



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance), 7pm on Thursday 18<sup>th</sup> January 2024

*The meeting was held in accordance with:*

**The Local Government and Elections (Wales) Act 2021**

**Members Present:**

**Councillors;** David Evans (Chair), Helen Donnan, Chris Parker, Will Thomas, Neil Feist, Andrea James, Mark Steer, Janine Turner, Joanne Miller, Robert Lewis-Watkin JP, Tracy Allen, Robert Smith.

**Apologies:** None.

**Absent:** Cllr Geraint Hopkins JP, Rhys Jenkins

**Clerk to the Council:** Leigh Smith

**Deputy Clerk/RFO:** Lisa Phillips

4 members of the public.

**2024/001 Welcome and Apologies.**

The Chair welcomed all to the meeting.

**2024/002 Disclosures of personal and/or prejudicial interests.**

Cllr Chris Parker declared a personal and prejudicial interest regarding a grant application from 'the Wimbles' pertaining to agenda item 15 (Minute ref 2024/015) being a committee member of that group.

Cllr Janine Turner declared a personal and prejudicial interest regarding a grant application from 'the Wimbles' pertaining to agenda item 15 (Minute ref 2024/015) being a committee member of that group.



### **2024/003 Public speaking**

A member of the public regarding a matter not listed on the agenda, with reference to Llanharan Football Club.

2 members of the public spoke regarding an item of correspondence contained in agenda item 6, specifically the notice of completion of audit letter for 2018 from Audit Wales.

### **2024/004 Minutes of ordinary meeting 21<sup>st</sup> December 2023**

#### ***RESOLVED***

To approve the draft minutes of the Ordinary meeting of Council held on 21<sup>st</sup> December 2023 as a true and accurate record.

### **2024/005 Action Plan**

Noted

### **2024/006 Correspondence including conclusion of audit notice for 2018**

Noted, including a conclusion of audit notice for 2018

### **2024/007 Crime reports from the Police Community Support Officer (PCSO).**

Noted

### **2024/008 Expenditure for December 2023.**

#### ***RESOLVED***

To approve the expenditure for December 2023 as presented in 'Appendix 5'

### **2024/009 Progress on banking mandate signatories, internet banking signatories and PSDF signatories**

Noted



#### **2024/010 Further costs for the 2023 Christmas dinners**

##### **RESOLVED**

To note final costs for the event and to authorise the officers to pay the LCDP invoice for the 2023 Christmas lunches for £5,344.86

#### **2024/011 Further costs for the 2023 Fireworks event**

##### **RESOLVED**

To note final costs for the event and to authorise the officers to pay the final LCDP invoice for the 2023 Fireworks event for £5,890.10 and to make a virement from general reserves of to account for a budget overspend of £1210.10

At this point Councillor Robert Smith joined the meeting having previously been absent.

#### **2024/012 Fireworks working group**

##### **RESOLVED**

That in future the fireworks working group shall report to the Community Engagement Committee rather than directly to Full Council.

#### **2024/013 Quotations received for the 2024 summer flowers.**

##### **RESOLVED**

The Clerk having attempted to obtain 4 quotations from local reputable suppliers and having received a response from only 1 supplier, furthermore, having regard to the urgent need to place an order imminently to secure supply for summer (to allow growing time), to suspend standing orders/financial regulations in respect of 11.3 of the financial regulations.

In particular:

*11.3. Procedures as to contracts are laid down as follows:*

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency.....*
- e. When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in Regulation 11.3., where the value:*
  - ii. is less than £45,000 and greater than £1,500 the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply*



## **RESOLVED**

To accept the quotation from Boverton Nurseries of £7747 plus VAT for 2024 summer plants and to authorise the officers to place the order.

## **2024/014 Members reports**

### Cllr Mark Steer

The dog waste bin at the western end of Brynna woods has not been emptied for 3 weeks. I have reported this to RCTCBC. There are no issues regarding access as the work on the Eco-houses site has come to a halt and so there are no contractor vehicles blocking the way. It would be helpful if Community Council staff could empty this bin on a temporary basis.

This morning I met on site with Jason Bragg, RCTCBC Rights of Way Officer and an RCTCBC highways drainage engineer to look at the condition of PSM52/2 which runs along the Eastern edge of Llanharan cemetery. I will report on our discussion to the next meeting of the ORA Committee.

The Brynna Woods sculptures working group has reached a consensus on providing a fairy castle to be installed at the fairy glenn area of the woods. I have asked the Clerk to place an order with a view to installing shortly. I will inform working group members as soon as I know of the installation date.

Organised by the Wildlife trust there will be a series of walks and talks at Brynna woods over the next few weeks and months, I will be giving some talks myself. Once I have information I will circulate it.

Together with Councillor Evans and the Clerk attended Llanharan Primary school last week to inspect the new equipment installed due to the grant provided by the Community Council from CIL funds. I was fascinated to see the process by where the pupils themselves collected ideas and decided what equipment to choose.

### Cllr Joanne Miller

We will need to replace more poppies for 2024 given some have been removed from lampposts and lost. I think about 20 poppies in total.

Councillor Chris Parker left the meeting at this point and did not return.



## **2024/015 Audit Committee meeting held on 16<sup>th</sup> January 2024**

### **RESOLVED**

A2024/006 To approve the bank reconciliations and payments for Quarter 3, 2023 as detailed in Appendix 2 presented to the audit committee.

### **RESOLVED**

A2024/009 To approve the 2024/25 draft budget as presented in appendix 10 and appendix 10a with an expenditure of £278,560

### **RESOLVED**

A2024/009 To apply a 0% increase on the Community Council tax band D rate resulting in a £0 per year increase and a resultant Community Council band D rate of £79.17

### **RESOLVED**

A2024/010 To suspend standing orders/financial regulations in respect of 11.3 of the financial regulations. In particular:

*11.3. Procedures as to contracts are laid down as follows:*

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency.....*
- e. When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in Regulation 11.3., where the value:*
  - iii. is below £1,500 and above £250 the Proper Officer shall strive to obtain 3 estimates of the cost of proposed supply.*

The reason being the Clerk having attempted to source 3 quotations from well-established reputable and experienced internal auditors with a known track record of competence and having been able to identified 2 such auditors whom in their opinion meets the criteria to provide a high-quality service to the Council.

### **RESOLVED**

A2024/010 Following the obtaining of further quotations, to appoint WGW as the internal auditor for 2023/24 and to schedule an internal audit for June 2024.



**RESOLVED**

A2024/011 To grant Llanharan OAP Hall a total of £1,946 comprising £1,546 to cover electricity costs and £400 to cover gas costs.

**RESOLVED**

A2024/012 To grant Llanharan Football Club £495 towards the purchase of the equipment detailed in the application to facilitate the reinstatement of a Saturday 'second' team. Payment to be made subject to the receipt of the following supporting documentation to the satisfaction of the Clerk (these items not considered material to decision making):

- a) The constitution document of the club (including details of the named officers of the club or if this is not included in the constitution document the applicant to annotate the application to show the formal positions of the signatories).
- b) Invoices totalling £900 to show what the previous grant was spent on. (As per Appendix 2 of the application).

**RESOLVED**

A2024/013 General grant application from 'The Wimbles'  
To defer consideration of the general grant application from 'the Wimbles' to a future meeting pending receipt of the following, the items being considered material to decision making:

- a) A signed copy of the application signed by two authorised signatories and stating the names of those signatories.
- b) The group's latest bank statement.
- c) An application with Section A of the form completed detailing what grant aid has been received from the Community Council in the past 3 years. Section A must detail the amount received and the date.
- d) An application with all sections of Appendix two correctly and fully completed to the satisfaction of the Clerk. No invoices being required if the Community Council has purchased and gifted items to the group.

**RESOLVED**

A2024/015 Discharge of recommendation R13 from the most recent internal audit.

Following the recent notification from The Independent Remuneration Panel for Wales (IRPW) regarding taxation guidance for the payment of Council allowances, that each member in receipt of the £156 payment (or part payment) is issued with the relevant letter (to be signed by the member) to evidence a formal arrangement between the council and the councillor and provided that the councillor is not already claiming the allowance against



another source of income then it be treated as exempt from PAYE. This being the case there is no need for payments to be made via the payroll system.

**RESOLVED**

A2024/016 To adopt the following policy regarding the payment of mandatory costs to Councillors joining the council part way through a year

For any new payment to Councillors who have been elected or co-opted during a Council term:

- The £52 per year for office consumables required to carry out their role be paid in full when or soon after that member signs their declaration of acceptance of office. This to provide funds to assist with any initial costs involved in the member fulfilling their role as well as providing for ongoing office consumables.
- The £156 per year for expenses involved in working from home to be paid on a pro-rata basis at a rate of £3 per week based on the remaining number of weeks until the end of the financial year at the end of April. Should any date fall during a week then for the purposes of calculation the week be counted as a whole week.

**2024/016 Memorial Garden CIL project Costs**

**RESOLVED**

To authorise the officers to spend a total of £2,100 comprising 50% payment of Vale Consultancies invoice 9933 and £750 for unforeseen costs upon receipt of an invoice. Monies to be taken from CIL funds and the CIL 123 list and Active project lists to be updated accordingly.

**RESOLVED**

To appoint Howells Solicitors to represent the Council regarding its Section 185 Sewer diversion application with Dwr Cymru Welsh Water (DCWW) and to authorise the Officers to spend up to £1,200 as per the attached estimate with a small contingency for legal fees in relation to the application. Monies to be taken from CIL funds for the memorial garden project.

**RESOLVED**

To authorise the officers to arrange the necessary surety cover with a suitable provider up to a maximum value of £1129.13 to cover a 2-year period. This cover being necessary for the S185 Sewer diversion application to DCWW for the memorial garden project. Monies to be taken from CIL funds for the project.



**2024/017 £500 to purchase software to facilitate the development of electronic application forms**

***RESOLVED***

To authorise the officers to spend \$399 dollars per year (or the £ sterling equivalent) if following an investigation into its capabilities, the plugin is felt to serve the purposes for which it would be intended. For the Officer's in consultation with the Chair to proceed to develop draft forms and applications. The relevant committees to have final approval over the format and content of any application forms in the normal way prior to publishing.

**2024/018 £1,500 to make alterations to the Council office to improve security**

***RESOLVED***

To authorise the officers of the Council to spend up to £1,500 to facilitate the fitting of a door latch and CCTV in the office. For a virement to be taken from general reserves and added to the office maintenance line.

**2024/019 Vehicle insurance policy**

***RESOLVED***

To approve payment of £ 2,561.38 for the council's annual vehicle insurance policy.

**2024/020 Planning**

***RESOLVED***

For the Clerk to write to RCTCBC planning department regarding Acolaid case 24/0004/10 to request that the applicant seek professional advice on the lawful removal of Japanese knotweed, being a controlled waste.

**2024/021 Exclusion of press and public**

***RESOLVED***

To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public to be excluded from the meeting on the basis that with regards to the following agenda item, disclosure thereof





would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

### **2024/022 Recommendations of HR Committee meeting, 17<sup>th</sup> January 2024**

The HR Committee made no recommendations. The Clerk gave a brief verbal report.

### **2024/023 Spend of £500 to facilitate resolution of a HR matter**

To approve the officers of the Council to pay up to £500 for costs associated with a confidential HR issue. The invoice presented for Caer health plus any ancillary costs that may arise in relation to the matter.

### **2024/024 Urgent information and suggestions to the Clerk for future agenda items.**

None.

There being no further business the meeting closed at 8.20pm

The next scheduled meeting of Full Council will be held on 15<sup>th</sup> February 2024

Councillor David Evans

Chair of the Community Council



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance), 7pm on Thursday 21<sup>st</sup> December 2023

*The meeting was held in accordance with:*

**The Local Government and Elections (Wales) Act 2021**

### **Members Present:**

**Councillors;** David Evans (Chair), Chris Parker, Helen Donnan, Will Thomas, Neil Feist, Andrea James, Rhys Jenkins, Mark Steer, Janine Turner, Joanne Miller, Robert Lewis-Watkin JP, Tracy Allen.

**Apologies:** None

**Absent:** Geraint Hopkins JP.

**Clerk to the Council:** Leigh Smith

**Deputy Clerk/RFO:** Lisa Phillips

4 members of the public.

### **2023/288 Welcome and Apologies.**

The Chair welcomed all to the meeting.

### **2023/289 Disclosures of personal and/or prejudicial interests**

Having a joint allotment tenancy, Cllr Neil Feist declared a personal and prejudicial interest in the first 2 items dealt with under agenda item 18 (Minute Ref 2023/205). He left the meeting prior to discussion and resolution of these matters and returned to the meeting immediately afterwards.

Cllr Robert Lewis-Watkin declared a personal interest in a planning application dealt with under agenda item 19 (minute ref 2023/206).

### **2023/290 Co-option to fill casual vacancy.**

Under the process previously resolved and outlined in the paper presented to Council:



**RESOLVED**

Robert Smith to be co-opted onto the council to fill the casual vacancy, subject to the correct signing of their declaration of acceptance of office.

**2023/291 Public speaking**

None

**2023/292 Minutes of ordinary meeting 16<sup>th</sup> November 2023**

**RESOLVED**

To approve the draft minutes of the Ordinary meeting of Council held on 16<sup>th</sup> November 2023 as a true and accurate record.

**2023/293 Action plan**

Noted

**2023/294 Correspondence**

Noted

**2023/295 Crime report**

Noted.

**2023/296 Expenditure October 2023.**

**RESOLVED**

To approve expenditure for November 2023 shown in payment schedule 'Appendix 5'

**2023/297 Income and expenditure for 'The Pantry'.**

Noted.

**2023/298 Progress on banking mandate signatories, internet banking signatories and PSDF signatories.**

Noted

**RESOLVED**

To add Councillor Rhys Jenkins as the third director of the Public Sector Deposit Fund.

**2023/299 Final purchase costs for Christmas Trees**

Noted.



### **2023/300 Final costs for the 2023 Christmas dinners**

Note: LCDP invoice still to be received.

#### ***RESOLVED***

To authorise payment of the following costs:

- Minibus and large bus hire - £160 to Pencoed Travel. (Upon receipt of invoice).
- Donation to Brynnau Primary School to cover bus costs and provide donation - £290
- Donation to Llanharan Primary School - £100

#### ***RESOLVED***

For the Clerk to write to Gill Richards and Anne Davies of Llanharan OAP and Brynna OAP respectively to thank them for their hard work helping to organise the event and to Llanharan RFC for the free use of the hall.

### **2023/301 Final costs for the 2023 fireworks display.**

Note: Valid LCDP invoice still to be received.

#### ***RESOLVED***

To authorise payment of the following costs:

- Cleaning of Welfare hall - £60
- Hire of Welfare hall & grounds - £250 (Upon receipt of invoice).

### **2023/302 Community consultation regarding aspects of the 2023 fireworks display**

#### ***RESOLVED***

To instruct the Clerk to carry out a community consultation regarding aspects of the 2023 fireworks display. The details of which to be decided by the Fireworks working group.



### **2023/303 Specification upon which to obtain quotations for the 2024 summer flowers.**

#### **RESOLVED**

To add the following to the specification presented to the Council to be used to obtain quotations for 2024.

- Plants to fill the troughs on the village entrance signs. (7 large 1 small troughs) including the purchase of 2 large troughs.

#### **RESOLVED**

For the Clerk to obtain quotations for a further large hexagonal planter to be presented to the next meeting of the Council.

### **2023/304 Members reports**

#### Cllr Mark Steer

The Network Rail Trenos crossing bridge construction is progressing. They are currently excavating and are looking to complete at the end of March 2024.

#### Cllr David Evans

Persimmon are transferring a section of land to Network Rail for the bridge.

### **2023/205 Recommendations of the ORA Committee meeting held 7<sup>th</sup> December 2023.**

Cllr Neil Feist left the meeting at this point having declared a personal and prejudicial interest.

#### **RESOLVED**

#### ORA2023/089 Draft 2024 allotment tenancy agreement.

To adopt the draft presented as the tenancy agreement for 2024.

#### **RESOLVED**

#### ORA2023/090 Allotment fees

To increase fees for a 5 perch plot from £26 a year to £30 a year to commence in January 2025 and for a letter to this effect to be sent to plot-holders giving the required 12 months-notice



Cllr Neil Feist returned to the meeting at this point

***RESOLVED***

ORA2023/091 Adding individuals to long standing tenancy agreements, creating joint tenancies circumstances where this might be considered.

To allow the principle of new joint tenancies under certain circumstances and the Clerk (alone or in conjunction with a working group) to draft a process and application form designed to allow the applicant to demonstrate that the applicant can meet a certain criteria (to be decided) and provide evidence of such. This would include an investigation by the Clerk to attempt to ascertain the validity of the application.

***RESOLVED***

ORA2023/092 Access gate arrangements at Meadow Rise open space.

To instruct the Clerk to obtain quotes to remove both gates and to install suitable staggered barriers at the Western entrance to the Meadow Rise open space following consultation with RCTCBC highways department.

***RESOLVED***

ORA2023/098 Placement of addition benches in the Community following the receipt of formal permission from RCTCBC highways department.

The matter be referred to the CIL Committee for the consideration of the allocation of CIL funds of up to £4,000 for the purchase and fitting of 3 benches at the following locations:

1) Adjacent to Greggs/Ground Control; 2) Adjacent to the Terry's Way/Enterprise Way roundabout; 3) At the junction with Llanharry Road;

and that concurrently;

The officers of the Council be directed to obtain 3 quotations for the 3 benches, (The contract for the fitting of benches already having been resolved) and these costs be presented to the next ORA Committee to select a quotation and to decide the precise location of the benches.

That authority be delegated to the ORA Committee to select a quotation from those provided, authorise the purchase of the benches and the associated fitting costs and to decide the precise location of the benches



**RESOLVED**

ORA2023/099 Condition of the footpath adjacent to Llanharan Cemetery. Specifically the southern end of PSM53/2.

That the Clerk report the condition of the relevant sections of PSM53/2 adjacent to Llanharan cemetery to RCTCBC rights of way department and for the Clerk to write to RCTCBC rights of way to explore options for installing drainage or other options to provide a long term solution for the path.

**2023/206 Planning**

Noted without formal comment.

**2023/207 Exclusion of press and public**

**RESOLVED**

To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public to be excluded from the meeting on the basis that with regards to agenda items 21, 22 and 23, disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The public were temporarily removed from the meeting.

**2023/208 Terms of Reference HR Committee**

**RESOLVED**

To adopt the terms of reference for the HR Committee

**2023/209 Resolutions and recommendations of HR Committee held 12<sup>th</sup> November 2023 and 21<sup>st</sup> December 2023**

12<sup>th</sup> November 2023

Resolutions of the Committee were noted.

**RESOLVED**

HR2023/020 Course of action with regards to an employment matter affecting an employee of the council.

For the Officer's to carry out steps 1-3 as outlined in the confidential paper presented to Council and for a formal 'medical capability hearing' to be arranged with Cllr Jenkins attending as a minute taker and for a further



meeting of the HR Committee to be arranged in order to consider the outcomes

***RESOLVED***

HR2023/021 Feasibility and details of employing a part time project officer for the financial year 2024/25 and beyond.

To defer the decision until more data is available and/or the Committee has had further time to consider the details with a view to potentially adding to the budget for 2025/26.

***RESOLVED***

HR2023/022 HR Policies

To adopt the following policies as presented as the formal policies of the Council

Appendix 3 – Draft disciplinary policy & procedure V2.

Appendix 4 – Draft equality & diversity policy V2.

Appendix 5 – Draft grievance policy and procedure V2.

Appendix 6 – Draft sickness & absence policy & procedure V2.

Note that the HR Committee meeting scheduled for 21<sup>st</sup> December 2023 was closed immediately, being inquorate.

**2023/210 Written motion to rescind resolution 2023/261 to evict a plot holder from an allotment plot and to consider an alternative course of action.**

Officer's note:

The Clerk advised that the submission of the written motion complied with Standing orders 16, 17 and 21 and therefore rescission of the previous resolution was in-order and lawful.

***RESOLVED***

To rescind a previous resolution of Council, (minute ref 2023/261 to evict a plot-holder from an allotment plot and instead resolving to allow the plot-holder to retain the plot on the following conditions:

- The Clerk draws up an action plan containing specific, achievable and time bound actions to return the plot to an acceptable standard. (This plan to be approved by the Chair of the ORA committee before implementation and updated and formally reviewed by the ORA Committee at each ORA Committee meeting).





- The Clerk to closely monitor the plot to ensure reasonable attendance and cultivation of the plot for the year 2024 and to ensure that the plot does not lapse back into a state of disrepair.
- That the plot-holder commits to meeting the Clerk on site monthly at a mutually convenient time but during standard office hours between 9am and 5.30pm so that progress can be reviewed to the satisfaction of the Clerk. The plot holder's attendance at the plot to be monitored so as far is possible to ensure regular attendance and that the plot is being sufficiently cultivated. Should the plot holder miss any of the agreed meeting dates and times, or any deadlines given in the action plan, and/or the non-cultivation of the plot continues to prove unacceptable then they understand that an eviction process is likely to be instigated under the relevant terms of the tenancy agreement.
- The Clerk to inform the plot-holder verbally as soon as is practicable and issue a letter to the plot-holder superseding the eviction notice already issued and outlining the terms of this proposal (or any amended proposal) with a legally enforceable warning that failure to comply with any deadlines given in the action plan or failure to reasonably attend and cultivate the plot may lead to an eviction process being instigated. The Clerk to suitably word the letter and carry out all actions within their delegated powers as usual.

The public were re-admitted to the meeting.

**2023/211 Urgent information and suggestions to the Clerk for future agenda items.**

None.

There being no further business the meeting closed at 9.00pm

The next scheduled meeting of Full Council will be held on 18<sup>th</sup> January 2024

Councillor David Evans

Chair of Llanharan Community Council



## Llanharan Community Council - Action plan 16.1.24

Action no	Date added	Category	From	Action	Notes	Status	Owner
2020/232h	19.2.2021	Full Council	ORA	That a draft leaflet/factsheet be produced containing information outlining the rights and responsibilities of landowners, RCT, The Community Council and members of the public.	To be progressed once ROW database progress made.		LS
2020/107	22.1.2021	Full Council	Full Council	Jan full council action - 2020/107 Public Speaking a) A member of the public requested to speak on a matter arising from item 8 – Budget 2021-22 - hanging baskets, planters and Christmas lights. RESOLVED That Officers of the Council will discuss with businesses, in order to gauge public interest in sponsoring council xmas lights.	Not started. This action to be deferred.		LS
2020/118	22.1.2021	Full Council	Full Council	Jan - Full Council action - 2020/118 CorrespondenceThe meeting noted a letter received from a local resident, listing suggestions for possible uses of a piece of land at the bottom of Harold Street, Llanharan. RESOLVED - a) To commission a survey requesting ideas for future usage of the land. b) To follow up with RCT regarding the possibility of the Community Council purchasing or leasing the land.	a) Cannot proceed with survey until land purchase progresses. b) Emailed RCTCBC in May 21 - Response that no decision yet made. Jan 2023 Cllr Evans reports that RCTCBC are now actively considering this for disposal.		LS
2020/231	19.2.2021	Full Council	Full Council	RESOLVED - Officers of the council to develop a Service Level Agreement in collaboration with the LCDP and to arrange annual reporting to members.	In progress		LS
2021/138	31.10.21	Full Council	HR	2021/138 HR Support RESOLVED To delegate authority to spend up to the value of 10 hours of specialist HR support at a cost of £57/hour to the Clerk in relation to the particular issue discussed. And to Delegate authority to spend to the value of up to a further 10 hours at a rate of £57/hour to the HR Committee in relation to the same matter.	In progress. Supported by resolutions Oct 23.		LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/035 Steps in the alley between Bridgend Road and Parc Bryn Derwyn.(SIC Parc View) RESOLVED – That the Project Officer/Assistant Clerk approaches the Land registry to discover the due process to claim ownership of the lane and steps so that the Community Council can maintain them.	Contacted Land Registry on 16 Feb 22. Ref 220216-321997. Awaiting response. Application form obtained and to be completed. Superseded by a subsequent resolution to attempt to register the land (2022/233)	Completed	LS
2021/105		Full Council	CIL	2021/105 Method of funding CIL LCC21/14 'RBL Poppy shed'. RESOLVED For Llanharan Community Council to purchase the container and arrange all ancillary works to the value of £19,500 (net) from CIL funds. The Community Council to pay and reclaim the VAT in the usual manner.	Order placed Jan 22. Cabin ready for delivery, awaiting RBL to arrange. Canin delivered June 22. Formal lease required. Some minor works to be completed. Awaiting invoices from RBL.		LS

2021/105		Full Council	CIL	RESOLVED The container to then be leased to the Llanharan branch of the RBL at a peppercorn rent for an appropriate period designed to reflect the useful life of the container (30 years).	Lease to be prepared.		LS
2021/105		Full Council	CIL	RESOLVED Furthermore, that all negotiations with interested parties be delegated to the Officers of the Council in order to produce an appropriate agreement or agreements to be presented before Council for resolution at a later date.			LS
2021/013	20.1.22	Full Council	ORA	RESOLVED The Clerk to gather background information and carry out a feasibility study (Christmas decorations) with a view to presenting options to council for budgeting in late 2022 in preparation for budget 2023/24 and Christmas 2023 in relation to the following areas:	Removed as considered moot. Comes under auspices of CEC	Completed	LS
2021/014	20.1.22	Full Council	ORA	RESOLVED To form a working group to examine purchase and placement of summer plants with a view to presenting options to council for budgeting in late 2022 in preparation for budget 2023/24 and summer 2023.	Form working group. On agenda of FC meetings until resolved. On hold pending TOR for the newly formed Community Engagement Working Group formed in May 23. Item considered moot	Completed	LS
2022/015	20.1.22	Full Council	CIL	RESOLVED To add the potential project 'Improvements to the Welfare Field Shower Block' (Already on CIL123 list) to the Active Projects list for scoping and further investigation.	Added to list - Scoping project. Presented to March 22 CIL Committee. On hold. Removed from active project list.	Completed	LS
2022/039	18.2.22	Full Council	Audit	RESOLVED The Clerk to take such action as necessary to obtain a price of between £5000 and £3000 for the green tractor. If this price cannot be achieved following a reasonable period following advertising, then the Clerk to return to Council with a further recommendation.	Find logbook Advertise in appropriate channels. On hold pending report on Red tractor and developments RE Cut and collect.		LS
2022/050	18.3.22	Full council	ORA	ORA2022/012 Bridleway PSM40/4, approach to Brynna Woods from Bethlehem view.  RESOLVED That pending formal approval from the landowners, as described in the accompanying paper, a non-slip surface material be overlaid over the asphalt in a 1.5m wide strip from the joint on the drain cover to the joint in the road. The colour to be chosen by the landowner and approval given to spend £450 from CIL funds for the project with the project to be added to the CIL123 list and Active Project list.	Proceed. Booked for completion early October. Clerk to reconfirm with landowner consent given. Consent withdrawn by landowner Oct 22. RCTCBC ROW investigating options. Added to CIL lists  Note: The landowner has withdrawn consent. On hold. Raised with RCTCBC.  Potentially request a letter in pursuance of the above, stating that the CC has received complaints about the suitability of surface for users and will be laying a non-slip material, the CC has been authorised to carry out these works by the Council as the relevant highway authority responsible for the bridleway. Awaiting further resolutions Nov 23 RESOLVED. Clerk obtaining fresh quotations in line with fresh resolution 2023/279 (arising from CIL Committee) and will proceed with the project without further recourse. Budget £1000.		LS
2022/051	18.3.22	Full Council	CIL	RESOLVED That the Clerk obtains reports on the condition of the roof, drainage and water/heating system & boilers and the electrical system as deemed appropriate and the Clerk authorised to use council funds as appropriate to commission these reports, allocating from CIL funds if found to be in scope.	On hold. Removed from Active Project list	Completed	LS

2022/051	18.3.22	Full Council	CIL	RESOLVED That quotations for the repair/replacement for the items identified in the report (Appendix Five presented to CIL Committee Wednesday 9th March 2022) and from subsequent inspections and reports be obtained.	Quote for Legionella actions received June 23, chasing fire report quote. June 23. Capital works all complete. Work on monitoring system to be done.		LS
2022/051	18.3.22	Full Council	CIL	RESOLVED That the responsibility for ensuring statutory compliance for the shower block, including arranging statutory inspections and for the appropriate rectification of any defects identified be taken on by the Clerk. To ensure the compliance with legislation and the maintain the validity of insurance cover.	See 2022/051. Plus adequate documented monitoring regimes to be put in place with audit control. Leginella and Fire RA carried out and all hardware recommendations satisfied. Monitoring regime to be improved.		LS
2022/051	18.3.22	Full Council	CIL	RESOLVED (CIL2022/027) 'Garage & Memorial Garden project' To apply to divert the sewer identified on the site. Furthermore, to obtain costs to engage Welsh Water to carry out a diversion design and to carry out all works.	In progress. Tender process required for sewer diversion work. Tender awarded	Completed	LS
2022/083	22.4.22	Full Council	Full Council	2022/083 Spend from CIL funds relating to the sewer diversion on the Memorial Garden/Garage project.  RESOLVED To approve a spend of up to £7,500 from CIL funds to allow the Clerk to arrange such work as appropriate. Actual spend to be reported to council monthly in the usual manner.	In progress. Design completed and submitted to RCTBCB SuDs and Welsh Water in June 22. Tender issued July 23. Awaiting formal S187 agreement.		LS
2022/098	20.5.22	Full council	Full Council	To be altered - Minute 2022/090 Welcome and Apologies. Apologies for absence were received from Councillors Janine Turner, Jeff Williams, Helen Donnan and Daniel Morelli. To be altered. Many of those councillors are no longer seated and so this is incorrect.			LS
2022/108	22.5.22	Full council	CIL	2022/108 RCTCBC CIL meeting RESOLVED For the CIL Committee to consider minimum lease qualifying terms with regards to grants for projects on leased land.			
2022/106	22.5.22	Full council	Full Council	RESOLVED That the Clerk draws up a memorandum of understanding with RCTCBC corporate estates outlining which elements of statutory compliance and/or building maintenance would be covered and over what period. The memorandum of understanding to cover statutory items only and to exclude general maintenance and repairs. This to be presented to a future Council meeting for resolution.	Written to but no reposnse received. Have nudged June 22. Nudged 12.8.22 RCT have stated they are happy to do so following the signing of the lease. Note: LCC have resolved to take on their own contracts.	Completed	
2022/155	22.7.2022	Full council	ORA	RESOLVED Whilst the Community Council cannot charge the public for services at this time, if its staff are to become trained and competent it could offer a 'without prejudice' advisory service to the public where Japanese knotweed appears on private land. And/or keep a list of contractors who may be able to assist private landowners.			
2022/156	22.7.2022	Full council	CIL	RESOLVED CIL2022/038 Youth shelters. That a project for the provision of youth shelters be added to the CIL123 list and Active Project lists and that the Clerk and Chair of the CIL Committee make further investigations into feasibility, cost etc... and present a comprehensive paper for the consideration of the committee at a future date.	Contacted LCDP to engage on consultation process. 11.8.22. Met on 8/9/22 with LCDP. Cllr Turner to progress.  On CIL 123 list. Removed from Active project list.	Completed	

2022/157	22.7.2022	Full council	Audit	RESOLVED To grant Brynna FC the amount of £708 for the reasons specified in the application. (broadly, general running costs). The Clerk to clarify whether CIL could be used for the repairs to the dugouts and if so to inform the club of the CIL grant application process	Clerk still awaiting clarity from RCTCBC on CIL status. Chased Sept 22 This project IS applicable for CIL as confirmed by RCT. Instruction to pay issued 22.6.23 from CIL	Completed	
2022/182	30.9.2022	Full Council	Full council	2022/182 Purchase of a replacement laptop and a tablet  RESOLVED For the Clerk to purchase a replacement laptop, and a tablet or other device to facilitate the running of hybrid meetings up to a budget of £1500.	Specification of equipment to be obtained and order placed.	Completed	LS
2022/183	30.9.2022	Full council	ORA	RESOLVED That the Clerk refer to the Environment(Wales) Act 2016 – Section 6, Biodiversity duty when preparing the Council’s draft strategic action plan, and that the Council’s actions with regards to Japanese knotweed, funding of the Wildlife trust and other actions are included as examples of compliance with the duty	Write the action plan.		LS
2022/219e	1.10.2022	Full council	Full council	2022/219e CIL funding for appropriate sculptures at Brynna Woods. RESOLVED To approve a spend of up to £18,000 of CIL funds (and for the project to be added to the CIL 123 list and Active Project list) for the commissioning of decorative sculptures and art works for Brynna Woods.	Ongoing. Working group established.		
2022/200	21.10.2022	Full council	Full council	2022/200 Repairs to Red Tractor. RESOLVED To approve a sum of £2306.55 for repairs to the red tractor.		Completed	
2022/205	21.10.2022	Full council	Full council	2022/205 Contract for supply of electricity for lights on ‘Jeff’s Lane’. RESOLVED To defer this item to a future meeting.			
2022/208	21.10.2022	Full council	Full council	2022/208 Recommendations of Bryncae Community Centre CAT working group held on Monday 17th October 2022 RESOLVED To defer the item to a future meeting.		Completed	
2022/227	18.11.2022	Full council	CIL	RESOLVED To amend the Council’s policy so that in circumstances where a group is not VAT exempt and is not VAT registered, to allow at the council’s discretion a grant to include the VAT element.	Add this and other policy items to application form		
2022/227	18.11.2022	Full council	CIL	RESOLVED That consideration of the application for a CIL grant from Bryncae Football Club be deferred for the applicant to clarify the situation with regards necessity for planning permission. For the applicant to provide 3 quotes for materials and to provide a more accurate assessment of costs. The Clerk to contact the applicant to explain the requirements	Speak to Bryncae FC. Clerk contacted club 19.12.22 Matter on hold at request of the club. Application withdrawn.	Completed	

2022/233	16.12.2022	Full Council	ORA	<p>RESOLVED</p> <p>That subject to the prior receipt of appropriate public liability insurance certificates Eric Avril be awarded the work "Improvements to the southern end of RAN17/5 on Enterprise Way" and the Clerk be approved a spend of £8,500 + 10% contingency = £9,350.</p> <p>For the project to be funded using CIL funds if eligible, the Clerk to confirm with RCTCBC.</p>	Check spec with RCTCBC highways, obtain copy of insurance. Proceed. Clerk chased RCTCBC Jan 23 RE spec. Consent from all parties received. Awaiting availability of contractor and favourable weather conditions. Contractor engaged work expected to commence Sept 23. Work in progress Nov 23	Completed	LS
2022/233	16.12.2022	Full Council	ORA	<p>RESOLVED</p> <p>PSM32/1 near Gellifedi Road</p> <p>That the Clerk formally write to RCTCBC Rights of Way Officers to request a site meeting to consider PSM31 and PSM32.</p>	The Clerk emailed JB 16th January 2023. Awaiting response. Agreed. LS to obtain residents contact details. JB has agreed to a meeting and will arrange. Received in March - 'the Council is unlikely to pursue legal action over a substantial long-standing obstruction (i.e. of considerable size, worth and requiring major engineering works to remove or to reinstate public passage), a diversion may be considered an acceptable solution in such extenuating circumstances. While we are open to discussions with the landowners, we currently have a small very small team compared to the size of the ProW network and are prioritising are work/enforcement accordingly. I am happy to arrange a meeting but this unlikely to happy over the coming weeks due to current work load. ' No progress. currently with RCTCBC.		LS
2023/017	20.01.2023	Full Council	Full Council	<p>2023/017 Covid 19 Plaque.</p> <p>RESOLVED</p> <p>£250 to be vired from general reserves in principle for a Covid-19 plaque. Details to be determined at a future meeting.</p>	Councillors to bring proposals to a future meeting.		
2023/018	20.01.2023	Full Council	Full Council	<p>2023/018 Chair's chain of office and updating of Chairperson's board.</p> <p>RESOLVED</p> <p>The Clerk to obtain a quotation from Fattorini's of Birmingham for the refurbishment of the Chair's chain of office and the addition of all Chair's names to the chain or its links. The Council to suspend its standing orders in this matter with regards to the obtaining of 3 quotes given that this is a specialist matter.</p>	the Clerk to send the Chain of office to Fattorinis after the Horticultural show in August to obtain a quote.		
2023/018	20.01.2023	Full Council	Full Council	<p>RESOLVED</p> <p>For a budget of £100 to be allocated via a virement from general reserves and for the authority to spend up to this amount for the purpose of updating the Chairpersons board to be delegate to officers.</p>	Board to be sent to supplier in Bridgend for a quote.		
2023/038	17.02.2023	Full Council	CIL	<p>RESOLVED</p> <p>The Clerk to investigate options for applying charges to property in relation to significant CIL grants.</p>	Contacted solicitors. Costs obtained and reported to committee.	Completed	

2023/038	17.02.2023	Full Council	CIL	RESOLVED CIL2022/057 CIL project to refurbish the red telephone box in the square To approve a budget and authorise spend of CIL funds of up to £6200 and provide delegated authority to the Proper Officers to complete the refurbishment of the telephone box. Project to be added to the CIL 123 list and Active project list. The final use of the box to be determined at a later date.	Add to CIL lists. - Added.  Lisa to progres order.		LP
2023/041	17.02.2023	Full Council	ORA	RESOLVED ORA2023/007 Stone hamlet/ward gateways That the Clerk design a draft public consultation to garner ideas for the location and/or design of hamlet/ward gateways in the community and for the draft to be presented to the ORA Committee for approval.	Hold until after CIL consultation. To be added to Sept 23 ORA agenda.. Added. Working group established to invesitgate.	Completed	
2023/041	17.02.2023	Full Council	ORA	RESOLVED ORA2023/011 Improvements to a section of Danygraig Road Councillors Turner and Donnan to meet with RCTCBC highways officers to investigate potential options for the road.	Ref Cllr Turner and Donnan. Cllr Turner to query with RCTCBC and feedback. Superceded by 2023/225	Completed	
2023/041	17.02.2023	Full Council	ORA	RESOLVED ORA2022/060 Urgent items for information or items for future agenda. Future agenda to include training on basic tree safety training for staff and interested members.	Add to future agenda.		
2023/042	17.02.2023	Full Council	Full Council	2023/042 Damaged bench at the bottom of Terry's Way  RESOLVED To approve a spend of up to £800 from CIL funds to replace the bench at the bottom of Terry's Way.	Action and add to CIL lists. Completed, check CIL lists updated.		
2023/060	17.3.2023	Full Council	CIL	RESOLVED CIL2023/008 Community garden at Lanley estate. To add provision for a community garden at Lanley estate to the CIL123 list and Active project lists with a provisional budget allocation of £3000 and that the Clerk and interested members carry out further investigations regarding location, design, future maintenance, cost and other factors and that a paper be presented to the CIL committee at a future date.	Added to lists. Awaiting progress.		
2023/060	17.3.2023	Full Council	CIL	RESOLVED CIL2023/009 Picnic benches at Lanley estate. To add provision for 2 picnic benches (one disable friendly) and one standard bench at Lanley estate to the CIL123 list and Active project lists with a CIL budget allocation of £3000 and that the Clerk be authorised to spend up to this amount provided the appropriate permissions etc... are obtained.	Added to lists. Awaiting progress.		

2023/060	17.3.2023	Full Council	CIL	RESOLVED CIL2023/010 CIL application for a community garden at Ynysmaerdy. To approve a CIL application for £2750 for a community garden at Ynysmaerdy from Ynysmaerdy Community Centre and for the project to be added to the CIL123 list and Active Project lists. For the Clerk to make the purchases up to the value of £2750 regarding the project if this is acceptable to the applicant or otherwise to grant the £2750 on the understanding that the presentation of invoices would be required as proof of purchase.	Added to lists. Awaiting progress.		
2023/060	17.3.2023	Full Council	CIL	RESOLVED CIL2023/011 CIL application from Dolau School. The matter to be deferred to a future meeting and the Clerk to contact the applicant to provide specific information on the 'Outlast School complete set with storage' which comprises a large chunk of the grant application.  The Clerk to make enquiries with RCTCBC CIL department regarding the eligibility of the project for CIL funding.	RCTCBC contacted, no response. Fresh application from dlau to be submitted to Committee May 23. Part 1 rejected, Part 2 approved. School informed. Check if drawn down?Paid !!	Completed	
2023/060	17.3.2023	Full Council	CIL	RESOLVED CIL2023/012 Timers to be fitted to RCT lampposts (for Christmas motifs).That the project to retrofit timers to lamp posts to allow the mounting of existing Christmas motifs be added to the CIL123 list and Active project lists and for the Clerk to obtain quotations and present to the CIL Committee at a future date.	Est £1000 for CIL list. Added to lists. Enquired with RCTCBC RE whether asset data exists. June 23. Nudged Sept 23, problems accessing lamp posts. Clerk has requested authorisation from Council to spend up to £1000 of CIL funds if necessary, on agenda of Sept 23 FC meeting. RESOLVED. Order placed with RCT at a cost of £338.66 Sept 2023.	Completed	
2023/061	17.3.2023	Full Council	Full council	2023/061 Barclays banking mandate cancellation and raising of new mandate  RESOLVED To cancel the current Banking mandate application and to start a new application to add the RFO (Lisa Phillips) only to the banking mandate.	Superceded	Completed	
2023/061	17.3.2023	Full Council	Full council	RESOLVED Following the AGM in May 2023 for a subsequent banking mandate application to be processed to add members to the mandate if necessary.	Superceded	Completed	
2023/062	17.3.2023	Full Council	Full council	RESOLVED To organise external professional project management of the 'Multi-user/Equestrian Bridge over the River Ewenny at Brynna Woods' project.	To be done as part of the tender for the project.	Completed	
2023/063	17.3.2023	Full Council	Full council	RESOLVED The Clerk to carry out a more in depth analysis of the SLA's between the Community Council, RCTCBC and LRGT regarding grounds maintenance at Brynna fields and LRGT grounds. Details to be presented to Council at a future date.			
2023/066	17.3.2023	Full Council	Full council	2023/066 Competition in local schools to design the Community Council Van livery.  RESOLVED For a competition to be organised to design the livery of the Community Council Van.	Details required from the Chair		



2023/080	21.4.2023	Full Council	ORA	RESOLVED ORA2023/018 Council's policy regarding allowing tree planting by plot-holders on allotment plots. That a policy be adopted immediately that when plot-holders request permission to plant trees then only Cordon trees be permitted which may not grow to a height greater than 2 meters	Put notice on gates. Update tenancy agreements. Tenacy agreements updated for Jan 24.	Completed	
2023/080	21.4.2023	Full Council	ORA	RESOLVED That the next version of the tenancy agreement issued be amended to include this policy and to include the provision that when surrendering a plot, the plot holder has the option of taking the trees with them.		Completed	
AM2023/007	19.5.2023	Full Council	AGM	AM2023/007 Civic Allowances  RESOLVED To pay the members allowance of £156 a year to all members with immediate effect, except to those who formally write to the Clerk indicating that they do not wish to receive the allowance	Some Councillors still to provide bank details or decline.	Completed	
AM2023/007	19.5.2023	Full Council	AGM	RESOLVED To pay members £52 a year for the cost of office consumables required to carry out their role, payments to be made with immediate effect.	Some Councillors still to provide bank details or decline.	Completed	
	19.5.2023	Full Council	AGM	CP to add LP (RFO) to banking mandate and online signatories - and only then change designated person. Additional changes to then follow.	LS to email CP. - emailed 22.5.23		
2023/103	19.5.2023	Full Council	Full Council	2023/103 Purchase and fit a wheelchair-friendly picnic bench at Oakbrook park. To supersede resolution 2022/040  RESOLVED To approve a spend of up to £1,000 to provide and fit picnic bench and base at Oakbrook park.	Order bench and engage contractor to fit - Edit. Bench Ordered. Bench arrived, PB to assemble bench.	Completed	
2023/119	1.6.1823	Full council	CIL	CIL2023/028 CIL application from LCDP RECOMMENDED To grant the application to the value of £16,000 subject the application of a legal charge on the property for a period of 5 years (The Clerk to arrange) and receipt of the formal planning permission certificate.	LCDP informed 5.6.23 Clerk to arrange charge. Emailed Devonlads Talbot Green 13.7.23. Obtaned costs Sept 23 to be reported to Committee in November's meeting.		
2023/125	1.6.23	Full council	Full Council	RESOLVED For the Trens Crossing Working Group to meet with key stakeholders as soon as possible and to seek to obtain formal written permissions as required. In particular the Wildlife Trust. NRW and any other relevant bodies.	Cllr Donnan to arrange.	Completed	
2023/125	1.6.23	Full council	Full Council	RESOLVED For the Clerk to obtain a Legal Development Certificate with regards to planning permission for the Bridge and its approaches and to confirm permissive development rights and their scope.	Emailed Jim Bailey 6.6.23 again, and planning services 13.7.23. Awaiting scoping design.		
2023/125	1.6.23	Full council	Full Council	RESOLVED Once a scoping design is in place and all parties have given formal consent, a public consultation to be carried out on the use of CIL funds to construct the bridge.	Vale presenting a quotation ready for meeting July 20th 2023. Topo survey and ground invesitigation reports obtained nov 23, awaiting scoping desagin from Vale.		

2023/139	16.6.23	Full Council	CIL	RECOMMENDED For the RFO to draw up a cashflow plan for presentation to the Committee, showing current and forecast cashflows and balances.	clerk presented a snapshot in Junes CIL meeting. However a spreadsheet rolling format is required to capture live cashflow. Revised snapshot presented Nov 23		
2023/141	16.6.23	Full Council	HR	2023/141 Recommendations of HR Committee, Tuesday 13th June 2023  RESOLVED That the Senior Grounds-person rate be set to SPC8 on the NJC pay-scale.	Clerk to proceed with recruitment. Interviews scheduled for July 6th 2023. appointment made. Clerk to draw up and issue a contract.		
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/038 Placement of additional benches from Bryncae to 'The Square'. That 4 addition benches be purchased and sited in the following locations. 1) Adjacent to Greggs/Ground Control 2) Adjacent to the Terry's Way/Enterprise Way roundabout , 3) At the junction with Llanharry Road, 4) On the square near to the junction with Hillside Avenue. That CIL funds be used, the Clerk to enquire with RCT highways on the specifics of each location and to obtain permission to site benches and present findings and costs to the ORA Committee.	Wrote to Terry Evans 13.7.23 acknowledgement received, awaiting response. Chased Sept 23. Locations approved RCTBC Nov 23. Matter to be referred to the CIL Committee.		
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/039 Signage for allotment site gates That the officers be authorised to spend up to £400 for signage for the allotment gates and sites.	To be decided upon and ordered with evidence showing best value.		
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/041 Replacement way-marker for RAN 4/1 and RAN 3/2, and broken stile RAN3/2 For the Council to fund a replacement of the way-marker at RAN4/1 and 3/2, and to replace the broken stile on RAN3/2 with a self-closing gate. To be funded from CIL funds (pending approval from RCT CIL dept). the Clerk to obtain costs to be presented to Council.	Awaiting details of type and dimentions of required gat and consent from landowner.		
2023/142	16.6.23	Full Council	ORA	For the Clerk to be authorised to approach the relevant landowners to obtain permission for the Council to replace the way-marker and to replace the stile with a self-closing gate and to arrange access accordingly.	Clerk wrote to 3 x landowners 25.9.23. Awaiting responses. Response recieved from 1, awaiting response from other. Have telephoned second landowner but awaiting response.		
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/042 Cut and collect techniques The Officers carry out a cost benefit exercise on the proposal to use cut and collect techniques on Council land	Awaiting information on the potential for a grant to purchase equipment from Rachel Carter ref 2013/225. Note Emailed RC on 25.9.23 to seek help on what equipment req and what funding might be available.Cllr Steer carrying out further investigations.		
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/043 Felling a tree on Bridgend Road allotments That the Clerk obtain a price to fell the tree and obtains consent from the owner of the adjacent property	Awaiting quotation. Quotation to be presented to Oct 23 ORA Committee. Presented. Resolved. Work programmed for Dec 23/Jan 24		
2023/143	16.6.23	Full Council	Full Council	RESOLVED When the changing of the 'Primary contact' on the Barclays accounts is resolved, the RFO, Lisa Phillips will initially be added to all mandates and permissions. (Officers to have raising but not approval access to accounts). Only then will the process of altering the other named persons begin.	Mandate updated. Await Internet banking access for mandate holders		LP

2023/143	16.6.23	Full Council	Full Council	RESOLVED The following people will subsequently be added to the Barclays accounts mandates and permissions and all other Councillors names removed:  David Evans, Chris Parker, Robert Lewis-Watkin	This item cannot be started until the action above is completed.		LP
2023/143	16.6.23	Full Council	Full Council	RESOLVED To add the RFO, Lisa Phillips to the Barclaycard account as the Authorised Officer. This matter to be kept on the agenda until resolved.	Awaiting action from Councillors.		LP
2023/143	16.6.23	Full Council	Full Council	RESOLVED For the following people to be named as directors of the PSDF accounts, all other names to be removed Councillor David Evans, Councillor Helen Donnan. Lisa Phillips to be named as a director provided her access can be limited to raising transactions only. Should this not be possible then further directors will need to be considered.	Cllr David Evans and Helen Donnan now added. A third director will need to be added to replace Lisa Phillips (RFO).		LP
2023/144	16.6.23	Full Council	Full Council	2023/144 Increasing a Credit card limit  RESOLVED To raise the monthly credit card limit for Paul Beach from £750 a month to £1500 a month. The transaction limit to remain at £500		Completed	LP
2023/164	30.6.23	Full Council	Full Council	2023/164 To supersede resolution 2023/140 and to consider the grant amount for the Llanharan OAP hall refurbishment. RESOLVED Pending the presentation to the Clerk of a planning permission certificate or a Legal development certificate, To grant £74,925 to Llanharan OAP association from CIL funds comprising the quoted £71,357 cost of the works plus a 5% contingency. The Clerk to investigate the legality of placing a charge of £60,000 on the property for a period of 5 years and to report back the status of this matter to council. The grant to be made regardless of the outcome of the matter of a legal charge being placed on the building.	Clerk met with JM of Llan OAP and explained provision for LDC and process. Awaiting LDC document. LDC received, project underway and funds being accessed.  Clerk to investigate placing a charge. Costs obtained from Devonalds. Costs presented to Nov 23 meeting of CIL Committee.		
2023/172	21.7.23	Full Council	Full Council	2023/172 Minutes of ordinary meeting 15th June 2023  RESOLVED To approve the draft minutes of the Ordinary meeting of Council held on 15th June 2023 as a true and accurate record with the exception of the following text contained under minute reference 2023/142:  RESOLVED ORA2023/043 Felling a tree on Bridgend Road allotments That the Clerk obtain a price to fell the tree and obtains consent from the owner of the adjacent property.  The Clerk to check the recording of the meeting to check the accuracy of this minute with regards to the question of whether consent was sought from the adjacent property or they were to be informed.	Check and sort. Note: Issue resolved. Reword draft minutes accordingly and present to next meeting.	Completed	
2023/178	21.7.23	Full Council	Full Council	2023/178 Correspondence  RESOLVED To create a working group to be known as 'The Jubilee Marsh Multi-user Route Working Group'.	Membership, Chair and TOR to be decided. To be added to future agenda. Added to agenda of Sept meeting.	Completed	
2023/185	21.7.23	Full Council	CEG	RESOLVED For the Community Council to pay for the hall to be cleaned the Monday following the (fireworks) event (Officer's note: Est cost £45 based on 3 hours).	2023/185		

2023/186	21.7.23	Full Council	CIL	RESOLVED CIL2023/056 Further consideration of a CIL application from LRGT ref provision of a MUGA on the land adjacent to Bryncae Community Centre. That the matter be deferred to a future meeting of the CIL Committee to allow further informal negotiations to take place. The results of any negotiations to be confirmed in writing via the Clerk and reported to the Committee.	Cllr Evans holding informal negotiations.		
2023/188	21.7.23	Full Council	Audit	RESOLVED To accept the recommendations of the Clerk (Summarised below) with the following amendments: R13 deferred to a future meeting of the audit Committee to allow further investigation R9 for the Clerk and Chair of the audit committee to be satisfied with the detail of financial information received from LCDP and The Wildlife trust prior to the matter being added to the Council agenda and for the information provided to specify exactly what the granted funds were spent on in the previous year and what they will be spent on in the upcoming year. R10 The Clerk to communicate with Councillors that should they wish to NOT participate in any vote they must state this clearly during the meeting and request that this fact be minuted.	R13 - Obtain further advice R9 - LCDP and Wildlife trust informed and provided with forms - Completed. R10 -Email sent 1.8.23 Completed.		
2023/194	21.7.23	Full Council	Full Council	2023/194 Discharge of condition 34 (Sustainable Development Strategy) of 10/0845/34 (insofar that it relates to Phases 3 and 4).   LAND AT FORMER OPEN CAST COAL SITE AND LAND TO THE NORTH OF THE A473, LLANILID (PHASE 3 & 4) RESOLVED For the Clerk to write to RCTCBC planning department to ascertain whether the following two aspects of development quoted in the SDS are going ahead: • The section of 'bypass' from the County Boundary to the Dragon studio roundabout (ie, the section of road proposed to eliminate the necessity to drive along 'Cow's Corner'). • ... to the current Llanharry road being transformed into a pedestrian and cycle underpass. • If so then the SDS appears to be valid. • If either or both are no longer planned, then the Community Council writes to RCTCBC planning to object to the discharge of condition 34 (Sustainable development strategy) and any other conditions where these aspects are quoted in mitigation.	Emailed RCT planning 27.7.23. As of 1.9.23 Holding responses received but no definitive respnses. LS nudged 19.9.23		
2023/204	12.9.23	Full Council	Full Council	2023/204 Arrangement of routine meetings of the Trenos Crossing working. RESOLVED To direct the Clerk to arrange a routine meeting of the working group every 2 months, so long as key stakeholders are available. The reason being to ensure regular and formal engagement with all stakeholders.	Next meeting due November. Date proposed 22nd Nov 23.	Completed	
2023/206	12.9.23	Full Council	Full Council	2023/206 CIL funds to purchase a ZOLL defibrillator to replace that currently used at the Llanharan Rugby Club RESOLVED To authorise the proper officers to spend up to £1150 of CIL funds to purchase a ZOLL defibrillator pack to replace that currently used at the Llanharan Rugby Football Club defibrillator point. 2023/207 Urgent information and suggestions to	Purchase defib and alter info on the Circuit. Amend CIL lists. Awaiting delivery.	Completed	LP

2023/213	22.9.23	Full Council	Full Council	<p>2023/213 Minutes of extraordinary meeting 11th September 2023</p> <p>RESOLVED To approve the draft minutes of the extraordinary meeting of Council held on 11th September 2023 as a true and accurate record subject to: a) correction to show that Cllrs Jo Miller and Tracy Allen were present and Cllr Mark Steer was absent with apologies. b) correction to show that there were 4 members of the public present 3 of whom spoke on agenda items..</p>	Alter minutes and ensure correct version is on website and printed for signing.	Completed	LS
2023/225	22.9.22	Full Council	ORA	<p>2023/225 ORA Committee meeting held on 25th July 2023</p> <p>RESOLVED Ref 2023/041 from action plan, (ORA2023/011) Improvements to a section Danygraig Road. The Clerk to add to the next agenda of the ORA committee to follow up and to request an update from Cllr Turner.</p>	Add to next ORA agenda. Clerk to contact Cllr turner RE progress.		
2023/226	22.9.23	Full Council	CIL	<p>RESOLVED CIL2023/077 CIL application from LCDP regarding development of a 'Community Hub'. To defer consideration of the application pending the receipt of a business plan to supplement the application.</p>	Resubmit new application when received to CIL Comm.		
2023/226	22.9.23	Full Council	CIL	<p>RESOLVED CIL2023/079 CIL funds to carry out maintenance to the Oakbrook skatepark and Mountain Hare playpark. That the proper officers be authorised to spend £3,320 of CIL funds to carry out maintenance on the Oakbrook skatepark and Mountain Hare play park as per the quotation provided. The Clerk having unsuccessfully attempted to obtain 3 quotes and the work being specialist in nature and reasonably urgent.</p>	Jerry Widas (Urban Creations) undertaking work in Sept/Oct. Mountain Hare work complete, Oakbrook working pending, waiting for materials. Oct 23.		
2023/233	22.9.23	Full Council	Full Council	<p>2023/233 Quotations for the taking down of Summer hanging baskets and erection and subsequent removal of Christmas Trees, Christmas motifs etc...</p> <p>RESOLVED To award a 1-year contract to Centregreat on the terms and prices provided. To approve the spend accordingly with a 5% contingency, namely: £13,189 for 2023.</p> <p>RESOLVED The Clerk to carry out a tender process to provide the taking down Summer hanging baskets and erection and subsequent removal of Christmas Trees, Christmas motifs etc... for a 3 year period, years 2024 to 2026.</p> <p>RESOLVED To authorise the Proper Officers to spend up to £1,000 of CIL funds in order to retrofit lamp post timers as required to allow the placement of Christmas motifs.</p>	<p>Centregreat informed.</p> <p>Clerk to arrange formal tender.</p> <p>Retrofitting of timers arranged and invoice to be provided by RCTCBC</p>		

2023/242	24.10.23	Full Council	Full Council	<p>2023/242 LCDP general grant application and accompanying presentation.</p> <p>A presentation was given by Katie Evans and Jolene Allen of LCDP to accompany the formal application submitted.</p> <p>RESOLVED To grant £25,000 to LCDP for financial year 2023/24 for the reasons set out in the application submitted. (Summarised as, to support the provision of a cook for the community café and to support the Happy dayz support group)</p>	Obtain invoice and pay.	Completed	LP
2023/243	24.10.23	Full Council	Full Council	<p>2023/243 Wildlife Trust of South and West Wales general grant application</p> <p>RESOLVED To grant £10,000 to The Wildlife Trust for South and West Wales for financial year 2023/24 for the reasons set out in the application submitted. (Summarised as, to support staffing costs for guided walks, tools training and equipment for volunteers, surveys and monitoring, infrastructure maintenance and provision of an interpretation board)</p>	Obtain invoice and pay.	Await invoice	LP
2023/251	24.10.23	Full Council	Full Council	<p>2023/251 Replacement of Office Printer</p> <p>RESOLVED To authorise the officers of the Council to sign a lease for a printer/scanner/copier on the following terms: A brand new Sharp MXC303W in stock at the cost of £32.38 +vat per month on a 5-year lease. This model will be covered by a cost per copy agreement which covers the Council for toner, labour, parts and servicing at the cost of £0.003per mono sheet / £0.03 per colour sheet. No delivery charge, no admin or setup fee.</p>	Sign lease	Completed	LS
2023/252	24.10.23	Full Council	Full Council	<p>2023/252 Partial advance payment to LCDP for the fireworks display</p> <p>RESOLVED To process an advance payment (following receipt of an invoice) to LCDP in the sum of £4010.00. Note: This is not an additional cost, it is an advance to be deducted from the final cost after the event.</p>	Obtain invoice and pay.	Completed	LP
2023/253	24.10.23	Full Council	Full Council	<p>2023/253 Royal British Legion donation</p> <p>RESOLVED To donate £60 to the Royal British Legion in lieu of purchasing Remembrance Day wreaths, given that the Council now has plastic, re-useable wreaths and so no purchase is necessary.</p>	Obtain advice on how to donate and make payment	Completed	LP

2023/254	24.10.23	Full Council	Full Council	<p>2023/254 Recommendations of ORA Committee meeting, 3rd October 2023</p> <p>RESOLVED</p> <p>ORA2023/071 Quotations to fell trees at Meadow Rise open space and Bridgend Road allotment site.</p> <p>To accept the quote from Miskin Tree Services to carry out work identified in the tree survey in February 2023 and to fell the extra tree identified that overhang the public highway.</p> <p>To accept the quote from Miskin Tree services to carry out the work identified to fell and to cap the tree on Pam Evan's allotment plot and to fell and cap the trees on the adjacent plot.</p> <p>Further quotations were not obtained due to the fact that the work is considered relatively specialist, the quality of the vendor's work being known as satisfactory, and the prices obtained being considered reasonable.</p> <p>To authorise the proper officers to engage Miskin tree services and spend up to £2,000 which includes a £100 contingency for any unforeseen extra ancillary costs.</p>	<p>engage contractor and carry out work.</p> <p>Note: contractor engaged 24.10.23 - Will program work in coming weeks/months.</p>		LS
2023/254	24.10.23	Full Council	Full Council	<p>RESOLVED</p> <p>To refer the following matter to the CIL Committee for further consideration: ORA2023/077 RCTCBC update on Brynna Woods/Bethlehem View bridleway) PSM40 - anti slip surfacing and motion to improve the surface without landowners consent. For the Clerk to write to the landowner informing them that it intends to carry out improvement works to the surface of the PROW under section 62 of the highways Act 1980 and for the Clerk to arrange such works within the powers allowed under that act as previously resolved under minute reference 2022/050 but for the Community Council to decide upon the colour of the surface and to authorise the spend of up to £550 of CIL funds to allow for any price increases that may have occurred since the original resolution.</p>	Place onto agenda for next CIL Committee.	Completed	LS
2023/255	24.10.23	Full Council	Full Council	<p>2023/256 Working Group to investigate the holding of a Community Awards Ceremony</p> <p>RESOLVED</p> <p>To form a working group, terms of reference to investigate the feasibility and details of holding a Community Awards Ceremony in financial year 2024/25, reporting to the Community Engagement Committee. Membership comprising Cllrs David Evans (Chair), Neil Feist, Chris Parker, Rhys Jenkins.</p>	Add to Working Group summary list.	Completed	LS
2023/258	24.10.23	Full Council	Full Council	<p>2023/258 Acceptance of bridleway clause in proposed lease of Bryncae Community Centre as part of Community Asset Transfer</p> <p>RESOLVED</p> <p>To refer the matter to the 'Bryncae Community Centre CAT Working Group' and to instruct it to liaise with RCTCBC and request an updated draft lease including the promised wording relating to the bridleway and to report back to Council.</p>	Write email to working group, providing possible script and appropriate contact details.	Completed	LS

2023/266	17.11.2023	Full Council	Full Council	<p>RESOLVED</p> <ul style="list-style-type: none"> <li>• For all Councillors set their screen-name as "Cllr firstname secondname" or the Welsh equivalent prior to the meeting starting. The Clerk to facilitate this if necessary.</li> <li>• For the screen-name for the meeting to be amended so far as possible to include the names of Councillors present.</li> <li>• For Councillors attending in person to be provided with a place card with their name on.</li> <li>• For all Councillors to remain muted until invited to speak by the Chair of the meeting.</li> </ul>	<p>Order place name cards and print for all members. Ordered 17.11.23 Amazon.</p> <p>Print and issue new public participation rules (and publish online)</p>		LS
2023/276	17.11.2023	Full Council	Full Council	<p>2023/276 Grant application from Bryncae Football Club (Seniors)</p> <p>RESOLVED</p> <p>To grant Bryncae Football club £1,300 for the reasons stated in the application.</p>	Inform and pay	Completed	LP
2023/277	17.11.2023	Full Council	Full Council	<p>2023/277 Purchase of Christmas trees</p> <p>RESOLVED</p> <p>The officers authorised to spend up to £1,900 comprising £1862 as per the cheapest quote provided to date plus a small contingency. This authorisation is valid provided that no further quotations received before ordering are more than 10% cheaper than £1862 and</p>	<p>If no further quotes received by 21.11.23 place order.</p> <p>Save evidence of quotations request and quotes on file.</p>		LS
2023/279	17.11.2023	Full Council	CIL	<p>RESOLVED</p> <p>To defer the matter of considering costs for placing a legal charge on properties to a future meeting to allow further investigation to take place.</p>	Investigation RE legality of placing charge on RCT property via a grant application from a third party (Llanharan OAP). Contact RCTCBC and seek further legal opinion. Check insurance cover. Clerk has contacted RCT, awaiting response. Dec 23.		LS
2023/279	17.11.2023	Full Council	CIL	<p>RESOLVED</p> <p>To defer to a future meeting of the Committee, consideration of whether the lane from Bridgend Road to Parc View should in principle be further investigated for potential CIL spend. Members to approach RCTCBC informally to investigate options</p>	No further action from officers. Members to liaise with RCTCBC.	Completed	NA
2023/279	17.11.2023	Full Council	CIL	<p>RESOLVED</p> <p>That the final use and interior for the K6 telephone box be determined as a defibrillator housing with the associated internal and external fittings and configuration. This option being considered an appropriate use of the kiosk remaining relatively maintenance-free, would not require curating and would be in keeping with the signage that would be fitted in the vision panels. Total cost estimated at £5,200.</p>	Inform supplier and process.		LP
2023/279	17.11.2023	Full Council	CIL	<p>RESOLVED</p> <p>To defer the matter of approving spend from CIL, and other arrangements associated with the Section 185 agreement to be made with Dwr Cymry/Welsh Water regarding the sewer diversion on the Memorial Garden to a future meeting, pending the receipt of information requested from Vale consultancies.</p>	Continue to chase Vale for relevant information. And arrange surety provider. Nov 23 Solicitor and Surety quote obtained. Submitted to FC in Jan 24 meeting.		LS
2023/279	17.11.2023	Full Council	CIL	<p>RESOLVED</p> <p>To approve updated costs from CIL associated with the scoping design for the proposed Ewenny stream bridge and to authorise officers to spend up to £5000 to produce the scoping design. Comprising £4250 quoted plus £750 contingency for any extra work (billable at £90/hour). To supersede resolution 2023/191 giving authorisation for up to £4,000 of spend.</p>	Pay Utilimap and SW Ground service invoices, monitor cost of Vale invoice. Awaiting draft scoping design from Vale. Met with Vale and in principle agreed change of approach. See email and action plan Jan 23. Awaiting arrangement of Jan/Early Feb WG meeting.		LS



2023/279	17.11.2023	Full Council	CIL	RESOLVED To approve a request from Llanharan OAP to purchase items listed in their written request under the umbrella of the grant made for the refurbishment of the hall and within the originally granted amount of £74,925 but excluding the request for white goods to the value of £1,587. The white goods to be subject to the normal general grant application process should any application be received.	Inform Llanharan OAP	Completed	LS
2023/279	17.11.2023	Full Council	CIL	RESOLVED To remove project LCC22/BFC1 'Brynna FC Dugouts referb' from the Active Project list and CIL123 lists, the application having been withdrawn by the applicant.	Update CIL lists	Completed	LS
2023/279	17.11.2023	Full Council	CIL	RESOLVED To amend the CIL 123 list and Active Project list to amend the forecast costs for LCC19/07 Memorial Garden/Garage from circa £85,000 to circa £120,000 given sewer diversion costs and the likelihood of price rises.	Update CIL lists	Completed	LS
2023/279	17.11.2023	Full Council	CIL	RESOLVED To allocate funds and reintroduce project LCC22/04 'Improvements to equestrian access on Bridleway PSM40/4 Bethlem view to Brynna Woods' to the Active Project list and to proceed with the project and authorise officers to spend up to £1,000 of CIL funds.	Obtain 3 quotes and proceed. Write to potential landowners to inform. Note: Have sent for 3 quotes: MT Tarmac, Mid Glam construction, Eric Averill. Awaiting quotations		LS
2023/281	17.11.2023	Full Council	Full Council	2023/281 Casual vacancy and process for co-option RESOLVED To approve the process and forms presented to the meeting with the following amendment: To replace the phrase, "Councillors will have the opportunity to question candidates" With "Councillors may submit questions in writing to the Clerk only to seek clarification on answers given in an applicant's application form. Any questions submitted and found to be in order by the Clerk are to be asked by the Chair of the Council (or the chair of the meeting should they be absent). All questions to be submitted in writing to the Clerk at least 24 hours prior to the start of the meeting".	Make the amendments. Post notice and forms publically (nb and socials) Send to those who have expressed interest.	Completed	LS
2023/282	17.11.2023	Full Council	Full Council	2023/282 Festive lights. Timings of illuminations. RESOLVED Timers on festive light controllers to be set to come on at 4pm and to go off at midnight with delegated powers given to the Clerk to make any alterations on individual timers where circumstances dictate this to be necessary. Note: The Council also requested that the provider be requested to turn on the festive lights on 1st of December rather than 11th December as contracted. The Clerk agreed to make the request.	Email centregreat to request turn on date of 1st Dec 2023.	Completed	LS
2023/284	17.11.2023	Full Council	Full Council	2023/284 Planning RESOLVED For the Clerk to write to RCTCBC planning department regarding Acolaid case 23/0739/10 (Gelli Fedi Farm) requesting that swift bricks and/or swift boxes are installed in the new build section of the development, being easy to achieve and of low cost. RESOLVED For the Clerk to write to RCTCBC planning department regarding Acolaid case 23/0739/10 (Gelli Fedi Farm) with the following comments, "The Community Council has concerns that in effect the application constitutes the creation of a separate dwelling".	Clerk to write to RCTCBC planning accordingly.	Completed	LS

2023/285	17.11.2023	Full Council	Full Council	2023/285 Investigate feasibility and details of employing a part time project officer for the financial year 2024/25 and beyond. RESOLVED To direct the HR Committee and Audit Committee, in conjunction with the Clerk to examine the feasibility and details of employing a Project Officer.	Papers presented to HR Committee for 12th Dec 23	Completed	LS
2023/286	17.11.2023	Full Council	Full Council	2023/286 Venues and other arrangements for future Council meetings. RESOLVED For the Clerk to investigate the feasibility of holding hybrid meetings at other locations and to present a paper to a future meeting of the Council.			LS
2023/290	22.12.2023	Full Council	Full Council	2023/290 Co-option to fill casual vacancy. Under the process previously resolved and outlined in the paper presented to Council: RESOLVED Robert Smith to be co-opted onto the council to fill the casual vacancy, subject	Provide induction.  Obtain signed declaration of acceptance. - Done Obtain signed information form - Obtain signed register of interests form -		LS
2023/298	22.12.2023	Full Council	Full Council	2023/298 Progress on banking mandate signatories, internet banking signatories and PSDF signatories. Noted RESOLVED To add Councillor Rhys Jenkins as the third director of the Public Sector Deposit Fund.	Add Rhys Jenkins as 3rd director. Application form populated, await sign off by signatories		LP
2023/300	22.12.2023	Full Council	Full Council	2023/300 Final costs for the 2023 Christmas dinners Note: LCDP invoice still to be received. RESOLVED To authorise payment of the following costs: • Minibus and large bus hire - £160 to Pencoed Travel. (Upon receipt of invoice). • Donation to Brynnau Primary School to cover bus costs and provide donation - £290 • Donation to Llanharan Primary School - £100	Make payments as detailed.	Completed	LP
2023/300	22.12.2023	Full Council	Full Council	RESOLVED For the Clerk to write to Gill Richards and Anne Davies of Llanharan OAP and Brynna OAP respectively to thank them for their hard work helping to organise the event and to Llanharan RFC for the free use of the hall	Write and deliver x 3 letters		LS

2023/301	22.12.2023	Full Council	Full Council	<p>2023/301 Final costs for the 2023 fireworks display. Note: Valid LCDP invoice still to be received.</p> <p>RESOLVED</p> <p>To authorise payment of the following costs:</p> <ul style="list-style-type: none"> <li>• Cleaning of Welfare hall - £60</li> <li>• Hire of Welfare hall &amp; grounds - £250 (Upon receipt of invoice)</li> </ul>	Make payments as detailed.	Completed	LP
2023/302	22.12.2023	Full Council	Full Council	<p>2023/302 Community consultation regarding aspects of the 2023 fireworks display</p> <p>RESOLVED</p> <p>To instruct the Clerk to carry out a community consultation regarding aspects of the 2023 fireworks display. The details of which to be decided by the Fireworks working group.</p>	Clerk to liaise with Fireworks group and publish poll. FW Group provided details. Clerk to issue.		LS
2023/303	22.12.2023	Full Council	Full Council	<p>2023/303 Specification upon which to obtain quotations for the 2024 summer flowers.</p> <p>RESOLVED</p> <p>To add the following to the specification presented to the Council to be used to obtain quotations for 2024.</p> <ul style="list-style-type: none"> <li>• Plants to fill the troughs on the village entrance signs. (7 large 1 small troughs) including the purchase of 2 large troughs.</li> </ul> <p>RESOLVED</p> <p>For the Clerk to obtain quotations for a further large hexagonal planter to be presented to the next meeting of the Council.</p>	Obtain quotes and present to FC		LS
2023/205	22.12.2023	Full Council	ORA	<p>RESOLVED</p> <p>ORA2023/089 Draft 2024 allotment tenancy agreement.</p> <p>To adopt the draft presented as the tenancy agreement for 2024.</p>	To send to all tenants. Due to be sent late Jan 24.		LS
2023/205	22.12.2023	Full Council	ORA	<p>RESOLVED</p> <p>ORA2023/090 Allotment fees</p> <p>To increase fees for a 5 perch plot from £26 a year to £30 a year to commence in January 2025 and for a letter to this effect to be sent to plot holders giving the required 12 months-notice</p>	To include in allotment letters sent with new tenancies. Under construction. Due to be sent late Jan 24		LS
2023/205	22.12.2023	Full Council	ORA	<p>RESOLVED</p> <p>ORA2023/091 Adding individuals to long standing tenancy agreements, creating joint tenancies circumstances where this might be considered.</p> <p>To allow the principle of new joint tenancies under certain circumstances and the Clerk (alone or in conjunction with a working group) to draft a process and application form designed to allow the applicant to demonstrate that the applicant can meet a certain criteria (to be decided) and provide evidence of such. This would include an investigation by the Clerk to attempt to ascertain the validity of the application.</p>	Clerk to draw up draft process map		LS
2023/205	22.12.2023	Full Council	ORA	<p>RESOLVED</p> <p>ORA2023/092 Access gate arrangements at Meadow Rise open space.</p> <p>To instruct the Clerk to obtain quotes to remove both gates and to install suitable staggered barriers at the Western entrance to the Meadow Rise open space following consultation with RCTCBC highways department</p>			

2023/205	22.12.2023	Full Council	ORA	<p>RESOLVED</p> <p>ORA2023/098 Placement of addition benches in the Community following the receipt of formal permission from RCTCBC highways department.</p> <p>The matter be referred to the CIL Committee for the consideration of the allocation of CIL funds of up to £4,000 for the purchase and fitting of 3 benches at the following locations:</p> <p>1) Adjacent to Greggs/Ground Control; 2) Adjacent to the Terry's Way/Enterprise Way roundabout; 3) At the junction with Llanharry Road; and that concurrently;</p> <p>The officers of the Council be directed to obtain 3 quotations for the 3 benches, (The contract for the fitting of benches already having been resolved) and these costs be presented to the next ORA Committee to select a quotation and to decide the precise location of the benches.</p> <p>That authority be delegated to the ORA Committee to select a quotation from those provided, authorise the purchase of the benches and the associated fitting costs and to decide the precise location of the benches</p>	Present quotes to ORA.		LS
2023/205	22.12.2023	Full Council	ORA	<p>RESOLVED</p> <p>ORA2023/099 Condition of the footpath adjacent to Llanharan Cemetery. Specifically the southern end of PSM53/2.</p> <p>That the Clerk report the condition of the relevant sections of PSM53/2 adjacent to Llanharan cemetery to RCTCBC rights of way department and for the Clerk to write to RCTCBC rights of way to explore options for installing drainage or other options to provide a long term solution for the path.</p>	Engage with Jason Bragg. Emailed Dec 23. Response received. Meeting arranged worh ROW and highways engineers Jan 24		LS
2023/208	22.12.2023	Full Council	HR	<p>2023/208 Terms of Reference HR Committee</p> <p>RESOLVED</p> <p>To adopt the terms of reference for the HR Committee</p>	Publish and put on website.		LS
2023/209	22.12.2023	Full Council	HR	<p>RESOLVED</p> <p>HR2023/020 Course of action with regards to an employment matter affecting an employee of the council.</p> <p>For the Officer's to carry out steps 1-3 as outlined in the confidential paper presented to Council and for a formal 'medical capability hearing' to be arranged with Cllr Jenkins attending as a minute taker and for a further meeting of the HR Committee to be arranged in order to consider the outcomes</p>			LS
2023/209	22.12.2023	Full Council	HR	<p>HR2023/021 Feasibility and details of employing a part time project officer for the financial year 2024/25 and beyond.</p> <p>RECOMMENDED</p> <p>To defer the decision until more data is available and/or the Committee has had further time to consider the details with a view to potentially adding to the budget for 2025/26.</p>			LS
2023/209	22.12.2023	Full Council	HR	<p>RESOLVED</p> <p>HR2023/022 HR Policies</p> <p>To adopt the following policies as presented as the formal policies of the Council</p> <p>Appendix 3 – Draft disciplinary policy &amp; procedure V2.</p> <p>Appendix 4 – Draft equality &amp; diversity policy V2.</p> <p>Appendix 5 – Draft grievance policy and procedure V2.</p> <p>Appendix 6 – Draft sickness &amp; absence policy &amp; procedure V2.</p>	Put in sharepoint and add to website and issue to staff		LS

2023/210	22.12.2023	Full Council	Full Council	<p>RESOLVED</p> <p>To rescind a previous resolution of Council, (minute ref 2023/261 to evict a plot-holder from an allotment plot and instead resolving to allow the plot-holder to retain the plot on the following conditions:</p> <ul style="list-style-type: none"> <li>•The Clerk draws up an action plan containing specific, achievable and time bound actions to return the plot to an acceptable standard. (This plan to be approved by the Chair of the ORA committee before implementation and updated and formally reviewed by the ORA Committee at each ORA Committee meeting).</li> <li>• The Clerk to closely monitor the plot to ensure reasonable attendance and cultivation of the plot for the year 2024 and to ensure that the plot does not lapse back into a state of disrepair.</li> <li>•That the plot-holder commits to meeting the Clerk on site monthly at a mutually convenient time but during standard office hours between 9am and 5.30pm so that progress can be reviewed to the satisfaction of the Clerk. The plot holder's attendance at the plot to be monitored so as far is possible to ensure regular attendance and that the plot is being sufficiently cultivated. Should the plot holder miss any of the agreed meeting dates and times, or any deadlines given in the action plan, and/or the non-cultivation of the plot continues to prove unacceptable then they understand that an eviction process is likely to be instigated under the relevant terms of the tenancy agreement.</li> <li>•The Clerk to inform the plot-holder verbally as soon as is practicable and issue a letter to the plot-holder superseding the eviction notice already issued and outlining the terms of this proposal (or any amended proposal) with a legally enforceable warning that failure to comply with any deadlines given in the action plan or failure to reasonably attend and cultivate the plot may lead to an eviction process being instigated. The Clerk to suitably word the letter and carry out all actions within their delegated powers as usual</li> </ul>	<p>Draw up action plan.</p> <p>Site visit taken place and notes and photographs taken. Plan under construction.</p>		LS
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**Reference:** DE-LCC1123

**Date issued:** 14 November 2023

Dear Mrs Rees

## Llanharan Community Council – Audit of accounts 2018-19

### Completion of audit

- 1 We have completed our audit work for the 2018-19 accounts. During the course of the audit we identified significant deficiencies in the Council's procurement of a number of contracts.
- 2 We have considered the events surrounding these contracts and taken into account the Council's procurement arrangements for other contracts. Based on our work we concluded that these matters should be reported to the Council via a covering letter rather than through the exercise of the Auditor General's statutory reporting functions. Therefore, the Auditor General has concluded that he does not need to issue a report in the public interest or to make statutory recommendations.
- 3 Our audit findings and conclusions are set out below.

**During 2018-19, the Council failed to operate proper arrangements to secure economy efficiency and effectiveness in its use of resources and failed to follow its own rules and procedures**

**In September 2019, three serving councillors raised concerns over the use of public funds and administrative arrangements at the Council**

- 4 In September 2019, I received correspondence from three then serving members of the Council setting out concerns over the procurement of a three year contract for the supply and installation of Christmas lights.
- 5 In addition to these concerns over procurement, the then members expressed concerns over the management of Council meetings and the then Clerk's alleged failure to follow proper process and mis-informing of the Council.
- 6 Except insofar as these issues are relevant to my consideration of the Council's procurement arrangements, I do not comment on these further concerns.

### **The Council has established procedures in its standing orders and financial regulations to manage the procurement of goods and services**

- 7 The Council adopted standing orders and financial regulations in 2015. The provisions relevant to the procurement of goods and services are set out in Appendix 1.

### **The arrangements made by the Council in its standing orders and Financial Regulations were inadequate**

- 8 Notwithstanding that the Council's Standing Orders and Financial Regulations included provisions for the letting of contracts, these arrangements were inadequate as both documents refer to the other document when dealing with procedures:
  - The Standing Orders require that the Financial Regulations include procurement policies setting out alternative procedures for contracts of different values.
  - The Financial Regulations set out that the procedures for letting contracts are set out in the Standing Orders.
- 9 The Standing Orders include provision for the advertisement of contracts (standing orders 51 and 52), they do not provide alternative procedures for the Council to follow for different value contracts. Therefore, the requirements set out in standing order 54 should have been followed for all contracts entered into by the Council.

### **The Council failed to follow a proper procurement process when letting the contract for Christmas lights**

- 10 In September 2019, the Council let a contract for Christmas lighting to The Festive Lighting Company, Somerset (Festive Lighting). The contract was a

three year contract for the provision of string lights and motifs. The value of the contract over the three year contract term was £13,614.

- 11 The Council did not advertise the contract as required by its own standing orders 51 and 52. Instead, the former Clerk, Mr Peter Davies, informed the Council that the Council did not obtain three quotations nor advertise the contract as the contract was for specialised services.
- 12 Mr Davies explained to my audit team that his advice to the Council relied on standing order 53 which allows alternative arrangements for specialised services. However, although Mr Davies explained that the Council relied on standing order 53, it only obtained one quote and not three as required by standing order 53.
- 13 While the Council can decide to waive its standing orders, it must have a reasonable basis for doing so e.g. the services required are such that there are no alternative providers. Any such waiver of established procedures must follow a Council resolution to do so.
- 14 In general, other than for specialist equipment, councils are able to identify a number of potential suppliers for the majority of the services they provide. This is particularly the case with Christmas lighting where there are a large number of suppliers operating in the UK. The minutes of the Council's October 2019 meeting make it clear that the Council did not waive its standing orders for this contract.
- 15 The documentation available for audit sets out that initial discussions with Festive Lighting were held by former Councillor Sarah Liney. In January 2019, Councillor Liney obtained a quote from Festive Lighting and presented this quote to the Council's Community Infrastructure working group. Councillor Liney sent a copy of this quote to Mr Davies in July 2019. This quote was then the basis for the formal quote obtained by Mr Davies. Unfortunately, minutes of the Council's working groups have not been retained.
- 16 It is clear to me that the Council failed to follow a proper procurement exercise in accordance with its own standing orders. It appears that no consideration was given to any potential alternative suppliers and that Councillor Liney negotiated an agreement with Festive Lighting before presenting it to the Council.
- 17 On this basis, I conclude that the Council's decision to award the contract followed an unlawful decision-making process as the Council operated outside of its established procedures and acted unreasonably in doing so.



**The Council has been unable to provide evidence to demonstrate that it followed a proper procurement process for other significant projects**

- 18 In addition to the Christmas lights, similar concerns were expressed over the letting of other contracts for:
- Construction of a bridge for £20,000
  - Purchase of a tractor for £16,250
  - Purchase of a bowser for £5,000
  - Purchase of IT equipment for £2,064
  - Other items exceeding £1,000
- 19 The Council has been unable to provide documentation demonstrating how it complied with its standing orders for the purchase of the tractor and bowser. Although two quotes were obtained for the purchase of IT equipment, only one quote was presented to the Council. This was the more expensive quote provided by a company in which one of the councillors (Councillor Evans) had an interest. No explanation was provided to the Council to explain why the higher quote was accepted.
- 20 The Council provided adequate information related to the Jubilee Bridge.
- 21 The lack of supporting documentation for the remaining contracts leads me to conclude that the Council routinely disregarded its standing orders for some time. In my opinion, the Council has failed to make proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

## Recommendations

### Exhibit 1: recommendations for improvement

I make two recommendations to ensure the Council establishes proper arrangements for the purchase of goods and services

#### Recommendations

##### Standing orders and financial regulations

- R1 The Council should ensure that it periodically reviews its standing orders and financial regulations to ensure they are up to date and meet best practice

## Recommendations

---

### **Compliance with Standing orders and financial regulations**

R2 Before awarding any contracts, the Council should ensure that it has complied with its standing orders and financial regulations.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'R Harries', is positioned below the 'Yours sincerely' text.

Richard Harries, Director, Audit Wales

For and on behalf of the Auditor General for Wales

## Appendix 1: Standing orders and financial regulations (January 2015)

### Exhibit 1: Procurement requirements set out in standing orders and financial regulations

The Council has established its own rules for the procurement of goods and services with more stringent requirements for larger contracts

#### Standing Orders and Financial Regulations

##### Standing Orders

Financial matters

48 The Council shall consider and approve from time to time the Financial Regulations drawn up by the Responsible Financial Officer and shall include detailed arrangements in respect of the following:...

(e) procurement policies including the setting of values for different procedures.

49 Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.

51 Where it is intended to enter into a contract exceeding £1000 but not exceeding £10000 for the supply of goods or services the Council's Responsible Financial Officer shall give at least three week's notice of such intention in the same manner as public notice of meetings of the Council is given.

52 Subject to the requirements of Standing Order 53 below, where the value of the intended contract exceeds £10000 similar notice shall be given in the local press.

53 Where, in the opinion of the Council, the goods or services are of a specialist nature, as an alternative to the requirements of Standing Order 51 above, tenders may be invited from at least three contractors, selected by the Council, specialising in the type of work included in the contract.

## **Standing Orders and Financial Regulations**

---

54 Any tender process shall comprise the following steps:

- (a) A specification of the goods, materials, services and the execution of works shall be drawn up;
- (b) Tenders are to be sent in a sealed marked envelope, to the Clerk to the Council by a stated date and time;
- (c) Tenders submitted are to be opened after the stated closing date by the Council's Responsible Financial Officer in the presence of either the Chairman or Deputy Chairman of the Audit Committee, or in their absence by at least one other member of the Council;
- (d) Tenders are then to be assessed and reported to a meeting of the appropriate committee or the Council

55 In the event that no tenders are received, or that all the quotations are identical, the Council may make such arrangements for procuring the goods or services as it thinks fit.

56 The Council is not bound to accept the lowest tender, estimate or quote.

---

## **Financial Regulations**

### **Contracts**

42 The procedures for letting contracts are as laid down in the Council's Standing Orders.

43 Where such a contract provides for payment by instalments, the RFO should include such payments in his/her report to Council as indicated in Regulation 20 above. Also, where it is estimated that the total cost of the work carried out under contract, excluding fluctuation clauses, will exceed the contract sum by 5% or more, then a report shall be submitted to the Council.

### **Standing Orders and Financial Regulations**

---

44 Any variation to a contract, including an addition or omission, shall be approved by the RFO in writing and the Council shall be informed where the final cost is likely to exceed the financial provision made.

Source: Llanharan Community Council Standing Orders and Financial Regulations (January 2015)

## **Brynnna Crime Report (Last 31 days)**

### **Burglary – 0 Accounts**

### **Damage – 0 Accounts**

### **Theft – 3 Accounts**

- Bridgend road – Child scooter stolen. Item has been relocated. Enquiries ongoing to identify the suspect.
- Domestic related damage.
- Bridgend road – Theft of energy drinks x2. Same male. Awaiting CCTV for ID. Patrols in place.

### **Anti Social Behaviour – 2 Accounts**

- Concern regarding child's behaviour at a private party – Resolved without police involvement. Parents have suitably advised children.
- Gellifedi rise – Ball hit window. Suitable advice given. Isolated incident. No further enquiries required at this time. No damage caused.

## **Llanharan Crime Report (Last 31 days)**

### **Burglary – 0 Accounts**

- Domestic related incident. Breach of conditions. Investigation ongoing.

### **Theft – 2 Accounts**

- Blackmail – Sextortion. Attempt blackmail of a vulnerable male. Limited evidence, unable to complete further enquiries. Safeguarding advice given.
- Theft of scrap metal – Vehicle on false plates. No further enquiries. Patrols in place.

### **Damage – 2 Accounts**

- The Square – Attempt damage. Youths throwing stones at cars x2. Suspects unknown.
- Hillside Avenue – Vehicle has been keyed. No further lines of enquiry.

### **Anti-Social Behaviour – 6 Accounts**

- Park view – Hoax fire service call. Enquiries completed. No suspect identified.
- Clos Ewenni Fach – Loose dog. Not causing alarm/distress but annoyance. Directed to local authority.
- Lanelay – Smell of cannabis. Police have attended, suitably advised and reported matter to housing.
- The square – Youths throwing stones. Patrols in place.
- Bridgend road – Youths causing a nuisance in abandoned building. Youths left upon request of caller, no further information obtained. Patrols in place.
- Youths causing issues in Ffordd y Gwaith glo estate and surrounding businesses – Youths identified. Suitable advice and ASB referrals submitted. Enquiries ongoing to identify others.

OFFICIAL - SWYDDOGOL  
**NOT PROTECTIVELY MARKED**

OFFICIAL - SWYDDOGOL  
**NOT PROTECTIVELY MARKED**

Date: 16/01/2024

## Llanharan Community Council

Page 1

Time: 13:17

## Current and Premium Bank A/c

## List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2023	Clarity Copiers	BACS	11.65	RLW	Copy fee
04/12/2023	Barclays Bank	DIRECT	11.86	Direct	Charges
04/12/2023	Llanharan OAP Association	BACS	60.00	RLW	Hall hire 3/2023
05/12/2023	Public Sector Deposit Fund	NOV23CIL	50,000.00		NOV23 1/5CIL
05/12/2023	SSE Electric	BACS	13.82	RLW	IV00087540
05/12/2023	Llanharan OAP Association	BACS	187.04	RLW	11.Amazon misc
05/12/2023	Llanharan OAP Association	BACS	41.38	RLW	10Argos211123
05/12/2023	Llanharan OAP Association	BACS	720.00	RLW	9Blinds191123CIL
05/12/2023	Llanharan OAP Association	BACS	115.00	RLW	8RCTPlan071123CIL
05/12/2023	Llanharan OAP Association	BACS	59.50	RLW	7MendashukeysCIL
07/12/2023	SSE Electric	DDR	128.96	DDR	IV00100784
08/12/2023	Tesco Mobile phones x 3	DDR	28.88	DDR	134192111846
12/12/2023	HMRC NI & Tax	BACS	2,653.47	CP	948PZ001272292407
12/12/2023	Pencoed Travel	BACS	160.00	CP	21259
13/12/2023	British Telecomm	BACS	304.42	RLW	Q097 7+
15/12/2023	ARVAL	DDR	500.58	DDR	RI0011299551
20/12/2023	Llanharan Rec Ground Trust	BACS	250.00	CP	181205/577
20/12/2023	Caer Health	BACS	213.00	CP	27658
20/12/2023	Sarah's The Greengrocer	BACS	1,667.00	CP	INV 07/12/23
21/12/2023	AG Gallagher	BACS	2,561.38	RLW	529536397
22/12/2023	Welsh Water	BACS	84.37	RLW	894050384201
22/12/2023	STAFF SALARIES	BACS	5,271.64	CP	Salaries Dec23
22/12/2023	Llanharan PrimarySchoolPrivate	BACS	100.00	RLW	Xmas meal concert
22/12/2023	BrynnnaPrimaryPrivateFund	BACS	290.00	RLW	Xmas bus/concert
28/12/2023	Barclaycard	BcardDec23	652.52		Bcard Dec23
28/12/2023	RCT Pension Payment	BACS	1,716.98	RLW	LCC Remit Dec 23
<b>Total Payments</b>			<b>67,803.45</b>		



## List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/12/2023	Current and Premium Bank A/c	Nov 23CIL	50,000.00		Nov 23 1/5 CIL return
Total Payments			<u>50,000.00</u>		

## List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/12/2023	ZOOM	CREDITCARD	12.99	DDR	INV231237503
28/12/2023	ALDI	CREDITCARD	52.10	PB	Pantry 28/11
28/12/2023	ALDI	CREDITCARD	77.25	PB	Pantry 01/12
28/12/2023	ALDI	CREDITCARD	110.26	PB	Pantry 08/12
28/12/2023	ALDI	CREDITCARD	76.87	PB	Pantry 15/12
28/12/2023	Microsoft	CREDITCARD	108.24	LS	E0200PWZRL
28/12/2023	Microsoft	CREDITCARD	49.20	LS	E0200PX0XW
28/12/2023	Amazon	CREDITCARD	22.97	LS	GB-2023-535957853
28/12/2023	Amazon	CREDITCARD	47.45	LS	GB-140383781-2023-207099
28/12/2023	ADOBE	CREDITCARD	19.97	LS	IEN2023061179522
28/12/2023	Amazon	CREDITCARD	12.22	LS	GB328ZIAABEI
28/12/2023	Home Bargains	CREDITCARD	6.98	PB	261123
Total Payments			596.50		

## Appendix 6

### **Progress on banking mandate signatories, internet banking signatories and PSDF signatories**

#### **Barclays Bank**

Mandate change request approved by Barclays on 29.12.23.

Current mandate holders are as follows;

Cllr. D. Evans, Cllr. R. Lewis-Watkin, Cllr. C. Parker, L. Smith & L. Phillips.

Next step is to request online banking access.

#### **Public Sector Deposit Fund**

Cllr. Jenkins has completed application form to be added as 3<sup>rd</sup> signatory on 12.01.24 and now awaits sign off from signatories.

#### **Barclaycard**

Await update from Cllr. Parker.

## Appendix 7

**To approve further costs for the 2023 Christmas dinners and authorise payment.**

**Council has previously resolved the following:**

*2023/300 Final costs for the 2023 Christmas dinners Note: LCDP invoice still to be received.*

***RESOLVED*** To authorise payment of the following costs:

- *Minibus and large bus hire - £160 to Pencoed Travel. (Upon receipt of invoice).*
- *Donation to Brynnau Primary School to cover bus costs and provide donation - £290*
- *Donation to Llanharan Primary School - £100*

### **2023 costs**

LCDP have now provided their invoice for catering for the amount of £5,344.86 (See below).

Motion. To authorise the officers to pay the LCDP invoice for the 2023 Christmas lunches for £5,344.86

### Total and final costs for the event for 2023 v 2022 costs

Cost	£	Notes
LCDP catering and raffle	£5,344.86	2023: 206 people @ £24.95/head plus £205.16 raffle)  2022 event 184 people @ £23/head plus raffle £200. Total LCPD cost was £4,232
Minibus and large bus hire	£160	Pencoed Travel
Donation to Brynnau Primary School to cover bust costs and provide donation	£290	Bus cost Est £190
Donation to Llanharan Primary School	£100	
Total cost	£5894.86	2022 spend = £4,729  Note: 2023 budget was set at £6,000 so spend within budget.

**Llanharan Community Development  
Project Ltd.**

23a Bridgend Road  
Rhondda Cynon Taff  
CF72 9RD  
01443 229723  
info@llanharandropin.org.uk  
www.llanharandropin.org.uk



**LLANHARAN COMMUNITY  
DEVELOPMENT PROJECT LTD**

Company Number 03226397  
Registered Charity Number 1064957

## INVOICE

### INVOICE TO

Llanharan Community  
Council  
2 Chapel Road  
Llanharan  
Pontyclun

INVOICE NO. 13310

DATE 21/12/2023

DUE DATE 21/12/2023

TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
<b>Services (SLA's)</b> Brynna OAP Christmas dinners Tuesday 19th December 2023 = 65	65	24.95	1,621.75
<b>Services (SLA's)</b> Llanharan OAP Christmas dinners Wednesday 20th December 2023 = 141	141	24.95	3,517.95
<b>Services (SLA's)</b> Raffle Prizes for Oap Dinners	1	205.16	205.16

BALANCE DUE

**£5,344.86**

BACS to - LCDP  
Account Number - 21509314  
Sort Code - 40.44.48

## **Appendix 8**

**To approve payment of further costs for the 2023 Fireworks event and authorise payment**

**Council has previously resolved the following:**

*2023/301 Final costs for the 2023 fireworks display.*

*Note: Valid LCDP invoice still to be received.*

### ***RESOLVED***

*To authorise payment of the following costs:*

- *Cleaning of Welfare hall - £60*
- *Hire of Welfare Hall & grounds - £250 (Upon receipt of invoice).*

### ***RESOLVED***

To process an advance payment (following receipt of an invoice) to LCDP in the sum of £4010.00. Note: This is not an additional cost, it is an advance to be deducted from the final cost after the event

### **2023 costs**

LCDP have now provided their final invoice for the event for the amount of £5,890.10 (See below).

Motion. To authorise the officers to pay the final LCDP invoice for the 2023 Fireworks event for £5,890.10 and to make a virement from general reserves of to account for a budget overspend of £1210.10

### Total and final costs for the event for 2023 v 2022 costs

Cost	£	Notes
LCDP	£4,010 £5,890.10	2023: Quotation provided for £9,856 final cost actual £9,900.10  2022: Quotation provided for £9,275 final cost actual £7,981
Cleaning of Welfare Hall	£60	
Hire of Welfare Hall & ground.	£250	
Total cost	£10,210.10	2022 spend = £7,981  Note: 2023 budget was set at £9,000 so spend overbudget by £1210.10

Note the total costs for the 2023 event was £10,210

The total cost for the 2022 event was £7,981

An increase of £2,229 of approx 28%

Whilst further analysis is required this is possibly down to the following:

- Silent fireworks.
- Venue costs.
- Extra hire costs associated with venue (eg toilets).
- Inflation.



**Llanharan Community Development  
Project Ltd.**

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**LLANHARAN COMMUNITY  
DEVELOPMENT PROJECT LTD**

Company Number 03226397  
Registered Charity Number 1064957

## INVOICE

### INVOICE TO

Llanharan Community

Council

2 Chapel Road

Llanharan

Pontyclun

INVOICE NO. 12881

DATE 07/12/2023

DUE DATE 07/12/2023

TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
<b>Services (SLA's)</b>	1	5,890.10	5,890.10
Community Fireworks Event - Sunday 5th November 2023			
Insurance Balance - £65.80			
Fireworks Balance - £125.00			
DJ - £200.00			
Skip - £150.00			
First Aid - £330.00			
Radio's - £218.40			
Tape/wrapping - £67.50			
LCDP Fee - £3,750.00			
Hire Equipment, Rycon - £983.40			
(Portable Site Toilete - £588.00)			
(Crowd Control Barriers - £258.60)			
(Diesel Track Barrow £136.80)			

BACS to - LCDP  
Account Number - 21509314  
Sort Code - 40.44.48

BALANCE DUE

**£5,890.10**

BACS to - LCDP  
Account Number - 21509314  
Sort Code - 40.44.48

## Appendix 9

### Quotations received for summer plants for 2024.

Quotation requests were sent to the following companies (See email correspondence below):

- Boverton Nurseries.
- ADM Nurseries.
- Woodland Walk.
- Ewenny Garden Centre.

ADM nurseries, Woodland Walk Nurseries and Ewenny Garden centre did not respond to the quotation request.

Only Boverton Nurseries responded, their quotation is shown below:

Actual 2024 baskets			
Amberol	No baskets	price/unit	price
16" half baskets	0	14.5	£ -
small rounds cup n saucer	213	19.5	£4,153.50
large rounds cup n saucer	0	33.5	£ -
small round baskets loan	0		£ -
	213	subtotal	£4,153.50
		VAT@20%	£ 830.70
		Total	£4,984.20
planters	no	price/unit	
octagonal planters	10	195	£1,950.00
round promanade planters	4	160	£ 640.00
half barrier troughs	0	52	£ -
fitting and installation	1	175	£ 175.00
feed	1	69	£ 69.00
		subtotal	£2,834.00
		VAT@20%	£ 566.80

For plants for troughs to be planted by ourselves.

non stop begonias	20	20	400
trailing plant for edge	15	20	300
cordylines	10	6	60

**Grand total: £7747 plus Vat**

**Motion:**

The Clerk having attempted to obtain 4 quotations from local reputable suppliers and having received a response from only 1 supplier, furthermore, having regard to the urgent need to place an order imminently to secure supply for summer (to allow growing time), to suspend standing orders/financial regulations in respect of 11.3 of the financial regulations.

In particular:

11.3. Procedures as to contracts are laid down as follows:

a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency.....

e. When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in Regulation 11.3., where the value:

ii. is less than £45,000 and greater than £1,500 the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply.

**Motion:**

To accept the quotation from Boverton Nurseries of £7747 plus VAT for 2024 summer plants and to authorise the officers to place the order.

The Clerk to arrange for quotations for 2 large troughs and a large octagonal planter at a later date.

**From:** [The Clerk / Project Officer](#)  
**Bcc:** [manager@ewennygroup.co.uk](mailto:manager@ewennygroup.co.uk)  
**Subject:** Quotation request for summer plants - Llanharan Community Council  
**Date:** 15 December 2023 13:25:00

---

Good morning,

I invite you to provide a quotation for the summer plants for Llanharan Community Council.

Amberol Summer baskets

- Small round cup 'n' saucer baskets (supplied by customer) filled with summer plants/flowers  
x 213 (please specify plants/flowers) delivered to site in Llanharan (fitted by customer)

Planters

- Filling of large octagonal planters (provided by customer) x 10 (please specify plants/flowers)
- Filling of round promanade planters (provided by customer) x 4 (please specify plants/flowers)

Fitting and installation of planters at various locations in Llanharan

Delivery in May, June or July 2024. The Earlier the better but subject to growing.

Best regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

[www.llanharan-cc.gov.wales](http://www.llanharan-cc.gov.wales)

**Tel: 01443 231430 / 07769 266675**

Mae'r neges ar gyfer y person / pobl enwedig yn unig. Gall gynnwys gwybodaeth bersonol, sensitif neu gyfrinachol. Os nad chi yw'r person a enwyd (neu os nad oes gyda chi'r awdurdod i'w derbyn ar ran y person a enwyd) chewch chi ddim ei chopio neu'i defnyddio, neu'i datgelu i berson arall. Os ydych chi wedi derbyn y neges ar gam, rhoewch wybod i'r sawl sy wedi anfon y neges ar unwaith. Mae'n bosibl y bydd holl negeseuon yn cael eu cofnodi a/neu fonitro unol â'r ddeddfwriaeth berthnasol.

[llanharan-cc.gov.uk](http://llanharan-cc.gov.uk)

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Office note: This request sent to Eweny Garden Centre. Woodland Walk and ADM nurseries also contacted for a quote via their online forms. (No email address available). Bovington Nurseries also contacted for a quotation.

## Appendix 10

### **Recommendations of the Audit committee held on 16<sup>th</sup> January 2024**

#### ***RECOMMENDED***

##### **A2024/006 Bank reconciliations and list of payments for Quarter 3, 2023**

To approve the bank reconciliations and payments for Quarter 3, 2023 as presented in Appendix 2

#### ***RECOMMENDED***

##### **A2024/009 2024/25 draft budget and setting of precept.**

To approve the draft budget as presented with an expenditure of £278,560

#### ***RECOMMENDED***

To apply a 0% increase on the Community Council tax band D rate resulting in a £0 per year increase and a resultant Community Council band D rate of £79.17

- See also appendix 10a

#### ***RECOMMENDED***

##### **A2024/010 Internal auditor for financial year 2023/24**

To suspend standing orders/financial regulations in respect of 11.3 of the financial regulations. In particular:

11.3. Procedures as to contracts are laid down as follows:

a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency.....

e. When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in Regulation 11.3., where the value:

iii. is below £1,500 and above £250 the Proper Officer shall strive to obtain 3 estimates of the cost of proposed supply.

The reason being the Clerk having attempted to source 3 quotations from well-established reputable and experienced internal auditors with a known track record of competence and having been able to identified 2 such auditors whom in their opinion meets the criteria to provide a high-quality service to the Council.

***RECOMMENDED***

Following the obtaining of further quotations, to appoint WGW as the internal auditor for 2023/24 and to schedule an internal audit for June 2024.

***RECOMMENDED***

A2024/011 General grant application from Llanharan OAP Hall

To grant Llanharan OAP Hall a total of £1,946 comprising £1,546 to cover electricity costs and £400 to cover gas costs.

***RECOMMENDED***

A2024/012 General grant application from Llanharan Football Club

To grant Llanharan Football Club £495 towards the purchase of the equipment detailed in the application to facilitate the reinstatement of a Saturday 'second' team.

Payment to be made subject to the receipt of the following supporting documentation to the satisfaction of the Clerk (these items not considered material to decision making):

a) The constitution document of the club (including details of the named officers of the club or if this is not included in the constitution document the applicant to annotate the application to show the formal positions of the signatories).

b) Invoices totalling £900 to show what the previous grant was spent on. (As per Appendix 2 of the application).

***RECOMMENDED***

A2024/013 General grant application from 'The Wimbles'

To defer consideration of the application to a future meeting pending receipt of the following, the items being considered material to decision making:

a) A signed copy of the application signed by two authorised signatories and stating the names of those signatories.

b) The group's latest bank statement.



c) An application with Section A of the form completed detailing what grant aid has been received from the Community Council in the past 3 years. Section A must detail the amount received and the date.

d) An application with all sections of Appendix two correctly and fully completed to the satisfaction of the Clerk. No invoices being required if the Community Council has purchased and gifted items to the group.

### ***RECOMMENDED***

A2024/015 Discharge of recommendation R13 from the most recent internal audit.

Following the recent notification from The Independent Remuneration Panel for Wales (IRPW) regarding taxation guidance for the payment of Council allowances, that each member in receipt of the £156 payment (or part payment) is issued with the relevant letter (to be signed by the member) to evidence a formal arrangement between the council and the councillor and provided that the councillor is not already claiming the allowance against another source of income then it be treated as exempt from PAYE. This being the case there is no need for payments to be made via the payroll system.

### ***RECOMMENDED***

A2024/016 Policy on paying mandatory costs to Councillors joining the council part way through a year

For any new payment to Councillors who have been elected or co-opted during a Council term:

- The £52 per year for office consumables required to carry out their role be paid in full when or soon after that member signs their declaration of acceptance of office. This to provide funds to assist with any initial costs involved in the member fulfilling their role as well as providing for ongoing office consumables.
- The £156 per year for expenses involved in working from home to be paid on a pro-rata basis at a rate of £3 per week based on the remaining number of weeks until the end of the financial year.at the end of April. Should any date fall during a week then for the purposes of calculation the week be counted as a whole week.

## Appendix 10a

## 2024/25 Draft budget – Expenditure

A/C Code	Item Description	Draft Budget 2024 - 2025						2023 - 2024			2022 - 2023			2021 - 2022		
		Amount	% of Total	cf 2023/24 Budget Difference	%	cf 2023/24 Year End Difference	%	Budget	% of Total	Total Yr End	Budget	% of Total	Yr End	Budget	% of Total	Yr End
	<b>Expenditure</b>															
<b>200</b>	<b>Administration</b>															
4000	Staff Salaries & Wages (Net)	63238	22.70%	7571	13.60%	7948	14.37%	55667	19.90%	55290	56092	21.32%	60706	65000	23.56%	49069
4001	HMRC Interest Charges	0	0.00%	0	0.00%	0	#DIV/0!	0	0.00%	0	0	0.00%	0	0	0.00%	16
4005	Employer & Employee Pension	25102	9.01%	2655	11.83%	5417	27.52%	22447	8.02%	19684	20173	7.67%	19046	13455	4.88%	14023
4010	Employer & Employee NI & Tax	39796	14.29%	3973	11.09%	3973	11.09%	35823	12.81%	35823	19307	7.34%	7610	8970	3.25%	9407
4055	Mileage & Subsistence	200	0.07%	0	0.00%	140	233.33%	200	0.07%	60	100	0.04%	141	750	0.27%	397
4060	Council Tax	2500	0.90%	100	4.17%	253	11.26%	2400	0.86%	2247	2400	0.91%	2247	2400	0.87%	2247
4057	HR Expenditure	1000						0	0.00%	835			351			
4065	Office Rent	3500	1.26%	0	0.00%	-150	-4.11%	3500	1.25%	3650	3500	0.91%	3660	3500	1.27%	2625
4070	IT Costs (Office 365)Web Site	2500	0.90%	0	0.00%	-500	-16.67%	2500	1.25%	3000	7246	1.33%	4648	2000	0.73%	2065
4075	Telephone & Broadband	1450	0.52%	50	3.57%	63	4.54%	1400	0.89%	1387	1400	2.75%	1102	1600	0.58%	1330
4080	Energy	1600	0.57%	-1900	-54.29%	189	13.39%	3500	0.50%	1411	3500	0.53%	1760	1500	0.54%	1705
4085	Water Rates (for Office)	200	0.07%	-150	-42.86%	40	25.00%	350	1.25%	160	350	1.33%	135	200	0.07%	160
4090	Stationery and postage	350	0.13%	20	6.06%	20	6.06%	330	0.13%	330	330	0.13%	359	700	0.25%	843
4095	Cleaning Materials	50	0.02%	0	0.00%	23	85.19%	50	0.12%	27	123	0.13%	0	400	0.15%	73
4100	Cleaning Contract	1200	0.43%	40	3.45%	96	8.70%	1160	0.02%	1104	1160	0.05%	1152	1160	0.42%	1128
4105	Office Cap ExpChain of Office	1000	0.36%	500	100.00%	500	100.00%	500	0.41%	500	0	0.44%	281	2000	0.73%	0
4110	Office Maintenance	750	0.27%	250	50.00%	-1250	-62.50%	500	0.18%	2000	500	0.00%	632	500	0.18%	518
4115	Professional and Legal Fees	3500	1.26%	0	0.00%	0	0.00%	3500	0.18%	3500	3500	0.19%	5959	3000	1.09%	1619
4116	Land Registry Fees	240	0.09%	180	300.00%	7	3.00%	60	1.25%	233	60	1.33%	48	0	0.00%	87
4120	Internal Audit Fees	750	0.27%	-1250	-62.50%	813	-1290.48%	2000	0.02%	-63	475	0.02%	1000	450	0.16%	204
4125	External Audit Fees	400	0.14%	-1600	-80.00%	-345	-46.31%	2000	0.71%	745	1000	0.18%	-703	450	0.16%	1008
4130	Subscriptions and Memberships	2750	0.99%	750	37.50%	49	1.81%	2000	0.71%	2701	2000	0.38%	1463	2000	0.73%	1253
4135	Bank Charges	250	0.09%	50	25.00%	25	11.11%	200	0.71%	225	150	0.76%	212	100	0.04%	132
	Meeting Accomodation Fees	450	0.16%													
4140	Storage Space Rental	720	0.26%	360	100.00%	0	0.00%	360	0.07%	720	180	0.06%	1020	0	0.00%	0
	<b>Overhead Expenditure:</b>	<b>153496</b>	<b>55.10%</b>	<b>11599</b>	<b>8.28%</b>	<b>17311</b>	<b>12.77%</b>	<b>140087</b>	<b>50.08%</b>	<b>135570</b>	<b>123546</b>	<b>45.82%</b>	<b>112829</b>	<b>110135</b>	<b>39.93%</b>	<b>89909</b>
<b>220</b>	<b>Insurances</b>															
4200	General Insurance	5000	1.79%	700	16.28%	351	7.55%	4300	1.54%	4649	4000	1.52%	4314	3500	1.27%	3476
4205	Vehicle Insurance	5000	1.79%	2500	100.00%	2439	95.24%	2500	0.89%	2561	1750	0.67%	3102	1000	0.36%	2219
4210	Office Insurance	100	0.04%	10	11.11%	100	#DIV/0!	90	0.03%	0	87	0.03%	82	80	0.03%	82
	<b>Overhead Expenditure:</b>	<b>10100</b>	<b>3.63%</b>	<b>3210</b>	<b>46.59%</b>	<b>2890</b>	<b>40.08%</b>	<b>6890</b>	<b>2.46%</b>	<b>7210</b>	<b>5837</b>	<b>2.16%</b>	<b>7498</b>	<b>4580</b>	<b>1.66%</b>	<b>5777</b>
<b>240</b>	<b>Staff &amp; Member Training</b>															
4300	Members Training	750	0.27%	0	0.00%	396	111.86%	750	0.27%	354	500	0.19%	70	500	0.18%	195
4305	Staff Training	750	0.27%	0	0.00%	486	184.09%	750	0.27%	264	1000	0.37%	0	1000	0.36%	245
	<b>Overhead Expenditure:</b>	<b>1500</b>	<b>0.54%</b>	<b>0</b>	<b>0.00%</b>	<b>882</b>	<b>142.72%</b>	<b>1500</b>	<b>0.54%</b>	<b>618</b>	<b>1500</b>	<b>0.56%</b>	<b>70</b>	<b>1500</b>	<b>0.54%</b>	<b>440</b>

260	Member's Allowances																
4350	Chair	1500	0.54%	0	0.00%	0	0.00%	1500	0.54%	1500	1500	0.56%	1500	1500	0.54%	1500	
4355	Special Responsibility	500	0.18%	0	0.00%	0	0.00%	500	0.18%	500	500	0.19%	500	500	0.18%	500	
4360	Member Allowances	2912	1.05%	812	38.67%	206	7.61%	2100	0.75%	2706	2100	0.78%	1050	2110	0.76%	1500	
	Overhead Expenditure:	4912	1.76%	812	19.80%	206	4.38%	4100	1.47%	4706	4100	1.52%	3050	4110	1.49%	3500	
300	Plant & Equipment																
4400	Plant Purchase / Lease	5500	1.97%	0	0.00%	905	19.70%	5500	1.97%	4595	7000	2.60%	7126	7000	2.54%	2611	
4405	Bowser Maintenance	0	0.00%	0	#DIV/0!	0	#DIV/0!	0	0.00%	0	400	0.15%	0	100	0.04%	318	
4410	Green Mower Maintenance	0	0.00%	0	#DIV/0!	0	#DIV/0!	0	0.00%	0	0	0.00%	101	1500	0.54%	756	
4415	Red Tractor Maintenance	1200	0.43%	200	20.00%	200	20.00%	1000	0.36%	1000	1000	0.37%	2407	1200	0.44%	476	
4420	Portable & Hand Tools Purchase	250	0.09%	0	0.00%	0	0.00%	250	0.09%	250	250	0.09%	39	2000	0.73%	479	
4425	Portable & Hand Tools Maintenance	400	0.14%	0	0.00%	0	0.00%	400	0.14%	400	400	0.15%	466	0	0.00%	27	
4430	PPE - New & Replacement	300	0.11%	25	9.09%	75	33.33%	275	0.10%	225	275	0.10%	35	300	0.11%	187	
4435	Plant & Equipment Fuel	750	0.27%	-750	-50.00%	78	11.61%	1500	0.54%	672	2500	0.93%	2456	3000	1.09%	1421	
	Overhead Expenditure:	8400	3.02%	-525	-5.88%	1258	17.61%	8925	3.19%	7142	11825	4.39%	12630	15100	5.47%	6275	
400	Street Furnishings																
4500	Hanging Baskets & Planters	8500	3.05%	1000	13.33%	1000	13.33%	7500	2.68%	7500	7500	2.78%	7844	10100	3.66%	11534	
4505	Christmas Lights and Trees	30000	10.77%	2500	9.09%	5807	24.00%	27500	9.83%	24193	26000	9.64%	24873	38500	13.96%	38866	
4510	Public Clocks - Maintenance	500	0.18%	0	0.00%	-1314	-72.44%	500	0.18%	1814	425	0.16%	400	900	0.33%	400	
4515	Notice Boards - Maintenance	100	0.04%	0	0.00%	61	156.41%	100	0.04%	39	100	0.04%	29	150	0.05%	296	
4520	Bus shelter - Maintenance	100	0.04%	0	0.00%	0	0.00%	100	0.04%	100	100	0.04%	0	500	0.18%	549	
4525	Planters - Maintenance	100	0.04%	0	0.00%	0	0.00%	100	0.04%	100	100	0.00%	0	150	0.05%	59	
4530	Benches & Tables Maintenance	100	0.04%	0	0.00%	0	0.00%	100	0.04%	100	100	0.00%	0	150	0.05%	0	
	Overhead Expenditure:	39400	14.14%	3500	9.75%	5554	16.41%	35900	12.83%	33846	34325	12.73%	33146	50450	18.29%	51704	
500	Community Functions																
4600	Christmas Dinners	6500	2.33%	500	8.33%	598	10.13%	6000	2.14%	5902	5500	2.04%	4729	3700	1.34%	3305	
4605	Soup and Carols	0	0.00%	-250	-100.00%	0	#DIV/0!	250	0.09%	0	250	0.09%	0	170	0.06%	0	
4610	Firework Display	11000	3.95%	2000	22.22%	930	9.24%	9000	3.22%	10070	7425	2.75%	7981	6000	2.18%	7154	
4615	Multi Cultural Carnival & 70th Jubilee	6250	2.24%	750	13.64%	4500	257.14%	5500	1.97%	1750	2500	0.93%	5416	2000	0.73%	0	
4617	King's Coronation 23	0	0.00%										350	1000	0.36%	0	
4620	General Sponsorship	0	0.00%	-500	-100.00%	0	#DIV/0!	500	0.18%	0	1000	0.37%	50		0.00%		
	Overhead Expenditure:		0.00%	2500	11.76%	6028	34.01%	21250	7.60%	17722	16675	6.18%	18526	12870	4.67%	10459	
550	Grants	800															
4700	General Grants	10000	3.59%	0	0.00%	1332	15.37%	10000	3.57%	8668	12500	4.64%	6178	15000	5.44%	10900	
4710	LCDP - SLA	25000	8.97%	0	0.00%	0	0.00%	25000	8.94%	25000	25000	9.27%	25000	26000	9.43%	25000	
4715	Wild Life Trust - Brynna Woods	10000	3.59%	0	0.00%	0	0.00%	10000	3.57%	10000	10000	3.71%	10000	10000	3.63%	10000	
4720	Food Bank	0	0.00%	0	#DIV/0!	0	#DIV/0!	0	0.00%	0	3500	1.30%	4123	5850	2.12%	5548	
	Overhead Expenditure:	45000	16.15%	0	0.00%	1332	3.05%	45000	16.09%	43668	51000	18.91%	45301	56850	20.61%	51448	

600	Outdoor Spaces																
4800	Rights of Way	1330	0.48%	0	0.00%	-534	-28.65%	1330	0.48%	1864	1330	0.49%	81	1500	0.54%	6280	
4805	Skateboard Park - Maintenance	1000	0.36%	500	100.00%	1000	#DIV/0!	500	0.18%	0	100	0.04%	0	500	0.18%	0	
4810	Play & O/Spaces Maintenance	1500	0.54%	1000	200.00%	150	11.11%	500	0.18%	1350	100	0.04%	130	1000	0.36%	657	
4815	General Repair Consumables	250	0.09%	0	0.00%	250	#DIV/0!	250	0.09%	0	250	0.00%	0	0	0.00%	99	
	Overhead Expenditure	4080	1.46%	1500	58.14%	866	26.94%	2580	0.92%	3214	1780	0.66%	211	3000	1.09%	7036	
620	War Memorials																
	Maintenance Contract	0		0	#DIV/0!	0	#DIV/0!	0		0	0	0.00%	3659	0	0.00%	0	
4855	Other Maintenance	500	0.18%	-50	-9.09%	-50	-9.09%	550	0.20%	550	100	0.04%	19	1000	0.36%	6	
	Overhead Expenditure	500	0.18%	-50	-9.09%	-50	-9.09%	550	0.20%	550	100	0.04%	3678	1000	0.36%	6	
630	Llanharan Pantry																
4730	Food	0		-1500	-100.00%	0	#DIV/0!	1500	0.54%	0	18500	6.86%	18406	0	0.00%	0	
4731	Equipment	0	0.00%	0	#DIV/0!	0	#DIV/0!	0	0.00%	0	0	0.00%	0	0	0.00%	0	
	Overhead Expenditure	0	0.00%	-1500	-100.00%	0	#DIV/0!	1500	0.54%	0	18500	6.86%	18406	0	0.00%	0	
640	Bryncae Community Centre																
4735	BCC Cleaning Expenses	0	0.00%		0.00%	-202	-100.00%	202	0.07%	202	0	0.00%	202	0	0.00%	0	
4740	BCC Maintenance Expense	0	0.00%		0.00%	-184	-100.00%	184	0.07%	184	0	0.00%	184	0	0.00%	0	
4745	BCC Deposits	0	0.00%		0.00%	-290	-100.00%	290	0.10%	290	0	0.00%	290	0	0.00%	0	
	Overhead Expenditure	0	0.00%	0	0.00%	-676	-100.00%	676	0.24%	676	0	0.00%	676	0	0.00%	0	
650	Street Lighting Electric																
4575	Street Lighting Electric	350	0.13%	50	16.67%	50	16.67%	300	0.11%	300	0	0.00%	277	0	0.00%	0	
	Overhead Expenditure	350	0.13%	50	16.67%	50	16.67%	300	0.11%	300	0	0.00%	277	0	0.00%	0	
700	Allotments																
4900	Allotment Lease Costs	22	0.01%	0	0.00%	5	29.41%	22	0.01%	17	22	0.01%	17	0	0.00%		
4901	Allotment Maintenance	250	0.09%	150	150.00%	40	19.05%	100	0.04%	210	100	0.04%	255	1000	0.36%	22	
4905	Water	550	0.20%	200	57.14%	220	66.67%	350	0.13%	330	350	0.13%	316	250	0.09%	231	
	Overhead Expenditure	822	0.30%	350	74.15%	265	47.58%	472	0.17%	557	472	0.18%	588	1250	0.45%	253	
800	Contingency																
4990	Contingency	10000	3.59%	0	0.00%	0	0.00%	10000	3.57%	10000		0.00%	0	15000	5.44%	0	
	Overhead Expenditure	10000	3.59%	0	0.00%	0	0.00%	10000	3.57%	10000	0	0.00%	0	15000	5.44%	0	
	Total Expenditure	278560	100.00%	21446	7.67%	35916	13.51%	279730	100.00%	265779	#####	100.00%	256886	#####	100%	226807	

A/C Code	Item Description	Amount		
4000	Staff Salaries & Wages (Gross)	95809		
4005	Employer Pension	19832		
4010	Employer Ni	12494		
	Check Totals	128136		128136

2024/25 Draft budget – Income (Excluding precept)

A/C Code	Item Description	Draft Budget 2024 - 2025				2023 - 2024		2022 - 2023		2021 - 2022		Not Required	
		Amount	Inc / Dec of Yr End 23/24			Budget	Yr End Total	Budget	Yr End Total	Budget	Yr end Total	Budget	Yr end Total
			Amount	%									
100	Income												
1076	Precept					261900	261900	243094	243094	198736	198736		
1090	Investment Interest	20000	-16906	-45.81%		1500	36906	80	9380	300	230		
1100	Agency Income	1330	2660	-200.00%		1330	-1330	1330	0	1330	8671		
1200	Allotment Income	2500	0	0.00%		2500	2500	2500	2775	2100	2701		
1900	Employment Allowance Income	0	0	#DIV/0!		0	0	4000	0	0	4324		
1990	Other Income	1000	-1362	-57.66%		200	2362	150	5179	0	576		
1991	Llanharan Pantry		0	#DIV/0!				19952		0	3195		
	Total	24830	7496	43.24%		5530	40438	28012	17334	3730	16502		



## Precept calculation table

Table A - Incremental % steps of 1.5 from £75.4 (current rate)											Balanced
Estimated bank balance (reserves) on 31 March 2024	£ 120,174	£ 120,174	£ 120,174	£ 120,174	£ 120,174	£ 120,174	£ 120,174	£ 120,174	£ 120,174	£ 120,174	£ 120,174
Proposed expenditure	£ 278,560	£ 278,560	£ 278,560	£ 278,560	£ 278,560	£ 278,560	£ 278,560	£ 278,560	£ 278,560	£ 278,560	£ 278,560
Proposed other INCOME	£ 24,830	£ 24,830	£ 24,830	£ 24,830	£ 24,830	£ 24,830	£ 24,830	£ 24,830	£ 24,830	£ 24,830	£ 24,830
Precept Required for zero balance	£ 253,730	£ 253,730	£ 253,730	£ 253,730	£ 253,730	£ 253,730	£ 253,730	£ 253,730	£ 253,730	£ 253,730	£ 253,730
Community Council Tax Base / penny rate	£ 3,434	£ 3,434	£ 3,434	£ 3,434	£ 3,434	£ 3,434	£ 3,434	£ 3,434	£ 3,434	£ 3,434	£ 3,434
Community Council Tax Band D - Rate	£ 79.17	£ 79.96	£ 80.75	£ 81.55	£ 82.34	£ 83.13	£ 83.92	£ 84.71	£ 85.50	£ 86.30	£ 73.88
£ increase in precept	£ -	£ 0.79	£ 1.58	£ 2.38	£ 3.17	£ 3.96	£ 4.75	£ 5.54	£ 6.33	£ 7.13	-£ 5.29
% increase in precept	0.00%	1.00%	2.00%	3.00%	4.00%	5.00%	6.00%	7.00%	8.00%	9.00%	-6.68%
Precept Generated	£ 271,894	£ 274,612	£ 277,331	£ 280,050	£ 282,769	£ 285,488	£ 288,207	£ 290,926	£ 293,645	£ 296,364	£ 253,730
Projected bank balance (reserves) on 31 March 2025	£ 138,337	£ 141,056	£ 143,775	£ 146,494	£ 149,213	£ 151,932	£ 154,651	£ 157,370	£ 160,089	£ 162,808	£ 120,174
Reserves used	£ 18,164	£ 20,883	£ 23,602	£ 26,321	£ 29,040	£ 31,759	£ 34,478	£ 37,196	£ 39,915	£ 42,634	£ -
Enter Precept decrement steps for Table B (%)	2.50										
Table B - Decremental 2.5 steps of 1.5 from £75.4 (current rate)											
Estimated bank balance (reserves) on 31 March 2024	£ 120,174	£ 120,174	£ 120,174	£ 120,174	£ 120,174	£ 120,174	£ 120,174	£ 120,174	£ 120,174	£ 120,174	
Budgeted expenditure	£ 278,560	£ 278,560	£ 278,560	£ 278,560	£ 278,560	£ 278,560	£ 278,560	£ 278,560	£ 278,560	£ 278,560	
Proposed other INCOME	£ 24,830	£ 24,830	£ 24,830	£ 24,830	£ 24,830	£ 24,830	£ 24,830	£ 24,830	£ 24,830	£ 24,830	
Precept Required	£ 253,730	£ 253,730	£ 253,730	£ 253,730	£ 253,730	£ 253,730	£ 253,730	£ 253,730	£ 253,730	£ 253,730	
Community Council Tax Base / penny rate	£ 3,434	£ 3,434	£ 3,434	£ 3,434	£ 3,434	£ 3,434	£ 3,434	£ 3,434	£ 3,434	£ 3,434	
Community Council Tax Band D - Rate	£ 79.17	£ 77.19	£ 75.21	£ 73.23	£ 71.25	£ 69.27	£ 67.29	£ 65.32	£ 63.34	£ 75.21	
£ decrease in precept	£ 0.00	-£ 1.98	-£ 3.96	-£ 5.94	-£ 7.92	-£ 9.90	-£ 11.88	-£ 13.85	-£ 15.83	-£ 3.96	
% decrease in precept	0.00%	2.50%	5.00%	7.50%	10.00%	12.50%	15.00%	17.50%	20.00%	-5.00%	
Precept Generated	£ 271,894	£ 265,096	£ 258,299	£ 251,502	£ 244,704	£ 237,907	£ 231,110	£ 224,312	£ 217,515	£ 258,299	
Projected bank balance (reserves) on 31 March 2025	£ 138,337	£ 131,540	£ 124,743	£ 117,945	£ 111,148	£ 104,351	£ 97,553	£ 90,756	£ 83,959	£ 124,743	
Reserves used	£ 18,164	£ 11,367	£ 4,569	£ 2,228	£ 9,025	£ 15,823	£ 22,620	£ 29,417	£ 36,215	£ 4,569	

The area circled in red indicates the recommendation of the Audit Committee.

## Appendix 11

### **To consider authorising the officers to pay costs associated with the Memorial Garden project and to consider further costs for the project**

*(Added to Full Council agenda with the consent of the Chair of the CIL Committee given the postponement of the January CIL Committee meeting)*

#### **Vale consultancy costs**

The Council's consultants on the Memorial Garden (Grove Terrace) project have requested 50% payment of an invoice (invoice no 9933) for £2,700 and an additional £750 for unforeseen costs relating to work associated with the Sustainable drainage designs and application (SuDS) and Section 185 Sewer diversion designs and application. The work has been ongoing since June 2022. The Sewer diversion licence is nearing completion, and the SuDS application is ready for submission pending the sewer diversion licence being issued. (Correspondence provided later in this paper).

This would total payments of:

Invoice 9933 – 50% payment - £1,350

Additional costs - £750.

Total: £2100.

#### **Legal costs for S185 Sewer Diversion Licence**

As part of the S185 Sewer diversion application the Council must instruct a solicitor. The Clerk has obtained a quotation from Howells Solicitors to represent the Council regarding its Section 185 Sewer diversion application withy Dwr Cymru Welsh Water (DCWW) the estimated cost is £1,062

#### **Provision of surety cover (surety bond) for DCWW as a condition of the S185 Sewer diversion application.**

Surety Bonds are designed to offer some form of protection to the employer/beneficiary against any losses and/or damages sustained as a result of the contractor failing to perform its contractual obligations. In this case cover of a third of the value of the contract is required via a surety bond. Via a reputable broker, The Clerk has obtained a quotation for surety cover to the value of £7,316.02 as required by the terms of the S185 licence. The total cost for such cover over 2 years is £1129.13

The Clerk will attempt to obtain further quotations via the broker.

### **Officer recommendations**

#### **Motion**

To authorise the officers to spend a total of £2,100 comprising 50% payment of Vale Consultancies invoice 9933 and £750 for unforeseen costs upon receipt of an invoice. Monies to be taken from CIL funds and the CIL 123 list and Active project lists to be updated accordingly.

#### **Motion**

To appoint Howells Solicitors to represent the Council regarding its Section 185 Sewer diversion application with Dwr Cymru Welsh Water (DCWW) and to authorise the Officers to spend up to £1,200 as per the attached estimate with a small contingency for legal fees in relation to the application. Monies to be taken from CIL funds for the memorial garden project.

#### **Motion**

To authorise the officers to arrange the necessary surety cover with a suitable provider up to a maximum value of £1129.13 to cover a 2-year period. This cover being necessary for the S185 Sewer diversion application to DCWW for the memorial garden project. Monies to be taken from CIL funds for the project.



**From:** [Scott Hardacre](#)  
**To:** [The Clerk / Project Officer](#); [Akeem Amin](#)  
**Cc:** [David Evans](#); [Janine Turner](#); [Nicola Roach](#)  
**Subject:** RE: Sewer diversion. S185 Grove Terrace, Llanharan - Leased land (ESTLPCGN-00060)  
**Date:** 06 December 2023 09:20:27  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image011.png](#)  
[Llanharan.xlsx](#)

---

Hi Leigh,

Hope you are well.

Could you provide us with an update on payment of invoice no 9933 please?

The invoice relates to the agreed fee for the SAB and S185 design work for which our original scope is complete. As I understanding, all technical issues are resolved and we currently waiting for your solicitor details which are need before DCWW and RCT will issue the approval certificates.

I know when we met a few months ago you asked me to provide a summary of what's been charged which is attached for reference.

We trust this will allow payment of the inv-9933 at your earliest convience.

In addition, looking our project records we have occurred significant additional hours in relation to design and layout changes. We are happy to absorb the half the cost of the additional works but would kindly request and additional fee of £750.00+VAT to cover the layout changes out of our control. I hope this is okay?

Regards,

**Scott Hardacre**

*Associate Director*



Working From: **Cardiff Office**



07883166434



**Vale Consultancy**  
CONSULTING CIVIL & STRUCTURAL ENGINEERS

<u>HEAD OFFICE</u>	-	01656 863 794	<u>NORTH WALES OFFICE</u>	-	01824 731 241
<u>CARDIFF OFFICE</u>	-	02920 021 207	<u>BRISTOL &amp; SOUTH WEST OFFICE</u>	-	01172 355 555

Please consider the environment - only print this email if absolutely necessary

## For Llanharan Community Council

Date: 17 October 2023

Nature of the Transaction: S187 agreement re land at The Grove, Llanharan

### The Work (as set out below):

- review of your leasehold title,
- liaising with Welsh Water's lawyer regarding S187 agreement
- Dealing with Welsh Water's enquiries
- Completing the agreement

Fees	Legal Costs	VAT@20%
<b><u>The Work:</u></b>		
Dealing with the S187 agreement	£1,000.00	£200.00
Bank Transfer Fee (sending any monies to Welsh Water – if necessary)	£40.00	£8.00
Money Laundering ID searches (per client)	£10.00	£2.00
<b>Sub Total:</b>	<b>£1,050.00</b>	<b>£210.00</b>
<b><u>Expenses/Disbursements:</u></b>		
Office Copies approx	£12.00	-
<b>Sub Total</b>	<b>£1,062.00</b>	
<b>Gross Total</b>	<b>£1,062.00</b>	<b>£210.00</b>

This fixed fee quote is based on the information provided, the Work and the below assumptions. If the assumptions do not apply or the Work alters then Howells reserve the right to make additional charges. The quote is valid for a period of 1 month from the date at the top of page 1.

### ASSUMPTIONS

- No defects in the Property title and the Property title is not large or complex;
- The Property is unencumbered;
- The Property is registered under a single freehold title at the Land Registry;

- Terms of the agreement have been agreed in principle
- Enquiries and correspondence are not protracted
- The Property is not a Listed Building;
- We are not providing any planning advice
- No title indemnity policy is required

## Contact Us

### **Llio Preece**

Senior Associate | Commercial Property

**M:** 07825428432

**T:** 02920 404027

**E:** [llo.preece@howellslegal.com](mailto:llo.preece@howellslegal.com)

**Fitzalan House, Fitzalan Court, Cardiff, CF24 0EL**

Leigh Smith  
Llanharan Community Council  
2a Chapel Road  
Llanharan  
South Wales  
CF72 9QA  
Date. Wednesday, 10 January 2024

Dear Sir,

Re:

**Guarantee Bond**

**Contractor**

**Surety**

**Beneficiary**

**Bond Amount**

**Section 185**

**Llanharan Community Council**

**HCC International Insurance Company Plc**

**Welsh Water**

**£ 7,316.02**

Thank you for your enquiry for a Guarantee Bond, we are pleased to confirm we have been able to obtain a non-binding indication of terms and conditions from a proposed Guarantor subject to the following:-

<b>BOND WORDING:</b>	Final approval of the Section Agreement & Bond wording
<b>VALUE OF CONTRACT:</b>	£ 22,167.75
<b>VALUE OF BOND:</b>	£ 7,316.02
<b>COST:</b>	£ 879.13 (£ 6.00% per annum) Plus £ 250.00 administration & issue fee <b>TOTAL = £ 1,129.13</b> (Vat exempt and IPT not applicable)
<b>DURATION:</b>	Initial period of 2 years, thereafter additional premiums will be payable annually in advance until the release of the bond, calculated in accordance with a "Premium Payment Commitment Letter", a specimen copy of which is attached.
<b>CONDITIONS:</b>	<ol style="list-style-type: none"><li>1. <b>Deed of Indemnity*</b> to be executed by Llanharan Community Council;</li><li>2. <b>Premium Payment Commitment Letter*</b> to be executed by Llanharan Community Council - This document deals with additional premiums which may become payable, as detailed above.</li></ol> All security documentation (marked * above) to be issued on Tokio Marine HCC standard wordings. <ol style="list-style-type: none"><li>3. The above quotation is subject to satisfactory "Know Your Customer" checks.</li><li>4. The above quotation is subject to HCC's approval of the <b>section agreement and bond wording</b>.</li></ol>
<b>SURETY:</b>	<b>HCC International Insurance Company Plc</b> <i>Registered office address:</i> 1 Aldgate, London, England, EC3N 1RE
<b>REQUIREMENTS:</b>	<ol style="list-style-type: none"><li>1. Instruction to proceed;</li><li>2. Signed copy of this quotation;</li><li>3. All items listed in conditions</li><li>4. Payment by bank transfer to Nationwide Sureties Ltd (Bank payment coordinates provided on instruction to proceed)</li></ol>

**THIS NON-BINDING INDICATION OF TERMS WILL BE VALID FOR 28 DAYS.**

**No cover is given or implied in this indication of terms**

*The terms and conditions of the quotation are outlined below:*

This quotation should not be regarded as a recommendation. The bond wording has been discussed between us. You are invited to satisfy yourself on all aspects of the bond and the provider. Our role in this matter has been to assist the parties and we have made no warranty with respect to the bond or the provider in any way. All quotes are inclusive of an arrangement fee to cover intermediary's advice, administration charges and FCA compliance costs.

*If the Bond is not released and confirmation forwarded to this office for the Guarantor's attention within one month of the indicated completion date then there would be an additional cost to be paid by the applicant.*

**Financial Guarantees and Contract Guarantee Bonds are NOT Insurance products**

Having taken all commercial aspects of this indication into account and also having confirmed with the beneficiary the acceptability of the proposed guarantor, and you wish to proceed, would you kindly sign this letter were indicated below confirming your irrevocable instructions in writing, and return the same to us together with requirements listed. If anything has altered financially or otherwise since the application, it must be brought to our attention. We must point out that Bonds and Guarantees are not cancellable once issued and the premiums or fees may be regarded as fully earned.

Yours sincerely,



⌘ Nationwide Sureties Ltd  
By E-mail & Post

*I have read and understood the above terms and conditions and wish to proceed with the application, nothing has changed financially with the company since the application, I am not aware of any pending court cases claims or notices of default on any project, if anything comes to light I will inform you immediately, the financial information provided is accurate, I understand our duty of disclosure and if we fail to disclose any information it will affect the issue of the Bond, I am authorised to sign on behalf of the Company. We are fully aware that once issued, the Bond cannot be cancelled*

Signed and accepted	
Name	
Position	
Date	

Correspondence Address

**Nationwide Sureties Ltd**  
**P.O. Box 283**  
Liverpool  
L23 8WB

☎ 0151 931 5599

E Mail [nationwidesureties@gmail.com](mailto:nationwidesureties@gmail.com)

## Appendix 12

**To consider spending up to £500 to purchase software to facilitate the development of electronic application forms for Grants, CIL and for other purposes, on the council's website.**

### Background

The Council's general grant policy and CIL grant policy requires certain items of supporting information and documentation to be provided to support grant applications.

Examples include (but are not limited to):

A group's constitution document; balance sheet; income and expenditure; most recent bank statement; appendix two of the application form detailing previous grants received; invoices evidencing what the grant was spent on etc...

Some of this supporting information is material to aiding Councillors in making decisions on grants and if missing can lead to deferment of applications pending the receipt of the information leading to delays in them being considered.

Frequently applications are received with inadequate information provided to support the application or applications forms containing inadequate information. Currently the applications have to be checked manually by the officers who then have to inform the applicants of what is missing. This process sometimes occurs close to the meeting date where the application is due to be considered and can be frustrating for applicants and time consuming for officers.

A solution is to explore an online format whereby the applicant applies online using an online form (this is now the most common method of application for most funders).

An appropriate solution may be to use the WP Forms plugin on our web site. This plugin will allow as many forms as required, multiple polls, file upload, conditional logic (so we can request different documents depending on the amount of grant requested, save and resume the form later capability and all submissions can be viewed through the web site management interface. The cost for the plugin is \$399 per year (currently £315 at the time of writing) after the \$199 first year discount. The solution has value in that it can

potentially be used for a variety of applications such as allotment applications, Christmas lunch bookings, community engagement surveys, polls, CIL grant applications and general grant applications. The tool would potentially reduce the workload on officers regarding grant applications as it could be set so as an application cannot be submitted without the relevant information.

### **Motion**

To authorise the officers to spend \$399 dollars per year (or the £ sterling equivalent) if following an investigation into its capabilities the plugin is felt to serve the purposes for which it would be intended. For the Officer's in consultation with the Chair to proceed to develop draft forms and applications. The relevant committees to have final approval over the format and content of any application forms in the normal way prior to publishing.

## Appendix 13

### **To consider spending up to £1,500 to make alterations to the Council office to improve security following the drawing up a a risk assessment**

#### **Background**

Following a recent risk assessment regarding lone working at the Council office it has been identified that there are inadequate procedures in place to protect staff in the event of malicious interaction with the public.

A recent event prompted a discussion and risk assessment on the topic. It is recognised that interaction with the public is essential and control measures must be reasonable and proportionate.

The risk assessment and subsequent discussions have identified the following control measures which may be considered practical, proportional and reasonable.

- For a notice to be posted clearly advertising when the office is open to the public. (This will reduce the likelihood of the public inadvertently attempting to access the office outside of normal hours).
- The lockable hatch on the counter in the office to be kept in the closed position at all times when the public are able to access the building.
- The door be fitted with an electronic 'latch' so that the door can be opened from behind the counter without having to open the hatch.
- For staff to be explicitly empowered that they may deny any member of the public access should they feel threatened, intimidated or have any other concerns whereby they feel their safety may be compromised.



- For staff to have an agreed codeword that can be used during a phonecall or text message that indicates that they require assistance and for other staff to come to the office if appropriate.
- For all staff's telephone numbers and that of the PCSO to be programmed into the office telephone handsets for quick access.
- For a CCTV camera to be fitted in the office to act as a deterrent and to provide evidence in the event of an incident.

### **Motion**

To authorise the officers of the Council to spend up to £1,500 to facilitate the fitting of a door latch and CCTV in the office. For a virement to be taken from general reserves and added to the office maintenance line.

Catherine Kennedy  
Llanharan Community Council  
2a Chapel Road  
Llanharan  
Pontyclun  
CF72 9QA

Fy Nghyf/My Ref:  
**22/1240/10**

EichCyf/Your Ref:

Dyddiad/Date: 16/11/2022

Gofynnwch am/Please ask for: Laura Heron  
01443 281130

**DATBLYGIAD** Replace floodlights and upgrade electrical supply  
**ARFAETHEDIG/PROPOSAL:** (Partly Retrospective).  
**LLEOLIAD/LOCATION :** PLAYGROUND LLANHARAN WELFARE HALL,  
OFF BRIDGEND ROAD, LLANHARAN,  
PONTYCLUN, CF72 9RA

**CYF GRID/GRID REF:** 300309, 183001

**DEDDF CYNLLUNIO GWLAD A THREF**  
**1990 / GORCHYMYN CYNLLUNIO GWLAD**  
**A THREF (GWEITHDREFN RHEOLI**  
**DATBLYGU) (CYMRU) 2012**

**TOWN AND COUNTRY PLANNING ACT**  
**1990 / TOWN AND COUNTRY PLANNING**  
**(DEVELOPMENT MANAGEMENT**  
**PROCEDURE) (WALES) ORDER 2012**

**Annwyl Sir/Madam**

**Dear Sir/Madam**

Mae manylion cais cynllunio a ddaeth i law  
Cyngor Bwrdeistref Sirol Rhondda Cynon  
Taf, mewn perthynas â'r cais uchod, wedi'u  
hamgáu. Gofynnaf am eich sylwadau.

I enclose details of a planning application  
received by Rhondda Cynon Taf County  
Borough Council, in respect of the above  
proposal, and request your observations.

I weld cynlluniau ac ati ar gyfer y cais uchod  
ar-lein, ewch i [www.rctcbc.gov.uk/planning](http://www.rctcbc.gov.uk/planning) a  
chlicio ar 'Cymraeg' ar frig y dudalen.

Please view plans etc for the above  
application online at  
[www.rctcbc.gov.uk/planning](http://www.rctcbc.gov.uk/planning)

Os nad ydw i'n clywed gennych chi o fewn 21  
diwrnod o ddyddiad y llythyr hwn, byddaf yn  
tybio nad ydych am gyflwyno sylwadau.

I will assume you have no comments to make  
if I do not hear from you within 21 days of the  
date of this letter.

Yr eiddoch yn gywir / Yours faithfully,



**Jim Bailey**  
**Pennaeth Cynllunio / Head of Planning**



Catherine Kennedy  
Llanharan Community Council  
2a Chapel Road  
Llanharan  
Pontyclun  
CF72 9QA

Fy Nghyf/My Ref:  
**22/1299/10**

EichCyf/Your Ref:

Dyddiad/Date: 14/11/2022

Gofynnwch am/Please ask for: Amy Marshall  
01443 281130

**DATBLYGIAD**

Two storey rear extension

**ARFAETHEDIG/PROPOSAL:**

**LLEOLIAD/LOCATION :** 16 HILLCREST, BRYNNA, PONTYCLUN, CF72  
9SJ

**CYF GRID/GRID REF:** 299135, 183494

**DEDDF CYNLLUNIO GWLAD A THREF  
1990 / GORCHYMYN CYNLLUNIO GWLAD  
A THREF (GWEITHDREFN RHEOLI  
DATBLYGU) (CYMRU) 2012**

**TOWN AND COUNTRY PLANNING ACT  
1990 / TOWN AND COUNTRY PLANNING  
(DEVELOPMENT MANAGEMENT  
PROCEDURE) (WALES) ORDER 2012**

**Annwyl Sir/Madam**

**Dear Sir/Madam**

Mae manylion cais cynllunio a ddaeth i law  
Cyngor Bwrdeistref Sirol Rhondda Cynon  
Taf, mewn perthynas â'r cais uchod, wedi'u  
hamgáu. Gofynnaf am eich sylwadau.

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diwrnod o ddyddiad y llythyr hwn, byddaf yn  
tybio nad ydych am gyflwyno sylwadau.

I will assume you have no comments to make  
if I do not hear from you within 21 days of the  
date of this letter.

Yr eiddoch yn gywir / Yours faithfully,



**Jim Bailey**  
**Pennaeth Cynllunio / Head of Planning**



Catherine Kennedy  
Llanharan Community Council  
2a Chapel Road  
Llanharan  
Pontyclun  
CF72 9QA

Fy Nghyf/My Ref:  
**22/1304/10**

EichCyf/Your Ref:

Dyddiad/Date: 10/11/2022

Gofynnwch am/Please ask for: Huw Boaler

**DATBLYGIAD**

Single storey rear, two storey side extensions.

**ARFAETHEDIG/PROPOSAL:**

**LLEOLIAD/LOCATION :** 6 CLOS ALUN, BRYNNA, PONTYCLUN, CF72 9SR  
**CYF GRID/GRID REF:** 298394, 183096

**DEDDF CYNLLUNIO GWLAD A THREF  
1990 / GORCHYMYN CYNLLUNIO GWLAD  
A THREF (GWEITHDREFN RHEOLI  
DATBLYGU) (CYMRU) 2012**

**TOWN AND COUNTRY PLANNING ACT  
1990 / TOWN AND COUNTRY PLANNING  
(DEVELOPMENT MANAGEMENT  
PROCEDURE) (WALES) ORDER 2012**

**Annwyl Sir/Madam**

**Dear Sir/Madam**

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Cyngor Bwrdeistref Sirol Rhondda Cynon  
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hamgáu. Gofynnaf am eich sylwadau.

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Borough Council, in respect of the above  
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chlicio ar 'Cymraeg' ar frig y dudalen.

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Os nad ydw i'n clywed gennych chi o fewn 21  
diwrnod o ddyddiad y llythyr hwn, byddaf yn  
tybio nad ydych am gyflwyno sylwadau.

I will assume you have no comments to make  
if I do not hear from you within 21 days of the  
date of this letter.

Yr eiddoch yn gywir / Yours faithfully,



**Jim Bailey**  
**Pennaeth Cynllunio / Head of Planning**

Catherine Kennedy  
Llanharan Community Council  
2a Chapel Road  
Llanharan  
Pontyclun  
CF72 9QA

Fy Nghyf/My Ref:  
**22/1237/10**

EichCyf/Your Ref:

Dyddiad/Date: 31/10/2022

Gofynnwch am/Please ask for: Huw Boaler

**DATBLYGIAD**

Tiled roof conservatory to rear

**ARFAETHEDIG/PROPOSAL:**

**LLEOLIAD/LOCATION :** 7 MAES HEDD, LLANILID, PONTYCLUN, CF72  
4AE

**CYF GRID/GRID REF:** 298144.09, 182348.41

**DEDDF CYNLLUNIO GWLAD A THREF  
1990 / GORCHYMYN CYNLLUNIO GWLAD  
A THREF (GWEITHDREFN RHEOLI  
DATBLYGU) (CYMRU) 2012**

**TOWN AND COUNTRY PLANNING ACT  
1990 / TOWN AND COUNTRY PLANNING  
(DEVELOPMENT MANAGEMENT  
PROCEDURE) (WALES) ORDER 2012**

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hamgáu. Gofynnaf am eich sylwadau.

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ar-lein, ewch i [www.rctcbc.gov.uk/planning](http://www.rctcbc.gov.uk/planning) a  
chlicio ar 'Cymraeg' ar frig y dudalen.

Please view plans etc for the above  
application online at  
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Os nad ydw i'n clywed gennych chi o fewn 21  
diwrnod o ddyddiad y llythyr hwn, byddaf yn  
tybio nad ydych am gyflwyno sylwadau.

I will assume you have no comments to make  
if I do not hear from you within 21 days of the  
date of this letter.

Yr eiddoch yn gywir / Yours faithfully,



**Jim Bailey**  
**Pennaeth Cynllunio / Head of Planning**





Catherine Kennedy  
Llanharan Community Council  
2a Chapel Road  
Llanharan  
Pontyclun  
CF72 9QA

Fy Nghyf/My Ref:  
**22/1224/10**

EichCyf/Your Ref:

Dyddiad/Date: 21/10/2022

Gofynnwch am/Please ask for: Amy Marshall  
01443 281130

**DATBLYGIAD**

Front porch & rear extension with dormers

**ARFAETHEDIG/PROPOSAL:**

**LLEOLIAD/LOCATION :**

FARMHOUSE, GARTH ISAF FARM, ROAD TO  
GARTH ISAF FARM, LLANHARAN, PONTYCLUN,  
CF72 9NH

**CYF GRID/GRID REF:** 302367, 182917

**DEDDF CYNLLUNIO GWLAD A THREF  
1990 / GORCHYMYN CYNLLUNIO GWLAD  
A THREF (GWEITHDREFN RHEOLI  
DATBLYGU) (CYMRU) 2012**

**TOWN AND COUNTRY PLANNING ACT  
1990 / TOWN AND COUNTRY PLANNING  
(DEVELOPMENT MANAGEMENT  
PROCEDURE) (WALES) ORDER 2012**

**Annwyl Sir/Madam**

**Dear Sir/Madam**

Mae manylion cais cynllunio a ddaeth i law  
Cyngor Bwrdeistref Sirol Rhondda Cynon  
Taf, mewn perthynas â'r cais uchod, wedi'u  
hamgáu. Gofynnaf am eich sylwadau.

I enclose details of a planning application  
received by Rhondda Cynon Taf County  
Borough Council, in respect of the above  
proposal, and request your observations.

I weld cynlluniau ac ati ar gyfer y cais uchod  
ar-lein, ewch i [www.rctcbc.gov.uk/planning](http://www.rctcbc.gov.uk/planning) a  
chlicio ar 'Cymraeg' ar frig y dudalen.

Please view plans etc for the above  
application online at  
[www.rctcbc.gov.uk/planning](http://www.rctcbc.gov.uk/planning)

Os nad ydw i'n clywed gennych chi o fewn 21  
diwrnod o ddyddiad y llythyr hwn, byddaf yn  
tybio nad ydych am gyflwyno sylwadau.

I will assume you have no comments to make  
if I do not hear from you within 21 days of the  
date of this letter.

Yr eiddoch yn gywir / Yours faithfully,



**Jim Bailey**  
**Pennaeth Cynllunio / Head of Planning**



Catherine Kennedy  
Llanharan Community Council  
2a Chapel Road  
Llanharan  
Pontyclun  
CF72 9QA

Fy Nghyf/My Ref:  
**24/0004/10**

EichCyf/Your Ref:

Dyddiad/Date: 18/01/2024

Gofynnwch am/Please ask for: Huw Boaler  
01443 281130

**DATBLYGIAD** Change of use of land south of 1 Parc Bryn, CF72  
**ARFAETHEDIG/PROPOSAL:** 9TT to garden curtilage, 1.8m high fence,  
construction of greenhouse  
**LLEOLIAD/LOCATION :** 1 PARC BRYN DERWEN, LLANHARAN,  
PONTYCLUN, CF72 9TT  
**CYF GRID/GRID REF:** 299840, 182342

**DEDDF CYNLLUNIO GWLAD A THREF**  
**1990 / GORCHYMYN CYNLLUNIO GWLAD**  
**A THREF (GWEITHDREFN RHEOLI**  
**DATBLYGU) (CYMRU) 2012**

**TOWN AND COUNTRY PLANNING ACT**  
**1990 / TOWN AND COUNTRY PLANNING**  
**(DEVELOPMENT MANAGEMENT**  
**PROCEDURE) (WALES) ORDER 2012**

**Annwyl Sir/Madam**

**Dear Sir/Madam**

Mae manylion cais cynllunio a ddaeth i law  
Cyngor Bwrdeistref Sirol Rhondda Cynon  
Taf, mewn perthynas â'r cais uchod, wedi'u  
hamgáu. Gofynnaf am eich sylwadau.

I enclose details of a planning application  
received by Rhondda Cynon Taf County  
Borough Council, in respect of the above  
proposal, and request your observations.

I weld cynlluniau ac ati ar gyfer y cais uchod  
ar-lein, ewch i [www.rctcbc.gov.uk/planning](http://www.rctcbc.gov.uk/planning) a  
chlicio ar 'Cymraeg' ar frig y dudalen.

Please view plans etc for the above  
application online at  
[www.rctcbc.gov.uk/planning](http://www.rctcbc.gov.uk/planning)

Os nad ydw i'n clywed gennych chi o fewn 21  
diwrnod o ddyddiad y llythyr hwn, byddaf yn  
tybio nad ydych am gyflwyno sylwadau.

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if I do not hear from you within 21 days of the  
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**Jim Bailey**  
**Pennaeth Cynllunio / Head of Planning**



Catherine Kennedy  
Llanharan Community Council  
2a Chapel Road  
Llanharan  
Pontyclun  
CF72 9QA

Fy Nghyf/My Ref:  
**24/0001/10**

EichCyf/Your Ref:

Dyddiad/Date: 18/01/2024

Gofynnwch am/Please ask for: Amy Marshall  
01443 281130

**DATBLYGIAD** Partial change of use of the ground floor of the High  
**ARFAETHEDIG/PROPOSAL:** Corner Hotel, currently A3 (pubs) & C1 (Hotels) to  
part A1 (Shops)  
**LLEOLIAD/LOCATION :** THE HIGH CORNER HOTEL, THE SQUARE,  
LLANHARAN, PONTYCLUN, CF72 9NR  
**CYF GRID/GRID REF:** 300293, 183175

**DEDDF CYNLLUNIO GWLAD A THREF**  
**1990 / GORCHYMYN CYNLLUNIO GWLAD**  
**A THREF (GWEITHDREFN RHEOLI**  
**DATBLYGU) (CYMRU) 2012**

**TOWN AND COUNTRY PLANNING ACT**  
**1990 / TOWN AND COUNTRY PLANNING**  
**(DEVELOPMENT MANAGEMENT**  
**PROCEDURE) (WALES) ORDER 2012**

**Annwyl Sir/Madam**

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Taf, mewn perthynas â'r cais uchod, wedi'u  
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Yr eiddoch yn gywir / Yours faithfully,



**Jim Bailey**  
**Pennaeth Cynllunio / Head of Planning**



## **Appendix 16**

### **Motion**

To approve the officers of the Council to pay up to £500 for costs associated with a confidential HR issue. The attached invoice (Below) plus any ancillary costs that may arise in relation to the matter.



# SALES INVOICE

Llanharan Community Council  
Llanharan Community Council  
2 Chapel Road  
Llanharan  
Pontyclun  
Rhondda Cynon Taf  
CF72 9QA  
GBR

**Invoice Date**  
5 Jan 2024

**Invoice Number**  
INV-27775

**VAT Number**  
932944016

Caer Health Services Ltd.  
5a Penty Newydd,  
Caerphilly Business Park,  
Van Road,  
Caerphilly  
CF83 3GS  
VAT Registration no  
932944016

Description	Quantity	Unit Price	VAT	Amount GBP
	1.00	383.00	Exempt	383.00
Subtotal				383.00
TOTAL EXEMPT				0.00
TOTAL GBP				383.00

## Due Date: 4 Feb 2024

If Paying by card Please call 02920 881967 or 02921 673379

Payment by BACS would be appreciated:

\*NEW BANK DETAILS\*

Caer Health Services Ltd  
Account 70109312  
Sort code 20.51.01

Cheques payable too "Caer Health Services"

## PAYMENT ADVICE

To: Caer Health Services Ltd.  
5a Penty Newydd,  
Caerphilly Business Park,  
Van Road,  
Caerphilly  
CF83 3GS  
VAT Registration no 932944016

<b>Customer</b>	Llanharan Community Council
<b>Invoice Number</b>	INV-27775
<b>Amount Due</b>	<b>383.00</b>
<b>Due Date</b>	4 Feb 2024
<b>Amount Enclosed</b>	Enter the amount you are paying above