



LLANHARAN COMMUNITY COUNCIL

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

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

Members Present:

Councillors: Rhys Jenkins (Chair), David Evans, Neil Feist, Andrew Morgan, Chris Parker, Nick Richards, Robert Smith, Will Thomas

Apologies: Cllrs Mark Steer, Janine Turner.

Absent: Cllr Geraint Hopkins

Clerk to the Council: Leigh Smith

RFO/Deputy Clerk: Lisa Phillips

Assistant Clerk: Rebecca Jenkins

2025/273 Welcome and Apologies

The Chair welcomed all attendees to the meeting.

a) *RESOLVED*

That the reason proffered with Cllr David Evans' apology for absence be accepted as a valid reason for absence.



b) RESOLVED

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

2025/274 Disclosures of Personal and/or Prejudicial Interests

Cllr Neil Feist declared a general personal interest being a member of Cycling UK and a holder of an allotment tenancy.

Cllr Chris Parker declared a personal interest in agenda item 12 (minute ref 2025/284) being a volunteer at the Pantry.

Cllr Nick Richards declared a personal interest in agenda item 19 in relation to the memorial garden. (minute ref 2025/290).

2025/275 Public Speaking

None.

2025/276 Minutes of Ordinary Meeting of the Council held on 16th October 2025

a) RESOLVED

To amend the reference in Cllr Steer's report (Minute Ref 2025/260) to the removal of a barrier as the responsibility of Trivallis not RCTCBC.

b) RESOLVED

Subject to the amendment noted in 2025/276a) to approve the minutes of the ordinary council meeting held on 16th October 2025 as a true and accurate record.

2025/277 Minutes of the Extraordinary meeting of the Council held on 27th October 2025

RESOLVED

To approve the minutes of the extraordinary meeting of the Council held on 27th October 2025 as a true and accurate record.



2025/278 Current casual vacancies of the Council
Noted.

2025/279 Community Council Action Plan
Noted.

2025/280 Correspondence
Noted

2025/281 Community Crime Statistics
Noted.

2025/282 Council Expenditure for October 2025

RESOLVED

To approve expenditure for October 2025 as shown in payment schedule 'Appendix 5' presented to the meeting.

2025/283 Year-To-Date Spend vs Budget
Noted.

2025/284 Pantry Finances Report
Noted.

2025/285 Bryncae Community Centre Finance Report
Noted.

2025/286 An order for the 2026 summer floral display



a) RESOLVED

To suspend Financial Regulation 11.3e)ii on the grounds that despite attempting to do so the Officers had only been able to obtain 1 quotation. Two local suppliers having declined to provide a quotation. The quotation being in line with previous year's costs plus a small inflationary increase and being considered value for money.

b) RESOLVED

To place an order with Boverton Nurseries and to accept the quotation of £10,989.60 authorising the officers to spend up to this amount plus a contingency to a maximum value of £12,000

2025/287 Resolutions and recommendations of the Bryncae Community Centre (BCC) Committee held on 23rd October 2025

NOTED

RESOLVED

BCC2025/036 To consider extending the operating period of the exterior lighting - To approve the proposal to extend the period of activation of the lights from 5.30am, and until 10.30pm.

a) RESOLVED

BCC2025/037 To consider quotes for replacing the curtain tracks and fireproofing the curtains - To add the Camstage quote for a replacement curtain track to the capital expenditure plan.

NOTED - This having already been actioned by the Clerk under Financial Regulation 4.1b)

BCC2025/038b) To authorise the officers to instruct Flame Protect to proceed with the fire-proofing work at a cost of £475 + VAT.

NOTED



BCC2025/039 To consider the method of tendering for the capital works program

RESOLVED

a) To authorise the officers to prepare a single tender specification for the entire project.

b) To update the capital works program to take into account discretionary aspects of work identified since the original schedule of works was created from the RCTCBC and independent building condition surveys. Noting that the full scope of works must be agreed by RCTCBC.

Councillor David Evans joined the meeting.

2025/288 Resolutions and recommendations of the Events Committee held on 30th October 2025

NOTED

EV2025/019 Christmas event

RESOLVED

- a. To hold a Christmas event at Bryncae Community Centre on 21st December 2025*
- b. To allocate a budget of £2500 for the event*
- c. To delegate authority for organising the event to the officers of the council in consultation with interested members.*

2025/289 Resolutions and recommendations of the Open Spaces, Rights of Way and Allotments (ORA) Committee held on 4th November 2025



NOTED - This having already been actioned by the Clerk under Financial Regulation 4.1b).

ORA2025/067 Improvements to woodland area at Meadow Rise open space

RECOMMENDED

To instruct the officers to arrange for the grounds team to install a wire fence along the Gellifedi Road boundary, and authorising a spend of up to £468.

2025/290 Resolutions and recommendations of the Community Infrastructure Levy (CIL) Committee held on 13th November 2025

a) RESOLVED

CIL2025/041 To increase the CIL allocation for the Memorial Garden/Garage project to £155,000 and to authorise the officers to spend up to this amount.

b) RESOLVED

CIL2025/042a) To remove from the CIL 123 list “Provision for a 4G sports pitch” (Value £400,000)

c) RESOLVED

CIL2025/042b) To remove from the CIL 123 list “Purchase of the Harold Street open space land”. (Value £40,000)

2025/291 Commencement of CIL Project LCC19/07 and its current dedication to former Peterston super Montem Parish Council

Noted.



2025/292 Draft Biodiversity Policy

RESOLVED

To adopt the Biodiversity policy provided to the Council in Appendix 14.

2025/293 Draft Business Continuity Plan

RESOLVED

To adopt the Business Continuity Plan provided to the Council in Appendix 15.

2025/294 Draft Crime and Disorder Policy

RESOLVED

To adopt the Crime and Disorder Policy provided to the Council in Appendix 16. **LS NOTE ADD WEHRE APPROPRIATE**

2025/295 Draft Data Protection Policy

RESOLVED

To adopt the policy provided to the Council in Appendix 17.

2025/296 Draft Petition Policy

RESOLVED to adopt the Petition Policy provided to the Council in Appendix 18.

2025/297 Maintenance agreement for the War Memorials

Deferred.

2025/298 Digital Working Group updates and recommendations

None.



2025/299 Results of a consultation regarding parking/school drop-off arrangements at South View, Llanharan.

Noted.

2025/300 Members' reports

Cllr Rhys Jenkins

Cllr Mark Steer requested that I report that RCTCBC highways have agreed to remove the barriers at Gellifedi Rise and Tan y Bryn/Llanbad and that the dog waste bin on Bethlehem Rise has been replaced in a new location.

Cllr Rob Smith

On behalf of the Royal British Legion Cllr Smith expressed thanks to the Council for its administrative assistance with the Remembrance Service and to all those who contributed to a successful event.

Cllr David Evans

Cllr Evans reported that there will be a PACT meeting held at Bryncae Community Centre at 7.30pm on Friday 5th December and requested that members share this information.

RCTCBC Defibrillators Working Group is considering a motion to take over insurance and maintenance of all defibrillators placed at schools, with an SLA agreement to charge the schools for this. The working group is considering recommending taking ownership of any defibrillators already on school grounds. Cllr Evans will keep the council updated.

2025/301 Feedback from External Group Meetings

a) RCT Town & Community Council Liaison Committee (Cllrs Rhys Jenkins and Chris Parker)

No meeting



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

The plan to change the constitution to require smaller number for a quorum is being obstructed by poor attendance at meetings. Another attempt to hold an AGM will be made in January 2026.

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

A meeting was held on 21st October, Cllr Feist was unable to attend and gave his apologies at the time.

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

No report

e) Brynnau Primary School appointed governor (Cllr Rhys Jenkins and Chris Parker)

A meeting was held, Cllr Jenkins was unable to attend and gave his apologies at the time. Cllr Parker who attended in his capacity as a fellow Governor reported that the excellent Estyn report from the summer term was accepted with its implications for the school's development plan considered.

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

No report

g) Llanharan Community Development Project (LCDP) Liaison (Cllr Robert Smith)



The financial position having stabilized, meetings have been reduced from fortnightly to monthly. Discussion continues regarding the development of the newly purchased building next door and the eco-hub behind it.

2025/302 Planning Matters

Noted without formal comment.

2025/303 Annual Report

Deferred to a future meeting.

2025/304 Urgent Information & Future Agenda Items

None.

There being no further business, the meeting closed at 8.20 pm.

The next scheduled meeting of Full Council will be held on 18th December 2025.

Councillor Rhys Jenkins
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 Association), 7pm on Thursday 16th October 2025

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

Members Present:

Councillors: Rhys Jenkins (Chair), David Evans, Neil Feist, Andrew Morgan, Claire Morgan, Chris Parker, Nick Richards, Robert Smith, Mark Steer, Will Thomas, Janine Turner.

Apologies: None

Absent: Cllr Geraint Hopkins

Clerk to the Council: Leigh Smith

RFO/Deputy Clerk: Lisa Phillips

Assistant Clerk: Rebecca Jenkins

3 members of the public.

2025/236 Welcome and Apologies

The Chair welcomed all attendees to the meeting.



2025/237 Disclosures of Personal and/or Prejudicial Interests

Cllr Robert Smith declared a personal and prejudicial interest in agenda item 27 (minute ref 2025/262).

Cllr Neil Feist declared a general personal interest being a member of Cycling UK and a personal and prejudicial interest in agenda item 13 (minute ref 2025/248).

Cllr Janine Turner declared a personal interest in agenda item 11 (minute ref 2025/246) being a volunteer at the Pantry.

Cllr Chris Parker declared a personal interest in agenda item 11 (minute ref 2025/246) being a volunteer at the Pantry.

Cllr David Evans declared a personal and prejudicial interest in agenda item 19 (minute ref 2025/254).

Cllr Claire Morgan declared a personal interest in agenda item 13 (minute ref 2025/248) being an allotment holder.

2025/238 Public Speaking

None.

2025/239 Minutes of Ordinary Meeting of the Council held on 18th September 2025

RESOLVED

To approve the minutes of the ordinary council meeting held on 18th September 2025 as a true and accurate record.

2025/240 Current casual vacancies of the Council

Noted.

2025/241 Community Council Action Plan

Noted.

2025/242 Correspondence

Noted.

2025/243 Community Crime Statistics



Noted.

2025/244 Council Expenditure for September 2025

RESOLVED

To approve expenditure for September 2025 as shown in payment schedule 'Appendix 5' presented to the meeting.

2025/245 Year-To-Date Spend vs Budget

Noted.

2025/246 Pantry Finances Report

Noted.

2025/247 Bryncae Community Centre Finance Report

Noted.

Cllr Neil Feist left the meeting

2025/248 Resolutions and recommendation of the Open Spaces, Rights of Way and Allotments (ORA) Committee held on 25th September 2025

a) RESOLVED

ORA2025/051 Request from an allotment tenant to install a pigeon loft

That the Council adopt a policy to prohibit the keeping of pigeons on allotments and for this to be added to the council's tenancy agreement.

Cllr Chris Parker requested that the minutes record his abstention from the vote.

b) NOTED AS MOOT



*b) RECOMMENDED To defer the decision on the individual tenant's request until Council has considered the above recommendation.
ORA2025/051 Request from an allotment tenant to install a pigeon loft*

c) NOTED

ORA2025/058 Eviction from an allotment plot

RESOLVED To authorise the Officers to issue an eviction notice including details of the Council's appeals process to the tenant of plot 13 at Jubilee Street allotment site, subject to the appeals process.

The Clerk noted that the appeal submitted was not upheld and so the eviction stands.

Cllr Neil Feist returned to the meeting

2025/249 Resolutions of the Welfare Ground Shower Block Committee held on 30th September 2025

NOTED

WGSB2025/007 Specifications to be used to tender for the refurbishment of the Showerblock

a) RESOLVED To provide as part of the refurbishment, an accessible/disabled toilet and shower(s) and other access improvements as per Option 1 or a variation of option 1 as presented in Appendix 4 to the meeting.

b) RESOLVED For the Clerk to include in the draft tender specification the installation of a permanent ramp access to the eastern (rear) access of the showerblock along with any required accessories.

c) RESOLVED For the Clerk to investigate whether it is feasible to include in the draft tender specification the installation of all disabled friendly showers in both changing rooms in addition to the currently specified toilet and shower room, along with any required accessories and access provisions including the width and specification of any access doors.



WGSB2025/008 Method of discharging the duty to consult with disabled people on the proposals for disabled access and facilities

a) RESOLVED The Clerk to engage with available groups regarding the consultation of disability adaptations. Details being provided by members. The Clerk to make such alterations to the tender specification accordingly, highlighting any changes as a result of the the consultation.

WGSB2025/009 Legal transfer of the Showerblock to LRGT

a) RESOLVED That the Clerk re-word section 8 of the draft agreement to make more explicit that the conditions contained within that clause relate only to the ongoing commitments made in Appendix A and Appendix B.

b) RESOLVED That the Clerk re-examine the Conditions included in Appendix A, specifically the requirement to obtain 3 quotations on each occasion and the practicalities of obtaining low value quotations each year. Thresholds to be suggested along the lines of standard financial regulations. The Clerk to liaise with LRGT directly.

c) RESOLVED For the Clerk to engage directly with LRGT to examine a clause to consider current and future hire charge protections (for Community users).

2025/250

To note the resolutions and accept the recommendations of the Audit Committee held on 7th October 2025

a) NOTED

A2025/049 To approve the Minutes of the Audit Committee meeting held on 10th July 2025. RESOLVED To defer to a future Audit Committee meeting.

b) RESOLVED

A2025/050 Bank reconciliations and list of payments for Quarter 2 2025/26. To approve bank reconciliations and list of payments for Quarter



2 2025/26 as listed in 'Appendix 2' presented to the Audit Committee meeting.

c) RESOLVED

A2025/051 Account transfers for Quarter 1 & 2 FY 2025/26.

To approve transfers between accounts for Quarter 1 & Quarter 2 financial year 2025/26 as listed in 'Appendix 3' presented to the meeting.

d) RESOLVED

A2025/052 To consider adding the Assistant Clerk as an additional cardholder to the Barclaycard account. To add the Assistant Clerk Rebecca Jenkins as an additional cardholder to the Barclaycard account as listed in 'Appendix 4' presented to the Audit Committee meeting.

e) RESOLVED

A025/053 To consider renewing/obtaining a new contract for the electricity supply. To approve a new contract for office electricity supply delegating the decision to the proper officer in consultation with the Chair of the Council to select the cheapest quote for a 24 month contract from a suitable provider. – This was to account for the fact that the quote may have changed from the point of preparing the paper/prices and contacting the utility brokers as listed in 'Appendix 5' presented to the Audit Committee meeting.

2025/251 Postponement of the TEC Committee scheduled for 9th October 2025

Noted.

**2025/252 Access audit in relation to the Ewenny Bridge project
RESOLVED**

To instruct the officers in relation to the Ewenny Bridge project to commission an access audit for Route A from Direct Access, as set out in



'Appendix 12' presented to the TEC meeting authorising the officers to spend up to £1,832 of CIL funds allocated to the Ewenny Bridge project.

2025/253 Digital Working Group updates and recommendations

None.

Cllr David Evans left the meeting.

2025/254 Proposal for an IT support, Service Level Agreement (SLA) with Extrascope Ltd

RESOLVED

To accept the offered 12-month ICT support Service Level Agreement as set out in 'Appendix 13' presented to the meeting and to authorise the Clerk to sign the agreement on behalf of the council and make payments as necessary.

Cllr Evans returned to the meeting.

2025/255 Delegation of authority to spend the budget line 'Multicultural carnival' to the Events Committee

RESOLVED

To delegate authority to spend the budget line 'Multicultural carnival' to the Events Committee, with available funds to be spent on Community Council organised events as it sees fit.

2025/256 Service Level Agreement with South Wales Police for the provision of additional PCSO resources

RESOLVED

To direct the officers of the council to make enquiries into an SLA with South Wales Police for the provision of additional PCSO resources in the community, and to provide a report with options to a future meeting of the council.



2025/257 Exploration of better parking/school drop-off arrangements at South View, Llanharan.

RESOLVED

To direct the officers to consult in writing with the residents of South View, Llanharan on potential options and to approach RCTCBC regarding any constraints on potential measures to improve the parking and school drop-off arrangements at South View, Llanharan.

2025/258 Recording of online sessions during periods where the press and public are excluded

RESOLVED

To alter the Standing Orders of the Council to clarify that recording of online sessions will be suspended during periods where the press and public are excluded, with the exception of the meetings of the HR committee which are in any case exempt from FOI legislation.

Cllr Parker left the meeting.

2025/259 To consider altering the Council's Standing Orders in relation to the process by which members can request items to be added to the agenda for any meeting

RESOLVED

To alter the Standing Orders to incorporate the use of the form presented in 'Appendix 18' as a standard process by which members can request items to be added to the agenda for any meeting. The form being adapted to remove the requirements for a) members to submit telephone numbers and for b) a second member's support.

2025/260 Members' reports

Cllr David Evans



The latest RCT infrastructure budget includes an amount allocated to a project related to Danygraig Road, I am checking on the specifics.

Cllr Mark Steer

The removal of the dog waste bin from Bethlehem View has exacerbated a problem of dog waste in Brynna Woods nature reserve. I have collected many bags of dog waste and will be further pursuing the matter.

Following efforts to secure the removal of the metal barriers at Church View, Llanbad I can report that their removal has now been promised by RCTCBC in a letter to a resident.

I am still pursuing a resolution re barriers at Gellifedi Road being unhappy with the response from RCTCBC.

I attended the "Pass wide and slow" ride on 5th October organised by South Wales Police. The event was successful and passed with no issues. Drivers in the areas seemed to be respectful towards horse riders.

Cllr Will Thomas

Following a request from local residents, I have contacted RCT planning enforcement in order to investigate a large structure that has been built in the garden of a Trevalis property. Other than the standard automated response, I have received no other response. I request assistance from one of the RCTCBC Councillors to progress the matter.

2025/261 Feedback from External Group Meetings

a) RCT Town & Community Council Liaison Committee (Cllrs Rhys Jenkins and Chris Parker)

No meeting

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



The AGM was postponed from 1st October. An area meeting took place on 15th October. Rachel Carter updated the group regarding support for biodiversity. Cost of living grants and councillor training were highlighted. Next month's guest will be the S Wales Police and Crime Commissioner.

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

A meeting was held on 16th October regarding the appointment of a deputy head.

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

No meeting

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

No meeting.

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

A nature walk was held in Brynna Woods.

There is a problem with tarpaulin shelters and fires in the woods which volunteers seek to discourage by dismantling them.

g) Llanharan Community Development Project (LCDP) Liaison (Cllr Robert Smith)

Cllr Smith was unable to attend the recent meeting due to a clash with a council meeting, but reports that the financial position has improved with the forecast deficit being greatly reduced, he congratulated the Trustees and staff for their hard work.

Cllr Robert Smith left the meeting.



2025/62 Preapplication consultation relating to 'Land to the south and west of Llanharan and Bryncae' and 'the Llanharan Sustainable Transport Corridor'.

Noted without formal comment.

Cllr Robert Smith returned to the meeting.

2025/263 Planning Matters

Noted without formal comment.

2025/264 Urgent Information & Future Agenda Items

The Clerk reported that the work at the Grove Terrace Memorial Garden will begin in mid-November. The dedication of the garden remains to be decided.

There being no further business, the meeting closed at 9.20 pm.

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

Councillor Rhys Jenkins
Chair of Llanharan Community Council



LLANHARAN COMMUNITY COUNCIL

Minutes of the extraordinary Council meeting held on a remote basis (by remote attendance) 7pm on Monday 27th October 2025

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Members Present:

Councillors; Rhys Jenkins (Chair), Chris Parker, Neil Feist, Robert Smith, Will Thomas, Janine Turner, Nick Richards, Andrew Morgan, David Evans

Apologies; Cllrs Mark Steer, Claire Morgan.

Absent; Cllr Geraint Hopkins,

Clerk to the Council: Leigh Smith

2025/265 Welcome and Apologies

The Chair welcomed everyone to the meeting.

2025/266 Disclosures of Personal and/or Prejudicial Interests

None.

2025/267 Public Speaking

None.

2025/268 Suspend financial regulation 11.3e)ii

RESOLVED

To suspend financial regulation 11.3e)ii with regards to the purchase of the 2025 Christmas trees for the reasons given in 'Appendix 1' presented to the meeting. The Clerk having advised that this would be appropriate.

2025/269 Provision of Christmas trees for the 2025 festive display

RESOLVED

To place the order for 69 Christmas trees with 'Sarah the Greengrocer' and to authorise the officers to spend up to £2132.50



2025/270 Recommendations of the CEC Committee held on Tuesday 21st October 2025

CEC2025049 To note the results of the tender for the 3 hire of festive lights for columns and agree a process for the matching of motifs to lampposts.

a) *RESOLVED*

To instruct the officers of the council to update the council's festive display schedule to show which individual motifs are to be fitted to which lamp-posts.

CEC2025/050 To consider purchasing extra string lights for dressing the 3 additional 16ft Christmas trees added to the festive display in 2024

b) *RESOLVED*

To approve to purchase of string lights to dress the 3 additional 16ft Christmas trees added to the festive display in 2024 and to authorise the officers to spend up to £1840

2025/271 Further 2 motifs for lamp posts for the festive display. *RESOLVED*

To add 1 motif to the Councils festive display and authorise the Clerk to add this motif to the 3-year contract for hire of motifs (with The Festive Lighting Company) at a maximum value of a further £150 per year.

2025/272 Urgent Information & Suggestions for future Agenda Items None

There being no further business, the meeting closed at 7.10pm.

Councillor Rhys Jenkins
Chair of Llanharan Community Council



Llanharan Community Council - Action plan at 14.11.25

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 RCTBCB 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. S185 obtained. Redwood engaged. 1.5.25 Sewert diversion complete. Awaiting completion certificate from DCWW Oct 25	
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	<p>RESOLVED</p> <p>PSM32/1 near Gellifedi Road</p> <p>That the Clerk formally write to RCTCBC Rights of Way Officers to request a site meeting to consider PSM31 and PSM32.</p>	<p>The Clerk emailed JB 16th January 2023. Awaiting response. Agreed. LS to obtain residents contact details. JB has agreed to a meeting and will arrange. Received in March - 'the Council is unlikely to pursue legal action over a substantial long-standing obstruction (i.e. of considerable size, worth and requiring major engineering works to remove or to reinstate public passage), a diversion may be considered an acceptable solution in such extenuating circumstances. While we are open to discussions with the landowners, we currently have a small very small team compared to the size of the PRow network and are prioritising our work/enforcement accordingly. I am happy to arrange a meeting but this is unlikely to happen over the coming weeks due to current work load. ' No progress. currently with RCTCBC.</p>	
2023/017	20.01.2023	Full Council	Full Council	<p>2023/017 Covid 19 Plaque.</p> <p>RESOLVED</p> <p>£250 to be vired from general reserves in principle for a Covid-19 plaque. Details to be determined at a future meeting.</p>	<p>Councillors to bring proposals to a future meeting.</p>	
2023/018	20.01.2023	Full Council	Full Council	<p>2023/018 Chair's chain of office and updating of Chairperson's board.</p> <p>RESOLVED</p> <p>The Clerk to obtain a quotation from Fattorini's of Birmingham for the refurbishment of the Chair's chain of office and the addition of all Chair's names to the chain or its links. The Council to suspend its standing orders in this matter with regards to the obtaining of 3 quotes given that this is a specialist matter.</p>	<p>the Clerk to send the Chain of office to Fattorinis after the Horticultural show in August to obtain a quote. Quote to be presented to FC on 18/09/2025. Chain despatched to Fattorinis 02/09/2025, quote accepted, work underway</p>	
2023/041	17.02.2023	Full Council	ORA	<p>RESOLVED</p> <p>ORA2022/060 Urgent items for information or items for future agenda.</p> <p>Future agenda to include training on basic tree safety training for staff and interested members.</p>	<p>Add to future agenda.</p>	
2023/060	17.3.2023	Full Council	CIL	<p>RESOLVED</p> <p>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.</p>	<p>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. Clerk requested update April 2025. Project underway May 25. Requested status update Nov 25</p>	
2023/142	16.6.23	Full Council	ORA	<p>RESOLVED</p> <p>ORA2023/039 Signage for allotment site gates</p> <p>That the officers be authorised to spend up to £400 for signage for the allotment gates and sites.</p>	<p>To be decided upon and ordered with evidence showing best value. Designs drawn up and sample item ordered 12092025</p> <p>Remaining signs ordered 18092025</p>	Completed
2023/142	16.6.23	Full Council	ORA	<p>RESOLVED</p> <p>ORA2023/041 Replacement way-marker for RAN 4/1 and RAN 3/2, and broken stile RAN3/2</p> <p>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.</p>	<p>Awaiting details of type and dimentions of required gate and consent from landowner. Cllr Steer engaging with landowner. June 2024. HOLD</p>	

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. Deemed not cost effective.	Abandoned
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 and results confirmed in writing. Awaiting legal deeds including title plan from LRGT. Chased June 2024 and subsequently. Provided with LRGT solicitors contact details and consent to engage directly. Contacted solicitor Oct 25	
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	RESOLVED ORA2023/091 Adding individuals to long standing tenancy agreements, creating joint tenancies circumstances where this might be considered. To allow the principle of new joint tenancies under certain circumstances and the Clerk (alone or in conjunction with a working group) to draft a process and application form designed to allow the applicant to demonstrate that the applicant can meet a certain criteria (to be decided) and provide evidence of such. This would include an investigation by the Clerk to attempt to ascertain the validity of the application.	Clerk to draw up draft process map.	
2024/015	19.01.2024	Full Council	Full Council	RESOLVED 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.	Letters to be drawn up - LS Letters to be sent, signed and returned and filed - LP	Completed

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>	CCTV fitted May 25 Awaiting contractor to fit latch. Nudged Oct 24	
2024/046	16.02.2024	Full Council	Full Council	<p>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".</p>	Write letter and send. On hold ref RS	
2024/071	22.03.2024	Full Council	Full Council	<p>2024/071 Potential leasing of land around Bryncae Community Centre.</p> <p>RESOLVED</p> <p>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.</p>	On Hold - Awaiting deeds/title plan from LRGT June 24.	
2024/071	22.03.2024	Full Council	Full Council	<p>2024/071 RESOLVED</p> <p>For the Clerk to obtain comprehensive deeds for the land, including a title plan from LRGT.</p>	Requested. Awaiting info from LRGT. Nudged April 24. Nudged June 2024.	
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>	Payments made to all who have replied. Senior allowance and chair's allowance subject to tax. Must produce letters of agreement.	Completed
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. Note: 2025 agreement the same as the previous year. This to be added to the next revision. Done as version 4.	Completed

2024/135	21.06.2024	Full Council	ORA	<p>iii. RESOLVED</p> <p>ORA2024/037 Summer planting of seeding/bulbs on sections of 'New Road' (A473). Referred to ORA by the Community Engagement Committee.</p> <p>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>	<p>Obtain consent from RCTCBC and / /or landowner.</p> <p>Issue instruction to senior grounds person.</p> <p>RCT contacted 27.3.25 Landowner contacted Feb 25 - Awaiting consent.</p> <p>Nudged 9.5.25 Meeting offered my management company to take place July 25. Permission given to proceed. Inform Sharon of area to be sown so the grass is not cut there.</p>	
2024/135	21.06.2024	Full Council	ORA	<p>vi. RESOLVED</p> <p>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>	<p>Monitor monthly report progress to ORA. Checked early July 24 - Good progress. March 25 - Some limited progress following a period of inactivity.</p> <p>Referral to ORA July 2025. Eviction notice served 30/09/2025</p>	
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>	<p>Draft policy and templates prepared 08/08/2025</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>	<p>Draft privacy notice presented to FC 17/07/2025</p> <p>Draft Biodiversity, Crime and Disorder, Business Continuity and Petition policies prepared 08/08/2025</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>	<p>The Clerk has written to the auditor 21.6.24</p>	
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>	<p>The Clerk has written to the auditor 21.6.24</p>	
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>	<p>In progress. Draft presented to HR Committee Sept 24. Further work required. Clerk and new roles completed. RFO and Senior Groundsperson to be completed.</p>	

2024/139	21.06.2024	Full Council	Audit	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.		
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	Abandoned
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	Completed
2025/011	17.1.2025	Full Council	Full Council	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.	Add to agenda for first meeting. Update lists.	Completed
2025/017	17.1.2025	Full Council	Full Council	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 Brynna. 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)		Completed
2025/030	21.02.2025	Full Council	Full Council	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.	Amend minutes, republish as amended.	
2024/163	19.07.2024	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	
2024/176	19.07.2024	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: • 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. Volunteers in place for all defibs. Waiting for Ynysmaerdy CC and Llanharan RFC to confirm names. Briefing notes given and in-person briefing offered. Volunteer checking underway. Met with Rev Geraint John to plan training for October. On hold till he confirms dates. All defib volunteers now in place end of August 2025	

2024/177	19.07.2024	Full Council	Full Council	<p>2024/177 Letter to RCTCBC planning regarding Dragon International Studios planning applications</p> <p>RESOLVED</p> <p>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.</p>		
2024/181	19.07.2024	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 varify 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. Committee underway and spec being drawn up for quotations.</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>	<p>Suitable plots identified on Bridgend Rd and Jubilee St sites</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 CIL.. WG arranged visit to site by skatepark provider (Dragon Play) July 25. Budget design and quote provided. Public consultation to be held to confirm design.</p>	
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>c) RESOLVED</p> <p>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.</p>	<p>Diarise process milestones. (Add to master planner).</p>	

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 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	
2024/300	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.	
2024/301	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. Current demand low. Engagement exercise to be planned for later in the year given current resources and time constraints.	

2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) 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.	Provider contacted for a quote 25.6.25 . Other interested attendees have been identified to attend/share cost and quotation received. Training undertaken 28/08/2025	Completed
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 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.	Instructed RCT to proceed. March 25. Nudged May, June and August 2025, awaiting progress report. Made contact Sept 25 and example provided. for presentation to ORA. Expected completion 8 weeks. Half panel one side full panel Talbot green side.	
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) 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.	RCT consulted, awaiting response. 26.6.25 No response received 12.9.25 so assume can be ordered.	
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) g) RESOLVED ORA2025/013 To carry out some in-house maintenance work on the path at the western end of Tan Y Bryn Bridleway.	Informed maintenance staff. In workflow.	
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) 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.	Clerk to approach landowner	
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) 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.	Informed maintenance staff. In workflow.	
2025/037	21.02.2025	Full Council	CIL	2025/037 Resolutions and recommendations of CIL Committee held 5th February 2025 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.	Added to lists. Engage RCT for full spec and costs and program of work. Agreed. Nudged Arly June 25.	
2025/043	21.02.2025	Full Council	Full Council	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.	RCT informed . Awaiting signing.	
2025/072	21.03.2025	Full Council	Full Council	2025/072 Digital Working Group b) RESOLVED To adopt the policy presented in 'Appendix 16' as the Council's formal policy for the use of artificial intelligence (AI).	Add to sharepoint and website. Staff to sign for Sharepoint and website - done	

2025/091 a) b) c)	18.04.2025	Full Council	CEC	<p>CEC2025/020 Issuing a 3 year contract for the erection of the Council's summer baskets beginning in Summer 2025.</p> <p>a) RESOLVED To seek quotations for a 3 year contract using the specification provided in Appendix 3 at this meeting to the CEC Committee, with no formal tender process being required.</p> <p>b) RESOLVED That the CEC Committee be delegated authority to select a vendor at a subsequent meeting.</p> <p>c) RESOLVED That given the timescales, financial regulation 11e)ii)1 be suspended in the event of less than 3 quotations being received on the grounds that the Clerk has attempted to obtain 3 quotes but less than that number have been received. Predicated on the assumption that the Clerk will archive evidence of such for the purposes of any future audit.</p>	Arrange to collect quotes and present results to CEC for resolution, Closing date for quotes - 5pm Monday 12th May	Completed
2025/091 d)	18.04.2025	Full Council	CEC	<p>d) RESOLVED CEC2025/021 Issuing a tender for a 3 year contract for the erection of the council's festive display 2025-2027.</p> <p>To issue a formal open tender for the erection of the council's festive display 2025-2027 under the terms of the Procurement Act 2024 on the terms presented in Appendix 4 to this meeting to the CEC Committee (subject to any alterations required under the discretion of the Clerk). For the Clerk to also approach companies who have already registered an interest as part of the pre-tender exercise, who have carried out works for the council previously and any other appropriate companies. For the tender to run for a period of 6 weeks from issue.</p>	Organise tender ASAP	Completed
2025/091 e)	18.04.2025	Full Council	CEC	<p>e) RESOLVED CEC2025/022 Process to select the preferred Christmas lights and motifs to be included in a 3 year hire agreement for 2025-2027 prior to any tender being issued. The current hire contract having now come to an end.</p> <p>To form a working group known as the Festive Display Working Group, terms of reference, "to consider the specification and other arrangements for the Christmas lights and festive display for 2025 and beyond". Membership to comprise Cllrs Chris Parker (As Chair), Neil Feist, Janine Turner and Rhys A Jenkins.</p>	<p>Inform CP- done 25.4.25</p> <p>Update committee and WG master list - Done</p> <p>Prompt Working group to meet.</p>	Completed
2025/093b)	18.04.2025	Full Council	CIL	<p>b) RESOLVED CIL2025/029 CIL application, Brynna Community Centre for drainage improvement works to the bottom football pitch at Brynna fields.</p> <p>To approve the application from Brynna Community Centre for £26,187.97 for the carrying out of works to improve the drainage on the bottom football pitch on Brynna recreation ground and to allocate CIL funds accordingly. Project to be added to the CIL123 and Active Project lists.</p>	<p>Inform applicant. - done</p> <p>Amend CIL lists - Done.</p> <p>Project in progress.</p>	
2025/94g)	18.04.2025	Full Council	Audit	<p>g) RESOLVED i) To seek further clarification from the auditor regarding the Clerk's salary as no material difference observed following subsequent checks.</p> <p>ii) To note and confirm the total precept value raised for financial year 2025/26 as £300,409.26 based on a Community Council tax band D rate of £83.92 and a tax base rate of £3579.71</p>		g)ii Completed

2025/95b)	18.04.2025	Full Council	HR	b) RESOLVED HR2025/006 One Voice Wales 5 yearly-assessment of the Council in line with the NALC LC scale. To engage One Voice Wales to carry out an independent, non-binding grading assessment of the Council and the Clerk for a cost of £220.	Inform OVW and request assessment - Done 25.4.25 Assessment taking place 15th May 2025.	
2025/99	18.04.2025	Full Council	CIL	2025/99 Section 185 Sewer Diversion Work RESOLVED To accept an increase in costs from Redwood Environmental Services Ltd for the Section 185 Sewer diversion work relating to Project LCC19/07 Garage/Memorial Garden from £22,169.75 to £29,136.73 and to increase the CIL allocation for the project from £140,695 to £147,662 to take account of these increased costs. The increased cost still being cheaper than the next cheapest tender received in July 2023.	Inform Redwood - Done 25.4.25 Amend CIL list - Done 25.4.25 Clarify next steps and timeline. Then inform Action builders. Commencement expected August 25	
2025/122a)	16.05.2025	Full Council	CIL	a) RESOLVED CIL2025/016 Additional Costs for Footpath Reopening Project 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.	Update CIL lists accordingly - Done. See LS email to LP 8.6.25	Completed
2025/122b)	16.05.2025	Full Council	CIL	b) RESOLVED CIL2025/017 Removing Picnic Benches at Lanley Estate from CIL123 and Active Project Lists 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.	Update CIL lists accordingly	Completed
2025/122c)	16.05.2025	Full Council	CIL	c) RESOLVED CIL2025/018 Referral of Bryncae Community Centre Improvement Project To delegate the spend of CIL funds allocated to the project 'LCC23/02 Improvements to Bryncae Community Centre' to the Bryncae Community Centre Committee.	Add to BCC Committee TOR	Completed
2025/122d)	16.05.2025	Full Council	CIL	d) RESOLVED CIL2025/019 Adding the Skateparks Project to CIL123 and Active Project Lists To add the project 'Skateparks project' to the CIL123 and Active Project lists with a value of £100,000.	Update CIL lists accordingly - Done	Completed
2025/125b)	16.05.2025	Full Council	Full Council	2025/125 Legal costs and other matters relating to the transfer of the shower block. b) RESOLVED To authorise the officers of the Council to spend up to £3,200 on legal fees for the transfer of the shower block for LCC and LRGT legal fees. Monies to be allocated to budget line "Professional and legal fees", with the Clerk making enquiries as to whether this spend can be allocated to CIL at a later date.	Process after an agreement has been made as to the specification and scope of improvement works - To be included in a legal agreement along with the other aspects agreed (eg Future spend commitments for statutory and other costs).	
2025/139a)	20.06.2025	Full Council	Full Council	2025/139 Alteration to Standing Order 33.2.6.iv which deals with voting during a co-option process. a) RESOLVED To alter clause 33.2.6.iv to the following. "33.2.6.iv - The vote will comprise a show of hands, The exhaustive ballot method shall be used, that is, if a candidate receives more than 50% of the vote they are co-opted. If no candidate achieves more than 50% of the votes, the candidate or candidates with the fewest votes shall be eliminated from consideration. Additional ballots shall be held, with the remaining candidates, until one obtains a majority (>50%), at which point they shall be co opted. Any tie shall be settled by the Chair's casting vote. In the case of more than one vacancy, this process shall be repeated for each available seat".	Alter SO and produce (and issue) new version. Add to sharepoint.	

2025/139b)	20.06.2025	Full Council	Full Council	2025/139 Alteration to Standing Order 33.2.6.iv which deals with voting during a co-option process. b) RESOLVED To add the following phrase to the standing orders. "Where the number of candidates equals the number of vacant seats, each candidate must in turn be proposed and seconded to be considered for co option and an ordinary vote taken to resolve to co-opt that candidate".	Alter SO and produce (and issue) new version. Add to sharepoint.	
2025/149	20.06.2025	Full Council	Full Council	2025/149 Further costs towards the Officer's annual SLCC membership RESOLVED To authorise the officers to spend a total of an additional £117 for the 3 memberships.	Pay the subscriptions	
2025/163	18.07.2025	Full Council	Full Council	2025/163 Co-option to fill vacant seats RESOLVED To co-opt Andrew Morgan to fill one vacant seat for the Brynna ward, subject to the correct signing of his declaration of acceptance of office.	Inform candidate - Done. Arrange for signing of acceptance of office - Done Setup email and add to groups - Done Send induction pack and provide advice - Done Add to website - Done Obtain and post register of interests - Done	Completed
2025/169	18.07.2025	Full Council	Full Council	2025/169 Council Expenditure for June 2025 RESOLVED To approved expenditure for June 2025 as shown in payment schedule "Appendix 5" presented to the meeting.		Noted
2025/173	18.07.2025	Full Council	Full Council	2025/173 RESOLVED To delegate explicit authority to the Bryncae Community Centre Committee to alter payment terms and conditions for users and hirers. For the officers to alter the Terms of Reference of the Committee accordingly.	Amend TOR on master sheet.	Completed
2025/174	18.07.2025	Full Council	Full Council	2025/174 RESOLVED To support the proposed amendments to the One Voice Wales constitution and framework and for the Council's representative to vote accordingly at the online EGM to be held on Wednesday 3rd September 2025.	Cllrs Smith and Parker were present so are aware. No action required.	Noted
2025/175	18.07.2025	Full Council	TEC	2025/175 RESOLVED To explicitly delegate authority to the TEC Committee to issue tenders and select the successful tender for the recently issued tender for a Project Manager and for any future tenders relating to the project within its allocated budget with regards to Financial Regulation 12.4a).	Amend TOR on master sheet.	Completed
2025/177	18.07.2025	Full Council	ORA	2025/177 Resolutions and recommendations of the ORA Committee held 3rd July 2025 RESOLVED To authorise the officers to spend up to £1,000 to facilitate playground inspection training for LCC staff and other interested parties. Final costs to be ascertained and reported once firm commitments received from other councils to share cost.	Training booked for 28th August 2025. LS, WT, PB, PH. Two delegates from Maesteg Town Council attended to share cost	Completed

2025/178 b)	18.07.2025	Full Council	Events	<p>b) RESOLVED</p> <p>To suspend Financial Regulation 11.3 e) ii) on the grounds that the Council have attempted to obtain 3 quotations having requested quotations from local providers but only one of the providers is available on the dates of the events.</p> <p>11.3e)ii) When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in Regulation 11.3, where the value:is less than £30,000 (inclusive of VAT) and greater than £1,500 the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply.</p>	Noted	Noted
2025/179a)	18.07.2025	Full Council	Audit	<p>2025/179 Resolutions and recommendations of the Audit Committee held 10th July 2025</p> <p>a) RESOLVED</p> <p>A2025/046 To grant Llanharan Horticultural Society the sum of £750 and to allow the loan of the council van and driver to contribute to prize money for the 2025 Horticultural show, using LGA 1972 S.137 (Power of last resort).</p>	Inform applicant and make payments as required.	Completed
2025/179b)	18.07.2025	Full Council	Audit	<p>2025/179 Resolutions and recommendations of the Audit Committee held 10th July 2025</p> <p>b) RESOLVED</p> <p>To grant 1st Llanharan Rainbows the sum of £300 for badges and certificates, plants for the war memorial and the church hall, to contribute to membership fees and to help fund an RNLI visit. Using LGA 1972 S.137 (Power of last resort).</p>	Inform applicant and make payments as required.	Completed
2025/179c)	18.07.2025	Full Council	Audit	<p>2025/179 Resolutions and recommendations of the Audit Committee held 10th July 2025</p> <p>c) RESOLVED</p> <p>To grant 1st Brynna Rainbows and Brownies the sum of £300 to be shared between the two units for consumables, PE equipment and general running costs. Using LGA 1972 S.137 (Power of last resort).</p>	Inform applicant and make payments as required.	Completed
2025/179d)	18.07.2025	Full Council	Audit	<p>2025/179 Resolutions and recommendations of the Audit Committee held 10th July 2025</p> <p>d) RESOLVED</p> <p>To grant 1st Llanharan Scouts the sum of £2,000 for the replacement of camping equipment to facilitate camping trips for beavers, cubs and scouts. Using LGA 1972 S.137 (Power of last resort).</p>	Inform applicant and make payments as required.	Completed
2025/179e)	18.07.2025	Full Council	Audit	<p>2025/179 Resolutions and recommendations of the Audit Committee held 10th July 2025</p> <p>e) RESOLVED</p> <p>To defer to a future meeting, consideration of the grant application from Forces Fitness for the sum of £499 to facilitate a free children's health and wellbeing community day in Llanharan utilising military veteran role models. The Clerk to request further information with regards to potential dates and venues.</p>	Inform applicant and make payments as required.	Completed
2025/179f)	18.07.2025	Full Council	Audit	<p>2025/179 Resolutions and recommendations of the Audit Committee held 10th July 2025</p> <p>f) RESOLVED</p> <p>To grant Ffrindiau Llanhari the sum of £851.97 for sporting equipment. Football goals, basketball backboards, footballs and a tennis badminton set.</p> <p>Officer's note: Power: LGA 1972 S.137 (Power of last resort).</p>	Inform applicant and make payments as required.	Completed
2025/179g)	18.07.2025	Full Council	Audit	<p>2025/179 Resolutions and recommendations of the Audit Committee held 10th July 2025</p> <p>g) RESOLVED</p> <p>A2025/047 To approve bank reconciliations and list of payments for Quarter 1 financial year 2025-26 as presented in the schedule "Appendix 4" presented to the meeting.</p>	Inform applicant and make payments as required.	Completed

2025/180	18.07.2025	Full Council	CEC	2025/180 RESOLVED To award the tender for a 3 year contract to erect and remove the council's festive display 2025-2027 to RM Electrical under the terms outlined in the tender document. For the officers to inform the successful bidder and to monitor the obtaining of the relevant qualifications with an update provided to Council in the October meeting of council.	Inform successful vendor. - Done Monitor progress RE qualifications. - Completed.	Completed
2025/181	18.07.2025	Full Council	CIL	2025/181 RESOLVED To instruct the Officers to apply for a grant of £100,000 from Grantscape (Windfarm fund) towards the replacement/refurbishment of the Oakbrook Skatepark.	Application submitted. Sept 25. Application successful.	Completed
2025/182	18.07.2025	Full Council	Full Council	2025/182 RESOLVED To authorise the Officers to place an order for up to 25 resus packs for Community Council managed defibrillators and to spend up to £215 on these items.	Place order. Stock. Welsh Ambulance Service have provided basic packs. Additional items ordered 28.08.25 and added throughout September. Spares in office.	Completed
2025/183	18.07.2025	Full Council	Full Council	2025/183 RESOLVED To adopt the Freedom of information policy as presented in 'Appendix 18' to the meeting.	Add minute reference, remove draft labels and upload to sharepoint and the website.	Completed
2025/184	18.07.2025	Full Council	Full Council	2025/184 RESOLVED To adopt the Privacy notice as presented in 'Appendix 19' to the meeting.	Add minute reference, remove draft labels and upload to sharepoint and the website.	Completed
2025/186	18.07.2025	Full Council	Full Council	2025/186 RESOLVED To instruct the Officers to organise the annual Remembrance Day memorial service at Llanharan War Memorial should this be requested by the Llanharan branch of the Royal British Legion, and in this event for a budget of £500 to be vired from general reserves for the event. That the event should fall under the auspices of the Events Committee.	Inform RBL of the offer. Await formal request. Email sent 30.7.25 RBL to arrange for 2025 but requested admin support. On FC agenda Sept 25.	Completed
2025/187	18.07.2025	Full Council	Full Council	2025/187 RESOLVED To approve urgent spend of up to £1900 for the felling of a dangerous tree on Council land, and to make the virement from general reserves.	Completed	Completed

From: [REDACTED]
To: [The Clerk / Project Officer](#)
Subject: RE: Planning Application-25/1025/FUL - Extension of factory, Harlequin House, Coedcae Lane, Talbot Green, R.C.T. CF72 8YY.
Date: 13 November 2025 08:49:37

Good Morning Mr Smith.

Thank you for your speedy response.

I would be grateful if you would circulate my contact details to you members.

Kind regards

[REDACTED]

From: The Clerk / Project Officer [mailto:project@llanharan-cc.gov.wales]
Sent: 12 November 2025 17:58
To: [REDACTED] The Clerk
Subject: Re: Planning Application-25/1025/FUL - Extension of factory, Harlequin House, Coedcae Lane, Talbot Green, R.C.T. CF72 8YY.

Good evening Mr [REDACTED]

With your permission I will circulate to councillors unredacted with your contact details shown so that members may contact you should they wish to do so.

This matter will be scheduled to come before council for comment at our next meeting on 20th November.

Best regards

Leigh Smith

Sent from [Outlook for iOS](#)

From: [REDACTED]
Sent: Wednesday, November 12, 2025 5:45:34 PM
To: The Clerk <clerk@llanharan-cc.gov.wales>
Subject: FW: Planning Application-25/1025/FUL - Extension of factory, Harlequin House, Coedcae Lane, Talbot Green, R.C.T. CF72 8YY.

From: [REDACTED]
Sent: 12 November 2025 16:26

To: 'clerk@Llanharancc.co.uk'

Subject: FW: Planning Application-25/1025/FUL - Extension of factory, Harlequin House, Coedcae Lane, Talbot Green, R.C.T. CF72 8YY.

Dear Mr Smith

I've been informed that the above Planning Application is in the Ward of Llanharan and not Pontyclun.

Please find below an email which I have sent to R.C.T. Planning Department in relation to the above Application.

I would be most grateful if you and the Councillor representing that Ward could take the matter up with R.C.T. Borough Council on behalf of my neighbours and I.

Should you require any further information, or wish to visit my property to experience the present situation and how it would be further exasperated if this application is approved, please don't hesitate to contact me. For your records, my telephone number is:

[REDACTED]

Thank you in anticipation.

Yours sincerely

[REDACTED]

From: [REDACTED]
Sent: 04 November 2025 14:43
To: 'planningservices@rctcbc.gov.uk'
Cc: [REDACTED] FUL

Dear Mr Bailey

I have recently purchased and moved into 1 [REDACTED]
[REDACTED]

I must object strongly to the above planning application for the following reasons:

- The proposed extension would seem to encroach on land the owner of Harlequin House doesn't own.
- I've been informed that the owner had an enforcement order placed on him in 2022 in relation to moving the boundary

fence back from the disused railway sidings and to provide a acoustic fence to reduce the tremendous noise produced by the enormous external shredding plant. Apparently the Council's Environmental Officer was also involved in this enforcement. They have not complied with this!

The noise level is so intense that it wakes us sometimes in the morning and is constant throughout the day.

- Nowhere in the Planning Application or drawings is there any mention or indication to where the shredding plant is to be sited.

I would Question is this deliberate?

On page 9 of the Application, **Trade Effluent** where it refers to 'trade waste' it states: "Enclosed skip for paper waste" ?

- My grave concern is that if the shredding plant moves closer to the boundary, the additional noise and disruption this would cause would be unbearable to my neighbours, my wife and I.

I would welcome a site visit with you or your officers to witness the seemingly encroachment ,the present unacceptable sound levels and to see what additional detrimental affects this development would cause to residents ,including my wife and I ,should the Application be approved.

Yours sincerely



From: [REDACTED]
Cc: [Office; rebecca.jenkins@llanharan-cc.gov.wales](mailto:rebecca.jenkins@llanharan-cc.gov.wales)
Subject: Re: Planning 25/1025/FUL - Objection
Date: 12 November 2025 16:52:48

Afternoon Leigh,

Thank you for your quick response and that of the Clerk of Pontyclun Town Council.

We are happy for you to forward our comments unredacted.

Kind regards

[REDACTED]

On Wednesday 12 November 2025 at 14:01:50 GMT, The Clerk / Project Officer <project@llanharan-cc.gov.wales> wrote:

Good afternoon [REDACTED]

This application falls within the Llanharan Community Council area and will be considered for comment in our council meeting to be held on 20th November.

It has been passed to me by the Clerk of Pontyclun Town Council.

I would be happy to forward your comments to Councillors for consideration. Would you be happy for me to forward it unredacted and showing your email address and other personal details so that interested members may contact you to discuss further should they wish to do so?

If you are happy for me to forward to members it will appear in redacted form in the Council papers so that none of your personal details are shown.

Best regards

Leigh Smith

Clerk to the Council.

Llanharan Community Council

Clerk@llanharan-cc.gov.wales

project@llanharan-cc.gov.wales

www.llanharan-cc.gov.wales

Tel: 01443 231430 / 07769 266675

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

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From: clerk@pontyclun-cc.gov.wales <clerk@pontyclun-cc.gov.wales>

Sent: 12 November 2025 13:52

To: The Clerk <clerk@llanharan-cc.gov.wales>

Subject: FW: Planning 25/1025/FUL - Objection

Leigh

And this one too

Julius Roszkowski BSc (Hons)

Clerc / Clerk

Cyngor Tref Pontyclun Town Council
Canolfan Gymunedol Pontyclun Community Centre
Heol yr Orsaf
Pontyclun
CF72 9EE
Tel: 01443 238500
<http://pontyclun.net/>
facebook.com/pontycluncc
[Twitter.com/pontycluncc](https://twitter.com/pontycluncc)

The Council Offices are normally open Monday to Friday 10am to noon, excluding Bank holidays.

Mae Swyddfeydd y Cyngor fel arfer ar agor o ddydd Llun i ddydd Gwener 10am tan hanner

dydd ab eithrio Gwyliau Banc

Please consider the environment and think before you print this message
Ystyriwch yr amgylchedd a meddwl cyn argraffu'r neges hon os gwelwch yn dda

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

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Mae'r Cyngor wedi ymrwymo i warchod eich preifatrwydd pan fyddwch yn defnyddio ein gwasanaethau neu'n cysylltu â ni. Bydd unrhyw ddata personol a roddwch i ni, gan gynnwys enw, manylion cyswllt, cyfeiriadau e-bost yn cael ei reoli yn unol â'n polisi preifatrwydd a gyhoeddir ar ein gwefan [Pontyclun.net/privacy](https://pontyclun.net/privacy)

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Bwriedir y trosglwyddiad hwn ar gyfer y derbynnydd(au) a enwir yn unig a gall gynnwys deunydd personol, sensitif neu gyfrinachol a dylid ei drin yn unol â hynny. Oni bai eich bod chi ywr derbynnydd a enwir (neu wedi i awdurdodu i'w derbyn ar ran y derbynnydd) na chewch ei gopïo neu'i ddefnyddio, neu ei ddatgelu i unrhyw un arall. Os ydych wedi derbyn y neges ar gam rhowch wybod i'r anfonwr ar unwaith.

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

From: [REDACTED]
Sent: Wednesday, 12 November, 2025 13:44
To: "clerk@pontyclun-cc.gov.wales" <clerk@pontyclun-cc.gov.wales>
Subject: Planning 25/1025/FUL - Objection

Good afternoon,

Please find below a copy of the email we sent to RCTCBC Planning Services objecting to the extension of the factory at Harlequin Printing and Packaging, application number 25/1025/FUL.

I am aware neighbours [REDACTED] are also objecting and contacting you on this matter.

Alongside the objections to this planning application there are unresolved issues with the current noise levels from this factory that have never been addressed.

I hope this matter can be raised with yourselves and that you can support us with the objections along side addressing the unresolved noise levels.

Thank you for your time looking into this.

Kind regards

[REDACTED]

[REDACTED]

[REDACTED]

Sent: 04 November 2025 19:40

To: Planning Services <PlanningServices@rctcbc.gov.uk>

Subject: Planning application 25/1015/FUL CF72 8YY

Dear Mr Bailey,

My husband and I have resided at [REDACTED] since the property was built in 2005.

We strongly object to the above planning application for the following reasons:

The noise levels currently from this factory are intense and intrusive to our lives. If the factory was extended and therefore closer to us then noise levels would increase and further impact on our home life.

There is an external shredder plant at the rear of the building, which is extremely noisy, this doesn't seem to be on the application. Why would this be as it is such a large piece of plant used at this site why would it not be used in extension? Again our concern is it would move closer and cause even more disturbance to us and our neighbours.

We now have a grey dust which enters our property (this hasn't always been the case, only for the past few years). Again if the factory was extended there is an increased likelihood of more grey dust entering our property and as I suffer with asthma this concerns me greatly. I have also recently been diagnosed with an autoimmune disease and am now immunosuppressive so again very anxious of any environmental changes for my physical and therefore my mental health.

I am aware that a neighbour previously complained about the noise from the factory and an enforcement order was put in place. It required acoustic fencing and for the tree line to be reestablished at the boundary. Neither of these have been acted upon. Therefore any extension granted will totally ignore concerns raised now or later any of their residential neighbours.

We have lived here 20 years and have noticed that since the tree line boundary to the sidings was taken down and harsh lighting put up on this factory site the number of bats in our area has significantly declined. Our concern is that an extension of the factory would encroach further towards their bats natural habitat and again reduce their numbers.

I am also aware that my close neighbours are concerned with the prospect of the factory extension especially as the noise level is already having a detrimental effect on their home life quality.

We would be happy to meet with you and my neighbours on site.

We hope that you give our concerns your consideration.

Yours sincerely,

[REDACTED]

[REDACTED]

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

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

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

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Forward

From: [REDACTED]
Subject: [REDACTED] [_Officer](#)
Date: Re: FW: Planning Application - Harlequin Printers
12 November 2025 14:14:46

Thanks for your response Mr. Smith,

Yes, please feel free to give my details out.

Regards.

[REDACTED]

On Wed, 12 Nov 2025 at 13:59, The Clerk / Project Officer <project@llanharan-cc.gov.wales> wrote:

Good afternoon Mr Madge.

This application falls within the Llanharan Community Council area and will be considered for comment in our council meeting to be held on 20th November.

It has been passed to me by the Clerk of Pontyclun Town Council.

I would be happy to forward your comments to Councillors for consideration. Would you be happy for me to forward it unredacted and showing your email address and other personal details so that interested members may contact you to discuss further should they wish to do so?

If you are happy for me to forward to members it will appear in redacted form in the Council papers so that none of your personal details are shown.

Best regards

Leigh Smith

Clerk to the Council.

Llanharan Community Council

Clerk@llanharan-cc.gov.wales

project@llanharan-cc.gov.wales

www.llanharan-cc.gov.wales

Tel: 01443 231430 / 07769 266675

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

llanharan-cc.gov.uk

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llanharan-cc.gov.uk

From: clerk@pontyclun-cc.gov.wales <clerk@pontyclun-cc.gov.wales>

Sent: 12 November 2025 13:20

To: The Clerk <clerk@llanharan-cc.gov.wales>

Subject: FW: Planning Application - Harlequin Printers

Leigh

Please see this - the property is actually in your area

Regards

Julius Roszkowski BSc (Hons)

Clerc / Clerk

Cyngor Tref Pontyclun Town Council
Canolfan Gymunedol Pontyclun Community Centre
Heol yr Orsaf
Pontyclun
CF72 9EE
Tel: 01443 238500

<http://pontyclun.net/>

facebook.com/pontycluncc

[Twitter.com/pontycluncc](https://twitter.com/pontycluncc)

The Council Offices are normally open Monday to Friday 10am to noon, excluding Bank holidays.

Mae Swyddfeydd y Cyngor fel arfer ar agor o ddydd Llun i ddydd Gwener 10am tan hanner dydd ab eithrio Gwyliau Banc

Please consider the environment and think before you print this message

Ystyriwch yr amgylchedd a meddwl cyn argraffu'r neges hon os gwelwch yn dda

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

The Council is committed to protecting your privacy when you use our services or contact us. Any personal data you provide us, including name, contact details, email addresses will be managed in accordance with our privacy policy which is published on our website at [Pontyclun.net/privacy](https://pontyclun.net/privacy)
Mae'r Cyngor wedi ymrwymo i warchod eich preifatrwydd pan fyddwch yn defnyddio ein gwasanaethau neu'n cysylltu â ni. Bydd unrhyw ddata personol a roddwch i ni, gan gynnwys enw, manylion cyswllt, cyfeiriadau e-bost yn cael ei reoli yn unol â'n polisi preifatrwydd a gyhoeddir ar ein gwefan [Pontyclun.net/privacy](https://pontyclun.net/privacy)

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Bwriedir y trosglwyddiad hwn ar gyfer y derbynnydd(au) a enwir yn unig a gall gynnwys deunydd personol, sensitif neu gyfrinachol a dylid ei drin yn unol â hynny. Oni bai eich bod chi ywr derbynnydd a enwir (neu wedi i awdurdodu i'w derbyn ar ran y derbynnydd) na chewch ei gopïo neu'i ddefnyddio, neu ei ddatgelu i unrhyw un arall. Os ydych wedi derbyn y neges ar gam rhowch wybod i'r anfonwr ar unwaith.

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

From: "[REDACTED]"
Sent: Wednesday, 12 November, 2025 12:51
To: clerk@pontyclun-cc.gov.wales
Subject: Planning Application - Harlequin Printers

Good afternoon Mr. Roszkowski,

Can I ask you please, to bring to the attention of the Town Councillors my response – which I have attached - relating to the planning application from Harlequin Printers and Packaging.

Best Regards

[REDACTED]

Planning Application Ref. 25/1025/FUL – Harlequin Printers and Packaging

Before this application is given any consideration, I strongly request that the outstanding issues outlined below are properly addressed. Harlequin Printers and Packaging appear to have been operating in breach of both planning and environmental regulations without consequence, and this situation must be rectified before any new permissions are granted.

Encroachment and Boundary Breach

The company has unlawfully extended its use of land beyond its legal boundary. This encroachment was clearly demonstrated in the screenshots submitted to the Authority by my late neighbour, [REDACTED]. Despite an enforcement notice being issued requiring reinstatement of the original boundary, Harlequin Printers and Packaging has failed to comply. I personally confirmed this continued breach during a meeting with the Authority's Planning Enforcement Officer at the site boundary.

Environmental Damage and Loss of Wildlife Habitat

In the course of this encroachment, the company cleared numerous trees and areas of undergrowth, which previously supported a thriving bat population. The subsequent installation of high-powered floodlights has further destroyed what was once an **active bat habitat**.

Noise Pollution and Environmental Nuisance

The Authority's Environmental Officer has repeatedly sought to address the excessive noise generated by the company's shredding operations and heavy vehicle movements. Despite these efforts, the problem persists, severely affecting the quality of life for residents living near the site. Evidence of this ongoing disturbance is well documented in the noise log compiled by Mr. James and submitted to the Authority.

Conclusion

I therefore urge the Authority to resolve these longstanding breaches and environmental harms before giving any consideration to this new planning application. It is wholly unreasonable to approve further development while these serious and well-documented issues continue to impact neighbouring residents.



Two screen shots illustrating the encroachment which has taken place.

Produced by [REDACTED]



From: [REDACTED]
To: [The Clerk](#)
Subject: 1,850 Homes.
Date: 14 November 2025 08:37:52
Attachments: [Panarama responce 5-11-25..odt](#)
[Laurence Building Communities 4pp Sept25 Emailable \(1\).pdf](#)

I saw a report on housing today. 1,850 homes in your area.

I enclose my letter and handout card for you to consider, and possibly move it forward to have a different approach to the housing crisis we have on a national scale.

if we need a million homes, build a million council houses we can but, but not sell on or rent.

Please look at the websites and if you feel it is a good option for a new vision for housing please FEEL free to promote the enclosed document.

[REDACTED]

One can't spend one's asset value.



According to the Panorama programme Monday, 14th October, there are 1.3 million people on the social Housing list, so, why are we allowing developers to sell market housing, They should be told to build 100% affordable for the need, not the greed. or at least 1.3 million affordable to those on the lower wage scale.

Or we will have to build 3.9 million to have 13 million for those on the waiting list. If we do that then we will be importing most of our food we need which would create more global pollution. while witnessing more factory farms and animal suffering to feed more people on less land.

Please find an invitation to visit my website at www.campaign-for-change.co.uk

While much of the items are dated 2020, They are more in line with solving our problem now than of earlier-as the debt gets bigger as time moves on.

While some of the figures would need some adjusting, They would be an answer to the future of the nation.

If all those who rent from private landlords were to have an opportunity to purchase the homes, the landlords could put the capital into a family Care plan, and receive say, 5% interest on the capital sum, This would in many cases return a better investment than the rent received, while the house values would not be in the equation. Its house prices are creating the debt many families are facing.

There was a time when a man worked 60 hours a week and his wage paid all the bills, The wife / mother stayed at home as it was Heavy work keeping house, The man in many cases was lifting 2 underweight sacks of corn / coal.

Now we have lighter work loads with washing machines, cookers, not black leaded grates or brick floors to clean, our ladies can get a job. So with all the jobs becoming easier, couples should be working 25 hours a week each ,but many, because of the housing free market, are working 80 / 90 hours a week and we have a national debt.

I was speaking to a working man just recently, he said his rent was now £1,700 a month, Anyone on a minimum wage would not even get their rent paid on that rent charges. It's the housing market that is the cause of many of the nation's problems. While we read reports the housing market is strong, How wrong people are, and being misled in all directions.

Even the popular Nigel Farage says abolish Inheritance tax. But, those who are now old enough to be tuning their toes up, bought homes in the late sixties, early seventies for £20,000 or less, if now they are worth £220,000 they have not paid tax on the gain ,if that's nor a capital gain, then, there is no much thing.

The report goes on to say, sold house prices result in more day to day spending. Realty! Has the reporter not realised the cost of housing is taking as much as 50% of one's income .Hence the issues we have as a nation.

I was speaking to a friend a while ago, who said when he left school in 1960,there were 13 people working on the farm, today, there are just three. All industries have reduced the need t o employ so many people.

In the event we did build 1.5 million houses, then what ? Do we then build some-more, and import people to fill them to keep growth going? Not that we can build 1.5 million. We don't have the education knowledge in schools to achieve that anyway.

In the event we build some new towns, There should be no rented or market accommodation. Families can purchase a home, but only be able to sell it back to a Trust or Council.

This would help young people not having to bid for a housing ladder to nowhere, and older people could cash their home for the CLT homes and have cash for the Care in later life.

Also, work units would be on the same idea, after the mortgage is paid of.50% of the monthly payments would be put into a family care plan, receiving 5% interest on the capital saved.

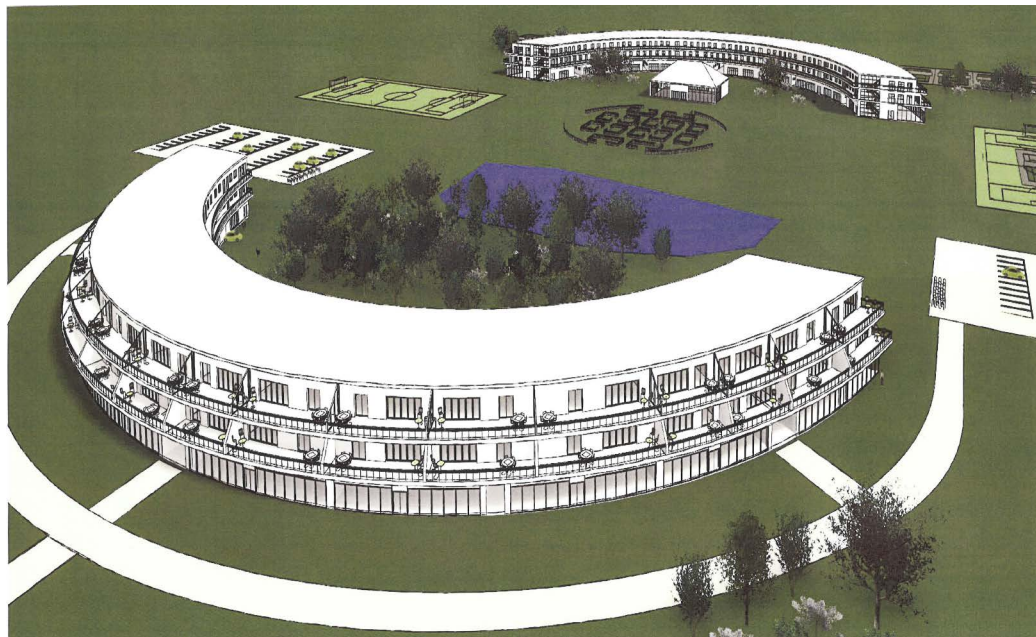
We need to build some supported care homes on new sites to cater for those older people who don't need nursing Care, but some supported living places.

Council should build care homes as above, The cost of Care is because everything is in private hands, the Local Councils could recover their debt by creating a new Care system.

www.theplanetandpeplecoalition.co.uk & www.landandleisure.uk

Look forward to

Build Communities, not just housing estates.



I would suggest creating Community Land Trust for all new developments.

- A trust can build homes much cheaper and offer the land owner a good deal.
- The deal could be that each home nets the land owner £5,000 per home built plus ground rent of £200 per home, per annum.
- Local Councils should be finding suitable sites and inviting developers to tender for building what is needed, rather than developers submitting applications for what they want to sell.
- Currently building land can cost up to £500,000 an acre. Clearly this is far too high for low cost housing - it should be limited to £100,000 an acre.



A design as per page 1 could be build 4 or 5 floors high on new developments, housing a large number of families in one community.

New developments need to include vertical growing areas for fresh vegetables to feed the residents, utilising rainwater harvesting for their irrigation. Solar panels would help power to run the building. There should be recreation areas, sports areas and natural habitats for protecting wildlife.

This style of development encourages intergenerational living, increasing everyone's health and well-being, which in turn reduces mental health issues, obesity and diabetes. A child care facility along with an elderly care setting should be within the complex to encourage a reduction in travel needs for already busy lifestyles.

There should also be office space for suitable businesses and light industry units close to the homes but far enough away so as not to become too noisy, and saving traffic congestion.

The Government believes the way forward is more people renting homes, but, rents never end. When those paying rents retire, their pensions won't cover the rents, especially private rents. The state will be paying out billions in housing benefits. One should not have to pay a mortgage or rent after one becomes pensionable age, and that should not be beyond 66 years.

Developers have a lot to answer for regarding the issues we are now experiencing.

I would recommend cap development land equivalent to 100 years from farming each acre of land. Build homes as in the style above, using British steel as a frame off ground to save flooding, with module homes they could be sold at cost, while only being sold back to the Community Land Trust, not onto the market.

Much of our aging populations loneliness and the younger generation's antisocial behavior stems from poor housing estate design and lack of affordability.

Young people coming out of Care, often become homeless. New developments should include a place where children in the care system could be housed and brought up in family environments/assisted living

until they become adults, rather than being bounced around several different foster homes. This saves moving several times and becoming a generation of people who have no one as a real guardian. These young people would become better adults, having a sense of belonging.

The Government's 10-Year Health Plan released earlier this summer sets out an ambitious vision to bring care closer to local communities. It promises a network of integrated neighbourhood services to create an NHS fit for the future. But updating healthcare facilities alone isn't enough – a holistic approach to health must involve the private as well as the public sector.

Thoughtful housing design at an early stage can shape places that nurture health, strengthen social connection and reduce pressure on the NHS, argues Chris Scott

Chris Scott is Development Director & ESG Lead, Southern Team at Muse Developments.

Chris Scott is reported to have written:

Developers have their role to play and must now rise to the challenge of designing housing that actively promotes health and wellbeing.

Our homes are where we spend the vast majority of our time, shaping how we live, work and travel. In doing so, they profoundly influence our health. When designed thoughtfully, new homes can encourage healthier lifestyles and release pressure on the NHS. For developers, two of the biggest opportunities lie in better connectivity and access to safe, welcoming green spaces.

Health driven infrastructure

Physical inactivity costs the NHS an estimated £900 million every year. The most forward-thinking developers are already placing health at the centre of place-making, starting with infrastructure. Well-connected sites with high-quality walking and cycling routes enable seamless active travel, helping residents weave healthy habits into daily life. Providing supporting infrastructure can also boost property values and streamline the planning process, with policy frameworks favouring well-connected, sustainable sites.

Developers must look beyond their red-line boundaries. The health of a place is shaped as much by its connections to surrounding infrastructure as by what lies within its footprint.

Ensuring residents can walk, wheel and cycle to schools, healthcare facilities, workplaces and transport hubs requires collaboration with local authorities, infrastructure providers and community organisations. Great place-making is holistic: it interlinks homes, amenities and mobility into a single cohesive ecosystem.

Everyday access to greenery – whether through tree-lined streets, pocket parks, private balconies, or views of rivers and canals – can deliver mental and physical health benefits. Successful schemes weave nature throughout the built environment, treating it not as an optional extra but as an essential feature of urban living.

Designing health into the public realm must remain a priority. The long-term payoffs to communities and the NHS are immense.

If green spaces feel unsafe, they will go unused, particularly by women, older adults and those with mobility challenges. Developers can address this by creating environments that feel welcoming and secure.



LAURENCE KEELEY
LVKEELEY45@gmail.com



**More information on *Unity on the Community* and *Housing & Traveller Strategy* can be found at:
www.landandleisurecoop.uk**

**More information on how we can live sustainably can be found at *Think Global, Live Local* at:
www.theplanetandpeoplecoalition.co.uk**

From: [Lois Jones](#)
To: [Lois Jones](#)
Subject: Eisteddfod yr Urdd Ynys Môn 2026
Date: 12 November 2025 18:57:53
Attachments: [image002.png](#)
[image003.png](#)



Eisteddfod a'r
Celfyddydau

Tachwedd 2025

At: Gyngorau Tref a Chymuned Cymru

Annwyl Glerc,

Eisteddfod Genedlaethol Urdd Gobaith Cymru Ynys Môn 2026

Fel y gwyddoch, mae Eisteddfod Genedlaethol yr Urdd yn ymweld ag Ynys Môn ym mis Mai 2026, a bydd plant a phobl ifanc ar draws Cymru yn dod i'r Eisteddfod wedi misoedd o gystadlu yn eu cylch a'u rhanbarth. Fel elusen, mae Eisteddfod yr Urdd yn ddibynnol ar roddion hael Cyngorau lleol, fyddai'n gallu cyfrannu at ddarpariaeth celfyddydol plant a phobl ifanc eu cymunedau a'u sir.

Mae Eisteddfod yr Urdd yn cynnal dros 250 o Eisteddfodau Cylch a Rhanbarth o fewn holl gymunedau Cymru, gyda dros 90,000 o blant a phobl ifanc yn cystadlu'n frwd. O'r rhain, bydd 15,000 ohonynt yn cyrraedd y rownd derfynol yn yr Eisteddfod Genedlaethol, er mwyn perfformio ar un o brif lwyfannau'r wyl, yn ogystal ag ar S4C a BBC Radio Cymru, a chael profiad celfyddydol i'w gofio.

Er mwyn cynnal yr holl Eisteddfodau lleol a gŵyl lwyddiannus, rydym yn ddibynnol ar gefnogaeth unigolion, mudiadau a sefydliadau lleol trwy Gymru gyfan, ond heb y gefnogaeth leol yn ymarferol ac yn ariannol, ni fydd modd i ni gynnal ein arlwy. Fe fydd yr wyl yn 2026 yn costio dros £2.4miliwn.

Mae amryw o gyngorau eisoes wedi cyfrannu ac os ydych yn un ohonynt hoffwn ddiolch i chi am eich rhodd. Ond os nad ydych eisoes wedi gwneud, rydym yn gofyn yn garedig i chi fel Cyngor ystyried cyfrannu yn ariannol tuag at yr Eisteddfod er mwyn sicrhau llwyddiant Eisteddfod yr Urdd yn 2026.

Hoffwn ddiolch yn fawr iawn am eich sylw gan fawr obeithio y byddwch yn tynnu sylw'r cyngorwyr o'r wyl ac y byddwch yn gefnogol i'r Eisteddfod. Os hoffech wybodaeth bellach

mae croeso i chi gysylltu â mi.

Yn gywir



Llio Maddocks

Cyfarwyddwr yr Eisteddfod a'r Celfyddydau



Eisteddfod a'r
Celfyddydau

November 2025

To: Town and Community Council in Wales

Dear Clerk

Urdd National Eisteddfod Ynys Môn 2026

As you may be aware, the National Urdd Eisteddfod will be visiting Ynys Môn in 2026, welcoming children and young people from all over Wales after months of competing at local and regional Eisteddfodau. As a charity, the Urdd is more dependent than ever on the generous donations from Town and Community Councils who can support cultural opportunities for children and young people within their region.

The Urdd Eisteddfod holds over 250 local and regional Eisteddfodau in every community in Wales, with over 90,000 children competing annually. Of these competitors, 15,000 will be invited to the final round at the National Urdd Eisteddfod to perform on one of the festival's main stages, as well as on S4C and BBC Radio Cymru.

In order to sustain the local Eisteddfodau and a successful national festival, we are dependent on the support of individuals, organisations and institutions on a local and national level. But without local support, it would not be possible for us to stage our whole provision in its current form. Support is paramount to its success both practical and financial. The Urdd Eisteddfod in 2026 will cost over £2.4million.

Numerous Councils have already donated and we are most grateful for the support, but if your Council has not yet contributed, we would kindly ask you to consider a financial contribution to assist your local appeal committee in order to ensure the success of the Urdd National Eisteddfod in 2026, and support the children who will represent your town or community on the national stage.

I would like to thank you for your time and hopefully you will draw the councillors' attention to the festival and that you will support the Eisteddfod. If you have any further enquiries, please feel free to contact me.

Yours sincerely



Llio Maddocks

Director of the Eisteddfod and Arts

Lois Wynne Jones

Urdd Gobaith Cymru

Cydlunydd Gweinyddol Adran yr Eisteddfod
Gwersyll yr Urdd Glan-Ilyn, Llanuwchllyn, Y Bala, Gwynedd LL23 7ST

Ffôn / Phone: 01678 541 015

Ar y we: www.urdd.cymru/eisteddfod

Meddyliwch am yr amgylchedd - oes angen argraffu'r e-bost yma?



From: [Richard HUGHES 23012135](#)
To: [Richard HUGHES 23012135](#)
Subject: Request for Support: MSc Psychology Research Project in Llanharan Community Council area / Cais am Gymorth: Prosiect Ymchwil Seicoleg MSc yn Ardal Cyngor Cymuned Llanharan
Date: 25 October 2025 11:09:03

(Cymraeg isod)

Dear Sir or Madam

My name is Richard Hughes, and I am a postgraduate student at the University of the Highlands and Islands (UHI), currently undertaking a distance learning postgraduate degree course.

I am hoping to conduct an MSc Psychology (Conversion) dissertation project exploring how residents in the Llanharan Community Council catchment area experience feelings of belonging to place. The research will involve participants taking photos of the local area and environment, then discussing the photos and the narrative around them to further understand what belonging means to them in their own words.

Participation is entirely voluntary, and all ethical guidelines—including consent, confidentiality, and anonymity of participants—will be fully respected.

I am seeking your support in helping to connect with local residents who may wish to participate. Please could you let me know if you would be willing to publicise the research by sharing details of the project with your catchment area via your social media channels?

If you have any questions about the research process, please feel free to ask—I am happy to discuss further.

Thank you for your time and consideration.

Kind regards,

Richard Hughes

Annwyl Syr neu Fadam

Fy enw i yw Richard Hughes, myfyriwr ôl-raddedig ym Mhrifysgol yr Ucheldiroedd a'r Ynysoedd (UHI), ac rwy'n ymgymryd â chwrs gradd ôl-raddedig dysgu o bell.

Rwy'n gobeithio cynnal ymarfer traethawd hir MSc Seicoleg (Trosi) yn archwilio sut mae trigolion dalgylch Cyngor Cymuned Llanharan yn profi teimladau o berthyn i'r lle, trwy dynnu lluniau o'r ardal leol a'r amgylchedd, ac yna trafod y lluniau a'r naratif o'u cwmpas i ddeall ymhellach beth mae perthyn yn ei olygu iddynt yn eu geiriau eu hunain.

Mae cyfranogiad yn wirfoddol, a bydd yr holl ganllawiau moesegol—gan gynnwys caniatâd, cyfrinachedd ac anhysbysrwydd cyfranogwyr—yn cael eu parchu'n llawn.

Rwy'n gofyn am eich cefnogaeth i helpu i gysylltu â thrigolion lleol a allai fod yn dymuno cymryd rhan. A allech chi roi gwybod i mi a fydddech chi'n fodlon rhoi cyhoeddusrwydd i'r ymchwil trwy rannu manylion y prosiect gyda'ch dalgylch trwy eich sianeli cyfryngau cymdeithasol?

Os oes gennych unrhyw gwestiynau am y broses ymchwil, gofynnwch, rwy'n hapus i drafod gyda chi.

Diolch am eich amser a'ch ystyriaeth.

Cofion,

Richard Hughes

Richard Hughes - 23012135
UC810 - Psychology Conversion MSc (U5/IB) (PT)

Appendix 4

Community crime statistics published on the publicly available South Wales Police website

<https://www.south-wales.police.uk/area/your-area/south-wales/mid-glamorgan/brynna-and-llanharan/about-us/crime-map>

Crimes and priorities

Top reported crimes in this area

Crime map

Our priorities

Top reported crimes

Most commonly reported crimes during Sep 2025

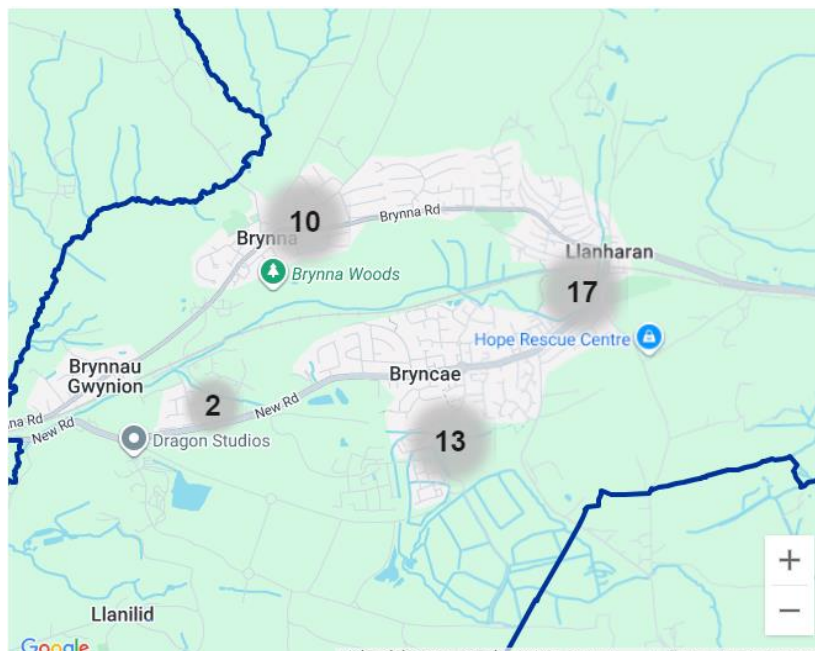
Violence and sexual offences	29
Public order	12
Criminal damage and arson	5
Anti-social behaviour	4

Crime levels in your area

Crime for last year

Crime per Month

[View as a list](#)



All Crimes (55)

All Crimes (55)

Anti-social behaviour (4)
Criminal damage and arson (5)
Other theft (1)
Public order (12)
Violence and sexual offences (29)
Other crime (4)

Date: 04/11/2025

Llanharan Community Council FY25-26

Page 1

Time: 14:43

Current and Premium Bank A/c

List of Payments made between 01/10/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/10/2025	SSE Electric	DDR	82.19	DDR	IV03498936
03/10/2025	Total Energies	BACS	147.72	RJ	38965037625
03/10/2025	Jackie Cleans	BACS	200.00	RJ	004
03/10/2025	RJ	BACS	65.00	CP	24925 Mileage
03/10/2025	FareShare Cymru	BACS	69.00	CP	5342
03/10/2025	JB Director's Trust	BACS	875.00	RJ	LlanharanCC Q3
03/10/2025	Redwood Drainage Civils	5107960	34,964.04	CP	5107960
06/10/2025	Barclays Bank	DDR	9.42	DDR	13Aug14Sep
08/10/2025	Tesco Mobile phones x 3	DDR	10.46	DDR	134261030461
09/10/2025	LH	BACS	19.50	CP	Sept Mileage 25
09/10/2025	One Voice Wales	10085	42.00	CP	10085
09/10/2025	RJ	BACS	11.99	CP	EXPENSESPAPER31025
09/10/2025	Alistair Burroughs	10810	2,771.17	CP	10810
09/10/2025	Morgan Environmental	4207	126.00	CP	4207
10/10/2025	Rhys Jenkins	FWORK25	221.03	CP	FWork25 Banners
14/10/2025	Green Acres Contracting	673	252.00	CP	252.00
15/10/2025	RCT	BACS	852.00	CP	53276220
15/10/2025	ARVAL	DDR	500.58	DDR	RI0014010962
20/10/2025	Talk Talk	BACS	46.00	CP	27683522
20/10/2025	HMRC NI & Tax	BACS	6,154.99	CP	948PZ001272292606
20/10/2025	HMRC NI & Tax	BACS	6,154.99	cp	948pz001272292606
20/10/2025	HMRC NI & Tax	BACS	6,154.99	CP	948PZ001272292606
21/10/2025	EDF	DDR	167.07	DDR	25348692
21/10/2025	Talk Talk	DDR	46.00	DDR	27683522
22/10/2025	Llanharan OAP Association	5/2025 Q2	60.00	CP	5/2025 Q2
23/10/2025	BNP Paribas Printer	DDR	188.13	DDR	FLGB754816
27/10/2025	Barclaycard	BcardOct25	1,195.57		Bcard Oct 25
27/10/2025	Clarity Copiers	DDR	12.86	DDR	231402
28/10/2025	STAFF SALARIES	BACS	7,697.17	CP	STAFF SALARIES
28/10/2025	RCT Pension Payment	BACS	2,332.49	CP	LCC Remit Oct25
28/10/2025	Jackie Cleans	005	160.00	CP	005
30/10/2025	Total Energies	DDR	102.46	DDR	392893990/25
31/10/2025	HMRC NI & Tax	BACS	-12,309.98	Direct	948PZ001272292606
Total Payments			59,381.84		

List of Payments made between 01/10/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/10/2025	Llanharan Service Station	CREDITCARD	19.60	DDR	25092202010016
27/10/2025	ALDI	CREDITCARD	81.91	PB	240925
27/10/2025	Llanharan Service Station	CREDITCARD	24.97	PB	25092501010165
27/10/2025	ALDI	CREDITCARD	109.40	PB	011025
27/10/2025	ALDI	CREDITCARD	44.33	PB	101025
27/10/2025	Llanharan Service Station	CREDITCARD	19.60	PB	25101501010205
27/10/2025	ALDI	CREDITCARD	77.63	PB	171025
27/10/2025	Pencoed Builders Merchant	CREDITCARD	11.99	PB	34310
27/10/2025	ZOOM	CREDITCARD	15.59	LP	325827382
27/10/2025	Work Place Depot	CREDITCARD	197.99	LS	199954
27/10/2025	Microsoft	CREDITCARD	137.76	PB	E0200XC3EV
27/10/2025	Microsoft	CREDITCARD	18.48	LS	E0200XC31T
27/10/2025	Microsoft	CREDITCARD	87.34	LS	G118300772
27/10/2025	Amazon	CREDITCARD	8.40	LS	Gb58UD1NABEI
27/10/2025	ZOOM	CREDITCARD	12.99	LS	325398148
27/10/2025	Instantprint	CREDITCARD	104.91	LS	11782885-1
27/10/2025	Amazon	CREDITCARD	6.79	LS	GB58AK6OABEI
27/10/2025	Amazon	CREDITCARD	11.86	LS	GB58ALN6ABEI
27/10/2025	Amazon	CREDITCARD	3.98	LS	206-2834854-8565104
27/10/2025	Amazon	CREDITCARD	1.82	LS	GB58D51FABEI
27/10/2025	Amazon	CREDITCARD	15.05	LS	GB58DOCSABEI
27/10/2025	Amazon	CREDITCARD	13.38	LS	GB58GKA4ABEI
27/10/2025	Amazon	CREDITCARD	16.20	LS	GB58D0BZABEI
27/10/2025	ALDI	CREDITCARD	12.85	LS	111025
27/10/2025	National Tool Hire	CREDITCARD	135.13	LS	225560
27/10/2025	Amazon	CREDITCARD	-13.38	LS	GB5EVPSABEC
27/10/2025	Arthur John	CREDITCARD	19.00	PB	031025
Total Payments			1,195.57		

Detailed Income & Expenditure by Budget Heading 31/10/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	300,409	300,409	(0)			100.0%	
1090 PSDF Re-invested dividend	28,021	20,000	(8,021)			140.1%	
1100 Agency Income	0	1,330	1,330			0.0%	
1990 Other Income	561	1,000	439			56.1%	
Income :- Income	<u>328,991</u>	<u>322,739</u>	<u>(6,252)</u>			101.9%	<u>0</u>
Net Income	<u>328,991</u>	<u>322,739</u>	<u>(6,252)</u>				
<u>200 Administration</u>							
4000 Staff Salaries & Wages (Net)	51,557	74,182	22,625		22,625	69.5%	
4005 Employer & Employee Pension	15,613	29,434	13,821		13,821	53.0%	
4010 Employer & Employee NI & Tax	10,156	44,158	34,002		34,002	23.0%	
4055 Mileage & Subsistence	85	200	116		116	42.3%	
4057 HR Expenditure	444	1,000	556		556	44.4%	
4060 Council Tax	2,386	2,500	114		114	95.4%	
4065 Office Rent	1,750	3,500	1,750		1,750	50.0%	
4066 Meeting venue hire	180	400	220		220	45.0%	
4070 IT Costs (Office 365)Web Site	4,446	4,400	(46)		(46)	101.0%	
4075 Telephone & Broadband	660	1,450	790		790	45.5%	
4080 Electric	833	1,800	967		967	46.3%	
4085 Water Rates (for Office)	82	200	118		118	40.8%	
4090 Stationery and postage	126	350	224		224	36.0%	
4095 Cleaning Materials	0	50	50		50	0.0%	
4100 Cleaning Contract	576	1,200	624		624	48.0%	
4102 Medical Supplies	24	0	(24)		(24)	0.0%	
4105 Office Cap ExpChain of Office	0	1,000	1,000		1,000	0.0%	
4110 Building Maintenance	1,878	3,300	1,422		1,422	56.9%	
4115 Professional and Legal Fees	574	3,500	2,926		2,926	16.4%	
4116 Land Registry Fees	77	240	163		163	32.1%	
4120 Internal Audit Fees	9	1,125	1,116		1,116	0.8%	
4125 External Audit Fees	740	800	60		60	92.5%	
4130 Subscriptions and Memberships	2,079	2,750	671		671	75.6%	
4135 Bank Charges	90	300	210		210	29.9%	
Administration :- Indirect Expenditure	<u>94,362</u>	<u>177,839</u>	<u>83,477</u>	<u>0</u>	<u>83,477</u>	53.1%	<u>0</u>
Net Expenditure	<u>(94,362)</u>	<u>(177,839)</u>	<u>(83,477)</u>				
<u>220 Insurances</u>							
4200 General Insurance	5,981	6,000	19		19	99.7%	
4205 Vehicle Insurance	0	3,500	3,500		3,500	0.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4210 Office Insurance	0	250	250		250	0.0%	
Insurances :- Indirect Expenditure	5,981	9,750	3,769	0	3,769	61.3%	0
Net Expenditure	(5,981)	(9,750)	(3,769)				
<u>240 Staff & Member Training</u>							
4300 Members Training	688	1,100	413		413	62.5%	
4305 Staff Training	677	1,700	1,024		1,024	39.8%	
Staff & Member Training :- Indirect Expenditure	1,364	2,800	1,436	0	1,436	48.7%	0
Net Expenditure	(1,364)	(2,800)	(1,436)				
<u>260 Member's Allowances</u>							
4350 Chair	1,200	1,500	300		300	80.0%	
4355 Special Responsibility	400	500	100		100	80.0%	
4360 Member Allowances	2,240	2,912	672		672	76.9%	
Member's Allowances :- Indirect Expenditure	3,840	4,912	1,072	0	1,072	78.2%	0
Net Expenditure	(3,840)	(4,912)	(1,072)				
<u>300 Plant & Equipment</u>							
4400 Plant Purchase / Lease	3,265	5,500	2,235		2,235	59.4%	
4415 Red Tractor Maintenance	0	1,200	1,200		1,200	0.0%	
4420 Portable & Hand Tools Purchase	7	250	243		243	2.9%	
4425 Portable & Hand Tool Maint	28	400	372		372	6.9%	
4430 PPE - New & Replacement	142	300	158		158	47.3%	
4435 Plant & Equipment Fuel	374	750	376		376	49.8%	
Plant & Equipment :- Indirect Expenditure	3,816	8,400	4,584	0	4,584	45.4%	0
Net Expenditure	(3,816)	(8,400)	(4,584)				
<u>400 Street Furnishings</u>							
4500 Hanging Baskets	12,201	9,500	(2,701)		(2,701)	128.4%	
4505 Christmas Lights and Trees	0	35,000	35,000		35,000	0.0%	
4510 Public Clocks - Maintenance	523	500	(23)		(23)	104.6%	
4515 Notice Boards - Maintenance	0	100	100		100	0.0%	
4520 Bus shelter - Maintenance	0	500	500		500	0.0%	
4525 Planters - Maintenance	6	100	94		94	5.8%	
4530 Benches & Tables Maintenance	0	100	100		100	0.0%	
Street Furnishings :- Indirect Expenditure	12,730	45,800	33,070	0	33,070	27.8%	0
Net Expenditure	(12,730)	(45,800)	(33,070)				

Detailed Income & Expenditure by Budget Heading 31/10/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>500 Community Functions</u>							
4600 Christmas Dinners	(21)	6,500	6,521		6,521	(0.3%)	
4610 Firework Display	1,164	10,000	8,836		8,836	11.6%	
4615 Multi Cultural Carnival	6,334	13,500	7,166		7,166	46.9%	
Community Functions :- Indirect Expenditure	7,477	30,000	22,523	0	22,523	24.9%	0
Net Expenditure	(7,477)	(30,000)	(22,523)				
<u>550 Grants</u>							
4700 General Grants	6,202	10,000	3,798		3,798	62.0%	
4710 LCDP - SLA	30,000	25,000	(5,000)		(5,000)	120.0%	
4715 Wild Life Trust - Brynna Woods	0	10,000	10,000	5,000	5,000	50.0%	
Grants :- Indirect Expenditure	36,202	45,000	8,798	5,000	3,798	91.6%	0
Net Expenditure	(36,202)	(45,000)	(8,798)				
<u>600 Outdoor Spaces</u>							
4800 Rights of Way	0	1,330	1,330		1,330	0.0%	
4805 Skateboard Park - Maintenance	110	1,000	890		890	11.0%	
4810 Play & O/Spaces Maintenance	1,852	1,500	(352)		(352)	123.4%	
4815 General Repair	1	250	249		249	0.4%	
Outdoor Spaces :- Indirect Expenditure	1,963	4,080	2,118	0	2,118	48.1%	0
Net Expenditure	(1,963)	(4,080)	(2,118)				
<u>620 War Memorials</u>							
4855 Other Maintenance	37	500	463		463	7.4%	
War Memorials :- Indirect Expenditure	37	500	463	0	463	7.4%	0
Net Expenditure	(37)	(500)	(463)				
<u>630 Llanharan Pantry</u>							
1991 Llanharan Pantry	8,055	0	(8,055)			0.0%	8,055
Llanharan Pantry :- Income	8,055	0	(8,055)				8,055
4730 Llanharan Pantry Expenses	2,700	0	(2,700)		(2,700)	0.0%	2,954
Llanharan Pantry :- Indirect Expenditure	2,700	0	(2,700)	0	(2,700)		2,954
Net Income over Expenditure	5,355	0	(5,355)				
6000 plus Transfer from EMR	2,954	0	(2,954)				
6001 less Transfer to EMR	8,055	0	(8,055)				
Movement to/(from) Gen Reserve	253	0	(253)				

Detailed Income & Expenditure by Budget Heading 31/10/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>640 Bryncae Community Centre</u>							
1992 BCC Hire Fees	7,343	13,500	6,157			54.4%	7,343
Bryncae Community Centre :- Income	7,343	13,500	6,157			54.4%	7,343
4060 Council Tax	5,964	8,500	2,536		2,536	70.2%	5,964
4075 Telephone & Broadband	320	600	280		280	53.4%	320
4080 Electric	1,087	4,000	2,913		2,913	27.2%	1,087
4095 Cleaning Materials	225	370	145		145	60.9%	225
4100 Cleaning Contract	1,226	2,500	1,274		1,274	49.0%	1,226
4110 Building Maintenance	183	1,000	817		817	18.3%	183
4135 Bank Charges	10	130	120		120	7.7%	10
4755 Energy - Gas	630	5,500	4,870		4,870	11.4%	967
4760 BCC Water Rates	0	1,000	1,000		1,000	0.0%	
4765 BCC Statutory Compliance Fees	1,638	1,000	(638)		(638)	163.8%	1,638
4770 BCC Telephone/Broadband *DNU*	0	0	0		0	0.0%	
4775 Consumables	165	350	185		185	47.1%	165
4780 BCC Administrative Costs	233	0	(233)		(233)	0.0%	233
Bryncae Community Centre :- Indirect Expenditure	11,681	24,950	13,269	0	13,269	46.8%	12,018
Net Income over Expenditure	(4,338)	(11,450)	(7,112)				
6000 plus Transfer from EMR	12,018	0	(12,018)				
6001 less Transfer to EMR	7,343	0	(7,343)				
Movement to/(from) Gen Reserve	337	(11,450)	(11,787)				
<u>650 Street Lighting Electric</u>							
4575 Street Lighting Electric	0	500	500		500	0.0%	
Street Lighting Electric :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Expenditure	0	(500)	(500)				
<u>700 Allotments</u>							
1200 Allotment Income	218	3,150	2,932			6.9%	
Allotments :- Income	218	3,150	2,932			6.9%	0
4900 Allotment Lease Costs	0	22	22		22	0.0%	
4901 Allotment Maintenance	331	600	269		269	55.1%	
4905 Allotment Water	199	400	201		201	49.8%	
Allotments :- Indirect Expenditure	530	1,022	492	0	492	51.9%	0
Net Income over Expenditure	(312)	2,128	2,440				

Detailed Income & Expenditure by Budget Heading 31/10/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>750 Community Infrastructure Levy</u>							
1300 Community Infrastructure Levy	153,861	0	(153,861)			0.0%	153,861
Community Infrastructure Levy :- Income	<u>153,861</u>	<u>0</u>	<u>(153,861)</u>				<u>153,861</u>
4955 CIL Project 1 Memorial Garden	29,137	0	(29,137)		(29,137)	0.0%	29,137
4958 CIL Grants	45,275	0	(45,275)		(45,275)	0.0%	45,275
4965 CIL LCC shower block	1,310	0	(1,310)		(1,310)	0.0%	1,310
4966 CIL Project Ewenny Bridge	4,419	0	(4,419)		(4,419)	0.0%	4,419
Community Infrastructure Levy :- Indirect Expenditure	<u>80,141</u>	<u>0</u>	<u>(80,141)</u>	<u>0</u>	<u>(80,141)</u>		<u>80,141</u>
Net Income over Expenditure	<u>73,720</u>	<u>0</u>	<u>(73,720)</u>				
6000 plus Transfer from EMR	80,141	0	(80,141)				
6001 less Transfer to EMR	153,861	0	(153,861)				
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	498,467	339,389	(159,078)			146.9%	
Expenditure	262,822	355,553	92,731	5,000	87,731	75.3%	
Net Income over Expenditure	<u>235,646</u>	<u>(16,164)</u>	<u>(251,810)</u>				
plus Transfer from EMR	95,112	0	(95,112)				
less Transfer to EMR	169,258	0	(169,258)				
Movement to/(from) Gen Reserve	<u>161,499</u>	<u>(16,164)</u>	<u>(177,663)</u>				

	Date	£	Receipt	Description
Money In				
Brought forward from 24/25	01/04/2025	1465.12		EMR from 24/25
RCT Grant	25/09/2025	1000.00		
National Lottery Grant	26/09/2025	6000.00		
Total cash receipts	Rolling	1169.20		
Total in		9634.32		

Money Out

Aldi	02/04/2025	78.99		
FareShare	07/04/2025	65.00		inv 4498
Aldi	11/04/2025	85.35		
Aldi	17/04/2025	48.88		
Aldi	24/04/2025	27.76		
Aldi	02/05/2025	83.36		
Aldi	09/05/2025	85.76		
Aldi	16/05/2025	42.82		
Aldi	23/05/2025	50.06		
Aldi	29/05/2025	26.41		
Aldi	05/06/2025	120.45		
Aldi	12/06/2025	112.36		
Aldi	19/06/2025	64.10		
Aldi	26/06/2025	79.08		
Aldi	04/07/2025	92.12		
Aldi	11/07/2025	107.15		
Aldi	17/07/2025	107.18		
Aldi	25/07/2025	67.02		
Aldi	01/08/2025	59.19		
Aldi	15/08/2025	84.30		
Aldi	21/08/2025	95.39		
Aldi	29/08/2025	100.53		
Aldi	02/09/2025	87.74		
FareShare	26/05/2025	65.00		
FareShare	03/06/2025	65.00		
FareShare	09/07/2025	65.00		
FareShare	30/07/2025	65.00		
FareShare	05/09/2025	65.00		
Aldi	11/09/2025	102.17		
Aldi	17/09/2025	82.42		
Aldi	17/09/2025	37.45		

Aldi	24/09/2025	81.91		
Aldi	01/10/2025	109.40		
Fareshare	03/10/2025	69.00		
Aldi	10/10/2025	44.33		
Aldi	17/10/2025	77.63		
Aldi	24/10/2025	79.51		
Aldi	31/10/2025	78.43		

Total out

2858.25

Balance of Funds

6776.07

Ave footfall on a Saturday since 12/04/2025

8

Future funding Approx. weeks

71 weeks

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>640 Bryncae Community Centre</u>							
1992 BCC Hire Fees	7,343	13,500	6,157			54.4%	7,343
Bryncae Community Centre :- Income	<u>7,343</u>	<u>13,500</u>	<u>6,157</u>			<u>54.4%</u>	<u>7,343</u>
4060 Council Tax	5,964	8,500	2,536		2,536	70.2%	5,964
4075 Telephone & Broadband	320	600	280		280	53.4%	320
4080 Electric	1,087	4,000	2,913		2,913	27.2%	1,087
4095 Cleaning Materials	225	370	145		145	60.9%	225
4100 Cleaning Contract	1,226	2,500	1,274		1,274	49.0%	1,226
4110 Building Maintenance	183	1,000	817		817	18.3%	183
4135 Bank Charges	10	130	120		120	7.7%	10
4755 Energy - Gas	630	5,500	4,870		4,870	11.4%	967
4760 BCC Water Rates	0	1,000	1,000		1,000	0.0%	
4765 BCC Statutory Compliance Fees	1,638	1,000	(638)		(638)	163.8%	1,638
4770 BCC Telephone/Broadband *DNU*	0	0	0		0	0.0%	
4775 Consumables	165	350	185		185	47.1%	165
4780 BCC Administrative Costs	233	0	(233)		(233)	0.0%	233
Bryncae Community Centre :- Indirect Expenditure	<u>11,681</u>	<u>24,950</u>	<u>13,269</u>	<u>0</u>	<u>13,269</u>	<u>46.8%</u>	<u>12,018</u>
Net Income over Expenditure	<u>(4,338)</u>	<u>(11,450)</u>	<u>(7,112)</u>				
6000 plus Transfer from EMR	12,018	0	(12,018)				
6001 less Transfer to EMR	7,343	0	(7,343)				
Movement to/(from) Gen Reserve	<u>337</u>	<u>(11,450)</u>	<u>(11,787)</u>				
Grand Totals:- Income	7,343	13,500	6,157			54.4%	
Expenditure	11,681	24,950	13,269	0	13,269	46.8%	
Net Income over Expenditure	<u>(4,338)</u>	<u>(11,450)</u>	<u>(7,112)</u>				
plus Transfer from EMR	12,018	0	(12,018)				
less Transfer to EMR	7,343	0	(7,343)				
Movement to/(from) Gen Reserve	<u>337</u>	<u>(11,450)</u>	<u>(11,787)</u>				

Appendix 9

To consider placing an order for the 2026 summer floral display (included with the consent of the chair of CEC).

The following specification was sent to 3 vendors.

Boverton Nurseries. Eweny Garden Centre and Woodland Walk Garden Centre.

I invite you to provide a quotation for the summer plants for Llanharan Community Council.

Hanging baskets delivered to you for filling and delivered to us when full end April/early may (approx.).

Planters collected by for filling and delivered to us when full end April/early may (approx) to be placed at site locations around Llanharan and Brynna area.

Small round Cup n saucer hanging baskets – 213 no

Octagonal large planters (Amberol)- 14 no

Round promenade planters (Amberol) – 4 no

Feed for the above

Loose plants

begonia non stop mix	20
creeping jenny	15
cordylines	10

Quotations required by close of business 19th November 2025.

Officer's note

2024 Costs (same spec) - £10,340 from Boverton Nurseries

Quotation responses:

Boverton Nurseries

Amberol	No baskets	price/unit	price
small rounds cup n saucer	213	21	£4,473.00
	213	subtotal	£4,473.00
		VAT@20%	£ 894.60
		Total	£5,367.60

planters	no	price/unit	
octagonal planters	10	210	£2,100.00
round promanade planters	4	170	£ 680.00
half barrier troughs	0	52	£ -
fitting and installation/ delivery	1	180	£ 180.00
feed	1	70	£ 70.00
		subtotal	£3,030.00
		VAT@20%	£ 606.00
		Total	£3,636.00

plants extra	no	price/unit	
begonia non stop mix	20	22	£ 440.00
creeping jenny	15	21	£ 315.00
cordylines	10	6	£ 60.00
		subtotal	£ 815.00
		VAT@20%	£ 163.00
		Total	£ 978.00

planters	no	price/unit	
octagonal planters	4	210	£ 840.00
		subtotal	£ 840.00
		VAT@20%	£ 168.00
		Total	£1,008.00

Grand total - £10,989.60

Ewenny Garden Centre

No response received.

Woodland Walk Garden Centre

Hi Leigh

Many thanks for the opportunity to quote you, unfortunately we are not in the position to quote for planting your planters and baskets, the councils that deal with us currently buy the plants from us and plant them themselves around their wards, if you require planters and baskets planted and grown for you the only place I would recommend would be Boverton nurseries in the vale of Glamorgan, I hope this helps

Many thanks

Michael

Woodland walk garden centre

Officer Recommendation

To place the order with Boverton Nurseries and to accept the quotation of £10,989.60 authorising the officers to spend up to this amount plus a contingency to a maximum value of £12,000



Appendix 10

Resolutions And recommendations of the Bryncae Community Centre Committee (BCC) held on Thursday 23rd October 2025.

BCC2025/036 To consider extending the operating period of the exterior lighting RESOLVED

To approve the proposal to extend the period of activation of the lights from 5.30am, and until 10.30pm.

BCC2025/037 To consider quotes for replacing the curtain tracks and fireproofing the curtains

a) RECOMMENDED

To add the Camstage quote for a replacement curtain track to the capital expenditure plan.

b) RECOMMENDED

To authorise the officers to instruct Flame Protect to proceed with the fire-proofing work at a cost of £475 + VAT.

Officer Note: The Clerk has actioned this and an order has been placed under Financial Regulation 4.1b)

b. the Proper Officer, in conjunction with Chair of Council or Chair of the appropriate committee with a delegated budget, for any item costing between £250 and £1,500

BCC2025/039 To consider the method of tendering for the capital works programme RESOLVED

a) To authorise the officers to prepare a single tender specification for the entire project.

b) To update the capital works program to take into account discretionary aspects of work identified since the original schedule of works was created from the RCTCBC and independent building condition surveys. Noting that the full scope of works must be agreed by RCTCBC.

BCC2025/040 Implication for VAT registration of the provision of Children's party hire packages (Inflatables etc.)

Deferred to allow further research by the officers of the Council.

Appendix 11

Resolutions and recommendations of the Events Committee held Thursday 30th October 2025 at 7pm.

EV2025/019 Christmas event

RESOLVED

- a) To hold a Christmas event at Bryncae Community Centre on 21st December 2025
- b) To allocate a budget of £2500 for the event
- c) To delegate authority for organising the event to the officers of the council in consultation with interested members.

Appendix 12

Resolutions and recommendations of the Open Spaces, Rights of Way and Allotments Committee (ORA) held on Tuesday 4th November 2025

ORA2025/067 Improvements to woodland area at Meadow Rise open space *RECOMMENDED*

To instruct the officers to arrange for the grounds team to install a wire fence along the Gellifedi Road boundary, and authorising a spend of up to £468

Officer Note: The Clerk has actioned this and an order has been placed under Financial Regulation 4.1b)

b. the Proper Officer, in conjunction with Chair of Council or Chair of the appropriate committee with a delegated budget, for any item costing between £250 and £1,500

Appendix 13

Resolutions and recommendations of the meeting of the Community Infrastructure Levy (C.I.L) Committee held on Thursday 13th November 2025

CIL2025/041 To consider increasing the CIL allocation for the Grove Terrace/Memorial Garden project and amending the CIL lists accordingly.

RECOMMENDED

To increase the CIL allocation for the Memorial Garden/Garage project to £155,000 and to authorise the officers to spend up to this amount.

CIL2025/042 Removal of projects from the CIL123 list.

a) RECOMMENDED

To remove from the CIL123 list, “Provision for a 4g sports pitch”
(Est cost £400,000).

b) RECOMMENDED

To remove from the CIL123 list, “Purchase of the Harold Street open space land”.
(Est cost £40,000)



LLANHARAN COMMUNITY COUNCIL

Environmental & Biodiversity Policy

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Aim

Llanharan Community Council cares for the environment through its own practices and by encouraging others. The Council will endeavour to be as conscientious as possible about biodiversity, conservation, and the use of resources and recycling.

Policy

The Council will keep aware of the environmental regulations that apply to its business and ensure that its legal obligations are met.

The Council will operate suitable procedures and systems to reduce the amount of waste going to landfill and look at ways to limit its environmental impact.

The Council will communicate this policy to the community through typical channels such as normal meetings, work planning and social media announcements, and will encourage suggestions of ways to reduce the environmental impact.

The Council will encourage measures to promote biodiversity in the community and will work towards compliance in all its actions with the Section 6 duty contained in the Environment (Wales) Act 2016.

General

Maximise energy efficiency e.g. through use of low energy light bulbs and insulation of pipes

Where possible, source materials and services locally when this does not conflict with the duty to obtain best value.

Consider the durability and end of life disposal implications of products before purchasing



Encourage ways to reduce water consumption and checking for leaks

Promote and use local recycling initiatives

Encourage turning off machinery, electrical appliances and lights when not in use

Minimise travel and encourage car sharing and public transport

Encourage proper waste disposal to prevent pollution or harm

Office and administration

Minimise printing and recycle waste paper

Use both sides of paper whenever possible

Minimise promotional leaflets and recycle those that are not used

Encourage recycling of used ink cartridges and old mobile phones

Use email or telephone in preference to postage

Management and maintenance

Use recycled materials and environmentally friendly companies as appropriate

Use sustainable energy sources as appropriate

Assess chemicals used (e.g. cleaning/gardening) and ensure appropriate disposal

Minimise use of harmful pesticides

Compost and shred garden waste where possible.

Promote composting of waste where possible

Use home recycling facilities effectively

Plant and manage trees using indigenous species as much as possible

Minimise use of peat-based composts

Create, enhance and protect wildlife habitats on Council land where appropriate.

Review ground maintenance regimes to improve biodiversity.

Maintain the network of public rights of way to keep paths strimmed, clear of litter and in a reasonable condition in line with our legal obligations whilst acting in an ecologically sympathetic manner and maintaining the biodiversity of these routes where possible.

Carry out surveys where appropriate to monitor and support a healthy ecosystem.



Encourage the routine servicing and maintenance of equipment & plant to ensure efficient operation

Encourage the use of recycling facilities

Consider the adverse impact of planning and development proposals on diversity

[Council services and grant funding](#)

Provide and promote Allotment plots.

Consider providing grant funding to projects that promote the biodiversity of the area, particularly its wildlife reserves.

Consider providing grant funding for projects and organisations that facilitate and encourage the enjoyment, understanding and protection of the natural environment, for example outdoor classrooms and community gardens.

Support and publicise activities that promote local education and engagement with the environment as appropriate.

This is a non-contractual policy which will be reviewed from time to time.



LLANHARAN COMMUNITY COUNCIL BUSINESS CONTINUITY PLAN

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Introduction

The Civil Contingencies Act 2004 places a duty on a principal authority to be prepared, as far as reasonably practical, to continue to provide functions / services in the event of a disruption by whatever cause.

Whilst this is not a statutory duty for local councils, it is Llanharan Community Council's intention to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day-to-day running of the Council.

This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery, where such services are disrupted by factors within the Council's area of responsibility.



Core Business of Llanharan Community Council

The Council provides local services to residents including the provision of:

- Allotments
- Benches
- Bryncae Community Centre
- Bus shelters
- Christmas lunches
- Christmas trees and lights
- CIL projects
- Community artwork
- Council Office
- Events
- Defibrillators
- Fireworks display
- Footpaths, bridleways, footbridges
- Grant Funding – General and CIL funds
- Memorials and clocks – the Square, William Street, the Dram
- Noticeboards
- Oakbrook Skate Park
- Open spaces – Grove Terrace, Meadow Rise
- Pantry
- Planning consultation
- Play area – Brynnae Gwynion
- Street lighting – Calfaria Lane, Meadow Rise open space
- Summer grass cutting – Brynna Fields, Welfare Ground
- Summer floral displays
- War memorials – Hillside Avenue, St Peter's Churchyard



Potential Causes of Disruption:

Damage caused by-

- a) Extreme weather conditions
- b) Fire
- c) Terrorism
- d) Air crash

Failures to-

- a) Equipment
- b) Public services
- c) Property

Losses of-

- a) Staff (through death, illness or injury or resignation)
- b) Councillors (by any reason which leaves the Council inquorate)



Table of Potential Events and Mitigation

Event	Minimise Impact	Immediate Action	Continuity	Longer Term
Loss of Clerk due to death, sudden/long-term illness, incapacity, or resignation	<p>Ensure staff are aware of their responsibilities.</p> <p>Ensure Action Plan is up to date and all key tasks are listed.</p> <p>Access to log ins and passwords is available.</p>	<p>Deputy Clerk and Assistant Clerk to assume day-to-day responsibilities.</p> <p>Chair and Vice Chair to be informed.</p> <p>In the event of an accident at work the Chair and Deputy Clerk to inform next of kin, HSE and insurance company.</p> <p>Chair to inform the Council.</p> <p>Call extraordinary meeting to confirm appointment of temporary cover.</p>	<p>Deputy Clerk and the Chair to contact SLCC for HR guidance.</p> <p>Recruit temporary replacement (locum).</p> <p>Seek and employ permanent Clerk</p>	<p>Continue to review procedures to ensure minimal impact from loss.</p>
Loss of office staff due to death, sudden/ long-term illness, incapacity, or resignation	<p>Ensure Action Plan is up to date and all key tasks are listed.</p> <p>Ensure access to log ins and passwords is available.</p> <p>Ensure office staff are trained or acquainted with each other's roles and duties.</p>	<p>Clerk to be informed who will report to the Council.</p> <p>In the event of an accident at work the Clerk to inform the next of kin, HSE and insurance company.</p> <p>Clerk to arrange appropriate cover and support as required.</p>	<p>Start recruitment procedures to seek replacements if required.</p>	<p>Continue to review procedures to ensure minimal impact from loss.</p>



Event	Minimise Impact	Immediate Action	Continuity	Longer Term
Loss of Grounds staff due to death, sudden/ long-term illness, incapacity or resignation	<p>Ensure risk assessments and method statements are in place.</p> <p>Ensure appropriate PPE and training is provided and up to date.</p> <p>Ensure Action Plan is up to date and all key tasks are listed.</p> <p>Access to log ins and passwords is available.</p> <p>Having others trained or acquainted with the duties</p>	<p>Clerk to be informed who will report to the Council.</p> <p>In the event of an accident at work the Clerk to inform the next of kin, HSE and insurance company</p> <p>Clerk to arrange appropriate cover if required, maybe in the form of a contractor/agency workers.</p> <p>Clerk to ensure support available for other staff.</p>	<p>Start recruitment procedures to seek replacements if required.</p>	<p>Continue to review procedures to ensure minimal impact from loss.</p>
Loss of Councillors causing Council to be inquorate	<p>Ensure co-option policy is up to date.</p>	<p>Clerk to inform remaining Councillors, Monitoring Officer, & employees of the Council.</p>	<p>Monitoring Officer to decide on temporary working strategy for Council business to be maintained followed by the instigation of an election or co-option procedure.</p>	<p>Continue to review procedures to ensure minimal impact from loss.</p>



Event	Minimise Impact	Immediate Action	Continuity	Longer Term
Loss of Council documents due to fire, flood, or other causes	Provide secure storage of paper documents. Scanned documents to be kept wherever possible.	Assess damage/loss and access electronic copies if available. Clerk to inform Council, insurance company and police if necessary.	Council to discuss at next meeting.	Continue to review procedures to ensure minimal impact from loss.
Loss of Council electronic data	All electronic files are in Microsoft 365 and kept on Council's retained IT provider's main server. Back-up undertaken each evening by Council's retained provider.	Assess damage/loss and access to back up copies from Council's retained IT provider. Clerk to inform Council, insurance company and police if necessary.	Review procedures to ensure procedures are in place and make any improvements to system	Continue to review procedures to ensure minimal impact from loss



Event	Minimise Impact	Immediate Action	Continuity	Longer Term
Loss of Council equipment including phone lines and internet	<p>Staff share their personal mobile phone details with each other (confidentially).</p> <p>The Clerk will use personal mobile phone to maintain communication with Councillors and other external partners/ organisations</p> <p>Anti-virus and malware software is uploaded to all systems via the Council's retained IT provider.</p> <p>Ensure online data is protected by robust passwords which are kept confidential and are regularly updated.</p> <p>Confidential records of passwords and log ins are kept in a locked cupboard in the council office.</p>	<p>Report theft to police and the insurance company.</p> <p>Divert calls to personal mobile phone.</p> <p>Use mobile phone hotspot to connect to internet.</p> <p>Office staff to work from home if necessary.</p>	Clerk to replace any losses in accordance with current financial regulations.	Continue to review procedures to ensure minimal impact from loss.



Event	Minimise Impact	Immediate Action	Continuity	Longer Term
Loss of utility services.	<p>Regular service and maintenance of equipment inc. boilers, electrical systems etc.</p> <p>All office staff to have equipment to facilitate working from home.</p>	<p>Clerk to assess issue and liaise with the provider.</p> <p>Clerk to confirm if building needs to close and if so, to implement home working arrangements for staff.</p> <p>If the building closes inform residents via social media.</p> <p>Clerk to inform the Chair and Vice- Chair.</p> <p>Clerk to advise insurance company if necessary.</p> <p>If practical, one person to remain on site.</p>	<p>A working from home policy to be instigated.</p>	<p>Continue to review procedures to ensure minimal impact from loss</p>
Damage to garage (when erected)	<p>Maintain adequate insurance cover.</p> <p>Carry out regular risk assessments.</p>	<p>Senior Groundsperson to assess the damage and close if necessary.</p> <p>Senior Groundsperson to inform the Clerk.</p> <p>Clerk to inform the Chair and Vice-Chair and insurance company if necessary.</p> <p>Senior Groundsperson to make sure the building is secure.</p>	<p>Use alternative premises until building is able to be used once again.</p>	<p>Continue to review procedures to ensure minimal impact from loss.</p>



Event	Minimise Impact	Immediate Action	Continuity	Longer Term
Damage to Allotment Sites	<p>Maintain adequate insurance cover for items the Council is responsible for (eg fencing)</p> <p>Maintain the infrastructure of the Allotment Site including pathways, external boundaries, any trees not growing on plots, water mains and tanks owned by the Council.</p>	<p>Clerk to inform insurance company, if appropriate.</p> <p>Clerk to inform police, and any other organisation if necessary.</p> <p>Clerk to inform Chair and Vice Chair. Full Council to be informed.</p>	Not applicable.	Damage to Allotment Site
Loss of Estates Maintenance, machinery, and equipment due to theft, fault or breakdown	<p>Tools and equipment are not to be left unattended or unsecured.</p> <p>Maintain adequate insurance cover.</p> <p>Ensure regular maintenance of machinery & equipment.</p>	<p>Senior Groundsperson to be informed of any loss, damage, or theft.</p> <p>Senior Groundsperson to arrange for hire of equipment if required urgently.</p> <p>Senior Groundsperson to inform the Clerk.</p>	<p>Arrange purchase of new equipment within current financial regulations.</p> <p>Clerk to report theft to police and insurance company.</p>	Continue to review procedures to ensure minimal impact from loss.
Local Disaster	<p>Maintain adequate insurance cover.</p> <p>Work with principal authority delegated to deal with the disaster.</p>	<p>Clerk to contact emergency services.</p> <p>Clerk to work with external partners, under their instruction.</p>	Clerk to call extraordinary meeting to discuss if any action required.	Continue to review procedures to ensure minimal impact from loss.



Event	Minimise Impact	Immediate Action	Continuity	Longer Term
Closure of Council Office due to Government advice or Public Health requirements.	<p>Officers should continue to carry out their work remotely wherever possible.</p> <p>Equipment, insurance, and risk assessments have all been considered to enable remote working.</p> <p>Office landline to be diverted to Clerk's personal mobile to receive incoming calls.</p> <p>Work within the constraints of the guidance coming from the Government</p>	<p>Clerk to advise the Chair and the Vice Chair of the situation.</p> <p>If advised by the Government, the Clerk is to implement working from home for administration staff.</p> <p>If advised by the Government, the Groundspersons to be told to remain at home until further notice.</p> <p>Buildings, Premises, and public areas to remain locked and secure within the government's guidelines.</p>	<p>Clerk to carry out any urgent work within the government guidelines.</p> <p>Divert calls to Clerk's mobile phone</p>	Continue to review procedures to ensure minimal impact
Adverse weather conditions.	Maintain adequate insurance cover.	<p>Clerk to update the website and social media to advise residents that the office, community centre, and other buildings may be closed.</p> <p>Staff to contact the Clerk if they are unable to get to work.</p> <p>Clerk to advise the Chair and the Vice Chair of the situation.</p>	Clerk to carry out any urgent work.	Continue to review procedures to ensure minimal impact

The Clerk is the first point of contact for all emergencies and business continuity actions. If the Clerk is not available, the responsibility is delegated to the Deputy Clerk to be implemented in conjunction with the Chair and the Vice-Chair.



LLANHARAN COMMUNITY COUNCIL CRIME AND DISORDER POLICY

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Principles

Crime, the fear of crime and anti-social behaviour all have a negative impact upon the wellbeing and quality of life of a local community. As well as the direct costs of crime experienced by its victims, fear of crime contributes to social exclusion, particularly for vulnerable groups such as the elderly, children, women and people from minority backgrounds. Crime also threatens economic growth and prosperity.

Under Section 17 of the Crime and Disorder Act 1998, Llanharan Community Council has a duty to consider the impact of its functions and decisions on crime and disorder in its area, and to do all that it reasonably can to reduce these problems. As part of that process where appropriate the Council will fully engage with all applicable bodies to:



- Reduce and detect crime
- Reduce anti-social behaviour and fear of crime and reassure people
- Strengthen community involvement

In exercising those functions, the Council will seek to act in co-operation with the relevant local bodies, including:

- South Wales Police
- RCTCBC
- Cwm Taf Community Safety Partnership
- Local education, health and other services
- Local charitable and community organisations as appropriate.

The Council will aim to fulfil its statutory duty in the following ways:

Lobbying and Representation

a. Planning

The Council shall fulfil its role as a statutory planning consultee in considering and commenting upon planning applications and having regard to the crime and disorder implications of the development. The Council will seek to support principles of design known to reduce the opportunity for crime to occur by assessing a range of aspects of development including orientation and frontages, natural surveillance, access and movement, cycleways and footpaths, lighting and landscaping.

b. Local Liaison

The Council will seek monthly reports from South Wales Police, will engage with their crime reduction priorities and seek to promote community engagement initiatives on crime and disorder with residents.

c. Neighbourhood Watch

The Council will be open to approaches for support from Neighbourhood Watch schemes in its area.

d. Traffic Calming Measures

The Council recognises the importance of road safety and where appropriate will seek to support local residents who have concerns about speeding traffic in their neighbourhoods by making representations to the Highways Authority.



Direct Measures

The Council will undertake the following specific measures:

a. CCTV at Council Premises

The Council shall operate security systems at its premises including:

- Llanharan Community Council Office
- Bryncae Community Centre

b. Events

The Council organises a programme of events each year. With this comes a responsibility to assess the risks of holding the event and one aspect of this risk assessment is the safety of attendees in respect of criminal activity, anti-social behaviour and terrorist incidents. The emergency services, including police, fire and ambulance, shall be informed of the Council's major community events and advice sought in terms of public and event safety prior to each event. Professional security staff shall be in attendance at major community events where it is deemed appropriate by risk assessment to maintain public safety.

Community Engagement

a. Promoting Police Engagement

The Council shall promote community engagement by the Police so that local people have an opportunity to express their comments and concerns directly to the Police.

b. Social Media

Within the resources it has available, the Council shall seek to share information and alerts via its social media platforms about community safety and contacting the Police.

Review

The Council will seek to represent the views of its community and seek to ensure that local crime reduction strategies represent those views. The three stages identified above provide a clear overview of the ways in which the Council will seek to fulfil its responsibilities with respect to crime and disorder through its work and decision-making. As an integral part of this policy the Council will continually review the ways in which it carries out its various functions and duties to ensure crime and disorder reduction in the Llanharan Community Council area.

This is a non-contractual policy and procedure which will be reviewed from time to time.



LLANHARAN COMMUNITY COUNCIL DATA PROTECTION POLICY

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Purpose

The council is committed to being transparent about how it collects and uses the personal data of staff, and to meeting our data protection obligations. This policy sets out the council's commitment to data protection, and your rights and obligations in relation to personal data in line with the General Data Protection Regulation (GDPR) and the current Data Protection Act. The council understands that it will be accountable for the processing, management and retention of all personal data held.

This policy applies to the personal data of current and former job applicants, employees, workers, apprentices, volunteers, placement students and self-employed contractors, referred to as HR-related personal data.

The council has appointed the Clerk, Leigh Smith, as the person with responsibility for data protection compliance within the council. Questions about this policy, or requests for further information, should be directed to him.

Definitions

"Personal data" is any information that relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic or biometric data as well as criminal convictions and offences.

"Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

"Processing" is any use that is made of data, whether or not by automated means, such as collecting, recording, organising, consulting, storing, amending, disclosing or destroying it.



Data protection principles

The council processes HR-related personal data in accordance with the following data protection principles. The council:

- processes personal data lawfully, fairly and in a transparent manner
- collects personal data only for specified, explicit and legitimate purposes
- processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing
- keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- keeps personal data only for the period necessary for processing
- adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage

In addition, personal data will be processed in recognition of an individual's data protection rights, as follows:

- the right to be informed
- the right of access
- the right for any inaccuracies to be corrected (rectification)
- the right to have information deleted (erasure)
- the right to restrict the processing of the data
- the right to portability
- the right to object to the inclusion of any information
- the right to regulate any automated decision-making and profiling of personal data.

The council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The council will not process your personal data if it does not have a legal basis for processing.

The council keeps a record of ongoing (non-occasional) processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).



Processing

Personal data

The council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract
- it is necessary to comply with any legal obligation
- it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests
- it is necessary to protect the vital interests of a data subject or another person
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

If the council processes your personal data in line with the above, it does not require your consent. Otherwise, the council is required to gain your consent to process your personal data. If the council asks for such consent, then we will explain the reason for the request. You do not have to consent and can withdraw consent later.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Personal data gathered during the period of employment is held in your personnel file in electronic format on HR and IT systems and servers. **The periods for which the council holds your personal data are as follows:**

Type of record	Retention period	Reason
Personnel	Six years after end of employment	Limitation period for civil claims
Disciplinary		
Payroll	Three years after end of relevant tax year	Compliance with HMRC regulations
Sick leave		
Health & Safety	Three years after incident	Compliance with HSE regulations
Health & Safety (hazardous substances)	Up to forty years after incident in certain circumstances	



Sometimes the council will share your personal data with contractors and agents to carry out our obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

The council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

Special categories of data

The council will only process special categories of your personal data (see above) in accordance with legislation where it is necessary:

- for carrying out rights and obligations under employment law or a collective agreement;
- to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- for the establishment, exercise or defence of legal claims;
- for the purposes of occupational medicine or for the assessment of your working capacity;
- for reasons for substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- for reasons of public interest in the area of public health; and
- for archiving purposes in the public interest or scientific and historical research purposes;
-

or where you have made the data public.

If the council processes special categories of your personal data in line with the above, it does not require your consent. In other cases, the council is required to gain your consent to process your special categories of personal data. If the council asks for your consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.



Individual rights

As a data subject, you have a number of rights in relation to your personal data.

Subject access requests

You have the right to make a subject access request. If you make a subject access request, the council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if not collected from yourself;
- to whom your data is or may be disclosed;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.

To make a subject access request, you should send the request to the Clerk or Chairman of the Council. In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if we need to verify your identity and the documents we require.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of your data, this may not be possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the council has already responded. If you submit



a request that is unfounded or excessive, the council will notify you that this is the case and whether or not we will respond to it.

Other rights

You have a number of other rights in relation to your personal data. You can require the council to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if your interests override the council's legitimate grounds for processing data (where the council relies on our legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful;
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.
- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk).

To ask the council to take any of these steps, you should send the request to the Clerk or Chairman of the Council.

Data security

The council takes the security of HR-related personal data seriously. The council adopts procedures designed to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Impact assessments

Some of the processing that the council carries out may result in risks to privacy (such as monitoring of public areas via CCTV). Where processing would result in a high risk



to your rights and freedoms, the council will carry out a data protection impact assessment (DPIA) to determine the necessity and proportionality of processing. This will include considering the purposes for which the activity is carried out, the risks for yourself and the measures that can be put in place to mitigate those risks.

Data breaches

The council has robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the council must take notes and keep evidence of that breach.

If you are aware of a data breach you must contact the Clerk or Chairman of the Council immediately and keep any evidence you have in relation to the breach.

If the council discovers that there has been a breach of HR-related personal data that poses a risk to your rights and freedoms, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

International data transfers

The council will not transfer HR-related personal data to countries outside the EEA.

Individual responsibilities

You are responsible for helping the council keep your personal data up to date. You must inform the council immediately if you believe that the data is inaccurate, either as a result of a subject access request or otherwise. The council will take immediate steps to correct the information. You should let the council know if data provided to the council changes, for example if you move to a new house or change your bank details.

Everyone who works for, or on behalf of, the council has responsibility for ensuring data is collected, stored and handled appropriately, in line with the council's policies.

You may have access to the personal data of other individuals and of members of the public in the course of your work with the council. Where this is the case, the council relies on you to help meet our data protection obligations to staff and members of the public. Individuals who have access to personal data are required:



- to access only data that you have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the council) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);
- not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not to store personal data on local drives or on personal devices that are used for work purposes.
- Never to transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Clerk or Chair of the Council
- to ask for help from the council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.

Failing to observe these requirements may be dealt with under the council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

This is a non-contractual policy and procedure which will be reviewed from time to time.



LLANHARAN COMMUNITY COUNCIL PETITIONS POLICY

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This policy sets out how the council will respond to formal petitions.

Introduction

The Council welcomes feedback from members of the public and offers many opportunities and ways to do so as a matter of course. The preferred method is through direct contact with individual Councillors or during public participation sessions in Full Council meetings.

The Council recognises that petitions are one way in which people can let the council know their concerns.



The Council will treat something as a petition if it is identified as such, or if it seems to them that it is intended to be a petition, and has at least 10 signatories.

An acknowledgement will be sent to the petition organiser within ten working days of receiving the petition, to let the organiser know what the Council plans to do with the petition and when they can expect to hear from the Council again.

How the Council will Accept a Petition

Petitions should be addressed to the council and submitted to:

The Clerk, Llanharan Community Council, 2a Chapel Road, Llanharan CF72 9QA
clerk@llanharan-cc.gov.wales

Signatories to petitions will only be accepted if they live, work or study within the community council area and the officers may undertake appropriate due diligence and request information to verify this.

Petitions submitted to the council must include:

1. A clear and concise statement covering the subject of the petition and the action the petitioners wish the council to take
2. The name, address and signature of any person supporting the petition

Petitions must be accompanied by contact details, including either a postal or e-mail address, for the petition organiser. This is the person the council will contact to explain how it will respond to the petition. If the petition does not identify an organiser, the council will contact signatories to the petition to agree who should act as the organiser.

What the Council will do with a Petition

A petition with 100 or more identifiable signatures will be included on the agenda at the next suitable meeting of the Full Council or the relevant committee, as determined by the Clerk, in consultation with the Chair.



Where a petition is considered by a committee, the Chair of the committee shall report on this to the next Full Council meeting.

The petition organiser (or an appointed deputy) will be given five minutes to present the petition at the meeting and the petition will then be discussed by members for a maximum of 15 minutes.

The council will determine how to respond to the petition at this or an appropriate subsequent meeting; usually this shall be either:

- to action the petition requests, or
- not to action the petition requests for reasons that should be made clear, and/or
- to commission further investigation into the matter.

A petition with between 10 and 99 signatures shall be reviewed by the Clerk, Chair and relevant members (e.g. the appropriate committee Chair) to determine the appropriate course of action.

At the discretion of the Clerk in consultation with the Chair of the Council, a petition may be referred to Council or the appropriate committee for debate as if it had over 100 signatures.

The petition organiser will receive a written confirmation of the decision.

General Provisions

A petition will not normally be considered if a similar petition was considered within the previous six months.

When more than one petition is received seeking the same outcome, they will be treated separately, but only the petition organiser of the first petition to be received will be invited to address the relevant meeting.

If the petition is about something over which the Council has no direct powers or duties then it may consider making representations on behalf of the community to the relevant body.

Petitions will not be presented to the Annual Meeting of the Council, nor to extraordinary meetings which are not called for the purpose of receiving the petition.

Petitions which are considered to be vexatious, abusive or otherwise inappropriate will



not be accepted.

This is a non-contractual policy and procedure which will be reviewed from time to time.

Appendix 20

To consider the results of a limited public consultation as to whether in principle the council wishes to explore ways in which it can facilitate better parking/school drop-off arrangements at South View, Llanharan.

In October 2025 the Council resolved the following:

2025/257 Exploration of better parking/school drop-off arrangements at South View, Llanharan.

RESOLVED *To direct the officers to consult in writing with the residents of South View, Llanharan on potential options and to approach RCTCBC regarding any constraints on potential measures to improve the parking and school drop off arrangements at South View, Llanharan.*

A consultation survey was delivered to residents of South View (And Some properties on Trenos Place who also abut the area) on 31st October 2025. The deadline for submissions was 17th November 2025. - See Appendix 20a

The following table captures the responses to the consultation.

22 properties were provided with consultation surveys.

5 properties responded to the consultation.

Note that those who have indicated that they consent to their personal details being passed to Councillors for further discussion is marked on the results. Members should contact the Clerk individually to obtain these details where they are held.

A redacted excel version of the survey has also been sent to members so that attachments can be viewed. (Attachment shown here as Appendix 20b)



LLANHARAN COMMUNITY COUNCIL

Resident Consultation: Parking arrangements on South View, Llanharan.

Dear resident of South View, Llanharan.

We understand that residents have experienced frustration due to limited parking, blocked driveways and general congestion caused by vehicles associated with school traffic, particularly during school drop-off and pick-up times. In response, Llanharan Community Council is considering approaching RCTCBC to explore potential options to improve parking availability and alleviate these issues for residents.

However, before the Council looks in detail at any proposals, as those who would be most affected, we would like to hear your initial thoughts on the following three options that have been suggested as possible solutions:

1. Removing the bollards along South View and widening the road to create additional parking spaces along the south side.
2. Widening the western end of South View to provide more parking opportunities in that area.
3. An alternative solution not listed above — we welcome your suggestions.

(See pictures overleaf).

Your feedback is essential in helping us understand your preferences or concerns before any decisions are made as to whether to continue exploring options here.

Rest assured that the prevailing views of the residents of South View will be given priority when deciding whether or not to move forward.

Please take a few moments to share your views by completing the attached survey and either returning to us at our offices at 2A Chapel Road. Llanharan (Next to the corner charity shop on the square), emailing us at Clerk@Llanharan-cc.gov.wales or if required contacting us to let us know that your survey is ready for collection (We will be happy to collect if necessary). Alternatively, if you would like to telephone us to respond verbally then please call 07769266675.

Whichever method you choose to communicate with us, please consider telling us your name and house number so that we can log your response.

The closing date for any responses will be Monday 17th November 2025

Under the Council's GDPR policies, your personal information will not be disclosed to any third party or made public and the forms containing your personal information will be destroyed and/or deleted after use.

Your personal information will only be shared with Councillors if you indicate that you give your consent to being contacted by a Councillor to discuss your views further.

Option 1 – Remove bollards and widen



Option 2 – Widen western end



Thank you in advance for your time and input.

Yours sincerely,

Leigh Smith
The Clerk
Llanharan Community Council

07769266675

30th October 2025

Llanharan Community Council - South View Parking and Traffic Survey

1. How concerned are you about parking and traffic congestion on South View?

- ☐ Very concerned
- ☐ Somewhat concerned
- ☐ Not concerned

2. Have you experienced any of the following issues? (Tick all that apply)

- ☐ Blocked driveway
- ☐ Difficulty finding parking near your home
- ☐ Increased congestion during school times
- ☐ Safety concerns for pedestrians
- ☐ Other (please specify): _____

3. Please indicate your level of support for each of the following proposed options:

Option 1: Remove bollards and widen the road to create additional parking along the south side.

- ☐ Strongly support
- ☐ Support
- ☐ Neutral
- ☐ Oppose
- ☐ Strongly oppose

Option 2: Widen the western end of South View to provide more parking opportunities.

- ☐ Strongly support
- ☐ Support
- ☐ Neutral
- ☐ Oppose
- ☐ Strongly oppose

Option 3: Alternative suggestion (please describe below):

4. Do you have any additional comments or concerns?

5. Your details:

Name: _____

House Number on South View: _____

6. I consent to my personal details being shared with Councillors so that I may be contacted about my responses (No personal details will be made public).



YES/NO

Return to us at our offices at 2A Chapel Road. Llanharan (Next to the corner charity shop on the square), emailing us at Clerk@Llanharan-cc.gov.wales or if required contacting us to let us know that your survey is ready for collection (We will be happy to collect if necessary). Alternatively, if you would like to telephone us to respond verbally then please call 07769266675.

Whichever method you choose to communicate with us, please consider telling us your name and house number so that we can log your response.

The closing date for any responses will be Monday 17th November 2025

Thank you.

Consent to share pers data with Cllrs	1. Concern Level	2. Issues?	Other Issue (Text)	3. Option 1 Support Level	4. Option 2 Support Level	Option 3 - Alternative Suggestion	Additional Comments	Attachment
YES	Very concerned	Difficulty Finding Parking		Strongly support	Strongly support	See attached	See attached	 Adobe Acrobat Document
		Congestion During School Times						
		Pedestrian Safety Concerns						
No	Very concerned	Blocked Driveway						
		Difficulty Finding Parking						
		Congestion During School Times						
		Pedestrian Safety Concerns						
						H-bars. I.e White lines on road outside driveways.	We have noticed cars being parked in preparation for school pickup almost an hour prior to collection time. We are also aware that local businesses instruct staff members to park on the street so that they are not in their own car park. We would also like to see bollards on the east junction as people park on the bank. Also to impliment a one-way system.	
		Other	Difficulty using pram on pavements	Strongly support	Strongly support			
YES	Very concerned	Blocked Driveway		Strongly oppose	Strongly oppose	A one-way system entering via Westbourne Terrace exiting South View. The only reason I can see for taking away the green areas is to facilitate extra parking for the 4 new classes. This is no benefit for South View residents, just more traffic.	Residential permit parking only at school times (Pickup and drop off). 8.30am-9am and 3pm-3.30pm.	
		Difficulty Finding Parking						
		Congestion During School Times						
		Pedestrian Safety Concerns						
YES	Very concerned	Blocked Driveway		Strongly oppose	Strongly oppose	Access only to residents and for RCT to accommodate by liaising with the schoo, and builders to supply additional areas for parking when they start building the next part of the school.	Option 1 - How would you widen? No mention of the hedge along the both areas you are proposing. Option 2 - As above, no mention of the hedges. This hedge acts and supports wildlife and provides safety barrier and noise protection. Either proposal could be detrimental for us as residents as the parking would still continue as it is now, it would only encourage more parking congestion and issues for us as residents which we have to put up with daily. Adding a small area for parking will not allieviate anything for us who live in South View.	
		Difficulty Finding Parking						
		Congestion During School Times						
		Pedestrian Safety Concerns						
		Other	Confrontations with the drivers of parked vehicles.					
YES	Very concerned	Difficulty Finding Parking		Strongly oppose	Support	Make South View residents parking. I would happily pay for a permit. I do not think making more parking spaces in SouthView will help us as those who park in Westbourne and Trenos Place will just take up the space in South View.	Where the footpath meets the road it is an accident waiting to happen as it is blind to traffic coming down South View. This path should be redirected onto the grass and a rail of some kind to stop children running out into the road. I have makeed the picture with an X on the photo to show the area that I am concerned about.	
		Congestion During School Times						
		Pedestrian Safety Concerns						

Firstly, I would like to thank the Community Council for looking into the concerns of residents in South View.

As you can see from the replies, my wife and I strongly support both the options proposed by the Council. At the moment cars park behind the bollards and on the grass verge below the bollards. This inevitably leads to the verge being churned up and muck and debris on the road. The proposals will not only assist in alleviating congestion but help with the hazard that is currently occurring.

There are, however, some additional points that I would like to raise for the Community Council's consideration:

1. The Council's proposals will I regret not stop non residents parking at the top end of South View as it provides easier and quicker access to the school, and people of a lazy disposition will take the easiest option for them. There are in fact only four houses in the whole of the old Bryncae Estate that don't have a driveway. These are houses 12-15 South View. This is because of the topography of the land at this point i.e. the land narrows in this area and thus the construction of the houses in 1948 didn't have sufficient room for driveways.

Thus the residents of these houses have no opportunity for off road parking and have even greater congestion issues. These houses not only have issues with the school run but employees of the shops across the road parking at this point for the day, as well as people parking to go to the shops during busy times, and other people attending the school e.g. dinner ladies. We are unable to accept doctor's appointments and hospital appointments for certain periods of the day, and have to return with shopping outside school run times otherwise we have to carry any chilled and frozen food a considerable way or block the road causing annoyance and friction with other road users. We feel that the only solution would be for the road outside these properties to be limited to resident permit holders. This will then mean that those people who currently do park in these areas are more likely to then make use of the Community Council's proposed new parking areas.

2. There is an urgent need for a set of railings to be placed across the path at the bottom of South View where the hedgerow ends. This area has recently been upgraded with tarmacadam replacing the informal muddy path. However, this means people using this path, and children in particular, face walking into the road in South View without being able to see traffic coming down the road i.e. there is a blind spot. I have on a number of occasions seen children walk straight out in front of my car or ride out on scooters. It is only because I drive with immense care at this point that an accident has been

avoided. A number of other residents have had a similar experience. Unfortunately, delivery drivers and people not knowing the area drive far too quickly down South View and past this hazard area. A railings has been placed through the access point halfway down South View where there is a gap in the hedgerow, so the danger should already be obvious to RCTBC. I would implore the Community Council to take this matter up with RCTBC as a matter of urgency even if the other congestion issues may take longer to resolve as this could save a persons' life or at least serious injury.

I look forward to hearing from you as to how you intend to proceed on all these matters.

Regards,



Appendix 21

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.

Appendix 22

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: 10th November 2025
Our Ref: 25/0972/RVOC
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:

25/0972/RVOC
Variation of condition (occupancy) of
planning approval 56/88/0140 to rural
enterprise dwelling condition.
Felindre Nursery, Llanilid, Pencoed,
Rhondda Cynon Taf CF35 5HU

Lleoliad / Location

CONSULTATION - COMMENTS TO BE RECEIVED BY: 01.12.2025..

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

Simon Gale
Cyfarwyddwr Materion Ffyniant a Datblygu
Director of Prosperity and Development
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council
Llawr 2, 2 Llys Cadwyn, Stryd y Taf,
Floor 2, 2 Llys Cadwyn, Taff Street,
Pontypridd, CF37 4TH

Dylid cyfeirio pob gohebiaeth at/All correspondence should be addressed to
Cymorth i Fusnesau, Tŷ Elái, Ystad Ddiwydiannol Dinas Isaf, Trewiliam, Tonypandy, CF40 1NY
Business Support Unit, Ty Elai, Dinas Isaf Industrial Estate, Williamstown, Tonypandy, CF40 1NY

Simon Gale

Cyfarwyddwr Materion Ffyniant a Datblygu
Director of Prosperity and Development

Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council

Llawr 2, 2 Llys Cadwyn, Stryd y Taf,
Floor 2, 2 Llys Cadwyn, Taff Street,
Pontypridd, CF37 4TH

Dylid cyfeirio pob gohebiaeth at/All correspondence should be addressed to

Cymorth i Fusnesau, Tŷ Elai, Ystad Ddiwydiannol Dinas Isaf, Trewiliam, Tonypandy, CF40 1NY
Business Support Unit, Ty Elai, Dinas Isaf Industrial Estate, Williamstown, Tonypandy, CF40 1NY



MAE EICH DATA O BWYS www.rctcbc.gov.uk/diogeludata
YOUR DATA MATTERS www.rctcbc.gov.uk/dataprotection



To: Llanharan Community Council
Community Councillor

Date: 31st October 2025
Our Ref: 25/1085/FUL
Please ask for: Daniel Morgan
Telephone: 01443 281130
Email: Daniel.Morgan1@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

25/1085/FUL
Single storey side extension to existing
Chapel
Chapel of Rest, Bridgend Road,
Llanharan, Rhondda Cynon Taf, CF72
9RP

Lleoliad / Location

CONSULTATION - COMMENTS TO BE RECEIVED BY: 21.11.2025..

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

Daniel Morgan

Planning Officer

Simon Gale
Cyfarwyddwr Materion Ffyniant a Datblygu
Director of Prosperity and Development
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council
Llawr 2, 2 Llys Cadwyn, Stryd y Taf,
Floor 2, 2 Llys Cadwyn, Taff Street,
Pontypridd, CF37 4TH

Dylid cyfeirio pob gohebiaeth at/All correspondence should be addressed to
Cymorth i Fusnesau, Tŷ Elái, Ystad Ddiwydiannol Dinas Isaf, Trewiliam, Tonypandy, CF40 1NY
Business Support Unit, Ty Elai, Dinas Isaf Industrial Estate, Williamstown, Tonypandy, CF40 1NY

Simon Gale
Cyfarwyddwr Materion Ffyniant a Datblygu
Director of Prosperity and Development
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council
Llawr 2, 2 Llys Cadwyn, Stryd y Taf,
Floor 2, 2 Llys Cadwyn, Taff Street,
Pontypridd, CF37 4TH

Dylid cyfeirio pob gohebiaeth at/All correspondence should be addressed to
Cymorth i Fusnesau, Tŷ Elai, Ystad Ddiwydiannol Dinas Isaf, Trewiliam, Tonypandy, CF40 1NY
Business Support Unit, Ty Elai, Dinas Isaf Industrial Estate, Williamstown, Tonypandy, CF40 1NY



MAE EICH DATA O BWYS www.rctcbc.gov.uk/diogeludata
YOUR DATA MATTERS www.rctcbc.gov.uk/dataprotection



To: Llanharan Community Council
Community Councillor

Date: 21st October 2025
Our Ref: 25/1048/FUL
Please ask for: Charlotte Gibbs
Telephone: 01443 281130
Email: Charlotte.Gibbs@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

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

25/1048/FUL
Two storey side extension
5 Lonydd Glas, Llanharan, Rhondda
Cynon Taf, CF72 9FZ

CONSULTATION - COMMENTS TO BE RECEIVED BY: 11.11.2025..

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

Charlotte Gibbs

Planning Officer

Simon Gale
Cyfarwyddwr Materion Ffyniant a Datblygu
Director of Prosperity and Development
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council
Llawr 2, 2 Llys Cadwyn, Stryd y Taf,
Floor 2, 2 Llys Cadwyn, Taff Street,
Pontypridd, CF37 4TH

Dylid cyfeirio pob gohebiaeth at/All correspondence should be addressed to
Cymorth i Fusnesau, Tŷ Elái, Ystad Ddiwydiannol Dinas Isaf, Trewiliam, Tonypandy, CF40 1NY
Business Support Unit, Ty Elai, Dinas Isaf Industrial Estate, Williamstown, Tonypandy, CF40 1NY



MAE EICH DATA O BWYS www.rctcbc.gov.uk/diogeludata
YOUR DATA MATTERS www.rctcbc.gov.uk/dataprotection



To: Llanharan Community Council
Community Councillor

Date: 14th October 2025
Our Ref: 25/1025/FUL
Please ask for: Giles Howard
Telephone: 01443 281130
Email: giles.howard@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

25/1025/FUL
Extension of factory

Lleoliad / Location

Harlequin House, Coedcae Lane, Talbot
Green, Rhondda Cynon Taf CF72 8YY

CONSULTATION - COMMENTS TO BE RECEIVED BY: 04.11.2025..

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

Giles Howard

Planning Officer

Simon Gale
Cyfarwyddwr Materion Ffyniant a Datblygu
Director of Prosperity and Development
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council
Llawr 2, 2 Llys Cadwyn, Stryd y Taf,
Floor 2, 2 Llys Cadwyn, Taff Street,
Pontypridd, CF37 4TH

Dylid cyfeirio pob gohebiaeth at/All correspondence should be addressed to
Cymorth i Fusnesau, Tŷ Elái, Ystad Ddiwydiannol Dinas Isaf, Trewiliam, Tonypandy, CF40 1NY
Business Support Unit, Ty Elai, Dinas Isaf Industrial Estate, Williamstown, Tonypandy, CF40 1NY