

**MINUTES** of the **MONTHLY MEETING** of Tonyrefail & District Community Council held on **THURSDAY 14<sup>th</sup> May 2015** at the Community Hall Prichard Street, Tonyrefail which commenced at 6.45 pm.

**PRESENT:** Councillors: Messrs N. Harding, G. Evans, G. Powell, S. Stevens, S. Kiff, A. Davies, D. Owen Jones, Mrs. C. Edwards and Mrs D. Roberts

**In attendance: Mrs. P. Williams (Clerk)**

**1. APOLOGIES FOR ABSENCE:**

The reason for the apology for Councillor Mrs. A. Davies-Jones in the April meeting in which it was recorded as having a work commitment had been incorrectly given by another Councillor.

Mrs. A. Davies-Jones did state after the March meeting of the Council that she would be unable to attend the April meeting owing to a holiday and the Clerk verified this.

The Clerk read an email she received from Councillor Mrs. A. Davies-Jones in view of comments that have been made by other Councillors on social media

In view of Councillor Davies-Jones's email, the Clerk reminded Councillors that the 'Apology for Absence' form which is sent out with every agenda should be completed in person and returned to the Clerk.

**1.1 APOLOGIES SUBMITTED**

An email of apology was received from Councillor Mrs. A. Davies-Jones (work commitment).

**1.2 APOLOGIES NOT SUBMITTED**

No apology for absence was received from Councillor Karen Godfrey.

**2. DISCLOSURES OF PERSONAL INTEREST**

There were no disclosures of interest received.

**3. MINUTES**

With the following amendment that Councillor N. Harding was in attendance at both the meetings, it was **RESOLVED:** To accept and approve the Monthly Meeting held on Thursday 16<sup>th</sup> April 2015 and the minutes of the Events Committee Meeting also held on Thursday 16<sup>th</sup> April 2015.

**4. PUBLIC BREAK**

There were no members of the public present.

**5. MATTERS ARISING FROM THE MINUTES**

**5.1 NOTICE BOARDS**

Clerk to contact RCTCBC for permission for the siting of the notice boards at the following locations: Park side of the road in Tyn-y-Bryn and the area of land where by Community Council has a seat and grit bin in Coedely.

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**6. CORRESPONDENCE:****6.1 OMBUDSMAN – REVISED GUIDANCE ON THE CODE OF CONDUCT**

All Councillors had been supplied with a copy of the revised guidance. It was **RESOLVED:** To note the same.

**6.2 PLANNING AID WALES – TRAINING WORKSHOP – 19<sup>TH</sup> MAY**

It was **RESOLVED:** That the Clerk together with Councillors Austin Davies and Dan Owen Jones will attend this training workshop.

**6.3 SLCC – WALES WHITE PAPER CONSULTATION**

It was **RESOLVED:** To note the information.

**6.4 SOUTH WALES POLICE FEDERATION – CUTS HAVE CONSEQUENCES**

It was **RESOLVED:** That the Clerk writes a letter of support.

**7. PLANNING:**

There were no objections nor observations made to any of the planning applications placed on this month's agenda.

**8. FOOTPATHS:**

The Clerk reported to Council that she had received an email from the Footpath Officer in RCTCBC advising that their Ranger will be inspecting Footpath 101 as soon as possible.

**8.1 TO RECEIVE FOOTPATH REPORT FOR MAY2015**

It was **RESOLVED:** To note and accept the footpath report as presented.

**9. ACCOUNTS: TO ACCEPT AND APPROVE:****9.1 ACCOUNTS PAID APRIL**

It was **RESOLVED:** To note and accept the accounts paid for April as presented.

**9.2 TO ACCEPT AND APPROVE YEAR END ACCOUNTS AS AT 31<sup>ST</sup> MARCH 2015**

Copies of the following year end accounts were provided to Council for approval:

- a). Cash Book Reconciliation as at 31<sup>st</sup> March 2015
- b). List of Creditors and Debtors as at 31<sup>st</sup> March 2015
- c). List of Outstanding Cheques as at 31<sup>st</sup> March 2015
- d). Bank Reconciliation including Debtors and Creditors as at 31<sup>st</sup> March 2015
- e). Staff Costs for 2014/15
- f). Income and Expenditure Spread Sheet as at 31<sup>st</sup> March 2015
- g). Income and Expenditure Account as at 31<sup>st</sup> March 2015
- h). Income and Expenditure Balance Sheet as at 31<sup>st</sup> March 2015

It was **RESOLVED:** To note and accept the year end accounts as at 31<sup>st</sup> March 2015

**10. TO RECEIVE: MEMBERS AND CLERKS REPORTS****10.1 CLERKS REPORT**

The Clerk circulated her report in respect of "Local Government (Democracy) (Wales) Act 2013 (Commencement No. 2) and "Explanatory Report"

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The Clerk also circulated in her report a copy of the Statutory Guidance on "Access to Information on Community and Town Councils" for their information.

## **10.2 MEMBERS REPORT**

Councillor Shawn Stevens gave an up-date on the Savoy Theatre.

Councillor Austin Davies had been asked by the Candidates who took part in the recent 'Hustings' in The Savoy Theatre in Tonyrefail to pass on their thanks to the organisers of the event.

Councillor Dan Owen Jones asked if the Bus Shelter in Penrhiwfer which is no longer on a bus route be re-located to another location in Penrhiwfer. The Clerk will arrange.

## **11. TO RECEIVE: MONTHLY REPORT FROM THE PACT MEETING**

Councillor Glen Evans reported that there will be a recess for a few months and that a list of the dates of further meetings will be given to the Clerk for the Councils website.

## **12. TRANE CEMETERY:**

### **12.1 CEMETERY WALL**

In view of the current position with the cemetery wall, it was **RESOLVED:** That the Clerk contacts the Developer to ask if they would be prepared to pay for a Structural Engineers report.

### **12.2 CEMETERY TREES**

Proceeding.

## **13. ALLOTMENTS:**

### **13.1 ALLOTMENT SITE MEETING - TO SET A DATE**

It was **RESOLVED:** That the following site meetings would take place on:

- a). Thursday 4<sup>th</sup> June - 6.00 pm at Penrhiwfer Allotments then onto Llantrisant Road.
- b). Tuesday 9<sup>th</sup> June - 6.00 pm at The Avenue Allotments then, Prichard Street and Tylcha Wen.

### **13.2 PUBLIC LIABILITY INSURANCE - INDIVIDUAL ALLOTMENTS**

The Clerk advised that she had received a copy of Public Liability Insurance from all the Allotments except for Prichard Street but she has been assured that they have Public Liability insurance in place.

### **13.3 INDIVIDUAL ALLOTMENT SITE TENANCY AGREEMENTS AND CONSTITUTIONS**

It was **RESOLVED:** To address this item at the above site meetings.

### **13.4 TO REVIEW COMMUNITY COUNCIL'S TENANCY ALLOTMENT AGREEMENT**

It was **RESOLVED:** To review the Council's Tenancy Allotment Agreement at the Policy and Resources committee meeting of which a date is to be set.

### **13.5 BARBED WIRE - TYLCHA WEN**

It was **RESOLVED:** To address this at the site meeting which is to take place on the 9<sup>TH</sup> June.

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**13.6 THE AVENUE ALLOTMENTS – PLOT REVIEW.**

In view of a letter received from an allotment holder, it was **RESOLVED:** That the Clerk writes to the Management Committee to advise that rents should only be paid on 19 plot and not 20.

**14. HEALTH & SAFETY**

Proceeding

**15. PROJECTS**

**15.1 SUMMER EVENT**

Events Meeting to take place at 7.30 this evening.

**16. PUBLICITY:**

**16.1 NEWSLETTER.**

Proceeding

**17. CHRISTMAS 2015**

**17.1 CHRISTMAS LIGHTING**

Proceeding

**17.2 CHRISTMAS EVENT**

Events Meeting to take place at 7.30 this evening.

**17.3 CHRISTMAS DINNER**

Proceeding

**18. STAFFING**

Proceeding

**19. TO RECEIVE AND ACCEPT: INTERNAL AUDITOR'S REPORT FOR 2014/2015**

It was **RESOLVED:** To approve and accept the Internal Auditor's Report as presented.

**20. TO RECEIVE AND ACCEPT: ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2015**

It was **RESOLVED:** To approve and accept the following pages of the Annual Report as presented.

- 20.1 Page 1 of the Return
- 20.2 Page 2 of the Return
- 20.3 Page 3 of the Return
- 20.4 Page 4 of the Return (*Chair and Responsible Financial Officer signed Page 4 of the Return*)
- 20.5 Page 5 of the Return

**21. TO REVIEW: BUDGET FOR 2015/16 FOLLOWING COMPLETION OF YEAR END 2014/2015**

It was **RESOLVED:** To accept the revised Budget figures as presented by the Clerk.

**22. BUS SHELTER HEOL TY LLWYD – REQUEST FOR SIDE PANELS**

It was **RESOLVED:** That 2 side panels would be placed on the Bus Shelter.

**23. PROVISION OF BUS SHELTERS: THOMASTOWN AND COEDEL**

It was **RESOLVED:** To agenda this item for December unless 2<sup>nd</sup> hand Bus Shelters from RCTCBC becomes available.

Initials.....

Date.....

**24. TO ACCEPT AND APPROVE: QUOTATION FOR WATER BOWSER**

It was **RESOLVED**: To accept the quotation from Forest Park & Garden at a cost of £685.00 plus VAT.

**25. TO AGREE: DATE & VENUE OF NEXT MEETING**

It was **RESOLVED**: That the next Monthly meeting of the Council will take place on Thursday 11<sup>th</sup> June 2015 at 6.30 pm in the Community Hall, Prichard Street, Tonyrefail.

**The meeting closed at: 7.40 pm**