



LLANHARAN COMMUNITY COUNCIL

Minutes of the Extraordinary Council meeting held on a hybrid basis (in person and by remote attendance), 7pm on Thursday 29th June 2023

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Members Present:

Councillors; David Evans (Chair), Janine Turner, Chris Parker, Mark Steer, Neil Feist, Andrea James, Rhys Jenkins, Will Thomas.

Apologies: Cllrs Helen Donnan, Tracy Allen, Joanne Miller.

Absent: Cllr. Geraint Hopkins JP, Parmindra Pannu, Robert Lewis-Watkin JP

Clerk to the Council: Leigh Smith

RFO/Deputy Clerk: Lisa Phillips

2023/156 Welcome and Apologies.

RESOLVED

To accept Councillor Helen Donnan's reason for absence proffered with their apology as a valid reason for absence.

RESOLVED

To accept Councillor Tracy Allen reason for absence proffered with their apology as a valid reason for absence.

RESOLVED

To accept Councillor Joanne Miller's reason for absence proffered with their apology as a valid reason for absence.

2023/157 Disclosures of personal and/or prejudicial interests.

None.



2023/158 Public speaking

None.

2023/159 Extraordinary meeting 1st June 2023 Minutes

RESOLVED

The minutes of the extraordinary meeting of Council meeting held remotely at on Thursday 1st June 2023 were approved as a true and accurate record.

2023/160 Matters arising

None

2023/161 Full Council meeting 15th June 2023 Minutes

RESOLVED

The minutes of the ordinary council meeting held on Thursday 15th June 2023 were approved as a true and accurate record.

2023/162 Matters arising

None

2023/163 Annual internal audit and Annual return of accounts for financial year 2022/23

RESOLVED

To note the internal audit and to approve the Annual return of accounts for the financial year 2022/23

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.



2023/165 Quotations received for the sewer diversion for the memorial garden

RESOLVED

To proceed to a full tender process for the Sewer diversion for the memorial garden. For in principle the Council to commit £30,000 of CIL funds for the Sewer diversion aspect of the project and for the active project list and CIL123 list to be updated accordingly.

2023/166 Quotation to provide playground inspections for the Oakbrook skatepark and Mountain Hare play area

RESOLVED

To approve a contract for the statutory playground inspections of Mountain Hare and Oakbrook Park fixed at £75 per site, per annum for 3 years.

2023/167 Quotation for repairs to the 'Clock on the Smithy' and payment for the annual inspections.

RESOLVED

To approve the Clerk spending up to £900 on repairs and refitting to the 'Clock on the Smithy' and to approve payment of £440 for the annual inspection visits to both community clocks.

2023/168 Urgent information and suggestions to the Clerk for future agenda items.

None.

There being no further business the meeting closed at 7.35pm

The next meeting of the Council will be held on 20th July 2023.

Councillor David Evans
Chair of the Community Council



LLANHARAN COMMUNITY COUNCIL

Minutes of the Extraordinary Council meeting held on a hybrid basis (in person and by remote attendance), 7pm on Thursday 1st June 2023

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Members Present:

Councillors; David Evans (Chair), Helen Donnan, Janine Turner, Chris Parker, Mark Steer, Neil Feist, Andrea James, Joanne Miller, Tracy Allen, Rhys Jenkins.

Apologies: Cllrs Robert Lewis Watkin JP,

Absent: Cllr. Geraint Hopkins JP, Will Thomas, Parmindra Pannu.

Clerk to the Council: Leigh Smith

2 members of the public.

2023/109 Welcome and Apologies.

RESOLVED

To accept Councillor Robert Lewis Watkin's reason for absence proffered with their apology as a valid reason for absence.

2023/110 Disclosures of personal and/or prejudicial interests.

None.

2023/111 Public speaking

None.

2023/112 Minutes

RESOLVED



The minutes of the Annual meeting held remotely at 6.30pm on Thursday 18th May 2023 were approved as a true and accurate record.

2023/113 Matters arising

None

2023/114 Minutes

RESOLVED

The minutes of the ordinary council meeting held on a hybrid basis held immediately after the Annual Meeting but not before 7pm on Thursday 18th May 2023 were approved as a true and accurate record.

2023/115 Matters arising

None

2023/116 Community Engagement Committee

RESOLVED

Membership: Cllrs. David Evans, Neil Feist, Chris Parker, Joanne Miller, Andrea Jenkins (5 members).

Chair: David Evans

Deputy Chair: Chris Parker

Terms of reference to be decided at a future meeting of the Council but to be based on those presented in the accompanying paper.

2023/117 Dates of Committee meetings.

RESOLVED

Subject to the discretion of the Committee chair, the following dates shall apply:

HR Committee (Chair Cllr Rhys Jenkins)

2023: 13th June, 12th December.

ORA Committee (Chair Cllr Mark Steer)

2023: 14th June, 25th July, 3rd October, 5th December

2024: 6th February, 2nd April.



Audit Committee (Chair Cllr David Evans)

2023: 18th July (Grants considered), 17th October.

2024: 16th January (Grants considered, following financial year budget proposal considered), 16th April, 13th June (completed Internal audit and AGAR considered).

CIL Committee (Chair Cllr Janine Turner)

2023: 6th June 2023, 4th July, 5th September, 14th November.

2024: 9th January, 5th March, 7th May.

Community Engagement Committee (Chair David Evans)

2023: 27th June, 26th September, 19th December.

2024: 26th March.

2023/118 'Brynna Woods Art' Working Group

RESOLVED

Membership: Neil Feist, Mark Steer, Chris Parker, Helen Donnan, David Evans (Councillors).

Tim Jones of the wildlife trust as a member of the public.

Chair: Mark Steer

Terms of reference:

To take operational decisions withing the £18,000 budget allocated for the project 'Decorative sculptures and art works at Brynna Woods'.

All formal orders outside of the £16,500 order already placed (based on the quotation provided) to the artist must be issued via the Clerk who will check that there is a consensus amongst the majority of Council members comprising the working group before placing an order.

For all members of the working group to be informed by the chair of when the artist is to visit site.

2023/119 Recommendations of CIL Committee held on Tuesday 25th April 2023 and on 16th May 2023.

RESOLVED

To remove the following projects from the CIL123 and if relevant also from the Active Project list and return them to the Potential Project list.

LCC21/13 Bike racks at Train Station.



LCC21/10 Community Orchard/Wildlife areas.

LCC21/11 Bike/Scooter rack/storage area for Dolau pupils.

LCC22/BCFC1 Signage for Bryncae FC

RESOLVED

CIL2023/026 CIL application from Llanharan Primary School.

That this item be deferred to a future meeting of the Committee.

RESOLVED

CIL2023/027 CIL application from Dolau Primary School

To reject part 1 of the application. To grant part 2 of the application to the value of £3934.96

RESOLVED

CIL2023/028 CIL application from LCDP

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.

RESOLVED

CIL2023/029 Removal of potential projects from the potential projects list

11/20/27 Road widening on Grove Terrace (linked with memorial garden/garage)

11/20/04 Outdoor exercise equipment.

11/20/12 A recycling area in the community.

11/20/13 Provision of a Saturday market.

11/20/17 Path from the Station to Bryncae.

11/20/20 Traffic restrictions along Bridgend road

11/20/21 Make speed limit near Dolau school 20mph.

11/20/29 Add access steps up the grass bank to access the footpath that runs at the rear of the houses at Heritage way to the Bryncae arms

11/20/39 Infill of flooded footpath road up near Mynydd Coedbychan (farm). Past Gellifedi road.

11/20/40 Investigate land behind Haran roofing - other land purchase opportunities

11/20/45 Swimming pool / Gym

12/20/01 Welfare ground - Changing room refurb

12/20/07 Welfare ground - Repair of condemned floodlights on rugby pitch. Limited scheme (Half pitch)

12/20/08 Welfare ground - Repair of condemned floodlights on rugby pitch. - Full pitch.

12/20/11 Mains water supply to Brynna allotments.

6/12/006 Repair of cracked and dangerous paving on pavement outside LCDP centre.



7/21/001 Defibs at Bryncae Community Centre, Brynna Community Centre, Llanharan Drop in Centre, Llanharan Rugby Club, OAP Hall Llanharan, OAP Hall Brynna.

3/22/005 Youth shelters at appropriate points around the community.

4/23/001 Statue of Michael Jackson on the square.

1/21/001 Tarmac a path from Bethlehem View to the "eco houses" in Brynna through the woods.

RESOLVED

CIL2023/030 Adding project 'Outdoor exercise equipment' to the CIL 123 list
To defer this item to be considered at a future meeting of the CIL Committee to allow further work to be carried out.

RESOLVED

Adding project 'providing a mains water supply to Brynna allotments' to the CIL 123 list

To amend the scope of this project to 'Rain capture and Irrigation system for Brynna allotments' and to add to the CIL123 list with a budget figure of £10,000

RESOLVED

CIL2023/032 Adding project 'Purchase of the Harold Street open space land' to the CIL 123 list

To add the project .Purchase of the Harold Street open space land' to the CIL123 list with a budget figure of £40,000

RESOLVED

CIL2023/033 Adding project 'Improvements to the access lane leading to the meadow rise open space' to the CIL 123 list.

To defer this item to be considered at a future meeting of the CIL Committee to allow further clarification on the matter.

RESOLVED

CIL2023/035 Next steps in developing the Council's strategic project delivery plan and CIL funds deferral plan.

For the Clerk to produce the revised CIL123 list and to produce a draft of the Active Project list showing only projects currently underway. The Committee to then consider which, if any projects to add to the Active list at this time and to consider the order in which it intends to action future projects.



2023/120 CIL application from Llanharan Primary School. (Item added with the consent of the Chair of the CIL Committee)

RESOLVED

To grant £78,031.98 from CIL funds for the project.

2023/121 Suspension of Standing orders and financial regulations.

RESOLVED

To suspend an element of the Council's Standing Orders with regards to agenda item 14 (minute ref 2023/122), specifically clause 11.2g of the Financial regulations. The Clerk having given advice that it is appropriate to do so for the following reasons:

The items are required urgently and have been identified as requiring urgent replacement in a statutory inspection.

The vendor who has provided a quotation is a reputable company who specialises in this work.

The quotations are considered reasonable.

2023/122 Renewal of doors on the Council's shower block located on the Welfare Ground.

RESOLVED

To authorise the Officers of the Council to spend up to a value of £3000 to replace the front and rear doors of the Welfare Shower block. Comprising £2936.35 (net) as per the quotations provided and a small contingency.

2023/123 Revised costs for noticeboards for Llanharry Road and Ynysmaerdy

RESOLVED

To authorise the Officers of the Council to spend up to £2800 for replacement noticeboards for Llanharry Road and Ynysmaerdy, comprising the quotation of £2,782.20 plus a small contingency.

2023/124 Fireworks 2023 venue

RESOLVED

To select the Welfare Ground (LRGT) as the venue for the 2023 Fireworks event based on the terms provided in their submission.



2023/125 Progress on commissioning and construction of a bridge over the river Ewenny at Brynna Woods and associated matters

RESOLVED

For the Clerk to obtain quotations from an appropriate company to produce a scoping design for the bridge, the approaches and associated works. Quotations to be presented to a future meeting of the Council. This scoping design to be used as part of a subsequent public consultation and for tendering. The Trenos Crossing Working group and others to have input into the specification.

RESOLVED

For the Trenos 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.

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.

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.

2023/126 Memorial garden status update and temporary cleanup

Status update noted. Of note is Vale Consultancy's update that pending formal legal permission for the sewer diversion from RCTCBC and the production of quotes to carry out the work that are due to be received shortly, it is anticipated that the Section 185 Sewer diversion could be resolved within 14 days of receipt. The Suds application could then be submitted and could be expected to be resolved in around 7 weeks. The Clerk suggests that all being well it is likely that these two issues could be resolved and the main project be recommenced in September 2023.

RESOLVED

To authorise the Clerk to spend up to £500 to remove the heras fencing and clean up the memorial garden site whilst ensuring it is maintained in a safe condition. This work to be carried out by the contractor engaged on the main contract.



2023/127 Urgent information and suggestions to the Clerk for future agenda items.

None.

There being no further business the meeting closed at 9pm

The next meeting of the Council will be held on 15th June 2023.

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 15th June 2023

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Members Present:

Councillors; David Evans (Chair), Chris Parker, Will Thomas, Neil Feist, Andrea James, Joanne Miller, Rhys Jenkins, Robert Lewis Watkin JP.
(Cllr Robert Lewis-Watkin JP, joined the meeting during agenda item 13)

Apologies: Cllrs. Janine Turner, Helen Donnan, Tracy Allen, Mark Steer.

Absent: Cllr Parmindra Pannu, Geraint Hopkins JP.

Clerk to the Council: Leigh Smith

RFO/Deputy Clerk to the Council: Lisa Phillips

3 members of the public.

2023/128 Welcome and Apologies.

RESOLVED

Cllr Tracy Allen proffered a reason for absence with their apology and this was accepted by Council as a valid reason for absence.

RESOLVED

Cllr Helen Donnan proffered a reason for absence with their apology and this was accepted by Council as a valid reason for absence.

RESOLVED

Cllr Janine Turner proffered a reason for absence with their apology and this was accepted by Council as a valid reason for absence.

RESOLVED



Cllr Mark Steer proffered a reason for absence with their apology and this was accepted by Council as a valid reason for absence.

2023/129 Disclosures of personal and/or prejudicial interests.

None

2023/130 Public speaking

None.

2023/131 Minutes of Extraordinary meeting 1st June 2023

RESOLVED

To defer the item to the next meeting of Council.

2023/132 Matters arising

RESOLVED

To defer the item to the next meeting of Council.

2023/133 Action Plan

Noted

2023/134 Crime Report

Noted

2023/135 Expenditure May 2023, Bank reconciliations and Spend v Budget YTD

RESOLVED

To approve expenditure for April and May 2023.

RESOLVED

To note the account reconciliations for the PSDF account for April and May 2023.

RESOLVED

To note the account reconciliations for the Barclays Bank accounts for April and May 2023.

2023/136 Pantry finances

Noted.



2023/137 Correspondence

Noted

2023/138 Member's Reports

Cllr David Evans

RCTCBC Streetcare team visited the community. They patrolled Brynna and Llanharan including the play areas with no issues reported.

2 enforcement notices were issued at separate properties in Parc View regarding waste being left on the highway. The same households will have section 46 notices issued where bags were searched and evidence found.

Bags were removed from a property at the rear of Bridgend Road and evidence found of trade waste. Fines to be issued.

Enforcement notice issued for paintings left out at the rear of a property.

2023/139 CIL Committee held Tuesday 6th June 2023

RESOLVED

CIL2023/043 Consideration of CIL Applications

To place the project 'LRGT Football pitch floodlights' onto the CIL123 list with a cost of £40,000. For further consideration of the application to be deferred pending receipt of the supporting documents required for the application plus receipt of 2 further quotations or a narrative as to why only 1 quote has been obtained.

RESOLVED

To place the project 'MUGA on LRGT land adjacent to Bryncae Community Centre' onto the CIL123 list with a budget cost of £60,000. For further consideration of the application to be deferred pending receipt of the supporting documents required for the application.

Furthermore, the Clerk to contact LRGT to ascertain on what basis they wish to proceed with the application and construction of the facility.

CIL2023/044 Adding 'Improvements to the access lane leading to the meadow rise open space' to the CIL 123 list.



RESOLVED

For the Clerk to write to Llanmoor Homes, the Landowner to enquire whether they would consider carrying out maintenance to the pathway and replacing the kissing gate to make more accessible to pushchairs and wheelchair users. For the response to be reported to the ORA Committee to take up this matter.

RESOLVED

CIL2023/046 CIL project delivery plan

To Amend the Active Project List (Those projects being actively progressed) to include only those projects shown in amber on the accompanying paper.

RESOLVED

For the Clerk to add a column to the Active Project List to indicate which of the projects require council resource in terms of project management and which are simply grants.

RESOLVED

For the RFO to draw up a cashflow plan for presentation to the Committee, showing current and forecast cashflows and balances.

2023/140 CIL Grant of £60,000 to refurbish the Llanharan OAP hall.

RESOLVED

Pending the presentation to the Clerk of a planning permission certificate or a Legal development certificate, To grant £64,800 to Llanharan OAP association from CIL funds comprising the quoted cost of the works plus a 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.

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.



2023/142 Recommendations of ORA Committee, Wednesday 14th June 2023

RESOLVED

Cllr Steer asked that the actions with regard to minute reference ORA2023/025 (and Full council reference 2023/080) be prioritised by the Clerk given the ongoing issues still being experienced.
Specifically: *ORA2023/025 Blocking of access by construction vehicles at the entrance to Brynna Woods, PSM 40/2*
The Clerk to write to the developer working in the area to request a site meeting with a senior manager to address

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.

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.

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.

RESOLVED

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.



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.

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.

RESOLVED

ORA2023/047 To consider issuing an eviction notice on Bridgend Road allotments

That the tenant be allowed to voluntarily surrender one of the plots and that they be given the opportunity to improve the condition of the remaining plot. However, that formal notice of eviction be given on that remaining plot to be enforced if the condition of the plot has not improved during the 1 month notice period and sustained over a 3 month period at the discretion of the Clerk. The notice of eviction be issued under the appropriate terms of the tenancy agreement as set out.

2023/143 Progress on banking mandate signatories, internet banking signatories and PSDF signatories

Progress on changing the Barclays 'Primary contact' person between the former chair and current chair was noted.

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 initially. (Officers to have raising but not approval access to accounts).

Only then will the process of altering the other named persons begin.

This matter to be kept on the agenda until resolved.

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.

(The Officers of the Council to remain as raisers, but not approvers).

This matter to be kept on the agenda until resolved.

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.



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.

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.

2023/145 Purchases to be made from CIL funds

RESOLVED

The following, previously resolved spends to be paid using CIL funds.(Pending approval from RCTCBC).

Minute ref 2023/103 Purchase and fit a wheelchair-friendly picnic bench at Oakbrook park. To supersede resolution 2022/040

To approve a spend of up to £1,000 to provide and fit picnic bench and base at Oakbrook park.

Minute ref 2023/126 Memorial garden status update and temporary cleanup
To authorise the Clerk to spend up to £500 to remove the heras fencing and clean up the memorial garden site whilst ensuring it is maintained in a safe condition. This work to be carried out by the contractor engaged on the main contract.

Minute ref 2023/123 Revised costs for noticeboards for Llanharry Road and Ynysmaerdy.

To authorise the Officers of the Council to spend up to £3000 for replacement noticeboards for Llanharry Road and Ynysmaerdy, comprising the quotation of £2,782.20 plus a contingency.

2023/146 Terms of reference for the Community Engagement Committee

RESOLVED

That the terms of reference for the Community Engagement Committee be as per the paper presented (Appendix 14) but with clause 4 removed and the document re- numbered accordingly.



2023/147 Motion to write to RCTCBC regarding the impact on the community from delayed public works

RESOLVED

For the Clerk to write to RCTCBC with the following:

"Any further RCTCBC projects in the LCC area must be appraised for the impact on residents if delayed. RCTCBC should not only consider the effect on residents for the duration of the works, but also the additional implications of going beyond the projected delivery date.

Any financial penalties included within contracts (if implemented) should be paid to LCC to compensate for the inconvenience to residents and local businesses."

Cllr Chris Parker wished the minutes to record that he abstained on the vote.

2023/148 Royal British Legion, Llanharan Branch, for volunteer members of the Community Council to participate in the annual Remembrance Sunday event at the War Memorial.

RESOLVED

For the Clerk to communicate to the Royal British Legion that the Community Council will provide a volunteer to carry the standard, and to announce the names of those laying wreaths at the Remembrance Sunday event at the War Memorial in Brynna. For the RBL to inform us if they are required by the date of the October Council meeting at which point the Council will provide the names.

2023/149 Planning

Noted without comment.

2023/150 Exclude press and public

RESOLVED

To exclude the press and public from the meeting by virtue of the Public Bodies (Admission to Meetings) Act 1960, on the basis that with regards to the following 2 items of business, disclosure thereof would be prejudicial to the



public interest by reason of the confidential nature of the business to be transacted. Specifically with reference to Part 12 of LGA 1972 Schedule 12A.

2023/153 Meadow Rise Encroachment update

RESOLVED

Subject to the material being cleared from the site and the small piece of fence being removed as shown in the report presented to Council, the matter to be considered closed.

2023/154 Fireworks event contractual matters

RESOLVED

The Fireworks working group to be tasked with meeting all parties to negotiate the matters raised and any other matters regarding the event and for the working group to report back to the Community Engagement Working Group in due course on progress.

2023/155 Urgent information and suggestions to the Clerk for future agenda items.

None.

There being no further business the meeting closed at 8.55pm

The next scheduled meeting of Full Council will be held on 20th July 2023

Councillor David Evans

Chair of the Community Council

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2023

Accounting statements 2022-23 for:

Name of body:

Llanharan Community Council

| | Year ending | | Notes and guidance for compilers |
|--|-------------------------|-------------------------|--|
| | 31 March 2022 (£) | 31 March 2023 (£) | Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year. |

Statement of income and expenditure/receipts and payments

| | | | |
|---|---------|---------|--|
| 1. Balances brought forward | 264 536 | 328 921 | Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year. |
| 2. (+) Income from local taxation/levy | 198 736 | 243 094 | Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies. |
| 3. (+) Total other receipts | 308 514 | 477 805 | Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants. |
| 4. (-) Staff costs | 72 499 | 87 362 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on external borrowing (if any). |
| 6. (-) Total other payments | 370 366 | 222 352 | Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 328 921 | 740 106 | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6). |

Statement of balances

| | | | |
|---|---------|---------|---|
| 8. (+) Debtors | 3 996 | 11 094 | Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end. |
| 9. (+) Total cash and investments | 328 129 | 733 495 | All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation. |
| 10. (-) Creditors | 3 205 | 4 484 | Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end. |
| 11. (=) Balances carried forward | 328 921 | 740 106 | Total balances should equal line 7 above: Enter the total of (8+9-10). |
| 12. Total fixed assets and long-term assets | 473 647 | 480 956 | The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March. |
| 13. Total borrowing | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2023, that:

| | Agreed? | | 'YES' means that the Council/Board/Committee: | PG Ref |
|---|---------|-----|---|----------|
| | Yes | No* | | |
| 1. We have put in place arrangements for: <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. | Yes | | Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law. | 6, 12 |
| 2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness. | Yes | | Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. | 6, 7 |
| 3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/ Committee to conduct its business or on its finances. | Yes | | Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so. | 6 |
| 4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014. | Yes | | Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit. | 6, 23 |
| 5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | Yes | | Considered the financial and other risks it faces in the operation of the body and has dealt with them properly. | 6, 9 |
| 6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor. | Yes | | Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body. | 6, 8 |
| 7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements. | Yes | | Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant. | 6 |
| 8. We have taken appropriate action on all matters raised in previous reports from internal and external audit. | Yes | | Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors. | 6, 8, 23 |
| 9. Trust funds – The body acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. | Yes | No | N/A | 3, 6 |
| | | | N/A | |

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given and describe what action is

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2022-23 was £8.82 per elector.

In 2022-23, the Council made payments totalling £ 10,301 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Council/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO

I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.

RFO signature:

LA. Phillips

Name: LISA ANNE PHILLIPS

Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

Minute ref:

Chair signature:

Name:

Annual internal audit report to:

Name of body: Llanharan Community Council

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2023.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

| | Agreed? | | | | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|---|---------|-----|-----|---------------|--|
| | Yes | No* | N/A | Not covered** | |
| 1. Appropriate books of account have been properly kept throughout the year. | x | | | | |
| 2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for. | x | | | | |
| 3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | | x | | | |
| 4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate. | x | | | | |
| 5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for. | x | | | | |
| 6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for. | x | | | | |
| 7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied. | | x | | | |
| 8. Asset and investment registers were complete, accurate, and properly maintained. | x | | | | |

| | Agreed? | | | | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|--|---------|-----|-----|---------------|--|
| | Yes | No* | N/A | Not covered** | |
| 9. Periodic and year-end bank account reconciliations were properly carried out. | x | | | | |
| 10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded. | x | | | | |
| 11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee. | | | x | | |

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

| | Agreed? | | | | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|-----|---------|-----|-----|---------------|--|
| | Yes | No* | N/A | Not covered** | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated _____.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: KL Grabham

Signature of person who carried out the internal audit: KL Grabham

Date: 16.06.2023



2022 - 2023 Internal Audit Report of Llanharan Community Council

Prepared by Kerry-Leigh Grabham

Background

All town and community councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Return. This is the first year that KLG Internal Auditor has provided this service.

This report set outs the work that undertaken in relation to the 2022 - 2023 financial year.

Internal Audit Approach

In undertaking the review for the year, I have regarded the materiality of transactions and their susceptibility to potential misreporting or misrepresentation in the yearend statement of accounts/annual return. The internal audit programme has been designed to cover and afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory framework. The programme is also designed to facilitate the completion of the 'Internal Audit Report' in the Council's Annual Governance & Accountability Return, which requires independent assurance over a number of internal controls and objectives.

Overall Conclusion

I have been able to satisfactorily conclude from the programme of works undertaken that the financial statements are free from material misstatement. I have, however made 18 recommendations. Please see the report for further information.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

My objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in the cashbooks or the financial ledgers.

During the 2022 – 2023 financial year the council used Rialtas Omega software to produce its accounts. A single cashbook is in place to reflect the transactions through the Barclays and Unity Trust Bank Accounts.

- ❖ Checked and agreed four sample months' transactions (June 2022, September 2022, December 2022 and March 2023) for transactions recorded in the current account cashbook and matched the transactions to the relevant bank statements.
- ❖ Checked and agreed the month ends bank reconciliations for the sample months to ensure that no long standing un-cleared effects or abnormal entries exist.
- ❖ Ensured the accurate disclosure of the combined cashbooks and bank accounts balance as recorded in the detailed yearend accounts and also the Annual Return, which have been prepared by the Deputy Clerk/RFO

Conclusions

Note that payments have received either retrospective approval or approval prior to payment being made.

Note bank reconciliations have been presented to Council on an inconsistent basis, the agenda item should read Financial Reports and then list which reports are being presented. For example Financial Reports: a) Bank Reconciliation for month (name month), b) Payment Schedule, c) budget analysis report etc.

Note that during the year Council have set up operation of a Foodbank, expenditure and income for the foodbank is being accounting for through the Councils current account.

Recommendations

R1 – For the Chair to sign each payment schedule after approval.

R2 – For the RFO to ensure that Financial Regulation 2.2 is complied with and for quarterly reports to be submitted to Council.

R3 – For Council to consider setting up another bank account strictly for the purpose of the Foodbank, this will assist with ease of reconciliation.

R4 - On an annual basis all Direct Debits should be reported to Council for approval with variable amounts being reported at the end of each financial year.

R5 – The RFO should prepare a schedule of all transfers between the Council’s bank accounts and present to the next available Council meeting for retrospective approval.

Review of Corporate Governance

My objective here is to ensure that the Council has a robust regulatory framework in place; that Council meetings are conducted in accordance with the adopted Standing Orders and that no actions of a potentially unlawful nature have been or are being considered for implementation. To meet that objective, I have:

- ❖ Extended the review of the Council minutes for the full financial year to ensure that no issues affecting the Council’s financial stability existence whereby the Council may either be considering or have taken decisions that might result in ultra vire expenditure being incurred; and
- ❖ Noted that a review of the Standing Orders and Financial Regulations has been reviewed and amended during the financial year.
- ❖ Reviewed the Councils grant procedures. Noted Councillors hold various positions within organisations that have been awarded grants.
- ❖ Reviewed Cllrs individual Declaration’s of Interest.

Conclusions

The Councils grant making procedures need to be reviewed. Minutes need to be clear and concise with regards to declarations of interest and participation in voting, especially concerning the awarding of funding to ensure no pre-determination.

Recommendations

R6 – For Council to review its current grant application process with grants being considered on a minimum of twice a year.

R7 – For the grant application form to ask applicants if they are a registered charity and if they are they need to provide the charity number.

R8 – For a grant/financial assistance policy to be implemented. An example of a grants policy can be found here [Grants – Towyn Kinmel Bay Town Council \(towynkinmelbay-tc.gov.uk\)](http://towynkinmelbay-tc.gov.uk) instead of being contained within the application, the Council should have an internal policy which will assist with the awarding of grants.

R9 – For all grants regardless of size or if they have their own budget heading to be subject to the same application process.

R10 – When Cllrs declare an interest, this should be recorded in the minutes, the basis on which the interest was declared – Personal or prejudicial, whether the Cllr left the meeting or not and if the Cllr participated in the vote or not.

Review of Expenditure

My aim here is to ensure that:

- ❖ Council resources are released in accordance with the Council's approved procedures and budgets.
- ❖ Payments are supported by appropriate documentation, either in the form of an original invoice from the supplier or other appropriate documentation confirming that payment was due and acknowledgement of receipt.
- ❖ Relevant Financial Regulations and Standing Orders have been met in relation to formal tendering/quotation processes.
- ❖ Reviewed Council minutes for the approval of Council.
- ❖ Checked that VAT has been accounted for correctly.

Here I sampled invoices from various different months and checked that the payments in the cash book can be traced back to the invoice.

Conclusion

Note that payments have been released in accordance with Financial Regulations.

Note that Vat has been accounted for correctly and reclaims have been submitted during the year.

Note that payment schedules are presented to the Council and are not numbered.

Recommendations

R11 – The reference number and the total amount of payments should be recorded in the minutes to ensure a clear audit trail. The Chair should sign the schedule as agreed, at the meeting.

Assessment and Management of Risk

My aim here is to ensure that the Council has appropriate arrangements in place to identify all potential areas of risk, including those of Health and Safety nature as well as those of a financial nature.

In the 2022– 2023 year there a risk assessment has been undertaken and I adopted by Council.

Conclusion

No Financial Risk Assessment has been conducted during the year.

Recommendation

R12 – For the Financial Risk Assessment to be completed and presented to Full Council for ratification at the earliest opportunity. An example of a Financial Risk Assessment can be found here [Newtown Council - Risk Assessment 2022-23 Approved 23 May'22.pdf - All Documents \(sharepoint.com\)](#)

Precept Determination & Budgetary Control

My objective here is to ensure that the Council has a robust budget setting and budget monitoring procedure in place.

I am pleased to note that Council have set and agreed an appropriate budget for forthcoming financial year. The budget for the next financial year has been agreed and set at £279,514 with Council offsetting reserves.

Conclusion

Note the use of Earmarked Reserves.

Recommendations

Please refer to recommendation R2 with regards to reporting

Review of Income

My aim here is to ensure that robust systems are in place to ensure the correct identification of all income due to the Council, to ensure that income is recorded in a timely manner. I have therefore examined the following:

- ❖ Noted that income is received in the following forms, the precept, bank interest, grants, allotments and CIL.
- ❖ Checked the Payment confirmation from Rhondda Cynon Taff Council for payment of the precept and confirmed that the amount received matched the amount requested as per the formal agreement signed off by Council.

Conclusion

I am pleased to note that there are no matters for concern with regards to the review of income.

Petty Cash

I note that the Council does hold petty cash for the Pantry, which is reconciled on a regular basis.

Conclusion

I am pleased to report that there are no issues to report in this area.

Wages and Salaries

Here my aim is to ensure that effective controls are in place for the processing of salaries and wages.

- ❖ Reviewed employment contracts of staff.
- ❖ Checked PAYE payments to ensure they correspond with Payroll report produced.
- ❖ Checked Pension payments to ensure they correspond with Payroll report produced.
- ❖ Checked Cllrs allowances to ensure they have been processed through payroll.

Conclusion

Note the Cllrs Allowances have not been processed through payroll. Please see the attached guidance [WG37793 \(gov.wales\)](#)

Note that Council have claimed the employment allowance, which is used to offset NI contributions, however this is not applicable to local government, please see the attached guidance. [Employment Allowance: Check if you're eligible - GOV.UK \(www.gov.uk\)](#)

Recommendation

R13 – For Council to ensure that all Councillor Allowances are processed through the Councils payroll.

R14 – For Council to contract HMRC with regards to the employment allowance and seek guidance on their next steps.

Fixed Asset Register

My aim here is to ensure that the Council has a register in place and that it is comprehensive, and it contains all the basic information that it should do.

Inspected the Fixed Asset Register and noted that there were additions totalling £7,309.00 during the 2022 -2023 year. Items of expenditure that would not be classed capital expenditure have been included in the fixed asset register.

Conclusion

The fixed asset register needs a review and a stock take of items on at least an annual basis. The Fixed Asset Register should contain the following information date of acquisition, cost of acquisition, basis of valuation, date of last valuation, useful life estimate, location and responsibility. Further guidance can be found in Chapter 3 of the Governance & Accountability for Local Council's in Wales a practitioner's guide. A link to the guide can be found here [Governance and Accountability A Practitioners Guide Wales 2019.pdf \(onevoicewales.org.uk\)](https://onevoicewales.org.uk/Governance%20and%20Accountability%20A%20Practitioners%20Guide%20Wales%202019.pdf)

Recommendations

R15 – For a review and stock take of items included the fixed asset register to be undertaken.

R16 – For a fixed asset management policy to be introduced which defines the amount that items will be added to the fixed asset register, this should be a minimum of £500.00.

R17 – For a new fixed asset register to be created which contains all the information required as stipulated in [Governance and Accountability A Practitioners Guide Wales 2019.pdf \(onevoicewales.org.uk\)](https://onevoicewales.org.uk/Governance%20and%20Accountability%20A%20Practitioners%20Guide%20Wales%202019.pdf).

Insurance

My aim here is to ensure that the Council has adequate insurance in place.

Conclusion

Fidelity Cover needs to be adequate to address the yearend balances of the Council.

Recommendations

R18 – For the Fidelity cover to be increased to cover the yearend bank balances.

Investments & Loans

Note that Council have £644,722.00 invested in the CCLA Public Sector Deposit Fund, this relates to the large amount of CIL that was received by the Council and has now been placed in to an earmarked reserve.

Reserves

Note that Council have implemented a reserves policy. Council have £740,106.00 in reserves split between £642,428.00 in earmarked reserves and £97,678.00 in general reserves.

Statement of Accounts and Annual Return

I have verified the accuracy of the data contained in Annual Return and I have examined and confirmed that there is an undelaying audit trail from the financial records.

Conclusion

I am pleased to confirm that there are no additional issues in this area that raise cause for concern. Based on work undertaken during the year, I have duly signed off the Internal Audit Report in the Annual Return.

Appendix 4

To review the previously made resolution (2023/140) to grant funds to Llanharan OAP Hall for a refurbishment

Council has previously resolved the following:

RESOLVED Pending the presentation to the Clerk of a planning permission certificate or a Legal development certificate, To grant £64,800 to Llanharan OAP association from CIL funds comprising the quoted cost of the works plus a 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.

However, the quotation received and selected by the Llanharan OAP association was for £59,464.60 plus vat = £71,357.52, this quotation has been presented to the Council previously and accepted in principle, with the Clerk having been directed to explore options to reclaim VAT.

In the previous Council meeting the wrong figure was presented for resolution.

Proposal

Therefore, the Council are invited to consider resolving the following:

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.

Appendix 5

Receipts of Quotations for Sewer diversion, Memorial Garden.

The Clerk has contacted a large number of companies with invitations to quote for the Sewer diversion for the memorial garden.

To date 1 quotation has been received with 2 further expressions of interest to quote.

The 1 quotation received is for circa £30,000.

Therefore, the Clerk recommends proceeding to a full tender process.

Proposal:

To proceed to a full tender process for the Sewer diversion for the memorial garden. For in principle the Council to commit £30,000 of CIL funds for the Sewer diversion aspect of the project.

Appendix 6

Quotations for 3 year contract to provide playground inspections for the Oakbrook skatepark and Mountain Hare play area.

The Clerk has contacted a specialist inspector and proposes a 3-year contract.

Proposal:

To approve a contract for the statutory playground inspections of Mountain Hare and Oakbrook Park fixed at £75 per site, per annum for 3 years.

See below:

From: lyn@playgroundservices.co.uk
To: [The Clerk / Project Officer](#)
Subject: RE: Quotes for 2 x park inspections . Llanharan Community Council
Date: 14 June 2023 06:31:56
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Hi Leigh,

I can do a 3 year contract, price is £75 per site, fixed for 3 years.

Let me know if this is acceptable.

Regards,

Lyn

From: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Sent: 10 June 2023 12:20
To: lyn@playgroundservices.co.uk
Cc: Office <Office@llanharan-cc.gov.wales>
Subject: RE: Quotes for 2 x park inspections . Llanharan Community Council

Lyn,

To save going through this exercise every year, would you mind also providing an option for a 3 year contract to come and do the inspection annually for the next 3 years. (Invoiced following each inspection).

Regards

Leigh Smith
Clerk to the Council.
Llanharan Community Council
project@llanharan-cc.gov.wales
Clerk@llanharan-cc.gov.wales
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, rhowch 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.

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From: The Clerk / Project Officer
Sent: Saturday, June 10, 2023 12:18 PM
To: lyn@playgroundservices.co.uk
Cc: Office <Office@llanharan-cc.gov.wales>
Subject: RE: Quotes for 2 x park inspections . Llanharan Community Council

Hi Lyn,

Could you give us a quotation to come and inspect the two play areas again this year please?

Oakbrook skatepark and the park at our Mountain Hare site please?

Best regards

Leigh

Leigh Smith
Clerk to the Council.
Llanharan Community Council
project@llanharan-cc.gov.wales
Clerk@llanharan-cc.gov.wales
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, rhowch 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.

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From: lyn@playgroundservices.co.uk <lyn@playgroundservices.co.uk>
Sent: Wednesday, March 9, 2022 4:43 PM
To: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Subject: RE: Quotes for 2 x park inspections . Llanharan Community Council

Hi Leigh,

Cost for the two inspections is £130.00

I'd be able to carry them out towards the end of this month.

Regards,

Lyn Williams

Operations Director
Combined Playground Services Ltd

lyn@playgroundservices.co.uk

01495 788274
07828 704460



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From: The Clerk / Project Officer
Sent: 09 March 2022 10:31
To: lyn@playgroundservices.co.uk
Cc: Office <Office@llanharan-cc.gov.wales>
Subject: Quotes for 2 x park inspections . Llanharan Community Council

Good morning Lyn,

Please see below details of our play areas. We have 2 – Mountain Hare play area and Oakbrook skate park. Could you provide a quote to carry out an annual safety inspection and report of both please? And your availability

It is likely that this would be an annual inspection going forward.

They are both situated in Brynna/Llanharan and are 2 mins apart.

Details below. (I have photographs of each item if you require them).

[Mountain Hare play area. CF35 6PG](#)

Small play area – 4 small items of play equipment and 1 bench.

Larger play area – 4 larger items of play equipment, 1 basketball hoop, 1 football goal, 5 benches.



Oakbrook skate park (Note: NOT the MUGA or the childrens play park on the same site) CF72 9UF



3 ramps and 1 rail.

Best regards

Leigh

Leigh Smith
Clerk to the Council.
Llanharan Community Council
project@llanharan-cc.gov.wales
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, rhwch 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.

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Appendix 7

Quotations for repair of the 'Clock on the Smithy'

See email below.

Proposal:

To approve the Clerk spending up to £900 on repairs and refitting to the 'Clock on the Smithy'

See below:

From: [Les](#)
To: [The Clerk / Project Officer](#)
Subject: RE: The Smithy Clock
Date: 09 June 2023 14:57:33

Hi Leigh.

I've spent a bit more time on the mechanism and the good news is that I've managed to get the hour tube out without further damage.

So, the plan of action would be to carry out a full works overhaul.

Paul made a good job of washing the outer cover however there is some long term staining on the front. It's hard to photograph however I've attached the best image I can do. Sometimes this is age related degradation and nothing much can be done however the underlying condition is quite good so I propose to have it professionally polished. I had some larger ones refurbished a few months ago and the transformation was impressive.

All in, the cost will be £880 including refitting and setting up on site.

The property owner insists it is completed by the end of July latest. I can just about fit this in assuming approval asap.

Method of installing all on site needs to be discussed.

Hope this is ok for now.

Kind Regards

Les Kirk



1D Ravenstor Road

Wirksworth

Derbys

DE4 4FY

E. bestclockman@gmail.com

M 07866 269 660

From: The Clerk / Project Officer <project@llanharan-cc.gov.wales>

Sent: 08 June 2023 10:31

To: Les <bestclockman@gmail.com>

Subject: RE: The Smithy Clock

Hi Les,

Thanks, iil be in touch.

Regards

Leigh Smith

Clerk to the Council.

Llanharan Community Council

project@llanharan-cc.gov.wales

Clerk@llanharan-cc.gov.wales

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, rhowch 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.

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llanharan-cc.gov.uk

From: Les <bestclockman@gmail.com>

Sent: Wednesday, June 7, 2023 11:33 AM

To: The Clerk / Project Officer <project@llanharan-cc.gov.wales>

Subject: The Smithy Clock

Hi Leigh.

Please thank Paul for his help on Sunday.

I trust he has let you know that it proved impossible to move or do anything with the seizure on site so I had no option but to remove everything to the works.

Normally, this type of seizure, particularly when it is not absolutely solid, is normally straightforward to do however grit has worked inside the front bearing making it impossible to withdraw the hour tube.

I've had it all in soak since I got back and have just managed to get a modicum of movement so am hopeful that all is not lost.

Please find my invoice for the work so far attached. Please give me a call when you get a moment and I can run through all in more detail.

Kind Regards

Les Kirk



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