



LLANHARAN COMMUNITY COUNCIL

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance), 7pm on Thursday 19th January 2023

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Members Present:

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

Apologies: Cllr Geraint Hopkins JP.

Absent: Cllr. Parmindra Pannu.

Clerk to the Council: Leigh Smith

Office administrator: Lisa Phillips

2 members of the public.

2023/001 Welcome and Apologies.

RESOLVED

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

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

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

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



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

2023/003 Public speaking

None

2023/004 Minutes

RESOLVED

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

2023/005 Matters arising

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

2023/006 Minutes

RESOLVED

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

2023/007 Matters arising

None

2023/008 Action plan

Noted

2023/009 Crime report

Not provided

2023/010 Expenditure for December 2022.

Approved.

2023/011 Correspondence received

None



2023/012 Member' reports

Janine Turner

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

David Evans

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

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

Mark Steer

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

Helen Donnan

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

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

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



RESOLVED

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

RESOLVED

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

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

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

RESOLVED

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

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

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

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

RESOLVED

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

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



2023/016 Annual community ceremony.

RESOLVED

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

2023/017 Covid 19 Plaque.

RESOLVED

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

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

RESOLVED

The Clerk to obtain a quotation from Fattorini's of Birmingham for the refurbishment of the Chair's chain of office and the addition of all Chair's names to the chain or its links. The Council to suspend its standing orders in this matter with regards to the obtaining of 3 quotes given that this is a specialist matter.

RESOLVED

For a budget of £100 to be allocated via a virement from general reserves and for the authority to spend up to this amount for the purpose of updating the chairpersons board to be delegate to officers.

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

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

RESOLVED

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



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

RESOLVED

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

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

RESOLVED

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

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

2023/022 Annual vehicle insurance premium.

RESOLVED

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

2023/022 Exclude press and public

RESOLVED

To exclude the press and public from the meeting by virtue of the Public Bodies (Admission to Meetings) Act 1960, on the basis that disclosure of information to be discussed would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Specifically with reference to Part 12 of LGA 1972 Schedule 12A.

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

RESOLVED

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



2023/024 Urgent information matters for discussion.

None.

There being no further business the meeting closed at 9.30pm

The next full council meeting is scheduled for 16th February 2023

Councillor Chris Parker
Chair of the Community Council



LLANHARAN COMMUNITY COUNCIL

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance), 7pm on Thursday 15th December 2022.

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Members Present:

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

Apologies: Cllr Joanne Miller, Cllr Helen Donnan.

Absent: Cllr Geraint Hopkins JP. Parmindra Pannu.

Clerk to the Council: Leigh Smith

Office administrator: Lisa Phillips

1 member of the public.

2022/221 Welcome and Apologies.

RESOLVED

Councillor Helen Donnan proffered a reason for absence with her apology, and this was accepted by Council

RESOLVED

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

2022/222 Disclosures of personal and/or prejudicial interests.

None.



2022/223 Exclusion of the press and public

RESOLVED

To exclude the press and public from the meeting by virtue of the Public Bodies (Admission to Meetings) Act 1960, on the basis that with regards to agenda item 4 disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Specifically with reference to Part 12 of LGA 1972 Schedule 12A.

2022/224 Recommendations of the HR Committee held 30th November 2022

RESOLVED

The recommendations made under minute reference HR2022/014 (contractual matters relating to the Office Administrator) be adopted.

RESOLVED

The recommendations made under HR2022/016 (other staff pay rates and contracts for the financial year 2022/23) be adopted with the SPC rate for the Grounds Person to be set at SPC 3 and the rate for the 'Senior Grounds Person' to be set at SPC 5.

2022/225 Public speaking

None.

2022/226 Minutes.

RESOLVED

The minutes for the ordinary meeting of the Council held by on a hybrid basis at 7.00pm on Thursday 17th November 2022 were approved as a true and accurate record of proceedings subject to the following amendments:

Cllr Robert-Lewis Watkin JP is recording as having proffered reasons for absence. This to be removed as the Councillor was in fact present at the meeting and is recorded as such.

2022/227 Matters arising.

None



2022/228 CAT of Bryncae Community Centre.

RESOLVED

To proceed with the Community Asset Transfer of Bryncae Community Centre and accept the heads of terms as presented.

Councillor Neil Feist wished the minutes to record the fact that he voted against this resolution.

2022/229 Costs for Christmas lights and trees.

RESOLVED

To approve the spends outlined in the paper presented to a total of £25,438.05.

2022/230 Costs for the 2022 Christmas dinners

RESOLVED

To approve the spends outlined in the paper presented to a total of £4542.

RESOLVED

To make a donation of £100 each to Brynnau Primary School and Llanharan Primary School as a gesture of thanks for the children's performances at the dinners.

2022/231 Spend required to maintain the community clocks.

RESOLVED

To approve the spends outlined in the paper presented to a total of £820, which includes the recommended preventative maintenance to be carried out in mid-2023.



2022/232 Audit arrangements for financial year 2022/23

RESOLVED

To deviate from resolution 2022/228 specifying an interim internal audit and year end internal audit and with regards financial year 2022/23 to hold a year end internal audit only.

RESOLVED

For the 2023/24 financial year, for the Clerk to arrange dates for an interim internal audit and year end internal audit.

2022/233 Recommendations of the ORA Committee held 6th December 2022

RESOLVED

That subject to the prior receipt of appropriate public liability insurance certificates MT Tarmac be awarded the work 'Footpath to the North of Talyfarn Lane' and the Clerk be approved a spend of £5,800 + 5% contingency = £6,090

For the project to be funded using CIL funds if eligible, the Clerk to confirm with RCTCBC.

The Clerk to seek a commitment from RCTCBC to fund 50% of the cost of the project, the project to proceed regardless.

RESOLVED

That subject to the prior receipt of appropriate public liability insurance certificates Eric Avril be awarded the work "Improvements to the southern end of RAN17/5 on Enterprise Way' and the Clerk be approved a spend of £8,500 + 10% contingency = £9,350.

For the project to be funded using CIL funds if eligible, the Clerk to confirm with RCTCBC.

RESOLVED

Delegated authority extended to the Clerk of the Council with regards to the management of allotments.

That the procedure set out and presented to this meeting be adopted subject to the following alterations:

- For the procedure to be explicit that any appeal from a plot-holder regarding the revocation of the right to keep birds does not prevent or forestall the urgent removal of those birds.



- For the role of 'Responsible person' to fall to the sitting Chair of the ORA Committee. Or the Deputy Chair in their absence. Provided that there is no interest or conflict that may make this inappropriate.

RESOLVED

Security arrangements at allotment sites.

For the Clerk to carry out a survey of Jubilee Street plot-holders in order to ascertain their views on current security arrangements at the Jubilee Street allotment site. A report to be presented to the next ORA Committee.

RESOLVED

PSM32/1 near Gellifedi Road

That the Clerk formally write to RCTCBC Rights of Way Officers to request a site meeting to consider PSM31 and PSM32.

RESOLVED

Steps in the alleyway between Bridgend Road and Parc View.

That the Clerk take steps to register the land in the name of the Community Council, paying any registration fees accordingly.

RESOLVED

Placement of Swift nest boxes

That Councillor Mark Steer engage the 3 local primary schools and other local groups to assist in identifying swift nesting sites.

RESOLVED

Area of rough ground near the bench next to Haran Roofing.

That the Clerk take steps to register the land in the name of the Community Council, paying any registration fees accordingly.

RESOLVED

Leaflet of walking routes around the community.

That the Clerk purchase an annual subscription to OS Maps online up to a cost of £60 for the year.

RESOLVED

For a budget of £1000 to be allocated to this project and for the Clerk to be authorised to spend up to that amount.



RESOLVED

For the Clerk to enquire whether the project is applicable for CIL funding. If so for the project to be funded from CIL funds. If not for the funds to be taken from the general reserve.

RESOLVED

For the Clerk to engage a graphical designer to produce a draft mock-up of route 1 to demonstrate what is achievable.

RESOLVED

That Council does not proceed with the training of staff in the treatment of Japanese Knotweed at this time.

2022/234 Action plan

The action plan was noted.

2022/235 Crime report.

No report was received.

2022/236 Correspondence

Noted.

2022/237 Member's reports

Cllr David Evans

RCTCBC have announced a £13M shortfall. For context, the shortfall during the year of austerity was £21M. There are likely to be significant cuts and it will be a difficult time over the next year or two.

Locally I have had confirmation that RCTCBC highways will be installing signage to advise cyclists and pedestrians of the danger there on Cows Corner. The signage will not include horse riders as they feel that there will be too many signs and furthermore this is not considered an area that experiences a high volume of horse traffic.



I have received complaints about the footpath opposite Dolau Primary School which can become muddy, this area will be being repaired in due course.

There are proposed changes to RCTCBC refuse collection. I encourage everyone to engage with the consultation and to let make their feelings known to RCTCBC. It is proposed that general refuse collections will change from 2 weekly to 3 weekly with recycling remaining the same. This will make significant savings for the council but my concern is that some households have the 250 litre bins and some have the 125 litre bins so there is an unfairness that needs addressing. Some households with a number of adults and children may struggle with a 125 litre bin.

2022/238 Expenditure for November 2022.

Approved.

2022/239 Expenditure V budget year to date.

Noted.

2022/240 Report on Pantry finances.

Noted.

2022/241 Planning

RESOLVED

To object to planning ref 22/1420/1015, BRYN EGLWYS, LLANHARAN, PONTYCLUN, CF72 9PE, Single story porch extension to the front. on the material grounds that the proposal would be out of character with the local area.

2022/242 Urgent information & Future agenda items.

None.

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

The next full council meeting is scheduled for 19th January 2023



Councillor Chris Parker
Chair of the Community Council



LLANHARAN COMMUNITY COUNCIL

Minutes of the Extraordinary Council meeting held on virtual basis at 7pm on Monday 21st November 2022.

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Members Present:

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

Apologies: Cllr Helen Donnan. Tracy Allen.

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

Clerk to the Council: Leigh Smith

0 members of the public.

2022/239 Welcome and Apologies.

RESOLVED

Councillor Helen Donnan offered a reason for absence with her apology, and this was accepted by Council.

2022/240 Disclosures of personal and/or prejudicial interests.

None.

2022/241 Public speaking

None.

2022/242 Motion to change the order of business.

RESOLVED

To move agenda item 4 (LRGT floodlights) to later in the meeting.



2022/243 Grant application from Ynysmaerdy Community Centre

RESOLVED

To grant the funds requested. From CIL funds if applicable or from general grant funds otherwise. The Clerk to confirm CIL eligibility.

2022/244 Resubmitted grant application from The Wimbles

RESOLVED

To grant the funds requested to purchase the item detailed in the application. From CIL funds if applicable or from general grant funds otherwise. The Clerk to confirm CIL eligibility.

2022/245 LRGT floodlights.

RESOLVED

Following advice from the Clerk, to rescind the following section of resolution 2021/156:

Minute reference 2021/156

RESOLVED - LRGT to provide evidence that planning permission is NOT required for the replacement floodlights via a Lawful Development Certificate. Or if planning permission is required, to provide evidence that the permission is in place. For any further payments towards the project to be suspended until one or other document is provided.

RESOLVED

To provide a sum of money to reimburse LRGT for the net cost of 'The Columns' upon receipt of appropriate invoices from to that amount up to a maximum of £7,323.45

For this to be the final payment to be made for the project until LRGT provide evidence that planning permission is NOT required for the replacement floodlights via a Lawful Development Certificate. Or if planning permission is required, to provide evidence that the permission



is in place. For any further payments towards the project to be suspended until one or other document is provided.

2022/220 Urgent information & Future agenda items.

None.

There being no further business the meeting closed at 7.30pm.

Councillor Chris Parker
Chair of the Community Council



Llanharan Community Council - Action Plan. 14/12/2022

Action no	Date added	Category	From	Action	Notes	Status	Owner
2020/232h	19.2.2021	Full Council	ORA	That a draft leaflet/factsheet be produced containing information outlining the rights and responsibilities of landowners, RCT, The Community Council and members of the public.	To be progressed once ROW database progress made.		LS
2020/232i	19.2.2021	Full Council	ORA	That a draft leaflet/factsheet be produced containing information on popular or interesting walking routes around the community.	In progress. Duuplicated action.	completed	LS
2020/107	22.1.2021	Full Council	Full Council	Jan full council action - 2020/107 Public Speaking a) A member of the public requested to speak on a matter arising from item 8 – Budget 2021-22 - hanging baskets, planters and Christmas lights. RESOLVED That Officers of the Council will discuss with businesses, in order to gauge public interest in sponsoring council xmas lights.	Not started. This action to be defered to next year.		LS
2020/118	22.1.2021	Full Council	Full Council	Jan - Full Council action - 2020/118 CorrespondenceThe meeting noted a letter received from a local resident, listing suggestions for possible uses of a piece of land at the bottom of Harold Street, Llanharan. RESOLVED - a) To commission a survey requesting ideas for future usage of the land. b) To follow up with RCT regarding the possibility of the Community Council purchasing or leasing the land.	a) Cannot proceed with survey until land purchase progresses. b) Emailed RCTCBC in May 21 - Response that no decision yet made.		LS
2020/231	19.2.2021	Full Council	Full Council	RESOLVED - Officers of the council to develop a Service Level Agreement in collaboration with the LCDP and to arrange annual reporting to members.	In progress		LS
2021/133	29.10.21	Full Council		RESOLVED The Clerk to investigate what is required to allow Hybrid meetings in the future. The investigation to include equipment and venues and attending a Hybrid meeting of another similarly sized Community Council if possible.	Attended Llantrisant Community Council meeting on March 8th 2022. Report and recommendations pending.	Completed	LS
2021/138	31.10.21	Full Council	HR Com	2021/138 HR Support RESOLVED To delegate authority to spend up to the value of 10 hours of specialist HR support at a cost of £57/hour to the Clerk in relation to the particular issue discussed. And to Delegate authority to spend to the value of up to a further 10 hours at a rate of £57/hour to the HR Committee in relation to the same matter.	In progress		LS
2021/148	20.11.2021	Full Council	CIL	RESOLVED To approve CIL application from LCDP for improvements to pathway outside LCDP office. To move to phase 1 of the CIL123 list and to the Active project list and to approve the project at a cost of £1200(net) subject to the receipt of the appropriate financial information being received and scrutinised to the satisfaction of the Clerk. This application is recommended pending RCTCBC's decision on LCDP's eligibility for CIL funding.	Obtain approval from RCT. Emailed 15.12.2021 Update tracker accordingly when received and email. LCDP RCTCBC CIL and Lega met in early Feb 2022, awaiting outcomes. May 22 - Approval now obtained. LCDP to refresh quotes to ensure original resolution covers cost.		LS

2021/148	20.11.2021	Full Council	CIL	RESOLVED That with regards to the LCDP CIL Application for improvements to pathway outside LCDP office, LCDP be encouraged to include the potential project 'Install suitable disabled access ramp' to this project and to obtain fresh quotes. Any application will be held pending RCTCBC's decision on LCDP's eligibility for CIL funding	Obtain approval from RCT. Emailed 15.12.2021 Update tracker accordingly when received and email. LCDP RCTCBC CIL and Lega met in early Feb 2022, awaiting outcomes. May 22 - Approval now obtained. LCDP to refresh quotes to ensure original resolution covers cost.		LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/025 Footpath to the north of Talyfan Road (RAN 6/1) Recommended – The Project Officer/Assistant Clerk to obtain quotes to infill the damaged section of the path with suitably sized aggregate to provide stability and drainage.	Met with RCTCBC in January to agree Spec. Awaiting quotes.		LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/027 Footpath north of the newly installed path to the north of Llanharan Cemetery. (PSM53/2) Recommended - Project Officer/Assistant Clerk to approach RCTCBC to enquire whether a joint approach/cost share could be agreed to carry out repairs.	Written to RCTCBC to enquire on a joint approach. 13.7.21 RCTCBC have responded verbally indicating that they would be open to sharing the Cost. project Officer to obtain an estimate. Awaiting other quotes. Note: RCTCBC have now carried out the work.	Completed	LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/031 Consider PSM32/1 near Gellifedi Road Recommended - Project Officer/Assistant Clerk to enquire with RCTCBC whether a diversion order was ever submitted and/or processed.	Written to RCTCBC on 13.7.21 and again in August 21 and again Feb 22. Awaiting formal response. Response received. RCT responded June 2022 to report no record of a diversion application received or processed.	Completed	LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/035 Steps in the alley between Bridgend Road and Parc Bryn Derwyn. Recommended – That the Project Officer/Assistant Clerk approaches the Land registry to discover the due process to claim ownership of the lane and steps so that the Community Council can maintain them.	Contacted Land Registry on 16 Feb 22. Ref 220216-321997. Awaiting response. Application form obtained and to be completed.		LS
		Full council	ORA	ORA2021/049 Book-swap stations Recommended That the Project Officer/Assistant Clerk liaise with interested parties to develop a community plan showing where book swap stations could be placed, how they would be managed and what funds would be requested from the Community Council.	Member of the public assisting. Awaiting response. Edit Nov 22. The member of the public has disengaged. No further progress.		LS
		Full council	ORA	Recommended That the Project Officer/Assistant Clerk liaise with interested parties to obtain designs and a price for a suitable outdoor cabinet to be sited at Mountain Hare.	Member of the public assisting with obtaining quotes. Awaiting response.		LS
2021/097a		Full Council	ORA	RESOLVED (RE Decorative sculptures): That the artist be invited to a site meeting at Brynna Woods with members of the ORA Committee to discuss concepts and costs	Awaiting prices from CW. Summer 2022. The artist is currently abroad working on a project. May 22 - A second artist has been approached. The Clerk to provide Chris Woods with notes on what was required. Chris Woods has provided costings, drawings to follow. Sept 2. Order placed Nov 2022. Project underway		LS
2021/105		Full Council	CIL	2021/105 Method of funding CIL LCC21/14 'RBL Poppy shed'. RESOLVED For Llanharan Community Council to purchase the container and arrange all ancillary works to the value of £19,500 (net) from CIL funds. The Community Council to pay and reclaim the VAT in the usual manner.	Order placed Jan 22. Cabin ready for delivery, awaiting RBL to arrange. Canin delivered June 22. Formal lease required. Some minor works to be completed.		LS

2021/105		Full Council	CIL	RESOLVED The container to then be leased to the Llanharan branch of the RBL at a peppercorn rent for an appropriate period designed to reflect the useful life of the container (30 years).			LS
2021/105		Full Council	CIL	RESOLVED Furthermore, that all negotiations with interested parties be delegated to the Officers of the Council in order to produce an appropriate agreement or agreements to be presented before Council for resolution at a later date.			LS
2022/010	20.1.22	Full Council	ORA	ORA2021/068 Ground conditions on Bridleway PSM40/4 RESOLVED With regards to the asphalt section leading immediately from Bethlehem View, the Clerk to approach the relevant landowners to enquire about their attitude to allowing improvement works to be carried out in principle. The Clerk to also check access rights, easements etc... over the land.	Duplicated action. See 2022/050	Completed	LS
2022/011	20.1.22	Full Council	Audit	RESOLVED That (an) amended forms and process be adopted with the following alterations: That on page 1 of the application form the text "...returned by the end of June and the end of October respectively unless otherwise indicated". Be amended to, "Returned by the end of June and the end of October respectively or they shall be submitted in the subsequent grant meeting if appropriate....."		Completed	LS
2022/011	20.1.22	Full Council	Audit	RESOLVED That the green tractor be disposed of and for the clerk to ascertain a fair market price and to return to council with a recommended sale price.	Resolution superceded.	completed	LS
2021/013	20.1.22	Full Council		RESOLVED To retain the existing plan for the purchase and placement of Christmas decorations in 2022	Negotiate price and contract for submission to Council within Budget £26k. Working grouo returning to FC July to request approval for budget increase. Budget increase agreed. WG to go to audit for auth to spend. Order placed.	Completed	LS
2021/013	20.1.22	Full Council		RESOLVED The Clerk to gather background information and carry out a feasibility study (Christmas decorations) with a view to presenting options to council for budgeting in late 2022 in preparation for budget 2023/24 and Christmas 2023 in relation to the following areas: New Road (A473); Lanley estate; Enterprise Way.			LS
2021/014	20.1.22	Full Council		RESOLVED To form a working group to examine purchase and placement of summer plants with a view to presenting options to council for budgeting in late 2022 in preparation for budget 2023/24 and summer 2023.	Form working group. On agenda of FC meetings until resolved.		LS
2022/015	20.1.22	Full Council	CIL	RESOLVED To add the potential project 'Improvements to the Welfare Field Shower Block' (Already on CIL123 list) to the Active Projects list for scoping and further investigation.	Added to list - Scoping project. Presented to March 22 CIL Committee.		LS
2022/032	18.2.22	Full Council		RESOLVED To request of RCTCBC that CIL receipts for phases 3&4 are partially deferred in order to ensure receipts are kept below the cap in each financial year. Pending information from RCT, the details of which individual payments are deferred and until when, to be delegated to the Clerk in consultation with the Chair of the Council and actual figures to be reported to the next Full council meeting.	Have emailed RCTCBC CIL dept 22.2.22 informing them in principle of request to defer some payments but requesting details expected receipt figures and CIL cap figures so that deferral of specific payments can be requested with timeframe. RCTCBC report that figures will be issued following data collection after March 31st. LP contacting RCTCBC in late sept to provide deferral plan. Nov 22 - Deferrals for April 22 and April 23 agreed with RCTCBC.		LS

2022/034	18.2.22	Full Council		<p>2022/034 Rationalisation of working groups of the Council.</p> <p>RESOLVED</p> <p>That the following working groups be dissolved: Tacking Poverty Working Group; Brynae Community Centre Working Group; Proposed Community Café/Hub Working Group; And their members be reconstituted into a new working group known as: The Community Wellbeing Working Group.</p> <p>Terms of reference for the group to be as per those detailed in appendix 7 presented to the meeting.</p>	Action - To post a terms of reference document in the sharepoint folder.		LS
2022/038	18.2.22	Full Council		<p>RESOLVED</p> <p>Assuming the consent and permission of interested parties, to provide and externally mount public access defibrillators at the following locations (as shown on the plan presented in appendix 11 of this meeting): Bryna Community Centre; Brynae Community Centre; New Road; L'Oreal layby. Plus a further unit to be mounted between Lonydd Glas and St Illids Meadow. The Community Council to register as guardians for these defibrillators and carry out the appropriate inspections and replacement of consumables etc... Costs approved up to £1400 per unit (defibrillator and cabinet) which may be met from CIL funds. The Clerk to investigate grant opportunities to offset cost.</p>	<p>Look for funding sources.</p> <p>Make purchases accordingly using CIL funds.</p> <p>Defibs received June 22. Awaiting replacement cabinets. Replacement cabinets received Sept 22. To be fitted.</p>		LS
2022/038	18.2.22	Full Council		<p>RESOLVED</p> <p>The Clerk to enquire with Llanharan RFC and The Welfare Hall trustees whether these organisations would be prepared to allow the Community Council to mount their defibrillators externally nearby and/or take on guardianship. The costs of purchasing cabinets also approved.</p>	Welfare Ground happy to have mounted externally (Public access) but will remain Gauradian. Llanharan RFC accept in principle and will get back to us. Awaiting cabinet.		LS
2022/039	18.2.22	Full Council		<p>RESOLVED</p> <p>The Clerk to take such action as necessary to obtain a price of between £5000 and £3000 for the green tractor. If this price cannot be achieved following a reasonable period following advertising, then the Clerk to return to Council with a further recommendation.</p>	<p>Find logbook</p> <p>Advertise in appropriate channels. On hold pending report on Red tractor.</p>		LS
2022/040	18.2.22	Full Council		<p>RESOLVED</p> <p>To purchase a replacement, wheelchair-friendly picnic bench for up to a cost of £450 plus £120 fitting.</p>	<p>Purchase bench and arrange fitting. Delivery to be made to site. Coordinate with contractor. Obtain permission RCT parks dept. Mote: Need a note on minutes rto approve for CIL</p>		LS
2022/050	18.3.22	Full council	ORA	<p>ORA2022/007 Popular or interesting walking routes around the community.</p> <p>RECOMMENDED</p> <p>The Clerk to produce a draft leaflet showing 'Route 1'.</p>	<p>Liaise with MS and historical leafeltt RE Features.Include mileage, difficulty level.(eh RAG? Hilly?) Look at Llantrisant Bunny walks (Ramblers) leaflett for examples. Copies to JB</p>		LS

2022/050	18.3.22	Full council	ORA	<p>ORA2022/008 Changes to the allotment tenancy agreements (Notice periods and allowance of Hens on Bridgend Road allotments) RESOLVED</p> <p>That the template allotment tenancy agreement be amended as per the suggested text (in red shown in Appendix Four presented to the ORA Committee held on 1st March 2022), or similar.</p> <p>And that....</p> <p>That the Council's policy with regards to those clauses changes immediately to reflect the changes and that newly issued tenancy agreements reflect those changes, but that the Council does NOT physically re-issue tenancy agreements until the next scheduled re-issue in December 2022 but rather writes to current plot-holders to inform them of the policy change and impending changes to tenancy agreements.</p>	<p>Clerk to contact plottolders. Notification of allowance of the keeping of Poultry given - Signage placed on allotment gates.</p>		LS
2022/050	18.3.22	Full council	ORA	<p>ORA2022/009 Design for steps regarding improvements to the southern end of RAN17/5 on Enterprise Way.</p> <p>RECOMMENDED</p> <p>That the design is adopted as per that in the accompanying paper, but that the steps be of concrete construction, with lower side walls and incorporate key-clamp style handrails.</p>	<p>Quote accepted and job awarded to Eric Avril.</p> <p>LS checking with RCT and landowner on spec and practicalities.</p>	completed	LS
2022/050	18.3.22	Full council	ORA	<p>ORA2022/010 pathway to the picnic bench, MUGA and Skatepark at Oakbrook play area.</p> <p>RECOMMENDED</p> <p>That the design in the accompanying paper be accepted subject to consultation with RCTCBC regarding the specification and obtaining of the relevant permissions and for the picnic bench be situated outside of the fenced-off playpark area</p>	<p>Speak to Lisa Austin at RCTCBC. Width, material etc.. Specifically for disabled access. And for permission to do the work. Need a note to make a CIL project Minute)</p>		LS
2022/050	18.3.22	Full council	ORA	<p>ORA2022/011 Disabled access to play areas in the community</p> <p>RECOMMENDED</p> <p>That before the matter is progressed further that RCTCBC parks are consulted on specification of gates (existing and future) for disabled access. Furthermore that disabled members of the community, including wheelchair users are engaged on the findings of the survey. On completion of this work an updated report to be submitted to the ORA Committee.</p>	<p>Speak to Lisa Austin RE spec for gates - existing and future.</p> <p>Look for engagement from wheelchair user(s).</p> <p>Review report and resubmit to ORA</p>		LS
2022/050	18.3.22	Full council	ORA	<p>ORA2022/012 Bridleway PSM40/4, approach to Brynna Woods from Bethlehem view.</p> <p>RESOLVED</p> <p>That pending formal approval from the landowners, as described in the accompanying paper, a non-slip surface material be overlaid over the asphalt in a 1.5m wide strip from the joint on the drain cover to the joint in the road. The colour to be chosen by the landowner and approval given to spend £450 from CIL funds for the project with the project to be added to the CIL123 list and Active Project list.</p>	<p>Proceed. Booked for completion early October. Clerk to reconfirm with landowner consent given. Consent withdrawn by landowner Oct 22. RCTCBC ROW investigating options.</p>		LS

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

2022/062	18.3.22	Full Council		2022/061 Membership of One Voice Wales RESOLVED To renew the Council's membership of One Voice Wales at a cost of £1,348 in April 2022.	Check	Completed	LS
2022/063	18.3.22	Full Council		2022/063 Commission of tree survey RESOLVED That the Clerk carry out an exercise to identify where there are trees on the Community Council's land and to arrange for a tree survey to take place up to a maximum cost of £500			LS
2022/066	18.3.22	Full Council		2022/066 Grant application 'The Wimbles' RESOLVED For the Council to approach 'The Wimbles' to enquire whether they would allow the Council to purchase the item and to then gift it to them. If so then the items to be purchased up to a value of £1,500 plus VAT subject to the receipt of the appropriate financial and other information required on the Council's grant form, and subject to the Clerk's satisfaction that all matters are in order.	HOLD on the instruction of the Wimbles.		LS
2022/066	18.3.22	Full Council		2022/066 Grant application 'The Wimbles' RESOLVED For the Clerk to check whether the items/project is in scope for CIL and if so to allocate from CIL funds and to add to the appropriate CIL lists.	Emailed LL 10.11.22		LS
2202/068	18.3.22	Full Council		2022/068 To employ additional maintenance cover on a temporary basis. RESOLVED To employ a temporary maintenance person to take the total number of available working hours to circa 55 hours per week and for the details of the work-mix between employees and recruitment matters to be delegated to the Clerk.	Note: This action has been held pending the expected return to work of the second permanent maintenance person. - Action abandoned following return to work of perm employee.	completed	LS
2022/089	22.4.22	Full council	HR	RESOLVED HR RECOMMENDED The AGM of the Council be arranged for 12th May 2022 and at that meeting, a recruitment panel comprising 3 Councillors and an officer be appointed for this matter with delegated powers to carry out a selection and interview process to identify a suitable candidate. That interviews be held on 18th May 2022. That the recommendations of the recruitment panel regarding making an appointment be presented to Full Council during the Full council meeting to be held on 19th May 2022.	Apponitment made	Completed	LS
2022/089	22.4.22	Full council	HR	RESOLVED HR2022/007 NJC 2021/22 pay award RECOMMENDED That the proposals in appendix 3 presented to this committee be adopted. • That from April 2022 Clerk's salary level be increased to the 2021 negotiated rate for SPC26 as per contractual obligations. (1.75% increase) That appropriate back pay be paid to the Clerk for the period 1st April 2021 to 31st March 2022 to take into account the difference between the salary paid and the negotiated 2021 NJC settlement. • That from April 2022 the Office Admin Assistant's salary level be increased to the 2021 negotiated rate for SPC16 as per contractual obligations.(With the enhanced rate achievable upon completion of a training and achievement plan set to the appropriate SPC24 rate). • That appropriate back pay be paid to the Office Admin Assistant for the period 9th December 2021 to 31st March 2022 pro-rate to take into account the difference between the salary paid and the negotiated 2021 NJC settlement.		Completed	LS

2022/089	22.4.22	Full Council	HR	RESOLVED To extend the permanent contract of Paul Beach to the hours set out in appendix 4a presented to this committee and to adopt the minor alterations in wording contained in that document.	To be signed	Completed	LS
2022/089	22.4.22	Full Council	HR	RESOLVED To increase the rate of pay for maintenance staff as stated in 'option 2' contained in the confidential paper presented to council (Appendix 12a). Establishing a 13.37% differential from a nationally recognised benchmark for future pay awards.		Completed	LS
2022/083	22.4.22	Full Council		2022/083 Spend from CIL funds relating to the sewer diversion on the Memorial Garden/Garage project. RESOLVED To approve a spend of up to £7,500 from CIL funds to allow the Clerk to arrange such work as appropriate. Actual spend to be reported to council monthly in the usual manner.	In progress. Design completed and submitted to RCTCBC SuDs and Welsh Water in June 22		LS
2022/084	22.4.22	Full Council		2022/084 Building condition survey for Bryncae Community Centre as part of the Council's CAT process. RESOLVED To approve the spend of up to £5,000 to arrange such building and other surveys as necessary as part of the CAT process and for the Clerk to make applications to RCTCBC's CAT fund in order to recover the costs in due course.	Shared with BCC working group members.	Completed	LS
2022/098	20.5.22	Full council		To be altered - Minute 2022/090 Welcome and Apologies. Apologies for absence were received from Councillors Janine Turner, Jeff Williams, Helen Donnan and Daniel Morelli. To be altered. Many of those councillors are no longer seated and so this is incorrect.			LS
2022/101	20.5.22	Full council		desk		completed	LS
2022/102	20.5.22	Full council		2022/102 Process regarding Co-option to Council. RESOLVED To publish an advertisement containing the relevant details similar to appendix 7 submitted to the meeting. To request that applicants submit an application form and covering letter and that they may be required to attend an interview at the Council meeting on 16th June 2022. Deadline for applications 9th June 2022. The vote to take place on a majority vote basis with elimination of the candidate with the least number of votes.		completed	
2022/103	22.5.22	Full council		2022/103 Clerk Credit Card limit. RESOLVED To raise the monthly limit on the Clerk's credit card to £2000 and to retain the £500 transaction limit.		completed	
2022/104	22.5.22	Full council		2022/104 Council's electricity contract RESOLVED To enter into a 36 month electricity supply contract with SSE, details shown in appendix 9 presented to the meeting.		completed	
2022/108	22.5.22	Full council		2022/108 RCTCBC CIL meeting RESOLVED For the CIL Committee to consider minimum lease qualifying terms with regards to grants for projects on leased land.			

2022/106	22.5.22	Full council		<p>2022/106 Draft lease of Bryncae Community Centre and statutory inspection and repair arrangements.</p> <p>RESOLVED</p> <p>For the Clerk to write to RCTCBC officers on the following matters:</p> <p>That's the Community Council requests that it be formally recognised in writing that the decision regarding future rent-free periods will not be linked to commitments to deliver capital spend and that a variety of other factors will be considered including quantifiable social values (which the Community Council would like to jointly assess on an annual basis) and the overall success of the centre.</p> <p>That the Community Council requests sight of the tool to quantify social value.</p> <p>That the Community Council request the rent values for all other halls subject to a CAT within RCT during the past 3 years and for any others having taken place in the Llanharan Community Council area regardless of timeframe. Furthermore, that RCTCBC provide the calculation/rationale upon which this rent was calculated.</p>	<p>Written to but no response received. Have nudged June 22</p> <p>Response received Aug 22. The working group to meet prior to next FC meeting to consider options.</p>	Completed	
2022/106	22.5.22	Full council		<p>RESOLVED</p> <p>That the Clerk draws up a memorandum of understanding with RCTCBC corporate estates outlining which elements of statutory compliance and/or building maintenance would be covered and over what period. The memorandum of understanding to cover statutory items only and to exclude general maintenance and repairs. This to be presented to a future Council meeting for resolution.</p>	<p>Written to but no response received. Have nudged June 22. Nudged 12.8.22 RCT have stated they are happy to do so following the signing of the lease.</p>		
2022/118	24.5.22	Full council		<p>2022/118 Planning application "21/1557/13 Residential development comprising up to 138 Dwellings..., Land at Brynna Road".</p> <p>RESOLVED</p> <p>For the Clerk to write to RCTCBC to issue the Community Council's formal objections to the application. The letter to detail the specific material reasons for the objection as expressed by members during the meeting.</p>		completed	
2022/119	24.5.22	Full council		<p>2022/119 Planning application "19/1258/16 Reserved Matters application for new primary school and associated infrastructure submitted pursuant to outline (hybrid) planning permission 10/0845/34".</p> <p>RESOLVED</p> <p>For the Clerk to write to RCTCBC to provide the Community Council's formal comments regarding the application as expressed following the previous application and as expressed by members during the meeting.</p>		completed	
2022/120	24.5.22	Full council		<p>2022/120 Renewal of the Council's insurance policy</p> <p>RESOLVED</p>		completed	
2022/136	17.6.22	Full council		<p>2022/136 Fireworks display 2022</p> <p>RESOLVED</p> <p>The Clerk to obtain expressions of interest from candidate sites to host the 2022 fireworks display and to prepare a paper to allow Council to consider a venue at the next meeting of Council.</p> <p>RESOLVED</p> <p>The Clerk to obtain quotations (to include the option for 'quiet' fireworks) for the holding of the 2022 fireworks display event.</p>		Completed	
2022/137	17.6.22	Full council	FC	<p>2022/137 Festive lights 2022</p> <p>RESOLVED</p> <p>That the Councillors sitting on the Community Engagement Working Group (Cllrs Evans, Parker and Thomas) select motifs to a maximum value of £4000 per annum.</p> <p>This group to report its recommendations to the Audit Committee which shall be given delegated authority to place orders only to the value of £4000 per annum for 3 years with a contingency of 10%</p>	<p>in progress. Extra funds granted by FC</p>	Completed	

2022/138	17.6.22	Full council	FC	2022/138 Terms of Reference for Community Engagement Working Group RESOLVED That the working group be made up of 3 councillors, councillor David Evans, Chris Parker and Will Thomas as previously resolved and unlimited members of the public be invited to attend. The terms of reference for the working group to be deferred to a future meeting of Council.			
2022/139	17.6.22	Full council	FC	2022/139 Hybrid meetings RESOLVED To trial Hybrid meetings for Full council for the July 2022 meeting. That Llanharan OAP hall be trialled as a venue. Should the trial be successful that the Council block books each third Thursday of the month for 2 hours per meeting at a cost of £20 per meeting (£10/hour) or £220 per year. That the council trials a 'meeting owl' camera and speaker system and to purchase at a cost of up to £990 if trial successful. To purchase a TV and stand at a cost of up to £350		Completed	
20+157:15922/147	22.7.2022	Full council	FC	2022/147 LCDP Presentation and payment of grant. RESOLVED To approve the payment of the first of two instalments of the 2022/23 grant. This payment of £12,500 approved.		Completed	
2022/153	22.7.2022	Full council	FC	2022/153 Community Council's school Governor representative for Brynnau Primary School. RESOLVED To nominate Cllr Joanne Miller as the Council's representative and for the Clerk to inform the appropriate RCT officer		Completed	
2022/155	22.7.2022	Full council	ORA	2022/155 Recommendations of ORA Committee, Thursday 9th June 2022 RESOLVED ORA2022/023 Alternative arrangements for the commissioning of carvings for Brynna Woods. That the Clerk approach 'Wildboar carvings' and other artists to seek alternatives to Chris Woods to provide carvings for Brynna Woods.	Clerk to find notes regarding the meeting and resend them to Chris Woods. Chris Woods has provided a price list. To be presented to ORA. Order now placed and project in progress.	Completed	
2022/155	22.7.2022	Full council	ORA	RESOLVED ORA2022/024 Japanese knotweed in the community. That members of the Community Council maintenance team attend training in the management of Japanese knotweed so that they are licenced to deal with Japanese knotweed on Community Council land. The Clerk to enquire with RCT regarding availability, scope and cost of such training.	Contacted both RCT and Bridgend college in June. Bridgend college have responded with costs. Awaiting response from RCT nudged 12.8.22		
2022/155	22.7.2022	Full council	ORA	RESOLVED That the Community Council identify where outbreaks are on RCTCBC land and take ownership of engaging RCTCBC to manage the outbreaks themselves. (Note: if the Community Council staff are able to become trained and competent in the management of Japanese knotweed it is possible that the Community Council could attempt to negotiate a service level agreement (SLA) to manage outbreaks on RCT's behalf, if desired by the Council it is recommended that this potential proposal be deferred until some future date).	Contacted both RCT in June, Awaiting responses.		
2022/155	22.7.2022	Full council	ORA	RESOLVED Whilst the Community Council cannot charge the public for services at this time, if its staff are to become trained and competent it could offer a 'without prejudice' advisory service to the public where Japanese knotweed appears on private land. And/or keep a list of contractors who may be able to assist private landowners.			

2022/155	22.7.2022	Full council	ORA	RESOLVED The Clerk to contact RCTCBC and Bridgend College to enquire on training RE Japanese knotweed for maintenance staff.	Contacted both RCT and Bridgend college in June. Bridgend college have responded with costs. Awaiting response from RCT nudged 12.8.22. costs now recieved from BridgendCole ORA to be updated at the next meeting.		
2022/155	22.7.2022	Full council	ORA	RESOLVED The Clerk to obtain leaflets and/or factsheets to keep at the Council office for members of the public.			
2022/155	22.7.2022	Full council	ORA	RESOLVED ORA2022/025 Area of ground near the bench adjacent to the Haran roofing building. That the Clerk contact RCTCBC highways to enquire whether they own the land.	Send email TE 11.8.22. Area appears to be unregistered. RCT report it could be considered highway and if so they have no objection. To be added to next ORA agenda.		
2022/155	22.7.2022	Full council	ORA	RESOLVED ORA2022/027 RCT 'Action for nature website'. That Councillor Mark Steer be proposed as the Community Council's official liaison to the website.	Clerk to ask Cllr Steer to inform website accordingly.	Completed	
2022/155	22.7.2022	Full council	ORA	RESOLVED ORA2022/028 Lighting of fires on allotment plots. That the Clerk contacts plot-holders to trial the allowance of fires at any time of day during the months of November through to and including February. Fires to be prohibited at any other time. The trial to be undertaken on a voluntary basis with the consent of plot-holders with no changes to the tenancy agreements at this time. That the Clerk post notices to remind plot holders at the appropriate time of year to remind them that regardless of what material is burned on fires, they must not cause a nuisance to local residents	Trial in place. Physical Notices and social media posts completed.	Completed	
2022/156	22.7.2022	Full council	CIL	RESOLVED CIL2022/036 Regarding the Welfare ground floodlights project (LCC 19/01) The Clerk to obtain updated quotes from LRGT showing revised total project costs. Should the total exceed that already granted then the matter be brought back to Council to be re-examined. For any further payments towards the project to be suspended until the revised project costs are provided and resolved by Council if necessary.	Clerk to make LRGT aware.	Completed	
2022/156	22.7.2022	Full council	CIL	RESOLVED CIL2022/036 LRGT to provide evidence that planning permission is NOT required for the replacement floodlights via a Lawful Development Certificate. Or if planning permission is required, to provide evidence that the permission is in place. For any further payments towards the project to be suspended until one or other document is provided.	Clerk to make LRGT aware.	Completed	
2022/156	22.7.2022	Full council	CIL	RESOLVED CIL2022/038 Youth shelters. That a project for the provision of youth shelters be added to the CIL123 list and Active Project lists and that the Clerk and Chair of the CIL Committee make further investigations into feasibility, cost etc... and present a comprehensive paper for the consideration of the committee at a future date.	Contacted LCDP to engage on consultation process. 11.8.22. Met on 8/9/22 with LCDP. Cllr Turner to progress.		
2022/156	22.7.2022	Full council	CIL	RESOLVED CIL2022/039 Location signage for Bryncae Football pitch. The Clerk to obtain a quotation and permissions to place a post and sign in a suitable location to direct the public to Bryncae football pitch.			
2022/156	22.7.2022	Full council	CIL	RESOLVED CIL2022/041 Increase in grant amount for LCC21/19 Dugouts at Welfare ground. That the grant amount be increased from £2700 to £4550 to allow the purchase and installation of manufactured dugouts. The grant to be paid upon receipt of evidence that planning permission is NOT required for the replacement floodlights via a Lawful Development Certificate. Or if planning permission is required, to provide evidence that the permission is in place.	Clerk to make LRGT aware.	Completed	

2022/157	22.7.2022	Full council	Audit	RESOLVED To grant Bryncae FC the amount of £500 for the reasons specified in the application (broadly, general running costs).		Completed	
2022/157	22.7.2022	Full council	Audit	RESOLVED To grant LCDP the amount of £2000 for the reasons specified in the application.(Playday community event on 3rd August 2022).		Completed	
2022/157	22.7.2022	Full council	Audit	RESOLVED To grant Llanharan FC the amount of £900 for the reasons specified in the application (broadly, general running costs and expansion of teams)		Completed	
2022/157	22.7.2022	Full council	Audit	RESOLVED To grant Llanharan Rainbow Guides the amount of £400 for the reasons specified in the application. (Membership fees and for bulbs and flowers at war memorial and near the church hall)		Completed	
2022/157	22.7.2022	Full council	Audit	RESOLVED To grant Llanharan Horticultural Society the amount of £1200 for the reasons specified in the application. (General running costs and the hire of a van). Or the amount of £950 if it can be arranged that the Community Council van be made available to avoid the hire of a van.		Completed	
2022/157	22.7.2022	Full council	Audit	RESOLVED To grant Brynna FC the amount of £708 for the reasons specified in the application. (broadly, general running costs). The Clerk to clarify whether CIL could be used for the repairs to the dugouts and if so to inform the club of the CIL grant application process	Clerk still awaiting clarity from RCTCBC on CIL status. Chased Sept 22		
2022/158	22.7.2022	Full council	FC	0022/158 'Lamp post' poppies RESOLVED To purchase large lamp-post poppies to replace those that are damaged and worn to a value of £210		Completed	
2022/159	22.7.2022	Full council	FC	2022/159 Community Council 2022 Christmas lunches RESOLVED To request that LCDP to make the necessary arrangements to proceed with arrangements for the 2022 Christmas lunches based on a price of £23/head.	Contacted July 2022.	Completed	
2022/161	22.7.2022	Full council	FC	2022/161 Extending the Pantry opening hours during the school holidays RESOLVED To expand 'the Pantry' to include Wednesday mornings (as well as the current Saturday mornings) during the period of the Summer holidays. That volunteers are sourced to staff the pantry where possible during the extra opening hours, but that Council officers are used to oversee, and to staff the pantry if necessary, during these times		Completed	
2022/180	30.9.2022	Full council	Audit	2022/181 Recommendations of the Audit Committee held on Tuesday 27th September 2022. RESOLVED To increase 'foodbank' budget by making a virement from general reserves of £3352 but source food at discounted cost to realise overall savings (Officers of the Council already perform this task for 'The Pantry').	Alter Rialtos to show amended budget.	Completed	LP
2022/180	30.9.2022	Full Council	Audit	RESOLVED To defer the consideration of the revised draft financial resolutions to the next meeting of council.		Completed	LS

2022/180	30.9.2022	Full council	Audit	<p>RESOLVED Regarding quotations received for the fitting and removal of Christmas lights, that the Clerk clarify with both vendors what level of after-fitting service is provided as part of their quotations, including response times to rectify faults and any extra costs.</p> <p>RESOLVED Regarding quotations received for the fitting and removal of Christmas lights that The Clerk approach LML Electrics and offer the opportunity to requote.</p>	Emails sent and responses received. Presented to Oct 22 Council meeting.	Completed	LS
2022/182	30.9.2022	Full Council	FC	<p>2022/182 Purchase of a replacement laptop and a tablet</p> <p>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.</p>	Specification of equipment to be obtained and order placed.		LS
2022/183	30.9.2022	Full council	ORA	<p>2022/183 Recommendations of the ORA Committee held on 16th August 2022.</p> <p>RESOLVED The Clerk to write to RCT planning department to investigate whether the planning consent for the menage has been fully satisfied with regards to the public rights of way affected and to RCT rights of way to enquire whether enforcement action is planned regarding the reopening of PSM32/1.</p>	Examination of planning consent shows that the diversion of the paths was not a condition of planning. But rather was contained in advice to the applicant. Have emailed Jason Bragg to enquire on intention to take enforcement action.	Completed	LS
2022/183	30.9.2022	Full Council	ORA	<p>RESOLVED That in principle a policy be adopted that trees will be addressed should they overshadow plots, however each case will be assessed on its merits with near-neighbours and others consulted.</p>	Investigate PE plot		LS
2022/183	30.9.2022	Full council	ORA	<p>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</p>	Write the action plan.		LS
2022/184	30.9.2022	Full Council	CIL	<p>2022/184 Recommendations of the CIL Committee held on 7th September 2022.</p> <p>RESOLVED Regarding the Welfare ground floodlights project (LCC 19/01), The Clerk to obtain final clarification on whether LRGT wishes to end the funding of the project from the Community Council CIL funds or intends to proceed subject to the resolutions passed by council regarding obtaining a LDC or planning permission and the obtaining of updated quotations.</p>	Response to be reported to Oct 22 Council meeting.	Completed	LS
2022/184	30.9.2022	Full council	CIL	<p>RESOLVED That the CIL application received from Llanharan OAP association regarding refurbishment of their hall be approved in principle with a budgeted spend of £60,000 allocated. That the VAT arrangements be clarified given the VAT status of the association and this reported to council for final approval prior to any monies being released. For the Clerk to advise the Association of any external funding opportunities available.</p>	<p>Amend lists.</p> <p>Investigate VAT status.</p>		LS
2022/185	30.9.2022	Full Council	FC	<p>2022/185 Community Council's school Governor representative for Brynnau Primary School.</p> <p>RESOLVED To nominate Cllr Parmindra Pannu as the Council's representative, replacing Cllr Joanne Miller and for the Clerk to inform the appropriate RCT officer.</p>	The Clerk to write to Anelli.	Completed	LS

2022/187	30.9.2022	Full council	FC	2022/187 Planning RESOLVED For the Clerk to write to RCT planning department to object to application, '22/0954/10 Conservatory to front elevation. 15 Bryn Eglwys, Llanharan, Pontyclun, CF72 9PE' on the material grounds that the proposal would be out of character with the local area.		Completed	LS
2022/219	1.10.2022	Full council	FC	2022/219 CIL funding for appropriate sculptures at Brynna Woods. RESOLVED To approve a spend of up to £18,000 of CIL funds (and for the project to be added to the CIL 123 list and Active Project list) for the commissioning of decorative sculptures and art works for Brynna Woods.			
2022/219	1.10.2022	Full council	FC	RESOLVED To delegate authority for operational decision making and spend up to the value of the budget to the Clerk, working in consultation with a working group made up of the following Councillors: Chris Parker. Helen Donnan. Mark Steer. David Evans. Neil Feist		completed	
2022/219	1.10.2022	Full council	FC	RESOLVED The Clerk to enquire whether the Council's existing insurance arrangements would cover the finished assets and to what extent, or whether alternative insurance could be arranged	Clerk emailed insurance company Jan 23. Awaiting response.		
2022/200	21.10.2022	Full council	FC	2022/200 Repairs to Red Tractor. RESOLVED To approve a sum of £2306.55 for repairs to the red tractor.			
2022/205	21.10.2022	Full council	FC	2022/205 Contract for supply of electricity for lights on 'Jeff's Lane'. RESOLVED To defer this item to a future meeting.			
2022/208	21.10.2022	Full council	FC	2022/208 Recommendations of Bryncae Community Centre CAT working group held on Monday 17th October 2022 RESOLVED To defer the item to a future meeting.			
2022/227	18.11.2022	Full council	CIL	RESOLVED That the Clerk undertake a fresh public consultation to seek ideas from the community incorporating social media, the Council website and Council noticeboards. For the Clerk to liaise with Cllrs Evans, Thomas and Parker on how best to utilise the Community Engagement Working Group as part of the consultation.			
2022/227	18.11.2022	Full council	CIL	RESOLVED That an exercise to refresh the CIL123 and Active Project lists and to synchronise a CIL fund deferral plan to it to be deferred until after the public consultation has ended.			
2022/227	18.11.2022	Full council	CIL	RESOLVED To amend the Council's policy so that in circumstances where a group is not VAT exempt and is not VAT registered, to allow at the council's discretion a grant to include the VAT element.	Add this and other policy items to application form		
2022/227	18.11.2022	Full council	CIL	RESOLVED For the Clerk to explore the VAT Exemption application process in order to be able to advise community groups where appropriate.	Look at HMRC rules and application process.		
2022/227	18.11.2022	Full council	CIL	RESOLVED That consideration of the application for a CIL grant from Bryncae Football Club be deferred for the applicant to clarify the situation with regards necessity for planning permission. For the applicant to provide 3 quotes for materials and to provide a more accurate assessment of costs. The Clerk to contact the applicant to explain the requirements	Speak to Bryncae FC. Clerk contacted club 19.12.22		

2022/227	18.11.2022	Full council	Audit	RESOLVED That the amount of £3,104.70 be granted from CIL funds for the purposes detailed in the application from Brynna Community Centre and for the CIL123 list and Active project list to be altered accordingly. Note: Having declared a personal and prejudicial interest, Cllr Robert Lewis-Watkin left the meeting for the duration of this item of business.	Inform Brynna CC	Completed	LS
2022/227	18.11.2022	Full council	Audit	RESOLVED That the grant application from Brynawel House alcohol and drug rehabilitation centre be rejected on the grounds that the applicant is outside of the Community Council area and has not demonstrated adequate benefit to the residents of the Llanharan Community Council area. But for the Clerk to advise that the Community Council is exploring options for potential assistance from other sources.	Inform Brynawel house.	Completed	LS
2022/228	18.11.2022	Full council	Audit	RESOLVED To appoint Kerry-Leigh Grabham of KLG Services as the Council's internal auditor for the remainder of 2022/23 for the costs detailed in the paper presented and for the Clerk to arrange an interim audit as soon as possible	Lisa to arrange with Kerry.		LP
2022/230	18.11.2022	Full council	FC	RESOLVED For a working group to be established to recommend a draft contract for the holding of the event to Council.	Paper for location Paper for contract / working group		LS
2022/232	18.11.2022	Full council	FC	2022/232 King's coronation in summer 2023 RESOLVED To approve the holding of events to celebrate the King's Coronation on or around Saturday May 6th, 2023 with approval for a budget of £5,000. This amount to be vired general reserves for 2022/23 financial year. RESOLVED For arrangements for the day-to-day governance and delegation of the spend of the approved budget to be deferred to a future meeting.	Nudge to Councillors to arrange		LS
2022/233	18.11.2022	Full council	FC	2022/233 Support for setup of community garden RESOLVED To provide the local group with a total of 48 hours of maintenance staff assistance to assist in the setup of the community garden project, as per the details provided in the paper presented.	inform LCDP	Completed	LS
2022/238	18.11.2022	Full council	CIL	2022/238 Meadow Rise encroachments RESOLVED The Clerk to write to all affected householders regarding the matter. Subject to advice from the Council's solicitor that this action would not be prejudicial to any future legal proceedings.	Written to Solicitor 1.12.22 to instruct to prepare a draft letter. Nudged 19.12.22 and again January 2023		LS
2022/243	18.11.2022	Full council	CIL	2022/243 Grant application from Ynysmaerdy Community Centre RESOLVED To grant the funds requested. From CIL funds if applicable or from general grant funds otherwise. The Clerk to confirm CIL eligibility.		Completed	LS
2022/226	16.12.2022	Full Council	HR	2022/226 Minutes. RESOLVED The minutes for the ordinary meeting of the Council held by on a hybrid basis at 7.00pm on Thursday 17th November 2022 were approved as a true and accurate record of proceedings subject to the following amendments: Cllr Robert-Lewis Watkin JP is recording as having proffered reasons for absence. This to be removed as the Councillor was in fact present at the meeting and is recorded as such.	Amend minutes and re-publish		LS

2022/232	16.12.2022	Full Council	HR	<p>2022/232 Audit arrangements for financial year 2022/23</p> <p>RESOLVED To deviate from resolution 2022/228 specifying an interim internal audit and year end internal audit and with regards financial year 2022/23 to hold a year end internal audit only.</p> <p>RESOLVED For the 2023/24 financial year, for the Clerk to arrange dates for an interim internal audit and year end internal audit.</p>	Lisa to arrange with auditor and place dates in the diary.		LP
2022/233	16.12.2022	Full Council	ORA	<p>RESOLVED That subject to the prior receipt of appropriate public liability insurance certificates MT Tarmac be awarded the work 'Footpath to the North of Talyfarn Lane' and the Clerk be approved a spend of £5,800 + 5% contingency = £6,090 For the project to be funded using CIL funds if eligible, the Clerk to confirm with RCTCBC. The Clerk to seek a commitment from RCTCBC to fund 50% of the cost of the project.</p>	Arrange to see farmer, obtain copy of insurance. Proceed. Work commencing 16th Jan 23		LS
2022/233	16.12.2022	Full Council	ORA	<p>RESOLVED That subject to the prior receipt of appropriate public liability insurance certificates Eric Avril be awarded the work 'Improvements to the southern end of RAN17/5 on Enterprise Way' and the Clerk be approved a spend of £8,500 + 10% contingency = £9,350. For the project to be funded using CIL funds if eligible, the Clerk to confirm with RCTCBC.</p>	Check spec with RCTCBC highways, obtain copy of insurance. Proceed.		LS
2022/233	16.12.2022	Full Council	ORA	<p>RESOLVED Delegated authority extended to the Clerk of the Council with regards to the management of allotments. That the procedure set out and presented to this meeting be adopted subject to the following alterations: • For the procedure to be explicit that any appeal from a plot-holder regarding the revocation of the right to keep birds does not prevent or forestall the urgent removal of those birds. • For the role of 'Responsible person' to fall to the sitting Chair of the ORA Committee. Or the Deputy Chair in their absence. Provided that there is no interest or conflict that may make this inappropriate.</p>	Put into 2023 tenancy agreement/Hen policy.		LS
2022/233	16.12.2022	Full Council	ORA	<p>RESOLVED Security arrangements at allotment sites. For the Clerk to carry out a survey of Jubilee Street plot-holders in order to ascertain their views on current security arrangements at the Jubilee Street allotment site. A report to be presented to the next ORA Committee.</p>			LS
2022/233	16.12.2022	Full Council	ORA	<p>RESOLVED PSM32/1 near Gellifedi Road That the Clerk formally write to RCTCBC Rights of Way Officers to request a site meeting to consider PSM31 and PSM32.</p>	The Clerk emailed JB 16th January 2023. Awaiting response.		LS
2022/233	16.12.2022	Full Council	ORA	<p>RESOLVED Steps in the alleyway between Bridgend Road and Parc View. That the Clerk take steps to register the land in the name of the Community Council, paying any registration fees accordingly.</p>			LS
2022/233	16.12.2022	Full Council	ORA	<p>RESOLVED Area of rough ground near the bench next to Haran Roofing. That the Clerk take steps to register the land in the name of the Community Council, paying any registration fees accordingly.</p>			LS

2022/233	16.12.2022	Full Council	ORA	<p>RESOLVED Leaflet of walking routes around the community. That the Clerk purchase an annual subscription to OS Maps online up to a cost of £60 for the year.</p> <p>RESOLVED For a budget of £1000 to be allocated to this project and for the Clerk to be authorised to spend up to that amount.</p> <p>RESOLVED For the Clerk to enquire whether the project is applicable for CIL funding. If so for the project to be funded from CIL funds. If not for the funds to be taken from the general reserve.</p> <p>RESOLVED For the Clerk to engage a graphical designer to produce a draft mock-up of route 1 to demonstrate what is achievable.</p>			LS
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Time: 11:58

Bank Reconciliation up to 31/12/2022 for Cashbook No 1 - Current and Premium Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/12/2022	BACS	628.80		628.80		R <input type="checkbox"/>	Festive Lighting
01/12/2022	BACS	3,104.70		3,104.70		R <input type="checkbox"/>	Bryнна Community Centre
05/12/2022	DIRECT	18.29		18.29		R <input type="checkbox"/>	Barclays Bank
05/12/2022	BACS	8.67		8.67		R <input type="checkbox"/>	SSE Electric
05/12/2022	BACS	4.64		4.64		R <input type="checkbox"/>	SSE Electric
05/12/2022	BACS	875.00		875.00		R <input type="checkbox"/>	JB Director's Trust
05/12/2022	5/9-4/12		138.84	138.84		R <input type="checkbox"/>	Receipt(s) Banked
05/12/2022	MWiseman		31.00	31.00		R <input type="checkbox"/>	Receipt(s) Banked
05/12/2022	13OCT13NOV		3.09	3.09		R <input type="checkbox"/>	Receipt(s) Banked
08/12/2022	DDR	25.00		25.00		R <input type="checkbox"/>	Tesco Mobile phones x 3
13/12/2022	BACS	239.08		239.08		R <input type="checkbox"/>	British Telecom
13/12/2022	BACS	195.00		195.00		R <input type="checkbox"/>	FareShare Cymru
14/12/2022	RCT Food		1,779.00	1,779.00		R <input type="checkbox"/>	Receipt(s) Banked
15/12/2022	DDR	308.08		308.08		R <input type="checkbox"/>	SSE Electric
15/12/2022	DDR	500.58		500.58		R <input type="checkbox"/>	ARVAL
15/12/2022	BACS	1,862.00		1,862.00		R <input type="checkbox"/>	Sarah's The Greengrocer
15/12/2022	BACS	935.76		935.76		R <input type="checkbox"/>	Ynysmaerdy Welfare Centre
16/12/2022	A Clark		2,500.00	2,500.00		R <input type="checkbox"/>	Receipt(s) Banked
19/12/2022	BACS	100.00		100.00		R <input type="checkbox"/>	Llanharan PrimarySchoolPrivate
19/12/2022	BACS	100.00		100.00		R <input type="checkbox"/>	BryннаPrimaryPrivateFund
19/12/2022	BACS	2,187.80		2,187.80		R <input type="checkbox"/>	AG Gallagher
19/12/2022	BACS	4,461.85		4,461.85		R <input type="checkbox"/>	Llanharan Community Develop Pr
19/12/2022	BACS	7,323.45		7,323.45		R <input type="checkbox"/>	Llanharan Rec Ground Trust
20/12/2022	Pantry2/12	378.00		378.00		R <input type="checkbox"/>	Barclaycard
20/12/2022	Pantry Dec	399.95		399.95		R <input type="checkbox"/>	Barclaycard
21/12/2022	BACS	100.00		100.00		R <input type="checkbox"/>	Llanharan OAP Association
21/12/2022	BACS	85.47		85.47		R <input type="checkbox"/>	Welsh Water
21/12/2022	BACS	160.40		160.40		R <input type="checkbox"/>	Welsh Water
21/12/2022	BACS	-48.00		-48.00		R <input type="checkbox"/>	Forest park & Garden
22/12/2022	Mered p38		26.00	26.00		R <input type="checkbox"/>	Receipt(s) Banked
22/12/2022	PANTRY		554.50	554.50		R <input type="checkbox"/>	Receipt(s) Banked
23/12/2022	BACS	13.50		13.50		R <input type="checkbox"/>	Mark Pyne
23/12/2022	BACS	2,140.34		2,140.34		R <input type="checkbox"/>	RCT Pension Payment
23/12/2022	BACS	6,557.60		6,557.60		R <input type="checkbox"/>	STAFF SALARIES
23/12/2022	BACS	200.00		200.00		R <input type="checkbox"/>	Les Kirk Clocks
23/12/2022	BACS	200.00		200.00		R <input type="checkbox"/>	Les Kirk Clocks
23/12/2022	BACS	280.00		280.00		R <input type="checkbox"/>	Rialtos
23/12/2022	BACS	3,000.00		3,000.00		R <input type="checkbox"/>	Wood Art Works
28/12/2022	Bcard Dec	2,124.75		2,124.75		R <input type="checkbox"/>	Barclaycard
29/12/2022	VAT		1,789.32	1,789.32		R <input type="checkbox"/>	Receipt(s) Banked
		<u>38,470.71</u>	<u>6,821.75</u>				

Appendix 8

Recommendations of Audit Committee held 10th January 2023

A2023/005 2023/24 Budget and precept

RECOMMENDED

To approve the proposed budget with an expenditure of £247,802.

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

Officer's note:

Subsequent to this meeting of the audit committee and therefore its recommendations were made based on incorrect data.

A calculation error has been discovered in the section that detailed the breakdown of the relevant staff wages and salaries resulting an under estimate of overall cost of £4,712.

Appendix 8a is the revised budget spreadsheet which has been corrected.

Included in that spreadsheet but also reproduced below is the revised resultant precept calculation table.

Table A - Incremental % steps of 1.5 from £75.4 (current rate)											Balanced
Estimated bank balance (reserves) on 31st March 2023	£ 91,239	£ 91,239	£ 91,239	£ 91,239	£ 91,239	£ 91,239	£ 91,239	£ 91,239	£ 91,239	£ 91,239	£ 91,239
Proposed expenditure	£279,514	£ 279,514	£279,514	£279,514	£279,514	£279,514	£279,514	£279,514	£279,514	£279,514	£279,514
Proposed other INCOME	£ 5,530	£ 5,530	£ 5,530	£ 5,530	£ 5,530	£ 5,530	£ 5,530	£ 5,530	£ 5,530	£ 5,530	£ 5,530
Precept Required for zero balance	£273,984	£ 273,984	£273,984	£273,984	£273,984	£273,984	£273,984	£273,984	£273,984	£273,984	£273,984
Community Council Tax Base / penny rate	£ 3,308	£ 3,308	£ 3,308	£ 3,308	£ 3,308	£ 3,308	£ 3,308	£ 3,308	£ 3,308	£ 3,308	£ 3,308
Community Council Tax Band D - Rate	£ 75.40	£ 76.15	£ 76.91	£ 77.66	£ 78.42	£ 79.17	£ 79.92	£ 80.68	£ 81.43	£ 82.19	£ 82.82
£ increase in precept	£ -	£ 0.75	£ 1.51	£ 2.26	£ 3.02	£ 3.77	£ 4.52	£ 5.28	£ 6.03	£ 6.79	£ 7.42
% increase in precept	0.00%	1.00%	2.00%	3.00%	4.00%	5.00%	6.00%	7.00%	8.00%	9.00%	9.84%
Precept Generated	£249,428	£ 251,923	£254,417	£256,911	£259,406	£261,900	£264,394	£266,888	£269,383	£271,877	£273,984
Projected bank balance (reserves) on 31st March 2024	£ 66,683	£ 69,177	£ 71,672	£ 74,166	£ 76,660	£ 79,155	£ 81,649	£ 84,143	£ 86,637	£ 89,132	£ 91,239
Reserves used	£ 24,556	£ 22,062	£ 19,567	£ 17,073	£ 14,579	£ 12,085	£ 9,590	£ 7,096	£ 4,602	£ 2,107	£ -

The audit committee's recommendation of a 5% rise was based on data that showed the following:

Table A - Incremental % steps of 1.5 from £75.4 (current	
Estimated bank balance (reserves) on 31st March 2023	£ 91,239
Proposed expenditure	£274,802
Proposed other INCOME	£ 5,530
Precept Required for zero balance	£269,272
Community Council Tax Base / penny rate	£ 3,308
Community Council Tax Band D - Rate	£ 79.17
£ increase in precept	£ 3.77
% increase in precept	5.00%
Precept Generated	£261,900
Projected bank balance (reserves) on 31st March 2024	£ 83,867
Reserves used	£ 7,372

As can be seen the 5% recommendation assumed a projected bank balance of £83,867 with £7,372 of reserves used.

The 5% recommendation now assume a projected bank balance of £79,155 with £12,085 of reserves used.

The Council is therefore, invited to make a decision based on the fresh data.

Clerk's Recommendation

That an appropriate reserve for the Llanharan Community Council is currently a figure somewhere between £75,000 and £100,000.

Appendix 10

Proposal for annual community ceremony

Proposed by Councillor Donnan

(Below paraphrased from Cllr Donnan's email)

I was invited and attended a fantastic function recently hosted by Tonyrefail Community Council.

This was because I run a local group which received a check for £500 and was presented to us by Mick Antoniw MS. Along with us, were many other community groups and individuals receiving grants, certificates and tokens of appreciation for their contributions to the community. It was wonderful to be able to meet representatives of different groups and chat about what they do.

I was struck by how well this Community Council and its Borough Councillors who were there interacted with the community. Holding an event like this followed by food and music, as a social gathering, brought a sense of belonging to everyone.

I was therefore wondering if Llanharan Community Council could consider organizing and holding such an event. I am sure it could help to join people together and provide an opportunity for different groups or individuals to showcase what they contribute in each of our wards and to each other and to encourage more people to get involved. It could also help to build some bridges! Pun very much intended. It could be an annual event hosted by LCC.

Be good to hear Council's thoughts on this.

Appendix 11

Commemorative Covid- 19 Plaque.

Proposed by Councillor Evans

To provide a plaque of an appropriate design and with appropriate wording to commemorate those lost in our community as a result of the Covid-19 pandemic.

For a budget of £250 to be allocated for this purpose and for details and spend of the budget to be allocated to the Clerk in consultation with interested members.

For the plaque to be sited at an appropriate location (still to be determined).

Appendix 12

Refurbishment of Chair's Chain of Office and updating of Chairperson's board.

To refurbish and clean the Chair's chain of office, including a clean and bringing up to date the engraved names of past Chairpersons.

Proposal

For a budget of £500 to be allocated via a virement from general reserves and for the authority to spend up to this amount for this purpose to be delegate to officers.

To update the Chairperson's board in the Community Council office.

Proposal

For a budget of £100 to be allocated via a virement from general reserves and for the authority to spend up to this amount for this purpose to be delegate to officers.



Llanharan Community Council – CIL application form for Community Groups

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

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



Main Contact Email Address:	dave_osullivan@hotmail.com
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Has the organisation received Grant Aid or CIL funding from Llanharan Community Council in the past 3 years?

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

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

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

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



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

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

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

Yes

No

How long has the organisation been established?

22 Years

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

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

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

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



How will the project tangibly benefit the Community?

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

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

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

Start Date: 20th Jan 2023

Completion Date: 31st Jan 2023

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

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

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



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

None

Supply the following information dependant on grant applied for.

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

Section D: Sustainability

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

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

Yes the Neighborhood Watch will continue

If yes, provide details.

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

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



Section E: Payment Details

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

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

Mountain Hare Neighbourhood Watch

Account Number

56469284

Sort Code

60-16-48



SECTION F: Completing the application

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

Declaration:

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

Signed:

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

Date: 6-1-2023.

Please note that this form requires two signatures:

Second Signature:

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

Position held in organisation:

CHAIRMAN

Signed:

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

Date: 6-1-2023

Completed application forms should be returned to:

Project Officer

Llanharan Community Council



MOUNTAIN HARE NEIGHBOURHOOD WATCH GROUP CONSTITUTION.

1. NAME

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

2. AIM

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

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

3. MEMBERS

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

4. MEETINGS

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

5. COMMITTEE

The committee shall consist of :-

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

6. ELECTIONS

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

7. FINANCE

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

7.1 CHEQUES

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

7.2 ACCOUNTS

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

7.3 FUNDS

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

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

8. DISSOLUTION

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

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

1/11/17

Mountain Hare Neighbourhood Watch CCTV policy

Policy summary

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

Contents

Policy summary.....	1
Introduction.....	3
Purpose.....	3
Scope	3
Definitions	3
Policy	4
Policy statement	4
Location and signage.....	5
Monitoring and recording	5
Covert surveillance.....	5
Facial Recognition.....	6
Live Streaming.....	6
Data Protection	6
Retention of images	6
Complaints Procedure	7
Review Procedure	7
Responsibilities.....	7
Approval and review	8
Revision history	8
Appendix 1 – CCTV Template Signage.....	9

Introduction

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

Purpose

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

Scope

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

Definitions

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

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

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

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

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

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

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

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

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

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

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

Policy

Policy statement

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

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

Location and signage

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

Monitoring and recording

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

Covert surveillance

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

Facial Recognition

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

Live Streaming

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

Data Protection

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

Data Protection Impact Assessments

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

Applications for disclosure of images

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

Retention of images

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

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

Complaints Procedure

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

Review Procedure

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

Responsibilities

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

Approval and review

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

Revision history

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

Neighbourhoodwatch accounts

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

Total

2 00158526
01013 01



Current Account

Branch details

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

Summary

12 Nov 2022 to 12 Dec 2022
Sheet 166

Previous balance	2,961.14
Withdrawn	0.00
Paid in	25.00
New balance	2,986.14

K38900/00158526/I 601648/01013



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

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

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

For Bank use

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

MOUNTAIN HARE NEIGHBOURHOOD
WATCH

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

Appendix 15

Consideration of whether Community Council CIL funds could in principle be used for traffic calming measures.

Proposed by Councillor Feist.

Proposal to in principle allow CIL funding to be used for traffic calming measures in the community.

Should the Council agree that CIL funding could be used for such projects then individual projects could be looked at in more detail.

Officer's note

Following a further public consultation to be carried out on potential CIL projects, the CIL Committee will be reviewing the CIL 123 list and the strategic commitment of available CIL funds in line with those projects.

Any such traffic management projects brought forward would need to be allocated a budget cost and allocated resources within this strategic review.



Insurance | Risk Management | Consulting

Llanharan Community Council
2A Chapel Road
Llanharan
Pontyclun
CF72 9QA

IF PAYING BY **DIRECT BANK TRANSFER** PLEASE CHECK BANK DETAILS BELOW AS THEY MAY HAVE CHANGED SINCE YOUR LAST INVOICE

Invoice

Client Ref: 32264407
Invoice Ref: 520257063
Invoice Date: 16 December 2022

			Amounts (£)	Cost (£)
Commercial Vehicle	Aviva Insurance Limited Contract No.: 97MF18130727 Term: 04/01/23 - 03/01/24	Premium Insurance Premium Tax Total Fees	1,899.82 227.98 60.00	2,187.80
TOTAL				2,187.80

Payment due by return.

If you would like to pay by credit/debit card please contact us on 0141 233 3200.

Payments by **direct bank transfer** should be made to the following account, using reference - 520257063 and e-mail remittance details to: UK.Glasgow.AJGIBL.Remittances_@ajg.com

Account Name: Arthur J. Gallagher Insurance Brokers Limited Client NST Account
Account Number: 03272406
Sort Code: 30 00 02
Swift BIC: LOYDGB2LCTY
IBAN Number: GB83 LOYD 3000 0203 2724 06

Arthur J. Gallagher Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority.

The Financial Conduct Authority does not regulate all forms of the products we provide

Unit 3, Magden Park, Green Meadow, Llantrisant, Rhondda Cynon Taff, CF72 8XT
t: 01443 502500 f: w: www.ajg.com/uk

Registered in Scotland: Registration No. SC108909
Registered Office: Spectrum Building, 7th Floor, 55 Blythswood Street, Glasgow G2 7AT
VAT Registration No: GB 484 7462 09

Arthur J. Gallagher Insurance Brokers Limited.
Unit 3, Magden Park
Green Meadow
Llantrisant
Rhondda Cynon Taff
CF72 8XT

REMITTANCE ADVICE
from
Llanharan Community Council

Please find enclosed remittance for the invoice detailed below:

Client reference:	32264407
Invoice reference:	520257063
Invoice Date:	16 December 2022
Invoice value:	£ 2,187.80

From: [Nathan Howell](#)
To: [The Clerk / Project Officer](#)
Cc: [Office](#)
Subject: RE: Your renewal offer [Version Ref: 108874364]
Date: 16 December 2022 12:57:09

Afternoon Leigh,

Good to speak with you this morning and thank you for confirming your renewal requirements.

I can confirm as part of our renewal exercise we approach our panel of insurers and present risks in order to source and offer the best terms available to us. I can confirm this has been carried out.

Kind Regards

Nathan Howell
Manager / Private Clients



Insurance | Risk Management | Consulting

D 01443 502 542
O 01443 502 570
Nathan_Howell@ajg.com

Gallagher
Magden Park, Green Meadow, Llantrisant. CF72 8XT
www.ajg.com/uk

From: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Sent: Friday, December 16, 2022 11:06 AM
To: Nathan Howell <Nathan_Howell@ajg.com>
Cc: Office <Office@llanharan-cc.gov.wales>
Subject: RE: Your renewal offer [Version Ref: 108874364]

[EXTERNAL]

Thanks Nathan,

We would like to proceed with the policy please.

As discussed, for audit purposes could you confirm that as a broker part of your due diligence is to seek alternative quotes prior to presenting the best quote to us and that this exercise has been undertaken on this occasion.

Rest regards

Leigh Smith

Clerk to the Council.

Llanharan Community Council

project@llanharan-cc.gov.wales

Clerk@llanharan-cc.gov.wales

www.llanharan-cc.gov.wales

Tel: 01443 231430 / 07769 266675

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

llanharan-cc.gov.uk

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llanharan-cc.gov.uk

From: Nathan Howell <Nathan_Howell@ajg.com>

Sent: 15 December 2022 09:45

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

Subject: Your renewal offer [Version Ref: 108874364]

Dear Catherine & Leigh,

Renewal offer for your Commercial Vehicle Insurance Policy

Policy Number: 97MF18130727

With regard to the above policy, which falls due for renewal on 4th January 2023, I am now pleased to attach your renewal quote from Aviva Insurance Limited.

The premium (including IPT and fees) for the coming year will be: £ 2,187.80.

For comparison, the total cost of your policy for the cover required at the start of last year was £1,208.49, and the cost for a full-year policy for the cover required by the end of last year, at last year's rate, would have been £2,003.82.

All amounts include tax and fees where applicable.

Please ensure you read through the attached and confirm that it meets your requirements. I look forward to receiving your instructions to proceed.

To discuss this further, or if you have any additional queries, please don't hesitate to contact me on 01443 502 542.

Kind Regards

Nathan Howell Manager



Direct: 01443 502542

Nathan_Howell@ajg.com

Gallagher

Unit 3, Magden Park, Green Meadow, Llantrisant, Rhondda Cynon Taff, CF72 8XT

www.ajg.com/uk

