



LLANHARAN COMMUNITY COUNCIL

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance at Llanharan OAP Hall), 7pm on Thursday 20th February 2025

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

Members Present:

Councillors; David Evans (Chair), Chris Parker, Neil Feist, Robert Smith, Rhys Jenkins, Rhys. A. Jenkins, Andrea James, Claire Morgan, Will Thomas, Mark Steer.

Apologies: Cllrs Janine Turner

Absent: Cllr Geraint Hopkins JP, Helen Donnan, Joanne Miller.

Clerk to the Council: Leigh Smith

RFO/Deputy Clerk: Lisa Phillips.

1 member of the public

2025/027 Welcome and Apologies

The Chair welcomed all to the meeting.

RESOLVED

That the reason proffered with Cllr Janine Turner's apology for absence be accepted as a valid reason for absence.

2025/028 Disclosures of Personal and/or Prejudicial Interests

Cllr Andrea James declared a personal interest with regards to agenda item 10 being a volunteer at 'the Pantry'.

Cllr Chris Parker declared a personal interest with regards to agenda item 10 being a volunteer at 'the Pantry'.



Cllr Neil Feist declared a general personal interest being a member of cycling UK and holding a joint allotment tenancy with the Council.

Cllr Claire Morgan declared a general personal interest holding an allotment tenancy with the Council.

2025/029 Public Speaking

None.

2025/030 Minutes of the Previous Meeting

RESOLVED

To approve the minutes of the ordinary council meeting held on 16th January 2025 as a true and accurate record subject to amendment to include Cllr Andrea James' declaration of interests which were declared at the meeting.

2025/031 Action Plan

Noted.

2025/032 Correspondence

Noted.

2025/033 Community Crime Report

Not received.

2025/034 Expenditure for January 2025

RESOLVED

To approve the council's expenditure for January 2025 shown in payment schedule 'Appendix 5' presented to the meeting.

2025/035 Year-To-Date Spend vs Budget

Noted.



2025/036 Pantry Finances Report

Noted.

2025/037 Resolutions and recommendations of CIL Committee held 5th February 2025

Any resolutions made under delegated authority by the Committee were noted.

a) RESOLVED

CIL2025/007 To approve the CIL application from Brynna Community Centre for a CIL grant of £20,000 towards the refurbishment of the 3G pitch. No payment to be made until evidence of funding (or formal letters of support stipulating clearly that funds have explicitly been made available for the purpose) to complete the entire project from all sources have been received.

b) RESOLVED

CIL2025/090 To add the project 'Welfare ground Rugby posts and installation' to the CIL123 and Active Project lists, allocating £5,680 of CIL funds.

c) RESOLVED

CIL2025/010 To add the project 'Bus shelter at the High Corner' to the CIL123 and Active Project lists, allocating up to £5,000 of CIL funds. The ORA Committee to examine the details and make recommendations to full council.

d) RESOLVED

CIL2025/012 To add the project 'Accessible gates at Meadow Rise play area and Meadow Rise Bench' to the CIL123 and Active Project lists, allocating up to £1,500 of CIL funds and authorising the officers to allocate up to that amount.

e) RESOLVED

CIL2025/013 add the project 'Improvements to the Welfare ground shower block' to the Active Project list at £50,000, the item already being listed on the CIL123 list.



f) RESOLVED

CIL2025/014 To amend the project 'LCC23/LAMPS1 Timers for festive lampposts' to show a cost of £750 and amending the CIL123 and Active Project lists accordingly, authorising the officers to spend up to that amount.

g) RESOLVED

CIL2025/015 To add the project '4 Large planters for 2025 summer display expansion' to the CIL123 and Active Project lists, allocating up to £2,750 of CIL funds and authorising the officers to spend up to that amount as further directed by Council.

2025/038 Payments to Vale Consultants (Memorial Garden Project)

RESOLVED

In relation to project LCC19/07 Memorial garden and garage and Vale Consultancy to pay the remainder of invoice 9933 totalling £1,125 immediately and to agree to pay invoice 13139 (£912.50) but to hold payment until Section 185 agreement is formally in place and final SuDs approval is obtained from RCTCBC to the satisfaction of the officers.

2025/039 Section 185 Agreement (Sewer Diversion - Memorial Garden)

RESOLVED

As required by standing order 29, to authorise via resolution of the Council, the Chair of the Council, Councillor David Evans and Councillor Rhys Jenkins to be authorised to sign (execution of deed) on behalf of the Council as a party to the Section 185 agreement between Llanharan Community Council, RCTCBC, HCC insurance and Welsh Water.

2025/040 ORA Committee Recommendations (5th February 2025)

Any resolutions made under delegated authority by the Committee were noted.

a) RESOLVED

ORA2025/009 For the Clerk to arrange for a quarterly inspection of Oakbrook Skatepark and Mountain Hare park by an independent person at a cost of £110 per quarter (for both sites)



b) RESOLVED

For the Clerk to arrange the appropriate ROSPA training for 2 employees and 1 member during 2025 in order to ensure those carrying out the weekly inspections are 'trained and competent', for the officers to be authorised to spend up to £500 on this training. It is proposed to provide this training during Summer 2025.

c) RESOLVED

ORA2025/010 To proceed with placing a bus shelter at the High Corner bus stop and to authorise the officers to spend up to £5,000 to facilitate the project and any consultation with interested parties via RCTCBC. The money to be taken from CIL funds if resolved by council following a recommendation of the CIL Committee, otherwise a virement to be made from general reserves.

d) RESOLVED

To suspend Financial Regulation 11.3e)ii regarding the installation of the bus shelter on the advice of the Clerk. The reason being that allowing RCTCBC to carry out the work on the Council's behalf are the highway authority, have expertise in the matter and are able to take advantage of procurement contracts which will ensure value for money.

e) RESOLVED

ORA2025/011 For the Clerk to write to RCTCBC requesting that proposals for the placement of trees in the community are put on hold on pending further discussion. And specifically to request that no trees are planted on the Meadow Rise open space, owned by the Community Council or on or around Oakbrook Skate park lease area, not in between the skatepark or MUGA, the Community Council exploring a refurbishment of the skatepark.

f) RESOLVED

ORA2025/012. To install signage on the new barriers at the Western End of the Meadow Rise Open Space stating, "Beware of traffic on road." For the Clerk to take advice on placement from RCTCBC highways.

g) RESOLVED

ORA2025/013 To carry out some in-house maintenance work on the path at the western end of Tan Y Bryn Bridleway.



h) RESOLVED

ORA2025/014 Removal of Collapsed Fence on the Northern Boundary of Tan Y Bryn Bridleway. To approach the owners of the fence the northern boundary of Tan Y Bryn Bridleway for consent for Council staff to remove the damaged section of fencing.

i) RESOLVED

ORA2025/016 Removal of Barriers between Meadow Rise and PSM53/2 To attempt to identify the landowner and to approach them and other interested parties for consent to remove the anti-motorcycle barriers on the permissive path between Meadow Rise and PSM53/2. If consent obtained or it is not possible to identify the landowner following reasonable attempts to do so, to remove the barriers.

2025/041 Community Engagement Committee Recommendations (11th February 2025)

Any resolutions made under delegated authority by the Committee were noted.

a) RESOLVED

CEC2025/007 To approve the quotation provided by Amberol for 4 new planters for the expansion of the summer display. To authorise the officers to spend up to the value of the quote plus a 10% contingency totalling £2,710. The funds to be taken from CIL should the Council accept the associated recommendation of the CIL Committee, otherwise a virement to be made from general reserves.

b) RESOLVED

To suspend Financial Regulation 11.3e)ii regarding the purchase of the planters. The reason being that the Council has previously expressed a wish to ensure all planters are of the same style. Amberol being the only company found that provide this particular style of planter.



c) RESOLVED

To approve the quotation provided by Boverton Nurseries for the 2025 summer plants. To authorise the officers to spend up to the value of the quotation plus a 10% contingency totalling £9,625

d) RESOLVED

To suspend Financial Regulation 11.3e)ii regarding the purchase of the summer plants. The reason being that the plants must be ordered by the end of the month and the officers have not had the opportunity to obtain further meaningful like for like quotations for comparison. Also note that the like for like increase from 2024 is 2.6%

e) RESOLVED

CEC2025/008 Future Tender Process for Christmas Lights and 2025 festive display. To carry out a pre tender exercise for the erection and removal of the festive display and to proactively approach and advertise to contractors locally, advertising for a 3 or 5 year contract (TBD) and to make it clear the requirements (including costs and training locations and arrangements) of obtaining the required qualifications. To launch the formal tender process early on the basis that firms without the qualifications currently can quote for the work in the knowledge that they will have time to obtain the qualification in plenty of time to start work. The approach being based on the principle that should a contractor win the tender, they have a guaranteed income stream for 3 or 5 years and so it is economically viable to complete the training.

f) RESOLVED

To recognise that currently the assumption is that the Council should undertake a competitive tender for the hire of Christmas lights and motifs following a report from Audit Wales in 2024. For the Clerk to engage with Audit Wales to seek advice regarding an exemption from a tender process under certain circumstances given the bespoke nature of the different styles of Christmas lights available from different vendors or to receive advice on any mandatory process.

2025/042 Trenos and Ewenni Crossings Project Committee (18th February 2025)

Any resolutions made under delegated authority by the Committee were noted.



TEC2025/008 Engaging a third party to assist in the drawing up of a detailed set of parameters (scope) to be used in the procurement process to obtain a project manager for the Ewenni Bridge project.

a) RESOLVED

TEC2025/008b). With regards to Resolution TEC2025/008 a), to recommend to full council that Financial Regulation 11.3e) iii 1be suspended to allow the Clerk to proceed on the basis of one quote. The work being specialist in nature and Vale known to have the required expertise.

b) RESOLVED

TEC2025/010 To expand the scope of the project LCC23/01 ' Bridge over the River Ewenny' to include the following: to make improvements to relevant paths to the northern side of the Ewenny Bridge, into and through Brynna Woods to make them suitable for all users in line with the requirements of The Equality Act 2010 and to make improvements to relevant paths to the southern side of the Network rail crossing bridge to make them suitable for all users in line with the requirements of The Equality Act 2010; Subject to the permission of the relevant landowners and in partnership with other interested parties. Details to be decided at some later date. And for the project to be conditional on the Trens Bridge being 'Multiuser and specifically suitable for wheelchair users'.

Thus giving the project the following scope:

To facilitate the building of the Ewenny Bridge, the construction of an appropriate path to the South to link up with the Network Rail crossing bridge and to make improvements to relevant paths to the northern side of the Ewenny Bridge, into and through Brynna Woods and to relevant paths to the southern side of the Network Rail Trens railway crossing bridge to make them suitable for all users in line with the requirements of The Equality Act 2010. And for the project to be conditional on the Trens Bridge being 'Multiuser and specifically suitable for wheelchair users'.

Cllr Neil Feist requested that regarding this resolution the votes of those in attendance be recorded in accordance with Standing Order 13.7

Votes for: Cllrs Chris Parker, Claire Morgan, Mark Steer, Robert Smith, David Evans, Andrea James, Will Thomas.

Votes against: Cllrs Neil Feist, Rhys Jenkins, Rhys.A.Jenkins.



2025/043 SLA Proposal for Bryncae Community Centre

a) *RESOLVED*

To approve and accept the Service Level Agreement (SLA) proposal from RCTCBC for statutory compliance monitoring at Bryncae Community Centre.

b) *RESOLVED*

To suspend financial regulations 11.3a) and 11.3e) ii, the reason being that the prices quoted in the SLA compare favourably with market costs (as demonstrated when arranging similar statutory inspections/services for the Welfare ground shower block) and so adoption of the SLA would demonstrate good value for money and ensure ongoing compliance immediately.

c) *RESOLVED*

To make a virement of £192.87 from general reserves to the budget line 'BCC statutory compliance fees' for the 2025/26 budget

2025/044 Extra Costs for CIL LED Lighting Project (Bryncae Community Centre)

The proposal was not considered, the work having been found to be unnecessary.

2025/045 Membership of Bryncae Community Centre Committee *RESOLVED*

To amend resolution 2024/303a) to not invite members of the public to join the committee should they be employees of any groups which regularly hire the Community Centre and to remove any such members of the public from the committee should they subsequently become employees or hold a position of authority of such a group, on the grounds that those individuals cannot then be excluded from meetings and would potentially be privy to confidential information which may affect their employer. Furthermore, despite not having voting rights they would be able to take part in debates on such matters and may influence decisions. The Clerk having provided a report stating that this variation was in order and complied with Standing Orders.

2025/046 VE Day 80th Anniversary Event Working Group Update Noted.



2025/047 Member's Reports

Cllr David Evans

Cllr Evans reported that he is meeting RCTCBC officers on 21st February at Danygraig Road to look at the issuer of flooding

2025/048 Feedback from External Group Meetings

a) RCT Town & Community Council Liaison Committee (Cllr David Evans and Rhys Jenkins)

No report.

b) One Voice Wales, RCT/Merthyr/Caerphilly area Committee (Cllr Robert Smith)

Cllr Smith reported that the One Voice Wales area committee survey had been completed.

c) Dolau Primary School appointed governor (Cllr Neil Feist)

Cllr Feist reported that he had been unable to attend the governors meeting on 18th February but will be attending the next meeting scheduled for 3rd March 2025.

d) Llanharan Primary School appointed governor: (Cllr Geraint Hopkins)

No report.

e) Brynnau Primary School appointed governor (Cllr Rhys Jenkins)

No report.

f) The Wildlife Trust (Brynnau Woods/Llanharan Marsh) Liaison (Cllr Mark Steer)

Cllr Steer reported that the Wildlife Trust had felled a number of Ash trees afflicted with Ash dieback disease on safety grounds. An area is also being coppiced in order to increase the habitat for dormice.

g) Llanharan Community Development Project (LCDP) Liaison (Cllr Rhys Jenkins)

No report.

2025/049 One Voice Wales, Area Committee Survey Response



RESOLVED

To submit a response to the survey on behalf of the council as presented in appendix 18.

2025/050 One Voice Wales AGM Representation

RESOLVED

To nominate Cllr Robert Smith to attend the One Voice Wales Annual General Meeting on behalf of the council to be held online on 11th March 2025. No substitute was monitored. For the Clerk to inform One Voice Wales of the nomination.

Cllr Claire Morgan left the meeting.

2025/051 Subscription to an AI Provider for Office Processes

RESOLVED

To form a working group known as 'The digital working Group', terms of reference to be 'to examine how the council can make best use of technology', its membership to comprise Cllrs Rhys Jenkins, David Evans, Will Thomas and Chris Parker. The Chair to be Cllr Rhys Jenkins.

2025/052 Planning Matters

Noted without comment.

2025/053 Urgent Information & Future Agenda Items

The Chair informed members that there was ambiguity regarding an email received from a member as to whether that email constituted formal resignation from the council. In consultation with the Clerk the member had been written to with a request to clarify their intentions and wishes. Should no response be received then the assumption to be made that the email did not constitute a resignation from the council.

There being no further business the meeting closed at 9.15pm

The next scheduled meeting of Full Council will be held on 20th March 2025

Councillor David Evans
Chair of Llanharan Community Council



LLANHARAN COMMUNITY COUNCIL

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance at Llanharan OAP Hall), 7pm on Thursday 16th January 2025

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

Members Present:

Councillors; David Evans (Chair), Chris Parker, Janine Turner, Neil Feist , Robert Smith, Rhys Jenkins, Andrea James, Claire Morgan, Will Thomas, Mark Steer, Joanne Miller.

Apologies: Cllrs; Helen Donnan

Absent: Cllr Geraint Hopkins JP.

Clerk to the Council: Leigh Smith

RFO/Deputy Clerk: Lisa Phillips.

2 members of the public

2025/001 Welcome and Apologies.

The Chair welcomed all to the meeting.

RESOLVED

That the reason proffered with Cllr Helen Donnan's apology for absence be accepted as a valid reason for absence.

2025/002 Disclosures of personal and/or prejudicial interests

Cllr Chris Parker declared a personal interest being a volunteer of the Pantry including with regards agenda item 10 (Minute ref 2025/010) and any items regarding Bryncae Community Centre being a member of the voluntary management committee of Bryncae Community Centre.



Cllr Janine Turner declared a personal interest being a volunteer of the Pantry including with regards agenda item 10 (Minute ref 2025/010) and any items regarding Bryncae Community Centre being a member of the voluntary management committee of Bryncae Community Centre.

Cllr Janine Turner declared a personal interest being a volunteer of the Pantry including with regards agenda item 10 (Minute ref 2025/010) and any items regarding Bryncae Community Centre being a volunteer for the voluntary management committee of Bryncae Community Centre.

Cllr Will Thomas declared a personal interest with regards agenda items 18 and 19 (Minute ref 2025/020) relating to the location of his property.

2025/003 Public speaking

None.

2025/004 Minutes of Ordinary Meeting of the Council held on 19th December 2024

RESOLVED

To approve the minutes of the ordinary meeting of the council held on 19th December 2024 as a true and accurate record pending the alteration of the wording of Cllr Chris Evans to Cllr Chris Parker under member's reports.

2025/005 Action plan

Noted.

2025/006 Correspondence.

Noted.

2025/007 Crime report

Not received.

2025/008 Expenditure December 2024

To approve expenditure for December 2024 as shown in payment schedule 'Appendix 5' presented to the meeting.



2025/009 YTD Spend V Budget

Noted.

2025/010 Income and expenditure for 'The Pantry'.

Noted.

2025/011 Resolutions and recommendations of Audit Committee 14th January 2025

- a) **RESOLVED** A2025/005 Bank reconciliations and list of payments for Quarter 23

To approve bank reconciliations and list of payments for Quarter 3, 2024/25 as listed in 'Appendix 2' presented to the Audit Committee meeting.

- b) **RESOLVED** A2025/009 2025/26 Budget and precept.

To approve the draft budget as presented with an expenditure of £349,303

Cllr Neil Feist requested that each member's vote be recorded in the minutes.

For: Cllrs Claire Morgan, David Evans, Robert Smith, Chris Parker, Rhys Jenkins, Janine Turner, Andrea James, Will Thomas, Joanne Miller.

Against: Cllr Neil Feist.

- c) **RESOLVED** A2025/009 2025/26 Budget and precept.

To apply a 6% increase on the Community Council tax band D rate resulting in a £4.75 per year increase and a resultant Community Council band D rate of £83.92 per year raising a precept of £300,409.26

Cllr Neil Feist requested that each member's vote be recorded in the minutes.

For: Cllrs Claire Morgan, David Evans, Robert Smith, Chris Parker, Rhys Jenkins, Janine Turner, Andrea James, Will Thomas, Joanne Miller.

Against: Cllr Neil Feist



d) RESOLVED A2024/010 General grant applications

To defer consideration of the Brynna OAP Association application for £1,800 pending the receipt of suitable quotations to comply with the Council's grant policy. Furthermore for the applicant to provide evidence of increased energy costs. For the Clerk to write to the association to request suitable documentation, upon receipt of which the application will be considered.

e) RESOLVED A2024/010 General grant applications

To reject the general grant application from Llanharan OAP Association for £1,800, the applicant having significant funds in the bank and the application having failed to demonstrate a need for funding.

2025/012 Updates of the work of the VE day 80th Anniversary Event Working Group

None

2025/013 Member's Reports

Cllr Mark Steer

Cllr Steer reported that he has been distributing paper copies of the Council's annual survey to residents. Many people not having access to the internet. He also reported that he has produced a draft leaflet to be included in material to be distributed by Persimmon Homes in their welcome packs for new home owners. The leaflet comprising extracts taken verbatim from the Council's Annual report. Cllr Steer also reported progress following a meeting with RCT Right of Way Officer with Cllr Donnan regarding PSM58. The history of the right of way is being checked and he awaits further developments.

Cllr Robert Smith

Cllr Smith reported that the 3 local primary schools have agreed to distribute a link to the Council's Annual Survey and requested that the Clerk email them to arrange. He also reported that he has attempted to engage members of the public personally but has found that due to the recent weather, foot traffic on the square has been low. He also reported that he has obtained software to assist the Clerk in the collation of the data obtained from the survey.



Cllr David Evans

Cllr Evans reported that RCT have identified further areas where they wish to plan trees, including some on Community Council land at Meadow Rise. The ORA Committee will consider the proposals at a future meeting.

2025/014 Motion to delegate authority to The Bryncae Community Centre Committee to appoint its own Chair and Deputy Chair.

RESOLVED

To delegate authority to The Bryncae Community Centre Committee to appoint its own Chair and Deputy Chair at its first meeting.

Clerk's note: This motion being moved under standing order 22.2.13

2025/015 Feedback on any formal or informal meetings of external groups to whom the Council has appointees

a) RCT Town & Community Council Liaison Committee (Cllr David Evans and Rhys Jenkins)

None

b) One Voice Wales, RCT/Merthyr/Caerphilly area Committee (Cllr Robert Smith)

A meeting was held on 15th January 2025. Discussed was the RCT charter with Community Councils with which One Voice Wales are also involved and meetings have taken place. A draft proposed charter has been produced. Also discussed were Community Asset Transfer schemes, a topic that OVW are engaging in. One Voice Wales are running a survey regarding the content of the OVW area committee meetings which will come to council at a later meeting. The next meeting is in person in April 2025.

c) Dolau Primary School appointed governor (Cllr Neil Feist)

None



d) Llanharan Primary School appointed governor: (Cllr Geraint Hopkins)

None

e) Brynnau Primary School appointed governor (Cllr Rhys Jenkins)

None.

f) The Wildlife Trust (Brynnau Woods/Llanharan Marsh) Liaison (Cllr Mark Steer)

Concern voiced by bridleway users over the appearance of bike ramps and the potential public safety hazard to users of bikes speeding down from Maywood at speed. Notices were erected but had been taken down after a few days. The situation is being monitored. Damage is also being caused to the reserve.

g) Llanharan Community Development Project (LCDP) Liaison (Cllr Rhys Jenkins)

None.

2025/016 Approving the annual vehicle insurance policy costs.

RESOLVED

To authorise officers to pay £2,665.33 for the annual vehicle insurance costs.

2025/017 Over 60's Christmas Lunches and to approve the payment of final costs.

RESOLVED

- a) To clarify that a donation of £100 EACH to be paid to both Brynnau and Llanharan Primary schools for entertainment
- b) To clarify that the payment alluded to above "*£200 payment for school bus transport for Brynnau Primary School*" relates to the bus costs for both Brynnau Primary School and for the transport arranged on the day for residents of Brynnau.
- c) To increase this amount to £230 to cover the actual cost of the busses.
- d) To pay the Cresta caterers costs of £5,209.58 for the cost of catering. (202 heads x £25.79/head + VAT)



2025/018 Approving the purchase of a petrol jetwash. The previously approved purchase needing to be revised

RESOLVED

To authorise the purchase of the petrol jetwash from Toolstation at a cost of £699.98 with an approximate 10% contingency, approving the officers to spend up to a total of £770. The item no longer being available from Screwfix and this vendor being the next cheapest. Unless a cheaper vendor can be found in the meantime.

2025/019 Written motion to instruct the Clerk to write to RCTCBC highways to request the reinstatement of the previously removed cattle grid on Danygraig Road

RESOLVED

To instruct the Clerk to write to RCTCBC highways to request the reinstatement of the previously removed cattle grid on Danygraig Road along with the adjoining gate, there being considered a risk to public safety from livestock at Llanharan square.

2025/020 Written motion to instruct the Clerk to write to RCTCBC highways highlighting the issue of excessive surface water running down Danygraig Road during and following periods of heavy rain.

RESOLVED

To instruct the Clerk to write to RCTCBC highways highlighting the issue of excessive surface water running down Danygraig Road during and following periods of heavy rain. To request that RCTCBC identify the existing surface water drains and to carry out cleaning of those drains as soon as possible. For the Clerk to also request a copy of the drawings showing the location of the drains along the length of Danygraig Road.

2025/021 Written motion concerning the appropriate use of WhatsApp and other messaging platforms by formal working groups.

Motion withdrawn.



2025/022 Report on quotations received to resurface the path adjacent to the steps situated on Enterprise Way. The work having been engaged and carried out under delegated authority by the Clerk.

Noted.

RESOLVED

To suspend Financial Regulation 11.3e)ii with regards this contract, the Clerk having attempted to obtain 3 quotations but having only received 2 quotations.

2025/023 Planning

Noted without comment.

2025/024 To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960,

RESOLVED

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

2025/025 Motion to ascertain the Council's attitude in principle to taking responsibility for community buildings in the future should the need arise.

RESOLVED

To state that in principle the Council would look favourably to taking responsibility for further community building(s) if perceived as a valuable asset to the community, should the need arise.

The press and public were readmitted.

2025/026 To provide any information which the Chair considers should be relayed to Council as a matter of urgency, or to suggest items to the Clerk for inclusion on the agenda for the next meeting

None



There being no further business the meeting closed at 8.20pm

The next scheduled meeting of Full Council will be held on 20th February 2025

Councillor David Evans
Chair of Llanharan Community Council



Llanharan Community Council - Action Plan

Action no	Date added	Category	From	Action	Notes	Status
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.	
2021/105		Full Council	CIL	RESOLVED The container to then be leased to the Llanharan branch of the RBL at a peppercorn rent for an appropriate period designed to reflect the useful life of the container (30 years).	Lease to be prepared.	
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.		
2022/039	18.2.22	Full Council	Audit	RESOLVED The Clerk to take such action as necessary to obtain a price of between £5000 and £3000 for the green tractor. If this price cannot be achieved following a reasonable period following advertising, then the Clerk to return to Council with a further recommendation.	Find logbook Advertise in appropriate channels. On hold pending report on Red tractor and developments RE Cut and collect. Note this action held whilst the red tractor was repaired.	
2022/083	22.4.22	Full Council	Full Council	2022/083 Spend from CIL funds relating to the sewer diversion on the Memorial Garden/Garage project. RESOLVED To approve a spend of up to £7,500 from CIL funds to allow the Clerk to arrange such work as appropriate. Actual spend to be reported to council monthly in the usual manner.	In progress. Design completed and submitted to RCTCBC SuDs and Welsh Water in June 22. Tender issued July 23. Awaiting formal S187 agreement. DCWW awaiting a copy of the formal title deed. Clerk has requested from Land Regsirty Mau 2024 Awaiting S185 Oct 24. Awaiting final S185 from DCWW. S185 agreement with RCTCBC solicitors. Awaiting RCTCBC signoff. Nov 24	
2022/098	20.5.22	Full council	Full Council	To be altered - Minute 2022/090 Welcome and Apologies. Apologies for absence were received from Councillors Janine Turner, Jeff Williams, Helen Donnan and Daniel Morelli. To be altered. Many of those councillors are no longer seated and so this is incorrect.		
2022/108	22.5.22	Full council	CIL	2022/108 RCTCBC CIL meeting RESOLVED For the CIL Committee to consider minimum lease qualifying terms with regards to grants for projects on leased land.		

2022/233	16.12.2022	Full Council	ORA	RESOLVED PSM32/1 near Gellifedi Road That the Clerk formally write to RCTCBC Rights of Way Officers to request a site meeting to consider PSM31 and PSM32.	The Clerk emailed JB 16th January 2023. Awaiting response. Agreed. LS to obtain residents contact details. JB has agreed to a meeting and will arrange. Received in March - 'the Council is unlikely to pursue legal action over a substantial long-standing obstruction (i.e. of considerable size, worth and requiring major engineering works to remove or to reinstate public passage), a diversion may be considered an acceptable solution in such extenuating circumstances. While we are open to discussions with the landowners, we currently have a small very small team compared to the size of the PRoW network and are prioritising are work/enforcement accordingly. I am happy to arrange a meeting but this unlikely to happy over the coming weeks due to current work load.' No progress. currently with RCTCBC.	
2023/017	20.01.2023	Full Council	Full Council	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.	Councillors to bring proposals to a future meeting.	
2023/018	20.01.2023	Full Council	Full Council	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.	the Clerk to send the Chain of office to Fattorinis after the Horticultural show in August to obtain a quote.	
2023/041	17.02.2023	Full Council	ORA	RESOLVED ORA2022/060 Urgent items for information or items for future agenda. Future agenda to include training on basic tree safety training for staff and interested members.	Add to future agenda.	
2023/060	17.3.2023	Full Council	CIL	RESOLVED CIL2023/010 CIL application for a community garden at Ynysmaerdy. To approve a CIL application for £2750 for a community garden at Ynysmaerdy from Ynysmaerdy Community Centre and for the project to be added to the CIL123 list and Active Project lists. For the Clerk to make the purchases up to the value of £2750 regarding the project if this is acceptable to the applicant or otherwise to grant the £2750 on the understanding that the presentation of invoices would be required as proof of purchase.	Added to lists. Awaiting progress. The Clerk has contacted the MOP involved and requested works be carried out Summer 2024. June 2024. Clerk has requested an update Oct 24. Residents intend to proceed with the project.	
2023/125	1.6.23	Full council	Full Council	RESOLVED For the Clerk to obtain a Legal Development Certificate with regards to planning permission for the Bridge and its approaches and to confirm permissive development rights and their scope.	Emailed Jim Bailey 6.6.23 again, and planning services 13.7.23. Awaiting scoping design.	

2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/039 Signage for allotment site gates That the officers be authorised to spend up to £400 for signage for the allotment gates and sites.	To be decided upon and ordered with evidence showing best value.	
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/041 Replacement way-marker for RAN 4/1 and RAN 3/2, and broken stile RAN3/2 For the Council to fund a replacement of the way-marker at RAN4/1 and 3/2, and to replace the broken stile on RAN3/2 with a self-closing gate. To be funded from CIL funds (pending approval from RCT CIL dept). the Clerk to obtain costs to be presented to Council.	Awaiting details of type and dimensions of required gate and consent from landowner. Cllr Steer engaging with landowner. June 2024. HOLD	
2023/142	16.6.23	Full Council	ORA	For the Clerk to be authorised to approach the relevant landowners to obtain permission for the Council to replace the way-marker and to replace the stile with a self-closing gate and to arrange access accordingly.	Clerk wrote to 3 x landowners 25.9.23. Awaiting responses. Response reviewed from 1, awaiting response from other. Have telephoned second landowner but awaiting response. Cllr Steer directly engaging landowners. June 2024, HOLD	
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/042 Cut and collect techniques The Officers carry out a cost benefit exercise on the proposal to use cut and collect techniques on Council land	Awaiting information on the potential for a grant to purchase equipment from Rachel Carter ref 2013/225. Note Emailed RC on 25.9.23 to seek help on what equipment req and what funding might be available.Cllr Steer carrying out further investigations.	
2023/186	21.7.23	Full Council	CIL	RESOLVED CIL2023/056 Further consideration of a CIL application from LRGT ref provision of a MUGA on the land adjacent to Bryncae Community Centre. That the matter be deferred to a future meeting of the CIL Committee to allow further informal negotiations to take place. The results of any negotiations to be confirmed in writing via the Clerk and reported to the Committee.	Informal negotiations held an results confirmed in writing. Awaiting legal deeds including title plan from LRGT. Chased June 2024 and subsequently.	
2023/233	22.9.23	Full Council	Full Council	2023/233 Quotations for the taking down of Summer hanging baskets and erection and subsequent removal of Christmas Trees, Christmas motifs etc... RESOLVED To award a 1-year contract to Centregreat on the terms and prices provided. To approve the spend accordingly with a 5% contingency, namely: £13,189 for 2023. RESOLVED The Clerk to carry out a tender process to provide the taking down Summer hanging baskets and erection and subsequent removal of Christmas Trees, Christmas motifs etc... for a 3 year period, years 2024 to 2026. RESOLVED To authorise the Proper Officers to spend up to £1,000 of CIL funds in order to retrofit lamp post timers as required to allow the placement of Christmas motifs.	Centregreat informed. Clerk to arrange formal tender. Retrofitting of timers arranged and invoice to be provided by RCTCBC. completed Tender process to be put in place.	
2023/286	17.11.2023	Full Council	Full Council	2023/286 Venues and other arrangements for future Council meetings. RESOLVED For the Clerk to investigate the feasibility of holding hybrid meetings at other locations and to present a paper to a future meeting of the Council.		

2023/205	22.12.2023	Full Council	ORA	<p>RESOLVED</p> <p>ORA2023/091 Adding individuals to long standing tenancy agreements, creating joint tenancies circumstances where this might be considered. To allow the principle of new joint tenancies under certain circumstances and the Clerk (alone or in conjunction with a working group) to draft a process and application form designed to allow the applicant to demonstrate that the applicant can meet a certain criteria (to be decided) and provide evidence of such. This would include an investigation by the Clerk to attempt to ascertain the validity of the application.</p>	Clerk to draw up draft process map.	
2023/208	22.12.2023	Full Council	HR	<p>2023/208 Terms of Reference HR Committee</p> <p>RESOLVED</p> <p>To adopt the terms of reference for the HR Committee</p>	Publish and put on website.	
	19.01.2024	Full Council	Full Council	<p>No resolution - The Clerk to arrange for quotations for 2 large troughs and a large octagonal planter at a later date. Quotes to be presented to FC.</p>	Obtain quotes and present to FC.	
2024/015	19.01.2024	Full Council	Full Council	<p>RESOLVED</p> <p>A2024/015 Discharge of recommendation R13 from the most recent internal audit. Following the recent notification from The Independent Remuneration Panel for Wales (IRPW) regarding taxation guidance for the payment of Council allowances, that each member in receipt of the £156 payment (or part payment) is issued with the relevant letter (to be signed by the member) to evidence a formal arrangement between the council and the councillor and provided that the councillor is not already claiming the allowance against another source of income then it be treated as exempt from PAYE. This being the case there is no need for payments to be made via the payroll system.</p>	<p>Letters to be drawn up - LS</p> <p>Letters to be sent, signed and returned and filed - LP</p>	
2024/017	19.01.2024	Full Council	Full Council	<p>2024/017 £500 to purchase software to facilitate the development of electronic application forms</p> <p>RESOLVED</p> <p>To authorise the officers to spend \$399 dollars per year (or the £ sterling equivalent) if following an investigation into its capabilities, the plugin is felt to serve the purposes for which it would be intended. For the Officer's in consultation with the Chair to proceed to develop draft forms and applications. The relevant committees to have final approval over the format and content of any application forms in the normal way prior to publishing.</p>	DE to advise	
2024/018	19.01.2024	Full Council	Full Council	<p>2024/018 £1,500 to make alterations to the Council office to improve security</p> <p>RESOLVED</p> <p>To authorise the officers of the Council to spend up to £1,500 to facilitate the fitting of a door latch and CCTV in the office. For a virement to be taken from general reserves and added to the office maintenance line</p>		

2024/023	19.01.2024	Full Council	Full Council	2024/023 Spend of £500 to facilitate resolution of a HR matter To approve the officers of the Council to pay up to £500 for costs associated with a confidential HR issue. The invoice presented for Caer health plus any ancillary costs that may arise in relation to the matter.	Ongoing.	
2024/046	16.02.2024	Full Council	Full Council	2024/046 Motion to instruct the Clerk to write to the relevant department of RCTCBC regarding flooding and drainage on the A473 near 'Llanharan Square'. RESOLVED The Clerk to write to the relevant department in RCTCBC to request what remedial work is required to the road drains on the A473 adjacent to the High Corner pub and to describe what, if any remedial work is planned over the next 12 months to rectify the situation".	Write letter and send. On hold ref RS	
2024/067	22.03.2024	Full Council	CIL	2024/067 RESOLVED CIL2024/013 Updated costs from Vale Consultancies regarding the Ewenny Bridge project. To allocate £2,540 rather than £1,850 of CIL funds to the project to facilitate the production of the more detailed scoping design by Vale Consultancies. To authorise the Officers to spend up to this amount with Vale consultancies. Note that previously the officers attempted to engage a number of consultancies to quote to carry out the work without successfully obtaining 3 written quotations, with this being the case to suspend financial regulation 11.3eii (where value... is less than £45,000 and greater than £1,500 the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply) upon the recommendation of the Clerk with regards to this item.	List updated. Awaiting scoping design draft from Vale following formal permission to proceed from Council expected 18.4.24 ON HOLD pending public consultation.	
2024/067	22.03.2024	Full Council	CIL	2024/067 RESOLVED To allocate up to £1,500 of CIL funds for the obtaining of an engineering design for the path between the Network Rail railway crossing and the proposed Ewenny Bridge to the appropriate specification (being compliant with bridleway spec and in line with the Disability Act 2010 and best practice). To authorise the officers to spend up to this amount pending the receipt of a quote or quotes from appropriate suppliers. This authorisation valid only should the cheapest available quote be selected with the relevant information to be presented to a future meeting of the Committee and Council. This item included under this agenda item given the only currently available quote is from Vale Consultancies.	List updated . ON HOLD PENDING PUBLIC CONSULTATION	
2024/071	22.03.2024	Full Council	Full Council	2024/071 Potential leasing of land around Bryncae Community Centre. RESOLVED For the Clerk to obtain estimates of cost from a solicitor to draft a lease agreement and act on the Council's behalf in this matter. Costs to be presented to a future meeting of council.	On Hold - Awaiting deeds/title plan from LRGT June 24.	
2024/071	22.03.2024	Full Council	Full Council	2024/071 RESOLVED For the Clerk to obtain comprehensive deeds for the land, including a title plan from LRGT.	Requested. Awaiting info from LRGT. Nudged April 24. Nudged June 2024.	

2024/072	22.03.2024	Full Council	Full Council	2024/072 Review SLA and other formal agreements with external bodies RESOLVED For the officers of the Council to enter into informal negotiations regarding an agreement with a local organisation.	Produce briefing note and arrange meeting. Email summary sent June 2024, awaiting response.	
2024/086	19.04.2024	Full Council	CEC	2024/086 Recommendations of Community Engagement Committee meeting 26th March 2024 RESOLVED (CEC2024/006 Future placement of summer hanging baskets from Summer 2025). From Summer 2025 to investigate adding the following to the Councils Summer plant schedule: 1 x Large planter at the green space adjacent to St Ilyd's Meadow. 2 x Large planters either side of the roundabout at Heol Y Parc (New Road). 1 x Large planter near the bus stop at Treno's Gardens. 2 x Troughs on Llanilid village sign markers near Dragon Studio's. The Clerk to obtain prices and present to the Committee at a future date.	Large Planters (x4) = £2,464 Troughs (x2) = £up to £414 (depending on size) Note: Possibly need 1 or 2 extra troughs to replace those missing. To be reported to CEC.	
2024/088	19.04.2024	Full Council	CIL	RESOLVED To defer the motion listed below to a future meeting. To increase the allocated CIL funds allocated to the Project ' Ewenny Bridge' from £275,000 to £475,000. For this amount to comprise funds set aside to facilitate the building of the Ewenny Bridge, the construction of an appropriate path to the South to link up with the Network Rail crossing bridge and to also now to include the following: Funds to make improvements to relevant paths to the northern side of the Ewenny Bridge, into and through Brynna Woods to make them suitable for all users in line with the requirements of The Equality Act 2010; Funds to make improvements to relevant paths to the southern side of the Network rail crossing bridge to make them suitable for all users in line with the requirements of The Equality Act 2010; Subject to the permission of the relevant landowners and in partnership with other interested parties. Details to be decided at some later date.	Defered	
2024/088	19.04.2024	Full Council	CIL	RESOLVED To defer the motion listed below to a future meeting. Ref Decision making matrix item 1 – Assumed material from which the bridge is to be constructed to allow Vale to design a base-line design for public consultation and tendering. (NOTE: The decision made here is to decide which material to use for the base-line design. This does not mean that the final bridge design is being set prior to tendering). To specify a traditional steel/timber construction design now to allow Vale to design a base-line design but to make it clear that the Council do NOT stipulate any material in the tender pack. This option can be subject to change at a later date.	Defered	
2024/088	19.04.2024	Full Council	CIL	RESOLVED To defer the motion listed below to a future meeting. Decision making matrix item 3 - Consider decking spec on bridge. (Note: This information is required for the eventual tender document but not necessary for Vale to complete the base-line design for the scoping design) To defer this decision. To allow Vale to use an appropriate decking solution for the scoping design at this stage. This matter to be reconsidered prior to producing a tender document.	Defered	

2024/088	19.04.2024	Full Council	CIL	<p>RESOLVED</p> <p>To defer the motion listed below to a future meeting</p> <p>Decision making matrix item 6 – Consider whether to carry out further ground testing to inform the design. To authorise £1000 of CIL funds from the project allocation to carry out further ground investigation drilling further from the bank where the original drilling took place. This work to be done to inform the tender document, not to delay production of the initial scoping design.</p> <p>Cllr Neil Feist subsequently requested that for all agenda items relating to financial matters that the votes of all members be recorded in the minutes.</p> <p>For this item of business, as the request to record votes of each councillor was made later in the meeting, the information available shows that Cllrs David Evans, Neil Feist, Rhys Jenkins, Mark Steer, Tracy Allen, Robert Smith, Janine Turner, Chirs Parker, Andrea James, Will Thomas and Joanne Miller voted to defer the motion. No members voted against.</p>	Defered	
AM2024/007	17.05.2024	Full Council	Annual Meeting	<p>AM2024/007 Civic Allowances for the municipal year 2024/25</p> <p>RESOLVED</p> <p>To pay the members allowance of £156 a year to all members with immediate effect, except to those who formally write to the Clerk indicating that they do not wish to receive the allowance.</p> <p>RESOLVED</p> <p>To pay members £52 a year for the cost of office consumables required to carry out their role, payments to be made with immediate effect.</p> <p>RESOLVED</p> <p>For those Councillors who wish to make a claim for a mandatory contribution towards costs of care and personal assistance to contact the Clerk for further details.</p> <p>RESOLVED</p> <p>To pay a Chair's allowance of £1500 to the Chair of the Council</p> <p>RESOLVED</p> <p>To pay a Deputy Chair's allowance of £500 to the Deputy Chair of the Council</p> <p>RESOLVED</p> <p>For those Councillors who wish to make a claim for the optional Financial Loss Allowance to contact the Clerk for further details so that a claim can be made.</p>	All payments made. Senior allowance and chair's allowance subject to tax. Must produce letters of agreement.	
AM2024/017	17.05.2024	Full Council	Annual Meeting	<p>AM2024/017 Membership of The Society of Local Council Clerks (SLCC)</p> <p>RESOLVED</p> <p>To renew the Clerk and RFO Deputy Clerk's membership of the Society of Local Council Clerks (SLCC) up to a value of £260 each.</p>	Arrange to pay membership fees for Clerk and RFO. (LS Paid, reclaim expenses).	
2024/135	21.06.2024	Full Council	ORA	<p>ii. RESOLVED</p> <p>ORA2024/023 Draft appeals procedure in the case of an eviction decision.</p> <p>To adopt the appeals procedure for allotment evictions as Council policy as presented to the ORA Committee (Appendix 6, 2nd April 2024).</p> <p>Detail of Appendix 6, 2nd April 2024. (Text not reproduced here).</p>	Clerk to add to the draft of the 2025 tenancy agreement.	

2024/135	21.06.2024	Full Council	ORA	<p>iii. RESOLVED ORA2024/037 Summer planting of seeding/bulbs on sections of 'New Road' (A473). Referred to ORA by the Community Engagement Committee. To proceed with planting of seeds/bulbs on sections of new road (A473) as per the drawings attached in the appendix provided (appendix 4). Allowing the grounds-person some practical leeway to make minor alterations depending on ground conditions and ensuring appropriate plants are planted. The Clerk to seek permission from the landowner. The Clerk to ensure the landowner/local authority consents not to mow the areas where planting takes place in future.</p>	Obtain consent from RCTCBC and / /or landowner. Issue instruction to senior grounds person.	
2024/135	21.06.2024	Full Council	ORA	<p>vi. RESOLVED ORA2024/045 Action plan regarding the ongoing upkeep of an allotment plot on Jubilee Street site and to consider next steps - For the Clerk to continue to monitor progress on a monthly basis regarding cultivation and attendance on the plot.</p>	Monitor monthly report progress to ORA. Checked early July 24 - Good progress.	
2024/139	21.06.2024	Full Council	Audit	<p>f) To note recommendation 6 of the audit report and for the officers to draw up a simple guide to illustrate which documents should be posted on which section of the website with a simple guide to doing so.</p>		
2024/139	21.06.2024	Full Council	Audit	<p>g) To accept recommendation 7 of the audit report and for the officers to present an appropriate suite of draft GDPR policies and documents to Council for adoption.</p>		
2024/139	21.06.2024	Full Council	Audit	<p>h) To accept recommendation 8 of the audit report and for the officers to present draft policies to Council for adoption, specifically: A Social Media Policy; A Biodiversity, Crime and Disorder Policy; A Business Continuity Plan; A Freedom of Information Publication Policy; A Lone and Isolated Worker Policy; A Petition Policy; A Privacy Notice.</p>		
2024/139	21.06.2024	Full Council	Audit	<p>i) To note recommendation 9 of the audit report. For the officers to request of the auditor whether the current practices of the Council as described in the Council's Financial Regulations are legal, and if not for the auditor to provide the legal or statutory reference to which the Council is non-compliant for further consideration.</p>	The Clerk has written to the auditor 21.6.24	
2024/139	21.06.2024	Full Council	Audit	<p>j) To note recommendation 10 of the audit report. For the officers to request of the auditor the legal or statutory reference to which the payments are non-compliant or the NALC legal topic note dealing with this matter. One Voice Wales having confirmed the legality of such direct payments both prior to the payments being made and again following receipt of the audit report. Furthermore the officers having only found reference to double taxation relating to the duplication of services and having found no overarching bar to making payments directly to a school for non-curriculum activities.</p>	The Clerk has written to the auditor 21.6.24	
2024/139	21.06.2024	Full Council	Audit	<p>m) To accept recommendation 13 of the audit report and for the officers to draft new contracts for all staff using the NALC nationally agreed model contract issued by One Voice Wales in April 2024. These drafts to be presented to a future meeting of the HR Committee in the first instance.</p>	In progress. Draft presented to HR Committee Sept 24. Further work required.	
2024/139	21.06.2024	Full Council	Audit	<p>n) To accept recommendation 14 (The number is duplicated in the report. For the avoidance of doubt this minute refers to the second items referring to Internal control objective 8) of the audit report and for the officers to make amendments to the asset register as described in the report.</p>		
2024/139	21.06.2024	Full Council	Audit	<p>o) To note recommendation 14 (The number is duplicated in the report. For the avoidance of doubt this minute refers to the second items referring to Internal control objective 9) of the audit report. For the officers to carry out an analysis of the practical and financial aspects of making changes to the account(s) for presentation to a future meeting of the Audit Committee.</p>		

2024/145	21.06.2024	Full Council	Full Council	2024/145 To elect a member to the Hamlet/Ward Gateway working group to replace a member who has resigned. RESOLVED Deferred to the September meeting of the Council	Add to Oct agenda.	
2024/152	21.06.2024	Full Council	Full Council	2024/152 Request for access over the Council's land to carry out works to an adjacent property by a local resident RESOLVED To grant the local resident and their agents access over the area of Council land at the Mountain Hare play area indicated on the plan provided in Appendix 21 in order to carry out improvement works to the rear of the property on the following conditions:	Clerk to inform landowner and carry and monitor actions detailed in the resolutiuon. The Clerk has written to the landowner to request a meeting. 22/06/2024. work in progress. Sept 24	
2024/163	19.06.2024	Full Council	Audit	iv. RESOLVED A2024/059 To defer consideration of the method of budgeting and administering the grant applications for The Wildlife Trust and LCDP to a future meeting of the Audit Committee.	To be added to next Audit agenda	
2024/166	19.06.2024	Full Council	Full Council	2024/166 Grant for remedial works to Bryncae Community Centre to ensure statutory compliance of the centre with a view to signing the lease in due course. RESOLVED To authorise the officers to apply to the "UK Government SPF RCT Community Asset Transfer Fund" for a grant of up to £14,999 to carry out remedial works to Bryncae Community Centre to ensure statutory compliance of the centre with a view to signing the lease in due course. A fund being available to those groups going through the CAT process.		
2024/176	19.06.2024	Full Council	Full Council	2024/176 'supporting guardians' for community defibrillators. RESOLVED To permit the officers to arrange for 'supporting guardians' for the council's community defibrillators under the following terms: <ul style="list-style-type: none"> • That interested members of the public be named as supporting guardians to carry out monthly checks. • The Clerk to contact interested parties and advertise to seek responsible supporting guardians for defibrillators. • The Clerk to keep appropriate records and liaise with supporting guardians. • The Clerk to add, remove or manage supporting guardians as they see fit. • The Clerk to ensure all supporting guardians are trained in their duties and responsibilities and the practical aspects of carrying out a defib check. • The Clerk to seek to arrange free 'defib training' for members of the community. 	Advertise. Make training video. Add checklist	
2024/177	19.06.2024	Full Council	Full Council	2024/177 Letter to RCTCBC planning regarding Dragon International Studios planning applications RESOLVED To instruct the Clerk to write a letter to RCTCBC planning regarding Dragon International Studios planning applications 24/0511/10, 24/0513/10, 24/0524/10, 24/0525/10, 24/0526/10, 24/0527/10. The wording of the letter be altered from that presented in appendix 16 to remove factual inaccuracies and to reflect discussions held during the meeting.		

2024/181	19.06.2024	Full Council	Full Council	<p>2024/181 Progress report on negotiations for a formal legal agreement to replace the previous Memorandum of Understanding with LRGT</p> <p>i. RESOLVED</p> <p>For the Clerk to seek formal negotiations with LRGT to be attended by the Clerk and the Chair.</p> <p>Terms for the negotiation set out as outlined below:</p> <p>Preferred option to be option 4 as set out in the confidential paper 'Appendix 19' presented to the meeting.</p> <p>Fallback position to be option 2 as set out in the confidential paper 'Appendix 19' presented to the meeting. If necessary authority for spend delegated to the proper officer in conjunction with the chair as per clause 4.1b of the financial regulations.</p> <p>In any case option 5 (as set out in the confidential paper 'Appendix 19' presented to the meeting) be communicated and actioned.</p>	<p>Write to LRGT seeking a meeting before 11th August 2024 in the first instance RE option 4.</p> <p>Prepare fallback option 2.</p> <p>Inform of option 5</p> <p>update 4th Sept 2024. Unable to arrange meeting with LRGT and so option 2 activated, risk assessment carried out and awaiting monitoring quotes. Quotes recieved. Unable to gain regular access to verify details of the report. Sept 24 LRGT open to a transfer of the block with a commitment to LCC funding a refurb of up to £50k. See Clerks notes for detailed info.</p>	
2024/194	1.08.2024	Full Council	Full Council	<p>2024/194 Conferring the 'Freedom of the Community' on Mr Gareth Evans.</p> <p>RESOLVED</p> <p>To confer the 'Freedom of the Community' on Mr Gareth Evans. A budget of up to £500 to be allocated to facilitate the honour delegated to the Clerk of the council. Arrangements for the conferring of the honour to be delegated to the Clerk of the Council in consultation with the Chair.</p>	<p>Clerk to make enquiries and liaise with chair to make formal presentation. As of 4th Sept 24 a document has been designed and protocol established via RCT. Certificate to be collected, details of ceremony to be decided.</p>	
2024/213a)	20.09.2024	Full Council	ORA	<p>2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024</p> <p>a)RESOLVED</p> <p>ORA2024/054 Development of small 'Starter plots' on the councils allotment sites. To hold back 1 plot on each of the Council's allotment sites to be divided up and developed into smaller 'starter plots', with a view to letting in January 2025.</p>		
2024/213b)	20.09.2024	Full Council	ORA	<p>2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024</p> <p>b)RESOLVED</p> <p>ORA2024/056 Quotations for work on barriers and gates at Meadow Rise open space. To select Vendor 1, MT Tarmac to carry out the work at a cost of £700 pending the receipt of proof of public liability insurance. The council's financial regulations (11.3e)iii) being duly satisfied.</p>	<p>Inform contractor - Completed</p> <p>Awaiting installation. Sept 24. Chased Nov 24. Gates and steelwork installed Jan 25. Chasing completion of asphalt.</p>	
2024/213c)	20.09.2024	Full Council	ORA	<p>2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024</p> <p>c)RESOLVED</p> <p>ORA2024/057 Risk assessments on Mountain Hare play area and Oakbrook skate Park and next steps.</p> <p>For the condition of and future options for the repair or development of the Oakbrook Skatepark to be referred to the 'Oakbrook Refurb working Group' as a matter of urgency. The group's existing terms of reference are:</p> <p>Reporting to the CIL Committee. To investigate the feasibility and arrangements of refurbishing the Oakbrook skatepark. And to request that the group make recommendations to the CIL Committee, the outcome to be considered by Council at a future meeting.</p>	<p>Inform Chair of working group. - Completed. Awaiting outcomes. Note working group reports to CL.</p>	

2024/220a)	20.09.2024	Full Council	Full Council	<p>2024//220 Celebration event to commemorate the 80th anniversary of VE Day</p> <p>a) RESOLVED To hold a celebration event to commemorate the 80th anniversary of VE day. The date of the anniversary being Thursday 8th May 2025, an event to be held on the weekend following the anniversary at a suitable location with suitable decorations fitted throughout Llanharan and Brynna. The budget line 'Multi cultural carnival' totalling £6,250 to be allocated to the event and the Clerk authorised to make such payments as necessary working in consultation with a working group set up to make suitable arrangements for the event.</p>		
2024/240	20.10.2024	Full Council	CIL	<p>2024/240 Resolutions and recommendations of the CIL meeting held 8th October 2024</p> <p>e) RESOLVED CIL2024/039 update on the progress of LCC23/Lan2 'Picnic benches at Lanley Estate' and to consider next steps and/or to consider quotes for the benches. To purchase 2 x wheelchair accessible picnic tables from NBB Ltd at a cost of £560 each, with a 10% contingency, authorising the officers to spend a total of £1,232 from CIL funds</p>	Place order once permission from developer received. Update CIL lists. Awaiting permission.chased 2024 and early 2025. No response.	
2024/240	20.10.2024	Full Council	CIL	<p>2024/240 Resolutions and recommendations of the CIL meeting held 8th October 2024</p> <p>f) RESOLVED CIL2024/039 update on the progress of LCC23/Lan2 'Picnic benches at Lanley Estate' and to consider next steps and/or to consider quotes for the benches. To purchase a standard bench from KBS Depot at a cost of £440 with a 10% contingency, authorising the officers to spend a total of £484 from CIL funds.</p>	Place order once permission from developer received. Update CIL lists. Awaiting permission.chased 2024 and early 2025. No response.	
2024/241	20.10.2024	Full Council	CEC	<p>2024/241 Resolutions and Recommendations of the CEC Committee meeting held 10th October 2024</p> <p>NOTED The Committee RESOLVED To proceed with the public consultation for the Ewenny Bridge project using the documentation and methods provided in 'Appendix 4' presented to the meeting. For the consultation to begin as soon as practicable and to run for a period of 28 days.</p>	Posted. Issue results following deadline. Completed. Results to be presented to CEC.	
2024/287	22.11.2024	Full Council	HR	<p>2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024</p> <p>a) RESOLVED HR2024/026 Headcount review. To employ a part time 'Assistant Clerk' in time for the financial year 2025/26. To advertise the role with a list of core potential duties and to word the advert as part time and 'between 16 and 24 hours' (to be negotiated) per week initially, with flexible working considered'. For the Council to recruit on the basis provided in the draft job in appendix 2a presented to the meeting. To advertise the role at SCP16 with the potential to achieve SCP 24 upon attainment of all aspects of the training and achievement plan, with the potential to attract a wide range of abilities and provide a larger pool of candidates from which to select. The HR Committee given delegated authority to select whether to employ a candidate on SCP16 initially or to move to SCP24 immediately (or some point in between) and what hours to employ on. All other aspects of the recruitment and appointment process to be delegated to the HR Committee up to and including the</p>	Decide upon final wording. Advertising method and process, with timeline. Plan process.	

2024/287	22.11.2024	Full Council	HR	2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024. HR2024/026 Headcount review. To employ a part time 'groundsperson' in time for the financial year 2025/26. For the role to comprise 16 hours a week at SCP 5. All other aspects of the recruitment and appointment process to be delegated to the HR Committee up to and including the appointment itself. The appointment not to be made before 1st April 2025	Decide upon advert. Advertising method and process, with timeline. Plan process.	
2024/287	22.11.2024	Full Council	HR	2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024 c) RESOLVED HR2024/027 Pay scales. To change the Clerk salary scale arrangements to fall in line with NALC best practice. For the Clerk's rate to ascend the incremental scale annually (within the applicable LC range) provided the annual performance appraisal explicitly states standard/satisfactory performance or above to activate an increase by 1 point on the scale. The scheme to begin ready for financial year 2025/26 with any scale increases subject to annual appraisal in December 2025 and taking effect from 1st April 2026.	Diarise process milestones. (Add to master planner).	
2024/287	22.11.2024	Full Council	HR	2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024 d) RESOLVED HR2024/027 Pay scales. For the principle of pay scales to be widened to all roles within the Council. The HR Committee to explore the mechanisms and methods of producing such pay scales for all staff with checks and balances to ensure the process is fair and transparent. A further proposal to be put before Council at a later date. The scheme to begin ready for financial year 2025/26 with any scale increases subject to annual appraisal in December 2025 and taking effect from 1st April 2026	Devise alternative payscale scheme. Diarise process milestones. (Add to master planner).	
2024/287	22.11.2024	Full Council	HR	2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024 e) RESOLVED To adopt the NALC model contract for the Clerk as set out in appendix 4b presented to this committee. With the text in Red written to reflect the resolutions made in line with HR2024/027 a), above.	Adopted. Print final version - Sign and file as pdf.	
2024/287	22.11.2024	Full Council	HR	2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024 f) RESOLVED To transfer all staff contracts to the NALC model contract. The Clerk to present individual draft contracts to the HR Committee for prior approval at a future date, with the resolutions of Council made in line with HR2024/027 b), above, taken into account. Where approved the contracts shall be issued or subject to whatever statutory consultation process as is necessary.	Transfer all contract details to new forms and present to HR	
2024/288	22.11.2024	Full Council	Full Council	2024/288 Progress report on negotiations for a formal legal agreement to replace the previous Memorandum of Understanding with LRGT and consideration of next steps and other matters pertaining to the Shower block.a) RESOLVED To agree in principle to the legal transfer of the Shower block building (adjacent to Llanharan Miners Welfare Hall) and its fixtures and fittings (in line with the terms set out in Appendix 19 presented to the meeting) to Llanharan Recreation Ground Trust (LRGT) subject to an approved scheme of improvement works to a maximum value of £50,000 and subject to any further conditions as may be negotiated.	Noted.	Completed

2024/288	22.11.2024	Full Council	Full Council	2024/288 Progress report on negotiations for a formal legal agreement to replace the previous Memorandum of Understanding with LRGT and consideration of next steps and other matters pertaining to the Shower block.b) RESOLVED To instruct the Clerk to commission a building condition report of the shower block to be undertaken by a suitably qualified surveyor. The Clerk being conferred delegated authority to select the cheaper of 3 quotes obtained in line with the Council's financial regulations up to a maximum value to £2,000	Obtain quotes and comission report (Cheapest quote).	
2024/300	20.12.2024	Full Council	CIL	a) RESOLVED CIL2024/047 To allocate £1,781.24 of CIL funds to project LCC19/07 Memorial Garden for extra surety cover, subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Emailed RCT awaiting reply, list updated.	
2024/300	20.12.2024	Full Council	CIL	b) RESOLVED CIL2024/048 To allocate £588 of CIL funds for costs to ensure legionella compliance at the Welfare ground shower block, subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Added to lists and emailed.	
2024/300	20.12.2024	Full Council	CIL	c) RESOLVED CIL2024/049 To allocate up to £2,000 of CIL funds for a building condition survey of the Welfare ground shower block, subject to approval from RCTCBC, to approve the spend as per resolution 2024/288b) and to add to the CIL123 list and Active Project lists.	Check with RCT and add to lists. Added to lists and emailed.	
2024/300	20.12.2024	Full Council	CIL	d) RESOLVED CIL2024/050 To allocate £380 of CIL funds for costs to carry out a electrical safety inspection and to replace 2 x emergency light fittings at the Welfare ground shower block subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Added to lists and emailed.	
2024/300	20.12.2024	Full Council	CIL	e) RESOLVED CIL2024/051 To allocate up to £500 of CIL funds for costs to carry out a commercial gas safe safety inspection at the Welfare ground shower block subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Added to lists and emailed.	
2024/300	20.12.2024	Full Council	CIL	f) RESOLVED CIL2024/052 To allocate £600 of CIL funds for costs to replace the distribution board at the cemetery shed and carry out a electrical safety inspection subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Added to lists and emailed.	
2024/300	20.12.2024	Full Council	CIL	g) RESOLVED CIL2024/053 To allocate £480 of CIL funds for costs to replace the electrical board and Christmas tree wall fittings at the War Memorial, subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Added to lists and emailed.	
2024/301	20.12.2024	Full Council	ORA	a) RESOLVED ORA2024/084 Expansion of the Pendre Allotment site. For the Clerk to advertise for expressions of interest for plots at the site to gauge demand with a view to having extra plots available in January 2026.	Pending	

2024/301	20.12.2024	Full Council	ORA	b) RESOLVED ORA2024/085 Consideration of allowing Bees to be kept on the Council's Allotment sites. To not allow bees on council allotment sites or council open spaces. The effect on biodiversity, the location of our sites being in residential areas, the administrative burden and other factors.		Completed
2024/301	20.12.2024	Full Council	ORA	c) RESOLVED ORA2024/086 Bus shelter at the high corner. That the provision for a bus shelter to be placed at the High Corner bus stop be investigated and that the Clerk to present a future paper on the details to the ORA Committee. The potential to fund the bus shelter from CIL funds to be referred to the CIL Committee for consideration.	Submitted to ORA Feb 25	Completed
2024/301	20.12.2024	Full Council	ORA	d) RESOLVED To accept the offer to surrender the plot voluntarily from the plot holder of Bridgend Road plots 28&29 rather than proceeding with an eviction process.		Completed
2024/301	20.12.2024	Full Council	ORA	e) RESOLVED To accept the reasons for non-cultivation and the assurances given in the plot holder's submission to the Committee and to not evict the plot holder of Bridgend Road plot 50 at this time, but reserving the right to do so at a later date. For the Clerk to write to the plot holder to explain the Councils decision and that close monitoring of the plot will be undertaken from February 2025 onwards.		Completed
2024/303	20.12.2024	Full Council	Full Council	a) RESOLVED For the Council to form a committee known as the "Bryncae Community Centre Committee" the membership of which to be: Cllrs Chris Parker, Andrea James, Janine Turner, Rhys Jenkins, Neil Feist and Robert Smith. Plus the 3 members of the public who currently sit on the Bryncae Community Centre Voluntary Management Committee to be invited to join the Committee as non-voting members of the committee.	Alter master list and setup Microsoft 365 group. ~done - Testing.	Completed
2024/303	20.12.2024	Full Council	Full Council	b) RESOLVED The RFO to become a co-signatory (along with Cllr Andrea James who is the current voluntary management committee's treasurer, in the interim period) to the existing bank account to comply with financial regulations and to use the existing bank account.	Lease transfer date: 3rd Feb 2018	
2024/303	20.12.2024	Full Council	Full Council	c) RESOLVED The RFO to create a new cashbook within Rialtos to deal solely with the finances of the Centre and that an EMR is created to capture the balance of any funds available and any profit (or loss) in any financial year.	Lease transfer date: 3rd Feb 2019	
2024/303	20.12.2024	Full Council	Full Council	d) RESOLVED The Committee to be delegated powers to approve expenditure on equipment that would improve the attractiveness of the centre to potential users and that such expenditure to be met out of the working capital of the community centre.	Lease transfer date: 3rd Feb 2020	
2024/303	20.12.2024	Full Council	Full Council	e) RESOLVED The Committee be delegated authority to draw up or alter the terms and conditions of hire	Lease transfer date: 3rd Feb 2021	
2024/303	20.12.2024	Full Council	Full Council	f) RESOLVED The Committee be delegated authority to oversees and direct the cleaning strategy for the centre and appoint a contractor accordingly to carry out such duties. The cost of such an arrangement to be met out of the working capital of the community centre.	Lease transfer date: 3rd Feb 2022	
2024/303	20.12.2024	Full Council	Full Council	g) RESOLVED The Committee to be empowered to ensure that the activities within the centre carry an element of social value to reflect the needs of the community.	Lease transfer date: 3rd Feb 2023	

2024/303	20.12.2024	Full Council	Full Council	h) RESOLVED The Committee be delegated authority to decide the hire fees and other fees for the use of the centre and to ensure that such fees reflect value for money for the community.	Lease transfer date: 3rd Feb 2024	
2024/303	20.12.2024	Full Council	Full Council	i) RESOLVED The Clerk and/or RFO to be delegated powers to: a) approve expenditure on consumable items such toilet rolls, hand towels and cleaning products to the value of £250 at any one time and that such expenditure to be met out of the working capital of the community centre. b) to pay back any deposit that has been made for a booking within the provisions of the booking conditions. c) energy and utility bills are paid subject to due diligence by the RFO without further reference to full Council and that such expenditure is to be met out of the working capital of the community centre. d) Any CIL expenditure to be processed in the normal way via the CIL committee and full council. e) Once the additional assistant clerk is employed the Council commits to the implementation of an online booking system that allows users to see what dates and times are available and to pay the required deposit for such a booking. The cost of implementation to be met from Council funds	Lease transfer date: 3rd Feb 2025	
2024/303	20.12.2024	Full Council	Full Council	f) RESOLVED The RFO to provide a monthly finance report to be presented in the meeting of the full council.	Lease transfer date: 3rd Feb 25 so first report in March Council meeting.	
2024/304	20.12.2024	Full Council	Full Council	2024/304 Virement of £2,000 from general reserves and delegating authority to the officers to spend on Bryncae Community Centre RESOLVED To make a virement of £2,000 from general reserves and to delegate authority to the officers to spend on Bryncae Community Centre for essential running costs such as routine bills, the setting up of statutory compliance arrangements etc... following the signing of the lease, commencement of the lease expected in early January 2025.	Lease transfer date: 3rd Feb 2025	Completed
2024/305	20.12.2024	Full Council	Full Council	2024/305 Quotations for the replacement of all lights with LED lights at Bryncae Community Centre RESOLVED To appoint Vendor B, (Whitehead) for the replacement of all lights with LED lights at Bryncae Community Centre as per the specification provided and in line with quotation SW/CW/10012 and accompanying emails. For officers to engage Whitehead and to be authorised to spend up to £17,327 comprising the quotation amount of £15,748.38 plus a 10% contingency, monies to come from CIL funds against project LCC23/02 "Improvements to Bryncae Community Centre", £100,000 being set aside for the project on the Active Project list. Any monies received from Grant to be offset from this total.	Job awarded, work underway.	Completed
2024/310	20.12.2024	Full Council	Full Council	2024/310 Renaming of the "Walking Route Leaflets Working Group" review of Terms of reference RESOLVED To change the name of the Walking Route Leaflets Working Group to: "Walking and Multiuser Leaflets Working Group" And to alter the terms of reference to: "The Working Group to be tasked to explore suitable routes and prepare draft leaflets. The WG will make recommendations to the ORA Committee".	Alter master list.	Completed

2024/317	20.12.2024	Full Council	Full Council	<p>2024/317 Motion to form a committee to be known as “the Trenos and Ewenni Crossings Project Committee” not requiring written notice as per 22.2.14 of the council’s Standing Orders.</p> <p>RESOLVED</p> <p>To form a committee to be known as “the Trenos and Ewenni Crossings Project Committee”. Membership to comprise Cllrs David Evans, Chris Parker, Will Thomas, Janine Turner, Rhys Jenkins, Mark Steer, Neil Feist, Andrea James, Claire Morgan and Robert Smith (10) with Cllr Chris Parker as Chair and Cllr Janine Turner as Deputy Chair.</p> <p>Terms of reference to be:</p> <p>The committee be explicitly delegated full financial control to spend CIL funds allocated to the project LCC23/01 Bridge Over the River Ewenny by full council.</p> <p>The committee be delegated authority to oversee, scrutinise and make decisions on all aspects of the project known as project LCC23/01, “Bridge over the River Ewenny” the scope of which is set by resolution of the Council.</p> <p>To report to Council at each of its ordinary meetings on any resolutions made and all activity undertaken since the previous ordinary meeting.</p> <p>To follow any other action as directed by the Council.</p>	<p>Add to committee list - Done</p> <p>Create Committee page on sharepoint - Done, testing email.</p>	Completed
2024/317	20.12.2024	Full Council	Full Council	<p>b) RESOLVED</p> <p>That membership from the Council of the Trenos Crossing and Ewenny Bridge Working Group be altered to comprise Cllrs Chris Parker as Chair, Neil Feist as Vice Chair, Mark Steer and Rob Smith and the terms of reference of the Trenos Crossing and Ewenny Bridge Working Group be amended so that it reports to this newly formed committee.</p>	<p>Alter master list and microsoft group. - Done, testing email .</p>	Completed
2025/011	17.1.2025	Full Council	Audit	<p>c) RESOLVED A2025/009 2025/26 Budget and precept.</p> <p>To apply a 6% increase on the Community Council tax band D rate resulting in a £4.75 per year increase and a resultant Community Council band D rate of £83.92 per year raising a precept of £300,409.26</p>	<p>Inform RCT</p>	Completed
2025/011	17.1.2025	Full Council	Audit	<p>d) RESOLVED A2024/010 General grant applications</p> <p>To defer consideration of the Brynna OAP Association application for £1,800 pending the receipt of suitable quotations to comply with the Council’s grant policy. Furthermore for the applicant to provide evidence of increased energy costs. For the Clerk to write to the association to request suitable documentation, upon receipt of which the application will be considered.</p>	<p>Communicate decision to applicant.</p>	Completed
2025/011	17.1.2025	Full Council	Audit	<p>e) RESOLVED A2024/010 General grant applications</p> <p>To reject the general grant application from Llanharan OAP Association for £1,800, the applicant having significant funds in the bank and the application having failed to demonstrate a need for funding.</p>	<p>Communicate decision to applicant.</p>	Completed
2025/011	17.1.2025	Full Council	Full Council	<p>2025/014 Motion to delegate authority to The Bryncae Community Centre Committee to appoint its own Chair and Deputy Chair.</p> <p>RESOLVED</p> <p>To delegate authority to The Bryncae Community Centre Committee to appoint its own Chair and Deputy Chair at its first meeting.</p>	<p>Add to agenda for first meeting. Update lists.</p>	

2025/011	17.1.2025	Full Council	Full Council	<p>2025/017 Over 60's Christmas Lunches and to approve the payment of final costs. RESOLVED</p> <p>a) To clarify that a donation of £100 EACH to be paid to both Brynnau and Llanharan Primary schools for entertainment</p> <p>b) To clarify that the payment alluded to above "£200 payment for school bus transport for Brynnau Primary School" relates to the bus costs for both Brynnau Primary School and for the transport arranged on the day for residents of Brynna.</p> <p>c) To increase this amount to £230 to cover the actual cost of the busses.</p> <p>d) To pay the Cresta caterers costs of £5,209.58 for the cost of catering. (202 heads x £25.79/head + VAT)</p>	Pay all costs	Completed
2025/011	17.1.2025	Full Council	Full Council	<p>2025/018 Approving the purchase of a petrol jetwash. The previously approved purchase needing to be revised RESOLVED</p> <p>To authorise the purchase of the petrol jetwash from Toolstation at a cost of £699.98 with an approximate 10% contingency, approving the officers to spend up to a total of £770. The item no longer being available from Screwfix and this vendor being the next cheapest. Unless a cheaper vendor can be found in the meantime.</p>	Ordered	Completed
2025/011	17.1.2025	Full Council	Full Council	<p>2025/019 Written motion to instruct the Clerk to write to RCTCBC highways to request the reinstatement of the previously removed cattle grid on Danygraig Road RESOLVED</p> <p>To instruct the Clerk to write to RCTCBC highways to request the reinstatement of the previously removed cattle grid on Danygraig Road along with the adjoining gate, there being considered a risk to public safety from livestock at Llanharan square.</p>	Write to RCT	Completed
2025/011	17.1.2025	Full Council	Full Council	<p>2025/020 Written motion to instruct the Clerk to write to RCTCBC highways highlighting the issue of excessive surface water running down Danygraig Road during and following periods of heavy rain. RESOLVED</p> <p>To instruct the Clerk to write to RCTCBC highways highlighting the issue of excessive surface water running down Danygraig Road during and following periods of heavy rain. To request that RCTCBC identify the existing surface water drains and to carry out cleaning of those drains as soon as possible. For the Clerk to also request a copy of the drawings showing the location of the drains along the length of Danygraig Road.</p>	Write to RCT	Completed

From: [The Clerk / Project Officer](#)
To: [Chloe \[REDACTED\]](#) [The Clerk](#)
Subject: Re: Kissing gates between Gellifedi & Meadow Rise
Date: 09 February 2025 13:23:52

Hi Chloe,

Thank you for Getting in touch. I will pass this on to the councillors.

Best regards

Leigh

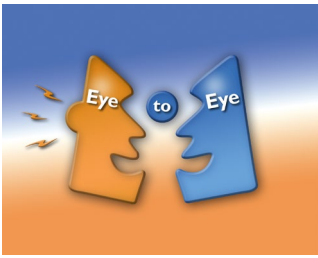
Sent from [Outlook for iOS](#)

From: Chloe [REDACTED]
Sent: Sunday, February 9, 2025 10:15:22 AM
To: The Clerk <clerk@llanharan-cc.gov.wales>
Subject: Kissing gates between Gellifedi & Meadow Rise

Hi - I'm a resident of Meadow Rise and just wanted to say that I really appreciate the removal of the kissing gates between Meadow Rise and Gellifedi. It's so much easier for me to get through now with my daughter in her buggy, and also my father in law can now get through on his mobility scooter.

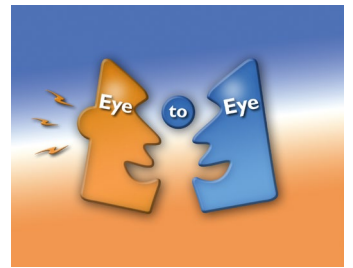
Thanks again!

Chloe [REDACTED]



Eye to Eye Counselling Service

Llantwit Fardre Community Council Office,
Main Road,
Llantwit Fardre,
Pontypridd,
CF38 1PY



☎ 01443 202940 or 07541 783767

🌐 www.eyetoeye.wales

February 2025

For the Attention of the Chair to the Community Council

Eye to Eye Counselling service provides free counselling to children, young people and adults between the ages of 10 and 30 years across RCT. The charity supports young people who have suffered from adverse childhood experiences which occurred during their younger years and have affected their emotional and mental health throughout their childhood and young adult years. Our focus of work is helping young people through anxiety, depression and family issues which for many, results in them either self-harming or having suicidal thoughts.

Eye to Eye is the main provider of counselling support across RCT, we have counsellors in every mainstream and additional needs school and have 9 outreach community venues based in hospitals and community centres across RCT. Between September 2023 and August 2024, the charity worked with 1993 clients with emotional or mental health distress, delivering 9300 free counselling sessions.

The charity is always looking for rooms within community venues. We seek out rooms where we can work for a few hours in the evening offering counselling free within that community. We are striving to provide counselling from venues that are accessible and easy to reach for all young people, especially during the dark winter nights.

Our service also provides free support to communities, individuals and families during a traumatic event. We have two response workers, funded through the People and Places Lottery fund, who specialise in contacting and supporting those affected through the most traumatic times of their lives. Our response team also provide valuable workshops to communities, small groups and schools in working with traumatic memories and events, which in turn cause emotional and mental health upset. Last year the team assisted the police and organisations with 44 incidents where lives were seriously affected by a traumatic event.

This year in 2025, our charity will celebrate its 30th year of counselling delivery in RCT, and in the spirit of our work to help others we would like to deliver workshops across the community council areas informing parent and carers about the danger of social media for children and young people (CYP). This event will educate those attending on the realities that face our young people through social media, advising and informing on, sexting, sextortion, grooming and online safety. We are planning workshops of around 2 hours, delivered during the evening so that parents can attend.

We would like to work with your community council to deliver training in your local community. To help us with this we ask if you could donate to our charity around £200, which would enable us to deliver the workshop to 40 people within your community. This would be £5.00 per attendee. We would also like to work with you to advertise the event on both of our social media sites

including your local hub. It would also be helpful if you could supply us with your premises or suggest where we could access a room free of charge. We delivered this workshop to CTM Health Board and their public audience during the 2024 Wales Safeguarding Week and received the following feedback:

- Scary how normalised this has become for children.
- It's been a massive eye opener for me:
- I knew some of this but is very scary how easy for them it is
- I found this very interesting and informative thank you
- Didn't know about AI...scary
- As a parent I didn't know that this went on, I thought it was just scare mongering on TV.

We are happy to come along and talk to you about the training and would welcome your councillors participating in the training.

With kind regards,

Alison Theaker

Pennaeth Gwasanaeth/ Head of Service
Gwasanaeth Cwnsela-Eye to Eye /Eye to Eye Counselling Service
Eye to Eye Counselling
Carnegie Parish Hall Offices
Main Road
Church Village CF38 1PY

To Donate to our charity, please scan the barcode.
i gyfrannu at ein helusen sganiwch y cod

Date: 17/02/2025

Llanharan Community Council

Page 1

Time: 10:04

Current and Premium Bank A/c

List of Payments made between 01/01/2025 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2025	SSE Electric	DDR	158.58	DDR	IV02189792
06/01/2025	Ryan Morgan Electrical	BACS	475.00	CP	117
06/01/2025	Clarity Copiers	DDR	14.64	DDR	217472
08/01/2025	HMRC NI & Tax	BACS	1,997.36	CP	948PZ001272292508
08/01/2025	HMRC NI & Tax	BACS	1,216.27	CP	948PZ001272292507
08/01/2025	Tesco Mobile phones x 3	DDR	9.87	DDR	134231915151
08/01/2025	Welsh Water	BACS	64.03	CP	895027040701
08/01/2025	Welsh Water	BACS	42.50	CP	894454506001
09/01/2025	Barclays Bank	DIRECT	10.22	DDR	13nov12Dec
15/01/2025	CM	BACS	96.00	CP	96.00
15/01/2025	Caer Health	BACS	32.00	CP	Civic consumables
16/01/2025	ARVAL	DDR	500.58	DDR	RI0012887673
16/01/2025	RCT	BACS	1,800.00	CP	319816921
22/01/2025	LH	BACS	25.00	CP	Sight Test
22/01/2025	Julia Buckworth	BACS	50.00	CP	130125NOTARY
23/01/2025	Geoff Tremblett	BACS	308.40	CP	17658
23/01/2025	BNP Paribas Printer	DDR	140.13	DDR	FLLB6448633
27/01/2025	Vale Consultancy	BACS	1,524.00	CP	14510
27/01/2025	FareShare Cymru	BACS	65.00	CP	4097
27/01/2025	LP	BACS	32.70	CP	TradeWasteExpenses
27/01/2025	Barclaycard	BcardJan25	595.12		Bcard Jan 25
28/01/2025	RCT Pension Payment	BACS	1,663.38	CP	LCC remit Jan 25
28/01/2025	STAFF SALARIES	BACS	5,276.78	CP	Jan25 salaries
30/01/2025	Leigh Smith	BACS	76.00	CP	Framing expenses
30/01/2025	RCT	BACS	200.00	CP	120513

Total Payments	16,373.56
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List of Payments made between 01/01/2025 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2025	Microsoft	CREDITCARD	39.36	LS	E0200UMDD6
12/01/2025	Amazon	CREDITCARD	9.98	LS	GB55XKSABEI
27/01/2025	ALDI	CREDITCARD	140.69	PB	231224
27/01/2025	ALDI	CREDITCARD	51.53	PB	030125
27/01/2025	ALDI	CREDITCARD	24.24	PB	100125
27/01/2025	ALDI	CREDITCARD	89.63	PB	170125
27/01/2025	Microsoft	CREDITCARD	118.08	LS	E0200UMPW5
27/01/2025	ADOBE	CREDITCARD	19.97	LS	IEN2025003066875
27/01/2025	ZOOM	CREDITCARD	12.99	LS	INV288494076
27/01/2025	Information Commission Office	CREDITCARD	40.00	LP	ZA884066
28/01/2025	Mend-a-Shu	CREDITCARD	17.90	PB	201224
28/01/2025	Mend-a-Shu	CREDITCARD	30.75	PB	090125

Total Payments 595.12

Detailed Income & Expenditure by Budget Heading 31/01/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>							
1076 Precept	271,894	271,894	0			100.0%	
1090 PSDF Re-invested dividend	44,919	20,000	(24,919)			224.6%	
1100 Agency Income	25	1,330	1,305			1.9%	
1990 Other Income	4,179	1,000	(3,179)			417.9%	
<u>200</u> <u>Administration</u>							
4000 Staff Salaries & Wages (Net)	(52,762)	(63,238)	10,476		10,476	83.4%	
4005 Employer & Employee Pension	(16,634)	(25,102)	8,468		8,468	66.3%	
4010 Employer & Employee NI & Tax	(10,639)	(39,796)	29,157		29,157	26.7%	
4055 Mileage & Subsistence	0	(200)	200		200	0.0%	
4057 HR Expenditure	(416)	(1,000)	584		584	41.6%	
4060 Council Tax	(2,360)	(2,500)	140		140	94.4%	
4065 Office Rent	(2,625)	(3,500)	875		875	75.0%	
4066 Meeting venue hire	(260)	(450)	190		190	57.8%	
4070 IT Costs (Office 365)Web Site	(2,453)	(2,500)	47		47	98.1%	
4075 Telephone & Broadband	(1,003)	(1,450)	447		447	69.2%	
4080 Electric (office)	(1,229)	(1,600)	371		371	76.8%	
4085 Water Rates (for Office)	(137)	(200)	63		63	68.4%	
4090 Stationery and postage	(293)	(350)	57		57	83.6%	
4095 Cleaning Materials	(33)	(50)	17		17	65.4%	
4100 Cleaning Contract	(960)	(1,200)	240		240	80.0%	
4105 Office Cap ExpChain of Office	0	(1,000)	1,000		1,000	0.0%	
4110 Office Maintenance	(460)	(750)	290		290	61.3%	
4115 Professional and Legal Fees	(1,751)	(3,500)	1,749		1,749	50.0%	
4116 Land Registry Fees	(33)	(240)	207		207	13.8%	
4120 Internal Audit Fees	(480)	(750)	270		270	64.0%	
4125 External Audit Fees	(1,155)	(400)	(755)		(755)	288.8%	
4130 Subscriptions and Memberships	(1,954)	(2,750)	796		796	71.1%	
4135 Bank Charges	(139)	(250)	111		111	55.7%	
4140 Storage Space Rental	(120)	(720)	600		600	16.7%	
<u>220</u> <u>Insurances</u>							
4200 General Insurance	(4,902)	(5,000)	98		98	98.0%	
4205 Vehicle Insurance	(2,665)	(5,000)	2,335		2,335	53.3%	
4210 Office Insurance	(232)	(100)	(132)		(132)	231.7%	
<u>240</u> <u>Staff & Member Training</u>							
4300 Members Training	(40)	(750)	710		710	5.3%	
4305 Staff Training	(40)	(750)	710		710	5.3%	
<u>260</u> <u>Member's Allowances</u>							
4350 Chair	(1,500)	(1,500)	0		0	100.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4355 Special Responsibility	(500)	(500)	0		0	100.0%	
4360 Member Allowances	(2,208)	(2,912)	704		704	75.8%	
<u>300 Plant & Equipment</u>							
4400 Plant Purchase / Lease	(4,177)	(5,500)	1,324		1,324	75.9%	
4410 Green Mower Maintenance	(123)	0	(123)		(123)	0.0%	
4415 Red Tractor Maintenance	(460)	(1,200)	740		740	38.3%	
4420 Portable & Hand Tools Purchase	(64)	(250)	186		186	25.6%	
4425 Portable & Hand Tool Maint	(354)	(400)	46		46	88.5%	
4430 PPE - New & Replacement	0	(300)	300		300	0.0%	
4435 Plant & Equipment Fuel	(635)	(750)	115		115	84.6%	
<u>400 Street Furnishings</u>							
4500 Hanging Baskets	(8,628)	(8,500)	(128)		(128)	101.5%	
4505 Christmas Lights and Trees	(17,403)	(30,000)	12,597		12,597	58.0%	
4510 Public Clocks - Maintenance	(440)	(500)	60		60	88.0%	
4515 Notice Boards - Maintenance	0	(100)	100		100	0.0%	
4520 Bus shelter - Maintenance	0	(100)	100		100	0.0%	
4525 Planters - Maintenance	0	(100)	100		100	0.0%	
4530 Benches & Tables Maintenance	(20)	(100)	80		80	20.1%	
<u>500 Community Functions</u>							
4600 Christmas Dinners	(5,640)	(6,500)	860		860	86.8%	
4610 Firework Display	(7,413)	(11,000)	3,587		3,587	67.4%	
4615 Multi Cultural Carnival	0	(6,250)	6,250		6,250	0.0%	
<u>550 Grants</u>							
4700 General Grants	(5,913)	(10,000)	4,087		4,087	59.1%	
4710 LCDP - SLA	(25,000)	(25,000)	0		0	100.0%	
4715 Wild Life Trust - Brynna Woods	0	(10,000)	10,000	(5,000)	5,000	50.0%	
<u>600 Outdoor Spaces</u>							
4800 Rights of Way	0	(1,330)	1,330		1,330	0.0%	
4805 Skateboard Park - Maintenance	(1,550)	(1,000)	(550)		(550)	155.0%	
4810 Play & O/Spaces Maintenance	(160)	(1,500)	1,340		1,340	10.7%	
4815 General Repair Consumables	(125)	(250)	125		125	50.0%	
<u>620 War Memorials</u>							
4855 Other Maintenance	(37)	(500)	463		463	7.4%	
<u>630 Llanharan Pantry</u>							
1991 Llanharan Pantry	5,030	0	(5,030)			0.0%	5,030
4730 Llanharan Pantry Expenses	(3,734)	0	(3,734)		(3,734)	0.0%	4,188
<u>640 Bryncae Community Centre</u>							
4780 BCC Administrative Costs	(250)	0	(250)		(250)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>650 Street Lighting Electric</u>							
4575 Street Lighting Electric	(290)	(350)	60		60	82.9%	
<u>700 Allotments</u>							
1200 Allotment Income	693	2,500	1,807			27.7%	
4900 Allotment Lease Costs	(17)	(22)	5		5	77.3%	
4901 Allotment Maintenance	(502)	(250)	(252)		(252)	200.7%	
4905 Allotment Water	(198)	(550)	352		352	36.0%	
<u>750 Community Infrastructure Levy</u>							
1300 Community Infrastructure Levy	296,947	0	(296,947)			0.0%	296,947
4949 CIL Electrical Installations	(1,080)	0	(1,080)		(1,080)	0.0%	1,080
4950 CIL Benches	(1,945)	0	(1,945)		(1,945)	0.0%	1,945
4951 CIL Footpaths	(6,050)	0	(6,050)		(6,050)	0.0%	1,800
4955 CIL Project 1 Memorial Garden	(3,894)	0	(3,894)		(3,894)	0.0%	3,894
4958 CIL Grants	(31,722)	0	(31,722)		(31,722)	0.0%	31,722
4959 CIL Defibrillator	(900)	0	(900)		(900)	0.0%	900
4962 CIL Project Telephone Kiosk	(20)	0	(20)		(20)	0.0%	20
4965 CIL LCC shower block	(1,127)	0	(1,127)		(1,127)	0.0%	1,127
4966 CIL Project Ewenny Bridge	(1,620)	0	(1,620)		(1,620)	0.0%	1,620
<u>800 Contingency</u>							
4990 Contingency	0	(10,000)	10,000		10,000	0.0%	
Grand Totals:- Income	623,687	296,724	(326,963)			210.2%	
Expenditure	241,471	302,310	60,839	5,000	55,839	81.5%	
Net Income over Expenditure	<u>382,216</u>	<u>(5,586)</u>	<u>(387,802)</u>				
plus Transfer from EMR	48,295	0	(48,295)				
less Transfer to EMR	301,978	0	(301,978)				
Movement to/(from) Gen Reserve	<u>128,533</u>	<u>(5,586)</u>	<u>(134,119)</u>				

Appendix 7

	Date	£	Receipt	Description
Money In				
Brought forward from 23/24	01/04/2024	<u>1465.12</u>		EMR from 23/24
JT Windfarm	12/12/2024	1000.00		
GH Windfarm	13/12/2024	1000.00		
DE Windfarm	19/12/2024	1000.00		
Total cash receipts	Rolling	2137.37		
total in		6602.49		
Money Out				
<hr/>				
Fareshare	04/04/2024	65.00	PB	Mar 24 membership (2798)
Aldi	05/04/2024	105.73		PB
Aldi	12/04/2024	82.40		PB
Aldi	19/04/2024	114.81		PB
Aldi	19/04/2024	48.89		PB
Fareshare	10/05/2024	65.00		April 24 membership (2935)
Aldi	03/05/2024	91.40		PB
Aldi	10/05/2024	110.39		PB
Aldi	17/05/2024	57.00		PB
Aldi	17/05/2024	71.57		PB
Aldi	24/05/2024	61.39		PB
Fareshare	05/06/2024	65.00		May 24 membership (3073)
Aldi	31/05/2024	73.23		PB
Aldi	07/06/2024	73.04		PB
Aldi	14/06/2024	123.50		PB
Aldi	21/06/2024	49.92		PB
Aldi	28/06/2024	65.67		PB
Fareshare	03/07/2024	65.00		June 24 membership (3205)
Aldi	05/07/2024	136.88		PB
Aldi	12/07/2024	45.62		PB
Aldi	19/07/2024	102.14		PB
Aldi	26/07/2024	53.97		PB
Aldi	08/02/2024	59.93		PB
Aldi	15/08/2024	80.78		PB
Aldi	23/08/2024	87.61		PB
FareShare	27/08/2024	65.00		July 24 membership (3333)
FareShare	27/08/2024	65.00		Aug 24 membership (3465)
Aldi	30/08/2024	86.52		PB
Aldi	05/09/2024	57.75		PB
Aldi	15/09/2024	26.49		PB
Aldi	20/09/2024	99.20		PB
Aldi	20/09/2024	16.56		PB
Aldi	27/09/2024	69.54		PB

Aldi	03/10/2024	41.61	PB
FareShare	09/10/2024	48.75	Sept 24 membership (3593)
Aldi	11/10/2024	53.57	PB
Aldi	18/10/2024	48.59	PB
Aldi	25/10/2024	37.38	PB
Aldi	31/10/2024	67.74	PB
Aldi	08/11/2024	64.06	PB
FareShare	11/11/2024	65.00	Oct 24 membership (3723)
Aldi	15/11/2024	87.14	PB
Aldi	22/11/2024	62.44	PB
Aldi	29/11/2024	69.48	PB
FareShare	02/12/2024	65.00	Nov 24 membership (3851)
Aldi	05/12/2024	95.46	PB
Aldi	18/12/2024	28.18	PB
Aldi	18/12/2024	93.86	PB
FareShare	23/12/2024	65.00	Dec 24 membership (3974)
Aldi	23/12/2024	140.69	PB
Aldi	03/01/2025	51.53	PB
Aldi	10/01/2025	24.24	PB
Aldi	17/01/2025	89.63	PB
Aldi	24/01/2025	79.31	PB
Fareshare	27/01/2025	65.00	Jan 25 membership
Aldi	31/01/2025	67.22	PB
Aldi	07/02/2025	100.49	PB

total out **3952.81**

Balance of Funds **2649.68**

Ave footfall on a Saturday since 13/04/2024 **10**

Future funding Approx. weeks **47 weeks**

Appendix 8

Resolutions and Recommendations of the Community Infrastructure Levy (C.I.L) Committee held on Tuesday 4th February 2025.

CIL2025/007 CIL Application from Brynna Community Centre

RECOMMENDED To approve the CIL application from Brynna Community Centre for a CIL grant of £20,000 towards the refurbishment of the 3G pitch. No payment to be made until evidence of funding (or formal letters of support stipulating clearly that funds have explicitly been made available for the purpose) to complete the entire project from all sources have been received.

CIL2025/008 CIL Application from LCDP

No complete application received.

CIL2025/090 Adding Welfare Ground Rugby Posts to CIL123 and Active Project Lists

RECOMMENDED

To add the project 'Welfare ground Rugby posts and installation' to the CIL123 and Active Project lists, allocating £5,680 of CIL funds.

CIL2025/010 Adding Bus Shelter at High Corner to CIL123 and Active Project Lists

RECOMMENDED To add the project 'Bus shelter at the High Corner' to the CIL123 and Active Project lists, allocating up to £5,000 of CIL funds. The ORA Committee to examine the details and make recommendations to full council

CIL2025/011 Adding Cattle Grid and Gate at Danygraig Road to CIL123 and Active Project Lists

The motion was not seconded and so fell.

CIL2025/012 Adding Accessible Gates and Bench at Meadow Rise Play Area to CIL123 and Active Project Lists

RECOMMENDED

To add the project 'Accessible gates at Meadow Rise play area and Meadow Rise Bench' to the CIL123 and Active Project lists, allocating up to £1,500 of CIL funds and authorising the officers to allocate up to that amount.

CIL2025/013 Adding the project 'Improvements to the Welfare ground shower block' to the Active Project list at £50,000

RECOMMENDED

To add the project 'Improvements to the Welfare ground shower block' to the Active Project list at £50,000, the item already being listed on the CIL123 list.

CIL2025/014 Amending the project 'LCC23/LAMPS1 Timers for festive lampposts to show a cost of £750 and amending the CIL123 and Active Project lists accordingly, authorising the officers to spend up to that amount.

RECOMMENDED

To amend the project 'LCC23/LAMPS1 Timers for festive lampposts' to show a cost of £750 and amending the CIL123 and Active Project lists accordingly, authorising the officers to spend up to that amount.

CIL2025/015 Adding Large Planters for 2025 Summer Display to CIL123 and Active Project Lists

RECOMMENDED

To add the project '4 Large planters for 2025 summer display expansion' to the CIL123 and Active Project lists, allocating up to £2,750 of CIL funds and authorising the officers to spend up to that amount as further directed by Council.

CIL2025/016 Additional Costs for Footpath Reopening Project

RECOMMENDED

To allocate an additional £1,800 of cost to the project 'LCC21/20 Reopening of footpath RAN17/1 adjacent to the Bryncae Arms,' updating the CIL123 and Active Project lists accordingly and closing the project.

CIL2025/017 Removing Picnic Benches at Lanley Estate from CIL123 and Active Project Lists

RECOMMENDED

To remove project 'LCC23/Lan2 Picnic benches at Lanley Estate' from the CIL123 and Active project lists, as the developer has repeatedly failed to respond to requests for permission.

CIL2025/018 Referral of Bryncae Community Centre Improvement Project

RECOMMENDED

To delegate the spend of CIL funds allocated to the project 'LCC23/02 Improvements to Bryncae Community Centre' to the Bryncae Community Centre Committee, for that Committee to make recommendations to Full Council to spend the funds allocated to the project.

CIL2025/019 Adding the Skateparks Project to CIL123 and Active Project Lists

RECOMMENDED

To add the project 'Skateparks project' to the CIL123 and Active Project lists with a value of £100,000.

Appendix 8a

To consider the status of payments to Vale Consultants regarding the Memorial Garden Project. Whether to settle the balance on invoice 9333 totalling £1,125 now and invoice 13139 totalling £912.50 following successful approval of the SuDs (SAB).

Payments made to Vale date: (Excludes third party costs such as CCTV surveys, Topographical surveys etc...)

- Invoice 7842: £1,200 for original SuDs. - PAID

To provide civil engineering services for original SuDs application as per email quotation dated 20.07.21

- Invoice 9933: £2,250 for revised SuDs and Section 185 Sewer diversion. – 50% paid. £1,125 outstanding.
- Invoice 14030: £750 for extra design costs relating to inv 9933. – PAID
- Invoice 13139: £912.50 for extra design work relating to inv 9933.

Outstanding

Proposal

To pay remainder of invoice 9933 totaling £1,125

To agree to pay invoice 13139 (£912.50) but to hold payment until Section 185 agreement is formally in place and final SuDs approval is obtained from RCTCBC.

Clerk's note:

Vale Consultant's report that the delays associated with obtaining the Section 185 licence from Dwr Cymru Welsh Water mean that the requirements of the SuDs designs have now changed. The requirements being somewhat of a moving target as both RCTCBC and the industry as a whole evolve their interpretation of the regulations. This means that extra calculations will now have to be carried out and alterations made to the design to be submitted with the final SuDs application. This being the justification for invoice 13139. However they are prepared to cap the cost at this point and so this cost would include any further work that is required.

Appendix 9

To formally authorise the signing of the Section 185 agreement for the Sewer diversion at the Memorial Garden at Grove Terrace.

Proposal

As required by standing order 29, to authorise via resolution of the Council, the Chair of the Council, Councillor David Evans and Councillor Rhys Jenkins to be authorised to sign (execution of deed) on behalf of the Council as a party to the Section 185 agreement between Llanharan Community Council, RCTCBC, HCC insurance and Welsh Water.

For reference.

29 EXECUTION AND SEALING OF LEGAL DEEDS.

29.1 *A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.*

8. Two members of the Council may sign on behalf of the Council, one of whom must be the Chair (or Deputy Chair in their absence); any deed required by law and the Proper Officer shall witness their signatures;

The full agreement as signed is reproduced below.

IN DUPLICATE

DATED

2024

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

and

LLANHARAN COMMUNITY COUNCIL

and

HCC INTERNATIONAL INSURANCE COMPANY PLC

and

DWR CYMRU CYFYNGEDIG

AGREEMENT

for the diversion of a sewer at
**LAND AND BUILDINGS LYING TO THE NORTH OF CHAPEL ROAD,
LLANHARAN, PONTYCLUN**

DWR CYMRU CYFYNGEDIG

Linea
Fortran Road
St. Mellons
Cardiff

CF3 0LT

Ref. **HC/PSD2414205**

THIS AGREEMENT is made the _____ day of _____ 2025
BETWEEN RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL of 2 Llys
Cadwyn, Taff Street, Pontypridd, CF37 4TH (hereinafter called "the Owner") of the
first part and LLANHARAN COMMUNITY COUNCIL of 2a Chapel Road,
Llanharan, CF72 9QA (hereinafter called "the Developer") of the second part and
HCC INTERNATIONAL INSURANCE COMPANY PLC (Company No 01575839) of
1 Aldgate, London, EC3N 1RE (hereinafter called "the Surety") of the third part
and DWR CYMRU CYFYNGEDIG (Company No. 02366777) of Linea, Fortran
Road, St. Mellons, Cardiff CF3 0LT (hereinafter called "the Undertaker") of the
fourth part

WHEREAS:-

It is agreed between the Undertaker the Owner and the Developer that the Developer will divert a sewer (hereinafter called "the Sewer") vested in the Undertaker at land known as **LAND AND BUILDINGS LYING TO THE NORTH OF CHAPEL ROAD, LLANHARAN, PONTYCLUN** and comprised within titles **CYM308077** and **CYM307817** and that such works of sewer diversion shall be carried out by the Developer

NOW IN PURSUANCE of the said agreement **THIS AGREEMENT WITNESSETH** as follows:

1. In this agreement the following expressions shall have the following meanings:
 - (a) "the Works" means the works of diversion of the Sewer undertaken by the Developer in accordance with the Specifications hereinafter defined and shall include a reference to any completed diversion of a sewer;
 - (b) "the Undertaker" means the Sewerage Undertaker Dwr Cymru Cyfyngedig and its successors in title; and includes any agent or contractor appointed by the Undertaker to assist with the administration and enforcement of this Agreement;
 - (c) "the Specifications" means the drawings calculations and other design or working documents listed in the Schedule hereto and annexed hereto (which drawings, calculations and other design or working documents shall be deemed to be part of this Agreement)
 - (d) "the Sewer" includes the sewer pipe, manholes, ventilating shafts, pumps and all accessories belonging thereto
2. The Interpretation Act 1978 shall apply for the interpretation of this Agreement as it applies for the interpretation of an Act of Parliament
3. Nothing in this Agreement shall in any way prejudice or exclude the exercise by the Undertaker of any of their statutory or common law rights and powers arising otherwise than by virtue of this Agreement
4. The Works shall be properly constructed and completed in accordance with the Specifications and to the reasonable satisfaction of the Undertaker and until the issue of the Final Certificate as hereinafter provided the Developer shall be responsible for the adequacy of the Specifications. In the event of the Developer becoming liable in any action costs claims or demands for anything arising out of the adequacy of the Specifications the Undertaker shall not be liable to reimburse the Developer for the cost of any such liability

- which the Developer may have incurred
5. The Undertaker may at the request of the Developer at his own discretion give permission (which shall not be unreasonably withheld) to the Developer to construct the Works or some part or parts thereof otherwise than in strict conformity with the Specifications but subject always to the following conditions:-
- (a) the request by the Developer (accompanied by such drawings as the Undertaker shall require) shall be made and the permission of the Undertaker given (if at all) in writing provided that if the Undertaker shall consider it necessary to give an oral permission he shall confirm it in writing as soon as is reasonable in the circumstances;
 - (b) without prejudice to the provisions of sub clause (a) above neither the Owner nor the Developer will in the execution of the Works allow any variations from the Specification without such written permission first having been obtained;
 - (c) if the Developer shall desire to make connection to that part of the Works which shall be a sewer otherwise than planned connections as shown in the Specifications they shall give reasonable notice of such desire to the Undertaker and shall supply such details as the Undertaker shall require (unless the same shall have been previously agreed) as to materials and mode of construction when:
 - (i) the consent of the Undertaker shall not be unreasonably withheld or delayed and
 - (ii) the said details (whenever supplied) shall form part of the Specifications PROVIDED that after such consent shall (if at all) have been given then the Developer may in his absolute discretion either himself undertake the desired connection and any ancillary works but subject to the supervision of the Undertaker and will (in addition to all other costs of supervision payable hereunder) pay to the Undertaker the cost as certified by the Undertaker of all such supervision or request the Undertaker to undertake the desired connection and any ancillary works and reimburse the Undertaker with the cost incurred by the Undertaker in undertaking such works as certified by the Undertaker;
 - (d) nothing contained in this clause shall permit or authorise any breach of the Specifications;
 - (e) where the context so requires the term "the Works" shall include any amended extra or substituted works as permitted by the Undertaker by virtue of this clause and any drawings submitted to the Undertaker in pursuance of subclause (a) hereof shall be deemed to be included in the term "the Specifications";
 - (f) the granting of any permission by the Undertaker by virtue of this clause shall not in any way prejudice any rights of the Undertaker against the Owner or Developer in respect of any breach or non observance of any part of this Agreement
6. The Developer shall:-
- (a) give to the Undertaker 7 days notice in writing of the commencement of the Works or any part or parts thereof

- (b) provide the Undertaker with a programme for the Works and arrange for the Undertaker to be updated thereon in writing from time to time
7. The Owner or Developer shall construct and complete the Works within a period of **TWELVE MONTHS** such period commencing as at the date hereof (unless the Undertaker shall in writing agree to an extension of that period)
8. The Works shall be carried out in such manner as to ensure that flows are not interfered with and all temporary measures agreed between the Owner Developer and the Undertaker shall be maintained at all times by the Owner or Developer who shall provide the Undertaker at all times with full rights of access to the sewerage system for the proper discharge of the Undertaker's statutory duties of sewer maintenance
9. Until such time as the Works shall become the responsibility of the Undertaker the Owner and Developer shall ensure that in relation to land under the control of the Owner or Developer no building or structure is erected over any part of the Works or on or over land within three metres measured horizontally from the centre line of any sewer without the written consent of the Undertaker nor that access thereto on foot and with any necessary vehicles, plant or equipment is obstructed
10. Upon Completion of the Works the Developer shall supply to the Undertaker two full sets of as-built plans at a scale of 1/500 and of sections at the scales used for those sections which form part of the drawings the position level and type of each part of the Works as constructed all in conformity with STC 25 standards
11. The Undertaker shall by prior arrangement with the Owner or Developer have access to the Works and the site of the Works at all reasonable times for the purpose of ensuring compliance with this Agreement
- 12.1 (a) when he is of opinion that the Works have been completed the Developer shall serve a written notice upon the Undertaker to that effect;
- (b) after receiving such notice the Undertaker shall satisfy himself as to whether or not the Works have been completed and if then satisfied that the same have been completed shall issue his written certificate (which shall not be unreasonably withheld) (hereinafter called "the Provisional Certificate") to that effect;
- (c) for the purpose of this subclause the Works shall be deemed to be completed when they shall have been substantially constructed in accordance with the preceding clauses of this Agreement and in accordance with the Specifications.
- 12.2 (a) When he is of opinion that any substantial part or parts of the Works have been completed the Developer may serve a written notice upon the Undertaker to that effect;
- (b) after receiving such notice the Undertaker shall satisfy himself as to whether or not the part or parts of the Works to which the notice relates firstly are a substantial part or parts thereof and secondly that they have been completed and if so satisfied on both matters may issue a Provisional Certificate as referred to in subclause (1) of this clause (which shall not be unreasonably withheld) that such substantial part or parts of the Works have been completed to his satisfaction;

- (c) a refusal by the Undertaker to issue a Provisional Certificate by virtue of the provisions of subclause (1) of this clause in respect of the Works shall not preclude the Developer from serving upon the Undertaker a notice in respect of any substantial part or parts of the Works by virtue of the provisions of the present subclause;
 - (d) paragraph (c) of subclause (1) of this clause shall apply in relation to this subclause save that references to "the Works" shall be deemed to be references to a substantial part or parts of the Works;
 - (e) after the issue by the Undertaker of a Provisional Certificate by virtue of the provisions of this subclause reference in subclause (1) of this clause to the issue of a Provisional Certificate shall be deemed to refer to the residue of the Works in respect of which no Provisional Certificate had previously been issued;
 - (f) where the Undertaker has in pursuance of his power so to do in this subclause issued a Provisional Certificate for some part or parts of the Works the term "the Works" shall in clause 13 and 16 of this Agreement where the circumstances and the context so require refer to the relevant part or parts of the Works
13. If during a period of twelve months after the date of the issue of the Provisional Certificate (which period is hereinafter referred to as "the Maintenance Period") any defect shall appear in the Works or any blockage shall become apparent as a consequence of any defect in the Works the Owner or Developer shall at their own expense and within three months after such defect or blockage shall appear or become apparent (or forthwith if so required in writing by the Undertaker) make the same good to the reasonable satisfaction of the Undertaker
14. Two months before the end of the Maintenance Period the Undertaker and a representative of the Owner or Developer shall carry out a joint inspection of the Works for the purpose of agreeing whether any, and if so what remedial works remain to be carried out under Clause 13
15. If at any time before the Works shall have become the responsibility of the Undertaker the Owner or Developer shall fail to construct complete and make good and rectify any defects in the Works or any part thereof in accordance with clause 13 of this Agreement the Undertaker shall be entitled at its discretion to construct complete and make good and rectify any such defects in such part or parts of the Works as may be necessary in the opinion of the Undertaker and may do so either by its own employees or by contract or in such other manner as it thinks fit immediately and without notice to the Owner or Developer in an emergency and in any other circumstances after first giving reasonable notice in writing to the Owner or Developer of its intention in that behalf and the Owner and/or the Developer shall upon demand pay to the Undertaker the cost thereof including the necessary cost of the preparation and service of such notices and of necessary administration as certified by the Undertaker
- 16.1 Upon the issue of the Provisional Certificate the Undertaker shall accept responsibility for the Works in such manner that the Owner and Developer shall be exonerated from any liability to rectify any defects and repair the Works **SAVE THAT** the Owner and Developer shall retain during the Maintenance Period such responsibilities as are placed on them under

Clause 13 of this Agreement which shall continue until the Undertaker shall have issued a certificate ("Final Certificate") stating in writing (such certificate not to be unreasonably withheld) that

- (a) the Works have been constructed and completed in accordance with the Specifications to his reasonable satisfaction and all responsibilities of the Owner or Developer arising during the Maintenance Period prior to the date of his said Final Certificate have been duly fulfilled to the reasonable satisfaction of the Undertaker **AND THAT**
 - (b) no contravention of Clause 9 has occurred **AND THAT**
 - (c)
 - (i) where a sewer is shown in the Specifications discharging to an existing public sewer maintainable at public expense that connection has been made properly and directly thereto and in the manner shown in the Specifications
 - (ii) where a surface water sewer is shown in the Specifications discharging to a watercourse that it does discharge properly and directly to the watercourse in the manner shown in the Specifications **AND THAT**
 - (d) the Owner or Developer have made in full the payments required hereafter and complied with all other requirements of the Undertaker made in accordance with the provision of this Agreement
- 16.2 The Undertaker shall not be obliged to issue a Final Certificate while any dispute exists between the Owner or the Developer and any third party concerning their right to construct the Works or any parts of the same in the situation and the manner in which they have been constructed
- 16.3 To the intent that the Owner or Developer shall so soon as practicable after the expiration of the Maintenance Period receive the said Final Certificate;
- (a) the Owner or Developer shall by way of a written notice two months before the end of the Maintenance Period remind the Undertaker of the date upon which the Maintenance Period expires;
 - (b) whether or not the Undertaker shall have received a notice by virtue of paragraph (a) of this sub-clause any inspection which the Undertaker may require to make of the Works shall be made prior to the expiration of the Maintenance Period and he shall within fourteen days after such inspection advise the Developer in writing of any defects arising or work required in connection with the Works and which he requires to be rectified or done before the issue of the said Final Certificate
- 17.1 The Owner and Developer shall indemnify the Undertaker against all actions costs claims and demands which may be made against it in connection with the construction and completion of the Works provided that the said actions costs claims or demands shall have arisen not later than the issue of the Final Certificate and provided that the Undertaker shall not settle or admit liability in any such matter without first consulting the Owner or Developer
- 17.2 The Undertaker may require the Owner or Developer to produce evidence of satisfactory insurance cover in respect of the above mentioned indemnity
18. In the event of any dispute or difference arising from the construction of the Works or application of this Agreement the same may be referred for determination to a person to be agreed between the parties hereto (or failing such agreement to be appointed by the President for the time being of the Institute of Civil Engineers) the decision of the person so agreed or appointed

- to be final binding and conclusive on all the parties hereto
19. Upon the issue of the Final Certificate in respect of all the Works all rights and benefits vested in the Owner or Developer in relation to the Works under the contracts entered into by the Owner or Developer for the design supervision and construction thereof shall vest in the Undertaker
20. Any notice to be served on or document to be supplied or submitted to the Undertaker shall be delivered or posted to the Undertaker and any notices to be served on the Owner or Developer may be delivered or posted by prepaid letter to the address of the Owner or Developer first given
21. The Owner or Developer shall:-
- (a) on the execution of this Agreement pay to the Undertaker the cost of the preparation and completion of this Agreement and a duplicate thereof;
- (b) within 28 days of the execution of this Agreement pay to the Undertaker the full costs as estimated by the Undertaker which it shall incur in checking the Specifications and in checking the construction of and rectifying any defects in the Works, any balance of all actual costs being paid to the Undertaker by the Owner or Developer when the Undertaker shall assume responsibility for the Works and any excess payment being repaid by the Undertaker at that time
22. (a) The cost of obtaining all requisite easements to enable the Works to be carried out and to permit the use, repair, maintenance and discharge from the same (including compensation to landowners and their professional advisers reasonable fees where such works will need to traverse land in private ownership) shall be met by the Owner or Developer
- (b) The Owner or Developer shall prior to the Undertaker taking over responsibility for the Works as hereinbefore provided, at the request of the Undertaker secure (at no cost to the Undertaker) the transfer or grant to it/them of such of the easements referred to in clause 22(a) of this Agreement so that such easements will be effectually vested in the Undertaker
23. Where the Owner or Developer includes more than one person or corporate body those persons or corporate bodies shall be jointly and severally liable under the terms of this agreement
24. (a) The Surety will as a principal indemnify the Undertaker in respect of any expenditure which the Undertaker may incur in accordance with this Agreement by reason of the failure of the Owner or Developer to observe or perform in full his obligations according to this Agreement whether or not this Agreement has been determined or disclaimed but the obligations of the Surety shall in no circumstances exceed the sum of **TWENTY TWO THOUSAND ONE HUNDRED AND SIXTY-NINE POUNDS AND SEVENTY-FIVE PENCE (£22,169.75)** and as to which the Surety hereby binds itself and its successors and assigns to the Undertaker
- (b) THE amount of any such expenditure shall be that certified by the Undertaker whose certificate shall be final
- (c) THE Surety shall be discharged or released from its obligations under this clause when those parts of the Works as shall be sewers shall

have become vested in the Undertaker but it shall not be discharged or released from such obligations by any determination or disclaimer of this Agreement or by any arrangement between the Owner or Developer and the Undertaker or by any alteration in the obligations of the Owner or Developer or by the execution of any amended extra or substituted works or by any forbearance whether as to payment performance time or otherwise whether made with or without the assent of the Surety

IN WITNESS whereof the parties hereto have caused this agreement to be executed as their deed the day and year first before written

SCHEDULE ("the Specifications")

The document entitled "Sewers for Adoption 7th Edition" published by the Water Research Centre Plc and more particularly detailed in drawings numbered **13411/570 REVISION 06 showing the sewer to be diverted coloured brown the new line of the sewer coloured red and the area of easement coloured yellow**

Executed as a deed by affixing
the Common Seal of
RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL
in the presence of:

Authorised signatory

**EXECUTED AS A DEED BY
Llanharan Community Council
Acting by two councillors**

Councillor Signature: R Jenkins

Councillor Name: RHYS JENKINS

Councillor Signature: [Signature]

Councillor Name: David Evans

In the presence of the Proper Officer:
Signature of the Proper Officer: [Signature]
Name of Proper Officer: LEIGH SMITH

SIGNED AS A DEED by
RYAN GRANT O'NEILL

As Attorney for and on Behalf of
HCC INTERNATIONAL INSURANCE COMPANY PLC

In the presence of:
Witness
Occupation
Bond No.

[Signature]

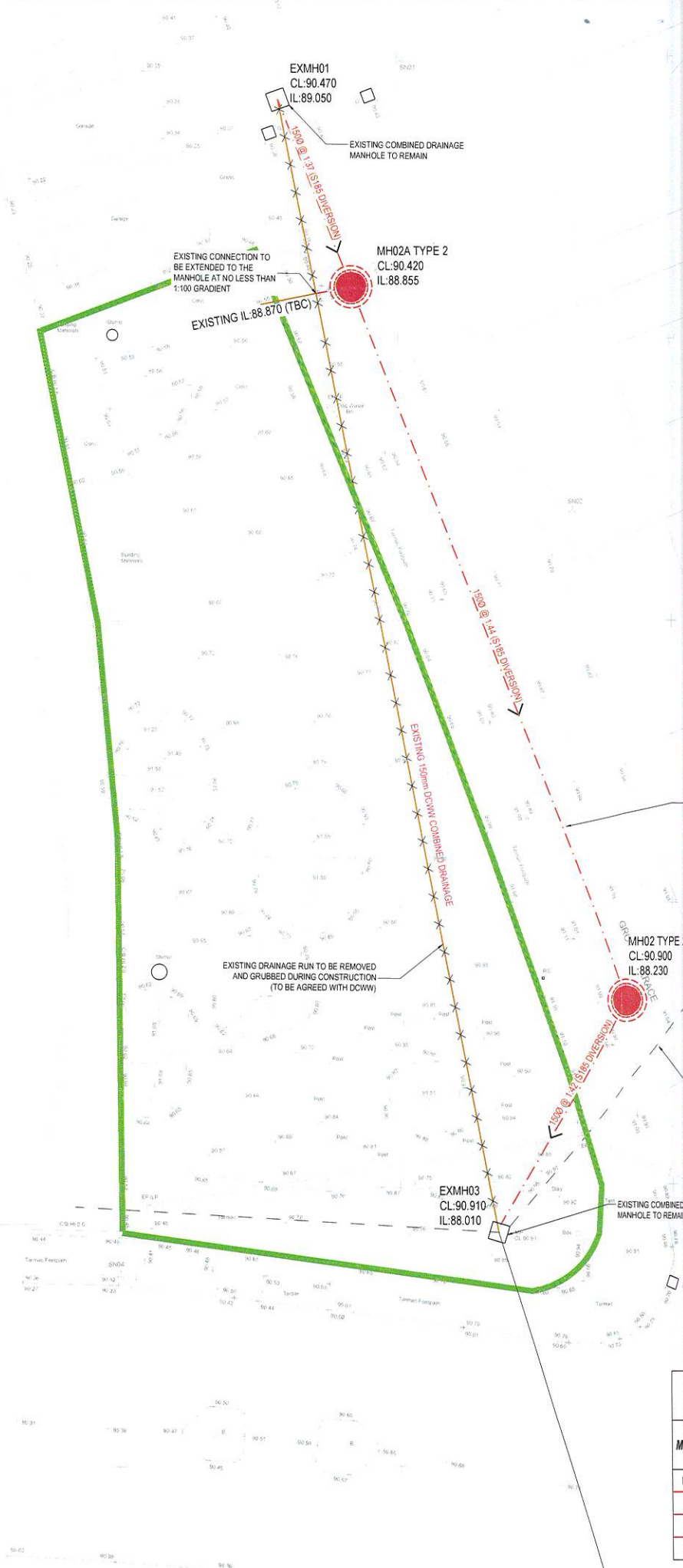
PATRICIA HAYLOCK
Bond Administrator **ADMINISTRATION ASSISTANT**
02074990

Executed as a deed by affixing
the Common Seal of
DWR CYMRU CYFYNGEDIG
in the presence of:

Authorised Signatory



0 1000 2000 3000 4000 5000 mm
SCALE 1:100



10 0 10 20 50 100mm NATURAL SCALE



ABANDONMENT OF SEWERS

1. NO SEWER SHALL BE ABANDONED UNTIL THE CONTRACTOR HAS CONFIRMED THAT THERE ARE NO LIVE CONNECTIONS REMAINING.
2. NO CONSTRUCTION WORKS SHALL COMMENCE OVER OR WITHIN 6 METRES OF ANY SEWER THAT IS TO BE ABANDONED UNTIL THAT SEWER HAS BEEN REMOVED AND GRUBBED UP.
3. THE CONTRACTOR WILL BE HELD RESPONSIBLE FOR THE COST OF REMOVING ANY GROUT THAT HAS ACCIDENTALLY OR OTHERWISE AFFECTED ANY SEWER/DRAIN THAT IS NOT TO BE ABANDONED.
4. SEWERS/DRAINS LESS THAN 7M IN DEPTH MAY BE "GRUBBED-UP" AND REMOVED.

DRAINAGE LEGEND

- ← 1000 @ 1:40 PROPOSED COMBINED WATER DRAINAGE
- XXXXXXXXXX EXISTING COMBINED SEWER TO BE ABANDONED

NOTES

1. MH COVERS AND FRAMES TO CONFORM TO BS EN 124 - HIGHWAYS AND FOOTWAYS TO FRONT OF BUILDINGS (D402) - FOOTWAYS TO REAR OF BUILDINGS (D25)
2. TYPE S BEDDING AND SURROUND TO ALL PIPES EXCEPT IN THE FOLLOWING CIRCUMSTANCES, IN WHICH TYPE Z BEDDING AND SURROUND ARE TO BE USED:
 - IN BACK GARDENS OF HOUSES WHERE DEPTH TO CROWN OF PIPE IS LESS THAN 0.9m
 - IN AREAS OF THE REAR OF FLATS AND PARKING WHERE DEPTH TO CROWN IS LESS THAN 0.9m
 - IN AREAS OF ROAD WHERE DEPTH IS LESS THAN 1.2m
3. ALL EXISTING MAN-HOLE INVERTS TO BE CHECKED AND REPORTED TO THE ENGINEER PRIOR TO THE COMMENCEMENT OF DRAINAGE WORKS. EXISTING PIPE CONNECTIONS ARE TO BE CCTV SURVEYED AND INSPECTED BY THE ENGINEER AND LOCAL AUTHORITY IF THE PIPE CONNECTION IS FOUND TO BE DAMAGED OR IN DISTRESS. THE CONTRACTOR IS TO CARRY OUT REMEDIAL WORKS OR PROVIDE A NEW CONNECTION TO THE EXISTING SEWER (PIPE SIZE AND GRADIENT TO BE DETERMINED BY THE ENGINEER)
4. THE GRADIENTS INDICATED AGAINST THE DRAIN RUNS ARE APPROXIMATE ONLY. THE CONTRACTOR SHALL INSTALL DRAINS TO THE INVERT LEVELS SHOWN FOR EACH MAN-HOLE OR OTHER INDICATED POSITION
5. ALL PLOT FOUL DRAINAGE TO BE MINIMUM 100mm DIAMETER UNLESS OTHERWISE NOTED
6. ALL ADAPTABLE THERMOPLASTIC STRUCTURED WALL SEWER PIPE SHALL COMPLY WITH THE RELEVANT PROVISIONS OF BS EN 13476-1 AND WS 4-35-01 AND BS EN 13476-2 OR BS EN 13476-3. PIPES SHALL BE BSI KITEMARKED OR HAVE EQUIVALENT THIRD PARTY CERTIFICATION. PIPES LESS THAN OR EQUAL TO 500mm DIA. SHALL HAVE A SHORT-TERM RING STIFFNESS OF NOT LESS THAN 8kNm² (SN8)
7. ALL JOINTING IN ACCORDANCE WITH MANUFACTURERS TECHNICAL ADVICE & SPECIFICATION
8. ALL NON ADAPTABLE DRAINAGE TO BE THE STANDARD UPVC 110mm, 160mm DRAINAGE AND MANUFACTURED TO BS EN 1401 AND BS 4660 UNLESS NOTED OTHERWISE
9. ALL STORM WATER DRAINAGE TO BE A MINIMUM OF 150mm DIAMETER UNLESS OTHERWISE NOTED
10. SOIL & VENT PIPE LOCATION AND NUMBER TO BE CONFIRMED WITH ARCHITECT
11. THIS DRAWING TO BE READ IN CONJUNCTION WITH ALL RELEVANT ENGINEERS DRAWINGS, TOGETHER WITH THEIR LATEST SPECIFICATIONS. ANY DISCREPANCIES ARE TO BE REPORTED TO THE ENGINEER (VALE CONSULTANCY) AS SOON AS POSSIBLE
12. FIGURED DIMENSIONS ONLY TO BE USED. ANY QUERIES OR DISCREPANCIES TO BE REFERRED TO THE ENGINEER (VALE CONSULTANCY) IMMEDIATELY
13. PRIOR TO ORDERING ANY MATERIALS THE CONTRACTOR IS TO CONFIRM MANUFACTURER/PIPE MATERIAL AND GRADE PROPOSED WITH WATER AUTHORITY
14. TEMPORARY WORKS DESIGN BY OTHERS
15. DESIGN RISK ASSESSMENTS AND METHOD STATEMENTS ARE TO BE PROVIDED TO THE PRINCIPLE CONTRACTOR PRIOR TO THE COMMENCEMENT OF ANY WORKS
16. SERVICES MAY NOT BE SHOWN BUT ARE RESENT AND CONTRACTOR TO LIAISE WITH THE RELEVANT STATUTORY AUTHORITIES PRIOR TO THE COMMENCEMENT OF ANY WORKS. ALL EXCAVATIONS TO BE CARRIED OUT CAREFULLY
17. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH VALE CONSULTANCY DRAWING No. 13411/570
18. THE DEVELOPER MUST SELF-VET AND CERTIFY THAT THE DESIGN CRITERIA, MATERIAL STANDARDS AND WORKMANSHIP SPECIFICATIONS FOR THE PROPOSED ADAPTABLE SEWERS ARE IN ACCORDANCE WITH THOSE SET OUT IN SEWERS FOR ADOPTION 7TH EDITION, THE WELSH MINISTERS STANDARDS AND THE REQUIREMENTS OF US (DCWW) AS THE STATUTORY SEWERAGE UNDERTAKER
19. A SECTION 106 APPLICATION TO CONNECT MUST BE MADE TO DCWW. THE DEVELOPER SHALL GIVE 21 DAYS' NOTICE PRIOR TO CONNECTION. THE WORKS MAY ONLY BE UNDERTAKEN BY A SSIP ACCREDITED CONTRACTOR

R Benin
 RHYJ JENKINS
 David Evans
 High Smith

APPROVAL

inv.	drawn	chd.	apprvd.	date	description
06	AA	SH	SH	24.06.22	SITE BOUNDARY UPDATED TO TITLE PLAN
05	AA	SH	SH	24.06.22	MANHOLE ADDED
04	AA	SH	SH	24.06.22	EXISTING SEWER COLOUR AMENDED
03	AA	SH	SH	24.06.22	ABANDONMENT NOTE AMENDED AND TRANSFER SEWER ROUTE ADDED
02	AA	SH	SH	24.06.22	NOTE AND GRADIENTS ADDED TO DCWW COMMENTS
01	DD	AA	SH	24.06.22	ISSUE FOR APPROVAL

Client
LLANHARAN COMMUNITY COUNCIL

Project
LLANHARAN MEMORIAL GARDENS

Title
S185 DRAINAGE PLAN

Vale Consultancy
 29 Boccam Park, Old Field Road, Pencoed, Bridgend CF35 5LJ.
 Phone: 01656 863794 Email: enquiries@vale-consultancy.co.uk

date	drawn	checked	approved
24.06.22	DD	AA	SH
scale @ A1 1:100		project no. 13401	
status	dirg. no.	rev.	
A	13411/570	06	

FOUL WATER MANHOLE SCHEDULE

MH. REF	"Cover Level"	"Invert Level"	"Depth (M)"	"Inc No."	Dia.	Invert	"Out No."	Dia.	Invert	"Manhole size (mm)"	"Manhole Type"	"Cover Type"	Notes:	Chamber Opening Size
EXMH01	90.470	89.050	1.420	1	150	89.050	1	150	89.050	1240x675	BWK	D400	EXISTING	675 x675
MH02A	90.420	88.865	1.555	1	150	88.865	1	150	88.865	1200	TYPE 2	D400	ADAPTABLE	675 x675
MH02	90.900	88.230	2.670	1	150	88.230	1	150	88.230	1200	TYPE 2	D400	ADAPTABLE	675 x675
EXMH03	90.910	88.010	2.900	3	150	88.010	1	225	88.010	1240x675	BWK	D400	EXISTING	675 x675

Appendix 10

Resolutions and recommendations of the ORA Committee. 5th February 2025

ORA2025/009 Inspection of the Council's Playgrounds and Proposal to Increase Frequency of Inspections

a) *RECOMMENDED*

For the Clerk to arrange for a quarterly inspection of Oakbrook Skatepark and Mountain Hare park by an independent person at a cost of £110 per quarter (for both sites)

b) *RECOMMENDED*

For the Clerk to arrange the appropriate ROSPA training for 2 employees and 1 member during 2025 in order to ensure those carrying out the weekly inspections are 'trained and competent', for the officers to be authorised to spend up to £500 on this training. It is proposed to provide this training during Summer 2025.

ORA2025/010 Placement of a Bus Shelter at the High Corner

a) *RECOMMENDED*

To proceed with placing a bus shelter at the High Corner bus stop and to authorise the officers to spend up to £5,000 to facilitate the project and any consultation with interested parties via RCTCBC. The money to be taken from CIL funds if resolved by council following a recommendation of the CIL Committee, otherwise a virement to be made from general reserves.

b) *RECOMMENDED*

To suspend Financial Regulation 11.3e)ii regarding the installation of the bus shelter on the advice of the Clerk. The reason being that allowing RCTCBC to carry out the work on the Council's behalf are the highway authority, have expertise in the matter and are able to take advance of procurement contracts which will ensure value for money.

ORA2025/011 RCT Proposals for Placement of Trees in the Community

RECOMMENDED

For the Clerk to write to RCTCBC requesting that proposals for the placement of trees in the community are put on hold on pending further discussion. And specifically to request that no trees are planted on the Meadow Rise open space, owned by the Community Council or on or around Oakbrook Skate park lease area, not in between the skatepark or MUGA, the Community Council exploring a refurbishment of the skatepark.

ORA2025/012 Safety Signage for New Barriers at the Western End of the Meadow Rise Open Space

RECOMMENDED

To install signage on the new barriers at the Western End of the Meadow Rise Open Space stating, "Beware of traffic on road." For the Clerk to take advice on placement from RCTCBC highways.

ORA2025/013 Maintenance Work to the Path at the Western End of Tan Y Bryn Bridleway

RECOMMENDED

To carry out some in-house maintenance work on the path at the western end of Tan Y Bryn Bridleway.

ORA2025/014 Removal of Collapsed Fence on the Northern Boundary of Tan Y Bryn Bridleway

RECOMMENDED

To approach the owners of the fence the northern boundary of Tan Y Bryn Bridleway for consent for Council staff to remove the damaged section of fencing.

ORA2025/016 Removal of Barriers between Meadow Rise and PSM53/2

RECOMMENDED

To attempt to identify the landowner and to approach them and other interested parties for consent to remove the anti-motorcycle barriers on the permissive path between Meadow Rise and PSM53/2. If consent obtained or it is not possible to identify the landowner following reasonable attempts to do so, to remove the barriers.

Appendix 11

Resolutions and recommendations of the Community Engagement Committee (CEC) held by remote attendance at 7.00pm on Tuesday 11th February 2025

CEC2025/007 Quotations for Summer Plants and Expansion of Planters and Troughs

a) RECOMMENDED

To approve the quotation provided by Amberol for 4 new planters. To authorise the officers to spend up to the value of the quote plus a 10% contingency totalling £2,710. The funds to be taken from CIL should the Council accept the associated recommendation of the CIL Committee, otherwise a virement to be made from general reserves.

b) RECOMMENDED

To suspend Financial Regulation 11.3e)ii regarding the purchase of the planters. The reason being that the Council has previously expressed a wish to ensure all planters are of the same style. Amberol being the only company found that provide this particular style of planter.

c) RECOMMENDED

To approve the quotation provided by Boverton Nurseries for the 2025 summer plants. To authorise the officers to spend up to the value of the quotation plus a 10% contingency totalling £9,625

d) RECOMMENDED

To suspend Financial Regulation 11.3e)ii regarding the purchase of the summer plants. The reason being that the plants must be ordered by the end of the month and the officers have not had the opportunity to obtain further meaningful like for like quotations for comparison. Also note that the like for like increase from 2024 is 2.6%

CEC2025/008 Future Tender Process for Christmas Lights and 2025 festive display

a) RECOMMENDED

To carry out a pre tender exercise for the erection and removal of the festive display and to proactively approach and advertise to contractors locally, advertising for a 3 or 5 year contract (TBD) and to make it clear the

requirements (including costs and training locations and arrangements) of obtaining the required qualifications.

To launch the formal tender process early on the basis that firms without the qualifications currently can quote for the work in the knowledge that they will have time to obtain the qualification in plenty of time to start work.

The approach is based on the principle that should a contractor win the tender, they have a guaranteed income stream for 3 or 5 years and so it is economically viable to complete the training.

b) RECOMMENDED

To recognise that currently the assumption is that the Council should undertake a competitive tender for the hire of Christmas lights and motifs following a report from Audit Wales in 2024. For the Clerk to engage with Audit Wales to seek advice regarding an exemption from a tender process under certain circumstances given the bespoke nature of the different styles of Christmas lights available from different vendors or to receive advice on any mandatory process.

Appendix 12

Resolutions and recommendations of the Trenos and Ewenni Crossings Project Committee (TEC) held 18th February 2025

Note: Recommendations that require full council resolution highlighted.

TEC2025/007 Alterations to project map.

a) RESOLVED

To amend to project map to the following:

1. To decide upon a detailed set of parameters (scope) to facilitate the procurement process to obtain a project manager for the project.
2. To appoint a suitably qualified and experienced Project Manager for the project.
3. To decide on the method of administering the project with a view to issuing tender(s) for design, consents, build and installation of the project. (Initially comprising the Bridge over the River Ewenni and the connecting multi-user pathway between the Ewenni bridge and the Network Rail railway crossing bridge).

TEC2025/008 Engaging a third party to assist in the drawing up of a detailed set of parameters (scope) to be used in the procurement process to obtain a project manager for the Ewenni Bridge project.

a) RESOLVED

To delegate authority to the Clerk to spend up to £850 and in consultation with the 'Trenos Crossing and Ewenni Bridge Working Group' to produce a draft scope for submission to the committee at a later date.

b) RECOMMENDED

To recommend to full council that Financial Regulation 11.3e) iii 1be suspended to allow the Clerk to proceed on the basis of one quote. The work being specialist in nature and Vale known to have the required expertise.

TEC2025/009 Decision making matrix

a) **RESOLVED**

To make alterations to the decision making matrix as detailed in Appendix 6 presented to the meeting with the definition of 'Multi-user route' to be made explicit on the document as "Multi-user being defined as for use by all users. including pedestrians, cyclists, horse riders, disabled people and those with impaired mobility therefore being fully compliant with the Equality Act 2010 and family friendly. This definition is NOT a legal definition of any right of way or bridleway or any other such passage and is to be used within the context it was written.

TEC2025/010 Motion to expand the scope of the project LCC23/01 ' Bridge over the River Ewenny' to include paths to the North and South of the proposed bridges.

RECOMMENDED

To expand the scope of the project LCC23/01 ' Bridge over the River Ewenny' to include the following: to make improvements to relevant paths to the northern side of the Ewenny Bridge, into and through Brynna Woods to make them suitable for all users in line with the requirements of The Equality Act 2010 and to make improvements to relevant paths to the southern side of the Network rail crossing bridge to make them suitable for all users in line with the requirements of The Equality Act 2010; Subject to the permission of the relevant landowners and in partnership with other interested parties. Details to be decided at some later date. And for the project to be conditional on the Trenos Bridge being 'Access for all compliant'

Thus giving the project the following scope:

To facilitate the building of the Ewenny Bridge, the construction of an appropriate path to the South to link up with the Network Rail crossing bridge and to make improvements to relevant paths to the northern side of the Ewenny Bridge, into and through Brynna Woods and to relevant paths to the southern side of the Network Rail Trenos railway crossing bridge to make them suitable for all users in line with the requirements of The Equality Act 2010. And for the project to be conditional on the Trenos Bridge being 'Access for all compliant'

TEC2025/011 Future scheduled meeting dates for the committee

RESOLVED

A meeting to be held on 18th March 2025, future meeting dates to be decided on a meeting by meeting basis up until the annual meeting in May. Meetings to be scheduled monthly thereafter.

Appendix 13

To consider a proposal from RCTCBC for an SLA for statutory compliance monitoring for Bryncae Community Centre.

The lease of Bryncae Community Centre was formally signed on 3rd February 2025.

The council is now responsible for statutory compliance.

RCTCBC Corporate estates have offered the attached Service Level Agreement for the Council to take advantage of their current corporate contracts for statutory compliance.

The SLA would cover the following issues.

ITEM	ANNUAL COST
5 Yearly Periodic Electrical Testing	£467.94 every five years (£93.59 annual equivalence)
Annual Gas Appliance Testing (Gas Boiler etc.) (Except Kitchen appliances)	£137.50 per year
Asbestos Inspection Yearly	Undertaken by internal RCTCBC Asbestos Officer
Emergency Lighting Quarterly Testing and Inspection	£42 every 4 months, (£168 per year)
Legionella Service	One major service at £77.65 and 2 minor services at £25.89. (£129 per year).
Legionella Risk Assessment - 2 Yearly	£96 every two years (£48 annual equivalence)
Portable Fire Fighting Equipment Annual Inspection	£61.88 per year
Fire Alarm Testing	£42 every 4 months, (£168 per year)

Portable Appliance Testing (PAT)	£21.24 per year
Fire Risk Assessment – 3 Yearly	£347 (£115.66 annual equivalence) - Next Due 31/01/2027
Provision of Contract Maintenance	£250.00 per year
Total Per Year	£1,192.87 (not including VAT)

Clerk's note:

Given that alternative provisions/contracts are not currently in place, and that the prices quoted do not seem unreasonable, the Clerk recommends adoption of the SLA.

Routine checks (eg fire alarm weekly checks, legionella weekly flushing and temperature taking) will be carried out by LCC staff.

Note that a virement of £192.87 will be required from general reserves to the budget line 'BCC statutory compliance fees' for the 2025/26 budget.

The Clerk recommends that should the council wish to take advantage of the SLA then a motion be brought to suspend financial regulations 11.3a) and 11.3e) ii the reason being that the prices quoted in the SLA compare favourably with market costs (as demonstrated when arranging similar statutory inspections/services for the Welfare ground shower block) and so adoption of the SLA would demonstrate good value for money and ensure ongoing compliance immediately.

The full proposed SLA is shown below.

Service Level Agreement (SLA)

Client: Llanharan Community Council (LCC)

Property: Bryncae Community Centre

Area as per Plans in Lease

For

Statutory Servicing of Plant and Equipment

Corporate Estates Maintenance

Philip Bond

Head of Corporate Maintenance

Rhondda Cynon Taf CBC

Date: 04/12/2023

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5.0	Contacts	7

1.0 Introduction

1.1 This document has been produced to help clarify the service that will be provided for Contract Maintenance works between Rhondda Cynon Taf (the Council) Corporate Estates Maintenance and LCC. It should be noted that full responsibility for building maintenance and repair of the building lies with LCC. Rhondda Cynon Taf (RCT) Corporate Estates - Maintenance, will provide technical support and access to the suite of RCT procured contracts.

1.2 This SLA will run for an initial term of 5 years. Charges for Contract Maintenance, to be reviewed as and where necessary. Any other amendments to be agreed by both parties.

2.0 Contract Maintenance

2.1 Cost for provision of Contract Maintenance Servicing is £250 per year not including VAT. All invoices received for servicing works will be additional to this charge.

2.2 Any faults or recommendations received as a result of the servicing will be reported to the LCC to act upon.

- 2.3 Any minor repairs or additional maintenance items identified at the time of the service that are authorised to be undertaken by LCC at the time of the service will be re-charged as part of the service cost to LCC.
- 2.4 Any minor repairs that are allowed as per the contracts that are completed as part of the service will be included within the servicing cost applied.
- 2.5 Any actions taken by the contractor to rectify unsafe conditions or to meet legislation or regulation at the time of the service will be recharged to LCC.
- 2.6 Statutory maintenance or Planned Preventative Maintenance (PPM) Electrical and Mechanical Building Services Contracts are engaged via the Council's bulk contract procurement process.
- 2.7 The SLA includes the arrangement and management of these contracts, including initial surveys, contract preparation, tendering and the payment of invoices for the costs involved.
- 2.8 Works and services covered by the contracts include the service and/or inspection listed in the table. Please note the table is not exhaustive and any additional plant items identified that require servicing can be added and fees amended accordingly. The costs are indicative based on most recent services and will change based on annual increases and requirements and finding during servicing.
- 2.9 Servicing does not include routine regular Property Manager checks and duties such as regular legionella running of taps and temperature checks,

emergency lighting, fire alarm testing weekly checks and similar. Property manager checks will be the responsibility of LCC.

2.10 LCC is the duty holder and as such responsible to ensure that any items of statutory compliance monitoring and servicing required at the property is included and any changes or new items identified are brought to the attention of RCT Council to be added to this agreement if desired.

2.11 LCC will be provided a log in to RAMIS to enable access to various service documents that are uploaded to the system where required if applicable

2.12 Fees are to be reviewed each year at renewal.

Table of items included:

ITEM	ANNUAL COST
5 Yearly Periodic Electrical Testing	£467.94 every five years (£93.59 annual equivalence)
Annual Fan Assisted Heating	None on site
Annual Gas Appliance Testing (Gas Boiler etc.) (Except Kitchen appliances)	£137.50 per year
Asbestos Inspection Yearly	Undertaken by internal RCTCBC Asbestos Officer
Emergency Lighting Quarterly Testing and Inspection	£42 every 4 months, (£168 per year)
Legionella Service	One major service at £77.65 and 2 minor services at £25.89. (£129 per year).
Legionella Risk Assessment - 2 Yearly	£96 every two years (£48 annual equivalence)
Portable Fire Fighting Equipment Annual Inspection	£61.88 per year

Fire Alarm Testing	£42 every 4 months, (£168 per year)
Intruder Alarm Servicing & Maintenance	
Intruder Alarm Monitoring	
Kitchen Canopy	
Portable Appliance Testing (PAT)	£21.24 per year
Roller Shutter Servicing	
Fire Risk Assessment – 3 Yearly	£347 (£115.66 annual equivalence) - Next Due 31/01/2027
Provision of Contract Maintenance	£250.00 per year
Total Per Year	£1,192.87 (not including VAT)

2.13 LCC is to be responsible for any other statutory testing not listed in the above table.

2.14 In addition to works detailed within the table, the Council will update the Fire Risk Assessment (FRA), Legionella Risk Assessment (LRA) and Asbestos Files as needed dependant on the property's risk level. Any changes to property that affect the risk assessments are to be notified to The Council so a new assessment can be arranged and re-charged to the LCC.

2.15 RCTCBC standard asbestos, fire and legionella **risk assessments** and management systems will be provided. LCC to ensure they are suitable and in line with their own policies and to amend as necessary.

2.16 Participation in the SLA allows access to technical advice provided by Corporate Estates - maintenance on all items included in the Contracts.

2.17 Please note LCC is still the responsible person/agency in relation to all compliance matters and must ensure all required management systems, policies, procedures, training and similar are in place as required by UK law, legislation and regulation. RCTCBC under the terms of this SLA are facilitating the servicing and testing elements to assist in the compliance of the property.

3.0 Budget Monitoring & Invoice Payment

3.1 Fee for provision of service is included within point 4.1

3.2 Corporate Estates Budget Monitoring Team will monitor the budget and pay the related invoices for completion of the works listed in accordance with this SLA. The Service area will be recharged the agreed annual fee, identified within this SLA. .

3.3 Corporate Estates Budget Monitoring Team will pay invoices in accordance with the Councils Financial Rules & Procedures, VAT and taxation regulations.

3.4 All requests for utility refunds will be managed by the Service area which is the Councils Leisure, Sport and Parks department.

4.0 Services Not Included

4.1 This SLA does not include for any reactive or day-to-day maintenance and repair of the property or plant equipment within the property.

4.2 This SLA does not provide out of hours cover relating to this property.

4.3 Capital or Major works fall outside of this SLA.

4.4 Any planned significant works, e.g., structural changes, major upgrades to plant and equipment etc. are to be firstly directed to Corporate Estates – property for landlord approval and any necessary consents.

5.0 Contacts

If LCC has any queries regarding the information provided in this document, or require any further information regarding building maintenance issues, please contact your Corporate Estates Case Officer who can direct your query.

Corporate Estates - Maintenance for enquiries relating to contract maintenance:

T:01443 281155

E: propertymaintenance@rctcbc.gov.uk

Corporate Estates - Property for enquiries relating to the content of the SLA or lease agreement:

T:01443 281189

E: property.information@rctcbc.gov.uk

Appendix 15

To consider membership of the Bryncae Community Centre Committee in relation to members of the public.

Council has previously resolved the following:

2024/303

a) RESOLVED

For the Council to form a committee known as the “Bryncae Community Centre Committee” the membership of which to be: Cllrs Chris Parker, Andrea James, Janine Turner, Rhys Jenkins, Neil Feist and Robert Smith. Plus the 3 members of the public who currently sit on the Bryncae Community Centre Voluntary Management Committee to be invited to join the Committee as non-voting members of the committee.

Proposal:

To amend resolution 2024/303a) to not invite members of the public to join the committee should they be employees of any groups which regularly hire the Community Centre, on the grounds that those individuals cannot then be excluded from meetings and would potentially be privy to confidential information which may affect their employer. Furthermore, despite not having voting rights they would be able to take part in debates on such matters and may influence decisions.

Clerk’s note:

In the Clerk’s opinion this proposal is allowable and complies with standing order 27.1.3, it not being appreciated that the employment status of one of the 3 members of the public being invited to join the committee may lead to a potential conflict of interest and prejudice the working of the committee and any decisions it may make that could be commercially relevant to their employer.

Appendix 15

Members reports

The section is to receive reports from members on any activities, events, correspondence or issues that they have been involved in and wish to bring to the attention of the council.

Only these elements of their report will be minuted.

Members reports may be summarised for the purposes of the minutes. The minutes will be written in order to comply with the council's duties under GDPR.

Members should avoid making political statements or giving opinions on matters of business. (Which shall not be minuted).

Ordinarily no debate will take place on the content of a members report (at the discretion of the Chair).

No motions should be proposed during members reports unless they are motions that can be proposed without written notice as set out in Standing order 22.

The Chair may elect to conclude members reports in its entirety before dealing with any motion (if seconded) moved in accordance with standing orders.

Area Committee Survey

1. Name Of Council

Enw'r Cyngor

LCC

2. Name of Area Committee/Enw'r Pwllgor Ardal

- Ynys Mon
- Meirionnydd
- Arfon/Dwyfor
- Conwy and Denbighshire/Conwy a Sir Ddinbych
- Wrexham & Flint/Wrecsam & Sir y Fflint
- Maldwyn
- Brecon & Radnor/Brycheiniog & Maesyfed
- Ceredigion
- Carmarthenshire/Sir Gaerfyrddin
- Pembrokeshire/Sir Benfro
- Swansea/Abertawe
- Neath/Port Talbot/Castell-nedd/Port Talbot
- Monmouthshire and Newport/Sir Fynwy & Chasnewydd
- Bridgend / Vale of Glamorgan / Cardiff Penybont ar Ogwr / Bro Morgannwg / Caerdydd
- Rhondda Cynon Taf / Merthyr Tydfil / Caerphilly Rhondda Cynon Taf / Merthyr Tudful / Caerffili
- Blaenau Gwent / Torfaen Blaenau Gwent / Torfaen

3. Name of Area Committee representatives/Enw Cynrychiolwyr y Pwyllgor Ardal

Clr Robert Smith

4. Name of Clerk (inc. email)/Enw'r Clerc (yn cynnwys ebost)

leigh.smith

5. Number of Members on your Council/Enw'r Clerc (yn cynnwys ebost)

14

6. Precept 2024/25/Praesept 2024/25

£271,893

7. Size of population served by your Council, if known./Maint y boblogaeth y mae eich Cyngor yn ei gwasanaethu, os yn hysbys. 6932 (2024/25)

(Please indicate the group your Council falls in.)/(Nodwch ym mha grŵp y mae eich Cyngor yn perthyn.)

- Electorate over 14,000/Etholwyr dros 14,000
- Electorate 10,000 to 13,999/Etholwyr 10,000 i 13,999
- Electorate 5,000 to 9,999/Etholwyr 5,000 i 9,999
- Electorate 1,000 to 4,999/Etholwyr 1,000 i 4,999
- Electorate 1,000 to 4,999/Etholwyr 1,000 i 4,999
- Electorate less than 1,000/Etholwyr o lai na 1,000

8. Name and position of person completing this survey./Enw a swydd y person sy'n cwblhau'r arolwg hwn.

Leigh Smith Clerk (Agreed by Cll)

9. Is your Clerk also the RFO? A yw eich Clerc yn SAC hefyd?

- Yes/Ydy
- No/Nacydy

10. Do you employ an Assistant Clerk?/Ydych chi'n cyflogi Clerc Cynorthwyol?

- Yes/Ydy
- No/Nacydy

11. Do you employ other admin. staff, if so, how many?/Ydych chi'n cyflogi staff gweinyddol eraill, ac os felly, faint?

- Yes/Ydy
- No/Nacydy

12. Do you employ any manual staff, such as gardeners or a caretaker?/Ydych chi'n cyflogi unrhyw staff gwaith llaw, megis garddwyr neu ofalwyr?

- Yes/Ydy
- No/Nacydy

13. Do you employ any specialist staff, such as an Event Manager?/Ydych chi'n cyflogi unrhyw staff arbenigol, megis Rheolydd Digwyddiadau?

- Yes/Ydy
- No/Nacydy

14. Which Members represent your Council on your local Area Committee?/
Pa Aelodau sy'n cynrychioli eich Cyngor ar eich Pwyllgor Ardal lleol?

CLR RS

15. Members' emails/Ebyst Aelodau

...

Robert.Smith@Llanharan-cc.gov.wales

16. How often do the Members attend?/Pa mor aml mae'r Aelodau yn mynychu cyfarfodydd?

- Every Meeting/Bob cyfarfod
- Every other meeting/Bob yn ail gyfarfod
- Less than every other meeting/Llai na bob yn ail gyfarfod
- Never/Byth
- Don't know/Ddim yn gwybod

17. How often does the Clerk attend?/Pa mor aml mae'r Clerc yn mynychu cyfarfodydd?

- Every Meeting/Bob cyfarfod
- Every other meeting/Bob yn ail gyfarfod
- Less than every other meeting/Llai na bob yn ail gyfarfod
- Never/Byth

18. Do the appointed members report back to your Council on issues discussed?/
A yw'r aelodau a benodwyd yn adrodd yn ôl i'ch Cyngor ar y materion a drafodwyd?

- Always/Bob tro
- Never/Byth
- Occasionally/Weithiau

19. What would be your Council's preference in terms of timing of the meetings?/
Beth fyddai'r amser gorau i gynnal cyfarfodydd i'ch Cyngor chi?

- Late Afternoon (4.00 pm)/Diwedd y Prynawn (4.00 pm)
- Early Evening (6.00 pm)/Dechrau Gyda'r Nos (6.00 pm)
- Evening (7.00 pm)/Gyda'r Nos (7.00 pm)
- No preference/Dim gwahaniaeth
- Other (please state)/Arall (rhowch fanylion)

Other (please specify)

20. What would be your Council's preference in terms of format of the meetings?/
Pa fath o fformat cyfarfodydd fyddai orau i'ch Cyngor chi?

- Remote (Teams or Zoom)/O bell (Teams neu Zoom)
- In person/Wyneb yn wyneb
- Multi-location (if possible)
Am/leoliad (os yn bosib)
- No preference/Dim gwahaniaeth

21. What are your views on the content of agendas?/Beth yw eich barn ar gynnwys agendau?

- Too long/too detailed/Rhy hir/gormod o fanylion
- Too short/insufficient detail/Rhy fyr/dim digon o fanylion
- About right/Gweddol agos ati

22. What are your views on the contribution of guest speakers?/Beth yw eich barn am gyfraniad siaradwyr gwadd?

- Usually good/relevant/Da/perthnasol gan amlaf
- Sometimes good/relevant/Weithiau'n dda/perthnasol
- Rarely good/relevant/Anaml yn dda/perthnasol

23. What do you think are the main benefits of attendance? (tick however many apply)/Beth yw eich barn chi yw prif fanteision mynychu cyfarfodydd? (ticiwch gymaint ag sy'n berthnasol)

- Networking with other Councils./Rhwydweithio gyda Chynghorau eraill
- The chance to ask questions of One Voice Wales/Y cyfle i ofyn cwestiynau i Un Llais Cymru
- To receive information about matters affecting Community and Town Councils/Cael gwybodaeth am faterion yn effeithio Cynghorau Cymuned a Thref
- To engage with guest speakers from other organisations/Trin a thrafod gyda siaradwyr o sefydliadau eraill
- Other (please specify)/Arall (rhowch fanylion)

24. What do you think are the main drawbacks of the meetings?/Beth yn eich barn chi yw prif ddiffygion y cyfarfodydd?

- Too long/Rhy hir
- Too short/Rhy fyr
- Irrelevant/Amherthnasol
- Dominated by one individual or Council/Unigolyn neu Gyngor yn rheoli popeth
- Too parochial/Rhy blwyfol
- Not enough discussion of local affairs/Dim digon o drafod ar faterion lleol
- Not enough discussion of strategic or Wales-wide affairs/Dim digon o drafod ar faterion strategol neu Cymru-gyfan
- Other (please specify)/Arall (rhowch fanylion)

Relevance .

25. What do you think should be the main purpose of Area Committee meetings?/
Beth yn eich barn chi yw prif bwrpas cyfarfodydd Pwyllgorau Ardal?

To introduce members of
near areas who share the same problems

26. Finally, do you wish to offer any other comments?/Yn olaf, hoffech chi gynnig unrhyw sylwadau eraill?

An enjoyable group to help further
people wishing to help in their communities

From: [Tracy Gilmartin](#)
To: [Tracy Gilmartin](#)
Subject: One Voice Wales Annual General Meeting ONLINE 11-03-2025
Date: 29 January 2025 15:17:28
Attachments: [image001.png](#)

Dear Chair/Clerk,

One Voice Wales Annual General Meeting - Online on Tuesday 11 March 2025 from 4:00pm to 6:00pm

This year our Annual General Meeting will be held on a remote basis and all **Member councils** are invited to nominate one councillor (as well as a substitute) to attend to engage in debating and deciding upon a range of important matters which for the first time in over fifteen years will include consideration of proposed changes to the constitution of the organisation. The constitution was originally approved in 2008 and over time it is clear that the governing document would benefit from important changes that would enhance the current overarching governance structure. It is essential that we have a high attendance at the meeting as the current constitution states that:

In the event of a decision having been taken by the Annual General Meeting to change the legal status of the organisation it shall only be undertaken by a majority decision of a meeting attended by a minimum of 20% of the membership.

It therefore requires a minimum of around 140 councils represented at the AGM for the constitution to be amended by a majority vote. We are of course hopeful that we will have many more councils represented at the AGM.

In addition to the proposal to amend the constitution, the remaining business will be as follows:

1. To elect the Chair and Vice-Chair of One Voice Wales.
2. To receive the Chair's report for 2023/24.
3. To receive the Chief Executive's report for 2023/24.
4. To receive the audited accounts for 2023/24.
5. To confirm the appointment of Auditors.
6. Consider motions received for consideration.

Voting on all matters will be managed through the online poll system available on the Zoom platform and detailed instructions as to how this can be used by councillors in attendance will be provided direct to your council's nominated representative.

To keep things simple, we are asking every member council to notify us of the name of the councillor who will be representing your council as well as a substitute member, their email addresses and telephone numbers. No more than that and this will need to be communicated by email to Tracy Gilmartin tgilmartin@onevoicewales.wales by, if possible, no later than **28 February 2025**. This will give us time to email the necessary formal papers to those representatives well in advance of the AGM. If your council does not have a

scheduled meeting before the deadline, it is suggested that the Clerk in consultation with the Chair may wish to consider deciding on representation without recourse to a meeting of the Council.

I trust that you will appreciate the importance of having a high level of attendance at the AGM and we look forward to welcoming your representative. **Please note that there is no fee for attendance at the AGM.**

Yours faithfully,
Lyn Cadwallader
Chief Executive

Regards/Cofion
Un Llais Cymru / One Voice Wales
24c Stryd y Coleg / 24c College Street
Rhydaman / Ammanford
SA18 3AF
07917 846510 / 01269 595400
tgilmartin@onevoicewales.wales
onevoicewales.org.uk



Y prif gorff cynrychioli ar gyfer Cynghorau Cymuned a Thref yng Nghymru.

The principal representative body for Community and Town Councils in Wales.

Gwefan: www.unllaiscymru.org.uk / Website: www.onevoicewales.org.uk

Wrth adael Un Llais Cymru, cafodd yr e-bost hwn ei sganio ar gyfer pob firws sy'n hysbys. Rydym yn cymryd yr angen i warchod eich data o ddifrif. Er mwyn gweld ein Hysbysiad Preifatrwydd, cliciwch ar y ddolen:

http://www.unllaiscymru.org.uk/OVWWeb-CYM/polisi_preifatrwydd-16738.aspx

Bydd hwn yn esbonio sut rydym yn defnyddio eich gwybodaeth a sut rydym yn gwarchod eich preifatrwydd. Croesawn ohebiaeth yn Gymraeg. Bydd unrhyw ohebiaeth a dderbynnir yn Gymraeg yn cael ei hateb yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi wrth ymateb.

Mae'r e-bost hwn at ddefnydd y sawl y'i bwriedid ar ei gyfer yn unig ac mae'n cynnwys gwybodaeth all fod yn freintiedig a/neu'n gyfrinachol. Os na fwriedid ichi dderbyn yr e-bost, dylech roi gwybod i'r sawl a'i danfonodd trwy ddanfon e-bost yn ôl a dileu'r e-bost hwn ac unrhyw atodiadau.

- - - - -
On leaving One Voice Wales, this email was scanned for all known viruses. We take the protection of your data seriously. For our Privacy Notice please click on the following link: http://www.onevoicewales.org.uk/OVWWeb/privacy_policy-7450.aspx This will explain how we use your information and the ways in which we protect your privacy. We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

This email is for the sole use of the intended recipient and contains information that may be privileged and/or confidential. If you are not an intended recipient, please notify the sender by return email and delete this email and any attachments.

Appendix 20

To consider subscribing to a suitable Artificial Intelligence (AI) provider for 12 months to assist in office processes.

Background

AI (Artificial intelligence) is being used in offices and elsewhere to dramatically streamline office tasks and free up employee time.

The Council is experiencing delays in workflow due to office workload and is employing a third part time member of staff after April 2025.

Over the past several weeks, we have successfully integrated AI into some routine office tasks, significantly reducing the time required for administrative duties such as the production of meeting minutes and spreadsheet management. However, the free version has limited capacity, which has restricted our ability to fully explore and implement additional efficiencies.

AI could potentially be used for most office processes.

Due to the limitations of the free versions we have used, we have been unable to complete certain tasks or explore further automation opportunities that could improve productivity.

To fully utilize AI's capabilities a subscription to a paid version for a 12-month period would allow us to:

- Explore and expand its use across additional office tasks
- Maximize time savings and productivity improvements
- Assess its full potential for long-term integration into office workflows

There are several options available on the market, some of which are tailored towards Council administration.

Proposal:

To authorise the officers to spend up to £25 per month for up to 12 months on a suitable AI subscription in order to fully explore the opportunities for time and cost savings.

Maximum total cost = £300

Appendix 16

To consider whether to formally comment on pending pre-planning consultations or planning applications.

Members are reminded that objections should only be submitted when objecting on material grounds. No other objections will be taken into account by RCT officers.

Material considerations can include (but are not limited to):

- Overlooking/loss of privacy
- Loss of light or overshadowing
- Parking
- Highway safety
- Traffic
- Noise
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Government policy
- Disabled persons' access
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation

However, issues such as loss of view, or negative effect on the value of properties are not material considerations.

There is no set list defining material considerations, your Local Planning Authority will decide what is deemed to be 'material'.

Planning matters are sent to members as they are received. Where the deadline for the submission of comments falls after the next council meeting and a member wishes to bring a motion for the council to formally comment on an application, they should inform the Clerk and the Clerk will apply for an extension to the deadline for submission of comments.



To: Llanharan Community Council
Community Councillor

Date: 13th February 2025
Our Ref: 25/0115/FUL
Please ask for: Laura Heron
Telephone: 01443 281130
Email: Laura.J.Heron@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:
Lleoliad / Location

25/0115/FUL
Enlargement of existing 2 no. dugouts.
Brynna Community Centre, Heol Dewi,
Brynna, Rhondda Cynon Taf CF72 9QP

CONSULTATION - COMMENTS TO BE RECEIVED BY: 06.03.2025..

I have received this application for permission to develop under the above act. I should be grateful if your Council would return any observations you may have concerning the application to me by the above date.

Please bear in mind that any observations received may be disclosed to the applicant or otherwise made public in the normal course of the Council's business.

Yours faithfully

Laura Heron

Planning Officer

Dewiswch iaith a diwyg eich dogfen | Available in alternative formats and languages

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhwch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.
We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual.



To: Llanharan Community Council
Community Councillor

Date: 4th February 2025
Our Ref: 25/0001/FUL
Please ask for: Barry Worthington
Telephone: 01443 281130
Email: barry.j.worthington@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

25/0001/FUL
Double story extension on the side of the house. With another living room downstairs, utility and toilet. Upstairs a bedroom with an en suite

Lleoliad / Location

54 Hillcrest, Brynna, Rhondda Cynon Taf, CF72 9SL

CONSULTATION - COMMENTS TO BE RECEIVED BY: 25.02.2025..

I have received this application for permission to develop under the above act. I should be grateful if your Council would return any observations you may have concerning the application to me by the above date.

Please bear in mind that any observations received may be disclosed to the applicant or otherwise made public in the normal course of the Council's business.

Yours faithfully

Barry Worthington

Planning Officer

Dewiswch iaith a diwyg eich dogfen | Available in alternative formats and languages

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhowch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.
We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual.



To: Llanharan Community Council
Community Councillor

Date: 27th January 2025
Our Ref: 24/1289/FUL
Please ask for: Laura Heron
Telephone: 01443 281130
Email: Laura.J.Heron@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:
Lleoliad / Location

24/1289/FUL
First floor rear extension.
17 Heathfield Crescent, Llanharan,
Rhondda Cynon Taf, CF72 9RU

CONSULTATION - COMMENTS TO BE RECEIVED BY: 17.02.2025..

I have received this application for permission to develop under the above act. I should be grateful if your Council would return any observations you may have concerning the application to me by the above date.

Please bear in mind that any observations received may be disclosed to the applicant or otherwise made public in the normal course of the Council's business.

Yours faithfully

Laura Heron

Planning Officer

Dewiswch iaith a diwyg eich dogfen | Available in alternative formats and languages

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhwch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.
We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual.



To: Llanharan Community Council
Community Councillor

Date: 20th January 2025
Our Ref: 25/0027/FUL
Please ask for: Laura Heron
Telephone: 01443 281130
Email: Laura.J.Heron@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:	25/0027/FUL
Datblygiad Arfaethedig / Proposal:	Two storey rear extension and single storey side extension.
Lleoliad / Location	3 Heathfield Crescent, Llanharan, Rhondda Cynon Taf, CF72 9RU

CONSULTATION - COMMENTS TO BE RECEIVED BY: 10.02.2025..

I have received this application for permission to develop under the above act. I should be grateful if your Council would return any observations you may have concerning the application to me by the above date.

Please bear in mind that any observations received may be disclosed to the applicant or otherwise made public in the normal course of the Council's business.

Yours faithfully

Laura Heron

Planning Officer

Dewiswch iaith a diwyg eich dogfen | Available in alternative formats and languages

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhowch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.
We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual.



To: Llanharan Community Council
Community Councillor

Date: 20th January 2025
Our Ref: 25/0018/FUL
Please ask for: Amy Marshall
Telephone: 01443 281130
Email: Amy.Marshall@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:
Lleoliad / Location

25/0018/FUL
Porch to front elevation of dwelling.
22 Tan-y-bryn, Brynna, Rhondda Cynon
Taf, CF72 9QR

CONSULTATION - COMMENTS TO BE RECEIVED BY: 10.02.2025..

I have received this application for permission to develop under the above act. I should be grateful if your Council would return any observations you may have concerning the application to me by the above date.

Please bear in mind that any observations received may be disclosed to the applicant or otherwise made public in the normal course of the Council's business.

Yours faithfully

Amy Marshall

Planning Officer

Dewiswch iaith a diwyg eich dogfen | Available in alternative formats and languages

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