



## **LLANHARAN COMMUNITY COUNCIL**

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

*The meeting was held in accordance with:*

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

### **Members Present:**

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

**Apologies:** None

**Absent:** Geraint Hopkins JP.

**Clerk to the Council:** Leigh Smith

**Deputy Clerk/RFO:** Lisa Phillips

4 members of the public.

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

The Chair welcomed all to the meeting.

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

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

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

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

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



**RESOLVED**

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

**2023/291 Public speaking**

None

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

**RESOLVED**

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

**2023/293 Action plan**

Noted

**2023/294 Correspondence**

Noted

**2023/295 Crime report**

Noted.

**2023/296 Expenditure October 2023.**

**RESOLVED**

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

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

Noted.

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

Noted

**RESOLVED**

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

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

Noted.



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

Note: LCDP invoice still to be received.

#### ***RESOLVED***

To authorise payment of the following costs:

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

#### ***RESOLVED***

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

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

Note: Valid LCDP invoice still to be received.

#### ***RESOLVED***

To authorise payment of the following costs:

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

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

#### ***RESOLVED***

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



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

#### ***RESOLVED***

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

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

#### ***RESOLVED***

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

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

#### Cllr Mark Steer

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

#### Cllr David Evans

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

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

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

#### ***RESOLVED***

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

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

#### ***RESOLVED***

#### ORA2023/090 Allotment fees

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



Cllr Neil Feist returned to the meeting at this point

***RESOLVED***

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

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

***RESOLVED***

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

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

***RESOLVED***

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

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

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

and that concurrently;

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

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



**RESOLVED**

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

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

**2023/206 Planning**

Noted without formal comment.

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

**RESOLVED**

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

The public were temporarily removed from the meeting.

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

**RESOLVED**

To adopt the terms of reference for the HR Committee

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

12<sup>th</sup> November 2023

Resolutions of the Committee were noted.

**RESOLVED**

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

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



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

***RESOLVED***

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

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

***RESOLVED***

HR2023/022 HR Policies

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

Appendix 3 – Draft disciplinary policy & procedure V2.

Appendix 4 – Draft equality & diversity policy V2.

Appendix 5 – Draft grievance policy and procedure V2.

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

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

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

Officer's note:

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

***RESOLVED***

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

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



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

The public were re-admitted to the meeting.

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

None.

There being no further business the meeting closed at 9.00pm

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

Councillor David Evans

Chair of Llanharan Community Council



## **Appendix Co-option 1**

### **Process for Co-option of candidates to vacant seat**

Vacancy. (Llanharan Ward).

#### **Co-option process**

Candidates will be invited to give a brief personal statement if they have elected to do so (2 minutes max).

- Questions submitted in writing to the Clerk to seek clarification on answers given in an applicant's application form at least 24 hours prior to the meeting will be asked by the Chair of the Council (or the chair of the meeting should they be absent). No other Councillor or member of the public may ask questions.
- A vote will take place to determine which candidate will be co-opted to fill the vacant seat.
- The vote will comprise a show of hands with the name of the person with the least number of votes being removed from the list and a new vote taken. The process will continue until there is 1 persons remaining. Any tie shall be settled by the Chair's casting vote.
- The declaration of office to be signed in the presence of the Clerk at a later date but before the next meeting of the Council.
- Following the vote, the Clerk will arrange with the successful candidate to complete the declaration of acceptance of office form, personal information sheet, register of interests form and any other relevant paperwork.

Should the candidate fail to sign their declaration of acceptance of office form by the time of the next meeting of Council (unless resolved otherwise) or by any other statutory date then the process will need to be repeated, excluding that candidate.

The successful candidate will be provided with the Council induction pack which comprises the following:

The Good Councillors guide.  
The Schedule of the code of Conduct.  
The Ombudsman's guide to the code of conduct.  
Code of Conduct online training slides.  
A list of available training courses.  
The Council's standing orders.

The Council's financial regulations.  
Relevant policies of Council.

Ongoing advice and training will be provided by the Officer's of the Council.

### **Candidates for co-option (in alphabetical order by surname)**

***Note: Councillors have been provided with unredacted versions of application forms.  
Following this meeting all copies of those unredacted documents must be deleted and  
destroyed, in line with the Council's GDPR responsibilities.***

- Michaela Evans
- Andrew Morgan
- Claire Morgan
- Robert Smith



## LLANHARAN COMMUNITY COUNCIL

# NOTICE OF VACANCY TO BE FILLED BY CO-OPTION

Local Government (Wales) Measure 2011, Section 116

Llanharan Community Council currently has a vacancy for a Councillor which will be filled through the process of co-option. Co-opted Councillors have the same rights and responsibilities as those Councillors who obtained office through election. The position of a Community Councillor does not attract any remuneration.

Councillors are expected to attend the monthly meetings of the Council and also to serve on some Committees and / or working groups which normally meet on a two monthly cycle. The role is varied and enables local people to use their skills and experience to enhance the work undertaken by the Council for the benefit of the community.

Llanharan Community Council is also in receipt of significant funds as a result of local housing developments.

The Council wishes to invite interested people to submit their applications for the role of Councillor by way of completing the attached eligibility and application form. Applicants will be asked to attend the Council meeting on Thursday 21<sup>st</sup> December 2023 (in person or online) when selection will take place.

The Council is committed to achieving a balanced composition of Councillors that reflects our community.

## All members of the community are welcome to apply.

There is 1 vacancy available covering the wards of Llanharan although anyone eligible can represent any ward where there is a vacancy.

**Closing date: Noon 14th December 2023**

**Applications will be considered at a subsequent council meeting on 21<sup>st</sup> December 2023.**

You will be requested to attend a short interview at this meeting (via Zoom remote conferencing if preferred) where you may speak for up to 3 minutes if you wish (not mandatory) and may be asked questions about the information given in your application.

Please submit completed eligibility forms by writing to: [Clerk@Llanharan-cc.gov.wales](mailto:Clerk@Llanharan-cc.gov.wales) or at our office at 2A Chapel Road, Llanharan, CF72 9QA. If you have any questions about the Council or the role of a Community Councilor, please contact the Clerk via email, or call 01443 231 430.

Completed eligibility forms should be submitted to the Clerk prior to the deadline. Applications received after the deadline will not be considered.

# ELIGIBILITY FORM

Name: (Mr/Mrs/Other) Mrs Michaela Eizabeth Evans

Address:

E-mail address:

Telephone:

Mobile:

**Qualifications for holding office as member of local authority** (as provided in the Local Government Act 1972, s79):

[Redacted area]

Signed .....

Date .....

30/11/2023

## Application

Llanharan Community Council. Co-option from Casual Vacancy. November 2023

*Please complete all section concisely and accurately. Use a separate sheet of paper if necessary.*

Briefly demonstrate what you know about Llanharan Community Council.

Llanharan Community Council serves 6 communities including Brynna, Llanharan, Brynna Gwynion, Llanillid and Ynysmaerdy. This is made up of 6 wards including Llanharan including Ynysmaerdy (6 Councillors), Brynna, including Brynnau Gwynion (6 Councillors) and Llanillid including Bryncae (2 Councillors) This ward includes Llanharan's new housing developments and Dragon Studios.

The Community Council provides services such as community defibrillators, maintains public facilities such as benches, bus shelters and play areas. Additionally, the Council oversees local allotment plots including involvement in Public Rights of Ways.

The Council meet on a regular basis to discuss issues facing the community including providing feedback of several working subgroups.

Give details of the contribution you believe you could make to the work of the Council, (including details of any particular relevant areas of interest or expertise that you may have).

Having been a resident of Llanharan and Brynna for the whole of my life, I understand the local issues facing our communities. My daughter attended Brynna Primary School and attends a local sports group. I have close family members living at Church View Close Sheltered Complex, who attend Brynna OAP Association and St Peters Church.

I have in-depth experience of working in the public, private and third sectors. I have a strong background in construction contract management and have recently started as a Manager at a Charity based in the Rhondda Valley.

During my previous post, I established RCT Climate Action Network, which promotes the volunteering contribution to climate change activity in RCT. The Network has over 140 individual members with approx. 80 multi sectoral organisations being represented.

I feel that my strengths include stakeholder engagement and community consultation methods.

I have a particular interest in joining the Bryncae Community Center CAT Working Group as I have experience of asset management-based issues whilst working at Trivallis as a Contracts Manager.

I'm also interested in the Community Engagement Committee as my time spent within all 3 sectors has demonstrated the importance of community engagement and consultation. This is the cornerstone to the success of any proposed project.

Describe the personal qualities that you would bring to the role of Councillor;

My personal qualities include having a strong sense of duty and moral obligation. I'm goal focused and will strive to achieve the best possible outcome. This has been demonstrated through my ability to study at post graduate level and complete continuous development achievements including ILM Level 4 Project Management Construction. I am a member of the Chartered Institute of Building and have recently qualified as a registered hypnotherapist.

Why do you want to be a community Councillor?

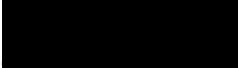
I would like to be considered to become a Community Councilor as I believe that I can bring local issues to the

Llanharan Community Council. Co-option from Casual Vacancy. November 2023

fore for discussion. I also believe that along with other Council members, will be able to make a difference to our communities.

The Council currently has 5 Committees and 9 task-based working groups. (See the attached summary, the Council's website and / or contact the Clerk for further details). Please indicate which of the committees and / or working groups you would join if places were available.

Name of Committee/Group	Tick here
Human Resources Committee	
Audit (Finance) Committee	
Open Spaces, Rights of Way and Allotments Committee (ORA)	
Community Infrastructure Levy (CIL) Committee.	
Community Engagement Committee	X
Trenos Crossing Working Group.	
Fireworks Working Group	
Bryncae Community Centre Community Asset Transfer (CAT) Working Group	X
'Brynna Woods Art' Working Group	
Walking Leaflets Working Group	
Oakbrook Skatepark refurb and Potential Pump Track Working Group	
Jubilee Marsh Multi-User Route Working Group	
Community Awards Ceremony Working Group.	
Hamlet/Ward Gateway Working Group	

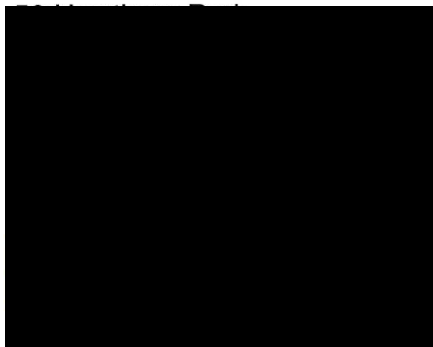
Print name Michaela Grant Sign.  Date 30/11/2023

*Note: Applicants may also provide a CV to supplement their application but must ensure the questions are answered in the relevant sections above in the spaces provided (using a separate sheet if necessary).*



## Curriculum Vitae

Michaela Evans



### Profile

A proactive and multi-tasking individual with experience in developing and managing programmes and projects in social housing, healthcare and third sector. Highly organised and thorough and always meets and deadlines. Adept at dealing with conflict calmly, confidently and positively. Possesses good negotiation skills with the ability to manage and motivate a team. Committed to collaborative and co production project working. An honest, dedicated and supportive professional with an optimistic and friendly disposition. A fluent Welsh speaker with a full clean driving licence.

### Employment History

#### ***November 2022 - present - Project Manager, R***

Key responsibilities include project management of a strategic action programme, reporting to the Project Steering Group. Duties include ensuring effective monitoring and evaluation of the project including budgetary responsibility, reporting to a multi sectoral range of stakeholders and developing collaborative projects including building a Community of Practice under action learning sets.

#### ***May 2022 - November 2022 - R***

Key responsibilities included assisting Project Managers in delivering low carbon systems to customers including Registered Social Landlords. This included both new build and retrofit programmes.

#### ***December 2019 - May 2022 - Project Support Officer, R***

Key responsibilities included working with the General Manager, Programme & Project Managers and to provide support to all live projects, from construction builds, refurbishment/remedial work projects to existing buildings and feasibility studies. Experience of action tracking, risk management, change management and drafting of policies and procedures.

#### ***December 2015 - May 2019 - Contracts Manager - R***

Key responsibilities included contract delivery in line with agreed plans, compliance, quality standards, timescales and budgets. Responsibility for assisting in the preparation of

specifications, tender documentation and costs analysis; producing reports on the delivery, performance and financial management of planned programmes. Direct line management responsibility for the Neighbourhood Spaces Liaison Officer with indirect leads for Design Team co-ordination. Administrative duties including responding to tenant queries, complaint handling and data management.

**2012 - 2015 - Neighbourhood Spaces Liaison Officer - [REDACTED]**

Key responsibilities included providing tenant focused support to the [REDACTED] Neighbourhood Spaces Environmental programme, working with and supporting the Neighbourhood Spaces Project Manager, tenants, external consultants and partner organisations to deliver regeneration and estate improvement projects.

**2007 - 2012 - Tenant Liaison Officer - [REDACTED]**

Key responsibilities included providing opportunities for tenants to develop community activity locally and to influence the way in which [REDACTED] planned improvement programme and Welsh Housing Quality Standard requirements were delivered. Developed, supported and promoted the provision of tenant involvement, liaising with contractors, tenants, leaseholders and residents in relation to planned investment works to [REDACTED] housing stock.

**2006 - 2007- Senior Rural Regeneration Officer, Vale of Glamorgan Council, Cowbridge**

Key responsibilities included implementing the Rural Development Plan via the Rural Community Action Programme throughout the Vale of Glamorgan, working with local community groups and other stakeholders in developing neighbourhood focused projects.

**Qualifications**

Carbon Literate Accreditation, Carbon Literacy Project (April 2023)  
Association Project Management Project Fundamentals Qualification (July 2020)  
Member of the Chartered Institute of Building (September 2018)  
NEC 4 Project Management Accreditation (August 2019)  
NEC 3 Project Management Accreditation (April 2018)  
Level 4 ILM Construction Leadership Diploma, Cardiff Metropolitan (April 2016)  
Postgraduate Diploma in Housing, Cardiff University (September 2003)  
BSc Social Sciences, University of South Wales (September 2000)  
A Levels: English (B) Business Studies (D) Ysgol Gyfun Llanharry (May 1997)  
GCSEs: English literature (B), English language (A), Welsh literature (C), Welsh language (C), Business Studies (D), Technology (B), French (A), German (C), Mathematics (E), Science (E) Ysgol Gyfun Llanharry (May 1995)

**Personal Interests**

Reading a wide variety of literature, gardening and crafting activities. A voluntary parent member of the Brynna Tae Kwondo Group. Member of the National Hypnotherapy Society.





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# ELIGIBILITY FORM

Name : (~~Mr/Mrs/Other~~) Andrew Morgan .....

Address: [REDACTED] .....

..... E-

mail address: [REDACTED] .....

Telephone: .....

Mobile... [REDACTED] .....

**Qualifications for holding office as member of local authority** (as provided in the Local Government Act 1972, s79):

You must be able to answer "YES" to at least one of the following four questions; please circle as many as apply to you.

1. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Signed ..... [REDACTED] ..... Date 10 December 2023 .....

# Application

*Please complete all section concisely and accurately. Use a separate sheet of paper if necessary.*

Briefly demonstrate what you know about Llanharan Community Council.

Llanharan Community Council is a crucial local governing body that serves the needs of our community. As the Coordinator of my local Neighbourhood Watch in Bryncae, having taken over from my father during COVID, I am deeply committed to representing residents' interests within Llanharan Community Council. My roots in this community, spanning generations and including attendance at Dolau Primary School, provide me with a nuanced understanding of local challenges and aspirations.

My proficiency in Welsh enhances my ability to connect with a diverse range of residents, aligning with "The Good Councillor's Guide," which underscores the importance of linguistic and cultural awareness in promoting community cohesion and preserving our Welsh heritage. With a focus on community engagement, effective representation, and ethical decision-making, I bring a wealth of experience as a youth worker, a Queen's Commissioned Officer holding the rank of Captain in the Army Cadet, and DofE Wales consultant, to contribute to the Council's activities.

Give details of the contribution you believe you could make to the work of the Council, (including details of any particular relevant areas of interest or expertise that you may have).

As Head of Welsh at an Emotional, Social, and Behavioural Difficulties Special School, my expertise uniquely positions me to address educational and community well-being issues. With 16 years of experience as a youth worker and a retired Commissioned Officer, I understand the importance of discipline, collaboration, and strategic thinking, aligning with "The Good Councillor's Guide."

My commitment to efficiency and embracing modern technologies dovetails with the council's need for innovative solutions. Leveraging my experiences with the Army Cadet Force and DofE Wales, I can integrate outdoor activities and expeditions, promoting both recreation and community engagement. As the Neighbourhood Watch Coordinator for Bryncae, I demonstrate a dedication to community safety, while my role as a Consultant for DofE Wales reflects my embrace of contemporary educational methodologies.

In my role as President of the NASUWT Bridgend Association and accreditation as a TUC caseworker, I am well-versed in representing and safeguarding constituency interests. This experience equips me with skills in consultations, policy advocacy, and negotiating terms and conditions, directly applicable to the responsibilities of a community councillor.

## Describe the personal qualities that you would bring to the role of Councillor;

As a dedicated Welsh speaker, I am passionate about preserving our cultural identity and ensuring the needs of both Welsh and non-Welsh speakers are addressed. This commitment is evident in my roles as a teacher and youth worker, where I emphasize improvement, efficiency, and the integration of modern technologies. I bring a collaborative and forward-thinking approach to the council, emphasizing the importance of staying current with evolving trends and technologies.

My commitment to inclusivity extends to my role as a Workplace Representative of the NASUWT, where I've been extensively involved in consultations on policies and teachers' terms and conditions. With the ability to bridge generational and cultural gaps, I promote unity and understanding within the community.

My enthusiastic and passionate approach, reflected in various endeavours, aligns with the ethos of representing and preserving local identity outlined in "The Good Councillor's Guide." As a Stonewall School Champion, I am committed to fostering inclusivity and challenging discrimination. This dedication is complemented by my expertise as a Team Teach instructor, where I train staff on de-escalation techniques and positive behaviour management, underscoring my commitment to creating a safe and harmonious community environment.

## Why do you want to be a community Councillor?

Being a Welsh speaker deeply connected to the cultural fabric of Llanharan, my desire to become a community councillor is rooted in a profound commitment to preserving our language and heritage, while ensuring modern advancements benefit everyone. My passion for improving efficiency and embracing technology aligns with the dynamic needs of our community.

I aspire to contribute to a council that respects traditions while embracing innovation for the betterment of all residents. Bringing my linguistic skills, commitment to inclusivity, and a modern problem-solving approach, I aim to foster positive change, strengthen community bonds, and ensure the council remains responsive to the diverse needs of Llanharan.

My motivation to become a community councillor arises from a sense of duty and genuine love for the Llanharan community. Through diverse experiences as a teacher, military officer, youth worker, and community organizer, I've honed skills aligned with the principles of effective local governance outlined in "The Good Councillor's Guide." Driven by a commitment to serve and represent the community's interests, I aim to ensure Llanharan thrives, respecting its heritage while embracing its future.

The Council currently has 5 Committees and 9 task-based working groups. (See the attached summary, the Council's website and / or contact the Clerk for further details). Please indicate which of the committees and / or working groups you would join if places were available.

Name of Committee/Group	Tick here
Human Resources Committee	
Audit (Finance) Committee	✓
Open Spaces, Rights of Way and Allotments Committee (ORA)	✓
Community Infrastructure Levy (CIL) Committee.	
Community Engagement Committee	
Trenos Crossing Working Group.	✓
Fireworks Working Group	
Bryncae Community Centre Community Asset Transfer (CAT) Working Group	
'Brynna Woods Art' Working Group	✓
Walking Leaflets Working Group	
Oakbrook Skatepark refurb and Potential Pump Track Working Group	
Jubilee Marsh Multi-User Route Working Group	
Community Awards Ceremony Working Group.	
Hamlet/Ward Gateway Working Group	

Print name Andrew Morgan Sign [Redacted] Date 10 December 23

*Note: Applicants may also provide a CV to supplement their application but must ensure the questions are answered in the relevant sections above in the spaces provided (using a separate sheet if necessary).*



## LLANHARAN COMMUNITY COUNCIL

# NOTICE OF VACANCY TO BE FILLED BY CO-OPTION

### Local Government (Wales) Measure 2011, Section 116

Llanharan Community Council currently has a vacancy for a Councillor which will be filled through the process of co-option. Co-opted Councillors have the same rights and responsibilities as those Councillors who obtained office through election. The position of a Community Councillor does not attract any remuneration.

Councillors are expected to attend the monthly meetings of the Council and also to serve on some Committees and / or working groups which normally meet on a two monthly cycle. The role is varied and enables local people to use their skills and experience to enhance the work undertaken by the Council for the benefit of the community.

Llanharan Community Council is also in receipt of significant funds as a result of local housing developments.

The Council wishes to invite interested people to submit their applications for the role of Councillor by way of completing the attached eligibility and application form. Applicants will be asked to attend the Council meeting on Thursday 21<sup>st</sup> December 2023 (in person or online) when selection will take place.

The Council is committed to achieving a balanced composition of Councillors that reflects our community.

## **All members of the community are welcome to apply.**

There is 1 vacancy available covering the wards of Llanharan although anyone eligible can represent any ward where there is a vacancy.

**Closing date: Noon 14th December 2023**

**Applications will be considered at a subsequent council meeting on 21<sup>st</sup> December 2023.**

You will be requested to attend a short interview at this meeting (via Zoom remote conferencing if preferred) where you may speak for up to 3 minutes if you wish (not mandatory) and may be asked questions about the information given in your application.

Please submit completed eligibility forms by writing to: [Clerk@Llanharan-cc.gov.wales](mailto:Clerk@Llanharan-cc.gov.wales) or at our office at 2A Chapel Road, Llanharan, CF72 9QA. If you have any questions about the Council or the role of a Community Councilor, please contact the Clerk via email, or call 01443 231 430.

Completed eligibility forms should be submitted to the Clerk prior to the deadline.  
Applications received after the deadline will not be considered.

ELIGIBILITY FORM

Name : (Mr/Mrs/Other) Claire Morgan

Address:

E-

mail address:

Telephone:

Mobile:

Qualifications for holding office as member of local authority (as provided in the Local Government Act 1972, s79):

Signed Date

# Application

*Please complete all section concisely and accurately. Use a separate sheet of paper if necessary.*

Briefly demonstrate what you know about Llanharan Community Council.

Serving the communities of Llanharan, Brynna, Bryncae, Llanilid and Ynysmaerdy, the Council is divided into 3 wards with 14 councillors.

The Community Council is the layer or tier of government which is closest to the residents.

The Council takes responsibility for certain local services (e.g. allotments, public benches, some parks, some paths), manages the Community Infrastructure Levy Funds and, perhaps most importantly, represents the views and wishes of residents along with offering advice and providing a link with the local authority.

The full Council meets on the third Thursday of the month and various sub committees and working groups meet in between this time/as necessary.

Give details of the contribution you believe you could make to the work of the Council, (including details of any particular relevant areas of interest or expertise that you may have).

I have an excellent understanding of committees, their structures, procedures, and parameters as I have been a Clerk to the Governing Body of various schools for a considerable number of years and Company Secretary and Clerk to various trustee boards over the years.

I have a strong commitment to the village and am particularly interested in welcoming all our new residents whilst protecting and maintaining the community feel and heritage. (In fact I had previously been in touch with the Clerk to suggest a Welcome Pack for new residents with details of the places to walk, the facilities in the area etc).

I have a lot of experience of working in social enterprises/voluntary organisations and charities and I understand the challenges faced by single people and families and I think I understand what people want from the area in which they live.

I have considerable Human Resources experience, having managed a team of 50 in previous employment. I currently work for a voluntary organisation as Communications Officer which involves preparing all their social media, updating their website etc.

I am already involved with the Wimbles and join in their litter picking when I can. I also litter pick on my own regularly in the village and through the lanes because I take pride in the area in which we live. I have attended a few of the council meetings on occasions when I have felt it important to have my say. I attended the extraordinary meeting relating to the Trenos Railway Crossing and previously attended the Rights of Way and Allotments Committee when changes were being proposed to the tenancy agreements and rules. I have an allotment myself on Jubilee Street.



Describe the personal qualities that you would bring to the role of Councillor;

Integrity and honesty  
Strong work ethic, reliability  
Commitment to equality and diversity  
Strong sense of community spirit  
Good sense of humour  
Motivated  
Understanding and respect for confidentiality of information

Why do you want to be a community Councillor?

I'd like to give something back to the village that has given me so much these past few years. I think I can bring a love of the area, a commitment to the community and its history and a desire to make the village even better – dependent upon the wishes and needs of the community, of course. I am strongly committed to the idea of democracy and local involvement in decisions which affect communities.

Born and brought up in north Wales, I have lived all over Wales but nowhere has felt as much like home as Llanharan does. I moved here in 2018 and have lived most of my time here on my own on [REDACTED] feeling part of a friendly and safe community.

My grandson lives in Cardiff, but I have so enjoyed being able to look after him here in Llanharan once a week for the past few years, taking advantage of the local Toddlers' Group in Bryncae Community Centre, visiting the Charity Shop (he's been their 'best customer'!), playing football in Llanilid field, helping me at the allotment with my chickens.

You'll find some of my photos taken in the local area on the Community Council's website – I really enjoy walking in the area and will be hosting a Taff Ely Rambler's walk between Christmas and New Year, walking through our lovely Brynna Woods and Opencast.

I already feel part of the community and I'd like to take that a step further if I can.

The Council currently has 5 Committees and 9 task-based working groups. (See the attached summary, the Council’s website and / or contact the Clerk for further details). Please indicate which of the committees and / or working groups you would join if places were available.

Name of Committee/Group	Tick here
Human Resources Committee	
Audit (Finance) Committee	
Open Spaces, Rights of Way and Allotments Committee (ORA)	
Community Infrastructure Levy (CIL) Committee.	
Community Engagement Committee	
Trenos Crossing Working Group.	
Fireworks Working Group	
Bryncae Community Centre Community Asset Transfer (CAT) Working Group	
‘Brynna Woods Art’ Working Group	
Walking Leaflets Working Group	
Oakbrook Skatepark refurb and Potential Pump Track Working Group	
Jubilee Marsh Multi-User Route Working Group	
Community Awards Ceremony Working Group.	
Hamlet/Ward Gateway Working Group	

Claire Morgan

Print name

Claire Morgan

Sign

Date

29.11.23

*Note: Applicants may also provide a CV to supplement their application but must ensure the questions are answered in the relevant sections above in the spaces provided (using a separate sheet if necessary).*



## LLANHARAN COMMUNITY COUNCIL

### NOTICE OF VACANCY TO BE FILLED BY CO-OPTION

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Councillors are expected to attend the monthly meetings of the Council and also to serve on some Committees and / or working groups which normally meet on a two monthly cycle. The role is varied and enables local people to use their skills and experience to enhance the work undertaken by the Council for the benefit of the community.

Llanharan Community Council is also in receipt of significant funds as a result of local housing developments.

The Council wishes to invite interested people to submit their applications for the role of Councillor by way of completing the attached eligibility and application form. Applicants will be asked to attend the Council meeting on Thursday 21<sup>st</sup> December 2023 (in person or online) when selection will take place.

The Council is committed to achieving a balanced composition of Councillors that reflects our community.

#### **All members of the community are welcome to apply.**

There is 1 vacancy available covering the wards of Llanharan although anyone eligible can represent any ward where there is a vacancy.

#### **Closing date: Noon 14th December 2023**

**Applications will be considered at a subsequent council meeting on 21<sup>st</sup> December 2023.** You will be requested to attend a short interview at this meeting (via Zoom remote conferencing if preferred) where you may speak for up to 3 minutes if you wish (not mandatory) and may be asked questions about the information given in your application.

Please submit completed eligibility forms by writing to: [Clerk@Llanharan-cc.gov.wales](mailto:Clerk@Llanharan-cc.gov.wales) or at our office at 2A Chapel Road, Llanharan, CF72 9QA. If you have any questions about the Council or the role of a Community Councilor, please contact the Clerk via email, or call 01443 231 430.

Completed eligibility forms should be submitted to the Clerk prior to the deadline. Applications received after the deadline will not be considered.

Llanharan Community Council. Co-option from Casual Vacancy. November 2023

## ELIGIBILITY FORM

Name : .....Mr Robert SMITH.....

Address: [REDACTED]

Email address:.....[REDACTED].....

Telephone: .....

Mobile...0[REDACTED].....

**Qualifications for holding office as member of local authority** (as provided in the Local Government Act 1972, s79):

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Signed ..... [REDACTED] ..... Date ...3<sup>rd</sup> December 2023.....

### **Application**

*Please complete all section concisely and accurately. Use a separate sheet of paper if necessary.*

Briefly demonstrate what you know about Llanharan Community Council.

The representatives act on behalf of the people in the area. Deciding on the maintenance, improvements and replacement of facilities the area enjoys. They also help charities and organisations within the area, offering funding and support in their endeavours.

Give details of the contribution you believe you could make to the work of the Council, (including details of any particular relevant areas of interest or expertise that you may have).

I have spent my life involved in associations in Llanharan, primarily for the benefit of children. I have been involved in :-

Toddler Groups.  
Youth Groups.  
Playschemes.  
Scouts.  
Mini-Rugby.

I am the Landlord to Llanharan Community Shop and help when necessary.

This has given me a wide circle of friends and acquaintances within our area, who I would like to represent and help.

As I am fast approaching 60 I am not up to the sporty involvement any more and would like to help in a new way. I feel the council will allow that going forward.

I am very keen in the outdoor life and have small scale farmed for many years. This have given me a vast skill base of outdoor tasks which I feel will transfer to the council post.

My professional training is in Electronics and Computers and I have been a qualified electrician in the past, again could be useful knowledge in a committee environment.

Describe the personal qualities that you would bring to the role of Councillor;

I have served on many committees in the past.

School PTA

School Governor

Entertainment Secretary Llanharan RFC

I understand the structure of committees and the purpose of workgroups to achieve a common goal.  
I feel I can integrate into small groups or work on my own in an effective way.

Why do you want to be a community Councillor?


I would like to look after the area that I grew up in, it has been home for 56 of my 58 years, apart from university.

I would like the current generation to have a good place to grow up in, as I did and that takes work.

Many things need to be monitored, maintained and changed where necessary for the continuity of a society, it is something I feel strongly about and would like to play my part.

The Council currently has 5 Committees and 9 task-based working groups. (See the attached summary, the Council's website and / or contact the Clerk for further details). Please indicate which of the committees and / or working groups you would join if places were available.

Name of Committee/Group	Tick here
Human Resources Committee	
Audit (Finance) Committee	
Open Spaces, Rights of Way and Allotments Committee (ORA)	X
Community Infrastructure Levy (CIL) Committee.	X
Community Engagement Committee	X
Trenos Crossing Working Group.	
Fireworks Working Group	
Bryncae Community Centre Community Asset Transfer (CAT) Working Group	
'Brynna Woods Art' Working Group	X
Walking Leaflets Working Group	X
Oakbrook Skatepark refurb and Potential Pump Track Working Group	X
Jubilee Marsh Multi-User Route Working Group	X
Community Awards Ceremony Working Group.	
Hamlet/Ward Gateway Working Group	

Print Name ....Robert SMITH ....Sign...  ..... Date...3<sup>rd</sup> December 2023....

*Note: Applicants may also provide a CV to supplement their application but must ensure the questions are answered in the relevant sections above in the spaces provided (using a separate sheet if necessary).*



## **LLANHARAN COMMUNITY COUNCIL**

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

*The meeting was held in accordance with:*

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

**Members Present:**

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

**Apologies:** None

**Absent:** Geraint Hopkins JP.

**Clerk to the Council:** Leigh Smith

**Deputy Clerk/RFO:** Lisa Phillips

2 members of the public.

**2023/264 Welcome and Apologies.**

The Chair welcomed all to the meeting.

**2023/265 Disclosures of personal and/or prejudicial interests**

Cllr Neil Feist declared a general personal interest being a member of Cycling UK

**2023/266 process with regards hybrid meetings**

***RESOLVED***

Immediately following the agenda item allowing members of the public to speak, for members of the public to have their cameras turned off and to be muted at all times. *Those members of the public in attendance who wish to speak can indicate that they wish to do so by turning on their camera and*





*raising their hand, or raising their hand electronically during the public speaking section).*

**RESOLVED**

- For all Councillors set their screen-name as "Cllr firstname secondname" or the Welsh equivalent prior to the meeting starting. The Clerk to facilitate this if necessary.
- For the screen-name for the meeting to be amended so far as possible to include the names of Councillors present.
- For Councillors attending in person to be provided with a place card with their name on.
- For all Councillors to remain muted until invited to speak by the Chair of the meeting.

**2023/267 Public speaking**

None

**2023/268 Minutes of ordinary meeting 19<sup>th</sup> October 2023**

**RESOLVED**

To approve the draft minutes of the Ordinary meeting of Council held on 19th October 2023 as a true and accurate record.

**2023/269 Matters arising**

None

**2023/270 Action plan**

Noted

**2023/271 Correspondence**

Noted

**2023/272 Crime report**

Noted.

**2023/273 Expenditure October 2023.**

**RESOLVED**



To approve expenditure for October 2023 shown in payment schedule 'Appendix 6'

**2023/274 Income and expenditure for 'The Pantry'.**

Noted.

**2023/275 Recommendations of the Audit Committee held on 24th October 2023**

***RESOLVED***

A2023/021 To approve the bank reconciliations for Quarter 2, 2023.

***RESOLVED***

A2023/022 To authorise the RFO to make the regular and routine payments listed in the schedule provided without further recourse to Council until the next Annual Meeting, and to set up direct debits for those payments indicated.

***RESOLVED***

A2023/023 Year to date spend v budget noted. To approve virements from general reserves presented in the schedule provided.

***RESOLVED***

A2023/024 To approve the draft revised financial regulations, version 4 on the following basis:

a) That for clause 2.1, the red text be adopted as the final wording of the clause. That is, On a regular basis, at least once in each quarter, and at each financial year end, the Audit Committee shall be presented with bank reconciliations for all accounts produced by the RFO. The RFO will highlight any unreconciled items or other anomalies. The Committee shall, by resolution approve the reconciliations as evidence of verification.

b) That for clause 11.3 e) the values in green text be adopted as the final wording of the clause. That is,

- i. is £45,000 or greater, a formal tendering process must be followed as set out in Regulation 12
- ii. is less than £45,000 and greater than £1,500 the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply.



- iii. is below £1,500 and above £250 the Proper Officer shall strive to obtain 3 estimates of the cost of proposed supply.
- iv. Otherwise, Regulation 10.3 shall apply

**RESOLVED**

To grant Llanharan Primary School £160 for the purpose of providing transport to St Peter's Church, Brynna for year 6 to attend their Christmas Experience.

**RESOLVED**

To grant the Mid Glamorgan mixed choir £150 for a contribution towards the renting of Llanharan Minder's Welfare Hall

**RESOLVED**

To grant Brynna Football Club (Senior section) £1,000 towards the general running costs of the club. i.e. New kit, new balls, first aid etc...

**NOT RESOLVED**

To appoint KLG Services as the internal auditor for 2023/24 and to schedule an internal audit for June 2024. The matter to be deferred to a future meeting.

**2023/276 Grant application from Bryncae Football Club (Seniors)**

**RESOLVED**

To grant Bryncae Football club £1,300 for the reasons stated in the application.

**2023/277 Purchase of Christmas trees**

**RESOLVED**

The officers authorised to spend up to £1,900 comprising £1862 as per the cheapest quote provided to date plus a small contingency. This authorisation is valid provided that no further quotations received before ordering are more than 10% cheaper than £1862 and that supplier can satisfy the delivery requirements.

**2023/278 Members reports**

Cllr Janine Turner

I recently spoke to the contractors carrying out the work to install the pedestrian crossing on Llanharan Square. They informed me that they



expected work to be completed within 2 weeks. Some extra work is required due to the level of water in the underlying watercourse. Resurfacing work will take place this Sunday with a further weeks-worth of work to take place afterwards.

#### Cllr Mark Steer

The dog waste bin in Brynna was not emptied for 2 weeks. I have reported it to RCT and requested that a larger bin be located there. I received reports that the footpath adjacent to Llanharan Cemetery was damaged. I attended the site and can report that whilst there is some damage to the asphalt and some potholing, the extent of the damage does not make this an urgent issue. I will ask that this be considered by the ORA Committee on 7<sup>th</sup> December. The Network Rail Trenos crossing bridge construction is progressing. They are currently cutting and chipping vegetation on the northern side of the track on the Brynna woods side and whilst the area is a bit of a mess work is progressing.

#### Cllr David Evans

Regarding the advertised road closures to complete the pedestrian crossing on the square. I know that this weekend the road will not be closed.

#### Cllr Andrea James

As chair of the fireworks working group I would like to report on the event and feedback we have received following it. Meetings have been held with LCDP and LRGT. In excess of 2215 people attended the event which is reasonable given the fact that Pencoed held their event the same night and the poor weather conditions. Feedback seems to be that the low-noise fireworks used during the display were disappointing and LCDP reported that a number of attendees left after around 10 minutes of the display. I would point out that LCDP did advise us that this might be an issue when the silent fireworks were commissioned. There were some further issues with the display, particularly that a number of fireworks failed to ignite as the conditions were so wet, despite precautions having been taken to avoid this.

The fireworks working group would like to organise a poll on social media in order to gain views from the community on whether to commission low-noise fireworks in the future.

Other issues during the event were some unauthorised bucket collections by Lions club volunteers which was stopped quickly, issues around some rubbish not cleared away after the event and some unaccompanied children



There were some comments on facebook regarding members of the public not being able to get in. LCDP report that some families did turn up at 7.05pm but they were let in and there was no one left outside after the gates were locked. There were also some reports of unaccompanied children which may need to be looked at next year.

Cllr Will Thomas

A comment on the construction of the pedestrian crossing on the square. I am not sure the project has been managed very well. The first thing that was done was to close the only existing crossing on the diagonal which has left people wandering around on the middle of the road trying to cross. There is nowhere for people in wheelchairs or scooters to access a drop kerb as the drop kerb was removed and barriers placed across the access point.

**2023/279 Recommendations of the CIL Committee meeting held 15th November 2023.**

***RESOLVED***

To defer the matter of considering costs for placing a legal charge on properties to a future meeting to allow further investigation to take place.

***RESOLVED***

To defer to a future meeting of the Committee, consideration of whether the lane from Bridgend Road to Parc View should in principle be further investigated for potential CIL spend. Members to approach RCTCBC informally to investigate options

***RESOLVED***

That the final use and interior for the K6 telephone box be determined as a defibrillator housing with the associated internal and external fittings and configuration. This option being considered an appropriate use of the kiosk remaining relatively maintenance-free, would not require curating and would be in keeping with the signage that would be fitted in the vision panels. Total cost estimated at £5,200.

***RESOLVED***

To defer the matter of approving spend from CIL, and other arrangements associated with the Section 185 agreement to be made with Dwr Cymry/Welsh Water regarding the sewer diversion on the Memorial Garden to a future meeting, pending the receipt of information requested from Vale consultancies.



**RESOLVED**

To approve updated costs from CIL associated with the scoping design for the proposed Ewenny stream bridge and to authorise officers to spend up to £5000 to produce the scoping design. Comprising £4250 quoted plus £750 contingency for any extra work (billable at £90/hour). To supersede resolution 2023/191 giving authorisation for up to £4,000 of spend.

**RESOLVED**

To approve a request from Llanharan OAP to purchase items listed in their written request under the umbrella of the grant made for the refurbishment of the hall and within the originally granted amount of £74,925 but excluding the request for white goods to the value of £1,587. The white goods to be subject to the normal general grant application process should any application be received.

**RESOLVED**

To remove project LCC22/BFC1 'Brynna FC Dugouts referb' from the Active Project list and CIL123 lists, the application having been withdrawn by the applicant.

**RESOLVED**

To amend the CIL 123 list and Active Project list to amend the forecast costs for LCC19/07 Memorial Garden/Garage from circa £85,000 to circa £120,000 given sewer diversion costs and the likelihood of price rises.

**RESOLVED**

To allocate funds and reintroduce project LCC22/04 'Improvements to equestrian access on Bridleway PSM40/4 Bethlem view to Brynna Woods' to the Active Project list and to proceed with the project and authorise officers to spend up to £1,000 of CIL funds.

**2023/280 Virement from general reserves to budget line 4800, 'Rights of Way' to fund the project to carry out improvement works to the surface of PROW PSM40/4 from Bethlehem View to Brynna Woods**

**RESOLVED**

The matter having been dealt with by the previous agenda item, to consider the item moot.

**2023/281 Casual vacancy and process for co-option**

**RESOLVED**



To approve the process and forms presented to the meeting with the following amendment:

To replace the phrase, "Councillors will have the opportunity to question candidates"

With

"Councillors may submit questions in writing to the Clerk only to seek clarification on answers given in an applicant's application form. Any questions submitted and found to be in order by the Clerk are to be asked by the Chair of the Council (or the chair of the meeting should they be absent). All questions to be submitted in writing to the Clerk at least 24 hours prior to the start of the meeting".

#### **2023/282 Festive lights. Timings of illuminations.**

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

Timers on festive light controllers to be set to come on at 4pm and to go off at midnight with delegated powers given to the Clerk to make any alterations on individual timers where circumstances dictate this to be necessary.

Note: The Council also requested that the provider be requested to turn on the festive lights on 1<sup>st</sup> of December rather than 11<sup>th</sup> December as contracted. The Clerk agreed to make the request.

#### **2023/283 Update on LCC22/BW1 Decorative sculptures and art works at Brynna Woods.**

Noted.

#### **2023/284 Planning**

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

For the Clerk to write to RCTCBC planning department regarding Acolaid case 23/0739/10 (Gelli Fedi Farm) requesting that swift bricks and/or swift boxes are installed in the new build section of the development, being easy to achieve and of low cost.

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

For the Clerk to write to RCTCBC planning department regarding Acolaid case 23/0739/10 (Gelli Fedi Farm) with the following comments, "The Community Council has concerns that in effect the application constitutes the creation of a separate dwelling".



**2023/285 Investigate feasibility and details of employing a part time project officer for the financial year 2024/25 and beyond.**

***RESOLVED***

To direct the HR Committee and Audit Committee, in conjunction with the Clerk to examine the feasibility and details of employing a Project Officer.

**2023/286 Venues and other arrangements for future Council meetings.**

***RESOLVED***

For the Clerk to investigate the feasibility of holding hybrid meetings at other locations and to present a paper to a future meeting of the Council.

**2023/287 Urgent information and suggestions to the Clerk for future agenda items.**

None.

There being no further business the meeting closed at 8.25pm

The next scheduled meeting of Full Council will be held on 21<sup>st</sup> December 2023

Councillor David Evans

Chair of the Community Council





## Llanharan Community Council - Action plan 15.12.2023

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

2021/105		Full Council	CIL	RESOLVED The container to then be leased to the Llanharan branch of the RBL at a peppercorn rent for an appropriate period designed to reflect the useful life of the container (30 years).	Lease to be prepared.		LS
2021/105		Full Council	CIL	RESOLVED Furthermore, that all negotiations with interested parties be delegated to the Officers of the Council in order to produce an appropriate agreement or agreements to be presented before Council for resolution at a later date.			LS
2021/013	20.1.22	Full Council	ORA	RESOLVED The Clerk to gather background information and carry out a feasibility study (Christmas decorations) with a view to presenting options to council for budgeting in late 2022 in preparation for budget 2023/24 and Christmas 2023 in relation to the following areas:	Removed as considered moot. Comes under auspices of CEC	Completed	LS
2021/014	20.1.22	Full Council	ORA	RESOLVED To form a working group to examine purchase and placement of summer plants with a view to presenting options to council for budgeting in late 2022 in preparation for budget 2023/24 and summer 2023.	Form working group. On agenda of FC meetings until resolved. On hold pending TOR for the newly formed Community Engagement Working Group formed in May 23. Item considered moot	Completed	LS
2022/015	20.1.22	Full Council	CIL	RESOLVED To add the potential project 'Improvements to the Welfare Field Shower Block' (Already on CIL123 list) to the Active Projects list for scoping and further investigation.	Added to list - Scoping project. Presented to March 22 CIL Committee. On hold. Removed from active project list.	Completed	LS
2022/039	18.2.22	Full Council	Audit	RESOLVED The Clerk to take such action as necessary to obtain a price of between £5000 and £3000 for the green tractor. If this price cannot be achieved following a reasonable period following advertising, then the Clerk to return to Council with a further recommendation.	Find logbook Advertise in appropriate channels. On hold pending report on Red tractor and developments RE Cut and collect.		LS
2022/050	18.3.22	Full council	ORA	ORA2022/012 Bridleway PSM40/4, approach to Brynna Woods from Bethlehem view.  RESOLVED That pending formal approval from the landowners, as described in the accompanying paper, a non-slip surface material be overlaid over the asphalt in a 1.5m wide strip from the joint on the drain cover to the joint in the road. The colour to be chosen by the landowner and approval given to spend £450 from CIL funds for the project with the project to be added to the CIL123 list and Active Project list.	Proceed. Booked for completion early October. Clerk to reconfirm with landowner consent given. Consent withdrawn by landowner Oct 22. RCTCBC ROW investigating options. Added to CIL lists  Note: The landowner has withdrawn consent. On hold. Raised with RCTCBC.  Potentially request a letter in pursuance of the above, stating that the CC has received complaints about the suitability of surface for users and will be laying a non-slip material, the CC has been authorised to carry out these works by the Council as the relevant highway authority responsible for the bridleway. Awaiting further resolutions Nov 23 RESOLVED. Clerk obtaining fresh quotations in line with fresh resolution 2023/279 (arising from CIL Committee)		LS
2022/051	18.3.22	Full Council	CIL	RESOLVED That the Clerk obtains reports on the condition of the roof, drainage and water/heating system & boilers and the electrical system as deemed appropriate and the Clerk authorised to use council funds as appropriate to commission these reports, allocating from CIL funds if found to be in scope.	On hold. Removed from Active Project list	Completed	LS

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

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

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

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

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

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



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

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

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

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

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

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

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

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



2023/285	17.11.2023	Full Council	Full Council	<p>2023/285 Investigate feasibility and details of employing a part time project officer for the financial year 2024/25 and beyond.</p> <p>RESOLVED</p> <p>To direct the HR Committee and Audit Committee, in conjunction with the Clerk to examine the feasibility and details of employing a Project Officer.</p>	Papers presented to HR Committee for 12th Dec 23	Completed	LS
2023/286	17.11.2023	Full Council	Full Council	<p>2023/286 Venues and other arrangements for future Council meetings.</p> <p>RESOLVED</p> <p>For the Clerk to investigate the feasibility of holding hybrid meetings at other locations and to present a paper to a future meeting of the Council.</p>			LS

Mr Neade young.

To all Council members,

Due to your recent letter of eviction.

I would like to appeal your decision.

I have been advised by other allotment area holders

that there should be 3 Stages process of eviction

Stage 1. a letter of Concern the intention of the plot

Stage 2. a letter of Warning.

Stage 3. a final eviction notice to leave the plot

I have been advised on all this and I have all looked

on your policy's and in one of the Section under

allotment it even states there about 3 Stages. Which

Manbaran Council have not done 3 Stages you have

Just evicted me without the proper Stages.

also it states in your letter about building materials.

The only building materials that are on the plot are

yellow piping which I am to dismantle due to down.

Sizing my plot. There is also wood that might look like

rubbish but that was to be burnt this November.

and also there was brambles coming through from neighbours

Plot going through my shed which meant that was unsafe

So that's why that is dismantled but because a Councillor

member of the Council is on there nothing has been

done about his overgrown brambles.

and as for the other reasons in the letter  
i.e. Weed everyone gets weeds and as for cultivation  
i have been growing veg.

The thing is with Harbharan Community you see Someone's  
Plot untidy but never asks if the plot holder is ok  
i am the only one working down that allotment i have done  
nothing wrong only thing i have done wrong is put my  
faith in Harbharan Community, you also had a letter removed  
off the local headmaster from dalou School stating why  
i have not had the time to go clean my allotment but  
in the mean time i was still growing veg,  
i would like for Harbharan Community Council to  
re-think your decision and help me put the faith back  
into the council and i promise you will see the  
change in my plot. and also i am paid up until  
next april.

Thanks reale young.

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**From:** G Evans (Dolau Primary School) [REDACTED] >  
**Sent:** Thursday, October 26, 2023 2:33:57 pm  
**T**  
**Subject:** Allotments

Afternoon Both,

Just touching base regarding a small issue which you may be able to resolve. Not sure of the exact circumstances and really it has nothing to do with me so I will totally understand a negative response. My caretaker has said he is losing his allotment as he has not kept it up to standard over the last month due to (in his words) having to spend a lot more time in school. I'm sure there is a lot more water under the bridge than this. I have told him I would ask the question to reinstate his plot but I will totally understand it if you tell me to mind your own business!!

All the best

Gareth

*Mr. G. D. Evans B.Ed (Hons)*

Pennaeth | Headteacher

Ysgol Gynradd Dolau Primary School



Ar gyfer yr unigolyn y cyfeirir yr e-bost hwn ato yn unig y mae'r neges a'r atodiadau sydd ynghlwm.  
Os ydych wedi derbyn y neges e-bost hon drwy gamsyniad, rhwch wybod i'r anfonwr a'i dileu'n barhaol o'ch system.  
Os oes cynnwys yn y neges e-bost hon sy'n bersonol neu os oes ynddi gynnwys nad yw'n gysylltiedig â gwaith Llywodraeth Cymru, ysgolion, y consortia addysg rhanbarthol neu unrhyw awdurdod lleol yng Nghymru, nid ydym yn derbyn cyfrifoldeb am gynnwys o'r fath nac atebolrwydd drosto. Gallai data mewn negeseuon e-bost sy'n cael eu hanfon dros y rhyngwrdd gael eu llygru, neu gallai negeseuon gael eu darllen cyn iddynt gyrraedd pen eu taith neu gael eu diwygio heb awdurdod; nid oes gennym unrhyw reolaeth dros hyn.  
Nid ydym yn atebol am unrhyw feirysau cyfrifiadurol a allai fod yn y neges hon nac am unrhyw golledion yn sgil feirysau. I gael gwybodaeth am y sail a ddefnyddir ar gyfer casglu gwybodaeth bersonol drwy <http://hwb.llyw.cymru>, ewch i <http://hwb.gov.wales/Privacy>, ac i weld telerau defnydd y wefan, ewch i <http://hwb.gov.wales/TermsAndConditions>

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Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhowch wybod inni beth yw'ch dewis iaith e.e. Cymraeg neu'n ddwyieithog

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

We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual

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**From:** [Matt Lauder](#)  
**To:** [The Clerk](#)  
**Subject:** Llanharan Safety Concern  
**Date:** 26 November 2023 19:40:00

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Good evening

My name is Matt Lauder and I reside on Ffordd Dol Y Coed, Llanharan. I wish to make a report regarding my grave concerns for the necessity of a pedestrian refuge on the A473 Bridgend Rd, between Greggs and the Bryncae Arms. As it currently stands, there are zero pedestrian crossings between Bryncae Stores and the junction of Terry's Way / Rose Ter and Enterprise Way. Crossing safely in this vicinity is impossible, and I believe it's only a matter of time before someone is seriously injured or worse. In addition to this, with the necessity for a mini roundabout at the junction of Bridgend Road, Ffordd Dol Y Coed and Ffordd Y Gwaith Glo, there is even less opportunity for pedestrians to cross safely as cars pull out from those locations with little or no regard for their safety. With heavy traffic during peak times, which include large HGVs, Lorries, buses and other substantially sized vehicles, that road is extremely unsafe. This weekend alone I have observed two incidents involving small children running out in front of traffic to cross the road. There are a number of businesses in this location which increases the footfall of local residents, and it seems fairly obvious to me that a safe place to cross is long overdue. As a responsible member of the community, I urge you to consider the installation of a pedestrian refuge at this location, before someone's loved one is fatally injured. Thank you.

Regards,

Matt

Sent from Matt's iPhone

**From:** [The Clerk / Project Officer](#)  
**To:** [G Fry](#)  
**Cc:** [Office](#)  
**Subject:** RE: FW: Lanley Hall  
**Date:** 11 December 2023 10:16:00

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Good morning Mr Fry,

Unfortunately, the Council is currently unable to provide any lights in the area as the streetlights etc.. are not yet adopted and therefore there is no facility to power any lights.

However, the 'Community Engagement Committee' of the Council is looking at future provision of Christmas lights later on this year. Part of the assessment of future provision which would include Lanley estate (and Ynysmaerdy) regards the options for powering the lights and also the ability of the lamp-posts to be able to bear motifs. (A similar exercise will take place regarding summer baskets).

As part of that assessment, I will contact RCTCBC to check if they have an adoption date and the style of lamp-posts fitted and what the implications are for fitment of motifs.

I could inform you of the dates that the Community Engagement Group is considering these matters if you would like to participate in or attend (online) the meeting at that time?

In the meantime I will include your email under the 'correspondence' section of the agenda for the next full council meeting on December 21<sup>st</sup>.

Should you wish to contact any of the Councillor directly their contact email addresses can be found here:

[Council Members – Llanharan Community Council \(gov.wales\)](#)

Best regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

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

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

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

**Tel: 01443 231430 / 07769 266675**

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**From:** G Fry <cgfry@talktalk.net>

**Sent:** Sunday, December 10, 2023 11:39 AM

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

**Subject:** Fwd: FW: Lanley Hall

Good morning,

It's now been two years and still the estate has no benefits of xmas lights as Llanharan. I am aware that the roads are nearing completion of adoption.

Please could plans we put in place so that something is sorted for next year. As I have said in the past I pay for the community council and have little to no benefits apart from two planters.

Regards

Mr Fry

----- Original Message -----

From: Assistant Clerk <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)>

To: "[cgfry@talktalk.net](mailto:cgfry@talktalk.net)" <[cgfry@talktalk.net](mailto:cgfry@talktalk.net)>

CC: "[geraint.e.hopkins@rctcbc.gov.uk](mailto:geraint.e.hopkins@rctcbc.gov.uk)" <[geraint.e.hopkins@rctcbc.gov.uk](mailto:geraint.e.hopkins@rctcbc.gov.uk)>

Date: 01/12/2021 16:03 GMT

Subject: FW: Lanley Hall

Afternoon Gary,

I'm afraid that having made some enquiries we are unable to resolve the issues in time for this Christmas.

We are unable to get a power supply to the tree or to install the ground socket necessary to safely mount the tree.

I have been looking at temporary solutions but none are satisfactory I'm afraid.

As this is an unadopted road we would need formal permissions from the land owner to carry out the work and these permissions would not be in place in time for this year.

I will liaise with the officers in RCTCBC to check on the timeline for adoption and if necessary seek permission from the landowners so we can carry out the work ready for next year.

Councillor Hopkins has already flagged the provision of Christmas lights, hanging baskets etc... for the area and these will be presented to Council for formal approval in due course.

I'm sorry it's not better news but be assured that you are in our future plans.



Best regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

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

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

**Tel: 01443 231430 / 07769 266675**

**Contact Hours:**

**Tuesday to Friday 9.30am to 5.30pm**

**Due to the Covid-19 Pandemic the council office is closed until further notice.**

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**From:** The Clerk <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>

**Sent:** 01 December 2021 10:49

**To:** Assistant Clerk <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)>

**Subject:** FW: Lanley Hall

---

**From:** Hopkins, Geraint (Councillor) <[Geraint.E.Hopkins@rctcbc.gov.uk](mailto:Geraint.E.Hopkins@rctcbc.gov.uk)>

**Sent:** 25 November 2021 19:19

**To:** 'G Fry' <[cgfry@talktalk.net](mailto:cgfry@talktalk.net)>

**Cc:** The Clerk <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>

**Subject:** RE: Lanley Hall

Dear Gary,

We have budgeted for and intended to put a tree on the estate, but we've hit a snag.

Apparently because the road isn't adopted yet, we couldn't get a power supply to the lights.

Our Community Council Clerk, Leigh Smith is doing his best to find an alternative solution. I have copied him in to this email and have asked him to update you (and me) when he has anything to report.

After we last emailed each other, I raised it at the council meeting straight away, and there was no issue about the tree (or indeed the summer flower planters). It's just we've hit this little obstacle, and the Council will do its best to find a solution.

Best wishes,

Geraint

**Cllr / Y Cyng Geraint Hopkins**

Aelod o'r Cabinet dros Gwasanaethau Cymdeithasol I Oedolion a'r Gymraeg  
**Cabinet Member for Adult Social Services and the Welsh Language**

Cynghorydd Bwrdeistref Sirol dros Llanharan  
**County Borough Councillor for Llanharan**

Tel. / Ffon 01443 225783 / 07813814257

Cyngor Bwrdestref Sirol **RHONDDA CYNON TAF** County Borough Council

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**From:** G Fry <[cgfry@talktalk.net](mailto:cgfry@talktalk.net)>

**Sent:** 25 November 2021 18:23

**To:** Hopkins, Geraint (Councillor) <[Geraint.E.Hopkins@rctcbc.gov.uk](mailto:Geraint.E.Hopkins@rctcbc.gov.uk)>

**Subject:** Re: Lanley Hall

Hi Geraint,

Further to our correspondence where you stated that we were going to have a Xmas tree at the front of the estate. I was wondering when the tree is going to be put up.

I have recently driven through Llanharan and there appears to be more xmas lights than ever. I hope that our site is afforded the same consideration in our contribution towards the community tax.

Thank you,

Gary

On 24 November 2020 at 22:58 "Hopkins, Geraint (Councillor)"  
<[Geraint.E.Hopkins@rctcbc.gov.uk](mailto:Geraint.E.Hopkins@rctcbc.gov.uk)> wrote:

Dear Mr Fry,

I'm sure this would be possible.

I think we're probably too late for this Christmas now but certainly I will propose lights for next Christmas at the next meeting of the Community Council.

And I'll also suggest the same for hanging baskets which will go up for the summer around next May.

Best wishes,

Geraint

---

**From:** G Fry <[cgfry@talktalk.net](mailto:cgfry@talktalk.net)>  
**Sent:** Tuesday, November 24, 2020 10:07:04 PM  
**To:** [Geraint.E.Hopkins@rctcbc.gov.uk](mailto:Geraint.E.Hopkins@rctcbc.gov.uk)  
<[Geraint.E.Hopkins@rctcbc.gov.uk](mailto:Geraint.E.Hopkins@rctcbc.gov.uk)>  
**Subject:** Lanley Hall

Councillor Hopkins,

I live on the Lanley Hall Estate, Talbot Green ( new barratt site) and I believe my ward is under Llanharan. I have noticed that Llanharan itself is having a Xmas makeover with all the street post Xmas lights. Would it be possible if our estate especially the main road that runs around the perimeter of the site is treated the same. I have also noticed that Llanharan itself in the summer has hanging baskets on the lamp posts but the main road on our site has nothing. Please could you look into this so that we are treated the same as the rest of the ward.

I just think that these additions will put a smile on everyones face in these uncertain times.

Kind regards,

Mr Fry.

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhowch wybod inni beth yw'ch dewis iaith e.e. Cymraeg neu'n ddwyieithog

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arall. Os ydych chi wedi derbyn y neges ar gam, rhowch wybod i'r sawl sy wedi anfon y neges ar unwaith. Mae'n bosibl y bydd holl negeseuon yn cael eu cofnodi a/neu fonitro unol â'r ddeddfwriaeth berthnasol. I ddarllen yr ymwadiad llawn, ewch i <http://www.rctcbc.gov.uk/ymwadiad>

We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual

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

### **Burglary – 0 Accounts**

### **Damage – 2 Accounts**

- Domestic related incident – Investigation ongoing.
- Ffordd Y Gwaith Glo – Damage to rear windscreen on vehicle. No suspect found.

### **Theft – 3 Accounts**

- William Street – Theft of vehicle with keys. Vehicle was stung. Case ongoing.
- Heol Y Nant – Drainage items. No CCTV/No H2H. Items were stolen whilst on hire. No further enquiries available.
- Enterprise way – Theft of diesel. No suspect found.

### **Anti Social Behaviour – 5 Accounts**

- Pencoed business park – Verbal dispute. No complaint forthcoming. Patrols made.
- Duffryn Crescent/Ffordd y Gwaith glo – Youths aged 12 – 13 causing a nuisance. Verbally abusive to staff. Knocking windows/doors. Kicking ball at vehicle. Wearing ski masks. Patrols in place. CCTV enquiring ongoing. (4 calls)

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

### **Burglary – 0 Accounts**

### **Theft – 6 Accounts**

- Aluminium taken. Attempts made to take cable. No suspect found.
- Meadow close – Suspicious male on driveway carrying a torch. CCTV negative. No witnesses. No forensic opportunities. No offences reported.
- Theft of generator – CCTV not evidential. No further lines of enquiry.
- Ynmaerdy – Theft of purse from bag. Theft of money and tobacco. Theft of money. Investigation ongoing (x3 calls)

### **Damage – 0 Accounts**

### **Anti-Social Behaviour – 7 Accounts**

- Park view – Scrambler. Suspect not identified. Patrols in place. X4
- Park view – Neighbour dispute. Filming in public. Suitable advice given. X2
- Park view – Import from fire. House on fire. Nothing found. Potential hoax call.

OFFICIAL - SWYDDOGOL  
**NOT PROTECTIVELY MARKED**

OFFICIAL - SWYDDOGOL  
**NOT PROTECTIVELY MARKED**

Date: 15/12/2023

## Llanharan Community Council

Page 1

Time: 13:28

## Current and Premium Bank A/c

## List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2023	Brynna Cleaning	BACS	192.00	CP	402
02/11/2023	BNP Paribas Printer	BACS	116.57	DDR	FLLB4608048
03/11/2023	South Wales Ground Testing	BACS	960.00	RLW	23488
03/11/2023	FareShare Cymru	BACS	65.00	RLW	2154
03/11/2023	Fungrenade	BACS	54.00	RLW	1344
06/11/2023	Barclays Bank	BACS	13.23	DDR	13SEP12OCT
07/11/2023	Llanharan OAP Association	BACS	21,147.84	CP	6 SSMITH 031123 CIL
07/11/2023	Wood Art Works	BACS	700.00	RLW	BWSP6 MINERS LAMP CIL
07/11/2023	Laura Taylor	BACS	60.00	CP	LTC541
08/11/2023	Tesco Mobile phones x 3	BACS	28.88	DDR	134189167856
10/11/2023	Wood Art Works	BACS	2,900.00	CP	BWSP7 BIRDPOSTS CIL
13/11/2023	K Lee Wah	BACS	240.00	RLW	STORAGE 8/23-11/23
13/11/2023	One Voice Wales	BACS	38.00	RLW	7533
15/11/2023	ARVAL	BACS	500.58	DDR	RI0011179928
24/11/2023	Elite Signs	BACS	90.00	CP	ESG014250
24/11/2023	Eric Averill	BACS	10,200.00	CP	EntWaySteps
25/11/2023	Mid Glamorgan Mixed Choir	BACS	150.00	CP	LCC Grant 23
27/11/2023	Barclaycard	Nov23	1,188.48		Bcard Nov23
28/11/2023	RCT Pension Payment	BACS	2,364.28	RLW	LCC remit Nov23
28/11/2023	STAFF SALARIES	BACS	6,927.10	RLW	STAFF SALARIES
29/11/2023	Brynna FC	BACS	1,000.00	CP	LCC Grant 23
29/11/2023	Bryncae FC Seniors	BACS	1,300.00	CP	LCC Grant 2023
29/11/2023	FareShare Cymru	BACS	65.00	CP	2285
29/11/2023	Llanharan PrimarySchoolPrivate	BACS	160.00	CP	LCC Grant 23
<b>Total Payments</b>			<u>50,460.96</u>		

## List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/11/2023	ALDI	CREDITCARD	66.31	PB	201023
27/11/2023	ALDI	CREDITCARD	68.01	PB	241023
27/11/2023	ALDI	CREDITCARD	170.87	PB	271023
27/11/2023	ALDI	CREDITCARD	62.48	PB	031123
27/11/2023	ALDI	CREDITCARD	60.23	PB	031123
27/11/2023	ALDI	CREDITCARD	69.38	PB	071123
27/11/2023	ALDI	CREDITCARD	62.26	PB	101123
27/11/2023	ALDI	CREDITCARD	55.73	PB	141123
27/11/2023	ALDI	CREDITCARD	25.07	PB	Pantry 17/11
27/11/2023	ALDI	CREDITCARD	6.82	LP	171123
27/11/2023	Amazon	CREDITCARD	40.98	LS	GB31SQQFABEI
27/11/2023	Amazon	CREDITCARD	9.77	LS	GB31SVSRABEI
27/11/2023	Microsoft	CREDITCARD	108.24	LS	E0200PJ5M4
27/11/2023	Microsoft	CREDITCARD	49.20	LS	E0200PJ42J
27/11/2023	ZOOM	CREDITCARD	12.99	LS	INV227025441
27/11/2023	ADOBE	CREDITCARD	19.97	LS	IEN2023055619856
27/11/2023	Amazon	CREDITCARD	19.17	LS	GB320C0JABEI
27/11/2023	British Legion	CREDITCARD	60.00	LP	301023
27/11/2023	SLCC ENTERPRISES	CREDITCARD	221.00	LS	MEM247167-1
Total Payments			1,188.48		



## List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/11/2023	Current and Premium Bank A/c	Nov23 CIL	50,000.00		Nov 23 CIL
Total Payments			<u>50,000.00</u>		

14/12/2023

Llanharan Community Council

Page 1

15:03

Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u>	<u>Income</u>							
1076	Precept	261,900	261,900	0			100.0%	
1090	PSDF Re-invested dividend	21,936	1,500	(20,436)			1462.4%	
1100	Agency Income	(1,330)	1,330	2,660			(100.0%)	
1990	Other Income	3,065	200	(2,865)			1532.5%	
<u>200</u>	<u>Administration</u>							
4000	Staff Salaries & Wages (Net)	(42,946)	(55,667)	12,721		12,721	77.1%	
4005	Employer & Employee Pension	(13,818)	(22,447)	8,629		8,629	61.6%	
4010	Employer & Employee NI & Tax	(5,134)	(35,823)	30,689		30,689	14.3%	
4055	Mileage & Subsistence	(15)	(200)	185		185	7.3%	
4057	HR Expenditure	(35)	0	(35)		(35)	0.0%	
4060	Council Tax	(2,247)	(2,400)	153		153	93.6%	
4065	Office Rent	(2,685)	(3,600)	915		915	74.6%	
4070	IT Costs (Office 365)Web Site	(1,936)	(2,500)	564		564	77.5%	
4075	Telephone & Broadband	(756)	(1,400)	644		644	54.0%	
4080	Electric ( office)	(471)	(3,500)	3,029		3,029	13.5%	
4085	Water Rates (for Office)	(80)	(350)	270		270	22.9%	
4090	Stationery and postage	(134)	(330)	196		196	40.7%	
4095	Cleaning Materials	(7)	(50)	43		43	13.3%	
4100	Cleaning Contract	(768)	(1,160)	392		392	66.2%	
4105	Office Cap ExpChain of Office	0	(500)	500		500	0.0%	
4110	Office Maintenance	(125)	(500)	375		375	25.1%	
4115	Professional and Legal Fees	(959)	(3,500)	2,541		2,541	27.4%	
4116	Land Registry Fees	(53)	(60)	7		7	88.3%	
4120	Internal Audit Fees	63	(2,000)	2,063		2,063	(3.2%)	
4125	External Audit Fees	755	(2,000)	2,755		2,755	(37.8%)	
4130	Subscriptions and Memberships	(2,701)	(2,000)	(701)		(701)	135.0%	
4135	Bank Charges	(139)	(200)	61		61	69.3%	
4140	Storage Space Rental	(480)	(360)	(120)		(120)	133.3%	
<u>220</u>	<u>Insurances</u>							
4200	General Insurance	(4,649)	(4,300)	(349)		(349)	108.1%	
4205	Vehicle Insurance	0	(2,500)	2,500		2,500	0.0%	
4210	Office Insurance	0	(90)	90		90	0.0%	
<u>240</u>	<u>Staff &amp; Member Training</u>							
4300	Members Training	(242)	(750)	508		508	32.3%	
4305	Staff Training	(114)	(750)	636		636	15.2%	
<u>260</u>	<u>Member's Allowances</u>							
4350	Chair	(1,500)	(1,500)	0		0	100.0%	
4355	Special Responsibility	(500)	(500)	0		0	100.0%	

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Member Allowances	(2,496)	(2,100)	(396)		(396)	118.9%	
<u>300 Plant &amp; Equipment</u>							
4400 Plant Purchase / Lease	(3,342)	(5,500)	2,158		2,158	60.8%	
4415 Red Tractor Maintenance	0	(1,000)	1,000		1,000	0.0%	
4420 Portable & Hand Tools Purchase	0	(250)	250		250	0.0%	
4425 Portable & Hand Tool Maint	(73)	(400)	327		327	18.1%	
4430 PPE - New & Replacement	(42)	(275)	233		233	15.1%	
4435 Plant & Equipment Fuel	(522)	(1,500)	978		978	34.8%	
<u>400 Street Furnishings</u>							
4500 Hanging Baskets	(7,384)	(7,500)	116		116	98.5%	
4505 Christmas Lights and Trees	(9,693)	(27,500)	17,807		17,807	35.2%	
4510 Public Clocks - Maintenance	(1,814)	(500)	(1,314)		(1,314)	362.8%	
4515 Notice Boards - Maintenance	(39)	(100)	61		61	39.1%	
4520 Bus shelter - Maintenance	0	(100)	100		100	0.0%	
4525 Planters - Maintenance	0	(100)	100		100	0.0%	
4530 Benches & Tables Maintenance	0	(100)	100		100	0.0%	
<u>500 Community Functions</u>							
4600 Christmas Dinners	(2)	(6,000)	5,998		5,998	0.0%	
4605 Soup and Carols	0	(250)	250		250	0.0%	
4610 Firework Display	(4,070)	(9,000)	4,930		4,930	45.2%	
4615 Multi Cultural Carnival	0	(5,500)	5,500		5,500	0.0%	
4617 King's Coronation 23	(4,649)	0	(4,649)		(4,649)	0.0%	
4620 General Sponsorship	0	(500)	500		500	0.0%	
<u>550 Grants</u>							
4700 General Grants	(5,552)	(10,000)	4,448		4,448	55.5%	
4710 LCDP - SLA	(25,000)	(25,000)	0		0	100.0%	
4715 Wild Life Trust - Brynna Woods	0	(10,000)	10,000	(5,000)	5,000	50.0%	
<u>600 Outdoor Spaces</u>							
4800 Rights of Way	(64)	(1,330)	1,266		1,266	4.8%	
4805 Skateboard Park - Maintenance	0	(500)	500		500	0.0%	
4810 Play & O/Spaces Maintenance	(150)	(500)	350		350	30.0%	
4815 General Repair Consumables	0	(250)	250		250	0.0%	
<u>620 War Memorials</u>							
4855 Other Maintenance	0	(550)	550		550	0.0%	
<u>630 Llanharan Pantry</u>							
1991 Llanharan Pantry	9,688	0	(9,688)			0.0%	9,688
4730 Llanharan Pantry Expenses	(11,247)	(1,500)	(9,747)		(9,747)	749.8%	11,858

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>640 Bryncae Community Centre</u>							
4735 BCC Cleaning Expenses	202	0	202		202	0.0%	
4740 BCC Maintenance Expenses	184	0	184		184	0.0%	
4745 BCC Deposits	290	0	290		290	0.0%	
<u>650 Street Lighting Electric</u>							
4575 Street Lighting Electric	(90)	(300)	210		210	30.1%	
<u>700 Allotments</u>							
1200 Allotment Income	111	2,500	2,390			4.4%	
4900 Allotment Lease Costs	(17)	(22)	5		5	77.3%	
4901 Allotment Maintenance	(160)	(100)	(60)		(60)	160.0%	
4905 Allotment Water	(240)	(350)	110		110	68.6%	
<u>750 Community Infrastructure Levy</u>							
1300 Community Infrastructure Levy	296,947	0	(296,947)			0.0%	296,947
4950 CIL Benches	(1,300)	0	(1,300)		(1,300)	0.0%	1,300
4951 CIL Footpaths	(8,500)	0	(8,500)		(8,500)	0.0%	8,500
4952 CIL Noticeboards	(2,782)	0	(2,782)		(2,782)	0.0%	2,782
4955 CIL Project 1 Memorial Garden	(500)	0	(500)		(500)	0.0%	500
4958 CIL Grants	(102,339)	0	(102,339)		(102,339)	0.0%	102,339
4959 CIL Defibrillator	(996)	0	(996)		(996)	0.0%	996
4961 CIL Brynna Woods Wood ArtWorks	(11,800)	0	(11,800)		(11,800)	0.0%	11,800
4962 CIL Project Telephone Kiosk	(1,486)	0	(1,486)		(1,486)	0.0%	1,486
4963 CIL LRGT Floodlights	(77,092)	0	(77,092)		(77,092)	0.0%	77,092
4964 CIL Llanharan OAP Refurb	(63,790)	0	(63,790)		(63,790)	0.0%	63,790
4965 CIL LCC shower block	(3,886)	0	(3,886)		(3,886)	0.0%	3,886
4966 CIL Project Ewenny Bridge	(2,400)	0	(2,400)		(2,400)	0.0%	2,400
4967 CIL Parks	(1,170)	0	(1,170)		(1,170)	0.0%	1,170
<u>800 Contingency</u>							
4990 Contingency	0	(10,000)	10,000		10,000	0.0%	
Grand Totals:- Income	592,317	267,430	(324,887)			221.5%	
Expenditure	435,686	279,514	(156,172)	5,000	(161,172)	157.7%	
Net Income over Expenditure	<u>156,631</u>	<u>(12,084)</u>	<u>(168,715)</u>				
plus Transfer from EMR	289,899						
less Transfer to EMR	306,635						
Movement to/(from) Gen Reserve	<u>139,895</u>						

## Appendix 6

	Date	£	Receipt?	Description
<b>Money In</b>				
Arnold Clarke Grant	10/12/2021	2500.00		
Transferred into bank (Janine)	08/02/2022	32.84		
RCT grant (Food support fund)	01/08/2022	500.00		
Asda award	01/08/2022	300.00		
Comm lottery grant	21/10/2022	8600.00		
RCT Food Support fund	14/12/2022	1779.00		
Arnold Clarke Grant	15/12/2022	2500.00		
GH Windfarm	06/07/2023	2000.00		
JT Windfarm	06/07/2023	1000.00		
Interlink	17/07/2023	1000.00		
RCT Community Grant	17/08/2023	1000.00		
RCT (grant ?)	31/08/2023	1000.00		
Total cash receipts	Rolling	10654.83		
<b>total in</b>		<b>32866.67</b>		

**Money Out**

FareShare Cymru	20/04/2022	195.00		
500 leaflets	01/07/2022	96.56		
FareShare Cymru	01/08/2022	195.00		
Asda online order	05/08/2022	306.00		Janine paid - claimed back
Asda online order	17/08/2022	284.20		LS claim received Ref 4282229000568 ASDA receipt requested
Amazon order (Noticeboards etc..)	18/08/2022	90.86		
Asda online order	20/08/2022	271.09		LS claim received Ref 7962238000661 ASDA receipt requested
Fridge freezer	23/08/2022	348.99		Add to asset register
Chest freezer	23/08/2022	278.99		Add to asset register
25th Aug online shop Asda	25/08/2022	98.45		LS claim
30th Aug Aldi shop	30/08/2022	57.74		LS claim
5th Sept online shop Asda	05/09/2022	418.00		LS claim
Cash to Janine for Aldi visit	06/09/2022	160.00		Change and receipt req
Aldi shop	06/09/2022	93.29		Janine used float cash (£160)
Booker shop	09/09/2022	276.32		Combo cash and card
Aldi shop	09/09/2022	49.20		LCC CC
Booker shop	13/09/2022	425.36		LCC CC
Aldi shop	20/09/2022	103.55		Janine - Need receipt Paid to Janine 20/9
Aldi shop	23/09/2022	139.06		LS claim
Aldi shop	23/09/2022	18.80		LS claim
Aldi shop	28/09/2022	93.74		
Aldi shop	28/09/2022	188.87	tbc	
Aldi shop	28/09/2022	55.03		
Aldi shop	28/09/2022	41.86		
Booker shop	30/09/2022	225.12		
Aldi shop	04/10/2022	219.41		
The Range	04/10/2022	5.00		Thermometers
Aldi shop	07/10/2022	158.93	tbc	LCC CC
Aldi shop	07/10/2022	157.24	tbc	LCC CC
Asda	12/10/2022	348.41		
Aldi shop	14/10/2022	232.10		Leigh to claim back- paid
Aldi shop	14/10/2022	36.85		Leigh to claim back- paid
Freezer labels	17/10/2022	17.47		
Aldi shop	18/10/2022	717.38		Leigh to claim back- paid
Aldi shop	21/10/2022	446.16		Leigh to claim back- paid
Aldi shop	26/10/2022	312.68		Payment raised to LS
Aldi Shop	28/10/2022	204.33		
FareShare Cymru	01/11/2022	195.00		
Aldi Shop	01/11/2022	248.78		
Aldi Shop	04/11/2022	197.93		
Aldi Shop	04/11/2022	-24.99	tbc	
Aldi Shop	08/11/2022	349.26		
Aldi shop	11/11/2022	242.39		Paid on PB card
Amazon perspex displays	14/11/2022	29.94		
Aldi shop	15/11/2022	314.74		
Aldi shop	18/11/2022	199.42		
Aldi shop	22/11/2022	33.69		
Aldi shop	25/11/2022	228.74		

Aldi shop	29/11/2022	208.38	
Aldi shop	02/12/2022	378.00	
Aldi shop	06/12/2022	232.31	
FareShare Cymru	13/12/2022	195.00	
Aldi shop	13/12/2022	101.34	
Aldi shop	14/12/2022	61.82	
Aldi shop	16/12/2022	87.80	
Aldi shop	16/12/2022	41.04	
Aldi shop	16/12/2022	207.02	MP
Aldi shop	16/12/2022	192.93	MP
Aldi shop	19/12/2022	119.58	LS
Aldi shop	19/12/2022	110.62	LS
Aldi shop	19/12/2022	103.80	LS
Aldi shop	20/12/2022	72.89	MP
Aldi shop	28/12/2022	51.70	PB
Aldi shop	28/12/2022	113.78	PB
Aldi shop	28/12/2022	135.53	PB
Aldi shop	28/12/2022	103.05	PB
Aldi shop	06/01/2023	61.11	PB
Aldi shop	06/01/2023	102.27	PB
Aldi shop	06/01/2023	113.63	PB
Aldi shop	10/01/2023	109.65	PB
Aldi shop	10/01/2023	77.86	PB
Aldi shop	12/01/2023	188.46	PB
Aldi shop	12/01/2023	105.82	PB
Aldi shop	17/01/2023	187.59	PB
Aldi shop	20/01/2023	136.01	PB
Aldi shop	20/01/2023	146.93	PB
Aldi shop	24/01/2023	126.31	PB
Aldi shop	24/01/2023	16.15	PB
Aldi shop	27/01/2023	136.58	PB
Aldi shop	27/01/2023	97.86	PB
Aldi shop	30/01/2023	122.51	PB
Aldi shop	31/01/2023	104.56	PB
Aldi shop	02/02/2023	106.93	PB
Aldi shop	02/02/2023	121.09	PB
Aldi shop	02/02/2023	173.02	PB
Aldi shop	03/02/2023	54.56	PB
Aldi shop	07/02/2023	138.47	PB
Aldi shop	07/02/2023	39.69	PB
Aldi shop	10/02/2023	128.81	PB
Aldi shop	10/02/2023	105.80	PB
Aldi shop	10/02/2023	12.75	PB
Aldi shop	14/02/2023	128.94	PB
Aldi shop	14/02/2023	86.57	PB
Aldi shop	14/02/2023	153.66	PB
Aldi shop	17/02/2023	118.01	PB
Aldi shop	17/02/2023	165.37	PB
Aldi shop	17/02/2023	43.68	PB
Aldi shop	17/02/2023	22.80	PB
Aldi shop	21/02/2023	94.49	PB
Aldi shop	21/02/2023	168.06	PB
Aldi shop	21/02/2023	21.28	PB
Co-op	22/02/2023	13.30	PS
Aldi shop	23/02/2023	138.36	PB
Aldi shop	24/02/2023	119.96	PB
Aldi shop	24/02/2023	61.28	PB
Aldi shop	28/02/2023	138.36	PB
ReallyUseful storage	02/02/2023	131.89	
Aldi shop	03/03/2023	148.21	PB
Aldi shop	07/03/2023	104.37	PB
Aldi shop	07/03/2023	39.27	PB
Aldi shop	07/03/2023	65.40	PB
Aldi shop	07/03/2023	46.50	PB
Aldi shop	10/03/2023	58.83	PB
Aldi shop	10/03/2023	116.58	PB
Aldi shop	10/03/2023	120.64	PB
Aldi shop	10/03/2023	107.75	PB
Aldi shop	14/03/2023	45.81	PB
Aldi shop	14/03/2023	95.05	PB
Aldi shop	14/03/2023	29.29	PB

03/01?

Paid off £481.79 16.01.23

Paid off £481.79 16.01.23

Paid off £481.79 16.01.23

Paid off £481.79 16.01.23

Paid off £136.01 30.01.23

Paid off £146.93 30.01.23

Paid off £603.97 02.02.23

Paid off £603.97 02.02.23

Paid off £603.97 02.02.23

Paid off £603.97 02.02.23

Paid off £603.97 02.02.23

Paid off £603.97 02.02.23

Paid off £579.20 07.02.23

Paid off £579.20 07.02.23

Paid off £579.20 07.02.23

Paid off £579.20 07.02.23

Paid off £579.20 07.02.23

Paid off £616.53 15.02.23

Paid off £616.53 15.02.23

Paid off £616.53 15.02.23

Paid off £616.53 15.02.23

Paid off £616.53 15.02.23

Paid off £616.53 15.02.23

Paid off £349.86 17.2.23

Paid off £349.86 17.2.23

Paid off £349.86 17.2.23

Paid off £349.86 17.2.23

Paid off £603.43 02.03.23

Paid off £603.43 02.03.23

Paid off £603.43 02.03.23

Hospitality stuff for Sub Pantry Group meeting

Paid off £603.43 02.03.23

Paid off £603.43 02.03.23

Paid off £603.43 02.03.23

Paid off £542.11 10.03.23

Paid off £542.11 10.03.23

Paid off £542.11 10.03.23

Paid off £542.11 10.03.23

Paid off £542.11 10.03.23

Paid off £403.80 14.03.23

Paid off £403.80 14.03.23

Paid off £403.80 14.03.23

Paid off £403.80 14.03.23

Paid off £298.69 16.03.23

Paid off £298.69 16.03.23

Paid off £298.69 16.03.23

Aldi shop	14/03/2023	128.54	PB	Paid off £298.69 16.03.23
Aldi shop	17/03/2023	455.37	LS	
Aldi shop	17/03/2023	51.25	PB	
Aldi shop	21/03/2023	144.28	PB	Paid off £439.64 31.03.23
Aldi shop	21/03/2023	47.03	PB	Paid off £439.64 31.03.23
Aldi shop	24/03/2023	310.45	LS	
Aldi shop	28/03/2023	135.14	PB	Paid off £439.64 31.03.23
Aldi shop	28/03/2023	113.19	PB	Paid off £439.64 31.03.23
Aldi shop	31/03/2023	213.90	PB	Paid off £624.15 05.04.23
Aldi shop	31/03/2023	199.30	PB	Paid off £624.15 05.04.23
Aldi shop	04/04/2023	112.29	PB	Paid off £624.15 05.04.23
Aldi shop	04/04/2023	98.66	PB	Paid off £624.15 05.04.23
Aldi shop	05/04/2023	132.01	LS	
Aldi shop	06/04/2023	85.95	PB	Paid off £353 11.04.23
Aldi shop	06/04/2023	110.91	PB	Paid off £353 11.04.23
Aldi shop	06/04/2023	154.87	PB	Paid off £353 11.04.23
Aldi shop	11/04/2023	183.62	PB	Paid off 382.58 17.04.23
Aldi shop	11/04/2023	90.21	PB	Paid off 382.58 17.04.23
Aldi shop	14/04/2023	108.75	PB	Paid off 382.58 17.04.23
Aldi shop	18/04/2023	139.81	PB	Paid off £515 21.04.23
Aldi shop	21/04/2023	366.97	LS	Paid off £515 21.04.23
Aldi shop	24/04/2023	151.29	PB	Paid off 405.01 26.04.23
Aldi shop	24/04/2023	197.13	PB	Paid off 405.01 26.04.23
Aldi shop	24/04/2023	56.59	PB	Paid off 405.01 26.04.23
Aldi shop	28/04/2023	210.00	PB	Paid off 444.35 03.05.23
Fareshare	30/04/2023	65.00		April 23 membership
Aldi shop	02/05/2023	125.30	PB	Paid off 444.35 03.05.23
Aldi shop	02/05/2023	109.05	PB	Paid off 444.35 03.05.23
Aldi shop	05/05/2023	113.49	PB	Paid off £327.03 11.05.23
Aldi shop	05/05/2023	108.02	PB	Paid off £327.03 11.05.23
Aldi shop	09/05/2023	105.52	PB	Paid off £327.03 11.05.23
Aldi shop	12/05/2023	116.69	PB	Paid off £350.95 19.05.23
Aldi shop	12/05/2023	94.25	PB	Paid off £350.95 19.05.23
Aldi shop	16/05/2023	140.01	PB	Paid off £350.95 19.05.23
Aldi Shop	19/05/2023	237.56	PB	Paid off £675.70 24.05.23
Aldi Shop	19/05/2023	227.18	PB	Paid off £675.70 24.05.23
Aldi Shop	23/05/2023	210.96	PB	Paid off £675.70 24.05.23
Aldi Shop	26/05/2023	22.95	PB	Paid off £444.04 02.06.23
Aldi Shop	26/05/2023	130.97	PB	Paid off £444.04 02.06.23
Aldi Shop	30/05/2023	133.35	PB	Paid off £444.04 02.06.23
Aldi Shop	30/05/2023	156.77	PB	Paid off £444.04 02.06.23
Fareshare	31/05/2023	65.00		May 23 membership
Aldi Shop	03/06/2023	121.61	PB	Paid off 373.99 08.06.23 (121.61&102.38 &150)
Aldi Shop	03/06/2023	102.38	PB	Paid off 373.99 08.06.23 (121.61&102.38 &150)
Aldi Shop	05/06/2023	156.45	PB	Paid off 373.99 08.06.23 (121.61&102.38 &150)
Aldi Shop	09/06/2023	187.02	PB	Paid off 690.60 14.06.23
Aldi Shop	09/06/2023	299.26	LS	Paid off 690.60 14.06.23
Aldi Shop	13/06/2023	109.56	PB	Paid off 690.60 14.06.23
Aldi Shop	13/06/2023	94.76	PB	Paid off 690.60 14.06.23
Aldi Shop	16/06/2023	134.01	PB	Paid off 462.82 23.06.23
Aldi Shop	16/06/2023	152.66	PB	Paid off 462.82 23.06.23
Aldi shop	20/06/2023	82.50	PB	Paid off 462.82 23.06.23
Aldi shop	20/06/2023	93.65	PB	Paid off 462.82 23.06.23
Aldi shop	23/06/2023	136.23	PB	
Aldi shop	23/06/2023	181.32	PB	
Fareshare	23/06/2023	65.00		June 23 membership
Aldi shop	27/06/2023	316.84	LS	
Aldi shop	27/06/2023	87.34	PB	Paid off 699.39 29.06.23
Aldi shop	30/06/2023	123.29	PB	Paid off 305.55 03.07.23
Aldi shop	30/06/2023	64.56	PB	Paid off 305.55 03.07.23
Aldi shop	30/06/2023	117.70	PB	Paid off 305.55 03.07.23
Aldi shop	03/07/2023	144.15	PB	
	08/07/2023	0.00		No Pantry
Aldi shop	11/07/2023	37.41	PB	
Aldi shop	11/07/2023	95.29	PB	
Aldi shop	13/07/2023	157.59	PB	
Aldi shop	18/07/2023	71.73	PB	
Aldi shop	21/07/2023	35.61	PB	
Aldi shop	21/07/2023	69.48	PB	
Aldi shop	25/07/2023	60.62	PB	
Fareshare	26/07/2023	65.00		July 23 membership

Aldi Shop	28/07/2023	88.45	PB	
Really Useful Storage	31/07/2023	-116.90	credit	
Aldi shop	01/08/2023	104.13	PB	
Aldi shop	04/08/2023	103.48	PB	
Aldi shop	04/08/2023	58.46	PB	
Aldi shop	08/08/2023	90.07	PB	
	12/08/2023	0.00		No Pantry ( hort show)
Aldi shop	15/08/2023	116.80	PB	
Aldi shop	15/08/2023	50.49	PB	
Aldi shop	17/08/2023	70.07	PB	
Aldi shop	17/08/2023	56.82	PB	
Aldi shop	22/08/2023	181.10	PB	
Aldi shop	25/08/2023	94.64	PB	
Aldi shop	29/08/2023	94.90	PB	
Aldi shop	01/09/2023	76.84	PB	
Fareshare	01/09/2023	65.00		August 23 membership
Aldi	05/09/2023	90.69	PB	
Aldi	08/09/2023	57.65	PB	
Aldi	08/09/2023	40.62	PB	
Aldi	12/09/2023	50.01	PB	
Aldi	12/09/2023	36.20	PB	
Aldi	12/09/2023	62.96	PB	
Aldi	15/09/2023	77.10	PB	
Aldi	15/09/2023	25.53	PB	
Aldi	19/09/2023	41.58	LP	
Aldi	19/09/2023	46.93	CP	
Aldi	22/09/2023	47.36	CP	
Aldi	22/09/2023	84.99	CP	
Aldi	26/09/2023	73.16	PB	
Aldi	29/09/2023	49.14	PB	
Fareshare	01/10/2023	65.00		Sept 23 membership
Aldi	03/10/2023	53.18	PB	
Aldi	03/10/2023	44.20	PB	
Aldi	06/10/2023	48.33	PB	
Aldi	10/10/2023	26.57	PB	
Aldi	13/10/2023	79.12	PB	
Aldi	13/10/2023	33.93	PB	
Aldi	17/10/2023	84.40	PB	
Aldi	17/10/2023	79.34	PB	
Aldi	20/10/2023	66.31	PB	
Aldi	24/10/2023	68.01	PB	
Fareshare	25/10/2023	65.00		Oct 23 membership
Aldi	27/10/2023	170.87	PB	
Aldi	31/10/2023	62.48	PB	
Aldi	03/11/2023	60.23	PB	
Aldi	07/11/2023	69.38	PB	
Aldi	14/11/2023	55.73	PB	
Aldi	17/11/2023	25.07	PB	
Aldi	21/11/2023	56.02	PB	
Fareshare	25/11/2023	65.00		Nov 23 membership
Aldi	28/11/2023	52.10	PB	
Aldi	01/12/2023	77.25	PB	
Aldi	08/12/2023	110.26	PB	

**total out** **30155.31**

**Balance of Funds** **2711.36**



## Appendix 8

### **To review progress on banking mandate signatories, internet banking signatories and PSDF signatories.**

2023/143	16.6.23	Full Council	Full Council	<p>RESOLVED</p> <p>When the changing of the 'Primary contact' on the Barclays accounts is resolved, the RFO, Lisa Phillips will initially be added to all mandates and permissions. (Officers to have raising but not approval access to accounts). Only then will the process of altering the other named persons begin. This matter to be kept on the agenda until resolved</p>	Awaiting information from Councillors to change the 'primary contact'.
2023/143	16.6.23	Full Council	Full Council	<p>RESOLVED</p> <p>The following people will subsequently be added to the Barclays accounts mandates and permissions and all other Councillors names removed:</p> <p>David Evans, Chris Parker, Robert Lewis-Watkin</p> <p>(The Officers of the Council to remain as raisers, but not approvers). This matter to be kept on the agenda until resolved.</p>	This item cannot be started until the action above is completed.
2023/143	16.6.23	Full Council	Full Council	<p>RESOLVED</p> <p>To add the RFO, Lisa Phillips to the Barclaycard account as the Authorised Officer. This matter to be kept on the agenda until resolved.</p>	Awaiting action from Councillors.
2023/143	16.6.23	Full Council	Full Council	<p>RESOLVED</p> <p>For the following people to be named as directors of the PSDF accounts, all other names to be removed Councillor David Evans, Councillor Helen Donnan. Lisa Phillips to be named as a director provided her access can be limited to raising transactions only. Should this not be possible then further directors will need to be considered.</p>	Cllr David Evans and Helen Donnan now added. A third director will need to be added to replace Lisa Phillips (RFO).

## Appendix 9

### **Report regarding purchase of Christmas trees for 2023 following resolution 2023/277 from November's Council meeting.**

*2023/277 Purchase of Christmas trees RESOLVED The officers authorised to spend up to £1,900 comprising £1862 as per the cheapest quote provided to date plus a small contingency. This authorisation is valid provided that no further quotations received before ordering are more than 10% cheaper than £1862 and that supplier can satisfy the delivery requirements.*

Quotations received:

<b>Vendor</b>	<b>6 x 16ft trees</b>	<b>61 x 4ft trees</b>	<b>Delivery/other</b>	<b>Total</b>
Sarah's The Greengrocer	£630	£1,037	£0	£1667
Gower Fresh Christmas trees	£1,632	£2,745	£150	£4,527
Evergreen Trees	No quotation returned			
Cymru Christmas Trees	Responded to say cannot provide quote			

**The order placed was with Sarah's the Greengrocer.**

This satisfies the resolution 2023/277 and financial regulation 11.2g which states:

*When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in Regulation 11.1., where the value:*

*is below £6,000 and above £1,000 the Proper Officer or RFO shall strive to obtain 3 estimates of the cost of proposed supply*

## Appendix 10

### Final costs for 2023 Senior Citizen's Christmas Lunches

#### ***Final costs:***

<b><i>Cost</i></b>	<b><i>£</i></b>	<b><i>Notes</i></b>
LCDP quotation	£?	Awaiting invoice.
Raffle	£xx	Awaiting invoice
Minibus and large bus hire	£160	Pencoed Travel.
Proposed donation to Brynnau Primary School to cover bus costs and provide donation.	£290	Bus costs Est £190
Proposed donation to Llanharan	£100	
Total	£tbd	

When all costs are in the Clerk will report full costs and 2023 v 2022 costs.

#### **Proposal:**

To authorise the officers of the Council to pay those costs received and indicated above for the 2023 Senior Citizen's Christmas lunches.

## Appendix 11

### **Final costs for 2023 fireworks event.**

Previously resolved:

#### **2022/230 2023 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.*

#### **2023/185 RESOLVED**

*For the Community Council to pay for the hall to be cleaned the Monday following the (fireworks) event (Officer's note: Est cost £45 based on 3 hours).*

#### **2023/252 RESOLVED**

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

#### **Final costs:**

<b>Cost</b>	<b>£</b>	<b>Notes</b>
LCDP quotation	£?	Still to be received.
Cleaning of Welfare hall	£60	Paid
Hire of Welfare hall & grounds	£250	Resolved. Still to be invoiced
Total	£?	TBD

**Note: When full costs are in the Clerk will produce a report on full costs 2023 v 2022**

#### **Proposal:**

To authorise the officers of the Council to pay all costs for the 2023 fireworks event totalling or elements of the cost that have been received to date.

## Appendix 13

### Specification upon which to obtain quotations for the 2024 Summer flowers

#### Table of contents

Page 1. - Business premises.

Page 2. - Community Centres and Halls

Page 2. - Lamppost mounted hanging baskets.

Page 3. – Planers and Summary

#### Business premises

	Wall Brackets	Hanging Baskets
<b>Chapel Rd /Square</b>		
Turberville	2	2
Con Club	1	1
Community Shop to Corner	5	5
Corner to Kebab Shop	2	2
Corner Shop - Mid Glam	8	8
O My Cod	1	1
Red Hot China	1	1
High Corner	0	7
<b>Bridgend Road</b>		
Pritchards Furniture	0	0
Barmore Vets	1	1
Llanharan Rugby Club	1	2
Drop In Centre	2	2
Llanharan Stores	1	1
Kiddywinks Nursery	1	1
Urban Angels	1	1
Pit Stop Garage	1	1
K.J. Roofing	1	1
Athletes Kitchen	1	0
Lifestyle/ Bryncae Fish Bar	4	4
Bryncae Arms		4
<b>Brynna Square</b>		
Brynna OAP	1	1
Top Shop	1	0
Leyshon's	2	2
McColls	1	1
Alan John - Butchers	1	1
The Eagle Flats	4	4
White Hills	2	2
<b>Totals</b>	<b>46</b>	<b>56</b>

## Community Centres

	Location	Wall Brackets	Hanging Baskets
1	Ynysmaerdy Community Centre	6	6
2	Brynna Community Centre	6	6
3	Bryncae Community Centre	10	10
	<b>Totals</b>	<b>22</b>	<b>22</b>

## Lampposts - Brynna and Llanharan

There are currently 64 hanging baskets specified for Llanharan and 68 for Brynna. Typically, 2 hanging baskets per lamp-posts. These are the same lampposts that bear Christmas motifs.

## Summary

	Wall Brackets	Lamp Post Brackets	Hanging Baskets	Basket Plants
Business Premises	46		56	56
Bridgend Rd Lampposts		64	64	64
Brynna Rd Lampposts		68	68	68
Community Centres	22		22	22
Spares			3	3
<b>Totals</b>	<b>68</b>	<b>132</b>	<b>213</b>	<b>213</b>
Planters	Large Octagonal planters			Round prom
Meadow Rise (Near bus stop)	2			
Welfare ground	2			
Lanley estate	2			
Ynysmaerdy	2			
Bryncae	2			
Near Dram on enterprise way roundabout				2
William Street				2
<b>Totals</b>	<b>10</b>			<b>4</b>
Notes. Meadow Rise and Bryncae Estate, ensure planters positioned so as not to obstruct view of oncoming traffic.				

## Proposal

To use the specification presented to obtain quotations for the 2024 Summer plants.

## Appendix 14

### Recommendations of ORA Committee meeting held 7<sup>th</sup> December 2023

#### **ORA2023/089 RECOMMENDED**

##### Draft 2024 allotment tenancy agreement.

To adopt the draft presented to the committee in Appendix 4 as the tenancy agreement for 2024.

#### **ORA2023/090 RECOMMENDED**

##### Allotment fees

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

#### **ORA2023/091 RECOMMENDED**

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

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

#### **ORA2023/092 RECOMMENDED**

##### Access gate arrangements at Meadow Rise open space.

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

#### **ORA2023/098 RECOMMENDED**

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

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

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

### **RECOMMENDED**

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

### **RECOMMENDED**

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

### **ORA2023/099 RECOMMENDED**

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

That the Clerk report the condition of the relevant sections of PSM53/2 adjacent to Llanharan cemetery to RCTCBC rights of way department.



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

Fy Nghyf/My Ref:  
**23/1382/10**

EichCyf/Your Ref:

Dyddiad/Date: 18/12/2023

Gofynnwch am/Please ask for: Huw Boaler  
01443 281130

**DATBLYGIAD**  
**ARFAETHEDIG/PROPOSAL:** Part-retrospective works including rear first floor dormer, rear garden engineering works to form tiered amenity space, lower ground floor extension and associated balconies and boundary treatments

**LLEOLIAD/LOCATION :** WEST HILL, BRYNNA ROAD, BRYNNA, BRIDGEND, CF35 6PG

**CYF GRID/GRID REF:** 297821.02, 182560.92

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

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

**Annwyl Sir/Madam**

**Dear Sir/Madam**

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

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

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

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

Os nad 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:  
**23/1374/10**

EichCyf/Your Ref:

Dyddiad/Date: 14/12/2023

Gofynnwch am/Please ask for: Huw Boaler  
01443 281130

**DATBLYGIAD** Proposed rear dormer extension and first floor side  
**ARFAETHEDIG/PROPOSAL:** extension over carport with single storey porch  
extension.  
**LLEOLIAD/LOCATION :** 38 RED ROOFS CLOSE, PENCOED, BRIDGEND,  
CF35 6PL  
**CYF GRID/GRID REF:** 297715, 182695

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

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**1990 / TOWN AND COUNTRY PLANNING**  
**(DEVELOPMENT MANAGEMENT**  
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**Dear Sir/Madam**

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Cyngor Bwrdeistref Sirol Rhondda Cynon  
Taf, mewn perthynas â'r cais uchod, wedi'u  
hamgáu. Gofynnaf am eich sylwadau.

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

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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:  
**23/0817/15**

EichCyf/Your Ref:

Dyddiad/Date: 30/11/2023

Gofynnwch am/Please ask for: Amy Marshall  
01443 281130

**DATBLYGIAD**

Extend date of consent (time limit) 18/0609/10

**ARFAETHEDIG/PROPOSAL:**

**LLEOLIAD/LOCATION :** 74 HEOL DEWI, BRYNNA, PONTYCLUN, CF72  
9SQ

**CYF GRID/GRID REF:** 298367, 183056

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

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chlicio ar 'Cymraeg' ar frig y dudalen.

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