddfod RCT fundraising)
2. Collection by local food bank

Action – does the Council wish to allow this?

Marquee events at Christmas

Councillors agreed to look at running events in the marquee on evenings of Friday 1st December and Sunday 3rd.

Councillor Willis is asking if one of these could be used to fund raise for the 2024 Eisteddfod in RCT. Pontyclun has been given fund raising target of about £17k and this would help towards that.

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

There is space on the Sunday morning if any community group wants to run an event.

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

Other Community events

Pontyclun walking rugby festival 25th June.

This was attended by 18 teams and about 200 players. Geraint John the Head of the Community game board also attended and played.

Feedback from teams was great and planning for larger event in 2024, even though this was largest Walking rugby festival ever held in Wales.

Urban markets

Urban markets have started having markets in Pontyclun at the Rugby Club. They are now looking to hold a family event in Pontyclun on Saturday 12th August.

They would have market stalls, face painting, bouncy castle hot food stalls and music.

They are asking if they could use the Park. They are also looking at the Rugby Club car park as an option.

Action – do members wish to approve this?

Easter Market 2024

The Council has a plan to hold some Easter festivities including a market from 2024.

Urban Markets would be happy to help us with this by holding an Easter market in Pontyclun on our behalf on Saturday 23rd March. This is the first Saturday of the school Easter holidays.

Whilst this would reduce our income it would free staff time to organise other Easter activities, such as Egg hunts, bonnet competitions and perhaps a parade.

Action does Council wish to partner with Urban Markets for 2024 Easter activities?

Food festival stalls booked as at 6th July.

Name	Product
Brunch Shop	Baguettes - filled
Bar 44 Group	Branded drinks olives & cookbooks
Ivey Patisserie	Breads, pasties, sausage rolls
Red room Confectionary	Cakes, brownies
Wrapped in Chocolate	Chocolate fountain
Rock and Scallop	Fish based stuff
Truffles	Fruit & Veg, Olives etc
Fudge pots	Handmade fudge (vegan in plastic free packaging)
Hensol Distillery	Local made gin & tours etc
Bit of a Pickle	Pickles, Chutneys and Cheeses
Hwyl spirits	Spirits made in cardiff - Gin, Rum etc
Red Sugar rush	Sweets
Distill and Fill	Tinned ready to drink cocktails
Dewi Sant	Vendor - Cymric Fusion Cuisine Putine; Tacos
Tiffin food - indian street food	Vendor-Indian Street food
The Gin Tin	Vendor - Spirits based bar
Pipeworks	Vendor -Beer based bar
Cliffs Bowls and Rolls	Vendor- Burgers/Hot dogs
Cruz Coffee	Vendor -Coffee, Chocolate, snacks
Gill amusements	Vendor- Donuts and candy floss
Luceos	Vendor -Pasta meals and smoothies
Abbots Events	Vendor -Pizza
Abbots Events	Vendor- Toasties
Eleris Welsh Cakes	Welsh Cakes

Cyngor Cymuned Pontyclun Community Council

Council plan update

The council agreed a plan for the year 2023-24. This is provided below with comments so that Members can see how we are progressing.

The key points to note are :-

1. To ensure a smooth handover of Café 50 to RCT Learning curve the Council had to agree to carry on dealing with all aspects of group bookings. This has meant that not as much time was released for other activities as expected and this will hamper some delivery going forwards.
2. Community events are all either delivered or on track to be delivered as planned – Picnic in the Park was delayed due to forecast bad weather.
3. 5 new benches and 2 bog poo pins have been installed (some as replacements for old ones)
4. 2 additional floral planters are in place.
5. We have started a trial of a new style small planter with more pollinator friendly plants in it.
6. Work has started to replace fencing at Riverside walk and first steps to add extra storage for caretakers is complete.
7. Office staff are being more proactive with promoting Council services, especially new ones such as the Litter picking hub. We are also being more proactive in sharing information which may be of use to residents via our social media channels.
8. The Councillors are in the process of prioritising potential improvements in their wards so we can budget for and schedule work in. This will include Community Infrastructure funding from the Cefn y Hendy development
9. We are probably light on where we wish to be on promotion of Council activities and events.
 - a. Councillor Binning who has been doing Buddy articles monthly has asked if other members can support as he does not always have time to prepare – **Action is anyone able to support this.**
 - b. It would also be useful if more members were to repost/like/circulate articles posted by the Council.

Objective	Actions	Progress
Community Events		
The Council will run three large Community events	<ul style="list-style-type: none"> • Spring– Picnic in the Park • Summer – Food and Drink festival • Christmas – Christmas Festival 	<p>Picnic in Park – held (date moved due to weather)</p> <p>Food and drink festival and Christmas in plan</p>
The Council will support other local organisations who arrange community events in the area	<ul style="list-style-type: none"> • Grant for PRFC to hold Fireworks night. 	<p>Coronation – approx. 30 bunting packs issued; flags out; Coronation boards put up.</p>

	<ul style="list-style-type: none"> • Support 3 Remembrance Day parades in Community • Provide £1000 in grants for Community Coronation events. 	
Improving services		
The Council will deliver at least one larger scale new service or an improvement to existing service (£500+)	<ul style="list-style-type: none"> • Three new benches to be installed. • Replace fencing at Riverside Walk • Repaint lines in MUGA 	<p>Brand new bench installed at :- Shepherds vets.</p> <p>Old benches replaced at :- St Paul's church Brynsadler 2 benches at War memorial</p> <p>Contractors engaged for fencing at Riverside walk.</p>
The Council will deliver one smaller new service each year (£50-500)	<ul style="list-style-type: none"> • One History trail to go live 	Installed new floral planter in Brynsadler and by Café 50.
The Council will deliver 3 small scale new services or make 3 smaller improvements to existing Council services.	<ul style="list-style-type: none"> • Repair facias at bus shelter in Brynsadler • Refurbish planter by Car wash. • 2 Dog poo bins to be replaced. • Bridge in Ivor Woods to be replaced 	<p>2 old Dog bins replaced.</p> <p>Planter by car wash refurbished.</p>
The Council will implement one new action each year designed to improve sustainability or benefit the environment.	<ul style="list-style-type: none"> • 2023 Trial of pollinator friendly plants in small planters 	<p>Pollinator planter trial launched at Car park in Heol yr Orsaf.</p> <p>Launched Litter picking hub for Pontyclun.</p>
The council will conduct an audit to identify potential locations for new street furniture/service installations	<ul style="list-style-type: none"> • Relating to Benches/ floral planters/Christmas lighting 	List provided to Council for Planters and benches at June Council meeting for prioritisation by Ward Committees and revert to Council in Sept
Resident engagement		
The Council will hold an annual meeting and at least 10 monthly meetings plus regular Working Group meetings.		On track

The Council will engage residents via Noticeboards, Website and social media.		Additional posting set up for regular reminders on main Café 50 groups; Recycling; Events. Defibrillator location messaging live. Keep Pontyclun Tidy campaign planned for Summer 23
The Council will arrange at least one Resident survey via online methods to elicit views from them		Survey on Dog bins/Bins to be undertaken in Summer
The Council will support creation of new groups to benefit the Community of Pontyclun	<ul style="list-style-type: none"> Friends of pontyclun Community 	Councillors considering July meeting
Council administration		
The Council will agree and deliver an annual budget.		On track
The Council will meet its published service standards.		On track
The Council will publish an annual report.	<ul style="list-style-type: none"> By end June each year 	2022-23 report published May 2023
The Council will implement one new action to reduce or mitigate its risks or to improve resilience.	<ul style="list-style-type: none"> Purchasing additional generator for events Extend support from learning curve for litter picking/looking after car park/Park 	<p>Arrangements made with Y Pant for a long-term placement to support us.</p> <p>Also offered placement to RCT Learning curve – at this time they have no suitable individual.</p> <p>Generator to be purchased once storage in place.</p>

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 progress with training plan for Councillors

The law requires each Town and Community Council in Wales to have a training plan in place for its Councillors and to update and review annually.

Our training plan is provided in the appendix to this note. Last year was the first full year of the old plan and our current position is as follows:-

Priority training

- 8 of the 11 Councillors have completed training on Code of Conduct
- 4 of the 11 Councillors have confirmed induction reading completed.
- The GDPR training not done yet as awaiting completion of induction reading.

Core training

2 Councillors should complete these 3 modules (can be different Councillors)

- 1 completed Law
- 2 completed Basic finance.
- Advanced finance – looking for slots as basic finance now completed.

Optional training

Plan would lead to 14 modules needing completion. Of these 8 are done with more 1 booked in. 2 of the modules have not been offered in last 12 months.

Review of training plan

In the last 12 months the plan options have developed –

- A new Good Councillor guide on employment has been issued and circulated for reading.
- RCT CBC have released a number of training modules which they use to train their Councillors for use by Community Councils. These have been shared for viewing where Councillors wish to
- One Voice Wales has launched a number of online training courses for Councillors. These have been shared for viewing where Councillors wish to
- we have had notification of new online training modules in

With these changes in place and some training outstanding from last year the Clerk recommends the following

1. Complete outstanding training modules in next 12m
2. Full review in 2024 identifying any needs at that time.

Action – Members to confirm proposed actions.

Cyngor Cymuned Pontyclun Community Council

Training plan for Councillors

The Training for Councillors is divided into 5 sections

1. Priority – all Councillors to undertake this training within 1 year of election to Council
2. Core – at least 2 Councillors to undertake this training within 2 years of Council elections
3. Optional – aim is to have at least one Councillor having undertaken this training over the cycle of a Council
4. Optional – where relevant – aim is to have at least one Councillor trained to support the relevant activity (e.g., asset transfers) when that activity work starts
5. Other – training to fill specific gaps in knowledge of individuals or the collective.

Priority Training

All Councillors will need to complete the following training within 12m of election to the Council (or had previous relevant experience or equivalent training) Councillors who have been re-elected do not have to do this but might choose to do so as a refresher

New induction reading :-

- a. The Good Councillors guide
- b. The Good Councillors guide – Financial
- c. The Good Councillor Guide - Cyber Security
- d. The Good Councillor's guide to Employment
- e. The Council's Standing Orders, Financial Regulations, Code of Conduct and Complaints policies
- f. A New Councillor information pack (about Pontyclun Community Council)

There will be two training sessions -

- Training on Code of Conduct.
 - Courses are run by RCT CBC, and One Voice Wales and once dates are obtained these will be circulated.
 - In the past the RCT led courses have been provided free of charge
- Training on basic Data Protection will be arranged by the Clerk via a zoom session for those that wish it. There will be guidance papers circulated to all members.

Core training

This training covers the key areas which are most important to ensure the smooth running of the Council

To facilitate this at least 2 Councillors to have undertaken each training module within 24 months of the most recent Council elections (or had previous relevant experience or equivalent training)

The following One Voice Wales courses (or equivalent) should be undertaken

1. Understanding the Law
2. Local Government finance
3. Advanced Local Government finance

At various times in the past there has been Welsh Government support which would have funded us up to 2 spaces on these courses and this may become available again in the future

Optional training

Further relevant training which it would be beneficial for there to be experience/knowledge on within the Council should also be undertaken

The Council's aim is for each of these training modules to have undertaken by at least 1 Councillor (or have relevant experience or training).

The following One Voice Wales training courses (or equivalent) could be undertaken

1. The Council as an employer
2. Health and safety
3. Introduction to Community Engagement
4. Community engagement part 2 (tools and techniques)
5. Use of IT and social media
6. Effective Grant applications
7. Managing your staff

Other sources of training

RCT CBC offers a series of You Tube videos on various topics. Some of these could be part of the Priority, Core or optional trainings

[Sut mae'r Cyngor yn gweithio / How the Council Works](#)

[Cod Ymddygiad / Code of Conduct](#)

[Rheoli Gwybodaeth / Information Management](#)

[Cynllunio a Datblygu / Planning & Development](#)

[Deall Hyfforddiant Cyllid Llywodraeth Leol / Understanding Local Government Finance Training](#)

[Hyfforddiant Iaith Cymraeg / Welsh Language Training](#)

[Hyfforddiant – Diogelu / Safeguarding Training](#)

[Diogelwch a Lles Aelodau / Members' Safety and Wellbeing](#)

[Safonau'r Gymraeg / Welsh Language Standards](#)

[Llywodraethu ac Archwilio / Governance and Audit](#)

One Voice Wales has a number of training sessions for Councillors which are available online. Again these can be part of the Priority, Core or optional training sessions.

[Code of Conduct](#)

[Council as an Employer](#)

[Diversity and Inclusion](#)

[Health and Safety](#)

[Induction](#)

[Local Government Finance](#)

[Understanding the Law](#)

Cyngor Cymuned Pontyclun Community Council

Request to donate funds for benches.

We have had a few requests to make donations to support new benches. In each case the donor will fund most, if not the whole cost of the bench and we would need to install and adopt the benches for ongoing maintenance.

Bench by Pontyclun FC (Pontyclun West)

A local resident wishes to raise funds to pay for a new commemorative bench by Pontyclun FC

The bench is to replace an old bench which is there now but needs replacing.

The resident is aiming to raise funds for purchase and delivery of the bench and donate funds to us towards the cost of the purchase.

The bench will commemorate Pontyclun FC and Keith Pontin, who was a local player who went on to play for Wales. Mr Pontin died in August 2020 and is the only person from the area to have played for Wales's men's football team.

We are asked to arrange purchase of bench, install it and look after it going forward.

In the event that fund raising exceeds or falls short of target Members to consider proposed actions.

Bench along Cycle track to Talbot Green (Pontyclun central)

A lady who runs a Yoga class in the area has asked about supporting the installation of a bench along the Cycle route to Talbot Green.

She (with her class and the Parkinson's group) wish to raise £500 towards the cost of installing a bench on this path at Ynysddu. There are benches on the section from Pontyclun to Ynysddu but none after you cross the river.

The likely cost of the bench is about £7-800 including delivery and then there will be some installation costs.

The Council has received other requests from the public to install a bench on this section of cycle path.

Offer to fund 2 benches.

A local firm (Trio based in Coed Cae lane) has verbally indicated that they will support 2 new benches for the Community. They have strong links with the Rugby club so have initially asked to place them there.

There are already 7 benches there, all of which are in good condition so we will be trying to see if they would donate to replace another bench elsewhere which is in much worse condition instead.

The officers will negotiate with them to confirm arrangements.

Action – Members to consider the above requests.

Cyngor Cymuned Pontyclun Community Council

Keep Pontyclun Tidy campaign.

We are seeing an increasing number of complaints about litter and in particular dog poo being left.

For example, the Riverside walk is particularly bad at this time.

To try and combat this the Officers would like to run a Keep Pontyclun tidy campaign over the next few months.

Aims

1. Inform and engage dog owners to be responsible with dog waste.
2. Inform and engage residents about littering.
3. Encourage and support residents and groups to undertake regular litter picking.

Benefits of campaign

1. Reduce litter making Pontyclun a better place to live.
2. Reduce dog waste on ground making it easier and safer for children and older people to enjoy the outdoors.
3. Encourage a greater sense of community and pride in Pontyclun.

Campaign

The campaign will follow three themes.

Dog Waste

1. Get posters from RCT regarding new PSPO rules to encourage use of dog bins and waste bags.
2. Posters in Noticeboards/shops
3. Social media campaign
4. Consultation with residents about where dog poo bins are needed.
5. In autumn – (at least) three new dog bins to be installed – one in each ward based on nominations from the public.

Littering generally

1. Posters in Noticeboards/shops
2. Social media campaign
3. 6 large banners to be purchased and used around community – can be regularly moved to new locations to engage a new audience.

Volunteering to litter pick

1. Posters in Noticeboards
2. Campaign around the Community Council being a Litter Picking hub encouraging groups to volunteer e.g., contact all groups who have received a Council grant in last 2 years asking if they would like to do some.

Outcomes

Increased social connections – from people engaging with campaign and joining litter picking events.

People believing, they can influence decisions – 3 new dog poo bins in locations nominated by residents in consultation.

Improvement in health and wellbeing – cleaner streets and paths, leading to more engagement and use of outside spaces.

Costs

The campaign would cost about £1000 in total though bulk of this cost would be for the new dog poo bins.

3 dog poo bins - approx. £700

6 x banners - £160

Notices & signs £140.

Unless we can find a grant the only budgets that are available are the ward budgets which would need to share the costs.

Action – do members wish to arrange campaign on this basis using ward budgets accordingly.

Cyngor Cymuned Pontyclun Community Council

Parking issues at Maesyfelin fields

We have had a number of complaints regarding inconsiderate parking along the road at Maesyfelin fields.

In particular when there are Rugby or Football matches being played (and sometimes with well attended training sessions) a number of cars park on the pavement next to the fencing.

This then means that mobility scooters, wheelchairs, prams and pushchairs cannot pass and have to go onto the road. This is clearly not ideal.

This is not an issue by the park, just the section by the Rugby and Football pitches.

The Police have been advised so that they can take action.

If the Council wishes

- the Clerk can contact the Football club, Rugby club and other large users to ask them to encourage their attendees to park with consideration.
- We could ask RCT to see if they can have signage placed in the area saying no parking on the verge.
- We could have some signs prepared asking people not to park on the pavement and have these placed on the railings.

Action Members to consider action to take.

Cyngor Cymuned Pontyclun Community Council

Groups asking for help with grant applications.

We have been asked to help groups in the past with grant applications.

Typically, this is where the group is ineligible to apply over a technicality and we are asked to apply on their behalf.

Members may recall we supported the Men's shed with a levelling up grant recently by applying on their behalf, and this is a good example of what we are seeing.

We previously applied for a grant on behalf of the Parkinson's group to fund some Yoga sessions for them.

If we apply, we are responsible for the delivery of the outcomes, and should these not happen then we would be asked to return the funds.

If there are any issues, or audits etc then these would also come to us to resolve.

Officers are asking for guidance as to when the Council wishes to engage and are recommending the following -

1. The group applying must be local and the grant is for the good of our community (or a specific sub-set of the community) which the Council would wish to support.
2. The request should come from a community group and not a business nor individual.
3. The reason the group is not eligible is because they
 - a. Do not have a written constitution.
 - b. Have not been in existence for long enough to qualify.
 - c. Do not have a bank account (or have not had the account open for long enough)
 - d. Do not have a track record of delivery of projects.
4. In all cases monies to be paid out on production of receipts/invoices for monies spent or quotations for new purchases which the council will do on their behalf donating the goods/services

Action – Members to consider when they would support groups in this way going forward.