



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance), 7pm on Thursday 16<sup>th</sup> February 2023

*The meeting was held in accordance with:*

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

### **Members Present:**

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

**Apologies:** Cllr Tracy Allen

**Absent:** Cllr. Parmindra Pannu. Geraint Hopkins JP

**Clerk to the Council:** Leigh Smith

2 members of the public.

### **2023/025 Welcome and Apologies.**

#### **RESOLVED**

Councillor Tracy Allen proffered a reason for absence with their apology, and this was accepted by Council

### **2023/026 Disclosures of personal and/or prejudicial interests.**

Cllrs Hellen Donnan declared personal interests with regards to agenda item 15 (minute ref 2023/039)

Cllr Robert Lewis-Watkin declared a prejudicial interest with regards to agenda item 15. (Minute ref 2023/039)

Cllr Neil Feist declared a personal interest with regards to agenda item 17 (Minute ref 2023/041)



### **2023/027 Wildlife Trust presentation**

A presentation was given by Duncan Ludlow of The Wildlife trust regarding spend of the 2021/22 grant.

#### ***RESOLVED***

To pay a 2022/23 grant of £10,000 to The Wildlife Trust of South and West Wales to assist in the maintenance and upkeep of Brynna Woods.

### **2023/028 Public speaking**

A member of the public spoke regarding agenda item 16 (Minute ref 2023/040)

### **2023/029 Minutes**

#### ***RESOLVED***

The minutes of the ordinary council meeting held remotely at 7pm on Thursday 19<sup>th</sup> January 2023 were approved as a true and accurate record.

### **2023/030 Matters arising**

Cllr Steer reported that regarding Minute Ref 2023/017 he had approached the Wildlife trust to check on the possibility of siting a plaque in Brynna Woods near the fairy garden but that they declined to give permission.

### **2023/031 Action plan**

Noted

### **2023/032 Crime report**

Noted.

### **2023/033 Expenditure up to end January 2023**

Approved.

### **2023/034 Expenditure v budget year to date.**

Noted.



### **2023/035 Pantry finances.**

#### ***RESOLVED***

To defer the item to the next meeting of the council.

### **2023/036 Correspondence received**

Noted.

### **2023/037 Member' reports**

#### **David Evans**

There was a temporary closure of the railway pedestrian crossing on Monday in the early hours to allow beams to be lifted into place. The completion date for the bridge is still April 13<sup>th</sup> 2023.

RCTCBC have announced that universal free school meals will be extended to year 1 and full time nursery pupils.

I will be attending a meeting with LCDP, The MS and MP and others to discuss the issue of limited childcare provision in the community.

RCTCBC have also repaired the 'trench' pothole on the traffic calming furniture near Brynnau Primary School.

#### **Janine Turner**

I recently met with RCTCBC officers to look at pedestrian footpaths around the village. In particular to highlight areas requiring urgent work, including Bridgend Road, near the Co-op and elsewhere.

Several areas requiring urgent work were identified and officers will come back to me with a plan and timescales.

#### **Mark Steer**

I will be attending a seminar on Invasive non-native species (INNS) including Japanese Knotweed and Himalayan Balsam in March.

The latest sculptures have been installed in Brynna woods and I have received universally positive comments from members of the public.



## **2023/038 Recommendations of CIL Committee held Tuesday 31<sup>st</sup> January 2023**

### ***RESOLVED***

CIL2022/056 Revised CIL application from LCDP

That the Clerk contact LCDP and request they provide a fresh application in line with the quotation setting out all aspects of the project. This application to include evidence of whether planning permission is required.

### ***RESOLVED***

The Clerk to investigate options for applying charges to property in relation to significant CIL grants.

### ***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.

### ***RESOLVED***

CIL2022/058 Bridge over river Ewenny

That £150,000 be added to the CIL123 list and Active project list for a bridge over the river Ewenny in Brynna Woods.

### ***RESOLVED***

The Clerk to make enquiries with RCTCBC planning, NRW and other agencies regarding the construction of the bridge.

### ***RESOLVED***

CIL2022/059 Capital funding for Bryncae Community Centre'

That £100,000 be added to the CIL123 list for capital spend on Bryncae Community Centre.

### ***RESOLVED***

CIL2022/060 Method of public consultation



The Clerk to proceed with the consultation to run for the month of March. The method of engagement to be as per the paper presented. CIL lists

to be published prominently on website prior to engagement commencing. Cllr Evans to assist.

**2023/039 Mountain Hare Neighbourhood Watch CIL grant application (replacement cameras).**

***RESOLVED***

To reject the application.

Cllr Helen Donnan wished the minutes to reflect the fact that she voted against the motion to reject the application.

Note: Following a statement, Cllr Robert Lewis-Watkin left the meeting prior to this item being discussed and returned following the resolution.

**2023/040 Llanharan OAP association hall defibrillator**

***RESOLVED***

To accept the proposal made in the paper presented to the meeting and to approve the spend of £640 from CIL funds.

**2023/041 Recommendations of ORA Committee held Tuesday 7th February 2023**

***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.

***RESOLVED***

ORA2023/010 CGI's Tree Planting Programme

That the Clerk to contact GCI to check on the detailed process for applying for trees including what specific information they require.



***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.

***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.

**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.

**2023/043 King's Coronation Committee held on Thursday 9th February 2023**

Resolutions made under delegated authority were noted.

**2023/045 Further arrangements for Fireworks display in November 2023.**

***RESOLVED***

For a working group to be formed comprising the following members:  
Cllrs David Evans, Neil Feist, Andrea James and Joanne Miller.

The terms of reference to be to examine any extra arrangements or terms to be set regarding the holding of the event. To consider venues for the event. To make recommendations to Council on these matters.

**2023/046 Exclusion of 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 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.

**2023/047 Legal costs regarding Meadow Rise encroachments.**

***RESOLVED***

For the Clerk to contact the insurers to enquire on their attitude regarding recovery of their costs.

***RESOLVED***

For more detail on this matter to be brought to a future meeting

**2023/048 Urgent information, matters for discussion and suggestions for further meetings.**

None.

There being no further business the meeting closed at 9.25pm

The next full council meeting is scheduled for 16<sup>th</sup> March 2023

Councillor Chris Parker  
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 19<sup>th</sup> January 2023

*The meeting was held in accordance with:*

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

### **Members Present:**

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

**Apologies:** Cllr Geraint Hopkins JP.

**Absent:** Cllr. Parmindra Pannu.

**Clerk to the Council:** Leigh Smith

**Office administrator:** Lisa Phillips

2 members of the public.

### **2023/001 Welcome and Apologies.**

#### **RESOLVED**

Councillor Geraint Hopkins proffered a reason for absence with their apology, and this was accepted by Council

### **2023/002 Disclosures of personal and/or prejudicial interests.**

Cllrs Chris Parker and Andrea James declared prejudicial interests in agenda item 15 (minute ref 2023/015)

Councillor David Evans declared a personal interest in agenda item 15. (Minute ref 2023/015)





Cllr Robert Lewis-Watkin declared a prejudicial interest in agenda items 19 and 20. (Minute ref 2023/019 and 2023/020)

**2023/003 Public speaking**

None

**2023/004 Minutes**

***RESOLVED***

The minutes of the ordinary council meeting held remotely at 7pm on Thursday 15th December 2022 were approved as a true and accurate record.

**2023/005 Matters arising**

A discussion took place regarding the CAT transfer of Bryncae Community Centre.

**2023/006 Minutes**

***RESOLVED***

To approve as a true and accurate record of the minutes of the extraordinary council meeting held remotely at 7pm on Monday 21st November 2022

**2023/007 Matters arising**

None

**2023/008 Action plan**

Noted

**2023/009 Crime report**

Not provided

**2023/010 Expenditure for December 2022.**

Approved.

**2023/011 Correspondence received**

None



## **2023/012 Member' reports**

### **Janine Turner**

2 new picnic benches Trenos place park, 2 existing benches being replaced.

### **David Evans**

I met with the owners of Pencoed Medical Centre who now state that the current facilities in the area operated by them can no longer cope with the increase in population, and so they are in talks with the local Health Board and Welsh Government about occupying the building that is proposed to be built as part of the Llanilid housing development. If they are successful then both the current Pencoed surgery operated by them and the Llanharan surgery will close and all people registered will be transferred to the new facility.

The other issue I raised was the number of complaints from residents regarding accessing the surgery via the telephone system. The surgery reported they were not fully aware of the issue and will speak to their provider to try and get the issues resolved.

### **Mark Steer**

Regarding Brynna Woods I spoke with Tim Jones of the Wildlife Trust and he is looking at the issue of signage at both ends of the woods to better inform members of the public about the woods.

### **Helen Donnan**

I spoke with Andrew McGarry from road safety RCT regarding access issues from Pencoed and Talbot Green. Signage will be placed hopefully at Cow's Corner some time in the spring.

The sculptures places at Brynna Woods look amazing and I have had excellent reports from the community. The equestrian community in general have no issues with horses being 'spooked' by the sculptures.

## **2023/013 Recommendations of Audit Committee held Tuesday 10th January 2023**



**RESOLVED**

To approve the budget with an expenditure of £279,514

**RESOLVED**

To apply a 5% increase on the Community Council tax band D rate resulting in a £3.77 per year increase and a resultant Community Council band D rate of £79.17

Cllr Neil Feist wished the minutes to record that he voted against the resolution.

**2023/014 The King's Coronation event to be held on May 6th 2023.**

**RESOLVED**

To form a King's Coronation Committee comprising Chris Parker, Janine Turner and Rhys Jenkins. This committee to have delegated authority to make such arrangements as necessary to hold the event and to spend the budget of £5000.

**2023/015 Interim and repayable temporary fund for the running of Bryncae Community Centre.**

Cllrs Chris Parker and Andrea James left the room having declared a prejudicial interest in the following matter.

Cllr Robert Watkin in his capacity of Vice Chair of the council took the chair of the meeting.

**RESOLVED**

To make available to the Voluntary Management Committee of Bryncae Community Centre the amount of £1000, to be repaid as soon as the group is able to withdraw funds from the Community Centre account. #

Cllrs Chris Parker and Andrea James returned to the room. Cllr Parker resumed the chair of the meeting.



### **2023/016 Annual community ceremony.**

#### ***RESOLVED***

To agree in principle to hold a community ceremony. To form a working group to explore the details, the formation of the working group to be deferred to a future meeting.

### **2023/017 Covid 19 Plaque.**

#### ***RESOLVED***

£250 to be vired from general reserves in principle for a Covid-19 plaque. Details to be determined at a future meeting.

### **2023/018 Chair's chain of office and updating of Chairperson's board.**

#### ***RESOLVED***

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.

#### ***RESOLVED***

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 this purpose to be delegate to officers.

Cllr Robert Lewis-Watkin left the room having declared a prejudicial interest in the following two items.

### **2023/019 CIL application from Mountain Hare neighbourhood watch group. (This item included in the agenda for Full Council with the permission of the chair of the CIL Committee).**

#### ***RESOLVED***

For the Clerk to invite Mountain Hare Neighbourhood Watch to provide an narrative with regards to the need for the grant given their bank balance. This narrative to be brought to the next meeting of the CIL Committee for consideration.



**2023/020 CIL fund request from Brynna FC. (This item included in the agenda for Full Council with the permission of the chair of the CIL Committee).**

***RESOLVED***

For the item to be deferred as no application form was submitted.

**2023/021 Use of Community Council CIL funds with regards to traffic calming measures. (This item included in the agenda for Full Council with the permission of the chair of the CIL Committee).**

***RESOLVED***

That in principle Community Council CIL funds should not be spent on traffic calming measures.

Note: County Borough Members to take forward the issue of traffic safety to RCT as a matter of urgency and to report back to the next meeting of Full Council.

**2023/022 Annual vehicle insurance premium.**

**RESOLVED**

To approve the payment of £2187.80 for the Councils annual vehicle insurance premium.

**2023/022 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 disclosure of information to be discussed 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.

**2023/023 Legal fees relating to the Meadow Rise encroachments.**

***RESOLVED***

To approve the payment of an invoice for £1527.60 for legal fees relating to the Meadow Rise encroachments.



**2023/024 Urgent information matters for discussion.**

None.

There being no further business the meeting closed at 9.30pm

The next full council meeting is scheduled for 16<sup>th</sup> February 2023

Councillor Chris Parker  
Chair of the Community Council



## Llanharan Community Council

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
2020/232i	19.2.2021	Full Council	ORA	That a draft leaflet/factsheet be produced containing information on popular or interesting walking routes around the community.	In progress. Duuplicated action.	completed	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 defered		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
2021/133	29.10.21	Full Council		RESOLVED The Clerk to investigate what is required to allow Hybrid meetings in the future. The investigation to include equipment and venues and attending a Hybrid meeting of another similarly sized Community Council if possible.	Attended Llantrisant Community Council meeting on March 8th 2022. Report and recommendations pending.	Completed	LS
2021/138	31.10.21	Full Council	HR Com	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		LS
2021/148	20.11.2021	Full Council	CIL	RESOLVED To approve CIL application from LCDP for improvements to pathway outside LCDP office. To move to phase 1 of the CIL123 list and to the Active project list and to approve the project at a cost of £1200(net) subject to the receipt of the appropriate financial information being received and scrutinised to the satisfaction of the Clerk. This application is recommended pending RCTCBC's decision on LCDP's eligibility for CIL funding.	Obtain approval from RCT. Emailed 15.12.2021 Update tracker accordingly when received and email. LCDP RCTCBC CIL and Lega met in early Feb 2022, awaiting outcomes. May 22 - Approval now obtained. LCDP to refresh quotes to ensure original resolution covers cost. Jan 23 - New quotes recieved. Item being resubmitted to CIL		LS

2021/148	20.11.2021	Full Council	CIL	RESOLVED That with regards to the LCDP CIL Application for improvements to pathway outside LCDP office, LCDP be encouraged to include the potential project 'Install suitable disabled access ramp' to this project and to obtain fresh quotes. Any application will be held pending RCTCBC's decision on LCDP's eligibility for CIL funding	Obtain approval from RCT. Emailed 15.12.2021  Update tracker accordingly when received and email. LCDP  RCTCBC CIL and Lega met in early Feb 2022, awaiting outcomes.  May 22 - Approval now obtained. LCDP to refresh quotes to ensure original resolution covers cost.	Completed	LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/025 Footpath to the north of Talyfan Road (RAN 6/1) Recommended – The Project Officer/Assistant Clerk to obtain quotes to infill the damaged section of the path with suitably sized aggregate to provide stability and drainage.	Met with RCTCBC in January to agree Spec. Awaiting quotes.	Completed	LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/027 Footpath north of the newly installed path to the north of Llanharan Cemetery. (PSM53/2) Recommended - Project Officer/Assistant Clerk to approach RCTCBC to enquire whether a joint approach/cost share could be agreed to carry out repairs.	Written to RCTCBC to enquire on a joint approach. 13.7.21  RCTCBC have responded verbally indicating that they would be open to sharing the Cost. project Officer to obtain an estimate. Awaiting other quotes. Note: RCTCBC have now carried out the work.	Completed	LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/031 Consider PSM32/1 near Gellifedi Road Recommended - Project Officer/Assistant Clerk to enquire with RCTCBC whether a diversion order was ever submitted and/or processed.	Written to RCTCBC on 13.7.21 and again in August 21 and again Feb 22. Awaiting formal response. Response received. RCT responded June 2022 to report no record of a diversion application received or processed.	Completed	LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/035 Steps in the alley between Bridgend Road and Parc Bryn Derwyn. Recommended – 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.		LS
		Full council	ORA	ORA2021/049 Book-swap stations Recommended That the Project Officer/Assistant Clerk liaise with interested parties to develop a community plan showing where book swap stations could be placed, how they would be managed and what funds would be requested from the Community Council.	Member of the public assisting. Awaiting response. Edit Nov 22. The member of the public has disengaged. No further progress. Project closed.	Completed	LS
		Full council	ORA	Recommended That the Project Officer/Assistant Clerk liaise with interested parties to obtain designs and price for a suitable outdoor cabinet to be sighted at Mountain Hare.	Member of the public assisting with obtaining quotes. Awaiting response. MOP disengaged, Project closed.	Completed	LS
2021/097a		Full Council	ORA	RESOLVED (RE Decorative sculptures): That the artist be invited to a site meeting at Brynna Woods with members of the ORA Committee to discuss concepts and costs	Awaiting prices from CW. Summer 2022. The artist is currently abroad working on a project. May 22 - A second artist has been approached. The Clerk to provide Chris Woods with notes on what was required. Chris Woods has provided costings, drawings to follow. Sept 2. Order placed Nov 2022. Project underway, several pieces fitted.	Completed	LS
2022/010	20.1.22	Full Council	ORA	ORA2021/068 Ground conditions on Bridleway PSM40/4  RESOLVED With regards to the asphalt section leading immediately from Bethlehem View, the Clerk to approach the relevant landowners to enquire about their attitude to allowing improvement works to be carried out in principle. The Clerk to also check access rights, easements etc... over the land.	Duplicated action. See 2022/050	Completed	LS
2021/013	20.1.22	Full Council	ORA	RESOLVED To retain the existing plan for the purchase and placement of Christmas decorations in 2022	Negotiate price and contract for submission to Council within Budget £26k. Working group returning to FC July to request approval for budget increase. Budget increase agreed. WG to go to audit for authority to spend. Order placed.	Completed	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:  New Road (A473); Lanley estate; Enterprise Way.			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.		LS
2022/038	18.2.22	Full Council	ORA	RESOLVED Assuming the consent and permission of interested parties, to provide and externally mount public access defibrillators at the following locations (as shown on the plan presented in appendix 11 of this meeting): Brynna Community Centre; Bryncae Community Centre; New Road; L'Oreal layby. Plus a further unit to be mounted between Lonydd Glas and St Illids Meadow. The Community Council to register as guardians for these defibrillators and carry out the appropriate inspections and replacement of consumables etc... Costs approved up to £1400 per unit (defibrillator and cabinet) which may be met from CIL funds. The Clerk to investigate grant opportunities to offset cost.	Look for funding sources.  Make purchases accordingly using CIL funds.  Defibs received June 22. Awaiting replacement cabinets. Replacement cabinets received Sept 22. To be fitted. Completed	Completed	LS
2022/038	18.2.22	Full Council	ORA	RESOLVED The Clerk to enquire with Llanharan RFC and The Welfare Hall trustees whether these organisations would be prepared to allow the Community Council to mount their defibrillators externally nearby and/or take on guardianship. The costs of purchasing cabinets also approved.	Welfare Ground happy to have mounted externally (Public access) but will remain Gauradian. Llanharan RFC accept in principle and will get back to us. Awaiting cabinet. Cabinet now received, To be fitted. Welfare ground fitted their own and retain their own guardianship.		LS
2022/040	18.2.22	Full Council	ORA	RESOLVED To purchase a replacement, wheelchair-friendly picnic bench for up to a cost of £450 plus £120 fitting.	Purchase bench and arrange fitting. Delivery to be made to site. Coordinate with contractor. Obtain permission RCT parks dept. Mote: Need a note on minutes rto approve for CIL. LS contacted LA to chase Jan 23		LS
2022/050	18.3.22	Full council	ORA	ORA2022/007 Popular or interesting walking routes around the community.  RECOMMENDED The Clerk to produce a draft leaflet showing 'Route 1'.	Liaise with MS and historical leafeltt RE Features. Include mileage, difficulty level. (eh RAG? Hilly?) Look at Llantrisant Bunny walks (Ramblers) leaflett for examples. Copies to JB. Superseded by a subsequent resolution	completed	LS
2022/050	18.3.22	Full council	ORA	ORA2022/008 Changes to the allotment tenancy agreements (Notice periods and allowance of Hens on Bridgend Road allotments) RESOLVED That the template allotment tenancy agreement be amended as per the suggested text (in red shown in Appendix Four presented to the ORA Committee held on 1st March 2022), or similar.  And that....  That the Council's policy with regards to those clauses changes immediately to reflect the changes and that newly issued tenancy agreements reflect those changes, but that the Council does NOT physically re-issue tenancy agreements until the next scheduled re-issue in December 2022 but rather writes to current plot-holders to inform them of the policy change and impending changes to tenancy agreements.	Clerk to contact ploholders. Notification of allowance of the keeping of Poultry given - Signage placed on allotment gates. New documents issued Jan 23	completed	LS

2022/050	18.3.22	Full council	ORA	<p>ORA2022/009 Design for steps regarding improvements to the southern end of RAN17/5 on Enterprise Way.</p> <p>RECOMMENDED</p> <p>That the design is adopted as per that in the accompanying paper, but that the steps be of concrete construction, with lower side walls and incorporate key-clamp style handrails.</p>	<p>Quote accepted and job awarded to Eric Avril.</p> <p>LS checking with RCT and landowner on spec and practicality. Jan 23 - Job awarded. LS chasing RCT</p>		LS
2022/050	18.3.22	Full council	ORA	<p>ORA2022/010 pathway to the picnic bench, MUGA and Skatepark at Oakbrook play area.</p> <p>RECOMMENDED</p> <p>That the design in the accompanying paper be accepted subject to consultation with RCTCBC regarding the specification and obtaining of the relevant permissions and for the picnic bench be situated outside of the fenced-off playpark area</p>	<p>Speak to Lisa Austin at RCTCBC. Width, material etc.. Specifically for disabled access. And for permission to do the work. Need a note to make a CIL project Minute). LS chased LA for spec Jan 23</p>		LS
2022/050	18.3.22	Full council	ORA	<p>ORA2022/011 Disabled access to play areas in the community</p> <p>RECOMMENDED</p> <p>That before the matter is progressed further that RCTCBC parks are consulted on specification of gates (existing and future) for disabled access. Furthermore that disabled members of the community, including wheelchair users are engaged on the findings of the survey. On completion of this work an updated report to be submitted to the ORA Committee.</p>	<p>Speak to Lisa Austin RE spec for gates - existing and future.</p> <p>Look for engagement from wheelchair user(s). Review report and resubmit to ORA</p> <p>Jan 23 update. It appears all parks are accessible. LS chasing RCT survey and report from LA Jan 23</p>		LS
2022/050	18.3.22	Full council	ORA	<p>ORA2022/012 Bridleway PSM40/4, approach to Brynna Woods from Bethlehem view.</p> <p>RESOLVED</p> <p>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.</p>	<p>Proceed. Booked for completion early October. Clerk to reconfirm with landowner consent given. Consent withdrawn by landowner Oct 22. RCTCBC ROW investigating options.</p>		LS
2022/155	22.7.2022	Full council	ORA	<p>2022/155 Recommendations of ORA Committee, Thursday 9th June 2022</p> <p>RESOLVED</p> <p>ORA2022/023 Alternative arrangements for the commissioning of carvings for Brynna Woods. That the Clerk approach 'Wildboar carvings' and other artists to seek alternatives to Chris Woods to provide carvings for Brynna Woods.</p>	<p>Clerk to find notes regarding the meeting and resend them to Chris Woods. Chris Woods has provided a price list. To be presented to ORA. Order now placed and project in progress.</p>	Completed	
2022/155	22.7.2022	Full council	ORA	<p>RESOLVED</p> <p>ORA2022/024 Japanese knotweed in the community. That members of the Community Council maintenance team attend training in the management of Japanese knotweed so that they are licenced to deal with Japanese knotweed on Community Council land. The Clerk to enquire with RCT regarding availability, scope and cost of such training.</p>	<p>Contacted both RCT and Bridgend college in June. Bridgend college have responded with costs. Awaiting response from RCT nudged 12.8.22 cost prohibitive Council resolved to discontinue Dec 22</p>	Completed	
2022/155	22.7.2022	Full council	ORA	<p>RESOLVED</p> <p>That the Community Council identify where outbreaks are on RCTCBC land and take ownership of engaging RCTCBC to manage the outbreaks themselves. (Note: If the Community Council staff are able to become trained and competent in the management of Japanese knotweed it is possible that the Community Council could attempt to negotiate a service level agreement (SLA) to manage outbreaks on RCT's behalf, if desired by the Council it is recommended that this potential proposal be deferred until some future date).</p>	<p>Contacted both RCT in June, Awaiting responses. Quantify which areas of survey are on RCT/CC land.</p>		

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.			
2022/155	22.7.2022	Full council	ORA	RESOLVED The Clerk to contact RCTCBC and Bridgend College to enquire on training RE Japanese knotweed for maintenance staff.	Contacted both RCT and Bridgend college in June. Bridgend college have responded with costs. Awaiting response from RCT nudged 12.8.22. costs now recieved from BridgendCole ORA to be updated at the next meeting. Cost prohibitive. Council resolved to discontinue.	completed	
2022/155	22.7.2022	Full council	ORA	RESOLVED The Clerk to obtain leaflets and/or factsheets to keep at the Council office for members of the public.		completed	
2022/155	22.7.2022	Full council	ORA	RESOLVED ORA2022/025 Area of ground near the bench adjacent to the Haran roofing building. That the Clerk contact RCTCBC highways to enquire whether they own the land.	Send email TE 11.8.22. Area appears to be unregistered. RCT report it could be considered highway and if so they have no objection. To be added to next ORA agenda. Action superceded.	Completed	
2022/155	22.7.2022	Full council	ORA	RESOLVED ORA2022/027 RCT 'Action for nature website'. That Councillor Mark Steer be proposed as the Community Council's official liaison to the website.	Clerk to ask Cllr Steer to inform website accordingly.	Completed	
2022/155	22.7.2022	Full council	ORA	RESOLVED ORA2022/028 Lighting of fires on allotment plots. That the Clerk contacts plot-holders to trial the allowance of fires at any time of day during the months of November through to and including February. Fires to be prohibited at any other time. The trial to be undertaken on a voluntary basis with the consent of plot-holders with no changes to the tenancy agreements at this time. That the Clerk post notices to remind plot holders at the appropriate time of year to remind them that regardless of what material is burned on fires, they must not cause a nuisance to local residents	Trial in place. Physical Notices and social media posts completed.	Completed	
2022/156	22.7.2022	Full council	CIL	RESOLVED CIL2022/036 Regarding the Welfare ground floodlights project (LCC 19/01) The Clerk to obtain updated quotes from LRGT showing revised total project costs. Should the total exceed that already granted then the matter be brought back to Council to be re-examined. For any further payments towards the project to be suspended until the revised project costs are provided and resolved by Council if necessary.	Clerk to make LRGT aware.	Completed	
2022/156	22.7.2022	Full council	CIL	RESOLVED CIL2022/036 LRGT to provide evidence that planning permission is NOT required for the replacement floodlights via a Lawful Development Certificate. Or if planning permission is required, to provide evidence that the permission is in place. For any further payments towards the project to be suspended until one or other document is provided.	Clerk to make LRGT aware.	Completed	
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.		
2022/156	22.7.2022	Full council	CIL	RESOLVED CIL2022/039 Location signage for Bryncae Football pitch. The Clerk to obtain a quotation and permissions to place a post and sign in a suitable location to direct the public to Bryncae football pitch.			

2022/156	22.7.2022	Full council	CIL	RESOLVED CIL2022/041 Increase in grant amount for LCC21/19 Dugouts at Welfare ground. That the grant amount be increased from £2700 to £4550 to allow the purchase and installation of manufactured dugouts. The grant to be paid upon receipt of evidence that planning permission is NOT required for the replacement floodlights via a Lawful Development Certificate. Or if planning permission is required, to provide evidence that the permission is in place.	Clerk to make LRGT aware.	Completed	
2022/157	22.7.2022	Full council	Audit	RESOLVED To grant Bryncae FC the amount of £500 for the reasons specified in the application (broadly, general running costs).		Completed	
2022/157	22.7.2022	Full council	Audit	RESOLVED To grant LCDP the amount of £2000 for the reasons specified in the application.(Playday community event on 3rd August 2022).		Completed	
2022/157	22.7.2022	Full council	Audit	RESOLVED To grant Llanharan FC the amount of £900 for the reasons specified in the application (broadly, general running costs and expansion of teams)		Completed	
2022/157	22.7.2022	Full council	Audit	RESOLVED To grant Llanharan Rainbow Guides the amount of £400 for the reasons specified in the application. (Membership fees and for bulbs and flowers at war memorial and near the church hall)		Completed	
2022/157	22.7.2022	Full council	Audit	RESOLVED To grant Llanharan Horticultural Society the amount of £1200 for the reasons specified in the application. (General running costs and the hire of a van). Or the amount of £950 if it can be arranged that the Community Council van be made available to avoid the hire of a van.		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		
2022/158	22.7.2022	Full council	FC	0022/158 'Lamp post' poppies RESOLVED To purchase large lamp-post poppies to replace those that are damaged and worn to a value of £210		Completed	
2022/159	22.7.2022	Full council	FC	2022/159 Community Council 2022 Christmas lunches RESOLVED To request that LCDP to make the necessary arrangements to proceed with arrangements for the 2022 Christmas lunches based on a price of £23/head.	Contacted July 2022.	Completed	
2022/161	22.7.2022	Full council	FC	2022/161 Extending the Pantry opening hours during the school holidays RESOLVED To expand 'the Pantry' to include Wednesday mornings (as well as the current Saturday mornings) during the period of the Summer holidays. That volunteers are sourced to staff the pantry where possible during the extra opening hours, but that Council officers are used to oversee, and to staff the pantry if necessary, during these times		Completed	
2022/180	30.9.2022	Full council	Audit	2022/181 Recommendations of the Audit Committee held on Tuesday 27th September 2022. RESOLVED To increase 'foodbank' budget by making a virement from general reserves of £3352 but source food at discounted cost to realise overall savings (Officers of the Council already perform this task for 'The Pantry').	Alter Rialtos to show amended budget.	Completed	LP

2022/180	30.9.2022	Full Council	Audit	RESOLVED To defer the consideration of the revised draft financial resolutions to the next meeting of council.		Completed	LS
2022/180	30.9.2022	Full council	Audit	RESOLVED Regarding quotations received for the fitting and removal of Christmas lights, that the Clerk clarify with both vendors what level of after-fitting service is provided as part of their quotations, including response times to rectify faults and any extra costs.  RESOLVED Regarding quotations received for the fitting and removal of Christmas lights that The Clerk approach LML Electrics and offer the opportunity to requote.	Emails sent and responses received. Presented to Oct 22 Council meeting.	Completed	LS
2022/182	30.9.2022	Full Council	FC	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.		LS
2022/183	30.9.2022	Full council	ORA	2022/183 Recommendations of the ORA Committee held on 16th August 2022.  RESOLVED The Clerk to write to RCT planning department to investigate whether the planning consent for the menage has been fully satisfied with regards to the public rights of way affected and to RCT rights of way to enquire whether enforcement action is planned regarding the reopening of PSM32/1.	Examination of planning consent shows that the diversion of the paths was not a condition of planning. But rather was contained in advice to the applicant. Have emailed Jason Bragg to enquire on intention to take enforcement action.	Completed	LS
2022/183	30.9.2022	Full Council	ORA	RESOLVED That in principle a policy be adopted that trees will be addressed should they overshadow plots, however each case will be assessed on its merits with near-neighbours and others consulted.	Investigate PE plot and plot 31		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
2022/184	30.9.2022	Full Council	CIL	2022/184 Recommendations of the CIL Committee held on 7th September 2022.  RESOLVED Regarding the Welfare ground floodlights project (LCC 19/01), The Clerk to obtain final clarification on whether LRGT wishes to end the funding of the project from the Community Council CIL funds or intends to proceed subject to the resolutions passed by council regarding obtaining a LDC or planning permission and the obtaining of updated quotations.	Response to be reported to Oct 22 Council meeting.	Completed	LS
2022/184	30.9.2022	Full council	CIL	RESOLVED That the CIL application received from Llanharan OAP association regarding refurbishment of their hall be approved in principle with a budgeted spend of £60,000 allocated. That the VAT arrangements be clarified given the VAT status of the association and this reported to council for final approval prior to any monies being released. For the Clerk to advise the Association of any external funding opportunities available.	Amend lists. Investigate VAT status.		LS

2022/185	30.9.2022	Full Council	FC	2022/185 Community Council's school Governor representative for Brynnau Primary School. RESOLVED To nominate Cllr Parmindra Pannu as the Council's representative, replacing Cllr Joanne Miller and for the Clerk to inform the appropriate RCT officer.	The Clerk to write to Anelli.	Completed	LS
2022/187	30.9.2022	Full council	FC	2022/187 Planning RESOLVED For the Clerk to write to RCT planning department to object to application,'22/0954/10 Conservatory to front elevation. 15 Bryn Eglwys, Llanharan, Pontyclun, CF72 9PE' on the material grounds that the proposal would be out of character with the local area.		Completed	LS
2022/219	1.10.2022	Full council	FC	2022/219 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.			
2022/219	1.10.2022	Full council	FC	RESOLVED To delegate authority for operational decision making and spend up to the value of the budget to the Clerk, working in consultation with a working group made up of the following Councillors: Chris Parker. Helen Donnan. Mark Steer. David Evans. Neil Feist		completed	
2022/219	1.10.2022	Full council	FC	RESOLVED The Clerk to enquire whether the Council's existing insurance arrangements would cover the finished assets and to what extent, or whether alternative insurance could be arranged	Clerk emailed insurance company Jan 23. Awaiting response.		
2022/200	21.10.2022	Full council	FC	2022/200 Repairs to Red Tractor. RESOLVED To approve a sum of £2306.55 for repairs to the red tractor.			
2022/205	21.10.2022	Full council	FC	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	FC	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.			
2022/227	18.11.2022	Full council	CIL	RESOLVED That the Clerk undertake a fresh public consultation to seek ideas from the community incorporating social media, the Council website and Council noticeboards. For the Clerk to liaise with Cllrs Evans, Thomas and Parker on how best to utilise the Community Engagement Working Group as part of the consultation.			
2022/227	18.11.2022	Full council	CIL	RESOLVED That an exercise to refresh the CIL123 and Active Project lists and to synchronise a CIL fund deferral plan to it to be deferred until after the public consultation has ended.			
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 For the Clerk to explore the VAT Exemption application process in order to be able to advise community groups where appropriate.	Look at HMRC rules and application process.		

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		
2022/227	18.11.2022	Full council	Audit	RESOLVED That the amount of £3,104.70 be granted from CIL funds for the purposes detailed in the application from Brynna Community Centre and for the CIL123 list and Active project list to be altered accordingly. Note: Having declared a personal and prejudicial interest, Cllr Robert Lewis-Watkin left the meeting for the duration of this item of business.	Inform Brynna CC check lists updated?		LS
2022/227	18.11.2022	Full council	Audit	RESOLVED That the grant application from Brynawel House alcohol and drug rehabilitation centre be rejected on the grounds that the applicant is outside of the Community Council area and has not demonstrated adequate benefit to the residents of the Llanharan Community Council area. But for the Clerk to advise that the Community Council is exploring options for potential assistance from other sources.	Inform Brynawel house.	Completed	LS
2022/228	18.11.2022	Full council	Audit	RESOLVED To appoint Kerry-Leigh Grabham of KLG Services as the Council's internal auditor for the remainder of 2022/23 for the costs detailed in the paper presented and for the Clerk to arrange an interim audit as soon as possible	Lisa to arrange with Kerry.		LP
2022/230	18.11.2022	Full council	FC	RESOLVED For a working group to be established to recommend a draft contract for the holding of the event to Council.	Paper for location Paper for contract / working group		LS
2022/232	18.11.2022	Full council	FC	2022/232 King's coronation in summer 2023 RESOLVED To approve the holding of events to celebrate the King's Coronation on or around Saturday May 6th, 2023 with approval for a budget of £5,000. This amount to be vired general reserves for 2022/23 financial year. RESOLVED For arrangements for the day-to-day governance and delegation of the spend of the approved budget to be deferred to a future meeting.	Nudge to Councillors to arrange		LS
2022/233	18.11.2022	Full council	FC	2022/233 Support for setup of community garden RESOLVED To provide the local group with a total of 48 hours of maintenance staff assistance to assist in the setup of the community garden project, as per the details provided in the paper presented.	inform LCDP	Completed	LS
2022/238	18.11.2022	Full council	CIL	2022/238 Meadow Rise encroachments RESOLVED The Clerk to write to all affected householders regarding the matter. Subject to advice from the Council's solicitor that this action would not be prejudicial to any future legal proceedings.	Written to Solicitor 1.12.22 to instruct to prepare a draft letter. Nudged 19.12.22 and again January 2023		LS
2022/243	18.11.2022	Full council	CIL	2022/243 Grant application from Ynysmaerdy Community Centre RESOLVED To grant the funds requested. From CIL funds if applicable or from general grant funds otherwise. The Clerk to confirm CIL eligibility.		Completed	LS
		Full council	HR	HR2022/012 To approve as a true and accurate record the minutes of the CIL committee meeting held remotely on 6th April 2022 at 7pm. RESOLVED The minutes for the meeting were approved as a true and accurate record subject to the following amendments: •That the date of the meeting in the header be changed from 9th March to 6th April.	Amend and get signed.		LS

		Full council	HR	RECOMMENDED That the Clerk's pay and conditions be set to SCP27 as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales that and a revised contract and relevant paperwork be prepared accordingly to take effect from 1st April 2023.			
		Full council	HR	RECOMMENDED That the Deputy Clerk/RFO's pay and conditions be set to SCP25 as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales that and a revised contract and relevant paperwork be prepared accordingly to take effect from 1st April 2023.			
2022/226	16.12.2022	Full Council	HR	2022/226 Minutes.  RESOLVED The minutes for the ordinary meeting of the Council held by on a hybrid basis at 7.00pm on Thursday 17th November 2022 were approved as a true and accurate record of proceedings subject to the following amendments:  Cllr Robert-Lewis Watkin JP is recording as having proffered reasons for absence. This to be removed as the Councillor was in fact present at the meeting and is recorded as such.	Amend minutes and re-publish		LS
2022/232	16.12.2022	Full Council	HR	2022/232 Audit arrangements for financial year 2022/23  RESOLVED To deviate from resolution 2022/228 specifying an interim internal audit and year end internal audit and with regards financial year 2022/23 to hold a year end internal audit only.  RESOLVED For the 2023/24 financial year, for the Clerk to arrange dates for an interim internal audit and year end internal audit.	Lisa to arrange with auditor and place dates in the diary.		LP
2022/233	16.12.2022	Full Council	ORA	RESOLVED That subject to the prior receipt of appropriate public liability insurance certificates MT Tarmac be awarded the work 'Footpath to the North of Talyfarn Lane' and the Clerk be approved a spend of £5,800 + 5% contingency = £6,090 For the project to be funded using CIL funds if eligible, the Clerk to confirm with RCTCBC. The Clerk to seek a commitment from RCTCBC to fund 50% of the cost of the project.	Arrange to see farmer, obtain copy of insurance. Proceed. Work commencing 16th Jan 23	Completed	LS
2022/233	16.12.2022	Full Council	ORA	RESOLVED 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. For the project to be funded using CIL funds if eligible, the Clerk to confirm with RCTCBC.	Check spec with RCTCBC highways, obtain copy of insurance. Proceed. Clerk chased RCTCBC Jan 23 RE spec.		LS
2022/233	16.12.2022	Full Council	ORA	RESOLVED Delegated authority extended to the Clerk of the Council with regards to the management of allotments. That the procedure set out and presented to this meeting be adopted subject to the following alterations: • For the procedure to be explicit that any appeal from a plot-holder regarding the revocation of the right to keep birds does not prevent or forestall the urgent removal of those birds.  • For the role of 'Responsible person' to fall to the sitting Chair of the ORA Committee. Or the Deputy Chair in their absence. Provided that there is no interest or conflict that may make this inappropriate.	Put into 2023 tenancy agreement/Hen policy. Added as an addendum to hen policy.	Completed	LS



2022/233	16.12.2022	Full Council	ORA	RESOLVED Security arrangements at allotment sites. For the Clerk to carry out a survey of Jubilee Street plot-holders in order to ascertain their views on current security arrangements at the Jubilee Street allotment site. A report to be presented to the next ORA Committee.	LS to canvass.		LS
2022/233	16.12.2022	Full Council	ORA	RESOLVED PSM32/1 near Gellifedi Road That the Clerk formally write to RCTCBC Rights of Way Officers to request a site meeting to consider PSM31 and PSM32.	The Clerk emailed JB 16th January 2023. Awaiting response. Agreed. LS to obtain residents contact details.		LS
2022/233	16.12.2022	Full Council	ORA	RESOLVED Steps in the alleyway between Bridgend Road and Parc View. That the Clerk take steps to register the land in the name of the Community Council, paying any registration fees accordingly.			LS
2022/233	16.12.2022	Full Council	ORA	RESOLVED Area of rough ground near the bench next to Haran Roofing. That the Clerk take steps to register the land in the name of the Community Council, paying any registration fees accordingly.			LS
2022/233	16.12.2022	Full Council	ORA	RESOLVED Leaflet of walking routes around the community. That the Clerk purchase an annual subscription to OS Maps online up to a cost of £60 for the year.  RESOLVED For a budget of £1000 to be allocated to this project and for the Clerk to be authorised to spend up to that amount.  RESOLVED For the Clerk to enquire whether the project is applicable for CIL funding. If so for the project to be funded from CIL funds. If not for the funds to be taken from the general reserve.  RESOLVED For the Clerk to engage a graphical designer to produce a draft mock-up of route 1 to demonstrate what is achievable.			LS
2023/013	20.01.2023	Full Council	Audit	RESOLVED To approve the budget with an expenditure of £279,514	Send to RCTCBC	Completed	LS
2023/013	20.01.2023	Full Council	Audit	RESOLVED To apply a 5% increase on the Community Council tax band D rate resulting in a £3.77 per year increase and a resultant Community Council band D rate of £79.17	Send to RCTCBC	Completed	LS
2023/015	20.01.2023	Full Council	FC	RESOLVED To make available to the Voluntary Management Committee of Bryncae Community Centre the amount of £1000, to be repaid as soon as the group is able to withdraw funds from the Community Centre account.			
2023/016	20.01.2023	Full Council	FC	2023/016 Annual community ceremony. RESOLVED To agree in principle to hold a community ceremony. To form a working group to explore the details, the formation			
2023/017	20.01.2023	Full Council	FC	2023/017 Covid 19 Plaque. RESOLVED £250 to be vired from general reserves in principle for a Covid-19 plaque. Details to be determined at a future meeting.			
2023/018	20.01.2023	Full Council	FC	2023/018 Chair's chain of office and updating of Chairperson's board. RESOLVED 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.			

2023/018	20.01.2023	Full Council	FC	RESOLVED 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. Cllr Robert Lewis-Watkin left the room having declared a prejudicial interest in the following two items.		
2023/019	20.01.2023	Full Council	FC	2023/019 CIL application from Mountain Hare neighbourhood watch group. RESOLVED For the Clerk to invite Mountain Hare Neighbourhood Watch to provide an narrative with regards to the need for the grant given their bank balance. This narrative to be brought to the next meeting of the CIL Committee for consideration.		



## Crime Figures

Incidents of note for the past 30 days.

### Llanharan

**Burglary** – 0 incidents

**Damage** – 1 incident

- Park view – Damage to vehicle. No witnesses. No suspect identified. Patrol strategy in place.

**Theft** – 0 incidents

### **ASB**

- Llanharan railway station – Youths throwing blocks of ice at houses. British transport police attended.
- Clos Ewenni Fach – Neighbour dispute over domestic related issue. Officers are investigating however no offences found. Civil dispute. Suitable advice given.
- Park view – Neighbour dispute – Verbal abuse. Suitable advice given to subjects. ASB process explained. All parties spoken to. Patrol strategy in place.
- Bridgend road – Youths causing annoyance to walker. Investigation ongoing

### Brynna

**Burglary** – 0 incidents

**Damage** – 1 incident

- Meadow rise – Damage to vehicle. No suspects identified. Isolated incident. Area being monitored by patrols.

**Theft** – 1 incident

- Shoplift – Alcohol taken. CCTV stills being circulated for identification.

### **ASB**

- 3 addresses reported for smell of cannabis. Patrol strategy in place to monitor.
- Vehicle obstruction – Officers have attended. No offences found. Suitable advice given.



## Barclaycard

## List of Payments made between 01/11/2022 and 30/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2022	ALDI	CREDITCARD	197.93	PB	Pantry 041122
04/11/2022	ALDI	CREDITCARD	-24.99	PB	Pantry 041122
09/11/2022	Forest park & Garden	CREDITCARD	31.23	PB	SI-114459
11/11/2022	ALDI	CREDITCARD	242.39	PB	Pantry 11/11
23/11/2022	ASDA	CREDITCARD	276.58	LS	011022 Pantry
28/11/2022	Newport City Supplies	CREDITCARD	522.00	LP	161122
28/11/2022	The Poppy Shop	CREDITCARD	42.49	LS	12001365338
28/11/2022	ALDI	CREDITCARD	314.74	LS	Pantry 15/11
28/11/2022	ALDI	CREDITCARD	248.78	LS	Pantry 01/11
28/11/2022	Post Office Ltd	CREDITCARD	15.20	LS	1-563746
28/11/2022	ALDI	CREDITCARD	349.26	LS	Pantry 08/11
28/11/2022	Amazon	CREDITCARD	17.98	LS	GB-412398115-2022-181408
28/11/2022	ZOOM	CREDITCARD	11.99	LS	INV175225117
28/11/2022	Amazon	CREDITCARD	29.94	LS	GB2761WKWAEUI
28/11/2022	ADOBE	CREDITCARD	15.17	LS	IEN2022051616972
28/11/2022	ALDI	CREDITCARD	446.16	LS	Pantry 211022
28/11/2022	ALDI	CREDITCARD	204.33	LS	Pantry 281022
28/11/2022	Microsoft	CREDITCARD	108.00	LS	E0200KQMB7
28/11/2022	Microsoft	BACS	54.00	LS	E0200KQYUU
28/11/2022	The Works	CREDITCARD	6.00	LS	The Works
28/11/2022	Llanharan Service Station	CREDITCARD	8.50	MP	22111501020039
28/11/2022	DPD Group	CREDITCARD	9.99	LS	081174657362
<b>Total Payments</b>			<b>3,127.67</b>		

## List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/12/2022	Llanharan Service Station	CREDITCARD	18.20	PB	22120501010206
28/12/2022	Llanharan Service Station	CREDITCARD	7.50	MP	2212146654
28/12/2022	Forest park & Garden	CREDITCARD	48.00	PB	SI- 114830
28/12/2022	The Range	CREDITCARD	1.49	LP	131222
28/12/2022	ADOBE	CREDITCARD	15.17	LS	IEN2022056669533
28/12/2022	ZOOM	CREDITCARD	11.99	LS	INV179564099
28/12/2022	Microsoft	CREDITCARD	108.00	LS	E0200L4U7P
28/12/2022	Microsoft	CREDITCARD	54.00	LS	E0200L4KXX
28/12/2022	Viking Group	CREDITCARD	60.84	LP	9753118
28/12/2022	SLCC ENTERPRISES	CREDITCARD	221.00	LP	MEM242436-1
28/12/2022	IT Repairs Ltd	CREDITCARD	35.00	LP	3389
28/12/2022	ALDI	CREDITCARD	199.42	PB	181122
28/12/2022	ALDI	CREDITCARD	33.69	PB	221122
28/12/2022	ALDI	CREDITCARD	208.38	PB	291122
28/12/2022	ALDI	CREDITCARD	232.31	PB	061222
28/12/2022	ALDI	CREDITCARD	192.93	MP	161222
28/12/2022	ALDI	CREDITCARD	207.02	MP	161222
28/12/2022	ALDI	CREDITCARD	15.02	LP	241122
28/12/2022	ALDI	CREDITCARD	87.80	LP	161222
28/12/2022	ALDI	CREDITCARD	41.04	LP	161222
28/12/2022	ALDI	CREDITCARD	228.74	LS	251122
28/12/2022	ALDI	CREDITCARD	378.00	LS	021222
28/12/2022	ALDI	CREDITCARD	101.34	LS	131222
28/12/2022	ALDI	CREDITCARD	61.82	LS	141222
28/12/2022	ALDI	CREDITCARD	103.80	LS	191222
28/12/2022	ALDI	CREDITCARD	110.62	LS	191222
28/12/2022	ALDI	CREDITCARD	119.58	LS	191222
Total Payments			2,902.70		

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/01/2023	Barclaycard	PBAldi2812	404.06		PB Aldi 281222
05/01/2023	Welsh Water	BACS	70.48	CP	3026582887
09/01/2023	Barclays Bank	DIRECT	16.23		14nov12dec
09/01/2023	Tesco Mobile phones x 3	DDR	25.00	DDR	134160498868
10/01/2023	Barclaycard	PBAldi0601	277.01		PB Aldi 06.01.23
12/01/2023	LRGT	BACS	230.00	CP	161122RCT Planning
12/01/2023	Llanharan Rec Ground Trust	BACS	53.99	CP	MW-0875406
16/01/2023	Barclaycard	PB Aldi	481.79		PB Aldi 10.12.23&12.10.23
17/01/2023	ARVAL	DDR	500.58		RI0009969229
23/01/2023	HMRC NI & Tax	BACS	2,587.59	CP	PAYE
23/01/2023	MT Tarmac	BACS	7,560.00	CP	MT Tarmac
23/01/2023	Riverlea	BACS	1,261.88	CP	579127
27/01/2023	RCT Pension Payment	BACS	1,631.85	CP	LLC Remit Jan23
27/01/2023	STAFF SALARIES	BACS	5,105.18	CP	Jan 23 salaries
27/01/2023	Barclaycard	Jan 23	644.63		Jan23BCard
30/01/2023	Barclaycard	PB Aldi	146.93		PB Aldi 20.1.23
30/01/2023	Barclaycard	PBAldi2001	136.01		PB Aldi 20.01.23
Total Payments			21,133.21		

Time: 14:29

## Bank Reconciliation up to 31/01/2023 for Cashbook No 1 - Current and Premium Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/01/2023	Allotment		78.00	78.00		R <input type="checkbox"/>	Receipt(s) Banked
03/01/2023	Allotment		26.00	26.00		R <input type="checkbox"/>	Receipt(s) Banked
05/01/2023	PBAldi2812	404.06		404.06		R <input type="checkbox"/>	Barclaycard
05/01/2023	BACS	70.48		70.48		R <input type="checkbox"/>	Welsh Water
09/01/2023	DIRECT	16.23		16.23		R <input type="checkbox"/>	Barclays Bank
09/01/2023	DDR	25.00		25.00		R <input type="checkbox"/>	Tesco Mobile phones x 3
09/01/2023	Loyalty		2.47	2.47		R <input type="checkbox"/>	Receipt(s) Banked
10/01/2023	PBAldi0601	277.01		277.01		R <input type="checkbox"/>	Barclaycard
10/01/2023	Pantry		198.30	198.30		R <input type="checkbox"/>	Receipt(s) Banked
11/01/2023	BCFootpath		500.00	500.00		R <input type="checkbox"/>	Receipt(s) Banked
12/01/2023	BACS	230.00		230.00		R <input type="checkbox"/>	LRGT
12/01/2023	BACS	53.99		53.99		R <input type="checkbox"/>	Llanharan Rec Ground Trust
16/01/2023	PB Aldi	481.79		481.79		R <input type="checkbox"/>	Barclaycard
17/01/2023	DDR	500.58		500.58		R <input type="checkbox"/>	ARVAL
18/01/2023	Pantry		195.01	195.01		R <input type="checkbox"/>	Receipt(s) Banked
23/01/2023	BACS	2,587.59		2,587.59		R <input type="checkbox"/>	HMRC NI & Tax
23/01/2023	BACS	7,560.00		7,560.00		R <input type="checkbox"/>	MT Tarmac
23/01/2023	BACS	1,261.88		1,261.88		R <input type="checkbox"/>	Riverlea
25/01/2023	Pantry		144.90	144.90		R <input type="checkbox"/>	Receipt(s) Banked
27/01/2023	BACS	1,631.85		1,631.85		R <input type="checkbox"/>	RCT Pension Payment
27/01/2023	BACS	5,105.18		5,105.18		R <input type="checkbox"/>	STAFF SALARIES
27/01/2023	Jan 23	644.63		644.63		R <input type="checkbox"/>	Barclaycard
30/01/2023	PB Aldi	146.93		146.93		R <input type="checkbox"/>	Barclaycard
30/01/2023	PBAldi2001	136.01		136.01		R <input type="checkbox"/>	Barclaycard
30/01/2023	A.Tan		26.00	26.00		R <input type="checkbox"/>	Receipt(s) Banked
31/01/2023	Allotment		26.00	26.00		R <input type="checkbox"/>	Receipt(s) Banked
31/01/2023	Allotment		55.00	55.00		R <input type="checkbox"/>	Receipt(s) Banked
31/01/2023	HMRC VAT		2,417.42	2,417.42		R <input type="checkbox"/>	Receipt(s) Banked
31/01/2023	Allot23		181.20	181.20		R <input type="checkbox"/>	Receipt(s) Banked
		<u>21,133.21</u>	<u>3,850.30</u>				



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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current A/c	31/01/2023		500.00
Businesss Premium A/c	31/01/2023		147,681.06
			<u>148,181.06</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			148,181.06
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			148,181.06
		Balance per Cash Book is :-	148,181.06
		Difference is :-	0.00

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	243,094	243,094	0			100.0%	
1090 PSDF Re-invested dividend	5,536	80	(5,456)			6920.1%	
1100 Agency Income	(1,330)	1,330	2,660			(100.0%)	
1900 Employment Allowance Income	0	4,000	4,000			0.0%	
1990 Other Income	1,826	150	(1,676)			1217.1%	
Income :- Income	<u>249,126</u>	<u>248,654</u>	<u>(472)</u>			100.2%	<u>0</u>
Net Income	<u>249,126</u>	<u>248,654</u>	<u>(472)</u>				
<u>200 Administration</u>							
4000 Staff Salaries & Wages (Net)	50,870	56,092	5,222		5,222	90.7%	
4005 Employer & Employee Pension	15,908	20,173	4,265		4,265	78.9%	
4010 Employer & Employee NI & Tax	5,348	19,307	13,959		13,959	27.7%	
4055 Mileage & Subsistence	141	100	(41)		(41)	141.4%	
4057 HR Expenditure	313	0	(313)		(313)	0.0%	
4060 Council Tax	2,247	2,400	153		153	93.6%	
4065 Office Rent	3,600	3,500	(100)		(100)	102.9%	
4070 IT Costs (Office 365)Web Site	3,647	7,246	3,599		3,599	50.3%	
4075 Telephone & Broadband	857	1,400	543		543	61.2%	
4080 Electric ( office)	676	3,500	2,824		2,824	19.3%	
4085 Water Rates (for Office)	135	350	215		215	38.5%	
4090 Stationery and postage	239	330	91		91	72.5%	
4095 Cleaning Materials	(6)	123	129		129	(4.9%)	
4100 Cleaning Contract	768	1,160	392		392	66.2%	
4105 Office Cap ExpChain of Office	281	0	(281)		(281)	0.0%	
4110 Office Maintenance	638	500	(138)		(138)	127.6%	
4115 Professional and Legal Fees	4,046	3,500	(546)		(546)	115.6%	435
4116 Land Registry Fees	33	60	27		27	55.0%	
4120 Internal Audit Fees	0	475	475		475	0.0%	
4125 External Audit Fees	(1,458)	1,000	2,458		2,458	(145.8%)	
4130 Subscriptions and Memberships	1,589	2,000	411		411	79.4%	
4135 Bank Charges	156	150	(6)		(6)	103.7%	
4140 Storage Space Rental	780	180	(600)		(600)	433.3%	
Administration :- Indirect Expenditure	<u>90,807</u>	<u>123,546</u>	<u>32,739</u>	<u>0</u>	<u>32,739</u>	<u>73.5%</u>	<u>435</u>
Net Expenditure	<u>(90,807)</u>	<u>(123,546)</u>	<u>(32,739)</u>				
6000 plus Transfer from EMR	435						
Movement to/(from) Gen Reserve	<u>(90,372)</u>						

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Insurances</u>							
4200 General Insurance	4,277	4,000	(277)		(277)	106.9%	
4205 Vehicle Insurance	3,102	1,750	(1,352)		(1,352)	177.2%	
4210 Office Insurance	82	87	5		5	94.2%	
Insurances :- Indirect Expenditure	<u>7,460</u>	<u>5,837</u>	<u>(1,623)</u>	<u>0</u>	<u>(1,623)</u>	<u>127.8%</u>	<u>0</u>
Net Expenditure	<u>(7,460)</u>	<u>(5,837)</u>	<u>1,623</u>				
<u>240 Staff &amp; Member Training</u>							
4300 Members Training	70	525	455		455	13.3%	
4305 Staff Training	0	1,050	1,050		1,050	0.0%	
Staff & Member Training :- Indirect Expenditure	<u>70</u>	<u>1,575</u>	<u>1,505</u>	<u>0</u>	<u>1,505</u>	<u>4.4%</u>	<u>0</u>
Net Expenditure	<u>(70)</u>	<u>(1,575)</u>	<u>(1,505)</u>				
<u>260 Member's Allowances</u>							
4350 Chair	1,500	1,500	0		0	100.0%	
4355 Special Responsibility	500	500	0		0	100.0%	
4360 Member Allowances	1,950	2,100	150		150	92.9%	
Member's Allowances :- Indirect Expenditure	<u>3,950</u>	<u>4,100</u>	<u>150</u>	<u>0</u>	<u>150</u>	<u>96.3%</u>	<u>0</u>
Net Expenditure	<u>(3,950)</u>	<u>(4,100)</u>	<u>(150)</u>				
<u>300 Plant &amp; Equipment</u>							
4400 Plant Purchase / Lease	6,458	7,000	542		542	92.3%	
4405 Bowser Maintenance	0	400	400		400	0.0%	
4410 Green Mower Maintenance	101	0	(101)		(101)	0.0%	
4415 Red Tractor Maintenance	2,407	1,000	(1,407)		(1,407)	240.7%	
4420 Portable & Hand Tools Purchase	39	250	211		211	15.7%	
4425 Portable & Hand Tool Maint	420	400	(20)		(20)	105.0%	
4430 PPE - New & Replacement	35	275	240		240	12.8%	
4435 Plant & Equipment Fuel	2,456	2,500	44		44	98.2%	
Plant & Equipment :- Indirect Expenditure	<u>11,917</u>	<u>11,825</u>	<u>(92)</u>	<u>0</u>	<u>(92)</u>	<u>100.8%</u>	<u>0</u>
Net Expenditure	<u>(11,917)</u>	<u>(11,825)</u>	<u>92</u>				
<u>400 Street Furnishings</u>							
4500 Hanging Baskets	7,844	7,500	(344)		(344)	104.6%	
4505 Christmas Lights and Trees	2,428	26,000	23,572		23,572	9.3%	
4510 Public Clocks - Maintenance	400	425	25		25	94.1%	

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4515 Notice Boards - Maintenance	0	100	100		100	0.0%	
4520 Bus shelter - Maintenance	0	100	100		100	0.0%	
4525 Planters - Maintenance	0	100	100		100	0.0%	
4530 Benches & Tables Maintenance	0	100	100		100	0.0%	
Street Furnishings :- Indirect Expenditure	10,672	34,325	23,653	0	23,653	31.1%	0
Net Expenditure	(10,672)	(34,325)	(23,653)				
<u>500 Community Functions</u>							
4600 Christmas Dinners	4,729	5,500	771		771	86.0%	
4605 Soup and Carols	0	250	250		250	0.0%	
4610 Firework Display	7,981	7,425	(556)		(556)	107.5%	
4615 Multi Cultural Carnival	5,416	2,500	(2,916)		(2,916)	216.6%	
4620 General Sponsorship	50	1,000	950		950	5.0%	
Community Functions :- Indirect Expenditure	18,176	16,675	(1,501)	0	(1,501)	109.0%	0
Net Expenditure	(18,176)	(16,675)	1,501				
<u>550 Grants</u>							
4700 General Grants	5,458	12,500	7,042		7,042	43.7%	
4710 LCDP - SLA	25,000	25,000	0		0	100.0%	
4715 Wild Life Trust - Brynna Woods	0	10,000	10,000	5,000	5,000	50.0%	
4720 Food Bank	4,123	3,500	(623)		(623)	117.8%	
Grants :- Indirect Expenditure	34,581	51,000	16,419	5,000	11,419	77.6%	0
Net Expenditure	(34,581)	(51,000)	(16,419)				
<u>600 Outdoor Spaces</u>							
4800 Rights of Way	81	1,330	1,249		1,249	6.1%	
4805 Skateboard Park - Maintenance	0	100	100		100	0.0%	
4810 Play & O/Spaces Maintenance	130	100	(30)		(30)	130.0%	
4815 General Repair Consumables	0	250	250		250	0.0%	
Outdoor Spaces :- Indirect Expenditure	211	1,780	1,569	0	1,569	11.8%	0
Net Expenditure	(211)	(1,780)	(1,569)				
<u>620 War Memorials</u>							
4850 Maintenance Contract	3,659	0	(3,659)		(3,659)	0.0%	
4855 Other Maintenance	19	100	81		81	19.2%	
War Memorials :- Indirect Expenditure	3,678	100	(3,578)	0	(3,578)	3678.3%	0
Net Expenditure	(3,678)	(100)	3,578				

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>630 Llanharan Pantry</u>							
1991 Llanharan Pantry	18,280	0	(18,280)			0.0%	18,280
	<u>18,280</u>	<u>0</u>	<u>(18,280)</u>				<u>18,280</u>
Llanharan Pantry :- Income							
4730 Llanharan Pantry Expenses	12,497	0	(12,497)		(12,497)	0.0%	12,456
	<u>12,497</u>	<u>0</u>	<u>(12,497)</u>	<u>0</u>	<u>(12,497)</u>		<u>12,456</u>
Llanharan Pantry :- Indirect Expenditure							
Net Income over Expenditure	<u>5,783</u>	<u>0</u>	<u>(5,783)</u>				
6000 plus Transfer from EMR	12,456						
6001 less Transfer to EMR	18,280						
Movement to/(from) Gen Reserve	<u>(40)</u>						
<u>700 Allotments</u>							
1200 Allotment Income	667	2,500	1,833			26.7%	
	<u>667</u>	<u>2,500</u>	<u>1,833</u>				<u>0</u>
Allotments :- Income							
4900 Allotment Lease Costs	17	22	5		5	77.3%	
4901 Allotment Maintenance	255	100	(155)		(155)	255.0%	
4905 Allotment Water	316	350	34		34	90.2%	
	<u>588</u>	<u>472</u>	<u>(116)</u>	<u>0</u>	<u>(116)</u>	<u>124.5%</u>	<u>0</u>
Allotments :- Indirect Expenditure							
Net Income over Expenditure	<u>79</u>	<u>2,028</u>	<u>1,949</u>				
<u>750 Community Infrastructure Levy</u>							
1300 Community Infrastructure Levy	440,034	0	(440,034)			0.0%	440,034
	<u>440,034</u>	<u>0</u>	<u>(440,034)</u>				<u>440,034</u>
Community Infrastructure Levy :- Income							
4951 CIL Footpaths	6,300	0	(6,300)		(6,300)	0.0%	6,300
4953 CIL Bus Shelter/Bike Racks	1,470	0	(1,470)		(1,470)	0.0%	1,470
4955 CIL Project 1 Memorial Garden	4,740	0	(4,740)		(4,740)	0.0%	4,740
4958 CIL Grants	11,648	0	(11,648)		(11,648)	0.0%	11,648
4959 CIL Defibrillator	7,585	0	(7,585)		(7,585)	0.0%	7,585
4960 CIL British Legion	14,850	0	(14,850)		(14,850)	0.0%	14,850
4961 CIL Brynna Woods Wood ArtWorks	3,000	0	(3,000)		(3,000)	0.0%	3,000
	<u>49,593</u>	<u>0</u>	<u>(49,593)</u>	<u>0</u>	<u>(49,593)</u>		<u>49,593</u>
Community Infrastructure Levy :- Indirect Expenditure							
Net Income over Expenditure	<u>390,441</u>	<u>0</u>	<u>(390,441)</u>				
6000 plus Transfer from EMR	49,593						
6001 less Transfer to EMR	440,034						
Movement to/(from) Gen Reserve	<u>0</u>						

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	708,107	251,154	(456,953)			281.9%	
Expenditure	244,199	251,235	7,036	5,000	2,036	99.2%	
Net Income over Expenditure	<u>463,908</u>	<u>(81)</u>	<u>(463,989)</u>				
plus Transfer from EMR	62,484						
less Transfer to EMR	458,314						
Movement to/(from) Gen Reserve	<u>68,078</u>						

## Appendix 7

### Correspondence received

Hi Leigh

Someone kindly posted this, the bible as to why we will not get the bypass. We are at the bottom in page 294.

The deed is done, please will you ask the Community Council how we are able to now spend CIL money to ease the difficulties that will be created without the bypass. A more specific question for the public consultation maybe.

My suggestions - better active travel routes, more parking at the station so that residents can get their children to school then use public transport to get to work.

It's going to be a long haul.

Regards

Neil

**Officer's note: The Clerk forwarded the document referred to by the member of the public on 15th Feb 2023.**

## Appendix 9

### **Resolutions and Recommendations of the Community Infrastructure Levy (CIL) Committee held 31st January 2023**

#### **CIL2022/054 Mountain Hare Neighbourhood watch CIL application and narrative regarding funds held**

##### ***RESOLVED***

That the item is deferred until the next meeting of the CIL Committee and to for the clerk to request further clarification from the applicant regarding facial recognition capabilities of the system.

#### **CIL2022/055 CIL Application from Brynna Football Club**

##### ***RESOLVED***

To defer this item to a future meeting as no CIL application has been received.

#### **CIL2022/056 Revised CIL application from LCDP**

##### ***RECOMMENDED***

That the Clerk contact LCDP and request they provide a fresh application in line with the quotation setting out all aspects of the project.

This application to include evidence of whether planning permission is required.

##### ***RECOMMENDED***

The Clerk to investigate options for applying charges to property in relation to significant CIL grants.



**CIL2022/057 CIL project to refurbish the red telephone box in the square**

***RECOMMENDED***

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.

**CIL2022/058 Bridge over river Ewenny**

***RECOMMENDED***

That £150,000 be added to the CIL123 list and Active project list for a bridge over the river Ewenny in Brynna Woods.

***RECOMMENDED***

The Clerk to make enquiries with RCTCBC planning, NRW and other agencies regarding the construction of the bridge.

**CIL2022/059 Capital funding for Bryncae Community Centre'**

***RECOMMENDED***

That £100,000 be added to the CIL123 list for capital spend on Bryncae Community Centre.

**CIL2022/060 Method of public consultation**

***RESOLVED***

The Clerk to proceed with the consultation to run for the month of March. The method of engagement to be as per the paper presented. CIL lists to be published prominently on website prior to engagement commencing. Cllr Evans to assist.

## **Appendix 10**

### **Response from Mountain Hare neighbourhood watch regarding CIL application.**

#### **The CIL Committee in reconsidering the Mountain Hare CIL grant application recommended the following:**

*CIL2022/054 Mountain Hare Neighbourhood watch CIL application and narrative regarding funds held*

#### **RESOLVED**

*That the item is deferred until the next meeting of the CIL Committee and to allow the clerk to request further clarification from the applicant regarding facial recognition capabilities of the system.*

#### **The Chair of the Council and Chair of the CIL Committee have given consent for the matter to be considered by full council.**

### **Response received from Mountain Hare Neighbourhood watch.**

Regarding concerns over the facial recognition technology aspect of the cameras that we propose to replace for the Mountain Hare neighbourhood watch.

We are replacing our faulty cameras like for like. If we are unsuccessful with our grant request, we will still have to replace these cameras as they failed unexpectedly, but will have to delay the planned rolling maintenance of the other cameras.

We do not, indeed cannot use facial recognition technology in any way. Nor do we have plans to do so.

In order to use facial recognition technology, we would need access to an enormous and powerful database of information, therefore even if we wanted to use this kind of technology it is far beyond the reach of a small local neighbourhood watch group such as ourselves.

No members of the public are allowed access to our footage and the DVR recorder is stored in a location that is kept adequately secure and importantly, secret. I assure the Council that we take our security and data protection responsibilities very seriously.

We only provide footage to South Wales police upon request.

I hope this helps to alleviate councillors concerns regarding our grant request.

Regards

**From:** [Roger Turner](#)  
**To:** [The Clerk / Project Officer](#)  
**Subject:** FW: CIL Application  
**Date:** 24 January 2023 12:52:26

---

Dear Leigh,

I trust the information below will be acceptable to present to the CIL committee next Tuesday.

Regards,

Roger

Sent from [Mail](#) for Windows

Mountain Hare Neighbourhood Watch

The Watch was established 22 years ago in 2001.

Initially the Watch's annual subscription for members was £1 but in recent years that has increased to £5 with the introduction of CCTV within the community.

At present the Watch has 6 cameras 2 of which are ANPR vehicle identification ones situated on the main road to the East and West of the village. The other 4 cameras are situated on the junctions in the estate serving Redroofs Close and Manor Park.

There is no doubt that since the introduction of the cameras reported crime in the area has reduced significantly. In fact at the Agm of the Watch in November 2022 the chairman reported that no crimes at all had been reported to the police during the year for the area .

Additionally, the Watch has been able to provide camera evidence to the Police when requested which on a number of occasions has resulted in successful prosecutions for crimes which have occurred outside the Watch's area.

Furthermore, there were successful outcomes to 2 hit and run motor incidents last year which wouldn't have been possible without the camera evidence.

On top of all this a person was issued with a fixed penalty fine of £400 for fly tipping in Red Roofs Close following camera evidence provided to RCT Council's enforcement team.

Apart from the above the Watch organises community events throughout the year which include quiz nights, harvest thanksgiving evening, party in the park, Christmas lights competition and Halloween pumpkin competition. I mention this because it not only brings the community together but it provides an opportunity for the Watch to raise funds through raffles ect.

Fund raising is important as it allows the committee to plan ahead with equipment upgrades.

The Watch's plan is to install a further camera on the main road and to upgrade 2 of the cameras on the estate to Panu cameras which will scan 180% and give better coverage.

The Watch's plan is to raise enough funds by 2024 for the upgrades to take place. [Hence the reason for the £2900 balance on the bank statement]

However, the Watch was not expecting the 2 ANPR cameras to go faulty in December.

The cost of replacing these cameras ie £1524 is the amount the Watch is asking the Community Council to consider funding through its CIL fund as this will allow the upgrades, mentioned above to go ahead as planned in 2024

Its worth reminding councillors that the Mountain Hare Neighbourhood Watch has its own cctv policy and is registered with the Information Commissioner's Office under which the Watch complies with the relevant codes and practices.

A copy of the Watch's cctv policy has been sent to the Clerk should anyone want to see it.

Your consideration to the Watch's application for funding from the CIL fund would be very much appreciated





**Llanharan Community Council – CIL application form for Community Groups**

*Note: This form is intended for the use of Community Groups and Organisations for projects in excess of £1000*

<b>SECTION A: ABOUT YOU</b>	
<b>Name of Organisation:</b>  (Please note that if you are successful, payment will be made to a bank account registered in this name).	Mountain Hare Neighbourhood Watch
<b>Legal Status of the Organisation:</b> (i.e. limited company, Trust, Charitable Incorporated Organisation, CASC etc...)	<i>Community ORGANISATION.</i>
<b>Registered Charity Number</b> (if applicable)	N/A
<b>Name of Main Contact:</b>  (All correspondence will be addressed to this person)	David O'Sullivan
<b>Full Postal Address of Applicant:</b>	11, Redroofs Close, Pencoed Bridgend CF35 6PH
<b>Contact Telephone Number:</b>	Daytime: 07905932127  Mobile: 07905932127



<b>Main Contact Email Address:</b>	dave_osullivan@hotmail.com
------------------------------------	----------------------------

**Has the organisation received Grant Aid or CIL funding from Llanharan Community Council in the past 3 years?**

**If the answer is yes, please complete the box below: Nil**

Date and type of funding (Grant/CIL)	Amount
	£
	£
	£
	£

**Please provide a brief description of the main aims and activities of the organisation applying for CIL funding.**

Local neighborhood Watch scheme , to assist with community safety, and assist South Wales Police for local crimes.





How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council area?

90% of all households are members of the Neighborhood Watch Scheme - 140 ~~people~~ IN TOTAL

Are you a not for profit organisation? (Note: This is a legal term)

Yes

No

How long has the organisation been established?

22 Years

**SECTION B: FOR WHAT PURPOSE ARE YOU APPLYING FOR CIL FUNDING?**

Please provide a brief description of the project you intend to use CIL funding for?

To replace two ANPR cameras , situated on the main road (East and West)

The existing cameras have been installed for 8 Years and have both developed faults and are beyond economical repair





How will the project tangibly benefit the Community?

The cameras have a positive effect on the reduction of crime in the community and beyond.

They have been instrumental in assisting South Wales in solving crimes that occur outside the NW area. An example of which was the theft of Cycles in 2021, where a large number of cycles were recovered with the help of the vehicle identification cameras within the area.

Please provide the dates you intend to start and finish the project.

Start Date: 20th Jan 2023

Completion Date: 31st Jan 2023

**SECTION C: How much CIL funding is being applied for?**

What is the total cost of the project for which CIL funding is required?  
£1270.60 +VAT

What is the amount of CIL Funding the organisation would like to apply for? £1524.00



What other sources of funding have been approached, or are available for the project?

None

**Supply the following information dependant on grant applied for.**

- Organisation/Group constitution or rules
- Income and expenditure account/balance sheet
- Last bank statement
- Constitution or rules
- VAT registration
- Is the organisation profit making?
- Latest audited/ratified accounts and balance sheet.
- Provide quotations for items the CIL funding will be used for.

**Section D: Sustainability**

Will the project/activity continue after this funding has ended?

YES/~~NO~~ (delete as applicable)

Yes the Neighborhood Watch will continue

If yes, provide details.

The NW was established in 2001, and is very successful. We see no reason why we would not continue as our membership is increasing annually and is treasured by the community.

Throughout the Year the NW arranges community events to bring the community together.





### Section E: Payment Details

If your application is successful, payment will be made using the details below.

**Account Name** *(Use name of the organisation applying as in Section A)*

Mountain Hare Neighbourhood Watch

**Account Number**

56469284

**Sort Code**

60-16-48



**SECTION F: Completing the application**

Your Signature – This must be the signature of the main contact named in Section A

**Declaration:**

- i. I certify that the information contained in this application is correct.
- ii. If the information changes in any way I will inform Llanharan Community Council.

Signed:

A handwritten signature in black ink, appearing to be 'D. G. Smith'.

Date:

6-1-2023.

**Please note that this form requires two signatures:**

Second Signature:

A handwritten signature in blue ink, appearing to be 'R. K. Sumner'.

Position held in organisation:

CHAIRMAN

Signed:

A handwritten signature in blue ink, appearing to be 'R. K. Sumner'.

Date:

6-1-2023

**Completed application forms should be returned to:**

Project Officer

Llanharan Community Council



## MOUNTAIN HARE NEIGHBOURHOOD WATCH GROUP CONSTITUTION.

### 1. NAME

The name of the association shall be **MOUNTAIN HARE NEIGHBOURHOOD WATCH.**

### 2. AIM

The aim of the watch shall be to reduce the level of crime in the area by:-

- a) To reduce the fear of crime by being visibly active e.g. curtain twitching and street patrols etc.
- b) Encourage householders to stay alert and report anything suspicious to the police.
- c) Make people aware of the need to prevent crime occurring in the first place.
- d) Encourage people to become street representatives for their own particular street in the area.
- e) Furthering the aim of the Taff Ely Neighbourhood Watch Association.

### 3. MEMBERS

All members in Mountain Hare will become members upon payment to their street representatives at the annual street collection. The cost of this is £1.00. If there is insufficient funds, a residents meeting will be held to discuss this further.

### 4. MEETINGS

Quarterly meetings will be held for all committee members and co-ordinators at the Mountain Hare Public house on the last Wednesday every third month. A special general meeting may be called at any one time at the request of or by the street representatives. The quorum for any meeting shall be 4 members.

### 5. COMMITTEE

The committee shall consist of :-

- a) 4 officers i.e. Chairman, Secretary, Treasurer, and vice chairman.
- b) A street representative may be co-opted on if required by the committee.



## 6. ELECTIONS

The officers/committee members shall be elected for a term of office for 1 year at the A.G.M.. In the event of a death or resignation of an elected member, a street representative appointed by the committee shall fill the vacancy.

## 7. FINANCE

The treasurer shall keep proper accounts of the finances of the watch. At each meeting (if requested) the treasurer shall present a statement of the accounts to the committee.

### 7.1 CHEQUES

Two officers, one of whom will be the treasurer shall sign all cheques.

### 7.2 ACCOUNTS

At the end of the financial year, the treasurer shall prepare a report ready to be submitted to members at the A.G.M.

### 7.3 FUNDS

The funds of the watch shall only be used for the purposes of the watch, and no payment shall be made to any member except:-

- a) As payment of expenses properly incurred on behalf of the watch.
- b) For committee members estimates of telephone calls etc.

## 8. DISSOLUTION

If members decide to end the watch, any funds or equivalent remaining after all debts have been paid shall be donated to the Taff Ely Neighbourhood Watch Association. If there is no A.G.M. for 2 successive years and no member of the committee makes the necessary apology for this, then the watch will be deemed to have been terminated.

*R. K. Lunn* CHAIRMAN  
*A. P. Lunn* SECRETARY  
T. Nealon Committee Member

1/11/17

# Mountain Hare Neighbourhood Watch CCTV policy

## Policy summary

The Mountain Hare Neighbourhood Watch has in place a Closed-Circuit Television (CCTV) surveillance system. This policy details the purpose, use and management of the CCTV system and details the procedures to be followed in order to ensure that the Mountain Hare Neighbourhood Watch complies with relevant legislation and Codes of Practice where necessary.

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## Introduction

1. The Mountain Hare Neighbourhood Watch uses closed circuit television (CCTV) images for the prevention, identification and reduction of crime and to monitor the area in order to provide a safe and secure environment for the general public and to prevent the loss of or damage to residents' property.
2. The CCTV system is owned by the Members of the MHNW, with the Chairperson residing at 10, Redroofs Close, Pencoed and managed by the Mountain Hare Neighbourhood Watch and/or its appointed agents. The Mountain Hare Neighbourhood Watch is the system operator, and data controller, for the images produced by the CCTV system, and is registered with the Information Commissioner's Office, Registration number C1050643.
3. The CCTV system is operational and is capable of being monitored for 24 hours a day, every day of the year.

## Purpose

4. This Policy governs the installation and operation of all CCTV cameras at the Mountain Hare Neighbourhood Watch
5. CCTV surveillance is used to monitor and collect visual images for the purposes of:
  - protecting the buildings and assets.
  - reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
  - supporting the Police in a bid to deter and detect crime;
  - assisting in identifying, apprehending and prosecuting offenders.

## Scope

6. This policy applies only to the Mountain Hare Neighbourhood Watch.
7. This policy is applicable to and must be followed by all members of the Mountain Hare Neighbourhood Watch committee.
8. Any committee members involved in the operation of the CCTV System will be made aware of this policy and will only be authorised to use the CCTV System in a way that is consistent with the purposes and procedures contained therein.
9. All systems users with responsibility for accessing, recording, disclosing or otherwise processing CCTV images will have relevant skills and training on the operational, technical and privacy considerations and fully understand the policies and procedures.

## Definitions

**CCTV** – closed circuit television camera. A TV system in which signals are not publicly distributed but are monitored, primarily for surveillance and security purposes and where access to their content is limited by design only to those able to see it.

Covert surveillance - observation, and/or recording, carried out without the subject's knowledge, and may be done using camera's or devices that are not visible to the subject.

Data controller - the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of CCTV images.

Data Protection Act 2018 (DPA) - UK data protection framework, regulating the processing of information relating to individuals.

Facial/ automated recognition - the use of camera technology to identify individuals' faces and to make automated matches.

General Data Protection Regulations 2016 (GDPR) - European Union data protection framework, regulating the processing of information relating to individuals.

ICO CCTV Code of Practice 2017 - recommendations on how the legal requirements of the Data Protection Act 1998 can be met when using CCTV, issued by the Information Commissioner's Office. The guidance will be updated to comply with current legislation.

Security Industry Authority (SIA) - the organisation responsible for regulating the private security industry in the UK, under which private use of CCTV is licensed. It is an independent body reporting to the Home Secretary, under the terms of the [Private Security Industry Act 2001](#).

Surveillance Camera Code of Practice 2013 - statutory guidance on the appropriate and effective use of surveillance camera systems issued by the Government in accordance with Section 30 (1) (a) of the Protection of Freedoms Act 2012.

System Operator - person or persons that take a decision to deploy a surveillance system, and/or are responsible for defining its purpose, and/or are responsible for the control of the use or the processing of images or other information obtained by virtue of such system.

System User - person or persons who may be employed or contracted by the system operator who have access to live or recorded images or other information obtained by virtue of such a system.

## Policy

### Policy statement

10. The Mountain Hare Neighbourhood Watch will operate its CCTV system in a manner that is consistent with respect for the individual's privacy.
11. The Mountain Hare Neighbourhood Watch complies with Information Commissioner's Office (ICO) CCTV Code of Practice 2017 to ensure CCTV is used responsibly and safeguards both trust and confidence in its continued use.
12. The CCTV system will be used to observe the areas under surveillance in order to identify incidents requiring a response. Any response should be proportionate to the incident being witnessed.
13. The use of the CCTV system will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies for other purposes is prohibited by this policy.
14. Cameras will be sited so they only capture images relevant to the purposes for which they are installed. In addition, equipment must be carefully positioned to:



- cover the specific area to be monitored only;
- keep privacy intrusion to a minimum;
- ensure that recordings are fit for purpose and not in any way obstructed (e.g. by foliage);
- minimise risk of damage or theft.

### Location and signage

15. Cameras are sited to ensure that they cover the Mountain Hare Neighbourhood Watch Scheme area as far as is possible. Cameras are installed throughout the site including Brynna Road (two ANPR Cameras) and cameras at the junctions of Redroofs Close, and Manor Park . There are at present (29/10/2021) 6 Cameras in use.
16. The location of equipment is carefully considered to ensure that images captured comply with data protection requirements. Every effort is made to position cameras so that their coverage is restricted to the roads and junctions.
17. Signs are placed at all pedestrian and vehicular entrances in order to members of the public that CCTV is in operation.
18. The signage indicates that monitoring and recording is taking place, for what purposes, the hours of operation, who the system owner is and where complaints/questions about the systems should be directed.
19. Signage templates are included in Appendix 1.

### Monitoring and recording

20. Cameras are monitored in a secure private office, who can respond to incidents or requests for details via the watch Chairperson.
21. Images are recorded on secure servers and are viewable by the Watch Treasurer. Additional staff may be authorised by the Chairperson to monitor cameras if requested.
22. Recorded material will be stored in a way that maintains the integrity of the image and information to ensure that metadata (e.g. time, date and location) is recorded reliably, and compression of data does not reduce its quality.
23. The cameras installed provide images that are of suitable quality for the specified purposes for which they are installed, and all cameras are checked daily to ensure that the images remain fit for purpose and that the date and time stamp recorded on the images is accurate.
24. All images recorded by the CCTV System remain the property and copyright of the Mountain Hare Neighbourhood Watch

### Covert surveillance

25. Covert surveillance is the use of hidden camera's or equipment to observe and/or record the activities of a subject which is carried out without their knowledge.
26. The Mountain Hare Neighbourhood Watch will not engage in covert surveillance.

## Facial Recognition

36. Where cameras are used to identify people's faces, Mountain Hare Neighbourhood Watch will ensure that we use high quality cameras to make sure we are capturing the individual accurately enough to fulfil the intended purpose.
37. Any use of such automated technologies must involve some level of human interaction and should not be done on a purely automated basis.

## Live Streaming

38. CCTV is not suitable for live streaming of services, as it is intended solely for safety and security purposes.

## Data Protection

40. In its administration of its CCTV system, the MHNW complies with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018'.

### **Data Protection Impact Assessments**

41. The CCTV system is subject to a Data Protection Impact Assessment. Any proposed new CCTV installation is subject to a Data Protection Impact Assessment identifying risks related to the installation and ensuring full compliance with data protection legislation. This will include consultation with relevant internal and external stakeholders.

### **Applications for disclosure of images**

42. Requests by individual data subjects for images relating to themselves via a Subject Access Request should be submitted to MHNW Chairperson together with proof of identification.
43. In order to locate the images on the system sufficient detail must be provided by the data subject in order to allow the relevant images to be located and the data subject to be identified.
44. In limited circumstances it may be appropriate to disclose images to a third party, such as when a disclosure is required by law, in relation to the prevention or detection of crime or in other circumstances where an exemption applies under relevant legislation.
45. Such disclosures will be made at the discretion of MHNW Chairperson with reference to relevant legislation and where necessary, following advice from our legal advisor etc.
46. Before disclosing any footage, consideration should be given to whether images of third parties should be obscured to prevent unnecessary disclosure.
47. Where information is disclosed, the disclosing officer must ensure information is transferred securely.
48. Surveillance recordings must not be further copied, distributed, modified, reproduced, transmitted or published for any other purpose.

## Retention of images

49. Unless required for evidentiary purposes, the investigation of an offence or as required by law, CCTV images will be retained for no longer than 31 calendar days from the date of recording. Images will be automatically overwritten or destroyed after this time.



50. Where an image is required to be held in excess of the retention period the data controller will be responsible for authorising such a request, and recordings will be protected against loss or held separately from the surveillance system and will be retained for 6 months following date of last action and then disposed of as per above
51. Images held in excess of their retention period will be reviewed on a three-monthly basis and any not required for evidentiary purposes will be deleted.
52. Access to retained CCTV images is restricted to the Data Controller and other persons as required and as authorised by the Chairperson of the watch.

### Complaints Procedure

53. Complaints concerning the Mountain Hare Neighbourhood Watch use of its CCTV system or the disclosure of CCTV images should be made to the Chairperson of the MHNW. (10, Redroofs Close, Brynna)
54. When requested, anonymised information concerning complaints will be provided to the Surveillance Commissioner.

### Review Procedure

55. There will be an annual review of the use of the CCTV system to ensure it remains necessary, proportionate and effective in meeting the stated purposes.
56. As part of the review of the Mountain Hare Neighbourhood Watch will assess:
  - whether the location of cameras remains justified in meeting the stated purpose and whether there is a case for removal or relocation;
  - the monitoring operation, e.g. if 24 hour monitoring in all camera locations is necessary or whether there is a case for reducing monitoring hours;
  - whether there are alternative and less intrusive methods for achieve the stated purposes.

### Responsibilities

57. The Mountain Hare Neighbourhood Watch is responsible for the overall management and operation of the CCTV system, including activities relating to installations, recording, reviewing, monitoring and ensuring compliance with this policy.
58. The Mountain Hare Neighbourhood Watch is responsible for ensuring that adequate signage is erected in compliance with the ICO CCTV Code of Practice.
59. The Data Protection Officer is responsible for authorising the disclosure of images to data subjects and third parties and for maintaining the disclosure log.

### Approval and review

Approved by	
Policy owner	David OSullivan
Policy author	David OSullivan – Data Controller of Mountain Hare Neighbourhood Watch Scheme.
Date	29/10/2021
Review date	

### Revision history

Version no.	Revision date	Previous revision date	Summary of changes
1.0			MHNLW CCTV Policy Template



Neighbourhoodwatch accounts

Date	Current Account				
31-Dec	Subs	5	1710.49		
08/02/2020	cheque 100071	180	1890.49		
20-Feb	Subs	5	1895.49		
29-Jun	Credit 100118	20	1915.49		
09-Jul	Subs	5	1920.49	Subs	260
10-Jul	Subs	5	1925.49	Funding for camera	1045
21-Jul	Subs	5	1930.49		1305
22-Jul	Credit 100119	1045	2975.49		
12-Aug	Subs	25	3000.49	Expenditure	
21-Sep	Cheque 000072	-946.8	2053.69	New Camera	946.8
21-Sep	Cheque 000073	-348	1705.69	Camera Maintenance	348
01-Nov	Subs	5	1710.69		1294.8
30-Nov	Subs	5	1715.69		
Dec-20	Subs	5	1720.69		
<b>bal on Jan 1st 2021</b>			<b>1720.69</b>	<b>2020</b>	<b>10.2</b>
21/07/2021	subs	150	1870.69		
27-Aug	Camera Maintenance	-348	1522.69	Subs	547
10-Sep	Subs	175	1697.69	H Festival + subs	427.4
05-Oct	Flowers	-9.56	1688.13		974.4
12-Oct	Harvest Fest + subs	427.4	2115.53	Expenditure	
01-Nov	Subs	125	2240.53	Floweres (H Fest)	9.56
05-Nov	ICO	-35	2205.53	Camera maintenance	348
26-Nov	Subs	97	2302.53	ICO	35
21-Dec	Subs	25	2327.53		392.56
22-Dec	David Electric and signs	-208.79	2083.74		
25-Jan	Subs	5	2088.74	<b>2021</b>	<b>581.84</b>
11-Mar	Subs	5	2093.74	Subs	920
01-May	Subs	70.00	2163.74	ICO	-35
12-Sep	Subs	260	2423.74	Electric plus signs	-208.79
12-Oct	Subs	570.00	2993.74	Veg	-12.6
12-Oct	Refund Double Subs	-5	2988.74	Double subs	-5
11-Nov	ICO	-35	2953.74		658.61
11-Nov	Veg H F	-12.6	2941.14		
11-Nov	Subs	20	2961.14	<b>2022</b>	<b>£658.61</b>

**Total**

2 00158526  
01013 01



## Current Account

### Branch details

Bridgend(C) Branch  
28 Adare Street  
Bridgend  
CF31 1EN

### Summary

12 Nov 2022 to 12 Dec 2022  
Sheet 166

Previous balance	2,961.14
Withdrawn	0.00
Paid in	25.00
<b>New balance</b>	<b>2,986.14</b>

K38900/00158526/I 601648/01013



Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). An FSCS Information Sheet and list of exclusions will be provided to you on an annual basis. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)

MR D G O'SULLIVAN  
11 RED ROOFS CLOSE  
PENCOED  
BRIDGEND  
MID GLAMORGAN  
CF35 6PH

If you have changed your address or telephone number,  
please let us know

For Bank use

Account Number 56469284  
Branch sort code 60-16-48  
National Westminster Bank Plc

MOUNTAIN HARE NEIGHBOURHOOD  
WATCH

BIC NWBK GB 2L  
IBAN GB38 NWBK 6016 4856 4692 84



## **Appendix 11**

### **Recommendations of ORA Committee held Tuesday 7<sup>th</sup> February 2023**

#### **ORA2023/007 Stone hamlet/ward gateways**

##### ***RECOMMENDED***

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.

#### **ORA2023/010 CGI's Tree Planting Programme**

##### ***RECOMMENDED***

That the Clerk to contact GCI to check on the detailed process for applying for trees including what specific information they require.

#### **ORA2023/011 Improvements to a section of Danygraig Road**

##### ***RECOMMENDED***

Councillors Turner and Donnan to meet with RCTCBC highways officers to investigate potential options for the road.

#### **ORA2022/060 Urgent items for information or items for future agenda.**

##### ***RECOMMENDED***

Future agenda to include training on basic tree safety training for staff and interested members.

## **Appendix 11a**

### **Proposal**

To consider the provision of an external defibrillator and specified housing cabinet to Llanharan OAP Association using CIL funding.

### **Background**

It has been established that 66% of all cardiac arrests occur in those aged 66 and over.

Given the very nature of the Association's user demography and potential for greater immobility, plus the Association's location alongside a busy, fast-moving road, a requirement for a dedicated defibrillator has been identified.

To remedy this, Save a Life Cymru in conjunction with the Welsh Ambulance Service will donate a free of charge defibrillator worth £940 (ex VAT) on the prerequisite that a polycarbonate, heated cabinet is installed for public access use, to be registered on "the Circuit" and available 24/7.

### **Costs**

Polycarbonate heated cabinet £500 excluding VAT

### **Electrical supply**

Quote A £180 excluding VAT

Quote B £140 excluding VAT

### **Total project costs £640 excluding VAT**

### **Summary**

To accept the donation of a defibrillator from Save a Life Cymru in conjunction with Welsh Ambulance and install the specified cabinet at a cost of £640 (ex VAT) or less from CIL funds, at a cost saving of £695 (ex VAT) versus procuring both a defibrillator and a non-heated cabinet currently costing £1335 for both (ex VAT).

### **Useful facts**

- 2800 OHCA's (Out of Hospital Cardiac Arrest) occur a year in Wales.
- Only 1 in 20 survive OHCA in Wales.
- Public Access Defibrillators are currently used in less than 1 in 10 OHCA.
- Every minute without CPR and defibrillation reduces the chance of survival by up to 10%.

- A defibrillator will deliver a controlled electric shock to try and get the heart beating normally again.
- Anyone can use them and don't require training to do so.

## Appendix 12

### **Recommendations of King's Coronation Committee held Tuesday 7<sup>th</sup> February 2023**

#### **Kings2023/004 Arrangements for the holding of an evening charity ball on Saturday 6th May 2023**

##### ***RESOLVED***

The Clerk to book Llanharan RFC hall for the evening of 6<sup>th</sup> May for a cost of £50.

The band to be booked for the event at a cost of £600.

For the event to be a Charity ball in aid of Ty Hafan.

For members and officer's to make enquiries regarding the following:

Table centres. Marketing materials. Quotations for a 3 course meal to be provided. Guest speaker. Compare.

#### **Kings2023/005 Arrangements for the holding of a Coronation event on Sunday 7th May 2023**

##### ***RESOLVED***

For an event to be held at Bryncae Community Centre on Sunday 7th May 2023 from 12noon.

For LRGT to be contacted to negotiate use of the grassed area to site attractions. For a donation to be made for the use of the area.

For members and officers to make enquiries regarding the cost and availability of various attractions.

For the Clerk to apply for the relevant licence and authority delegated to pay whatever fee is required.

For the Clerk to arrange first aid for the event.

##### ***RESOLVED***

For members and officers to reach out to community groups to see if there are activities for which they require volunteers on Monday 8th May 2023 and for the Council to assist in marketing and obtaining of volunteers as part of '*The Big Help Out*'.

## Appendix 13

### Fireworks display in November 2023

In November 2022 made the following resolutions:

#### **2022/230 2023 Fireworks display**

##### ***RESOLVED***

To award the arranging of the 2023 fireworks display subject to certain conditions to LCDP, and to approve a budget spend of £9,856 for the 2023 event. Material to the decision being the fact that the LCDP quotation includes the provision of an adequate number of safety marshals necessary for the event, the cost of which is otherwise prohibitive and not included in the other quotations.

***RESOLVED*** For a working group to be established to recommend a draft contract for the holding of the event to Council.

***RESOLVED*** To defer the decision on a venue to a future meeting.

#### **Proposed Contract**

This is the specification used to obtain quotations. Council is invited to add to it for presentation to LCDP when making arrangements.

The Council has Resolved to form a working group to make recommendations to Council on this matter, the membership of which is to be determined.

- A Firework display using all low noise fireworks lasting around 20 minutes provided by a trained and competent person.
- Risk assessment.
- Temporary events licence.

- Stewarding
- Post event cleanup.
- First Aid Cover
- Safety barriers/Lighting
- DJ
- Skip for cleanup.
- Insurance
- Banners/signage
- Food outlets/vendors
- Gifts/stalls stands
- Ticketing
- Toilets
- Policing

## **Venue**

In previous years the following document has been used as a template to obtain expressions of interest from potential venues.

Good afternoon,

Council have asked me to put a paper together for options to host the 2022 fireworks display on November 5<sup>th</sup> xxxx

Could I ask please if you are:

- a. Available as a candidate site to host the event this year.

b. Whether there would be any charges or other conditions in place.

I will then carry out further investigations and put together a paper outlining the feasibility / pro's and con's of each site for Council to consider.

I would appreciate it if you could respond by Friday xxxx at the latest to allow me time to prepare a paper.

Best regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**