



LLANHARAN COMMUNITY COUNCIL

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance), 7pm on Thursday 17th November 2022.

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, David Evans, Janine Turner, Geraint Hopkins JP, Will Thomas, Rhys Jenkins, Neil Feist, Mark Steer, Tracy Allen, Joanne Miller, Andrea James, Helen Donnan.

Apologies: Cllr Parmindra Pannu

Absent: None

Clerk to the Council: Leigh Smith

Office administrator: Lisa Phillips

Rachel Carter, One Voice Wales.
1 other member of the public.

2022/216 Welcome and Apologies.

RESOLVED

Councillor Robert Lewis-Watkin proffered a reason for absence with his apology, and this was accepted by Council.

RESOLVED

Councillor Parmindra Pannu proffered a reason for absence with his apology, and this was accepted by Council.

2022/217 Disclosures of personal and/or prejudicial interests.



Cllr Robert Lewis-Watkin declared a personal and prejudicial interest in agenda item 12 (minute ref 2022/227).

Cllr Tracy Allen declared a personal interest regarding a planning submission contained in agenda item 19 (minute ref 2022/234).

2022/218 Public speaking

None.

2022/219 Minutes.

RESOLVED

The minutes for the ordinary meeting of the Council held by on a hybrid basis at 7.00pm on Thursday 20th October 2022 were approved as a true and accurate record of proceedings.

2022/220 Matters arising.

None

2022/221 Presentation

A presentation was received from for Rachel Carter, One Voice Wales's Places for Nature Officer.

2022/222 Action plan

The action plan was noted.

2022/223 Crime report.

Noted.

2022/224 Expenditure for October 2022.

Noted and approved.

2022/225 Correspondence

Noted.

2022/226 Member's reports

Cllr David Evans



14 new community wardens will be established, working across RCT, their primary role will be to establish a visible uniformed presence in town centres and parks with the ability to issue fixed penalty notices.

I have liaised with RCT to raise the pavement along the stretch opposite Llanharan House to alleviate flooding problems in that area.

2022/227 Recommendations of CIL Committee, Tuesday 15th November 2022

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.

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.

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.

RESOLVED

For the Clerk to explore the VAT Exemption application process in order to be able to advise community groups where appropriate.

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

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.

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.

2022/228 Council's replacement internal auditor

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.

2022/229 Maintenance of the Brynna and Llanharan War Memorials

RESOLVED

To approve acceptance of a 3-year contract at a cost of £4,391 to be pre-paid for the annual maintenance of the Llanharan and Brynna War Memorials for 2023, 2024 and 2025 maintenance visits. As per the details provided in the paper for the meeting. A virement to be taken from general reserves for this purpose. Alternative quotations were not sought given the specialist nature of the work.

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.

2022/231 Winter Welcome Centre

RESOLVED

To approve delegation to the Clerk on day-to-day arrangements to set up a Winter Welcome Centre provided no costs are incurred by the Community Council at this time. The Clerk to work in conjunction with interested councillors.

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.

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.



2022/234 Planning

Noted without comment.

Note: Having declared a personal and prejudicial interest, Cllr Tracy Allen left the meeting for the duration of this item of business.

2022/235 Brynna Woods foot/equestrian bridge

RESOLVED

This item was deferred to a future meeting.

2022/236 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 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.

2022/237 Motion to extend meeting

RESOLVED

To extend the meeting beyond 2 hours 30 minutes as per standing order 10.4ii

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.

2022/238 Urgent information & Future agenda items.

None.



There being no further business the meeting closed at 9.45pm.

Councillor Chris Parker
Chair of the Community Council



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The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Members Present:

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

Apologies: Cllrs Robert Lewis-Watkin JP. Joanne Miller.

Absent: Cllr Geraint Hopkins JP. Parmindra Pannu

Clerk to the Council: Leigh Smith

Office administrator: Lisa Phillips

2 members of the public.

2022/190 Welcome and Apologies.

RESOLVED

Councillor Robert Lewis-Watkin proffered a reason for absence with his apology, and this was accepted by Council.

RESOLVED

Councillor Joanne Miller proffered a reason for absence with her apology, and this was accepted by Council.

2022/191 Disclosures of personal and/or prejudicial interests.

Cllr Steer declared a personal and prejudicial interest in agenda item 19 (minute ref 2022/209)



Cllr Evans declared a personal interest regarding a planning submission contained in agenda item 22 (minute ref 2022/212).

2022/192 Public speaking

A member of the public spoke regarding safe access to the village from Pencoed and Talbot Green.

A member of the public spoke regarding agenda item 20 (Minute ref 2022/210).

2022/193 Minutes.

RESOLVED

The minutes for the ordinary meeting of the Council held by remote attendance at 7.00pm on Thursday 29th September 2022 were approved as a true and accurate record of proceedings.

2022/194 Matters arising.

None

2022/195 Action plan

The action plan was noted.

2022/196 Crime report.

Noted.

2022/197 Expenditure for September 2022.

Noted and approved.

2022/198 Administration of the Mynydd Windfarm account

RESOLVED

That the following arrangements supersede those made previously under minute ref 2021/131 and that the Community Council continues to administer the fund on the behalf of County Borough Councillors Hopkins, Evans and Turner on these terms:

- Online access to the bank account to remain the same as the existing Community Council accounts



- Paper cheque signatories to be any two of the current members of the audit committee.
- Any and all transactions to be made only at the express written instruction of Councillor Geraint Hopkins, Janine Turner or David Evans. Each of these named Councillors to be allocated £3,333.33 of the total £10,000 to be deposited and the officers of the Council to monitor spend (to) up to that limit and to individual personal limits of £3,333 each. (Note Bank charges to be split over the 3 individual allocations equally).
- All administration required to carry out transactions or to facilitate payments to be carried out by the Community Council's officers.
- Officers to confirm details of any transaction verbally with the relevant Councillor, either face to face or via telephone call from a known telephone number.

2022/199 Quotations for fitting and subsequent removal of Christmas lights/Trees.

RESOLVED

To award the contract for 2022 to Centregreat Ltd.

2022/200 Repairs to Red Tractor.

RESOLVED

To approve a sum of £2306.55 for repairs to the red tractor.

2022/201 Sponsorship of LCDP Christmas Fayre.

RESOLVED

To approve the sum of £50 to sponsor a reindeer at the 2022 LCDP Christmas Fayre.



2022/202 Provision of wreaths for Remembrance Sunday 2022.

RESOLVED

To approve the sum of up to £80 for a donation to the Royal British Legion for the supply of 2 wreaths for Remembrance Sunday.

2022/203 Reconsideration of budget line 'Foodbank' and arrangements for the remainder of the year

RESOLVED

Following the receipt of further information that was not known at the time when the original resolution on this matter was passed (minute ref 2022/181), the Council will cease funding to the Taff Ely Foodbank to provide food for eligible learners in the Llanharan Community Council area after the October half term holiday has passed. In particular to prevent a duplication of expenditure of public money given the payments now being made by RCTCBC directly to parents of eligible learners to make free school meal provision available during school holidays.

Councillor Neil Feist requested that his vote against this resolution be recorded in the minutes.

2022/204 Arrangements for the running of 'The Pantry'.

RESOLVED

That a budget of approximately £3000 be allocated to 'The Pantry' to allow for cashflow interruptions and to maintain service in the event of unforeseen circumstances, and that a virement be made from general reserves. Authority regarding spend to be delegated to The Clerk in consultation with Cllr Turner and the Chair of the Council.

Councillor Neil Feist requested that his vote against this resolution be recorded in the minutes.

2022/205 Contract for supply of electricity for lights on 'Jeff's Lane'.

RESOLVED

To defer this item to a future meeting.



2022/206 V3.1 of the proposed revised financial regulations

RESOLVED

To formally adopt V3.1 of the draft Financial regulations as presented.

2022/207 Candidate to be the Council's internal auditor.

RESOLVED

To defer the item to a future meeting.

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.

2022/209 Appointment of Community Council's formal liaison to the 'Wildlife Trust of South and West Wales'.

Having declared a personal and prejudicial interest, Cllr Mark Steer left the room, returning only after the item of business had been resolved.

RESOLVED

To appoint Cllr Mark Steer as the Community Council's formal liaison to the 'Wildlife Trust of South and West Wales'. (known as 'The Wildlife Trust' and in relation to Brynna Woods and Llanharan Marsh).

2022/210 Provision of a local recycling station at the Community Council office or elsewhere for empty tablet packs (Blister packs).

RCTCBC Councillors indicated that they will enquire whether RCT have any county-wide initiatives in place or planned.

2022/211 LRGT 'Floodlights' CIL project.

It was noted that it is LRGT's intention to proceed with the project and the Council intends to provide grant funding as per previous resolutions.



In particular subject to the resolutions passed by council regarding obtaining a LDC or planning permission and the obtaining of updated quotations. (2022/156).

RESOLVED

With regards to the provision of revised quotations for total project costs to be provided to the Clerk by LRGT (Ref 2022/156), for a summary of quotation totals to be considered adequate for these purposes provided the Clerk can be satisfied that all elements of the project are included.

Subject to the Clerk's satisfaction that all elements of the project are included, should quotations for total project costs fall within the total of that sum granted for the project, then resumption of grants to proceed upon the receipt of appropriate invoices.

2022/212 Planning

Noted.

2022/213 Exclude press and public.

RESOLVED

To defer the item to a future meeting.

2022/214 Recent correspondence Community Council/LRGT TV and Stand

RESOLVED

To defer the item to a future meeting.

2022/215 Urgent information & Future agenda items.

RESOLVED

To re-introduce 'Members Reports' to future agendas.

There being no further business the meeting closed at 9.30pm.

Councillor Chris Parker
Chair of the Community Council



Llanharan Community Council - Action Plan

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
2020/2321	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		LS
2020/107	22.1.2021	Full Council	Full Council	Jan full council action - 2020/107 Public Speaking a) A member of the public requested to speak on a matter arising from item 8 – Budget 2021-22 - hanging baskets, planters and Christmas lights. RESOLVED That Officers of the Council will discuss with businesses, in order to gauge public interest in sponsoring council xmas lights.	Not started. This action to be deferred to next year.		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.		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.		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.		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.		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.		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.		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.		LS
		Full council	ORA	Recommended That the Project Officer/Assistant Clerk liaise with interested parties to obtain designs and a price for a suitable outdoor cabinet to be sited at Mountain Hare.	Member of the public assisting with obtaining quotes. Awaiting response.		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		LS
2021/105		Full Council	CIL	2021/105 Method of funding CIL LCC21/14 'RBL Poppy shed'. RESOLVED For Llanharan Community Council to purchase the container and arrange all ancillary works to the value of £19,500 (net) from CIL funds. The Community Council to pay and reclaim the VAT in the usual manner.	Order placed Jan 22. Cabin ready for delivery, awaiting RBL to arrange. Canin delivered June 22. Formal lease required. Some minor works to be completed.		LS
2021/105		Full Council	CIL	RESOLVED The container to then be leased to the Llanharan branch of the RBL at a peppercorn rent for an appropriate period designed to reflect the useful life of the container (30 years).			LS
2021/105		Full Council	CIL	RESOLVED Furthermore, that all negotiations with interested parties be delegated to the Officers of the Council in order to produce an appropriate agreement or agreements to be presented before Council for resolution at a later date.			LS
2022/010	20.1.22	Full Council	ORA	ORA2021/067 Improvements to southern end of RAN17/5 at Enterprise Way. RECOMMENDED The Clerk to investigate options to create access both along the ridge of the bank and up the slope of the bank. To design a scheme of works and obtain budget prices and obtain advice and permissions from relevant landowners and authorities. For the project to be added to the CIL123 list and Active project list for further investigation.	Design to ORA in March meeting. Price obtained. Awaiting further quotes. Scope of works to be resolved by FC. Fresh quotes required. Superseded by Reoloultion 2022/050	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.	Permission in principle from land-owner given to surface with a slip resistant material. Budget price £450. Presented to March 22 ORA Committee. Resolved.		LS
2022/011	20.1.22	Full Council	Audit	RESOLVED That (an) amended forms and process be adopted with the following alterations: That on page 1 of the application form the text "...returned by the end of June and the end of October respectively unless otherwise indicated". Be amended to, "Returned by the end of June and the end of October respectively or they shall be submitted in the subsequent grant meeting if appropriate....."		Completed	LS

2022/011	20.1.22	Full Council	Audit	RESOLVED That the green tractor be disposed of and for the clerk to ascertain a fair market price and to return to council with a recommended sale price.	Resolution superceded.	completed	LS
2021/013	20.1.22	Full Council		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		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		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
2022/015	20.1.22	Full Council	CIL	RESOLVED To add the potential project 'Improvements to the Welfare Field Shower Block' (Already on CIL123 list) to the Active Projects list for scoping and further investigation.	Added to list - Scoping project. Presented to March 22 CIL Committee.		LS
2022/032	18.2.22	Full Council		RESOLVED To request of RCTCBC that CIL receipts for phases 3&4 are partially deferred in order to ensure receipts are kept below the cap in each financial year. Pending information from RCT, the details of which individual payments are deferred and until when, to be delegated to the Clerk in consultation with the Chair of the Council and actual figures to be reported to the next Full council meeting.	Have emailed RCTCBC CIL dept 22.2.22 informing them in principle of request to defer some payments but requesting details expected receipt figures and CIL cap figures so that deferral of specific payments can be requested with timeframe. RCTCBC report that figures will be issued following data collection after March 31st. LP contacting RCTCBC in late sept to provide deferral plan. Nov 22 - Deferrals for April 22 and April 23 agreed with RCTCBC.		LS
2022/034	18.2.22	Full Council		2022/034 Rationalisation of working groups of the Council. RESOLVED That the following working groups be dissolved: Tackling Poverty Working Group; Bryncae Community Centre Working Group; Proposed Community Café/Hub Working Group; And their members be reconstituted into a new working group known as: The Community Wellbeing Working Group. Terms of reference for the group to be as per those detailed in appendix 7 presented to the meeting.	Action - To post a terms of reference document in the sharepoint folder.		LS

2022/038	18.2.22	Full Council		<p>RESOLVED</p> <p>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.</p>	<p>Look for funding sources.</p> <p>Make purchases accordingly using CIL funds.</p> <p>Defibs received June 22. Awaiting replacement cabinets. Replacement cabinets received Sept 22. To be fitted.</p>		LS
2022/038	18.2.22	Full Council		<p>RESOLVED</p> <p>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.</p>	<p>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.</p>		LS
2022/039	18.2.22	Full Council		<p>RESOLVED</p> <p>The Clerk to take such action as necessary to obtain a price of between £5000 and £3000 for the green tractor. If this price cannot be achieved following a reasonable period following advertising, then the Clerk to return to Council with a further recommendation.</p>	<p>Find logbook</p> <p>Advertise in appropriate channels. On hold pending report on Red tractor.</p>		LS
2022/040	18.2.22	Full Council		<p>RESOLVED</p> <p>To purchase a replacement, wheelchair-friendly picnic bench for up to a cost of £450 plus £120 fitting.</p>	<p>Purchase bench and arrange fitting. Delivery to be made to site. Co-ordinate with contractor. Obtain permission RCT parks dept. Note: Need a note on minutes rto approve for CIL</p>		LS
2022/050	18.3.22	Full council	ORA	<p>ORA2022/007 Popular or interesting walking routes around the community.</p> <p>RECOMMENDED</p> <p>The Clerk to produce a draft leaflet showing 'Route 1'.</p>	<p>Liaise with MS and historical leaflett RE Features. Include mileage, difficulty level. (eh RAG? Hilly?) Look at Llantrisant Bunny walks (Ramblers) leaflett for examples. Copies to JB</p>		LS
2022/050	18.3.22	Full council	ORA	<p>ORA2022/008 Changes to the allotment tenancy agreements (Notice periods and allowance of Hens on Bridgend Road allotments) RESOLVED</p> <p>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.</p> <p>And that...</p> <p>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.</p>	<p>Clerk to contact plotheolders. Notification of allowance of the keeping of Poultry given - Signage placed on allotment gates.</p>		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>	Re-quote for amended design and obtain further quotes. Target ready for submission to Council in September.		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>	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
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).</p> <p>Review report and resubmit to ORA</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>	Proceed. Booked for completion early October. Clerk to reconfirm with landowner consent given. Consent withdrawn by landowner Oct 22. RCTCBC ROW investigating options.		LS
2022/051	18.3.22	Full Council	CIL	<p>RESOLVED</p> <p>That the Clerk obtains reports on the condition of the roof, drainage and water/heating system & boilers and the electrical system as deemed appropriate and the Clerk authorised to use council funds as appropriate to commission these reports, allocating from CIL funds if found to be in scope.</p>			LS
2022/051	18.3.22	Full Council	CIL	<p>RESOLVED</p> <p>That quotations for the repair/replacement for the items identified in the report (Appendix Five presented to CIL Committee Wednesday 9th March 2022) and from subsequent inspections and reports be obtained.</p>			LS
2022/051	18.3.22	Full Council	CIL	<p>RESOLVED</p> <p>That the responsibility for ensuring statutory compliance for the shower block, including arranging statutory inspections and for the appropriate rectification of any defects identified be taken on by the Clerk. To ensure the compliance with legislation and the maintain the validity of insurance cover.</p>			LS

2022/051	18.3.22	Full Council	CIL	RESOLVED (CIL2022/022) Potential project 'Upgrade of Council notice boards' That an up-to-date quote be obtained for the design and size of noticeboard shown in the accompanying paper for both Ynysmaerdy and Llanharry Road with a view to purchasing both using CIL funds and for the Active project list be amended accordingly. And for the Clerk to enquire regarding bulk discount.			LS
2022/051	18.3.22	Full Council	CIL	RESOLVED (CIL2022/023) Bike shelter for LCC21/11a Bike/Scooter rack/storage for Brynnau Primary School pupils. That a Kimmeridge Cycle Shelter as shown on the accompanying paper, be purchased using CIL funds up to the value of £1,345 and to update the CIL lists accordingly.	Ordered 23.8.22. CIL lists to be updated. Awaiting delivery.	completed	LS
2022/051	18.3.22	Full Council	CIL	RESOLVED (CIL2022/024) Bike shelter for LCC21/11b Bike/Scooter rack/storage for Llanharan Primary School pupils. That a Traffic line cycle rack as shown on the accompanying paper, plus fixings be purchased using CIL funds up to the value of £100 and to update the CIL lists accordingly and for the Clerk to proactively make the school aware of the full range of options available to them in the catalogue.	Check lists updated. Rack delivered.	Completed	LS
2022/051	18.3.22	Full Council	CIL	RESOLVED (CIL2022/027) 'Garage & Memorial Garden project' To apply to divert the sewer identified on the site. Furthermore, to obtain costs to engage Welsh Water to carry out a diversion design and to carry out all works.	In progress. Awaiting result of sewer diversion application.		LS
2022/057	18.3.22	Full Council		RESOLVED To allocate £185.95 spent on materials used to install bund of material on path to the entrance to Brynna Woods to CIL, to add the project to the CIL123 lists and active projects lists accordingly.	Work completed. Check lists updated	Completed	LS
2022/060	18.3.22	Full Council		RESOLVED That at the appropriate time a letter be written to Her Majesty The Queen on behalf of the Community Council congratulating her on her Platinum Jubilee.		Completed	LS
2022/061	18.3.22	Full Council		2022/061 Leasing a van for the use of the maintenance team. RESOLVED For the Clerk to obtain quotations for an electric van to the specification described in the report contained in appendix 12 presented to this meeting. For the quotations be presented to the next meeting of Council.	Order placed, delivery expected October 2022. Need to arrange charging points.	Completed	LS
2022/062	18.3.22	Full Council		2022/061 Membership of One Voice Wales RESOLVED To renew the Council's membership of One Voice Wales at a cost of £1,348 in April 2022.	Check	Completed	LS
2022/063	18.3.22	Full Council		2022/063 Commission of tree survey RESOLVED That the Clerk carry out an exercise to identify where there are trees on the Community Council's land and to arrange for a tree survey to take place up to a maximum cost of £500			LS

2022/066	18.3.22	Full Council		2022/066 Grant application 'The Wimbles' RESOLVED For the Council to approach 'The Wimbles' to enquire whether they would allow the Council to purchase the item and to then gift it to them. If so then the items to be purchased up to a value of £1,500 plus VAT subject to the receipt of the appropriate financial and other information required on the Council's grant form, and subject to the Clerk's satisfaction that all matters are in order.	HOLD on the instruction of the Wimbles.		LS
2022/066	18.3.22	Full Council		2022/066 Grant application 'The Wimbles' RESOLVED For the Clerk to check whether the items/project is in scope for CIL and if so to allocate from CIL funds and to add to the appropriate CIL lists.	Emailed LL 10.11.22		LS
2202/068	18.3.22	Full Council		2022/068 To employ additional maintenance cover on a temporary basis. RESOLVED To employ a temporary maintenance person to take the total number of available working hours to circa 55 hours per week and for the details of the work-mix between employees and recruitment matters to be delegated to the Clerk.	Note: This action has been held pending the expected return to work of the second permanent maintenance person. - Action abandoned following return to work of perm employee.	completed	LS
2022/089	22.4.22	Full council	HR	RESOLVED HR RECOMMENDED The AGM of the Council be arranged for 12th May 2022 and at that meeting, a recruitment panel comprising 3 Councillors and an officer be appointed for this matter with delegated powers to carry out a selection and interview process to identify a suitable candidate. That interviews be held on 18th May 2022. That the recommendations of the recruitment panel regarding making an appointment be presented to Full Council during the Full council meeting to be held on 19th May 2022.	Appoinment made	Completed	LS
2022/089	22.4.22	Full council	HR	RESOLVED HR2022/007 NJC 2021/22 pay award RECOMMENDED That the proposals in appendix 3 presented to this committee be adopted. • That from April 2022 Clerk's salary level be increased to the 2021 negotiated rate for SPC26 as per contractual obligations. (1.75% increase) That appropriate back pay be paid to the Clerk for the period 1st April 2021 to 31st March 2022 to take into account the difference between the salary paid and the negotiated 2021 NJC settlement. • That from April 2022 the Office Admin Assistant's salary level be increased to the 2021 negotiated rate for SPC16 as per contractual obligations.(With the enhanced rate achievable upon completion of a training and achievement plan set to the appropriate SPC24 rate). • That appropriate back pay be paid to the Office Admin Assistant for the period 9th December 2021 to 31st March 2022 pro-rate to take into account the difference between the salary paid and the negotiated 2021 NJC settlement.		Completed	LS
2022/089	22.4.22	Full Council	HR	RESOLVED To extend the permanent contract of Paul Beach to the hours set out in appendix 4a presented to this committee and to adopt the minor alterations in wording contained in that document.	To be signed	Completed	LS

2022/089	22.4.22	Full Council	HR	RESOLVED To increase the rate of pay for maintenance staff as stated in 'option 2' contained in the confidential paper presented to council (Appendix 12a). Establishing a 13.37% differential from a nationally recognised benchmark for future pay awards.		Completed	LS
2022/083	22.4.22	Full Council		2022/083 Spend from CIL funds relating to the sewer diversion on the Memorial Garden/Garage project. RESOLVED To approve a spend of up to £7,500 from CIL funds to allow the Clerk to arrange such work as appropriate. Actual spend to be reported to council monthly in the usual manner.	In progress. Design completed and submitted to RCTBCB SuDs and Welsh Water in June 22		LS
2022/084	22.4.22	Full Council		2022/084 Building condition survey for Bryncae Community Centre as part of the Council's CAT process. RESOLVED To approve the spend of up to £5,000 to arrange such building and other surveys as necessary as part of the CAT process and for the Clerk to make applications to RCTCBC's CAT fund in order to recover the costs in due course.	Shared with BCC working group members.	Completed	LS
2022/098	20.5.22	Full council		To be altered - Minute 2022/090 Welcome and Apologies. Apologies for absence were received from Councillors Janine Turner, Jeff Williams, Helen Donnan and Daniel Morelli. To be altered. Many of those councillors are no longer seated and so this is incorrect.			LS
2022/101	20.5.22	Full council		desk		completed	LS
2022/102	20.5.22	Full council		2022/102 Process regarding Co-option to Council. RESOLVED To publish an advertisement containing the relevant details similar to appendix 7 submitted to the meeting. To request that applicants submit an application form and covering letter and that they may be required to attend an interview at the Council meeting on 16th June 2022. Deadline for applications 9th June 2022. The vote to take place on a majority vote basis with elimination of the candidate with the least number of votes.		completed	
2022/103	22.5.22	Full council		2022/103 Clerk Credit Card limit. RESOLVED To raise the monthly limit on the Clerk's credit card to £2000 and to retain the £500 transaction limit.		completed	
2022/104	22.5.22	Full council		2022/104 Council's electricity contract RESOLVED To enter into a 36 month electricity supply contract with SSE, details shown in appendix 9 presented to the meeting.		completed	
2022/108	22.5.22	Full council		2022/108 RCTCBC CIL meeting RESOLVED For the CIL Committee to consider minimum lease qualifying terms with regards to grants for projects on leased land.			

2022/106	22.5.22	Full council	<p>2022/106 Draft lease of Bryncae Community Centre and statutory inspection and repair arrangements. RESOLVED For the Clerk to write to RCTCBC officers on the following matters: That's the Community Council requests that it be formally recognised in writing that the decision regarding future rent-free periods will not be linked to commitments to deliver capital spend and that a variety of other factors will be considered including quantifiable social values (which the Community Council would like to jointly assess on an annual basis) and the overall success of the centre. That the Community Council requests sight of the tool to quantify social value. That the Community Council request the rent values for all other halls subject to a CAT within RCT during the past 3 years and for any others having taken place in the Llanharan Community Council area regardless of timeframe. Furthermore, that RCTCBC provide the calculation/rationale upon which this rent was calculated.</p>	Written to but no response received. Have nudged June 22 Response received Aug 22. The working group to meet prior to next FC meeting to consider options.	Completed	
2022/106	22.5.22	Full council	<p>RESOLVED That the Clerk draws up a memorandum of understanding with RCTCBC corporate estates outlining which elements of statutory compliance and/or building maintenance would be covered and over what period. The memorandum of understanding to cover statutory items only and to exclude general maintenance and repairs. This to be presented to a future Council meeting for resolution.</p>	Written to but no response received. Have nudged June 22. Nudged 12.8.22 RCT have stated they are happy to do so following the signing of the lease.		
2022/118	24.5.22	Full council	<p>2022/118 Planning application "21/1557/13 Residential development comprising up to 138 Dwellings....., Land at Brynna Road". RESOLVED For the Clerk to write to RCTCBC to issue the Community Council's formal objections to the application. The letter to detail the specific material reasons for the objection as expressed by members during the meeting.</p>		completed	
2022/119	24.5.22	Full council	<p>2022/119 Planning application "19/1258/16 Reserved Matters application for new primary school and associated infrastructure submitted pursuant to outline (hybrid) planning permission 10/0845/34". RESOLVED For the Clerk to write to RCTCBC to provide the Community Council's formal comments regarding the application as expressed following the previous application and as expressed by members during the meeting.</p>		completed	
2022/120	24.5.22	Full council	<p>2022/120 Renewal of the Council's insurance policy RESOLVED</p>		completed	
2022/136	17.6.22	Full council	<p>2022/136 Fireworks display 2022 RESOLVED The Clerk to obtain expressions of interest from candidate sites to host the 2022 fireworks display and to prepare a paper to allow Council to consider a venue at the next meeting of Council. RESOLVED The Clerk to obtain quotations (to include the option for 'quiet' fireworks) for the holding of the 2022 fireworks display event.</p>		Completed	

2022/137	17.6.22	Full council		2022/137 Festive lights 2022 RESOLVED That the Councillors sitting on the Community Engagement Working Group (Cllrs Evans, Parker and Thomas) select motifs to a maximum value of £4000 per annum. This group to report its recommendations to the Audit Committee which shall be given delegated authority to place orders only to the value of £4000 per annum for 3 years with a contingency of 10%	in progress. Extra funds granted by FC	Completed	
2022/138	17.6.22	Full council		2022/138 Terms of Reference for Community Engagement Working Group RESOLVED That the working group be made up of 3 councillors, councillor David Evans, Chris Parker and Will Thomas as previously resolved and unlimited members of the public be invited to attend. The terms of reference for the working group to be deferred to a future meeting of Council.			
2022/139	17.6.22	Full council		2022/139 Hybrid meetings RESOLVED To trial Hybrid meetings for Full council for the July 2022 meeting. That Llanharan OAP hall be trialled as a venue. Should the trial be successful that the Council block books each third Thursday of the month for 2 hours per meeting at a cost of £20 per meeting (£10/hour) or £220 per year. That the council trials a 'meeting owl' camera and speaker system and to purchase at a cost of up to £990 if trial successful. To purchase a TV and stand at a cost of up to £350		Completed	
2022/147	22.7.2022	Full council		2022/147 LCDP Presentation and payment of grant. RESOLVED To approve the payment of the first of two instalments of the 2022/23 grant. This payment of £12,500 approved.		Completed	
2022/153	22.7.2022	Full council		2022/153 Community Council's school Governor representative for Brynnau Primary School. RESOLVED To nominate Cllr Joanne Miller as the Council's representative and for the Clerk to inform the appropriate RCT officer		Completed	
2022/155	22.7.2022	Full council		2022/155 Recommendations of ORA Committee, Thursday 9th June 2022 RESOLVED 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.	Clerk to find notes regarding the meeting and resend hem to Chris Woods. Chris woods has provided a price list. To be presented to ORA.	Completed	
2022/155	22.7.2022	Full council	ORA	RESOLVED 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.	Contacted both RCT and Bridgend collegde in June. Bridgend college have responded with costs. Awaiting response from RCT nudged 12.8.22		

2022/155	22.7.2022	Full council	ORA	RESOLVED 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).	Contacted both RCT in June, Awaiting responses.		
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.		
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.			
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.		
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.		
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		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.	Invstigate Pam Evans plot		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			

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.			



Crime Figures

Incidents of note for the past 30 days.

Llanharan

Burglary – 1 call

- Picton terrace – Shed burglary. Property taken such as tools

Damage - 1 call

- Clos Oestryydd – Damage to external lighting bollard. Delivery driver. CCTV being reviewed.

Theft – 2 calls

- Pendre Crescent – Materials taken without permission. Miscommunication. Police attended and spoken to both parties. All suitably advised.
- Theft of fuel. CCTV captured it. Incident ongoing.

ASB - 4 calls

- Park view – Housing dispute. Housing aware. Meeting taking place. All parties have had police attendance, suitable advice given. Suitable support and contact in place. Patrols being carried out. Reports of Anti social behaviour, threats, harassment and public order offences.
- Llwynbrain Terrace – Neighbour dispute ongoing on to school grounds.
- Cynllan Avenue – Youths throwing things onto garden fences. Unable to be identified on CCTV due to wearing masks.
- Park view – Smell of cannabis

Brynna

Burglary – 2 calls

- Bridgend road – Shed burglary. Property taken such as oil. CCTV being reviewed.
- Duffryn Crescent – Burglary/GBH. Investigation ongoing.

Damage – 0 call

Theft – 2 Calls

- St Ildis Meadow – Domestic related theft. Civil matter.
- Bridgend road – Theft of tool. No CCTV/No witnesses. No further lines of enquiry.

ASB – 5 Calls

- Meadow rise – Smell of cannabis. Officers have attended and warned occupant. Patrols to be conducted.
- Meadow rise – Anti social use of vehicle. Revving engine/exhaust. Driver spoken to and suitably advised. Patrols to be conducted to monitor.
- Bethlehem view – Neighbour dispute regarding fire. Both parties suitable advised. Environmental health to take ownership and housing to be made aware. Bridgend road – Shed burglary. Property taken such as oil. CCTV being reviewed.

Time: 16:03

Bank Reconciliation up to 31/10/2022 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>
05/10/2022	DIRECT	9.40		9.40		R <input type="checkbox"/>	Barclays Bank
06/10/2022	BACS	84.31		84.31		R <input type="checkbox"/>	AG Gallagher
06/10/2022	RCT		500.00	500.00		R <input type="checkbox"/>	Receipt(s) Banked
07/10/2022	Loyalty		0.42	0.42		R <input type="checkbox"/>	Receipt(s) Banked
10/10/2022	DDR	25.00		25.00		R <input type="checkbox"/>	Tesco Mobile phones x 3
10/10/2022	Pantry		261.28	261.28		R <input type="checkbox"/>	Receipt(s) Banked
12/10/2022	Pantry		266.66	266.66		R <input type="checkbox"/>	Receipt(s) Banked
12/10/2022	Pantry		268.88	268.88		R <input type="checkbox"/>	Receipt(s) Banked
15/10/2022	BACS	4.64		4.64		R <input type="checkbox"/>	SSE Electric
15/10/2022	BACS	8.95		8.95		R <input type="checkbox"/>	SSE Electric
15/10/2022	BACS	279.08		279.08		R <input type="checkbox"/>	British Telecomm
17/10/2022	BACS	1,712.89		1,712.89		R <input type="checkbox"/>	HMRC NI & Tax
18/10/2022	BACS	522.00		522.00		R <input type="checkbox"/>	Vale Consultancy
21/10/2022	BACS	36.85		36.85		R <input type="checkbox"/>	Leigh Smith
21/10/2022	BACS	717.38		717.38		R <input type="checkbox"/>	Leigh Smith
21/10/2022	BACS	232.10		232.10		R <input type="checkbox"/>	Leigh Smith
21/10/2022	Lottery		8,600.00	8,600.00		R <input type="checkbox"/>	Receipt(s) Banked
25/10/2022	BACS	114.00		114.00		R <input type="checkbox"/>	RCT
25/10/2022	BACS	12,500.00		12,500.00		R <input type="checkbox"/>	Llanharan Community Develop Pr
25/10/2022	BACS	446.16		446.16		R <input type="checkbox"/>	Leigh Smith
27/10/2022	BACS	5,551.18		5,551.18		R <input type="checkbox"/>	STAFF SALARIES
27/10/2022	BACS	1,746.58		1,746.58		R <input type="checkbox"/>	RCT Pension Payment
27/10/2022	BACS	11.93		11.93		R <input type="checkbox"/>	Employee Mileage Allowance
27/10/2022	BACS	35.33		35.33		R <input type="checkbox"/>	Employee Mileage Allowance
27/10/2022	Oct22 C/C	2,256.52		2,256.52		R <input type="checkbox"/>	Barclaycard
27/10/2022	BACS	312.68		312.68		R <input type="checkbox"/>	Leigh Smith
31/10/2022	DD	76.28		76.28		R <input type="checkbox"/>	SSE Electric
31/10/2022	29.10.22		152.76	152.76		R <input type="checkbox"/>	Receipt(s) Banked
31/10/2022	2310&2610		253.00	253.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>26,683.26</u>	<u>10,303.00</u>				

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	30/09/2022		500.00
Businesss Premium A/c	30/09/2022		179,549.01
			<hr/>
			180,049.01
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/>
			0.00
			<hr/>
			180,049.01
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/>
			0.00
			<hr/>
			180,049.01
		Balance per Cash Book is :-	180,049.01
		Difference is :-	0.00

CHERYL JONES
7 ROBERT STREET
LLANHARAN

To The Clerk of Llanharan Community Council

I would like to put in a request to C. Council
for a C.I.L. Grant to Fence off the field at
the bottom of Harold Street. Also to have
a larger Sign. NO DOGS ALLOWED.

After the Community came together in June
this year for the then Queen's Celebration,
it was massive success,

Since then there as been numerous
children's parties held there. We, the community
now hope to organise a large Kite Flying
Day. Sometime in March.

children just don't do this anymore, so
hopefully its just going to be Fun fun fun.

Green Space is so important now in
these times

We are doing all we can to keep the dog
owners out, we just need that extra
bit of help.

yours
C. Jones

Dated Friday
November 11th
2022

Appendix 6

Members Reports

This section of the agenda is intended for members to verbally report any activities or relevant news they may have pertinent to the community and Community Council business.

Members are requested to keep their reports brief, to the point and relevant.

The length of time each member has to make a report is at the discretion of the Chair.

No new motions can be brought during members reports (subject to standing orders) and this section should be used to make reports to council rather than to instigate fresh debates.

(The correct forum for matters to be considered is the agenda where all councillors have had advance notice and time to consider/research the issues).



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Community Infrastructure Levy (C.I.L.) Committee held by remote attendance at 7.00pm on Tuesday 15th November 2022

The meeting was held in accordance with:
The Local Government and Elections (Wales) Act 2021

Present:

Councillors Janine Turner (Chair), Rob Lewis-Watkin JP, Rhys Jenkins, Neil Feist, Mark Steer, Helen Donnan, David Evans.

Chris Parker (Ex-officio)

Clerk to the Council: Leigh Smith

Apologies: None

Absent: Councillor Geraint Hopkins JP.

CIL2022/037 Welcome and Apologies

The Chair welcomed all attendees.

CIL2022/038 Disclosures of Interests

Cllr Robert Lewis-Watkin declared a personal and prejudicial interest in agenda item 10 (minute ref CIL2022/046).



CIL2022/039 Minutes

RESOLVED

To approve as a true and accurate record the minutes of the CIL committee meeting held remotely on Wednesday 7th September 2022 at 7.00pm

CIL2022/040 To discuss any matters arising from the minutes.

None

CIL2022/041 Public speaking

None.

CIL2022/042 To consider the current CIL123 List, Active Project List and Potential project list.

RECOMMENDED

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.

CIL2022/043 Deferral of CIL funds from RCTCBC carried out by the Clerk under delegated authority.

RECOMMENDED



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.

CIL2022/044 Council's policy with regards to paying VAT REF CIL applications.

RECOMMENDED

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.

RECOMMENDED

For the Clerk to explore the VAT Exemption application process in order to be able to advise community groups where appropriate.

CIL2022/045 CIL Grant application from Bryncae Football Club

RECOMMENDED

That consideration of the application 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.

CIL2022/046 CIL Grant application from Brynna Community Centre

RECOMMENDED

That the amount of £3,104.70 be granted from CIL funds for the purposes detailed in the application and for the CIL123 list and Active project list to be altered accordingly.



CIL2022/047 CIL Grant application from Brynawel House Alcohol & Drug rehabilitation centre

RECOMMENDED

That the grant application 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.

Cllrs Helen Donnan and Rhys Jenkins wished the minutes to show that they voted to make the grant in line with the application.

CIL2022/048 Urgent information or matters for a future agenda.

None

There being no further business the meeting closed at 9pm.

Date of next meeting: 3rd January 2023

Councillor Janine Turner
Chair of the C.I.L Committee

Appendix 11

Candidate to become the Council's internal auditor

The internal auditor used by the council for many years, and re-appointed in the May 2022 AGM recently passed away.

It is therefore necessary to appoint a replacement internal auditor.

Below is a quotation and covering letter from an experienced Clerk/Financial Officer and Internal Auditor who lives locally. The individual recently audited the accounts of Cowbridge and Llanblethian Town Council.

The individual recommends an interim audit prior to the year-end audit.



KLG Services

Quotation for Llanharan Community Council Internal Audit

16th October 2022

Prepared by: Kerry-Leigh Grabham

Prepared for: Llanharan Community Council

Why KLG Internal Auditor

I am a full member of the Association of Accounting Technicians (AAT).

I have been working in the accounting industry for 19 years and for 5 years I was a Senior Finance & HR Officer for a Town Council and for just nearly two years I have been in the position as Town Clerk and Responsible Finance Officer.

My role as Senior Finance & HR Officer for a Town Council has provided me with a unique insight into how town and community councils operate. I have gained in depth knowledge which provides me with a strategic advantage in understanding the auditing process and what is required to achieve the highest results.

References

References are available upon request.

Service to be provided

To remotely or in person conduct Llanharan Community Council's internal Audit and sign off the Annual Return. As part of my package, you will receive a comprehensive report detailing the work undertaken which will specify the audit opinion. The internal audit programme has been designed to check compliance with the eleven internal audit objectives detailed on the annual return.

Tests of Control

To complete the internal test of control the following areas will be inspected:

- Previous internal audit report
- Proper bookkeeping
- Standing Orders and Financial Regulations
- Risk Management Arrangements
- Budgetary Control
- Income Controls
- Petty Cash Procedures
- Salaries & Wages
- Payroll Controls
- Asset Controls
- Bank Reconciliation
- Terms of Reference for Committees and Sub Committees (if applicable)
- Trust Funds (if applicable)

Additional testing will be conducted with prior agreement from the Clerk or Responsible Finance Officer at an agreed rate.

Year-end Audit

To complete the year-end audit, I will methodically work through the following procedures:

- Are the year-end accounts prepared on the correct basis?
- Do your accounts agree with the cashbooks?
- Is there a traceable audit trail from the financial transactions to the preparation of the year-end accounts?
- Where appropriate have creditors and debtors been identified and recorded correctly?

Upon completion of the year-end audit, an audit outcome report will be prepared and submitted to Llanharan Community Council. I will also present this report to the finance committee or full Council as required.

Fee Summary – Remote Audit

1 day test of internal control	£448.00
1 day year-end audit	£448.00
Presentation of Audit Outcome report to committee of your choosing	FOC
<u>Total</u>	<u>£896.00</u>

Fee Summary – In Person Audit

1 day test of internal control	£448.00
1 day year-end audit	£448.00
Milage Charge 45.2 miles x 4 trips @ £0.45 per mile	£81.36
<u>Total</u>	<u>£977.36</u>

Mossfords

2nd November 2022

Our Ref: 20211014_LlanBrynna

Ms. Catherine Kennedy
Clerk to Llanharan Community Council
2 Chapel Road
Llanharan
CF72 9QA

Email: clerk@llanharan-cc.gov.wales
Telephone: 01443 231430

Dear Ms. Kennedy

Re: Llanharan & Brynna War Memorials – Memorial Maintenance

We are writing to confirm that the above memorials received their last Maintenance Visit of the 3rd Year of your 3 Year Agreement on 21st & 24th October 2022.

The memorials and their immediate surrounding slabs, received a professional cleaning and all other aspects were inspected and we can report that there are no significant faults or problems were discovered. The inscriptions were inspected and cleaned and all joints were checked and repaired where necessary.

This now brings an end to the current Maintenance Agreements – should you wish to continue to have the memorials regularly maintained then we would be pleased to do so.

Please find enclosed a Memorial Maintenance Renewal Agreement. Should you wish to continue with this service then please sign and return this to us together with payment for the sum shown. This can be by cheque with the returned agreement or by bank transfer - see details at the bottom of the agreement – using the reference: **2023LlanWMMain**

Should you have any queries or if we can be of any further assistance then please do not hesitate to contact us.

Yours sincerely

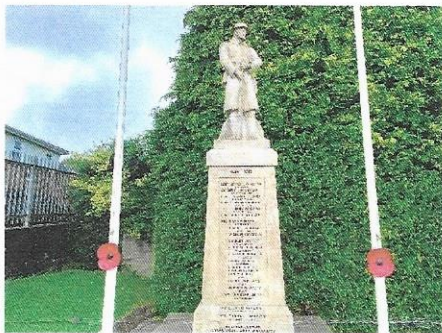

Simon Morgan
Managing Director
Mossfords

War Memorial Maintenance Agreement

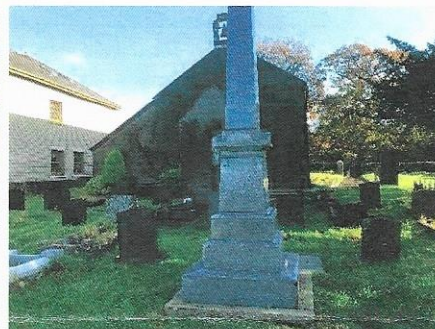
Name: Llanharan Community Council
 Address: 2 Chapel Road
 Town: Pontyclun
 County: Mid-Glamorgan
 Post Code: CF72 9QA
 Telephone Number: 01443 231430
 Email: clerk@llanharan-cc.gov.wales

War Memorial Site: Llanharan & Brynna (2 memorials)

Commencing Month: April/MAY 2024 and 2nd Visit Prior to Remembrance Sunday



Memorial 1 (Llanharan)



Memorial 2 (Brynna)

Period Of Duration:	1 Year	OR	3 Years
Memorial 1 Maintenance Fee	£ 895.00		£2,540.00
Memorial 2 Maintenance Fee	£ 395.00		£1,120.00
Total Maintenance Fee	£1,290.00		£3,660.00
Value Added Tax @ 20%	£ 258.00		£ 732.00
Pre-paid Sum Due:	£1,548.00		£4,391.00

Signed: **X** **X** Date:

Bank Details:

Account Name: MS-Group Ltd
 Bank: HSBC, 1 Herbert Terrace, Penarth, CF64 2AH
 Account No: 91048821
 Sort Code: 40-36-06
 Use Our Ref: 2023LlnWMMain

Appendix 10

Fireworks display 2023

2023 Fireworks providers are being booked up now and so it is recommended that an early decision is taken to select a vendor for the 2023 event.

Venue: TBD

Provider:

Quotation requests were sent to 4 vendors. (See below)

Text of quotation request.

I am making enquiries regarding availability for a 2023 display in Llanharan, South Wales.

Could you provide a formal quote please for Friday 3rd November OR Sunday 5th of November (assuming you have availability) both options if possible.

Could you indicate please which elements of the display your quote DOES and DOES NOT cover from the list below? (And anything I've missed).

I'm not expecting you to provide many aspects included in the list, I just need clarify on what you provide in your price and what I need to arrange elsewhere or do myself. Thanks in advance.

- 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

(We will use a local venue that has been used previously)

Name of vendor	Date of display	Price	Notes
LCDP	Any	£9856* (£8,600)*	All inclusive.
Pendragon fireworks	Friday 3rd Nov	£4,000 + £3917 = £7,197	See ** below
21CC fireworks	Declined to quote	NA	
Crackerjack fireworks	Friday 3 rd . Saturday 4 th November.	£2571.78 + £3917 = £6488	See ** below. Burn time 15mins only. Quote subject to change to firework prices. Can't do 5 th Nov.

* 2022 LCDP quote = £9,257 Actual cost = £7,981.45 a saving of £1,276 on budget.

This follows a similar trend to the 2021 quote v actuals. Therefore, it is reasonable to predict that the actual cost for the 2023 event would be around **£8,600** although this should not be used for budgeting purposes.

** Includes these costs which fall outside the quote and would need to be sourced by the Community Council.

First Aid	£175
Light/Barriers	£1,822
Skip	£200
Insurance	£200

Banners	£250
Radio's	£210
Wrapping/tape	£50

TOTAL	£2907
Inflation allowance 10%	£290
GRANT TOTAL	£3,197

The following would also need to be arranged outside of the quote by the Community Council:

Marshalling (Min approx. 20 Marshalls)
Temp events Licence.
Event assessment.
Event plan.
Police liaison.
Arranging vendors and attractions.
Liaison with venue.
Ticketing, marketing.

Officer's note:

Opting for the Crackerjack quote would make a likely saving of circa £2112
Pendragon quote would make a likely saving of circa £1,403

These provider would only supply fireworks and a rough post event clean-up. All other aspects of the event, including marshalling would fall on the Community Council. There are reputational risks involved in this. Given current officer workload and capacity it is recommended that this may necessitate the setting up of a working group made up of active members to organise the event.

The primary reputational risk is the event not being able to take place due to inadequate marshal numbers. A number of Councils around the Country had to cancel their planned events at short notice due to inadequate marshals turning up on the day and them not fulfilling the number of marshals stated in their risk assessment.

Other factors:

Marketing.

Recommendation that the Council mandate that event be referred to as 'The Llanharan Community Council Fireworks display 2023' in all marketing materials including third party marketing.

Consideration of ticketing arrangements:

In 2021 the event was ticketed. Approx 10% of those who obtain tickets did not attend.

In 2022 no tickets were issued and 2200 people attended the event, below the 3000 capacity stated on the event risk assessment.

INTERLINK COST OF LIVING GRANT APPLICATION FORM WINTER 2022/2023

These grants were designed by our members at our Community and Voluntary Sector Conference on the 9th of November.

1. **Grants of up to £500** - for projects that support communities over winter to keep people warm, safe, fed and connected. This can be to continue doing what you are already doing.
2. **Grants of up to £1,000** for projects that show strong partnership working and how your project will make a difference, and doing more of what you are already doing. These projects are supported by Graig Fatha Wind Farm Fund (Ripple Energy).

Your application should show how your project can support the following points:

- Provide ongoing support to people of all ages and abilities to keep safe, warm, fed and connected.
- Be accessible and promoted to a wide range of people, including those with mobility issues and people with disabilities
- How you work together with others in your community, for example, be aware of what others are doing, promote each other's events and activities, provide and promote information and advice
- Help communities access, provide or cook food
- Help people access information technology, such as SIM cards, putting in phone chargers, setting up wi-fi, etc.
- Provide cost of living and other information and advice to your community, for example, how to manage money, how to maximise their income. Transport costs to get people to activities and venues
- Volunteers' expenses, rewards and recognition

Other areas we want to support:

- Support not for profit community level trading and enterprise
- Help to carry out an energy efficiency audit (we will arrange this) or improve energy efficiency in your community building.
- Projects or activities supporting children, young people & families
- Projects which encourage communities to make use of outdoor spaces.

*We do not define what community means – please tell us what it means to you!

Criteria

- Projects should not stigmatise people and people should not have to provide evidence of need (unless required by an external funder).
- Gifts, welcome packs, and events can only be applied for if part of ongoing support, not as a one off.
- You agree to promote your activities on Connect RCT (we can help with this!)

ABOUT YOUR ORGANISATION AND YOUR PROPOSED PROJECT

Please complete the form below with details of your project

Name of your Organisation:	Llanharan Community Council
Name of your project:	Winter Welcome Centre
Contact Name:	Leigh Smith
Organisation Address:	2A Chapel Road, Llanharan
Postcode:	CF72 9QA
Contact Telephone Number:	01443 231430
Contact email address:	project@llanharan-cc.gov.wales

Please tell us what your organisation does:	
Please provide details of the project that you are requesting funding for:	
To Operate a Winter Welcome Centre one day a week. Offering a warm, safe welcoming space with activities, socialising and refreshments.	
How much would you like to apply for from the Small Grants scheme?	£1000
What will the funding be spent on?	
Are you a member of Interlink RCT?	Yes/No
Do you have a bank account in the name of the group?	Yes/No
Do you have the following policies:	
Finance Policy	Yes/No
Equal Opportunities Policy	Yes/No
Health & Safety Policy	Yes/No
Environmental or Sustainability Policy	Yes/No
Safeguarding Policy	Yes/No
<p><i>All groups are encouraged to have the above policies in place. Some projects involving vulnerable groups may need specific policies such as Safeguarding Children & Vulnerable Adults. Further help and advice is available from our Community Advice Team at communityadvice@interlinkrct.org.uk.</i></p>	

AUTHORISATION

- I confirm that I am authorised to make this application on behalf of the organization.
- I declare that the information in this form is correct.
- I agree to provide any information as requested.
- I understand and agree that any grant awarded may be withdrawn or reclaimed, if any of the information provided by our organisation proves to be false or incorrect.
- I agree to follow any conditions included in the grant offer letters.

Name: Leigh Smith

Position in Organisation: Clerk to the Council

Signed:

Date: 17/11/22

Please return this application form to: grants@interlinkrct.org.uk.

If you need any help or information regarding your application, please email us grants@interlinkrct.org.uk. or call 01443 846200

Appendix 12

King's coronation in summer 2023. The Coronation to take place Saturday May 6th 2023.

Council is invited to consider whether it wishes to hold events to celebrate the Coronation of King Charles.

Considerations:

Number of events.

Location(s).

Budget.

Formation of a committee or working group with budgetary control.

Appendix 13

Assistance request to a local group (LCDP) to help setup a community garden.

Summary of request from full email from LCDP located at the end of this report.

Release Paul and Mark (Community Council staff) to support us with the delivery day helping move heavy equipment from the large Robert Price delivery truck, that will be located in the lane behind Brynna Road (top of the allotments) we require bodies that can lift and transfer the equipment down the path to the allotment on the morning of Thursday 17th November (subject to change) - exact time to be confirmed - see image below.

Support to cut the Willow tree trunks and branches with guidance on a Chippa so we can make bark for the play space and around the greenhouse, See below the image of the Willow trees we require support to cut down, move and ideally cut up to make bark.

Name	Days of work	number of people needed	ease of task	date proposed
Builders merchant Delivery	1	6+	Heavy lifting	17th of November
Raised beds	2	2 to 5	Drill work , Lifting	21st, 22 of November
Trellis	0.5	2 to 4	Digging or holding	22nd of November
Bench	0	2+	Heavy lifting	22nd of November
Compost Bin	0.25	2 to 4	simple flat pack	29th of November
Habitat Boxes	0.25	2 to 4	simple drilling	22nd of November
Greenhouse	3	2 to 4	drilling, lifting	29th of Nov, 6th,7th of dec
Filling and lining Raised beds	1	3+	shovel and spade use	13th of December
Tool store	3	2 to 4	drilling, flat pack	21st of dec/ 3rd of Jan
Planting raised beds	1	2+	Planting	4th of January
Planting bulbs	1	3+	Planting	10th of January
Fruit tree Planting	1	3+	Planting and digging	10th of January
Wildlife Turf	2	2+	Digging and lifting	17th, 24th of January

Note: Schedule subject to change.

Officer's notes:

Should Council be minded to support this request, it is suggested that Council allocates a number of working hours it is prepared to commit. For example, 2 members of staff working for 2 full days = 32 hours of assistance.

That way the group can 'spend' the hours as it sees fit across the schedule.



Local Places for Nature

How to install your Community Food Growing Package



cadwch keep
gymru'n wales
daclus tidy

About your package

Food growing development packs have been designed for organisations looking to build larger-scale projects on land that is in 'not for profit ownership'. Packages will include everything needed to create a space for the local community to grow herbs, fruit and vegetables whilst also enhancing the space for pollinators.

Keep Wales Tidy have carefully selected everything needed to get started including shed and greenhouse, seeds and tools and raised beds. We have ensured that all plants are grown in Wales and other items are sourced within the UK. The full list of package items and delivery details can be found below.

Along with the materials needed to create the garden, Keep Wales Tidy will also help your group and volunteers to install the package. Using our tools and expertise, we will plan a work schedule with your group to get everything started, our project partners Social Farms and Gardens will also visit and design a site plan.

This booklet will guide you through the creation of your Food Growing Development Package. Below you will find instructions on how to install elements of the garden, how many volunteers will be needed for certain tasks and guidance on when to expect deliveries and how to look after them. We will also ensure you have contacts and resources to help maintain the garden for the next 5 years.



The package has taken our allotment and community to another level and has given us all so much to do and learn. Everyone is so eager to see everything complete and start growing and harvesting veg.

Stephanie Latham, The Wallich, Swansea

Initial Site Visit

Once you have accepted the terms and conditions of the offer, work can begin to create your new Food Growing Space. The project must start within two months of the offer letter date and be completed three months after the initial site visit. Our local Keep Wales Tidy Project Officer will arrange to meet your group on site, along with a representative from Social Farms and Gardens and any other partners you wish to invite. The purpose of the site visit is for you and the volunteers to ask our staff any questions you may have, to arrange a time schedule for the tasks involved, for our project officer to ensure there is no access issues or ground prep needed that may prevent the project starting and for Social Farms and Gardens to design a site plan for you.

At the site visit, we may ask:

- How many volunteers do you regularly have?
- What days could volunteers be available to install the package?
- Are there any access issues to site?
- Is there anywhere you can store deliveries?
- Where can deliveries be sent that require a signature?
- Who are your intended users of the garden?
- What ideas did you have for how you want the garden to be created?



Asset list and deliveries

Below is an outline of the package contents you will receive. We have tried to simplify deliveries as best as we can whilst maintaining our support for local, small businesses. Please regularly check off items that have been delivered safely and let your Project Officer know when items arrive.

Item	Detail
Order 1 – Builders Merchant	27 Sleepers for raised beds, Topsoil arriving in approx. 9 bulk bags, Weed membrane (50m), A variety of 18 Hand tools and 15 pairs of gloves. Wheelbarrow. Water butt. Trellis and fixings
Order 2 – Potting materials	7 boxes of Peat Free Coco coir compost, 4 packs Seed cultivation coco dots, 4 packs plant labels
Order 3 – Vegetable seeds	60 packets or year round vegetable seeds
Order 4 - Greenhouse	Evesham 6x6 Wooden Greenhouse
Order 5 – Greenhouse Staging	1 potting bench, 1 seed tray shelving
Order 6 - Tool store	5x4, sturdy Flexistore metal shed with 3 point locking, sub floor and shelving
Order 7 - Bench	Heavy duty, recycled plastic bench
Order 8 – Compost bin	1 large wooden compost bin with duvets
Order 9 - Habitat boxes	2 bird boxes, 1 Hedgehog Nest box, 1 Bug Mansion and a bird feeder with seed. 2 Wildlife gardening books.
Order 10 - Books	2 fruit and food growing handbooks
Order 11 –Herbs	A collection of 30 edible flowers and native herbs
Order 12 – Celtic Wildflowers	3 Hops, 6 raspberry plants, 1 Rhubarb (3litre), 1 Grapevine, 12 strawberry plants, 30 native wildflowers
Order 13 – Fruit Trees	5 fruit trees plus stakes, rootgrow powder and mulch mats
Order 14 – Wildflower Turf	20 m2 of Native Wildflower turf and finisher
Order 15 - Bulbs	160 Native Bulbs

The garden in Alway will provide not only a place for crops to grow and nature to thrive but will inspire all those who visit to learn more about growing food and gain the confidence to try it for themselves.

Antony Chant, Newport City Homes, Newport

Tools and building materials for the raised beds and trellis are supplied by a local builder merchant and will arrive on a large lorry. At your site visit our project officer will ensure that the site has good access for the lorry and will arrange where is best to unload items. We can book a specific time and date for the builder's merchant to deliver these bulk items. A volunteer will need to be present to help unload.



Potting materials are shipped using DPD. DPD will contact you with a delivery date and then a 2-hour timeslot. These may be best going to an address where they can be signed for. There will be around 3 large boxes to store.



Vegetable seeds are posted via RoyalMail tracked and can be posted through a standard size letter box.



The Shed and the Greenhouse are best delivered on site as although they are flat packed, they can be quite bulky. Both the shed and greenhouse company deliver themselves rather than rely on an external courier. The supplier will contact you beforehand to arrange a delivery day, then message again on the morning as a reminder and final call when they are nearby. A volunteer must be on site to receive the delivery.



The bench is delivered fully assembled via Palletways and will need to be delivered directly to site due to its size. Palletways will contact you with a consignment number. A volunteer will need to be on site when the delivery arrives. The bench weighs over 90kg so two people will need to carefully place it.

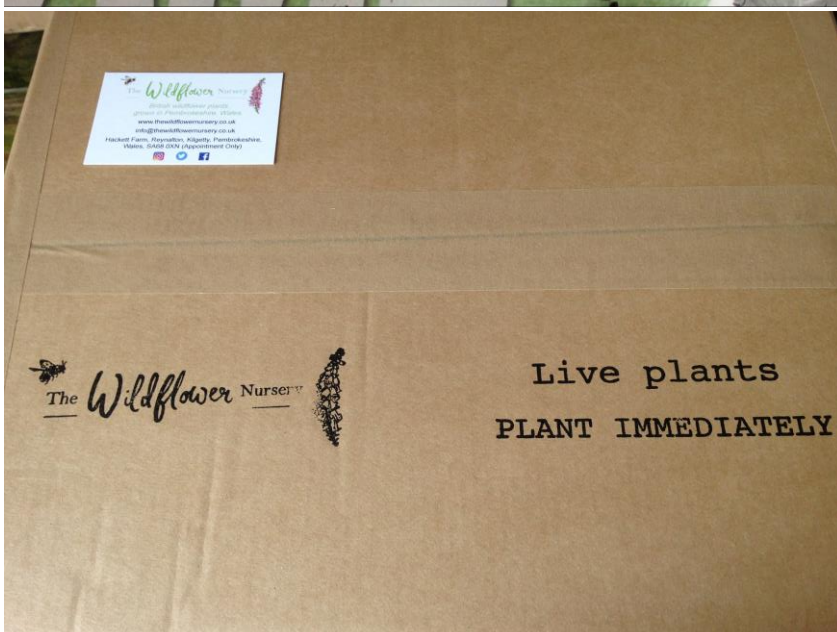


Habitat boxes and feeders come from NHBS via DPD tracked delivery. Boxes are very heavy so take care when lifting. You will need somewhere to store these.



Books are ordered from “A Great Read” and are sent tracked via Whistl.

Edible Flowers are sent via Royal Mail or courier and will arrive in a box clearly marked live plants. To minimise plastic, plants are wrapped in newspaper and therefore must be planted as soon as possible to avoid them drying up.



Plants will arrive in large cardboard boxes, clearly marked as containing live plants. Our supplier uses a courier to ship, and they will contact you beforehand with a delivery slot. Within the delivery will be the fruit and wildflower plug plants. Remove all plants from the package ASAP and place them somewhere outside where they will have access to sunlight and rainfall. If the weather is dry, please water regularly until planting.



Fruit trees will be delivered via Hermes in a large bag. These are easily transportable and may be best delivered to a home address. We use bare root fruit trees that can only be planted during winter months, so don't be alarmed if they arrive late. The trees will be fine in their bags for a couple of weeks or they can be heeled in prior to final planting.



Wildflower Turf will come via Palletways and will need to be delivered directly to site. Strips of turf are rolled onto the pallet. When the turf arrives, it will need to be laid within 48 hours as the roots can dry up quickly. Palletways will contact you with a consignment number and deliveries are usually on a Tuesday or Thursday. A volunteer will need to be on site when the delivery comes.



The compost bin is sent with Yodel in a 2-hour signed for timeslot. The supplier will contact you beforehand to arrange a delivery date and when you confirm, they will get the item shipped. The compost bin is flat packed in 2 boxes and would be best going to an address that it can be signed for. Yodel will not leave the delivery with a neighbour or in a safe place.

Bulbs are sent out via DHL tracked. Packets must be opened immediately and planted as soon as possible. If you are unable to plant straight away, store the bulbs in a cool, shaded place for a maximum of 10 days.

Greenhouse Staging will be sent to you via a courier. We have requested that they notify you on the day of delivery to advise an ETA, however, please note that this is an estimate and could be subject to change. You may also receive a phone call 30 mins prior to delivery but this is purely at the drivers' discretion.

Installing your Food Package

This guidance is a simplified outline of how to install the items in the package you have received. It includes information on where to install them and what tools will be required, as well as information on how to maintain them. Where a supplier will provide detailed instructions on how to install an item this is mentioned below and will take precedence over the information provided here.

Building the raised beds

Our project officer will help you decide the size to build your raised beds and can cut the sleepers to create a uniform rectangle bed. The package includes 27 sleepers, screws, fittings and weed membrane. Beds should be positioned to receive as much sunshine as possible. Consider having a workable space around each bed so that people can access and maintain them, preferably at least 1.5 metres.

The sleepers are very heavy so a minimum of two volunteers are required to carry them into position.

The ground will need to be as level as possible so some digging may be required before building the first layer. The corners will need to be as square as possible on the first layer to ensure that the additional layers are level. Once the bottom layer is in position and screwed together, the other layers are much easier. Make sure that sleepers overlap in the opposite way on each layer to increase the strength. Volunteers will help to build the raised beds with the guidance of KWT staff, KWT staff will carry all tools required.

Once the beds are filled, volunteers can add the membrane and then begin to fill the beds with soil.



Installing Trellis

The trellis is designed to support climbing plants like Honeysuckle and Clematis. It should be positioned in partial or full sunshine.

Mark the two holes for the posts, making sure they are wide enough apart to be able to fix the trellis to the posts. Dig holes at least 60 cm deep then hold the fence post in place whilst another volunteer checks the post is straight using spirit level. Fill hole with postcrete and leave to set as per instructions on bag. Place trellis on posts at desired height and attach to posts using screws. Pre-drill holes for screws to prevent wood splitting. Once the trellis is in place, plant climbing plants a little distance in front of the trellis. As the climber grows weave stems into trellis. Secure lightly with string if required.



“Our community garden development provided by Keep Wales Tidy has been an incredible asset to our charity and to the community. It’s a lovely space for people to enjoy and somewhere for people to develop their skills and improve their wellbeing. We are so looking forward to spring and summer when the garden will really come into its element! Thank you, Keep Wales Tidy!”

Aimee Rees, The Parish Trust, Caerphilly

Wildflower Turf

The area for the Wildflower Turf will need to be prepared prior to the delivery.

The turf should have good contact with the soil. The vegetative top layer should be removed by either

- i. Digging out and removing
- ii. Use a turf cutter and the top layer disposed of
- iii. Rotavate/till the mown area and rake off as much vegetation as you can (breaks up soil too)

The turf establishes more quickly if the soil underneath isn't compacted. You can break the soil down using a spade, fork, rake or tiller.

The turf is heavy, so be careful when moving it around. To roll out, start at one edge or corner and unroll the turf, gently firming it into the soil underneath. Butt your second strip right against the first and repeat. Do the same for any adjoining turfs. Cut off excess and re-use where necessary. Sprinkle the turf finisher over any gaps and joins as per pack instructions.



To maintain your meadow, cut to a height of 5cm every two months of the first summer using a scythe. Leave the cuttings in situ for a few days to allow seeds to drop then remove then place the cuttings in the compost bin. The species will prefer an Autumn cut, between late August – November. Again, ensure that all cuttings are removed after a few days. For more detailed guidance, please contact your Local Nature Partnership lead <https://www.biodiversitywales.org.uk/Local-to-You>

Compost Bin

The compost bin is best placed in a well-ventilated area, in light shade and on bare earth rather than concrete.

Instructions are provided by the manufacturer. We recommend ensuring that the ground is level before building it.



Waterbutt

Ideally, the waterbutt should be connected to a drainpipe near to the growing space.

Place the water butt on the stand, close to the drainpipe, ensuring that the tap outlet faces away from the wall and the diverter and pipes comfortably reach from the main drainpipe to the water butt.

Make sure the tap is set to off and it should start collecting rainwater.



Greenhouse

Greenhouses are wooden framed with polycarbonate windowpanes.

Full instructions are supplied by the manufacturer and should be adhered to for installation.

The greenhouse will need to be installed on a flat and level base, such as concrete, gravel or paving slabs. Place in direct sunlight, sheltered from prevailing winds and away from any trees.

Once built, it will need to be treated as soon as possible and annually to waterproof it and as part of the anti-rot guarantee. Fully seal windows with a silicone sealant on both the inside and outside frames. Secure to base using L-brackets bolted into both the greenhouse and base.



The garden has transformed our site and is positioned to ensure maximum impact for visitors, as it will be the first area to be seen when arriving on site and the last thing when leaving and we are extremely pleased with it. The garden has started the development of a large-scale bio-diverse site incorporating the planting of natural hedges, creation of a pond to encourage wildlife, horticulture area to grow our own vegetables and flowers and the development of an equine-therapy area to assist mental wellbeing. It will mean veterans and the local community can relax in natural, calm surroundings in what was previously a former colliery railway sidings.

Nigel Locke, Valley Veterans, RCT

Metal Tool Store

Full instructions are supplied by the manufacturer and should be adhered to for installation.

The shed will need to be installed on a flat and level base, such as concrete, gravel or paving slabs. The minimum base size is 1730mm x 1557mm x 50mm.



Bench

The benches are very heavy so make sure there are enough volunteers to help place it in position. You may wish to bolt the bench into concrete if there is a high risk of theft in your area.

Planting your Food Package

There are lots of live plants and seeds included in the package to help your garden get off to the best start. We have provided some simple guidance for planting the items you have received. Where a supplier will provide detailed instructions on how to install an item this is mentioned below and will take precedence over the information provided here.

Fruit Trees

PRIOR to planting, please look at the video clips at <https://iansturrockandsons.co.uk/videoguides/>

Unpack your trees outside as they are likely to be wet and muddy.

Check the plant label for any specific planting instructions.

Dig a hole as deep as a spade then sprinkle in the white powder provided. Place the tree in the hole, along with the plant support then fill the hole with the peat free compost. Add the fertiliser to the top of the compost then recover the hole with any of the removed topsoil then gently compact with your heel.



Fruiting pot plants

If planting the fruit bushes in a raised bed with other plants, aim to create a rising effect, with the smallest plants at the front and largest at the back. Make sure that any climbing plants are against the trellis so that they can trail upwards as they grow.

To begin, soak the roots so that they are completely soaked. Dig a hole a little deeper and wider than the pot itself. Tip the plant out of the pot and place it in the hole, then refill with soil. Use your heel to compact the soil. Make sure you water the plants regularly in the first week and during dry weather.



Bulbs

Most hardy bulbs like warm, sunny spots, with good drainage. Spring flowering bulbs should be planted between October to December. Plant bulbs in clusters close together for good displays of colour. Bulbs can be planted into the ground or in containers or raised beds.

The bulbs come with individual planting instructions; it is important to follow these as each species needs different depths.

Wildflower plug plants

Water your plug and pot plants before planting. Delay planting out if the soil is dry and hard, or if it is frozen.

To remove your individual plant plugs push them up and out using the little finger or the blunt flat end of a pencil. Use the potting trowel to dig holes, then place the plug plants in. Fill any gaps with the discarded topsoil.



Starting seeds off

Line coco dots in a tray and gently add water to the centre of each dot then leave to expand.

Sow seeds in the coco dots as per the packet instructions.



Installing the Wildlife Habitats

Bird Boxes

Bird boxes should be installed between 2 to 4 metres high on a tree or wall.

Boxes should face between north and east so it doesn't get strong sunlight during the day.

Fixing a box to a tree with nails might damage the tree. Better to use a piece of wire, wrapped in hose, to tie the box to a tree.



Bug and bee hotels

The bug / bee hotels will attract solitary bees, lacewings, ladybirds, and other beneficial insects to your garden.

The ideal location to hang your bug / bee hotel is between 0.75m and 1.5m above ground in a warm sunny position, preferably to catch a little morning sun. Facing South / South East is perfect. The bug hotel can be attached to a wall or wooden post. It could be attached to one of the posts of the trellis if it is tall enough.



Be careful not to put it near a window or busy walkway.

Having a community fruit and veg garden has encouraged the wider community to volunteer, get involved in the building, planting and growing the veg and fruit and harvesting some of our produce. Our project also has created a garden café where we talk about gardening, the processes and our experiences of growing fruit and vegetables. We run workshops in different topics all related to engaging people with nature. To respect and preserve and protect nature. These educational workshops attract all age groups especially children who are learning how self sustainability protects the planet and helps nature thrive.

Bev Winn, G.R.A.C.E Community Garden Project, Cardiff

Maintaining your Food Package

We hope you will enjoy your new food package for many years to come and will endeavour to support you as best we can.

Included in your package are two guidebooks to help answer all the common questions you may have as the gardens grows. You can also find resources from our project partners on our website. We suggest you consider becoming a member of [Social Farms & Gardens Cymru](#) which is free of charge and will enable you to get support and guidance on all aspects of community growing in Wales, including access to updated versions of these Resource Packs.

You may also be able to apply for our Green Flag Community Award. This is the benchmark for parks and green spaces which are managed by volunteers. Wherever you see a Green Flag, you know you're visiting an exceptional place with the highest standards. For further information, please visit [Green Flag Parks](#) .

Finally, you may wish to apply for next stage funding. If you require different items to develop your local nature space, please visit the National Lottery website for details of their capital funding pot.



This project has long term impacts: the garden space looks much improved and is an even better place to be, we have more scope to grow and plant, the volunteers have learnt skills for the future and being involved from start to finish in this project has empowered them to be more involved as time goes on.

Hannah Luhde-Thompson, KIM Inspire, Flintshire



cadwch keep
gymru'n wales
daclus tidy

From: [Jane Hawkshaw](#)
To: [The Clerk / Project Officer; Chris](#)
Cc: [Enquiries; Graham Boucher; N McAndrew](#)
Subject: LCDP/Bryнна Allotment Project
Date: 03 November 2022 02:18:41
Attachments: [image.png](#)
[image.png](#)
[image.png](#)
[Outlook-4xrw0vj3.png](#)
[LCDP_schedule.xlsx](#)
[Local Places for Nature - Food Development Guidance.pdf](#)

Hi Leigh and Chris

RE: LCDP /Bryнна Allotment Association - Community Garden

Thank you for the time over the phone on Wednesday afternoon Leigh, it was good to chat to you.

I email you both to update you and inform you of the allotment project we are doing at Bryнна Allotment Association thanks to their guidance and support.

We have been successful in a **Keep Wales Tidy - Local Places for Nature** application where we will be receiving a Development Package - ***see attached details of the development package.***

This will enable LCDP to provide an outdoor classroom for Play Tots early years setting where children will learn to grow their own produce bringing families and children outside during term time thanks to support from Estyn and Learning Landscapes linking with the curriculum for early years settings in Wales, supporting children with the curiosity approach.

The space will also be offering wellbeing and mental health support to our adult service users that come to LCDP Happy Dayz, we aim to get the group to meet outdoors offering a safe space to come and reflect and plant produce and flowers and be part of a project having ownership, with the aim to develop local interest offering local places of nature and volunteering opportunities combatting loneliness and isolation.



These are the 3 plot spaces we have been allocated, with a central communal area for the community. It's the central area we would like support with cutting the grass as soon as possible please, with a regular cut so it's easier to maintain offering a welcoming space for all to enjoy.

Please **find attached the schedule** we will be working towards with planned dates for the work to be carried out, with a timeline of three months with support (one to two days a week) from Keep Wales Tidy (one person Jacob Bunt) with skills and expertise supporting us to prepare the ground and plant the bulbs etc - **see attached schedule**

Basically here is what we need to action and the dates we plan to do it;

Heavy lifting from delivery	17th of November
Drill work , Lifting	21st, 22 of November
Digging or holding	22nd of November
Heavy lifting	22nd of November
simple flat pack	29th of November
simple drilling	22nd of November
drilling, lifting	29th of Nov, 6th,7th of dec
shovel and spade use	13th of December
drilling, flat pack	21st of dec/ 3rd of Jan
Planting	4th of January
Planting	10th of January
Planting and digging	10th of January
Digging and lifting	17th, 24th of January

You may be wondering - well why tell us all about it? to be honest as ever we need your support as a Community Council, we have a great deal of work to do for our vision to become a reality.

We were hoping the Community Council could help us in the following **3 ways**.

1. **Cut the grass in the central area of the community garden (where the bird table and bench are situated) as soon as is possible so we can prepare the land.**

No description available.



2. **Release Paul and Mark (Community Council staff) to support us with the delivery day helping move heavy equipment from the large Robert Price delivery truck, that will be located in the lane behind Brynna Road (top of the allotments) we require bodies that can lift and transfer the equipment down the path to the allotment on the morning of Thursday 17th November - exact time to be confirmed - see image below**



3. **Support to cut the Willow tree trunks and branches with guidance on a Chipper so we can make bark for the play space and around the greenhouse, See below the image of the Willow trees we require support to cut down, move and ideally cut up to make bark.**



We plan to start some ground preparation this **Friday 4th November from 9am** with specialist support and guidance from Keep Wales Tidy Project Officer Jacob Bunt, rotavating one of the plots where a greenhouse and a shed will be situated.

Feel free to join us on any of the dates detailed in the schedule :0) and please feel free to mention the project to others you think may be interested or benefit from getting involved.

Thanks both for your time, I hope to hear from you with support for the **3 points detailed above.**

Kind regards
Jane

Jane Hawkshaw
Trustee
Llanharan Drop in Centre

01443 229723 mobile: 07766107056

Jane@lcdp.org.uk

www.llanharandropin.org.uk

<https://www.facebook.com/llanharandropincentere/>



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

Fy Nghyf/My Ref:
22/1240/10

EichCyf/Your Ref:

Dyddiad/Date: 16/11/2022

Gofynnwch am/Please ask for: Laura Heron
01443 281130

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

CYF GRID/GRID REF: 300309, 183001

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

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

Annwyl Sir/Madam

Dear Sir/Madam

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

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

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

Please view plans etc for the above
application online at
www.rctcbc.gov.uk/planning

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

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

Yr eiddoch yn gywir / Yours faithfully,



Jim Bailey
Pennaeth Cynllunio / Head of Planning

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

Fy Nghyf/My Ref:
22/1299/10

EichCyf/Your Ref:

Dyddiad/Date: 14/11/2022

Gofynnwch am/Please ask for: Amy Marshall
01443 281130

DATBLYGIAD Two storey rear extension
ARFAETHEDIG/PROPOSAL:
LLEOLIAD/LOCATION : 16 HILLCREST, BRYNNA, PONTYCLUN, CF72
9SJ
CYF GRID/GRID REF: 299135, 183494

DEDDF CYNLLUNIO GWLAD A THREF 1990 / GORCHYMYN CYNLLUNIO GWLAD A THREF (GWEITHDREFN RHEOLI DATBLYGU) (CYMRU) 2012 **TOWN AND COUNTRY PLANNING ACT 1990 / TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (WALES) ORDER 2012**

Annwyl Sir/Madam

Dear Sir/Madam

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

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

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

Please view plans etc for the above application online at www.rctcbc.gov.uk/planning

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

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

Yr eiddoch yn gywir / Yours faithfully,



Jim Bailey
Pennaeth Cynllunio / Head of Planning

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

Fy Nghyf/My Ref:
22/1304/10

EichCyf/Your Ref:

Dyddiad/Date: 10/11/2022

Gofynnwch am/Please ask for: Huw Boaler

DATBLYGIAD Single storey rear, two storey side extensions.
ARFAETHEDIG/PROPOSAL:
LLEOLIAD/LOCATION : 6 CLOS ALUN, BRYNNA, PONTYCLUN, CF72 9SR
CYF GRID/GRID REF: 298394, 183096

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

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

Annwyl Sir/Madam

Dear Sir/Madam

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

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

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

Please view plans etc for the above
application online at
www.rctcbc.gov.uk/planning

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

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

Yr eiddoch yn gywir / Yours faithfully,



Jim Bailey
Pennaeth Cynllunio / Head of Planning

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

Fy Nghyf/My Ref:
22/1237/10

EichCyf/Your Ref:

Dyddiad/Date: 31/10/2022

Gofynnwch am/Please ask for: Huw Boaler

DATBLYGIAD Tiled roof conservatory to rear
ARFAETHEDIG/PROPOSAL:
LLEOLIAD/LOCATION : 7 MAES HEDD, LLANILID, PONTYCLUN, CF72
4AE
CYF GRID/GRID REF: 298144.09, 182348.41

DEDDF CYNLLUNIO GWLAD A THREF **TOWN AND COUNTRY PLANNING ACT**
1990 / GORCHYMYN CYNLLUNIO GWLAD **1990 / TOWN AND COUNTRY PLANNING**
A THREF (GWEITHDREFN RHEOLI **(DEVELOPMENT MANAGEMENT**
DATBLYGU) (CYMRU) 2012 **PROCEDURE) (WALES) ORDER 2012**

Annwyl Sir/Madam

Dear Sir/Madam

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

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

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

Please view plans etc for the above
application online at
www.rctcbc.gov.uk/planning

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

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

Yr eiddoch yn gywir / Yours faithfully,



Jim Bailey
Pennaeth Cynllunio / Head of Planning

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

Fy Nghyf/My Ref:
22/1224/10

EichCyf/Your Ref:

Dyddiad/Date: 21/10/2022

Gofynnwch am/Please ask for: Amy Marshall
01443 281130

DATBLYGIAD

Front porch & rear extension with dormers

ARFAETHEDIG/PROPOSAL:

LLEOLIAD/LOCATION :

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

CYF GRID/GRID REF: 302367, 182917

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

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

Annwyl Sir/Madam

Dear Sir/Madam

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

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

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

Please view plans etc for the above
application online at
www.rctcbc.gov.uk/planning

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

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

Yr eiddoch yn gywir / Yours faithfully,



Jim Bailey
Pennaeth Cynllunio / Head of Planning

