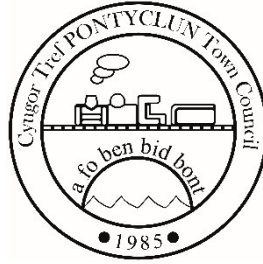


Cyngor Tref Pontyclun Town Council

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

Swyddfa Cyngor
Canolfan Gymunedol Pontyclun
Heol yr Orsaf
Pontyclun
CF72 9EE
Ffôn: 01443 238500
E-bost: clerk@pontyclun-cc.gov.wales
Gwefan: www.pontyclun.net



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 Annual Meeting of the Pontyclun Town Council held at 7.00 p.m. on Thursday 9th May 2024 and the May monthly meeting of the Council held directly after completion of the Council's Annual meeting.

PTC Member attendance at public Council meetings											
Member name	2024										
	Apr	May	Jun	Jul	Sep	Oct	Nov	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

1. To receive apologies for absence
 - a. **Councillors Rhys Williams, Kelly Sherratt and Carole Willis gave their apologies.**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. **No new declarations made**
3. There was a public presentation by the owners of No32 Manor Hill requesting that the Council agrees to move a dog bin adjacent to their property
 - a. **The Council agreed to the move subject to**
 - i. **RCT street cleansing having no issues**
 - ii. **The cost of the move being funded by the applicants**

Annual Meeting agenda

4. Annual report for 2023-4
 - a. **The Council accepted the annual report which will now be published**
5. Election of Chairperson 2024-25
 - a. **Councillor Sian Assiratti nominated Councillor Wayne Owen as Chair, this was seconded by Councillor Jamie Daniel. There were no other nominations and Councillor Owen was elected chair**
6. Election of Vice Chairperson 2024-25
 - a. **Councillor Susan Owen nominated Councillor Jamie Daniel as Vice Chair, this was seconded by Councillor Paul Binning. There were no other nominations and Councillor Daniel was elected Vice Chair.**
7. To confirm the minutes of the Council's Annual meeting of 11 May 2023 as a true record of the last Annual Meeting.
 - a. **The minutes were confirmed**
8. To review terms of reference, appointment and reappointment of any standing Committees, Sub Committees or Working Groups.
 - a. **The Council confirmed the Ward Committee terms of reference**
 - b. **The Council agreed to the recommendation to merge the Council's working groups into 3 (from 6) with the following acting as convenors**
 - i. **Governance – Councillor Wayne Owen**
 - ii. **Developing Pontyclun – Councillor Paul Binning**
 - iii. **Promoting Pontyclun – Councillor Jamie Daniel**
9. To confirm Council governance documents and review policies
 - a. **The Council confirmed the recommended changes in Standing Orders and Financial regulations and reconfirmed the Code of Conduct and Complaints policy**
 - b. **The spending authority levels of the Clerk/Chair remain unaltered.**
 - c. **The Council confirmed the following policies – Freedom of Information; Data Protection; Press, and Health & Safety statement, including accepting the merging of the Press, Media, Social Media, Noticeboard management into one overall policy**
10. To review arrangement for standing matters
 - a. **The Council noted the arrangements for working with other bodies and Charters, reaffirming all memberships. The following were elected to be representatives at our various memberships**
 - i. **One Voice Wales – Councillor Wayne Owen**
 - ii. **RCT CBC/T&CC liaison group – Councillors Jamie Daniel and Wayne Owen**
 - iii. **YGGG Llantrisant School governorship -Councillor Susan Owen will replace Gwyn Jackson when his term is complete in the autumn**
 - iv. **Cardiff North West group and Groesfaen 2020 – Councillor Carole Willis**
 - v. **Pontyclun Refugee support group – Councillor Wayne Owen**
 - vi. **Pontyclun Over 50s forum – Councillor Wayne Owen**
 - b. Council's dates and times for Ordinary meetings for the ensuing year
 - i. **The Council confirmed that they would normally meet on 2nd Thursday of the month, except August and December at 7pm.**
 - ii. **The date of the July meeting was set for the 4th Thursday of the month.**

Monthly Meeting agenda

11. To confirm minutes of the Council's meeting of 11th April are a true record and discuss matters arising from them
 - a. **Minutes agreed, no matters arising**
12. Council Payments and Finances
 - a. **March payments were confirmed**
 - b. **The Council authorised payment of £3173 for commemorative benches. Payment from CIL funds less £500 which was raised by public subscription.**
 - c. **The Council noted the year end 2023-24 financial position**
 - d. **Council agreed to open a 40 day notice account with The Charity Bank**

13. To consider report on Town improvements
 - a. **The Council wishes to keep the public toilets open on Saturday and Councillor Gareth Summers volunteered to open/close**
 - b. **The Council agreed to use Tempo as a way of encouraging volunteering on basis cost was covered by Welsh government**
 - c. **The Council noted plans on street art and agreed that the 3 bus shelters which are not decorated could be under the scheme.**
 - d. **The Council noted progress in installing new benches and work at Riverside walk for relacing fencing, bridge and steps**
 - e. **Councillors are to nominate locations for new Dog bins in Groesfaen and Miskin if required. Agreement was given to offer to replace the damaged RCT bin that was by Shepherds Vets as long as they will empty the bin.**
 - f. **The Council agreed to new litter bins at Brynsadler and Heol Miskin to be funded by CIL. We will request RCT to service them if possible.**
 - g. **The Council agreed contractors could be used to install the steps at the War Memorial and Defibrillator at Ivor Arms**
14. To consider update on Council events
 - a. **The Council noted progress on Community events**
 - b. **Council agreed to progress a “History of Pontyclun” booklet and local resident John Dilworth agreed to help write it**
 - c. **Council suggested asking the public to provide information and photos to be included.**
15. To receive and accept report from Internal Auditor and approve Annual Return
 - a. **The Council noted the internal audit and were pleased with its findings**
 - b. **The Report was accepted and the Council agreed the Annual return for 2023-24**
16. To approve action plan on green initiatives
 - a. **The Council agreed the Green initiatives plan with one additional item – for the Council to review options as to locations where trees could be planted, with particular reference to the Park**
17. To consider feedback from Café 50 user meeting
 - a. **The Council noted the comments of users and the suggestions made.**
 - b. **The council agreed to progress the following –**
 - i. **More groups as suggested if leaders can be found**
 - ii. **To spend up to £100 on outdoor games to be used at Café 50 for a pilot**
 - iii. **To seek funding to add Radar key facility to Public Toilet door**
 - iv. **To work for launching a Community Fridge scheme at the Library in 2025**
 - v. **Councillor Gareth Summers to talk to the contractors at Primary school to see what could be done to reduce issues caused by their staff parking in Pontyclun. It was noted that when the planning application was being consulted on there was a promise to bus staff in from outside to reduce parking issues.**
 - vi. **Other action points would be progressed at a future time.**
18. To consider planning applications
 - a. **Miskin manor Cricket club 24/0406/10**
 - i. **The Council agreed to support this application**
19. To consider confidential staffing update
 - a. **The Council noted the position and confirmed the actions of the Clerk**

Cyngor Tref Pontyclun Town Council

Pontyclun Traffic issues

As members are aware traffic issues in Pontyclun are an issue with problems with parking, volume of traffic, speed and inconsiderate driving being amongst some of the problems

The Chair wishes to arrange an extraordinary meeting to start discussions regarding these issues.

We are aware that the planning application for Forest Wood quarry will go to planning in June or July and if approved would increase the volume of traffic through Pontyclun. The decision by RCT to reduce school bus transport will mean more traffic heading through Brynsadler, or children walking on that route which we should also consider.

We have also received a copy of the most recent survey on Brynsadler bridge which is attached as appendix 2a. Members can see there are a number of minor issues. The one main problem is a tree which is potentially undermining the bridge at land at the Hollies. The Clerk has checked and this is not on our land.

We should also consider an independent air quality report and traffic survey to see what the position is currently to help us with ideas - though these would need to be funded from reserves

Action members to consider options for consideration.

Inspection Type:		Form No.: 1 of 1				Description: Form 1			
Inspector: GW, CH		Date: 29/11/2022 00:00				Next Inspection: Principal18/09/2021			
Name:		BRYNSADLER RIVER BRIDGE (165002)				Road Ref:		A 4222	
Map Ref:		OS:		ST03108093		Primary Str. Form:		04	
Width:		9.944		Length:		14.94		Primary Material:	D
All Above Ground Elements Inspected:				Yes		Secondary Str. Form:		26	
						Secondary Material:		C	
Set	No	Element Description	S	Ex	Def	W	P	Comments/Remarks	
Deck Elements	1	Primary Deck Element	2	C	2.2		L	Spalls to both edge beams at transverse end anchorage locations.	
	3	Secondary Deck Element						NI The transverse post tensioning was inspected separately and is recorded in the PTSI report ref. no. 70050758/PTSI/BB/18/V01	
	6	Parapet Beam or Cantilever	2	C	2.2		None	Minor hairline cracking to parapet beams.	
Load-Bearing Substructure	8	Foundation	3	C	6.6		M	Potential foundation faults causing vertical cracks to centre of both abutments.	
	9	Abutments (incl. arch springing)	4	C	3.5		M	Large tree growth causing structural damage to west abutment downstream. Ivy growth downstream west corner. Missing masonry to west abutment downstream. Joint wash out to masonry abutments. Vertical crack at centre of east abutment in bed joints and through masonry up to 3mm wide. Vertical crack at centre of west abutment in bed joints and through masonry up to 1mm wide.	
	14	Bearing plinth/shelf	2	B	2.2		None	Spalls with exposed reinforcement to padstones on both abutments. Below beams 7 and 9 on the east abutment and below beam 3 on the west abutment.	
Durability Elements	17	Water Proofing	2	C	14.2		None	The waterproofing system was not inspected. However, there was leachate staining to the deck between the outer edge beams.	
	18	Movement/Expansion joints	2	B	10.101		None	Cracking to surface over joint east abutment.	
	19	Painting: deck elements	2	C	8.2		None	Leachate staining to deck soffit between beams 1 to 3 and beams 20 to 22.	
	20	Painting: substructure Elements	2	C	8.2		None	Leachate staining to both abutments.	
	21	Painting: parapets/safety fences	5	D	4.1		L	General paint loss to parapets	
Safety Elements	23	Handrail/parapets/safety fences	3	C	3.7		L	Bulging to upstream west parapet. Loss of pointing to upstream east parapet. Minor mortar loss to parapet pilaster bed joints. Ivy to top of parapet upstream west. Vegetation to parapet pilasters. Localised corrosion in areas of paint loss to parapets.	
	24	Carriageway surface	3	E	9.1		None	General wear to surfacing and loss of anti-skid dressing in downstream carriageway.	
	25	Footway/verge/footbridge	2	D	9.6			Build up of grass and moss to upstream footway. Cracks to paving and surfacing on both footways. Exposed electricity duct to verge downstream west corner.	
Other Bridge Elements	26	Invert/river bed	2	C	7.1		None	Minor scour to upstream end of east abutment.	
	31	Wing Walls	3	C	3.2			General mortar loss to masonry bed joints on wing walls. Ivy to wingwalls.	
	33	Embankments	3	C	5.1		L	Tree adjacent to bridge on downstream west and upstream west embankments causing structural damage to west abutment.	

Set	No	Element Description	S	Ex	Def	W	P	Comments/Remarks
Ancillary Elements	35	Approach rail/barriers/walls	5	E	5.2		L	Missing masonry upstream east wall. Bulging caused by tree growth. Loss of pointing to upstream east approach wall. Tree growing out of approach wall upstream east side. Ivy growth to all approach walls.
S- Severity ,Ex - Extent, def - Defect. W - Work Required, P - Work Priority, Cost - Cost of work								

Structure: BRYNSADLER RIVER BRIDGE	Structure Ref: 165002	Form: 1 of 1
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MULTIPLE DEFECTS

Element No.	S	Ex	Defect	Comments
9	2	B	3.2	Joint wash out to masonry abutments.
25	2	B	5.1	Build up of grass and moss to upstream footway.
9	4	B	5.1	Large tree growth causing structural damage to west abutment downstream.
31	3	C	5.2	Ivy to wingwalls.
23	2	C	1.1	Localised corrosion in areas of paint loss to parapets.
23	3	C	3.2	Loss of pointing to upstream east parapet. Minor mortar loss to parapet pilaster bed joints.
35	4	D	3.2	Loss of pointing to upstream east approach wall.
35	3	C	5.1	Tree growing out of approach wall upstream east side.
9	3	B	3.6	Missing masonry to west abutment downstream.
35	2	B	3.6	Missing masonry upstream east wall.
35	3	C	3.7	Bulging caused by tree growth.
23	3	B	5.2	Ivy to top of parapet upstream west. Vegetation to parapet pilasters.
9	4	C	5.2	Ivy growth downstream west corner.

INSPECTOR'S COMMENTS

No.	Comments			
Name		Signed		Date






ENGINEER'S COMMENTS

No.	Comments			
Name		Signed		Date






WORK REQUIRED






Ref No.	Item No.	Work Description	Priority	Estimated Cost	Work Ordered
GE2300277	23	Repair bulging to upstream west parapet.	L	£3,000	
GE2300278	8	Investigate potential foundation faults causing vertical cracks to centre of both abutments.	M	£500	
GE2300279	9	Remove ivy growth downstream west corner.	M	£1,000	
GE2300280	35	Repair loss of pointing to upstream east approach wall.	L	£2,000	
GE2300281	21	Re-paint paint system to parapets.	L	£4,000	
GE2300282	1	Repair spalls to both edge beams at transverse end anchorage locations.	L	£1,000	
GE2300283	35	Remove tree growing out of approach wall upstream east side.	L	£1,000	
GE2300284	33	Remove tree adjacent to bridge on downstream west and upstream west embankments causing structural damage to west abutment.	L	£1,000	
GE2300285	35	Repair bulging caused by tree growth.	L	£2,000	
GE2300286	23	Remove ivy to top of parapet upstream west. Vegetation to parapet pilasters.	L	£1,000	
GE2300287	31	Repair mortar loss to masonry bed joints on wing walls.	L	£4,000	
GE2300288	35	Remove ivy growth to all approach walls.	L	£1,000	
GE2300289	9	Repair missing masonry to downstream west abutment	M	£2,000	
GE2300290	23	Repair loss of pointing to upstream east parapet. Repair minor mortar loss to parapet pilaster bed joints.	L	£4,000	
GE2300291	9	Remove large tree growth causing structural damage to west abutment downstream.	H	£2,000	
GE2300292	31	Remove ivy to wingwalls.	L	£1,000	
Name		Signed		Date	






PHOTOS






Inspection Item No.	Reference	Photo	Photo Description
1	2300512		Spalls to both edge beams at transverse end
1	2300513		Leachate staining to deck between outer edge beams
1	2300514		Spalls to both edge beams at transverse end
6	2300515		Staining and spalling to outer edge beams
6	2300516		Minor hairline cracks to parapet beams






Inspection Item No.	Reference	Photo	Photo Description
8	2300517		East abutment
8	2300519		Vertical cracks to centre of both abutments
9	2201084		Abutments (incl. arch springing)
9	2201085		Vegetation coverage
9	2201086		Vegetation growth to the downstream west abutment
9	2300520		Large tree growth causing damage to downstream west abutment




Inspection Item No.	Reference	Photo	Photo Description
9	2300521		Ivy growth to pillaster north east
9	2300522		Vertical crack at the centre of east abutment
9	2300523		Large tree growth causing structural damage to west abutment downstream.
9	2300524		Loss of pointing and staining to west abutment
9	2300525		Joint wash out to masonry abutments





Inspection Item No.	Reference	Photo	Photo Description
14	2300526		Staining and spalling to with exposed reinforcement to padstones
14	2300527		Staining and spalling to outer edge beams
17	2300528		Leachate staining to deck between outer edge beams
17	2300529		Leachate staining to deck between outer edge beams
18	2201090		Cracking to surface over joint / east abutment





Inspection Item No.	Reference	Photo	Photo Description
19	2300534		Leachate staining to deck between outer edge beams
19	2300535		Staining to outer edge beams
19	2300536		Leachate staining to deck soffit
20	2300537		Leachate staining to west abutment
20	2300538		Leachate staining to abutment

Inspection Item No.	Reference	Photo	Photo Description
21	2201080		Loss of paintwork to parapet
21	2300539		General paint loss to parapet
23	2201078		Loss of pointing to upstream east parapet.
23	2201079		Loss of pointing and vegetation growth to approach walls
23	2300540		Tree growth and bulging to upstream west parapet

Inspection Item No.	Reference	Photo	Photo Description
23	2300542		Ivy to top of parapet upstream west
23	2300544		General paint loss to parapets
23	2300545		General paint loss to parapets
24	2300546		General wear to surfacing and loss of anti skid dressing in South carriageway
24	2300547		General wear to surfacing, loss of anti skid dressing south carriageway

Inspection Item No.	Reference	Photo	Photo Description
25	2201081		Cracks to paving surface on both footways
25	2201087		Exposed electricity duct to verge south west corner
25	2201088		Cracks to paving
26	2300548		Minor scour to end of upstream east abutment
31	2201068		Vegetation growth on wing wall and pilaster upstream East

Inspection Item No.	Reference	Photo	Photo Description
33	2201082		Vegetation growth to west abutment upstream
33	2201083		Tree adjacent to the bridge on downstream west and upstream west embankments
35	2201069		Tree and ivy growth to approach wall upstream east corner
35	2201070		Vegetation growth to approach wall

Inspection Item No.	Reference	Photo	Photo Description
35	2201071		General mortar loss to masonry wall
35	2201072		Tree and ivy growth to approach wall upstream east
35	2201073		Tree growth and ivy to approach wall upstream east.
35	2201074		Missing masonry to approach wall
35	2201089		Ivy growth to approach wall downstream west