



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 17th September 2026.

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

Members Present:

Councillors: Rhys Jenkins (Chair), David Evans, Andrea James, Andrew Morgan, Chris Parker, Nick Richards, Robert Smith, Mark Steer, Barry Stephens.

Apologies: Cllr Janine Turner.

Absent: Cllrs Geraint Hopkins and Will Thomas.

Clerk: Leigh Smith

Deputy Clerk/RFO: Cathy Kennedy

Assistant Clerk: Rebecca Jenkins

1 Member of the Public

2026/245 Welcome and Apologies

The Chair welcomed all attendees to the meeting and welcomed Cllr Barry Stephens to the Council.

RESOLVED

To accept Cllr Turner's reason for absence proffered with their apologies.



2026/246 A resident's 100th birthday

The Council congratulated Mrs Anne "Nancy" Warren on the occasion of her 100th birthday.

2026/247 Disclosures of Personal and/or Prejudicial Interests

Cllr Chris Parker declared a personal interest in agenda item 13 (minute ref 2026/255) being a volunteer at the Pantry.

Cllr Barry Stephens declared a personal interest in agenda item 16 (minute ref 2026/259) being a County Borough Councillor, and in agenda item 25 (minute ref 2026/269).

2026/248 Public Speaking

None

2026/249 Minutes of Ordinary Meeting of the Council held on 16th July 2026 **RESOLVED**

To approve the minutes of the ordinary council meeting held on 16th July 2026 as a true and accurate record.

2026/250 Minutes of Community Engagement Committee meeting held on 7th May 2026

RESOLVED

To approve the minutes of the Community Engagement Committee meeting held on 7th May 2026, being the last meeting of that committee prior to its dissolution, as a true and accurate record.

2026/251 Current casual vacancies of the Council

Noted

2026/252 Community Council Action Plan

Noted



2026/253 Correspondence

Noted.

2026/254 Community Crime Statistics

Noted.

2026/255 Council Expenditure for July and August 2026

RESOLVED

To approve expenditure for July and August 2026 as shown in payment schedule 'Appendix 5' presented to the meeting.

2026/256 Year-To-Date Spend vs Budget

Noted

2026/257 Pantry Finances Report

Deferred to a future meeting of the Council.

2026/258 Bryncae Community Centre Finance Report

Noted

2026/259 Resolutions and recommendations of the Bryncae Community Centre Committee meeting held on 23rd July.

BCC2026/038 A proposal to write to RCTCBC regarding the issue of inadequate fire stopping insulation

a) RESOLVED

To authorise the Clerk to write to RCTCBC in the terms set out in Appendix 6 presented to the meeting, highlighting the inadequacy of the firestopping insulation and requesting an urgent review of the fire strategy and insulation and/or a fresh risk assessment.

b) RESOLVED

To delegate a budget of £400 to the Clerk for the purpose of seeking legal advice should it become necessary at a later date at their discretion.



BCC 2026/039 A proposal to arrange required tree safety inspections

c) RESOLVED

To instruct the officers to obtain tree safety inspections of all trees on Bryncae Community Centre land and any in the immediate vicinity which the officers feel would be beneficial in light of potential future lease agreements, with the permission of the landowner as appropriate; and to authorise the officers to spend up to £700 for this purpose.

d) RESOLVED

That the Council suspends Financial Regulation 11.3e)iii in relation to 2026/259c) given that the Council's tree inspections are usually carried out by the RCTCBC inspectors, providing a trusted service of known quality for a small cost.

2026/260 Resolutions and recommendations of the Trens-Ewenni Crossing Committee meeting held on 30th July.

NOTED

TEC2026/063 To note 'decisions made tracker' and 'decisions required log' and to consider the decisions required

RESOLVED

To create a task and finish Working Group reporting to the TEC Committee comprising the following members: Cllrs Chris Parker (Chair), Robert Smith, Mark Steer, being the members of the former Trens Crossing Working Group prior to its dissolution. The Working Group to work with the Clerk and Burroughs in order to examine the following questions in relation to the upcoming tender process and to produce proposed documents for the next meeting of the Committee.

- 1. To review the scoping documents produced taking into account the feedback provided by the Clerk.*
- 2. To examine potential tender scoring criteria including weightings and quality to be included in the tender.*
- 3. To examine qualifying questions for tendering contractors to be included in the tender.*
- 4. To examine the most appropriate method of processing the tender.*

An open process. Inviting specific contractors to tender. Inviting expressions of interest from contractors and selecting from that list or some other methodology allowed for in the Council's Financial Regulations and in line with the Procurement Act.



2026/261 Resolutions and recommendations of the Trenchard-Crossing Committee meeting held on 8th September

TEC2026/077 To receive reports from the task and finish working group established to examine options relating to the tendering of the work and any recommendations submitted in writing to the Clerk in advance.

a) RESOLVED

For the method of issuing the tender to be:

1 – The Clerk to issue a Prior Information Notice (PIN) on Sell2Wales public procurement portal to run for 4 weeks. PIN to be issued as soon as resolved by the committee (Under previously delegated authority).

This is a simple one-page summary of the project intended to give prior notice to contractors who may be interested. (Companies already consulted by Burroughs will be notified).

2 – Only those (and all of those) who have expressed an interest via the Sell2Wales portal will be invited to submit a tender. Tender to be issued by the Clerk only once the full tender pack has been approved by the committee and to run for a period of 4 weeks.

3 – All tenders to be opened as per the Council's financial regulations 12.2j. All other aspects of the tendering process shall comply with the Council's Financial Regulations.

4 – Tenders received shall be sent to Burroughs for professional assessment.

5 – An assessment of the Pass/Fail questions shall be assessed first. Those failing this section shall be set aside.

6 – An assessment of the Quality questions shall be undertaken by Burroughs.

7 – An assessment of the Price shall be undertaken by Burroughs.

8 – The scoring Matrix shall be populated and the weightings applied.

9 – Burroughs will present a document to the TEC Committee outlining all of the scores and make a recommendation for award of the tender. The committee will make a decision and a contract awarded.

b) RESOLVED

To suspend Financial Regulation 12 in relation to TEC2026/077 a), the tender process described being a slight deviation from Regulation 12.



c) NOTED

TEC2026/078 To note the Prior Information Notice (PIN) and to approve its posting on Sell2Wales.

RESOLVED

To approve the posting of the PIN on the Sell2Wales website. Responses to be directed to Burroughs.

2026/262 Suspension of Standing Order 6.4 in relation to the TEC Committee

RESOLVED

To suspend Standing Order 6.4 in relation to the TEC Committee to allow the Committee to consider and respond to any non-technical questions raised by those tendering prior to the deadline, without receiving written consent from two thirds of all council members in order to hold an emergency committee meeting.

2026/263 Resolutions and recommendations of the CIL Committee meeting held on 1st September.

CIL2026/029 Progress of project LCC23/02 “Improvements to Bryncae Community Centre” including the provisional receipt of a grant from Grantscape and the financial implications for the project and to consider approving a fee payment of £600 to RCTCBC.

a) RESOLVED

RCT having levied an admin fee for the necessary licences for major works to the community centre, to approve a fee payment of £600 to RCTCBC.

CIL2026/030 Progress of the project LCC19/07 Memorial Garden/Garage, to consider approving the final design and payment of a mandatory £1,008 inspection fee to RCTCBC SUDS department.

b) RESOLVED

To authorise the officers to spend £1,008 against project LCC19/07 Memorial Garden/Garage for mandatory ‘SUDS Inspection fees’ to RCTCBC.



c) RESOLVED

To approve the final design of the Memorial Garden as presented in Appendix 4 to the CIL Committee, delegating any permissible minor alterations to the Clerk working in conjunction with the Memorial Garden Centerpiece Working Group.

CIL206/031 Update on the progress of the LCC25/09 Oakbrook Skatepark Project and to consider a tender pack and subsequent actions to bring the project to fruition.

d) RESOLVED

To defer the motion to consider the tender pack (presented in Appendix 5a to the CIL Committee) to a future meeting of the council..

2026/264 Quotations provided and the quote selected by LRGT relating to LCC26/03 Resurfacing of Carpark, included with the consent of the Chair of CIL.

Deferred to a future meeting of the Council.

2026/265 Resolutions and recommendations of the ORA Committee meeting held on 3rd September.

ORA2026/048 LCC Biodiversity Action Plan

a) RESOLVED

To form a Sustainable Floral Displays Working Group.

Membership to comprise Cllrs Chris Parker, Rob Smith and Mark Steer.

Chair: Cllr Rob Smith.

Terms of reference: Reporting to Full Council on 15th October 2026, to work with Council staff to propose an updated selection of plants and materials for the Council's floral displays in line with items 17 and 18 of the Council's Biodiversity Action Plan:

17: To examine the contents of the Council's planters and hanging baskets ready for summer 2027, aiming to achieve the most sustainable, biodiverse, colourful summer display possible; to examine the types of soils used to retain as much water as possible;

18: To examine the potential use of starch granules to help retain water.



ORA2026/051 Proposal to plant native trees on Bridgend Road

b) RESOLVED

To approve the planting of up to eight trees, allocating the spend of up to £500 for the purpose.

ORA2026/053 Asbestos survey and quotation for removal

c) RESOLVED

- i) to authorise the Officers to arrange the removal of the loose and damaged items by a suitably qualified contractor as soon as possible, allocating up to £4545 from General Reserves for the purpose;
- ii) to suspend Financial Regulation 11.3.e) ii on the basis of the risk to public health;
- iii) to create a register of items remaining, and to notify current and future tenants;
- iv) where tenant did not grant access, to renew efforts to arrange survey;
- v) to update the tenancy agreement as outlined in Appendix 7 presented to the Committee; appropriately amended.

d) NOTED

ORA2026/056 Consideration of eviction of two plot holders

RESOLVED

- a) to authorise the Officers to issue one month's notice of eviction to the tenant of Bridgend Road plot 35, together with details of and subject to the Council's appeal process.*
- b) to suspend the eviction order on Bridgend Road plot 32, to put in place an action plan for the ongoing improvement of the plot, to be reviewed shortly before the next meeting of the Committee; and to accept the tenant's voluntary surrender of plot 33, acknowledging that the nearest greenhouse will be deemed to fall within the boundary of plot 32*



2026/266 To consider any appeal against an eviction issued by the ORA Committee, lodged in accordance with the Council's published appeals procedure.

No appeal received.

2026/267 An approach to any remaining non-urgent, intact asbestos material on allotment plots. Included with the permission of the Chair of the ORA committee

RESOLVED

To authorise the officers to engage a qualified contractor for the immediate safe and lawful removal and disposal of all materials as soon as possible and to spend up to £3,200 including a 10% contingency and to suspend Financial Regulation 11.3.e) ii on the basis of the risk to public health;

2026/268 Resolutions and recommendations of the Events Committee meeting held on 16th September.

a) NOTED

EV2026/049 Further arrangements and quotations for the 2026 Fireworks display

RESOLVED

To accept the quotations from Rocket Security, Rycon, Sunbelt, and St John's Ambulance for the 2026 fireworks event.

b) RESOLVED

To suspend Financial Regulation 11.3e)ii) and 11.3e)iii respectively in relation to the quotations provided for the fireworks event from Rocket Security, Rycon, Sunbelt, and St John's Ambulance, the reason being that all of these vendors have been used at the event previously and have good knowledge of our specific requirements, previous quotation exercises have proved them to be competitive in terms of price and in the case of Rocket Security, Sunbelt and St John's Ambulance provide specialist and well-established expertise and equipment

c) NOTED

To delegate the spend of any funds remaining in the budget for the fireworks event to the officers.

d) NOTED

To delegate all other aspects of the fireworks event to officers working in conjunction with interested members.



e) NOTED

EV2026/051 Proposed Community Market on 27th September and ongoing markets at Bryncae Community Centre

RESOLVED

To authorise the officers to make all necessary arrangements for a market in Bryncae Community Centre on 27th September with no pitch fees and to provide a regular market going forward if considered viable.

f) NOTED

EV2026/052 Proposed allocation of the Community Functions budget

RESOLVED

To adopt the proposed allocations of the Community Functions budget as set out in Appendix 7 presented to the Committee, and to delegate authority to spend to the Officers.

RESOLVED

To submit proposed figures for the 2027/28 Events budget as set out in Appendix 7 to the Audit Committee for consideration for inclusion in the 2027/28 budget proposal.

g) NOTED

EV2026/053 Update on arrangements for the Panto at Bryncae Community Centre on 21st November 2026

RESOLVED

To authorise the Officers to make all further arrangements for the panto and delegate spend of any remaining budget to the officers in conjunction with interested members.

RESOLVED

To provide tea/coffee/squash (food hygiene certificate holder must be present) and to sell soft drinks and confectionery at the panto subject to confirmation of the appropriate legal power. Arrangements to be delegated to the officers.

2026/269 Membership of Committees

RESOLVED

To add Cllr Barry Stephens to the TEC Committee, CIL Committee and Audit Committee.



2026/270 Quotations for the renewal of the electricity supply contract for street lighting at Jeffs Lane

RESOLVED

To accept the proposed contract term of 36 months and to delegate authority to the RFO to arrange the contract on the basis of the cheapest price, details of the contract to be reported to Council at the next meeting.

2026/271 Quotations for the renewal of the telephone and broadband supply contract for the Council office on Chapel Road

RESOLVED

To accept the quotation presented to the Council as Appendix 18, being a 36 month contract to the value of £3,346.20 arranged by the broker, Cardinal Energy.

2026/272 Digital Working Group updates and recommendations

No report.

2026/273 Members' reports

Cllr Mark Steer

The annual "Pass wide and slow" equestrian event took place on Sunday 13th September and was well supported.

Cllr David Evans

Complaints having been received about speeding vehicles on Brynna Road at Oakbrook, a speed survey was conducted by RCT. The 7-day average speed was 28mph and the 85th percentile speed was 34mph. RCT will seek support from SW Police for further monitoring and will add the area to the programme of future works when resources permit.

Cllr Andrew Morgan

Thanks to JD Windows and Exteriors for cleaning Bryncae Community Centre and offering to do so on an annual basis.

The recent Cinema Evening at the Welfare Ground arranged by LRGT was well received.



2026/274 Feedback from External Group Meetings

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

The inaugural meeting is to be held in early October 2026.

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

To meet next week.

c) One Voice Wales Larger Councils Committee (Cllr Robert Smith)

To meet in November.

d) Dolau Primary School appointed governor (Cllr Andrew Morgan)

No meeting.

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

No report - Member absent

f) Brynnau Primary School appointed governor (Cllrs Rhys Jenkins)

No meeting.

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

Ash trees along PRow continue to be affected by ash dieback, necessitating removal.

A nature walk is to be arranged by the Wildlife Trust in October half term.

h) Biodiversity Champion, Local Nature Partnership (LNP) (Cllr Mark Steer)

LNP meeting held in August. A bat survey and a "mini bio blitz" on a local landowner's property have been arranged.

i) Llanharan Community Development Project Liaison (Cllr Robert Smith)

Meeting to be held next week. The garden is to feature on the BBC's One Show on 28th September.



2026/275 Planning matters

Noted without formal comment.

2026/276 RCT Community Resilience grant

RESOLVED

To authorise the officers to apply for the Community Resilience Grant of £750, accepting the terms of the grant.

2026/277 Draft Lone Working policy

RESOLVED

To adopt the draft Lone Working policy presented to the Council as Appendix 22.

2026/278 Draft updated Complaints policy

RESOLVED

To adopt the draft updated Complaints policy presented to the Council as Appendix 23.

2026/279 Draft Local Resolution Process

RESOLVED

To adopt the draft local resolution process presented to the Council as Appendix 24.

2026/280 Urgent Information & Future Agenda Items

None

There being no further business, the meeting closed at 8.25 pm.

The next ordinary meeting of Full Council will be held on 15th October 2026.

Councillor Rhys Jenkins
Chair of Llanharan Community Council

Appendix a

To formally congratulate and recognise a member of the community on the occasion of their 100th birthday.

Via a third party, the family of Mrs Anne 'Nancy' Warren requested a visit from the Chair of the Council on the occasion of Mrs Warren's 100th Birthday.

The Deputy Chair of the Council, Cllr Turner visited Mrs Warren on the day and presented flowers, a card and a small gift.

Mrs Warren has been resident in Llanharan and Brynna all of her life and has been active in the community, including serving as a governor of Brynnau Primary school.



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 July 2026.

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

Members Present:

Councillors: Rhys Jenkins (Chair), David Evans, Andrea James, Andrew Morgan, Chris Parker, Nick Richards, Robert Smith, Mark Steer.

Apologies: Cllr Janine Turner

Absent: Cllr Geraint Hopkins

Deputy Clerk/RFO: Cathy Kennedy

Assistant Clerk: Rebecca Jenkins

0 Members of the Public

2026/212 Welcome and Apologies

The Chair welcomed all attendees to the meeting. Cllr Turner's apologies for absence were noted.

2026/213 Note that apologies for absence with reasons were received for June's Council Meeting from Cllr Andrea James.

Noted.



2026/214 Disclosures of Personal and/or Prejudicial Interests

Cllr Chris Parker declared a personal interest in agenda item 12 (minute ref 2026/223) being a volunteer at the Pantry.

Cllr Nick Richards declared a personal interest in agenda item 16 (minute ref 2026/228) being resident in the neighbourhood of the Memorial Garden.

2026/215 Public Speaking

None

2026/216 Minutes of Ordinary Meeting of the Council held on 18th June 2026

RESOLVED

To approve the minutes of the ordinary council meeting held on 18th June 2026 as a true and accurate record.

2026/217 Current casual vacancies of the Council and forthcoming election.

Noted that nominations have been invited to fill the casual vacancy for the Llanharan Ward. If more than one valid nomination is received, a poll will take place on Thursday 13 August 2026.

2026/218 Community Council Action Plan

Noted

2026/219 Correspondence

Noted.

2026/220 Community Crime Statistics

Noted.



2026/221 Council Expenditure for June 2026

RESOLVED

To approve expenditure for June 2026 as shown in payment schedule 'Appendix 5' presented to the meeting.

Councillor Mark Steer left the meeting.

2026/222 Year-To-Date Spend vs Budget

RESOLVED

- a) to receive and note the Quarter 1 Budget Monitoring Report.
- b) to agree that budget monitoring reports, with budget variances highlighted, be presented to Full Council on a monthly basis.
- c) to approve that the current overspends identified within the Quarter 1 Budget Monitoring Report, namely HMRC Interest Charges, Council Tax, Subscriptions & Memberships, Storage Space Rental, Consumables, Public Clocks, Red Tractor Maintenance and the additional £5,936.44 paid to Llanharan Community Development Project (LCDP) above the approved annual budget, be funded from General Reserves.
- d) to request officers to review the Bryncae Community Centre budget allocations recorded within Rialtas against the approved 2026/27 budget and report back with recommendations for any amendments required to ensure the approved budget is accurately reflected within the accounting system.

2026/223 Pantry Finances Report

Noted

2026/224 Bryncae Community Centre Finance Report

Noted



2026/225 To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960

RESOLVED

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

There being no members of the press or public present, the recording of the meeting was stopped and the officers left the meeting prior to consideration of the exempt item.

2026/226 Resolutions and recommendations of the Human Resources Committee held on 25th June 2026

a) RESOLVED

HR2026/018 One Voice Wales Job evaluation report.

Taking the report into account, plus other factors, to adopt the following pay scale ranges for specific roles.

RFO/Deputy Clerk	SCP 26-29*
Assistant Clerk	SCP 19-22*
Senior Groundsperson	SCP 8-11*
Groundsperson	SCP 5-8*

*Any contractual increments (e.g. contractual increment increases for the obtaining of certain qualifications) to be applied in addition across the range.

b) RESOLVED

That the recommended SCP range be adopted for each role. With employees moving up the scale each year (subject to at least a 'satisfactory' annual appraisal) until the top of the scale is reached for that role.

c) RESOLVED



For any roles where the current SCP sits below the selected range, for the employee's SCP to be increased immediately to the bottom of the scale and back dated to the start of this financial year (Or their date of employment should they have been initially employed after 1st April 2026).

d) RESOLVED

For any roles where the current SCP sits above the selected range, for the employee's SCP to be frozen at their current SCP.

Officers returned to the meeting and the recording was restarted.

2026/227 Note that the TEC Committee meeting on 2nd July, having no meaningful business to transact, was inquorate and did not proceed.

Noted

2026/228 Resolutions and recommendations of the Community Infrastructure Levy (CIL) Committee held on 7th July 2026

a) RESOLVED

CIL2026/029 CIL grant application policy and amended application form.

To adopt the CIL Grant Policy and Application form as presented in Appendix 4 to the meeting with the following amendments:

1. To correct the typing error replacing the word 'sighted' with 'sited'
2. To add a section making it explicit that the Council will seek evidence of Planning permission (or LDC), Suds, easements or other documentation where appropriate.

b) RESOLVED

CIL2026/031 Updated figures for LCC23/02 'Improvements to Bryncae Community Centre' and to note progress.

To approve the updated figures for the Capital plan relating to LCC23/02 presented in Appendix 6 to the CIL Committee and to note progress.



c) RESOLVED

CIL2026/032 Updated and further quotations from Brynna Allotment Association relating to LCC 26/02 'Brynna Allotment Association, Civil works to expand storage shed'

To note the quotations provided and the selected vendor and to approve payment of £4,454.38 for project LCC26/02 (Brynna Allotment Association - Civil works to expand storage shed) upon the receipt of appropriate invoices. And to reduce the overall allocation to the project on the CIL123 and Active Project lists to that amount.

d) RESOLVED

CIL2026/033 CIL funds to purchase 2 x Benches for the Memorial Garden and 1 x replacement bench for Mountain Hare play area.

To purchase 1 standard recycled plastic bench as a replacement for a damaged bench at the Mountain Hare play area authorising the officers to spend £425 plus a contingency of £50, to be added to the CIL123 and Active Project Lists. Suspending Financial Regulation 11.3e)iii in order to purchase this style of bench. This style of bench having proved to be good value evidenced by previous quotation exercises and proving to be of robust construction.

e) RESOLVED

To delegate to the Clerk the sum of up to £3,775 for the provision of 2 decorative benches for the Memorial Garden. This amount to be added to project LCC19/07 Garage/Memorial Garden and for Financial Regulation 11.3e)ii to be suspended on the grounds that particular designs particular to individual suppliers are required. Selection of the appropriate benches to be delegated to the Clerk in consultation with members of the Memorial Garden Centrepiece Working Group.

f) RESOLVED

CIL2026/034 Recommendations of Memorial Garden Centrepiece Working Group.

Subject to obtaining the appropriate permissions, to arrange the centrepiece as per below:



1. Remove the posts and gate and make redundant the railings, posts and gate that formed a 'hexagon' type shape. This will make the whole area more open and amenable to arrange planters as appropriate.
2. To move the position of the fittings for a Community Christmas Tree more towards the corner of the junction of Brynna Road/Grove Terrace but still within the boundary of the garden.
3. Where the Christmas Tree fittings were to be placed to place a multi-tier fountain planter coloured and badged as per the existing community planters. Also the memorial plaque to Peterson Super Montem CC to be attached to this.
4. The budget cost from Amberol is £2128 ex VAT, the Clerk to obtain a more accurate quotation prior to the Full Council meeting and to present the quotation alongside this recommendation.
5. To create a concrete base of dimensions similar to the base of a fountain to adequately support the weight of it. (This may, subject to negotiation, be done under the present contract)

g) RESOLVED

That the terms of reference of the working group be expanded to look at the final layout, aesthetics and dedication of the garden subject to the final and approved Suds designs and other permissions. This would also allow the group to consider making recommendations for further aesthetic improvements, for example the possibility of creating a 'living' wall running parallel to the wooden fencing whilst maintaining a service path for the neighbours to have access to maintain their fence.

2026/229 Renegotiation of the forthcoming renewal of the Oakbrook Skatepark lease from RCTCBC

RESOLVED



To delegate authority to the Clerk to renegotiate the forthcoming renewal of the Oakbrook Skatepark lease from RCTCBC for a period of up to 25 years and on similar terms to that of the existing lease. This delegation valid only where there are no further practical or financial obligations placed upon the Council than the previous lease.

2026/230 Consideration of updated quotations provided by, and the quote selected by LRGT relating to LCC26/03 Resurfacing of Carpark. Included with the consent of the Chair of CIL

No quotations were provided.

2026/231 Resolutions and recommendations of the Audit Committee meeting held on 9th July 2026.

a) RESOLVED

A2026/040 RFO Internal Auditor's Year End Report Summary

That, in response to the Internal Auditor's observations, the Digital Working Group undertake the review of the Council's website as previously resolved, with particular regard to identifying and correcting any broken hyperlinks.

b) RESOLVED

A2026/042 Llanharan & Bryncae Brass (formerly Bryncae Brass) – Request to Reallocate Unspent Grant Funding

To approve the request to reallocate the unspent balance of £576.05 from the grant awarded during the 2025/26 financial year towards the purchase of three student trombones for learners, in accordance with the request set out in Appendix 3A.

c) RESOLVED

A2026/043 Grant Applications - 1st Llanharan Rainbows – Appendix 4a

To approve the grant application and award a grant of £450 towards the annual membership fee, badges, books, certificates, and transport costs where required.

d) RESOLVED



Brynna Rainbow Guides and Brynna Brownies - Appendix 4b

To approve the grant application and award a grant of £400 towards the purchase of badges.

e) RESOLVED

1st Llanharan Scout Group - Appendix 4c

To approve the grant application and award a grant of £1,440 towards the cost of renting a storage unit for a period of 12 months. The storage unit to be used to securely store the Group's camping equipment

f) RESOLVED

Llanharan & Bryncae Brass – Appendix 4d

That officers contact the group, requesting further information to enable Members to fully assess the community benefit arising from the application. This should include details of community events attended during the previous 12 months, planned events over the next 12 months, and how the grant would benefit the wider Llanharan community.

g) RESOLVED

A2026/045 Bank Reconciliations and List of Payments

That the bank reconciliations and list of payments for Quarter 1 of the 2026/27 financial year, as presented in Appendix 6, be approved.

h) RESOLVED

A2026/048 Review of Regular Payment Arrangements

To approve the Council's Direct Debit and regular recurring payment arrangements, as set out in Appendix 9, together with the recommendation that authority be delegated to the Clerk and Responsible Financial Officer to arrange payment of monthly HMRC PAYE and National Insurance liabilities by Direct Debit.

i) RESOLVED

2026/049 Method of Considering Budgeted Grant Applications



That future grant applications requesting £10,000 or more be referred directly to Full Council for consideration and determination and that the Council's General Grant policy and Financial Regulations be altered to reflect this requirement.

j) RESOLVED

A2026/050 Virements for the Financial Year 2025/26

That the Virements for the 2025/26 financial year, as set out in Appendix 11a, be approved.

2026/232 A proposal for the provision of wall-mounted flagpoles and flags.

RESOLVED

To purchase and manufacture 50 wall-mounted flagpoles and purchase 25 Union flags, 25 Dewi Sant flags, 50 Wales flags and 25 Owain Glyndŵr flags, authorising the officers to spend up to £900 to be taken from General Reserves, 44 to be installed at business premises in Llanharan and Brynna and two each at Bryncae, Brynna and Ynysmaerdy Community Centres.

2026/233 A proposal for the provision of flagpoles at the Dram memorial.

RESOLVED

To apply for the relevant permissions; once obtained, to purchase and install three glassfibre flagpoles from Flags.co.uk, and three 5'x3' flags, the Welsh and Union flags and the Council's flag, authorising the officers to spend up to £3600 (including a 10% contingency); and to draw up an appropriate design for the Council flag; the funds to be drawn from general reserves.

2026/234 Digital Working Group updates and recommendations

No report.

2026/235 To consider a quotation received for Blackout Blinds for Bryncae Community Centre as part of the Capital Improvement Plan (LCC23/02 Improvements to Bryncae Community Centre)



RESOLVED

- a) To suspend Financial Regulation 11.3e)ii, the officers having contacted a number of appropriate companies providing a specification for a quotation, but Solar Sunshades being the only company to provide a quotation.
- b) To accept the quotation of £6000 received for Blackout Blinds from Solar Sunshades, and to authorise the officers to place orders accordingly, pending landlord's permission. All funds to come from already allocated CIL funds.

2026/236 Ancillary works for the fitting of Blackout Blinds for Bryncae Community Centre

a) RESOLVED

To suspend Financial Regulation 11.3e)ii , it being considered impractical and a poor use of staff resources to obtain further quotations for such minor works.

b) RESOLVED

To delegate authority to the Clerk to arrange ancillary works for the fitting of Blackout Blinds for Bryncae Community Centre up to a maximum value of £500, and to authorise the Clerk to place orders accordingly, pending landlord's permission.

2026/237 Members' reports

Cllr Rob Smith

Noted a disappointing turnout at the recent PACT meeting, from both public and police.

Cllr Andrew Morgan

Noted an apparent lack of coherence between local policing team and South Wales Police public communications regarding the appropriate response of members of the public to incidents of anti-social behaviour.

2026/238 Feedback from External Group Meetings

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



The inaugural meeting will be held on 17th September 2026.

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

To meet 29th July.

c) One Voice Wales Larger Councils Committee (Cllr Robert Smith)

Meeting held on 8th July emphasized the value of community council contributions. Efforts are being made to counteract the Boundary Commission's preference for amalgamating smaller councils.

d) Dolau Primary School appointed governor (Cllr Andrew Morgan)

The recent meeting reported an update to the school's brand and a very successful summer fete.

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

No report - Member absent

f) Brynnau Primary School appointed governor (Cllrs Rhys Jenkins)

No meeting held.

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

No report - Member absent

h) Biodiversity Champion, Local Nature Partnership (LNP) (Cllr Mark Steer)

No report - Member absent

i) Llanharan Community Development Project Liaison (Cllr Robert Smith)

Summer activities are about to begin and external grant applications have been made for development of the premises. Cllr Smith assisted in removing a bees' nest from the roof but a complete renovation of the roof is required.

2026/239 Planning matters

Noted without formal comment.



2026/240 The code of conduct for qualifying employees of the Council and its implications (Code of Conduct (Qualifying Local Government Employees) (Wales) Order 2001)

Noted

2026/241 Review of the Council's complaints procedure and consideration of introducing a local resolution process.

Deferred to a future meeting of the Council

2026/242 To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960

RESOLVED

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

2026/243 An update on the recent theft of Council property

Noted.

2026/244 Urgent Information & Future Agenda Items

None

There being no further business, the meeting closed at 8.40 pm.

The next ordinary meeting of Full Council will be held on 17th September 2026.

Councillor Rhys Jenkins
Chair of Llanharan Community Council



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Community Engagement Committee (CEC) held by remote attendance at 7.00pm on Thursday 7th May 2026

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

Present:

Councillors Chris Parker, Nick Richards, Andrea James.

Apologies: Cllr Neil Feist.

Absent: Cllr David Evans.

1 members of the public.

Clerk to the Council: Leigh Smith.

CEC2026/001 Welcome and Apologies

The Chair welcomed all attendees.

To accept the reasons for apology proffered by Cllr Neil Feist's apology for absence as a valid reason.

CEC2026/002 Disclosures of Interests

None.



CEC2026/003 Minutes

It was noted that meeting scheduled for 5th February 2026 was inquorate and did not take place.

CEC2026/004 CEC Action Plan

Noted.

CEC2026/005 Open Public Participation Session

A member of the public, being a member of the council but not a member of the committee spoke regarding agenda item 9.

CEC2026/006 To consider fitting signage to the Council offices and delegating a budget to the Officers to facilitate the work.

RECOMMENDED

To fit appropriate signage to the Council offices on Chapel Road, delegating a budget of £1,000 to the officers to facilitate the work pending any required permissions/licences.

CEC2026/007 Written motion from Cllr Andrew Morgan regarding the purchase and placement of flags and flagpoles

a) RECOMMENDED

To accept the proposal in principle to purchase and fit flags to be sighted in the council's business and community building Christmas tree holders. The flags to comprise Welsh Flags, Dewi Sant Flags and Union Flags to be variously fitted throughout the year to a set schedule. The officers to carry out further research and present a paper to council with further details including estimated initial and ongoing costs at a future meeting.

b) RECOMMENDED



To accept the proposal in principle to erect up to 3 flag poles near the coal dram near the roundabout at the bottom of Enterprise Way, ideally displaying the Welsh Flag, Union Jack and Community Council Flag. If only one pole can be erected, a permanent Welsh flag to be flown. The officers to carry out further research and present a paper to council with further details including estimated initial and ongoing costs at a future meeting.

CEC2026/008 Updates on the work of the Jubilee Marsh Multi-User Route Working Group and to consider any recommendations submitted in advance via the Clerk.

No update.

CEC2026/009 Updates on the work of the Annual Survey Working Group and to consider any recommendations submitted in advance via the Clerk.

No update.

CEC2026/010 Urgent information or to suggest items to the Clerk for a future agenda.

None

There being no further business the meeting closed at 7.25pm

Date of next scheduled meeting: TBD

Councillor Chris Parker
Chair of the meeting.

	Llanharan Community Council - Master Action Plan 7.9.26								
	Date added	Category	From	Action	Notes	Status	Owner		
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. See above		LS		
2021/105		Full Council	CIL	RESOLVED Furthermore, that all negotiations with interested parties be delegated to the Officers of the Council in order to produce an appropriate agreement or agreements to be presented before Council for resolution at a later date.	Present to Council for resolution.		LS		
2022/039	18/02/2022	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. The green tractor requires the fuel lines replacing.		LS		
2022/098	20/05/2022	Full Council	Full Council	To be altered - Minute 2022/090 Welcome and Apologies. Apologies for absence were received from Councillors Janine Turner, Jeff Williams, Helen Donnan and Daniel Morelli. To be altered. Many of those councillors are no longer seated and so this is incorrect.			LS		
2023/041	17/02/2023	Full Council	ORA	RESOLVED ORA2022/060 Urgent items for information or items for future agenda. Future agenda to include training on basic tree safety training for staff and interested members.	Add to future agenda.		LS		
2023/060	17/03/2023	Full Council	CIL	RESOLVED CIL2023/010 CIL application for a community garden at Ynysmaerdy. To approve a CIL application for £2750 for a community garden at Ynysmaerdy from Ynysmaerdy Community Centre and for the project to be added to the CIL123 list and Active Project lists. For the Clerk to make the purchases up to the value of £2750 regarding the project if this is acceptable to the applicant or otherwise to grant the £2750 on the understanding that the presentation of invoices would be required as proof of purchase.	Added to lists. Awaiting progress. The Clerk has contacted the MOP involved and requested works be carried out Summer 2024. June 2024. Clerk has requested an update Oct 24. Residents intend to proceed with the project. Clerk requested update April 2025. Project underway May 25. Requested status update Nov 25. Project ongoing into 2026. Have informed applicant that cutoff is likely to be end 2026 before unspent funds are reallocated. June 26. Requested progress report and plan for spending remaining funds this year. Requested again in August. Note: At the time of writing 24.8.26 £1,675 spent. £1,074 remaining.		LS		
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.		LS		
2024/071	22/03/2024	Full Council	BCC	2024/071 Potential leasing of land around Bryncae Community Centre. RESOLVED For the Clerk to obtain estimates of cost from a solicitor to draft a lease agreement and act on the Council's behalf in this matter. Costs to be presented to a future meeting of council.	On Hold - Awaiting deeds/title plan from LRGT June 24. Permission given by LRGT for the Clerk to liaise directly with the solicitor. Chased deeds again Jan 2025 direct with solicitor. Estimate of solicitors costs obtained. This issue is with LRGT. No further action from LCC until LRGT register the land.		LS		
2024/071	22/03/2024	Full Council	Full Council	2024/071 RESOLVED For the Clerk to obtain comprehensive deeds for the land, including a title plan from LRGT.	Requested. Awaiting info from LRGT. Nudged April 24. Nudged June 2024. Clerk given permission to engage directly with LRGT solicitor Oct 25. Clerk contacted direct late 2025 and again Feb 2026. Awaiting response. Conversations ongoing between LRGT and their solicitor attempting to locate deeds March 26. LRGT solicitor stated they do not hold deeds. June 26. awaiting progress from LRGT.		LS		

2024/135	21/06/2024	Full Council	ORA	iii. RESOLVED ORA2024/037 Summer planting of seeding/bulbs on sections of 'New Road' (A473). Referred to ORA by the Community Engagement Committee. To proceed with planting of seeds/bulbs on sections of new road (A473) as per the drawings attached in the appendix provided (appendix 4). Allowing the grounds-person some practical leeway to make minor alterations depending on ground conditions and ensuring appropriate plants are planted. The Clerk to seek permission from the landowner. The Clerk to ensure the landowner/local authority consents not to mow the areas where planting takes place in future.	Obtain consent from RCTCBC and / or landowner. Issue instruction to senior grounds person. RCT contacted 27.3.25 Landowner contacted Feb 25 - Awaiting consent. Nudged 9.5.25 Meeting offered by management company to take place July 25. Permission given to proceed. Inform Sharon (Remus) of area to be sown so the grass is not cut there. Attempted contact through latter of 2025 and early 2026. No response to date. Contacted alternative Remus office email March 26 and again August 26.		LS
2024/139	21/06/2024	Full Council	Audit	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.	To be done as part of Digital working group review of website.		LS
2024/139	21/06/2024	Full Council	Audit	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.	Draft privacy notice presented to FC 17/07/2025 Draft Biodiversity, Crime and Disorder, Business Continuity and Petition policies prepared 08/08/2025 and presented to FC 20/11/2025 Draft Employees' Social Media policy prepared 18/11/2025 for presentation 18/12/2025 and resolved. Lone and Isolated Worker Policy drafted 28/07/2026		RJ
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.			LP
2024/213c)	20/09/2024	Full Council	ORA	2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024 c)RESOLVED ORA2024/057 Risk assessments on Mountain Hare play area and Oakbrook skate Park and next steps. 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: 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.	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. Survey live.Dec 25 Contacted potential developer Jan 2026 to progress. Awaiting response. Met with dragon play Feb 26 to review public consultation. Have requested alterations to the design. A second design produced and presented to working group. WG have recommended design to CIL Committee for the next meeting (March/April 26). Design approved. Draft tender pack in place. Awaiting renegotiation of lease with RCT to allow Grantscape funding. June 26		LS
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. Note: These plots are now occupied. HOLD.		LS
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. 13.11.25 RCT advised the sign cannot be placed on or near the highway. A location will be found further back from the road or an alternative proposed.		LS
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. Note left at property to request contact Jan 26. Posted second letter May 26		LS
2025/94g)	18/04/2025	Full Council	Audit	g)RESOLVED i)To seek further clarification from the auditor regarding the Clerk's salary as no material difference observed following subsequent checks. 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		g)ii Completed	LP
2025/125b)	16/05/2025	Full Council	WGSB Comm	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). Negotiations ongoing. Dec 25 Agreed draft sent to Howells SolicitorsJan 26. Carrying out work to prove ownership of block as advised by solicitor. June 26, Updatye July 26. Solicitor advised as not registered to LCC, course of action is to simply provide statement of surrender in legal agreement rather than transfer. Now being processed.		LS

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.		LS
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.		LS
2025/215	19/09/2025	Full Council		2025/215 Resolutions and recommendation of the Bryncae Community Centre (BCC) Committee held on 29th July 2025 RESOLVED To change the Council's financial regulations to allow integration of online payments, such as via Stripe payment software;	Amend FR		LS
2025/258	17/10/2025	Full Council	Full Council	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.	Amend Standing Orders - Check if any other amendments outstanding in this action plan.		LS
2025/259	17/10/2025	Full Council	Full Council	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.	Send amended form to all members - Completed Add to Standing Orders and amend (Check if any other amendments outstanding in this action plan)		LS
2025/276	21/11/2025	Full Council	Full Council	2025/276 Minutes of Ordinary Meeting of the Council held on 16th October 2025 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. 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.	Alter minutes and repost on website / Sharepoint		LS
2026/047f)	20/02/2026	Full Council	BCC	2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026 BCC 2026/018 Commission of a tree survey to ascertain the condition of trees within the lease boundary. Not to suspend Financial Regulation 11.3e)iii at this time in relation to the tree surveys.	See also BCC2026/018b), below. Bring back to Committee to be recommended rather than resolved. Can then be dealt with at FC together with a n agenda item to suspend FR		LS
2026/047d)	20/02/2026	Full Council	BCC	2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026 d) RESOLVED BCC2026/014 Purchase of blackout blinds for the high windows in the main hall, pending permission from RCTCBC as the freeholder To consider purchasing blackout blinds for the high windows in the main hall,(pending permission from RCTCBC as the freeholder), to instruct the officers to draw up a suitable specification and obtain 3 quotations for future consideration by full council unless authority explicitly delegated to the BCC Committee at a later date.	Determine spec (Check CP previous spec against the hall and look at notes re best options). Arrange for quotations to be presented to a future meeting of the Committee. Note: No delegated authority to resolve at the time of writing. NOTE Clerk adding to list of items to be considered for addition to the Capital works program before progressing. Quote received and added to agenda of FC for July 26		LS
2026/061a)	20/02/2026	Full Council	Full Council	2026/061 South Wales Police potential for SLA between SWP and the Council involving the provision of extra PCSO resources in the community a) RESOLVED To proceed with negotiations with SWP on an SLA on the basis of the Community Council partially funding a PCSO in principle. Specifically to check what percentage of the total cost would be required from the Community Council in order to proceed.	Action. LS emailed SWP to confirm 100% funding required 11.6.26. Verbally told full funding would be required.		LS
2026/061c)	20/02/2026	Full Council	Full Council	2026/061 South Wales Police potential for SLA between SWP and the Council involving the provision of extra PCSO resources in the community c) RESOLVED To instruct the officer's to Contact RCTCBC as to whether there is an option for them to provide a Community Warden with an SLA on the basis of the Community Council partially funding a Warden in principle and specifically to check what percentage of the total cost would be required from the Community Council in order to proceed.	Action. LS contacted RCT via General enquiries form 11.6.26. No response received so contacted the appropriate RCT officer 14.8.26 to request information.		LS

2026/068	20/02/2026	Full Council	Full Council	2026/068 To note the change of landlord for the Council office and to consider any potential implications or actions required RESOLVED To authorise the officers to investigate potential future alternative options for council premises locally, including making enquiries as to the availability or potential availability of premises with property owners, agents and others. Setting a budget for the provision of professional services of £500. Papers to be presented to a future meeting of the council.	Action. - owners of 2 potential premises contacted who have indicated a willingness to sell/lease. LS emailed members June 26 asking for further candidate sites. Will progress in September 26 to allow this process to take its course.		LS
2026/089	20/03/2026	Full Council	Full Council	2026/089 Engagement of a health and safety consultant to work with maintenance staff and officers to develop core task risk assessments and safe systems of work and to consider quotations received along with suspension of Financial Regulations. RESOLVED To engage Amenity Solutions and to authorise the officers to spend up to £1,125 to work with maintenance staff and the Clerk to draw up risk assessments and safe systems of work and to identify any tools, essential training or PPE required. Noting that no suspension of financial regulations is necessary, officers having striven to obtain 3 quotes, thus satisfying regulation 11.3e)iii.	Contractor notified - 26/3/26 Agree list of RA to be covered with staff. Arrange dates for commencement. LS chased commencement 11.6.26		LS
2026/115c)	17/04/2026	Full Council	Events	2026/115 Resolutions and recommendations of the Events Committee held on 31st March 2026 c) RESOLVED EV2026/031 Request to undertake the annual Remembrance Day service at Llanharan War Memorial To accept the request of the Royal British Legion to undertake the future arranging of the annual Remembrance Day service at Llanharan War Memorial, and to refer further planning back to the Events committee.	Meeting RBL personnel 12/06/2026		LS RJ
2026/117	17/04/2026	Full Council	Full Council	2026/117 Written motion regarding the potential submission of a grant application to an external funder in relation to CIL Project LCC25/09 Skateparks RESOLVED To authorise the officers to apply for a grant from the smaller Mynydd Wind Farm Grant fund to cover the excess cost between the funding already allocated (£200k) and the actual cost once established by the selection of a tender to carry out the work to a maximum of £6000.00 and any shortfall beyond that to be made up from CIL funds and or general reserves.	Councillors approached and agreed in writing. Awaiting tender results and decision before pursuing.		LS
2026/119e)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 e) RESOLVED CIL2026/013 Spend of £920 against CIL Project LCC19/07 Memorial Garden/Garage to facilitate resubmission of lapsed SAB/SuDs application. To authorise a further spend of £920 against project LCC19/07 Memorial Garden/Garage.	Alter CIL sheets to show total allocated to project £155,920 Master version done. Chris' version - To be completed		LS
2026/119f)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 f) RESOLVED CIL2026/015 CIL Grant application. LRGT – Resurfacing of carpark. To add the project to the Active Project List and to allocate £75,000 of CIL funds indicating the Council's support for the project and the commitment of funds. But to request that the applicant carries out the further work suggested by them to confirm the validity of the quotations and to clarify their VAT status and intentions and for the quotations and the grant amount requested to then be resubmitted.	Master version - Done Chris version -		LS
2026/119g)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 g) RESOLVED CIL2026/016 CIL Grant application. Llanharan Primary School – Equipment for dedicated reading corners. To add the project to the Active Project List and grant the sum of £5,313 from CIL funds.	Master version - Done Chris version - Applicant informed. Project in progress.		LS
2026/119h)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 h) RESOLVED CIL2026/017 CIL Grant application. Brynna Allotment Association. To support in principle the element of the project relating to the civil works required to improve the storage shed, but not the purchase of the pallet truck. To add the project to the Active Project List and to allocate £8,500 of CIL funds. But to request that the applicant obtains 2 further quotations for the civils work and for the 3 quotations and the grant amount requested to then be resubmitted.	Master version - Done Chris version - Applicant informed.		LS
2026/119j)i)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 j) RESOLVED CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects. i) To remove LCC24/07 'Allotment expansion project' from the CIL123 List and Active Project List releasing £10,000 back into available funds. The project being unlikely to proceed in the foreseeable future.	Master version - Done Chris version -		LS
2026/119j)ii)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 j) RESOLVED CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects. ii) To close project LCC21/14 Royal British Legion storage cabin, releasing the unspent £5,850 back into available funds. The cabin having been purchased in 2022 and commissioned in 2023.	Master version - Done Chris version - Applicant informed.		LS
2026/119j)iii)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 j) RESOLVED CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects. iii) To remove project LCC21/15 'Provision of dropped kerbs, Hillcrest-Grove Terrace' releasing the £12,012 allocated to the project back into available funds. The RCTCBC project having been completed in 2021 and the Community Council's share of funds never called for, despite prompts from the Clerk.	Master version - Done Chris version -		LS

2026/119j)iv)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 j) RESOLVED CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects. iv) To remove the project "Provision of youth shelters" from the CIL123 list	Master version - Done Chris version -		LS
2026/119j)v)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 j) RESOLVED CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects. v) To remove the project "MUGA on LRGT land adjacent to Bryncae Community Centre" from the CIL123 list.	Master version - Done Chris version -		LS
2026/119j)vi)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 j) RESOLVED CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects. vi) To remove the project "Rain capture and irrigation system for Brynna allotments" from the CIL123 list.	Master version - Done Chris version -		LS
2026/119j)vii)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 j) RESOLVED CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects. vii) To remove the project "Land from Grove Terrace to Chapel Road (Improvements)" from the CIL123 list.	Master version - Done Chris version -		LS
2026/119k)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 k) RESOLVED CIL2026/020 Specific items to be added to the capital plan for Bryncae Community Centre and any resulting increase to the £100,000 currently allocated to project LCC23/02 "Improvements to Bryncae Community Centre" To add items i) to xvii) to the capital plan for Bryncae Community centre and to project LCC23/02 'Improvements to Bryncae Community Centre', and amending the allocated CIL funds for the project to £168,633 i to xvi not listed here for reasons of brevity. xvii - In order to accommodate all of the resolutions made by the Council at this meeting including to authorise the officers to take such a sum of money from the council's CIL contingency funds as to ensure that unallocated funds balance at £0 following the expected CIL receipts at the end of April 2026.	Master version - Done Chris version -		LS
2026/119L)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 l) RESOLVED CIL2026/021 Progress Oakbrook skatepark refurb and pump track Working Group That the project proceeds with design 2 (Clerk's note: Labelled as Concept Two on appendix 12a presented to the CIL Committee) to be adopted as the design for the skatepark, to add an additional £6,000 of CIL funding to the project and to instruct the Clerk to produce a formal tender pack for further presentation and to take whatever action is necessary to ensure the £100,000 of grant funding from Grantscape is delivered.	Master version - Done Note:V This element is subject to a successful Grantscape grant Chris version -		LS
2026/140a)	28/04/2026	Full Council	WGSB Comm	2026/140 Recommendations of the Welfare Ground Showerblock Committee including the issuing of a tender for the refurbishment of The Showerblock on Llanharan Welfare Ground. WGSB2026/016 To consider tenders submitted for the refurbishment of the Showerblock and associated matters. a) RESOLVED To select a final specification for the program of works, all items excluding the following from the full specification: 4.3 Clean roof/Replace roof sheets; 4.14 Heating system; 4.19 Alarm switches; 4.22 Benches.	Inform vendor of spec and resultant price - Done Arrange start date. - Done 18th May 26. Award notice issued on Sell2Wales Amend CIL lists - Master list DONE Chris list -		LS
2026/140b)	28/04/2026	Full Council	WGSB Comm	2026/140 Recommendations of the Welfare Ground Showerblock Committee including the issuing of a tender for the refurbishment of The Showerblock on Llanharan Welfare Ground. WGSB2026/016 To consider tenders submitted for the refurbishment of the Showerblock and associated matters. b) RESOLVED To award the tender based on the specification outlined in WGSB2026/16a) to N&B Construction at a price of £61,095 with a 10% contingency of £6,109.50, totaling £67,204.50 To authorise the Clerk to issue the tender and spend up to £61,095 taking whatever action is necessary to facilitate this and the commencement of works in consultation with LRGT. Authority to spend the contingency of £6,109.50 being delegated to the WBSB Committee for any reason it sees fit in connection with the project.	Inform vendor of spec and resultant price - Done Arrange start date. - Done 18th May 26. Award notice issued on Sell2Wales Amend CIL lists - Master list DONE Chris list -		LS
2026/140c)	28/04/2026	Full Council	WGSB Comm	2026/140 Recommendations of the Welfare Ground Showerblock Committee including the issuing of a tender for the refurbishment of The Showerblock on Llanharan Welfare Ground. WGSB2026/016 To consider tenders submitted for the refurbishment of the Showerblock and associated matters. c) RESOLVED To allocate such CIL funds to project LCC25/01 "Improvements to the welfare ground shower block" as is necessary in order to meet the tender price, plus the 10% contingency resolved in 2026/140 b). For these funds to be taken from the CIL contingency fund maintained against council managed projects.	Inform vendor of spec and resultant price - Done Arrange start date. - Done 18th May 26. Award notice issued on Sell2Wales Amend CIL lists - Master list DONE Chris list -		LS
2026/196e)	19/06/2026	Full Council	Audit	2026/196 Resolutions and recommendations of the Audit Committee held on 11th June 2026 e)RESOLVED A2026/031 Earmarked Reserves Strategy To approve the EMR strategy as provided in Appendix 7 to the Audit Committee.	Draw up EMR's in rialtas	In progress	CK

2026/222	17/07/2026	Full Council	Full Council	2026/222 Year-To-Date Spend vs Budget RESOLVED a) To receive and note the Quarter 1 Budget Monitoring Report. b) To agree that budget monitoring reports, with budget variances highlighted, be presented to Full Council on a monthly basis. c) To approve that the current overspends identified within the Quarter 1 Budget Monitoring Report, namely HMRC Interest Charges, Council Tax, Subscriptions & Memberships, Storage Space Rental, Consumables, Public Clocks, Red Tractor Maintenance and the additional £5,936.44 paid to Llanharan Community Development Project (LCDP) above the approved annual budget, be funded from General Reserves. d) To request officers to review the Bryncae Community Centre budget allocations recorded within Rialtas against the approved 2026/27 budget and report back with recommendations for any amendments required to ensure the approved budget is accurately reflected within the accounting system.	Review the Bryncae Community Centre budget allocations recorded within Rialtas against the approved 2026/27 budget and report back with recommendations for any amendments required to ensure the approved budget is accurately reflected within the accounting system.	In progress	CK
2026/228a)	17/07/2026	Full Council	CIL	2026/228 Resolutions and recommendations of the Community Infrastructure Levy (CIL) Committee held on 7th July 2026 a) RESOLVED CIL2026/029 CIL grant application policy and amended application form. To adopt the CIL Grant Policy and Application form as presented in Appendix 4 to the meeting with amendments to correct 'sighted' to 'sited' and to add a section making explicit that the Council will seek evidence of Planning permission (or LDC), SuDS, easements or other documentation where appropriate.	Correct typing error - Sighted to sited. Add section making explicit that the Council will seek evidence of Planning permission (or LDC), SuDS, easements or other documentation where appropriate. Append with Version number Minute number and date etc.. Upload to sharepoint and website if necessary.		LS
2026/228c)	17/07/2026	Full Council	CIL	2026/228 Resolutions and recommendations of the Community Infrastructure Levy (CIL) Committee held on 7th July 2026 c) RESOLVED CIL2026/032 Updated and further quotations from Brynna Allotment Association relating to LCC26/02 'Brynna Allotment Association, Civil works to expand storage shed'. To note the quotations provided and the selected vendor and to approve payment of £4,454.38 for project LCC26/02 upon receipt of appropriate invoices, and to reduce the overall allocation to the project on the CIL123 and Active Project lists to that amount.	Inform applicant - DONE Make payment to the applicant ONLY upon receipt of invoices. Update CIL lists - LS (Done)	Completed	CK
2026/228d)	17/07/2026	Full Council	CIL	2026/228 Resolutions and recommendations of the Community Infrastructure Levy (CIL) Committee held on 7th July 2026 d) RESOLVED CIL2026/033 CIL funds to purchase benches. To purchase one standard recycled plastic bench as a replacement for a damaged bench at the Mountain Hare play area, authorising officers to spend £425 plus a contingency of £50, to be added to the CIL123 and Active Project Lists, suspending Financial Regulation 11.3e)iii in order to purchase this style of bench.	Order bench. - Done. 25.8.26 Awaiting delivery. Update CIL Lists - Done		LS
2026/228e)	17/07/2026	Full Council	CIL	2026/228 Resolutions and recommendations of the Community Infrastructure Levy (CIL) Committee held on 7th July 2026 e) RESOLVED To delegate to the Clerk the sum of up to £3,775 for the provision of two decorative benches for the Memorial Garden. This amount to be added to project LCC19/07 Garage/Memorial Garden and Financial Regulation 11.3e)ii to be suspended. Selection of the appropriate benches to be delegated to the Clerk in consultation with members of the Memorial Garden Centrepiece Working Group.	Look at available benches. Present options to working group and Purchase. - Have engaged WG to select benches. Update CIL Lists (Added to project on CIL spreadsheet/tracker) - DONE)		LS
2026/228f)	17/07/2026	Full Council	CIL	2026/228 Resolutions and recommendations of the Community Infrastructure Levy (CIL) Committee held on 7th July 2026 f) RESOLVED CIL2026/034 Recommendations of Memorial Garden Centrepiece Working Group. Subject to obtaining the appropriate permissions: 1. Remove the posts and gate and make redundant the railings, posts and gate that formed a 'hexagon' type shape. This will make the whole area more open and amenable to arrange planters as appropriate. 2. To move the position of the fittings for a Community Christmas Tree more towards the corner of the junction of Brynna Road/Grove Terrace but still within the boundary of the garden. 3. Where the Christmas Tree fittings were to be placed to place a multi-tier fountain planter coloured and badged as per the existing community planters. Also the memorial plaque to Peterson Super Montem CC to be attached to this. 4. The budget cost from Amberol is £2128 ex VAT, the Clerk to obtain a more accurate quotation prior to the Full Council meeting and to present the quotation alongside this recommendation. 5. To create a concrete base of dimensions similar to the base of a fountain to adequately support the weight of it. (This may, subject to negotiation, be done under the present contract)	Note: No resolution made to purchase the Fountain planter based on the quotation provided or to suspend FR as per the notes in the paper. Check paramaters with Suds team. (Pay inspection charge, check parameters) Check with Ben all covered in quote. Note: Suds design specifies detailed design. Therefore this may be moot.		LS
2026/229	17/07/2026	Full Council	CIL	2026/229 Renegotiation of the forthcoming renewal of the Oakbrook Skatepark lease from RCTCBC RESOLVED To delegate authority to the Clerk to renegotiate the forthcoming renewal of the Oakbrook Skatepark lease from RCTCBC for a period of up to 25 years and on similar terms to the existing lease, only where there are no further practical or financial obligations placed upon the Council than the previous lease.	Clerk to arrange signing of the lease ONLY following a RESOLUTION of full Council . Once signed by both parties, send to Grantscape and issue the Skatepark tender (Check resoution in place).		LS
2026/231f)	17/07/2026	Full Council	Audit	2026/231 Resolutions and recommendations of the Audit Committee meeting held on 9th July 2026. Llanharan & Bryncae Brass. Officers to contact the group requesting further information to enable Members to fully assess the community benefit arising from the application, including recent and planned community events and how the grant would benefit the wider Llanharan community.	Response already received. Added to agenda for October Audit meeting.	In progress	CK
2026/231h)	17/07/2026	Full Council	Audit	2026/231 Resolutions and recommendations of the Audit Committee meeting held on 9th July 2026. A2026/048 Review of Regular Payment Arrangements. To approve the Council's Direct Debit and regular recurring payment arrangements, as set out in Appendix 9, and delegate authority to the Clerk and RFO to arrange payment of monthly HMRC PAYE and National Insurance liabilities by Direct Debit.	2026/231 - review and approval of regular payments complete, awaiting RFO to be added to mandate to set up direct debit.	In progress	CK

2026/231i)	17/07/2026	Full Council	Audit	2026/231 Resolutions and recommendations of the Audit Committee meeting held on 9th July 2026. 2026/049 Method of Considering Budgeted Grant Applications. That future grant applications requesting £10,000 or more be referred directly to Full Council and that the Council's General Grant policy and Financial Regulations be altered to reflect this requirement.	Amend Financial Regulations.		LS
2026/232	17/07/2026	Full Council	Full Council	2026/232 A proposal for the provision of wall-mounted flagpoles and flags. RESOLVED To purchase and manufacture 50 wall-mounted flagpoles and purchase 25 Union flags, 25 Dewi Sant flags, 50 Wales flags and 25 Owain Glyndŵr flags, authorising officers to spend up to £900 from General Reserves.	Add these to the Christmas lights/hanging basket spreadsheet so the precise locations and the schedule are clear Check compliance with FR Arrange for purchase/manufacture.		RJ
2026/233	17/07/2026	Full Council	Full Council	2026/233 A proposal for the provision of flagpoles at the Dram memorial. RESOLVED To apply for the relevant permissions; once obtained, to purchase and install three glassfibre flagpoles from Flags.co.uk and three 5'x3' flags, authorising officers to spend up to £3,600 including a 10% contingency; and to draw up an appropriate design for the Council flag, with funds drawn from General Reserves.	Design Community Council flag. Make planning application and advertising consent application (or relevant licences and permissions). Once obtained check if quotes necessary or have authorisation to purchase and fit. (In line with FR)		RJ
2026/235b)	17/07/2026	Full Council	BCC	2026/235 To consider a quotation received for Blackout Blinds for Bryncae Community Centre as part of the Capital Improvement Plan (LCC23/02 Improvements to Bryncae Community Centre) RESOLVED b) To accept the quotation of £6000 received for Blackout Blinds from Solar Sunshades, and to authorise the officers to place orders accordingly, pending landlord's permission. All funds to come from already allocated CIL funds.	Write to RCTCBC requesting expedition of the permission. Arrange fitting. (Clerk has informed Solar Sunshades and the electrician) Date of 9th September scheduled for fitting. Note up to £6000 of grant funds secured from Grantscape. Remove from CIL costs once claimed.		LS

From: [Leigh Smith, The Clerk, Llanharan Community Council](#)
To: [REDACTED]
Bcc: [Rhys Jenkins](#)
Subject: FW: 20 Clos Ewenni Fach
Date: 22 July 2026 12:41:00

Good afternoon Mr [REDACTED]

Please take this email as formal acknowledgement of your complaint in compliance with the Council's complaint policy.

As discussed, I included your email as correspondence to the Council meeting held on Thursday 16th July 2026. Members were not able to make any decision at this meeting but have all had sight of it and have the opportunity to contact you to discuss further, or they can bring a formal motion to the next available council meeting of they wish to propose some form of action for the council to consider.

It is now incumbent on a member to bring such a motion should they wish to do so.

Note that the next scheduled meeting of the council is 17th September 2026. Although there are mechanism whereby members of the council can call an earlier meeting if they wish to do so.

In response to your specific questions below:

* Formally review this matter.

See below.

* Confirm who is responsible for maintaining the boundary adjoining my property.

Llanharan Community Council is responsible for maintaining the boundary.

The Council regularly monitors and manages trees on its land both internally and via regular professional tree surveys. Where inspections identify a foreseeable risk to persons or property, appropriate remedial action will be undertaken. The Council's recent inspection and a further inspection on site found no evidence that the trees in question present a safety risk or require works on safety grounds and there is no apparent physical damage being caused to the property or the fenceline.

* Arrange for the trees and brambles encroaching onto my property, affecting my driveway, and restricting light to my property to be cut back to the boundary without further delay.

The Council does not propose to undertake the wholesale reduction of the trees and shrubs at this time. The Council is not aware of any legal obligation requiring a landowner to remove or reduce healthy trees solely because they cast shade or shed leaves onto neighbouring land and this is the policy of most Councils in these circumstances.

You are able to cut anything that encroaches over your boundary. I would point out that cutting foliage back to the boundary would be unlikely to make any significant change to the restriction of light to your property as it is the height of the trees that largely causes this effect.

Again, as above, individual councillors have the option of bringing a motion to the council reconsider this course of action, but this is the default position based on our known legal obligations to the best of our knowledge.

* Confirm what steps will be taken to prevent this issue from recurring.

As described above, the Council regularly monitors and manages trees on its land both internally and via regular professional tree surveys. Where inspections identify a foreseeable risk to persons or property, appropriate remedial action will be undertaken.

* Provide a written explanation if the Council continues to deny responsibility, including the basis for that decision.

Please see above

Again, I reiterate that it is now incumbent on a member of the Council to bring a motion to Council to consider any alternative course of action that they wish to propose.

A list of the Council members can be found here [Council Members – Llanharan Community Council](#) should you wish to contact them directly.

I am sorry that this is not the response that you were hoping for.

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 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, rhwch 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.

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From: [REDACTED]
Sent: 15 July 2026 10:04
To: Leigh Smith. The Clerk. Llanharan Community Council <clerk@llanharan-cc.gov.wales>
Subject: [REDACTED] Clos Ewenni Fach

****Dear Members of Llanharan Community Council,****

I am writing to formally raise a complaint regarding the condition of the allotment land adjoining my property and to ask the Council to consider this matter at Council level.

I recently met with a representative from Llanharan Community Council to discuss the overgrown trees and brambles extending from the allotment land onto my property. During that meeting, I was informed that the Council was not willing to accept responsibility or liability for the issue and was advised to put my concerns in writing to the Council.

The trees and brambles have been allowed to grow unchecked for a considerable period and now extend over my boundary fence. This is affecting not only my garden but also my driveway. The overgrowth is making it increasingly difficult to maintain my property, is restricting natural light into my property and garden, and has become an ongoing nuisance.

As the owner and manager of the allotment land, I believe the Council has a responsibility to ensure that it is maintained in a way that does not unreasonably affect neighbouring properties.

I therefore request that the Council:

- * Formally review this matter.
- * Confirm who is responsible for maintaining the boundary adjoining my property.
- * Arrange for the trees and brambles encroaching onto my property, affecting my driveway, and restricting light to my property to be cut back to the boundary without further delay.
- * Confirm what steps will be taken to prevent this issue from recurring.
- * Provide a written explanation if the Council continues to deny responsibility, including the basis for that decision.

I hope this matter can be resolved promptly and amicably. However, if no action is taken, I will have to consider what further steps are available to protect my property and recover any costs incurred as a result of the ongoing encroachment.

I look forward to your written response.

Yours faithfully,

A solid black rectangular box used to redact the signature of the sender.

From: [Stephen Rossiter](#)
To: [Leigh Smith, The Clerk, Llanharan Community Council](#)
Cc: [Rebecca Jenkins; Office](#)
Subject: Re: Brynna Allotment Association Shed expansion quotations
Date: 22 July 2026 12:14:48
Attachments: [image001.png](#)

Leigh

Many thanks, that is really positive Leigh. I look forward to delivering this project with you in line with the Community Council's policies and procedures. Could you please pass on our sincere thanks to the Community Council for their support to Brynna Allotment Association in approving our grant application. This will improve the manual work involved in loading the shop with hundreds of heavy bags of compost and fertiliser. Kind regards and once again thank you for your support and guidance, it is really much appreciated.
Steve

Sent from [Outlook for Android](#)

From: Leigh Smith, The Clerk, Llanharan Community Council <clerk@llanharan-cc.gov.wales>
Sent: Wednesday, 22 July 2026 11:34:42
To: [REDACTED]
Cc: Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>; Office <Office@llanharan-cc.gov.wales>
Subject: RE: Brynna Allotment Association Shed expansion quotations

Hi Steve,

Sorry for the delay, we are still working our way through the minutes and adding actions to our action plan.

The Council resolved the following:

c) RESOLVED CIL2026/032 Updated and further quotations from Brynna Allotment Association relating to LCC 26/02 'Brynna Allotment Association, Civil works to expand storage shed' To note the quotations provided and the selected vendor and to approve payment of £4,454.38 for project LCC26/02 (Brynna Allotment Association - Civil works to expand storage shed) upon the receipt of appropriate invoices. And to reduce the overall allocation to the project on the CIL123 and Active Project lists to that amount.

So the invoices are made out to you in the normal way, just send us a copy as proof of spend and we transfer the money to your account so you can make payment.
(Please get the supplier to word the invoices broadly in line with the quote so they make sense and to include VAT and made out to Brynna Allotment association etc.. in the usual way)

You can send them piecemeal or all in one go at the end.

Congratulations.

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

From: [REDACTED]
To: [Leigh Smith, The Clerk, Llanharan Community Council](#)
Subject: Damaged Tree
Date: 28 July 2026 11:24:48

Morning Lee,

Please accept our thanks for acting so swiftly to our enquiry about a tree which had split and was resting on our storage shed. We cannot praise highly enough Paul your groundsman for a stirring job carried out with care and safety.

Please pass on our thanks and gratitude to Paul and not forgetting yourself.

[REDACTED]
0 [REDACTED]

Sent from my Galaxy

From: Leigh Smith, The Clerk, Llanharan Community Council
To: Llanharan Welfare Hall & Fields
Cc: LRGT
Subject: Re: Complaint
Date: 06 August 2026 17:15:13

Good afternoon,

Thanks for responding, I'll pass on to members.

Best regards

Leigh

Sent from Outlook for iOS

From: Llanharan Welfare Hall & Fields <mail@lrgt.co.uk>
Sent: Thursday, 06 August 2026 12:04:34
To: Leigh Smith, The Clerk, Llanharan Community Council <clerk@llanharan-cc.gov.wales>
Cc: LRGT <mail@lrgt.co.uk>
Subject: Re: Complaint

Dear Leigh,

Thank you for your email acknowledging my complaint.

Whilst we appreciate that our correspondence will be presented to Council, we feel it is important to clarify that the complaint extends far beyond the practical issue of whether flag holders can be installed on Llanharan Welfare Hall.

The fundamental issue is that the Welfare Hall was excluded from the original discussions and consideration altogether. At no stage was the Hall contacted, consulted or asked whether an alternative solution could be explored. Instead, it was simply omitted. That approach demonstrates, at the very least, a clear disregard for the Welfare Hall as a valued community asset.

The explanation that the original motion related to existing Christmas tree or hanging basket holders does not address the concern. If a community asset does not already have the necessary infrastructure, the appropriate course of action would have been to engage with its trustees to establish whether a solution was possible, rather than excluding it from the outset.

Llanharan Welfare Hall has served this community for 80 years and continues to do so through the work of its volunteer trustees. It hosts a wide range of community groups, activities and events and is every bit as much a community asset as the other venues included within the proposal. It is therefore difficult to understand why it was treated differently.

Unfortunately, this is not an isolated incident. The continued exclusion of the Welfare Hall from initiatives funded through public money creates a perception of clear bias and unequal treatment. Because the Hall operates differently from Council-managed facilities or other organisations, it appears to be overlooked rather than afforded the same consideration. I.e. No councillor on it's Board Public funds should benefit the whole community and all eligible community assets, not only those that fit a particular model.

With regard to your specific questions, we understand that holders were not installed previously due to concerns regarding the wall construction. However, nor has anyone approached the Hall to discuss alternative methods of installation. There are numerous options available, including alternative fixings or mounting arrangements, and we would have welcomed the opportunity to explore these had we been consulted.

Should the Council wish to pursue this matter fairly, the Trustees would be happy to meet with an appropriate representative to consider practical options and determine how many flags would be suitable for the building.

Our complaint remains that the Welfare Hall should have been included in the initial consideration, rather than excluded without consultation. We would respectfully ask that Members consider not only the practical aspects of installing flags but also the principle of ensuring that all community assets are treated fairly, equitably and without prejudice and not excluded over shared matters in future.

We trust Members will give due consideration to these wider concerns when discussing our complaint.

Yours sincerely,

Board of Trustees

On 03/08/2026 03:26, Leigh Smith, The Clerk, Llanharan Community Council wrote:

Good morning,

I write to acknowledge your complaint.

As your complaint concerns a decision of the Council, I will include your email as correspondence at the next meeting of the Council. Members will then be free to take whatever action they deem necessary.

I would note that the original Written Motion brought for the Council to consider was, "Purchase of Flags for Use in Christmas Tree Holders " alluding to the placement of flags into existing tree/basket holders already fitted to business premises and community buildings.

As far as I am aware there are no Christmas tree/hanging basket holders currently fitted to the Welfare Hall. From our previous conversations I believe that the outside face of the wall was unable to bear the weight and so were not able to be fitted when the council initially funder the holders in the past.

Can you confirm whether this is correct and whether it is now possible to fit the holders and that they will be able to bear the weight of the flags and their supports? Or if there might be an alternative solution? Also, how many of these you would consider appropriate on the hall?

I will provide any response to members at the next meeting alongside your complaint, and they are then free to bring motions as they see fit.

In terms of your specific questions, in line with the Council's Freedom of Information Policy, I will treat these as FOI requests for the time being, please see below:

- Why Llanharan Welfare Hall was excluded from discussions regarding the installation of flags.

For the purposes of the Freedom of Information Act, there is no recorded information held on this matter.

However, I am able to provide a narrative. As the motion brought (and subsequently Resolved) was to purchase flags to be placed in the existing tree/basket holders, and there are currently no holders fitted to the Welfare Hall then the Welfare Hall would not have been part of the consultation that took place with the owners/controllers of the buildings with holders already fitted, requesting de-facto consent.

The Welfare Hall was not consciously excluded, but rather it not having any tree/basket holders fitted (given previous reports that the walls were unable to bear the weight of the trees/baskets when originally fitted) then it would not have been part of that consultation or be party to the plans.

- What criteria were used to determine which venues were included.

For the purposes of the Freedom of Information Act, there is no recorded information held on this matter.

However, I am able to provide a narrative. Only venues that currently have tree/basket holders fitted were included in the motion.

- Whether there is a formal policy governing how community projects funded through public money are allocated.

There is no single formal policy for general funding. However, the Council's General Grant policy and CIL strategy both contain clauses indicating that resources will be allocated 'fairly'. (I am paraphrasing in loose terms).

The Councils CIL Strategy is reproduced below:

Strategy area	How will we achieve this
To support development of the area in terms of extra demand on infrastructure and services.	By using decision matrix when considering potential projects
	By using decision matrix when considering potential projects
	By oversight of CIL committee
To use CIL money effectively and obtaining value for money for the community.	

	By developing and agreeing appropriate financial rules in line with LCC financial regulations
To use CIL money for the benefit of all sections of society and all areas of the community.	By maintaining project heatmap to monitor.
To be impactful on the community .	By maintaining project heatmap to monitor
To think big where appropriate.	To always keep in mind the needs of the expanding community and the extra pressure on local resources and how we can mitigate these
To develop a mix of projects in terms of scale, size and impact, and effect on different sections of society.(eg Older people, younger people, the disabled,BAME groups, Parents, etc...etc...)	By maintaining project heatmap to monitor
Consulting with the community where appropriate and at various stages. (See engagement plan).	Engagement plan
To work with local groups and organisations where appropriate.	Engagement plan

The Council's General Grant Policy can be found attached.

- What steps the Council intends to take to ensure all community facilities are treated fairly and equally in future initiatives.

There is no information held on this. Other than the sections of the Council General Grant and CIL policies.

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) chwedh 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.
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From: Llanharan Welfare Hall & Fields <mail@lrgt.co.uk>
Sent: 29 July 2026 12:07
To: Leigh Smith. The Clerk. Llanharan Community Council <clerk@llanharan-cc.gov.wales>
Subject: Complaint

Formal Complaint Regarding the Exclusion of Llanharan Welfare Hall from Community Flag Discussions

Dear Clerk and Members of Llanharan Community Council,

I am writing to formally express my disappointment and concern regarding the apparent exclusion of Llanharan Welfare Hall from discussions surrounding the installation of community flags.

It has become evident that discussions have taken place regarding the installation of flags at other community venues. Bryncae Community Centre, which is operated by the Community Council, has been included. Ynysmaerdy Community Centre, also under the Council's responsibility, has likewise been considered. Brynna Community Centre, despite being operated as a charitable organisation, has also been included in these discussions.

However, Llanharan Welfare Hall appears to have been entirely overlooked. At no stage has there been any approach, consultation or discussion with those responsible for the Welfare Hall regarding whether it wished to participate or whether flag installations would be appropriate.

This is particularly disappointing given that the proposed works are funded through public money. Public funds should be administered fairly, transparently and without favour. Community assets should be afforded equal consideration regardless of their ownership or management arrangements. Excluding one community venue without consultation raises legitimate questions regarding fairness, consistency and equal treatment.

Unfortunately, this is not the first occasion on which Llanharan Welfare Hall has been treated differently from other community facilities. There is an increasing perception that the Welfare Hall is repeatedly overlooked when community initiatives are developed, despite its significant contribution to the village and the wide range of activities, organisations and residents it serves.

The Welfare Hall is an important community asset with a long history of supporting local people. Decisions that affect the wider community should involve all relevant community venues rather than selectively engaging with some while excluding others.

I would therefore ask the Community Council to explain:

- Why Llanharan Welfare Hall was excluded from discussions regarding the installation of flags.
- What criteria were used to determine which venues were included.
- Whether there is a formal policy governing how community projects funded through public money are allocated.
- What steps the Council intends to take to ensure all community facilities are treated fairly and equally in future initiatives.

I believe the residents of Llanharan deserve transparency in how public funds are used and reassurance that all community organisations are treated with the same level of respect and consideration.

I look forward to receiving your response.

Yours faithfully,

The Board of Trustees

Charity No: 524178
Llanharan Recreation Ground

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Charity No: 524178
Llanharan Recreation Ground

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From: [Leigh Smith, The Clerk, Llanharan Community Council](#)
To: [REDACTED]
Subject: RE: Excessive speeds on Enterprise Way
Date: 14 August 2026 10:23:00
Attachments: [County Councillors Dec 24 \(1\).pdf](#)

Good morning [REDACTED]

Highways matters generally fall under the remit of RCT Council as the Highway Authority rather than the Community Council, however the Community Council can make representations to RCT on behalf of residents if it wishes.

I will forward your email to both our Community Council members (And include a redacted version as correspondence at our next Council meeting in September) so they have the opportunity to get in touch with you and also your 3 RCT County Councillors who are the most appropriate representatives to engage with on this matter.

I also attach a document giving the details of your RCT County Councillors.

I'm sorry I can be more helpful at this stage.

For note, when considering traffic calming measures RCT officers would generally consider a range of information including the following:

- Traffic volumes and road function.
- Bus routes.
- Emergency service access.
- Accident history.
- Existing vehicle speeds.
- Noise and vibration impacts on nearby properties.
- Suitability for heavy goods vehicles.

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 ddeddfwriaeth berthnasol.
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llanharan-cc.gov.uk

From: [REDACTED]

Sent: 13 August 2026 21:18

To: Leigh Smith. The Clerk. Llanharan Community Council <clerk@llanharan-cc.gov.wales>

Subject: Excessive speeds on Enterprise Way

Good evening,

I wanted to enquire as to how to implement speed calming measures in Enterprise Way. I have lived on this road for 12 years and due to the expansion of new build homes the sheer amount of traffic that exceeds well above 40/50 let alone the legal 20 limit is astonishing.

I have finally decided to get in touch to see if anything can be done such as speed bumps because in the last year, especially the last two summers being hot and dry with people out of their homes for walks I can't count the number of times I've seen school kids, pedestrians, babies in prams and dogs be so close to being hit into by speeding cars.

It's not just the usual suspects, it's all ages, genders, creeds etc and I'm struggling to cope anymore between the speed and the noise pollution from the constant fast cars. Our new builds are so unbelievably hot in heatwaves and when we have our windows open the noise from the speeding cars is extremely loud and constant.

Please could you advise me on what can happen here before it takes someone's life to be lost to a fast car for something to happen, especially as the number of kids in the area will never go down due to the local primary school and local bus stops for the secondary schools.

I am absolutely begging that my council tax go towards something good like this to reduce pollution, noise pollution and make our local area safer.

Many Thanks,

[REDACTED]

Thank



You

To

Llanharan Community
Council,

Thank you so much for supporting our
Unit with a grant of £450.

It will help so that we can keep
Girlguiding in our Community for its
youngest members,

Best wishes,

1st Llanharan Rainbow Guides
X X X X

August
2026



• THANK YOU •

To the community council,

Thank you so much for our grant. We will be able to buy so many badges. Annabelle

Brynn Ramboss and Broome

Olivia E L P R i A M M

A F Y A

Elise

Arte

Elise

Prigo

Murphy

300509a

Rosie

CE Y

osie

405000000

Y S

Nevah darcie Tneq Alana
Grace

Esther Erin Eira

Lilly HALIE-Mai

Lexi

Lana

Fiona

Isla

NEX

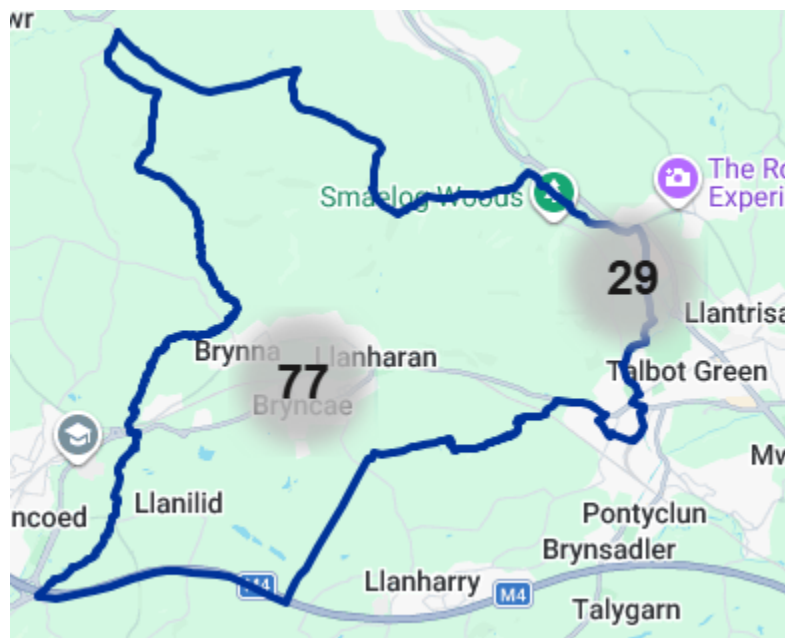
Imogen Lily

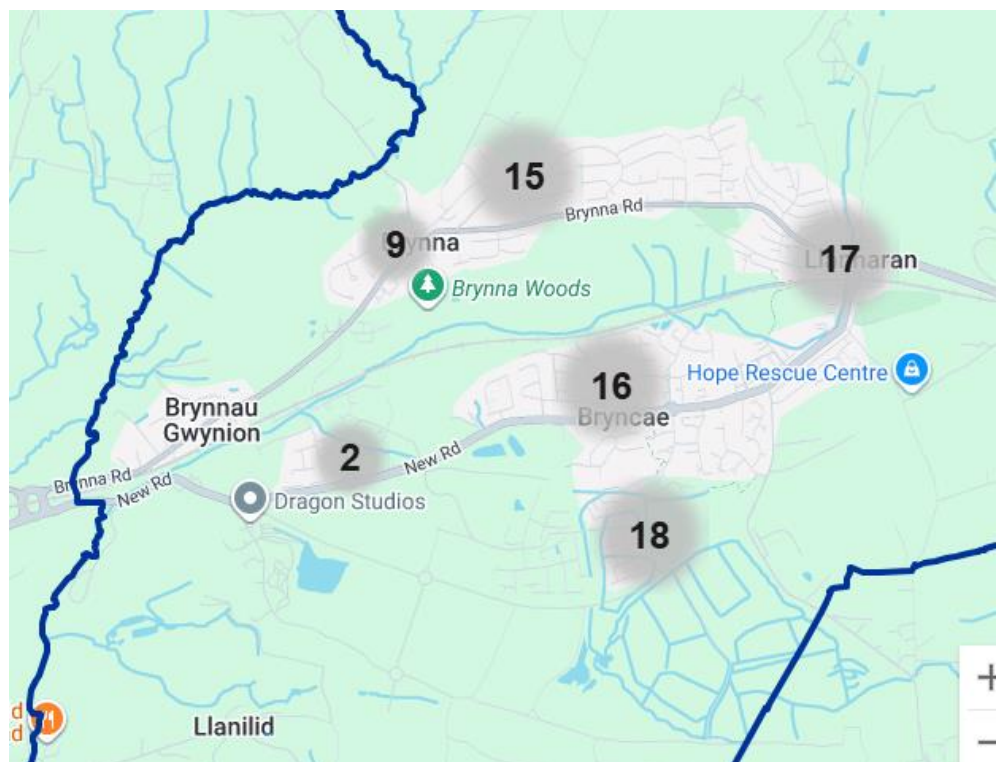
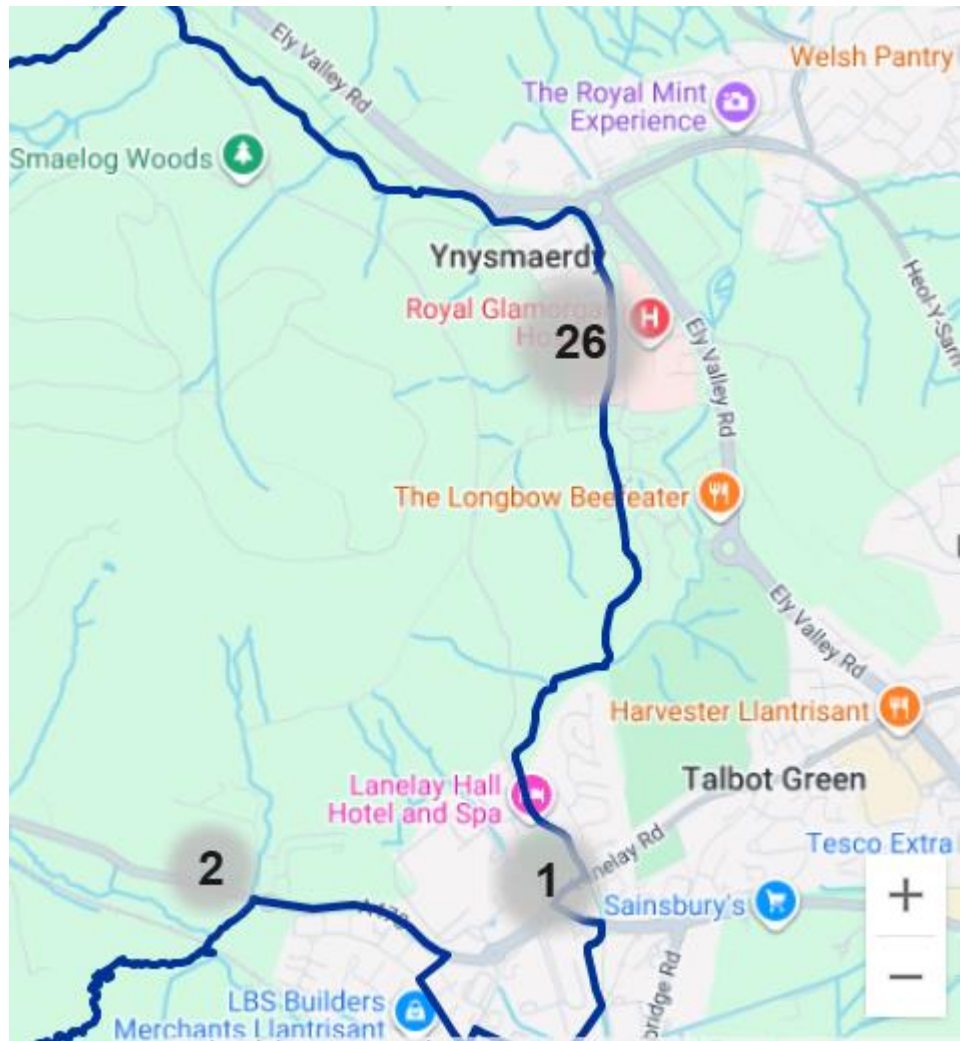
Appendix 4

To note community crime statistics published on the publicly available South Wales Police website and other crime information, Note: Stats for July 2026

Full stats available at:

<https://www.south-wales.police.uk/area/your-area/south-wales/mid-glamorgan/brynna-and-llanharan/meetings-and-events/top-reported-crimes-in-this-area>





Priority:	Action taken:
ASB. Youth nuisance, rowdy groups, abusive behaviour, noise complaints Niwsans ieuenctid, grwpiau stwrlyld, ymddygiad ymosodol, cwynion am sŵn Youth nuisance, rowdy groups, abusive behaviour, noise complaints. Drug use - Bryncae/Brynna Community Centre/ Brynna Road Park. Issued 03 September 2026	Action taken is updated every three months. Actioned 03 September 2026
Theft of/from cars, car meets, interference. Issued 03 September 2026	Action taken is updated every three months. Actioned 03 September 2026
Off-road motorbikes & illegal vehicle use. Bikes/scooters being driven dangerously, noise nuisance, Surrans. Issued 03 September 2026	Action taken is updated every three months. Actioned 03 September 2026
Off-road motorbikes & illegal vehicle use. Bikes/scooters being driven dangerously, noise nuisance, Surrans. Issued 29 May 2026	We have carried out high-visibility patrols in identified areas. We have seized illegal vehicles and taken enforcement action. Actioned 03 September 2026
Parking concerns. School parking, obstructive or dangerous parking. Issued 29 May 2026	We have carried out high-visibility patrols in identified areas. We have educated parents and young people about safe vehicle use. Actioned 03 September 2026
ASB. Off-road motorbikes & illegal vehicle use - Bryncae Issued 02 March 2026	We have carried out high-visibility patrols in identified areas. Actioned 29 May 2026
ASB. Youth nuisance, rowdy groups, abusive behaviour, noise complaints - Bryncae Community Centre Issued 12 December 2025	We have carried out high-visibility patrols in identified areas. We have gathered intelligence to address repeat community concerns. Actioned 02 March 2026
Park View Estate - Youth & Vehicle Anti-social behaviour. Issued 12 December 2025	We have carried out high-visibility patrols in identified areas. Actioned 02 March 2026
Horse-riding road safety. Issued 12 December 2025	We have carried out high-visibility patrols in identified areas. Actioned 29 May 2026
ASB. Youth nuisance, rowdy groups, abusive behaviour, noise complaints - Bryncae Community Centre Issued 15 September 2025	We have seized illegal vehicles and taken enforcement action. We have worked with the Llanharan Community Council to resolve ASB issues. We have carried out high-visibility patrols in identified areas. Actioned 20 November 2025

Events

PACT meeting at Bryncae community centre

🕒 5:00PM - 6:00PM, Sun 20 September 2026

📍 Bryncae Community Centre, Pontyclun



Jorge Lee
Police Constable



Lauren Edwards
PCSO



Sarah Davies
PS

Current and Premium Bank A/c

List of Payments made between 01/07/2026 and 31/08/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2026	Instaloft	852358	840.09	CP	Telescopic Ladder - Clock -
01/07/2026	Brynnia Cleaning Services	432	192.00	CP	Chapel Road Cleaning
01/07/2026	Claire Lingard	100502	448.87	CP	Internal Audit
01/07/2026	Llanharan Horticultural Societ	GRANT	900.00	RJ	Grant
01/07/2026	Floral Fresh	18	51.00	CP	BCC Cleaning
01/07/2026	RCT	2026/27	5,000.00	CP	CIL Overpayment 2026/27
02/07/2026	FareShare Cymru	6660	76.00	RJ	Pantry
06/07/2026	Barclays Bank	MAY-JUN	10.28		Bank Charges
07/07/2026	Jana Lesnakova	BOND REFUN	26.00	RJ	Allotment Bond Refund
07/07/2026	RCT	3210549214	5.00	RJ	Annual Lease Grove Tce Mem Gar
07/07/2026	Floral Fresh	19	51.00	RJ	BCC Cleaning Contract
08/07/2026	Entry Specialists Ltd	2964	6,624.00	CP	BCC Fire Shutters
08/07/2026	Rebecca Jenkins	RECYCLING	76.25	CP	Recycling and waste bags
08/07/2026	David Evans	MEMBER	208.00	CP	Member Allowance 26
08/07/2026	Andrew Morgan	MEMBER	208.00	CP	Member Allowance 26
08/07/2026	Robert Smith	MEMBER	208.00	CP	Member Allowance 26
08/07/2026	Nicholas Richards	MEMBER	208.00	CP	Member Allowance 26
08/07/2026	Mark Steer	MEMBER	208.00	CP	Member Allowance 26
08/07/2026	Geraint Hopkins	MEMBER	208.00	CP	Member Allowance 26
08/07/2026	Janine Turner	MEMBER	208.00	CP	Member Allowance 26
08/07/2026	Rhys Jenkins	MEMBER	208.00	CP	Member Allowance 26
08/07/2026	Brian Bevan	ALLOT	26.00	CP	Allotment Bond Refund
08/07/2026	Tesco Mobile	1343017024	11.08	DDR	Office Phone
09/07/2026	Chris Parker	MEMBER	208.00	RJ	Member Allowance 26
10/07/2026	Images Design	4567	199.00	CP	Community Councils Office Sign
10/07/2026	Cloud IT Group	11714	156.00	RH	Website Hosting
13/07/2026	Total Energies	419132884/	124.77	DD	BCC Gas
15/07/2026	RCT	53276220	791.00	CP	Business Rates
15/07/2026	ARVAL	R100152699	500.58	DD	Van Lease
16/07/2026	Wales Audit Office	015469	209.10	RJ	Audit 2026
16/07/2026	Welsh Water	7025415025	98.71	RJ	Bridgend Rd Allotments
16/07/2026	Welsh Water	4454506001	70.39	RJ	Pendre Llwynbrain Allotments
16/07/2026	Welsh Water	7025900060	95.87	RJ	Water Chapel Road
16/07/2026	Howells Legal Ltd	LCC25/01	228.00	RJ	Legal work CIL Welfare shower
17/07/2026	One Voice Wales	10060	42.00	RJ	CIlr Training
17/07/2026	SSE Electric	4644973	51.65	RJ	Jeffer Lane
21/07/2026	EDF	K-91538836	120.20	DD	Electric Chapel Road
22/07/2026	RCT Pension Payment	JULY	2,445.00	cp	pensions
22/07/2026	HMRC NI & Tax	MTH3	99.09	cp	mth 2 underpayment
22/07/2026	Floral Fresh	21	51.00	cp	bcc cleaning
23/07/2026	BNP Paribas Printer	FLLB867587	140.13	DD	Photocopier lease
24/07/2026	Extrascop	19501	86.40	LS	4 x Webroot Anti-Virus Subs
24/07/2026	Alessia Evans	BCCBONDREF	30.00	CP	BCC Bond Refund

Current and Premium Bank A/c

List of Payments made between 01/07/2026 and 31/08/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/07/2026	Angharad Edwards	BCCBONDREF	30.00	CP	BCC Bond Refund
24/07/2026	EDF	28765898	164.46	DD	BCC Electric Supply
27/07/2026	Clarity Copiers	246275	4.69	DD	Clarity Copiers
27/07/2026	SLCC ENTERPRISES	MEM258449-	253.00	CP	Membership CK
27/07/2026	Pendragon Fireworks	20485	600.00	CP	Pyrotechnics
27/07/2026	Barclaycard	DD	1,191.16		Statement 20July26
28/07/2026	Talk Talk	4841486	49.34	DD	BCC Broadband
28/07/2026	STAFF SALARIES	SALARIES	8,234.62	CP	July Salaries
30/07/2026	Floral Fresh	22	51.00	CP	BCC Cleaning
31/07/2026	Floral Fresh	20	51.00	RJ	BCC Cleaning
03/08/2026	Barclays Bank	BANK	9.23		Bank Charges
05/08/2026	FareShare Cymru	6811	76.00	RJ	Llanharan Pantry
05/08/2026	Extrascop	19516	933.12	RJ	12x Microsoft 365 Bus Basic
05/08/2026	Check 4 Asbestos	317	900.00	RJ	Allotments Asbestos Check
05/08/2026	Gallagher Insurance	556546662	5,465.96	RJ	Annual Insurance
05/08/2026	Toni Mason	DEPREFUND	30.00	RJ	BCC Hall Hire Deposit Refund
05/08/2026	Alistair Burroughs	11714	2,771.17	RJ	Ewenni Multi User Bridge
05/08/2026	Floral Fresh	23	51.00	RJ	BCC Cleaning Contract
07/08/2026	Ryan Morgan Electrical	388	465.00	RJ	BCC Roller Shutter CIL
09/08/2026	Floral Fresh	24	51.00	RJ	BCC Cleaning Contract
10/08/2026	Frank Sutton	236110	219.49	CP	Green Mower Maintenance
10/08/2026	Frank Sutton	236111	171.32	CP	V Belt
10/08/2026	Tesco Mobile	1343068328	11.08	DDR	Tesco Mobile
11/08/2026	Total Energies	419132884	90.21	DDR	BCC Gas
11/08/2026	HMRC NI & Tax	MTH 4	2,016.50	RJ	Mth 4 PAYE
12/08/2026	Alistair Burroughs	11630	2,771.17	RJ	Ewenni Bridge Consultancy
13/08/2026	1st Llanharan Rainbows	A2026/043	450.00	RJ	1st Llanharan Rainbows
13/08/2026	1st Brynna Brownies	A2026/043	400.00	RJ	S137 Grant
13/08/2026	1st Llanharan Scouts	A2026/043	1,400.00	RJ	s137 Grant
13/08/2026	1st Llanharan Scouts	A2026/043	-1,400.00	CP	S137 Grant
13/08/2026	1st Llanharan Scouts	A2026/043	1,440.00	CP	S137 Grant
14/08/2026	RCT	3/0	791.00	CP	BCC Business Rates
16/08/2026	Floral Fresh	25	51.00	CP	BCC Cleaning Contract
17/08/2026	ARVAL	RI00154153	500.58	DDR	Monthly Van Hire
19/08/2026	Claire Lingard	100513	352.25	RJ	Rialtas Training
19/08/2026	Rebecca Jenkins	180826	11.25	RJ	Recycling Bags
19/08/2026	SSE Electric	4749944	53.69	RJ	Jeffs Lane
21/08/2026	Talk Talk	6402907	49.34	DDR	BCC Broadband
24/08/2026	EDF	0010	122.50	DDR	Chapel Rd - Electric
26/08/2026	Llanharan OAP Association	2026Q1	90.00	CP	Hall Hire
26/08/2026	N & B Construction	239	7,111.45	CP	Plumbing & Electrical
26/08/2026	Floral Fresh	26	51.00	CP	BCC Cleaning Contract
26/08/2026	Apex Specialist Cleaning	3386	1,020.00	CP	BCC Ventilation System

Current and Premium Bank A/c

List of Payments made between 01/07/2026 and 31/08/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/08/2026	Clarity Copiers	247910	3.41	DDR	Photocopy Sheets
26/08/2026	EDF	29192156	171.31	DDR	BCC Electric
27/08/2026	Barclaycard	20260820	1,311.40		August Statement
28/08/2026	STAFF SALARIES	SALARIES	8,233.92	CP	August Staff Salaries
28/08/2026	RCT	PENSION	2,492.45	CP	August Pensions
Total Payments			<u>73,116.53</u>		

Detailed Income & Expenditure by Budget Heading 31/08/2026

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	320,808	320,808	(0)			100.0%	
1090 PSDF Re-invested dividend	16,041	22,500	6,459			71.3%	
1100 Agency Income	(1,330)	1,330	2,660			(100.0%)	
1990 Other Income	726	500	(226)			145.3%	
1992 BCC Hire Fees	0	13,500	13,500			0.0%	
Income :- Income	336,246	358,638	22,392			93.8%	0
Net Income	336,246	358,638	22,392				
<u>200 Administration</u>							
4000 Staff Salaries & Wages (Net)	39,655	83,937	44,282		44,282	47.2%	
4001 HMRC Interest Charges	9	0	(9)		(9)	0.0%	
4005 Employer & Employee Pension	11,841	30,521	18,680		18,680	38.8%	
4010 Employer & Employee NI & Tax	8,106	46,733	38,627		38,627	17.3%	
4055 Mileage & Subsistence	0	200	200		200	0.0%	
4057 HR Expenditure	1,017	750	(267)		(267)	135.6%	
4060 Non domestic rates	2,435	2,650	215		215	91.9%	
4065 Office Rent	875	3,500	2,625		2,625	25.0%	
4066 Meeting venue hire	90	390	300		300	23.1%	
4070 IT Costs - SaaS & website	4,900	5,500	600		600	89.1%	
4075 Telephone & Broadband	389	1,350	961		961	28.8%	
4080 Electricity supply	491	1,500	1,009		1,009	32.7%	
4085 Water supply	113	200	87		87	56.7%	
4090 Printing, Postage & Stationery	339	350	11		11	96.8%	
4095 Cleaning Materials	33	50	17		17	65.5%	
4100 Cleaning Contract	384	1,250	866		866	30.7%	
4110 Building Maintenance	183	1,000	817		817	18.3%	
4115 Professional and Legal Fees	512	3,000	2,488		2,488	17.1%	
4116 Land Registry Fees	147	150	3		3	98.0%	
4120 Internal Audit Fees	9	1,000	991		991	0.9%	
4125 External Audit Fees	(771)	740	1,511		1,511	(104.2%)	
4130 Subscriptions and Memberships	2,985	2,750	(235)		(235)	108.5%	
4135 Bank Charges	51	200	149		149	25.3%	
4140 Storage Space Rental	542	0	(542)		(542)	0.0%	
4775 Consumables	116	0	(116)		(116)	0.0%	
Administration :- Indirect Expenditure	74,449	187,721	113,272	0	113,272	39.7%	0
Net Expenditure	(74,449)	(187,721)	(113,272)				

12:52

Detailed Income & Expenditure by Budget Heading 31/08/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Insurances</u>							
4200 General Insurance	5,466	6,175	709		709	88.5%	
4205 Vehicle Insurance	0	3,330	3,330		3,330	0.0%	
4210 Office Insurance	0	250	250		250	0.0%	
Insurances :- Indirect Expenditure	5,466	9,755	4,289	0	4,289	56.0%	0
Net Expenditure	(5,466)	(9,755)	(4,289)				
<u>240 Staff & Member Training</u>							
4300 Members Training	42	1,100	1,058		1,058	3.8%	
4305 Staff Training	20	1,800	1,780		1,780	1.1%	
Staff & Member Training :- Indirect Expenditure	62	2,900	2,838	0	2,838	2.1%	0
Net Expenditure	(62)	(2,900)	(2,838)				
<u>260 Member's Allowances</u>							
4350 Chair	900	1,500	600		600	60.0%	
4355 Special Responsibility	535	500	(35)		(35)	107.0%	
4360 Member Allowances	1,872	2,912	1,040		1,040	64.3%	
Member's Allowances :- Indirect Expenditure	3,307	4,912	1,605	0	1,605	67.3%	0
Net Expenditure	(3,307)	(4,912)	(1,605)				
<u>300 Plant & Equipment</u>							
4400 Plant Purchase / Lease	2,335	6,000	3,665		3,665	38.9%	
4410 Green Mower Maintenance	326	0	(326)		(326)	0.0%	
4415 Red Tractor Maintenance	2,408	1,000	(1,408)		(1,408)	240.8%	
4420 Portable & Hand Tools Purchase	92	250	158		158	36.9%	
4425 Portable & Hand Tool Maint	0	400	400		400	0.0%	
4430 Work wear & uniform	0	300	300		300	0.0%	
4435 Plant & Equipment Fuel	310	700	390		390	44.4%	
4815 Repairs & Maintenance	56	0	(56)		(56)	0.0%	
Plant & Equipment :- Indirect Expenditure	5,527	8,650	3,123	0	3,123	63.9%	0
Net Expenditure	(5,527)	(8,650)	(3,123)				
<u>400 Street Furnishings</u>							
4080 Electricity supply	51	0	(51)		(51)	0.0%	
4500 Floral displays - biodiversity	9,760	10,100	340		340	96.6%	
4505 Christmas Lights and Trees	5,609	24,500	18,891		18,891	22.9%	
4510 Public Clocks	700	540	(160)		(160)	129.6%	

Detailed Income & Expenditure by Budget Heading 31/08/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4515 Notice Boards	0	100	100		100	0.0%	
4520 Bus shelter	0	500	500		500	0.0%	
4525 Planters	0	100	100		100	0.0%	
4530 Benches & Tables	0	100	100		100	0.0%	
Street Furnishings :- Indirect Expenditure	16,121	35,940	19,819	0	19,819	44.9%	0
Net Expenditure	(16,121)	(35,940)	(19,819)				
<u>500 Community Functions</u>							
4600 Christmas Dinners	0	9,000	9,000		9,000	0.0%	
4610 Firework Display	500	10,500	10,000		10,000	4.8%	
4615 Multi Cultural Carnival	0	9,500	9,500		9,500	0.0%	
Community Functions :- Indirect Expenditure	500	29,000	28,500	0	28,500	1.7%	0
Net Expenditure	(500)	(29,000)	(28,500)				
<u>550 Grants</u>							
4700 General Grants	0	12,000	12,000		12,000	0.0%	
4701 S137 LGA 1972 Grants	33,226	25,000	(8,226)		(8,226)	132.9%	
4715 DNU WLT - Brynna Woods	0	10,000	10,000	5,000	5,000	50.0%	
Grants :- Indirect Expenditure	33,226	47,000	13,774	5,000	8,774	81.3%	0
Net Expenditure	(33,226)	(47,000)	(13,774)				
<u>600 Outdoor Spaces</u>							
4095 Cleaning Materials	64	0	(64)		(64)	0.0%	
4800 Rights of Way	(1,330)	1,330	2,660		2,660	(100.0%)	
4805 DNU Skateboard Park	(110)	1,000	1,110		1,110	(11.0%)	
4810 DNU Play & O/Spaces	1,391	1,900	509		509	73.2%	
4815 Repairs & Maintenance	51	150	99		99	34.2%	
4900 Allotment expenditure	900	0	(900)		(900)	0.0%	
Outdoor Spaces :- Indirect Expenditure	966	4,380	3,414	0	3,414	22.1%	0
Net Expenditure	(966)	(4,380)	(3,414)				
<u>620 War Memorials</u>							
4850 Maintenance Contract	1,367	1,367	0		0	100.0%	
4855 DNU Other Maintenance	185	500	315		315	36.9%	
War Memorials :- Indirect Expenditure	1,552	1,867	315	0	315	83.1%	0
Net Expenditure	(1,552)	(1,867)	(315)				

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
630 Llanharan Pantry							
1991 Llanharan Pantry	69	0	(69)			0.0%	
Llanharan Pantry :- Income	69	0	(69)				0
4730 Llanharan Pantry Expenses	1,518	0	(1,518)		(1,518)	0.0%	363
Llanharan Pantry :- Indirect Expenditure	1,518	0	(1,518)	0	(1,518)		363
Net Income over Expenditure	(1,449)	0	1,449				
6000 plus Transfer from EMR	363	0	(363)				
Movement to/(from) Gen Reserve	(1,086)	0	1,086				
640 Bryncae Community Centre							
1992 BCC Hire Fees	6,371	13,500	7,129			47.2%	
Bryncae Community Centre :- Income	6,371	13,500	7,129			47.2%	0
4060 Non domestic rates	3,952	8,600	4,649		4,649	45.9%	
4075 Telephone & Broadband	164	500	336		336	32.9%	
4080 Electricity supply	624	3,500	2,876		2,876	17.8%	
4095 Cleaning Materials	102	380	278		278	26.8%	
4100 Cleaning Contract	1,065	2,580	1,515		1,515	41.3%	
4110 Building Maintenance	0	1,000	1,000		1,000	0.0%	
4215 BCC Insurance	371	460	89		89	80.6%	
4755 Gas supply	342	4,500	4,158		4,158	7.6%	
4760 Water Rates	595	1,000	405		405	59.5%	
4765 Statutory Compliance Fees	994	1,250	256		256	79.5%	
4775 Consumables	0	375	375		375	0.0%	
4780 BCC Administrative Costs	418	540	122		122	77.4%	
Bryncae Community Centre :- Indirect Expenditure	8,627	24,685	16,058	0	16,058	34.9%	0
Net Income over Expenditure	(2,256)	(11,185)	(8,929)				
650 Street Lighting Electric							
4080 Electricity supply	326	0	(326)		(326)	0.0%	
4575 Street Lighting Electric	49	1,050	1,001		1,001	4.7%	
Street Lighting Electric :- Indirect Expenditure	375	1,050	675	0	675	35.8%	0
Net Expenditure	(375)	(1,050)	(675)				
700 Bridgend Road Allotments							
1200 Allotment Income	216	3,250	3,034			6.6%	
Bridgend Road Allotments :- Income	216	3,250	3,034			6.6%	0

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4900 Allotment expenditure	81	522	441		441	15.6%	
4901 DNU Allotment Maintenance	600	0	(600)		(600)	0.0%	
4905 DNU Allotment Water	169	0	(169)		(169)	0.0%	
Bridgend Road Allotments :- Indirect Expenditure	850	522	(328)	0	(328)	162.9%	0
Net Income over Expenditure	(634)	2,728	3,362				
<u>705 Jubilee Street Allotments</u>							
1200 Allotment Income	12	0	(12)			0.0%	
Jubilee Street Allotments :- Income	12	0	(12)				0
4900 Allotment expenditure	0	350	350		350	0.0%	
Jubilee Street Allotments :- Indirect Expenditure	0	350	350	0	350		0
Net Income over Expenditure	12	(350)	(362)				
<u>710 Pendre Allotments</u>							
4900 Allotment expenditure	0	150	150		150	0.0%	
Pendre Allotments :- Indirect Expenditure	0	150	150	0	150		0
Net Expenditure	0	(150)	(150)				
<u>745 Mountain Hare</u>							
4815 Repairs & Maintenance	72	0	(72)		(72)	0.0%	
Mountain Hare :- Indirect Expenditure	72	0	(72)	0	(72)		0
Net Expenditure	(72)	0	72				
<u>750 Community Infrastructure Levy</u>							
1300 Community Infrastructure Levy	252,697	0	(252,697)			0.0%	252,697
Community Infrastructure Levy :- Income	252,697	0	(252,697)				252,697
4115 Professional and Legal Fees	190	0	(190)		(190)	0.0%	190
4955 CIL Project 1 Memorial Garden	318	0	(318)		(318)	0.0%	318
4958 CIL Grants	9,564	0	(9,564)		(9,564)	0.0%	9,564
4965 CIL LCC shower block	14,816	0	(14,816)		(14,816)	0.0%	14,816
4966 CIL Project Ewenny Bridge	12,117	0	(12,117)		(12,117)	0.0%	12,117
4969 CIL Bryncae Community Centre	7,608	0	(7,608)		(7,608)	0.0%	7,608
Community Infrastructure Levy :- Indirect Expenditure	44,613	0	(44,613)	0	(44,613)		44,613
Net Income over Expenditure	208,085	0	(208,085)				
6000 plus Transfer from EMR	44,613	0	(44,613)				
6001 less Transfer to EMR	252,697	0	(252,697)				
Movement to/(from) Gen Reserve	0	0	0				

Detailed Income & Expenditure by Budget Heading 31/08/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>800</u> <u>Contingency</u>							
4990 Contingency	0	3,000	3,000		3,000	0.0%	
Contingency :- Indirect Expenditure	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>(3,000)</u>	<u>(3,000)</u>				
Grand Totals:- Income	595,611	375,388	(220,223)			158.7%	
Expenditure	197,232	361,882	164,650	5,000	159,650	55.9%	
Net Income over Expenditure	<u>398,379</u>	<u>13,506</u>	<u>(384,873)</u>				
plus Transfer from EMR	44,976	0	(44,976)				
less Transfer to EMR	252,697	0	(252,697)				
Movement to/(from) Gen Reserve	<u>190,658</u>	<u>13,506</u>	<u>(177,152)</u>				

04/04/2026		32.50	7		
11/04/2026		32.50	7		
18/04/2026		55.23	9		
25/04/2026		20.00	4		
02/05/2026		36.50	7		
09/05/2026		27.00	6		
16/05/2026		30.00	6		banked £222 on 26/05/26
23/05/2026		37.50	8		
30/05/2026		22.50	5		
06/06/2026		33.50	8		banked £75 on 11/06/26
13/06/2026		43.00	8		banked £61.98 on 18/06/26
20/06/2026		30.00	6		
27/06/2026		30.00	6		banked £60.00 on 07/07/26
04/07/2026		27.50	6		
11/07/2026		32.50	7		banked £60.00 on 21/07/2026
18/07/2026		22.50	5		
25/07/2026		46.62	10		
01/08/2026		32.50	7		
15/08/2026		46.05	10		
22/08/2026		32.50	7		
29/08/2026		53.50	11		

Detailed Income & Expenditure by Budget Heading 31/08/2026

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	6,371	13,500	7,129			47.2%	
Bryncae Community Centre :- Income	<u>6,371</u>	<u>13,500</u>	<u>7,129</u>			<u>47.2%</u>	<u>0</u>
4060 Non domestic rates	3,952	8,600	4,649		4,649	45.9%	
4075 Telephone & Broadband	164	500	336		336	32.9%	
4080 Electricity supply	624	3,500	2,876		2,876	17.8%	
4095 Cleaning Materials	102	380	278		278	26.8%	
4100 Cleaning Contract	1,065	2,580	1,515		1,515	41.3%	
4110 Building Maintenance	0	1,000	1,000		1,000	0.0%	
4215 BCC Insurance	371	460	89		89	80.6%	
4755 Gas supply	342	4,500	4,158		4,158	7.6%	
4760 Water Rates	595	1,000	405		405	59.5%	
4765 Statutory Compliance Fees	994	1,250	256		256	79.5%	
4775 Consumables	0	375	375		375	0.0%	
4780 BCC Administrative Costs	418	540	122		122	77.4%	
Bryncae Community Centre :- Indirect Expenditure	<u>8,627</u>	<u>24,685</u>	<u>16,058</u>	<u>0</u>	<u>16,058</u>	<u>34.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,256)</u>	<u>(11,185)</u>	<u>(8,929)</u>				
Grand Totals:- Income	6,371	13,500	7,129			47.2%	
Expenditure	8,627	24,685	16,058	0	16,058	34.9%	
Net Income over Expenditure	<u>(2,256)</u>	<u>(11,185)</u>	<u>(8,929)</u>				
Movement to/(from) Gen Reserve	<u>(2,256)</u>	<u>(11,185)</u>	<u>(8,929)</u>				

Appendix 9

Resolutions and Recommendations of the Bryncae Community Centre (BCC) Committee Meeting held 23rd July 2026

BCC2026/038 A proposal to write to RCTCBC regarding the issue of inadequate fire stopping insulation

a) RECOMMENDED

To authorise the Clerk to write to RCTCBC in the terms set out in Appendix 6 to the meeting, highlighting the inadequacy of the firestopping insulation and requesting an urgent review of the fire strategy and insulation and/or a fresh risk assessment.

b) RECOMMENDED

To delegate a budget of £400 to the Clerk for the purpose of seeking legal advice should it become necessary at a later date at their discretion.

BCC 2026/039 A proposal to arrange required tree safety inspections

a)RECOMMENDED

To instruct the officers to obtain tree safety inspections of all trees on Bryncae Community Centre land and any in the immediate vicinity which the officers feel would be beneficial in light of potential future lease agreements, with the permission of the landowner as appropriate; and to authorise the officers to spend up to £700 for this purpose.

b) RECOMMENDED

That the Council suspends Financial Regulation 11.3e)iii 1 given that the Council's tree inspections are usually carried out by the RCTCBC inspectors, providing a trusted service of known quality for a small cost. (The last round of general inspections of all the council's sites at that time cost £600 for 2 days' work).

Appendix 10

Resolutions and Recommendations of the Trenos and Ewenni Crossings Project Committee (TEC) 30th July 2026

TEC2026/063 To note ‘decisions made tracker’ and ‘decisions required. Log’ and to consider the decisions required

RESOLVED

To create a task and finish Working Group reporting to the TEC Committee comprising the following members: Cllrs Chris Parker (Chair), Robert Smith, Mark Steer, being the members of the former Trenos Crossing Working Group prior to its dissolution. The Working Group to work with the Clerk and Burroughs in order to examine the following questions in relation to the upcoming tender process and to produce proposed documents for the next meeting of the Committee.

1. To review the scoping documents produced taking into account the feedback provided by the Clerk.
2. To examine potential tender scoring criteria including weightings and quality to be included in the tender.
3. To examine qualifying questions for tendering contractors to be included in the tender.
4. To examine the most appropriate method of processing the tender.

An open process. Inviting specific contractors to tender. Inviting expressions of interest from contractors and selecting from that list or some other methodology allowed for in the Council's Financial Regulations and in line with the Procurement Act.

Resolutions and Recommendations of the meeting of the Trens and Ewenni Crossings Project Committee (TEC) held 8th September 2026

TEC2026/077 To receive reports from the task and finish working group established to examine options relating to the tendering of the work and any recommendations submitted in writing to the Clerk in advance

a) RECOMMENDED

For the method of issuing the tender to be:

- 1 – The Clerk to issue a Prior Information Notice (PIN) on Sell2Wales public procurement portal to run for 4 weeks. PIN to be issued as soon as resolved by the committee (Under previously delegated authority).
This is a simple one-page summary of the project intended to give prior notice to contractors who may be interested. (Companies already consulted by Burroughs will be notified).
- 2 – Only those (and all of those) who have expressed an interest via the Sell2Wales portal will be invited to submit a tender. Tender to be issued by the Clerk only once the full tender pack has been approved by the committee and to run for a period of 4 weeks.
- 3 – All tenders to be opened as per the Council's financial regulations. 12.2j All other aspects of the tendering process shall comply with the Council's Financial Regulations.
- 4 – Tenders received shall be sent to Burroughs for professional assessment.
- 5 – An assessment of the Pass/Fail questions shall be assessed first. Those failing this section shall be set aside.
- 6 – An assessment of the Quality questions shall be undertaken by Burroughs.
- 7 – An assessment of the Price shall be undertaken by Burroughs.
- 8 – The scoring Matrix shall be populated and the weightings applied.

9 – Burroughs will present a document to the TEC Committee outlining all of the scores and make a recommendation for award of the tender. The committee will make a decision and a contract awarded.

b) RECOMMENDED

To suspend Financial Regulation 12 in relation to TEC2026/077 a), the tender process described being a slight deviation from Regulation 12.

TEC2026/078 To note the Prior Information Notice (PIN) and to approve its posting on Sell2Wales.

RESOLVED

To approve the posting of the PIN on the Sell2Wales website. Responses to be directed to Burroughs.

Appendix 10b

To consider suspending Standing Order 6.4 in relation to the TEC Committee to allow the Committee to consider and respond to any non-technical questions raised by those tendering prior to the deadline.

Standing Order 6 deals with the notice of meetings, including Committees.

Standing Order 6.2 already allows for emergency committee meetings to be called with 24 hours' notice under certain circumstances.

However, Standing Order 6.4 mandates that written consent must be obtained from two thirds of all council members in order to hold the emergency meeting. It is this clause that it is proposed to be suspended for the TEC Committee.

Appendix 11

Resolutions and Recommendations of the Community Infrastructure Levy (C.I.L) Committee held 1st September 2026

CIL2026/029 Progress of project LCC23/02 “Improvements to Bryncae Community Centre” including the provisional receipt of a grant from Grantscape and the financial implications for the project and to consider approving a fee payment of £600 to RCTCBC.

RECOMMENDED

RCT having levied an admin fee for the necessary licences for major works to the community centre, to approve a fee payment of £600 to RCTCBC.

CIL2026/030 Progress of the project LCC19/07 Memorial Garden/Garage, to consider approving the final design and payment of a mandatory £1,008 inspection fee to RCTCBC Suds dept.

a) RECOMMENDED

To authorise the officers to spend £1,008 against project LCC19/07 Memorial Garden/Garage for mandatory ‘SUDS Inspection fees’ to RCTCBC.

b) RECOMMENDED

To approve the final design of the Memorial Garden as presented in Appendix 4 to the CIL Committee, delegating any permissible minor alterations to the Clerk working in conjunction with the Memorial Garden Centrepiece Working Group.

CIL206/031 Update on the progress of the LCC25/09 Oakbrook Skatepark Project and to consider a tender pack and subsequent actions to bring the project to fruition

RECOMMENDED

To approve the tender pack as presented in Appendix 5a to the CIL Committee and to authorise the officers to issue the tender when the new lease is legally signed in line with the Council's Standing Orders

Appendix 13

Resolutions and Recommendations of the Open Spaces, Rights of Way and Allotments Committee (ORA) Meeting held 3rd September 2026

ORA2026/048 LCC Biodiversity Action Plan

RECOMMENDED

To form a Sustainable Floral Displays Working Group.

Membership to comprise Cllrs Chris Parker, Rob Smith and Mark Steer.

Chair: Cllr Rob Smith.

Terms of reference: Reporting to Full Council on 15th October 2026, to work with Council staff to propose an updated selection of plants and materials for the Council's floral displays in line with items 17 and 18 of the Council's Biodiversity Action Plan:

17: To examine the contents of the Council's planters and hanging baskets ready for summer 2027, aiming to achieve the most sustainable, biodiverse, colourful summer display possible; to examine the types of soils used to retain as much water as possible;

18: To examine the potential use of starch granules to help retain water.

ORA2026/051 Proposal to plant native trees on Bridgend Road

RECOMMENDED

To approve the planting of up to eight trees, allocating the spend of up to £500 for the purpose.

ORA2026/053 Asbestos survey and quotation for removal

RECOMMENDED

a) to authorise the Officers to arrange the removal of the loose and damaged items by a suitably qualified contractor as soon as possible, allocating up to £4545 from General Reserves for the purpose;

b) to suspend Financial Regulation 11.3.e) ii on the basis of the risk to public health;

c) to create a register of items remaining, and to notify current and future tenants;

d) where tenant did not grant access, to renew efforts to arrange survey;

e) to update the tenancy agreement as outlined in Appendix 7 presented to the Committee; appropriately amended.

ORA2026/056 Consideration of eviction of two plot holders

RESOLVED

- a) to authorise the Officers to issue one month's notice of eviction to the tenant of Bridgend Road plot 35, together with details of and subject to the Council's appeal process.
- b) to suspend the eviction order on Bridgend Road plot 32, to put in place an action plan for the ongoing improvement of the plot, to be reviewed shortly before the next meeting of the Committee; and to accept the tenant's voluntary surrender of plot 33, acknowledging that the nearest greenhouse will be deemed to fall within the boundary of plot 32.

ORA2026/057 Urgent Items for Information or Items Suggested to the Clerk for Future Agenda.

Appendix 14

To consider an approach to any remaining non-urgent, intact asbestos material on allotment plots. Included with the permission of the Chair of the ORA Committee.

Background

A professional survey of the allotments revealed two categories of asbestos-containing materials (ACMs):

- a) loose and damaged materials, recommended for immediate removal (See Appendix 13 - resolutions and recommendations of the ORA Committee)
- b) intact items, graded as very low risk and recommended for management and annual re-inspection.

Options for consideration

1. Create a register of the intact items, notify current and future tenants and advise them to leave the items alone and not act in such a way as to damage or move them (eg strimming too close to fence panels).
2. Seek quotations for safe and lawful removal and disposal of all materials; set aside an amount in the budget over the next three years and plan the systematic removal over that period (or another time period suggested by the Council).
3. Seek quotations for immediate safe and lawful removal and disposal of all materials and allocate funds from the general reserves to remove all materials as soon as possible.

Costs

The initial quote provided for removing only the loose and damaged items by the surveyor was £4545. His quote to remove all the ACMs identified is £8945, but this does not include any additional items in the locations inaccessible at the time of survey.

Site	Bridgend Rd	Jubilee St	Pendre	Total
Locations surveyed	34	14	14	62
ACMs removed as a sample	1	0	0	1
ACMs for removal	26	10	9	45
Quoted to remove recommended	£2250	£945	£1350	£4545
ACMs for management	7	4	5	16
Quoted to remove all above				£8945
Locations inaccessible to surveyor	3	8	10	21



Date: 12.08.2026

For the attention of: rebecca.jenkins@llanharan-cc.gov.wales

Dear Rebecca,

Re: Controlled removal of all asbestos containing material identified within the asbestos management report for Jubilee, Bridgend Road & Pendre allotments, Llanharan.

With reference to your recent valued enquiry concerning the above, may we take this opportunity in submitting our quotation as follows:

Scope of Works: Controlled removal of all asbestos-containing materials identified within the asbestos management report J000174, J000178, J000198 and disposal in accordance with CAR2012, current HSE guidance and all relevant waste disposal legislation.

Price: £8,945 (no VAT applicable)

Duration of works: 7 Days

All prices include the supply of all labour, materials, plant required to undertake the works, with the client responsible for scaffolding.

Please note a Purchase Order or written instruction will be required prior to any notifications or commencement on site.

Payment

This quotation is valid for 30 days and our prices are based upon payment within 30 days of receipt of invoice.

Our works are not subject to any percentage discounts or retention.

Air Monitoring

Air Monitoring HAS been included within the quote to carry out the removal work.

Electricity and Water

It is assumed that, wherever possible, we will be provided free of charge with a supply of mains water and 240/110 volt power adjacent to the work area.

Isolation of Services

It is important to note that we have made no allowance for the isolation of water, gas, electrical or any other services.  will require the isolation of any services that are within the working

area. An isolation certificate issued by an appropriate certified engineer will need to be presented to [REDACTED] prior to the commencement of works.

Welfare

[REDACTED] shall require the provision of adequate welfare facilities for our staff to use for the duration of work, free of charge.

Parking & Vehicular Access

[REDACTED] shall require the provision of parking spaces for our works vehicles throughout the site works.

Reinstatement

This quote DOES NOT include and cost to reinstate any building materials or finishes following removal of the render coating.

We look forward to receiving your acceptance of our proposal. In the meantime, if you require any further information or clarification on any points covered within the offer, please do not hesitate to contact me.

Yours sincerely-

A handwritten signature in black ink, appearing to be 'N. Khan', written in a cursive style.

[REDACTED]

Check4 Asbestos LTD Asbestos Surveying / Inspecting / Testing / Removal Terms and Conditions

All asbestos surveys carried out by Check4 Asbestos LTD are based on the current edition of HSE publication "HSG 264 Asbestos: The survey guide", together with variations or deviations thereto, agreed in writing with the Client.

All asbestos bulk analysis carried out by Check4 Asbestos LTD are based on the current edition of HSE publication "HSG 248 Asbestos: The analysts' guide for sampling, analysis and clearance procedures", together with variations or deviations thereto, agreed in writing with the Client.

This guidance specifies two levels of survey that can be carried out along with re-inspections and bulk sample analysis. We always try to accommodate client needs and are happy to meet physically or virtually, in order to ensure that any additional requirements can be incorporated within the scope of work required.

Although different types of survey can be specified and used depending on the circumstances, it is important that the building Owner (including Landlords), Duty Holder, Tenant, Employer and Surveyor know exactly what type of survey is to be carried out, what the specifications for each type are, and in which areas they are to be used. Variations or Deviations from the standard method will be agreed between the parties in writing prior to commencement of the Survey.

Management Survey

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

The survey will usually involve sampling and analysis to confirm the presence or absence of ACMs. However, a management survey can also involve presuming the presence or absence of asbestos. A management survey can be completed using a combination of sampling ACMs and presuming ACMs or, indeed, just presuming. Any materials presumed to contain asbestos must also have their condition assessed (i.e. a material assessment).

All areas should be accessed and inspected as far as is reasonably practicable. Areas should include under floor coverings, above false ceilings, and inside risers, service ducts, lift shafts etc. Surveying may also involve some minor intrusive work, such as accessing behind fascia and panels and other surfaces or superficial materials. The extent of intrusion will depend on the degree of disturbance that is or will be necessary for foreseeable maintenance and related activities, including the installation of new equipment/cabling.

Any areas not accessed must be presumed to contain asbestos. The areas not accessed and presumed to contain asbestos must be clearly stated in the survey report and will have to be managed on this basis, i.e. maintenance or other disturbance work should not be carried out in these areas until further checks are made.

Refurbishment / Demolition Survey

Refurbishment and demolition surveys are intended to locate all the asbestos in the building (or the relevant part), as far as reasonably practicable. **It is a disruptive and fully intrusive survey which may need to penetrate all parts of the building structure.** Aggressive inspection techniques will be needed to lift carpets and tiles, break through walls, ceilings, cladding and partitions, and to open up floors. In these situations, controls should be put in place to prevent the spread of debris, which may include asbestos.

Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise risks to the public or employees on the premises. Ideally, the building should not be in service and all furnishings removed. For minor refurbishment, this would only apply to the room involved or even part of the room where the work is small and the room large. In these situations, there should be effective isolation of the survey area (e.g. full floor to ceiling partition), and furnishings should be removed as far as possible or protected using sheeting.

The 'surveyed' area must be shown to be fit for reoccupation before people move back in. This will require a thorough visual inspection and, if appropriate (e.g. where there has been significant destruction), reassurance air sampling with disturbance. Under no circumstances should staff remain in rooms or areas of buildings when intrusive sampling is performed.

Re-inspection survey

As a part of effectively managing asbestos within a building, ACMs should be inspected on a regular basis to ensure they have not deteriorated and become more hazardous. The condition of the ACMs should be recorded in a report and a recommendation made of any action required. The frequency of the re-inspections will be dependent upon the asbestos type, location and vulnerability and should be specified within the management plan but as a minimum should be undertaken annually.

Bulk Sampling survey

A representative sample of the material thought to contain asbestos is collected for examination. In the analytical laboratory, this is examined by eye, followed by more detailed examination using a low power stereo-microscope. One or more representative subsamples may be prepared mechanically and/or chemically for further examination. Fibres observed in the course of these examinations are categorised tentatively on the basis of morphology and certain physical properties. Each fibre type so recognised is sampled by selecting a few fibres or bundles, and these are mounted in a refractive index (RI) liquid chosen to match the most likely asbestos type. The fibres then are positively identified as one of the six regulated asbestos types on the basis of their detailed optical properties using polarised light microscopy (PLM) as appropriate to the type of sample.

TERMS AND CONDITIONS OF BUSINESS

1. Interpretation

1.1 In these Terms and Conditions (**"the Conditions"**):

"Analyst"	means in respect of the Bulk Analysis, Surveying Services or the independent third-party analyst appointed to sign-off following licensed asbestos removal;
"Client"	means the person, firm or organisation for whom Check 4 Asbestos Ltd has agreed to provide the Services in accordance with these Conditions;
"Commencement Date"	means the date on which the supply of the Services will commence as specified in the Schedule;
"Consumer"	means consumer as defined under the Unfair Contract Terms Act 1977 and the Sale of Goods Act 1979;
"Contract"	means the contract for the provision of the Services made between Check 4 Asbestos Ltd and the Client;
"Fees"	means the fees payable by the Client for the Services as set out in the Quotation or as otherwise agreed between the parties from time to time in writing;
"Intellectual Property Rights"	means any patents, design rights, trademarks, service marks (in each case whether registered or not), applications or rights to apply for any of the foregoing, database rights, know-how, trade or business names, rights in confidential information, goodwill and other similar rights existing in any part of the world;
"Quotation"	means the written quotation for the Services submitted by Check 4 Asbestos Ltd to the Client;
"Services"	means the Survey Services, Sampling Services, or Bulk Analysis Services provided by Check 4 Asbestos Ltd to the Client;
"Check 4 Asbestos LTD"	means Check 4 Asbestos Ltd a company registered in England and Wales under company number 16570319 Nash House, Beach Road, Porthcawl CF36 5NH
"Check 4 Asbestos LTD Material"	means but shall not be limited to any written documents, reports, plans, designs, drawings, pictures, photographs or other images or any other record or any information in any form provided by Check 4 Asbestos Ltd;
"Bulk Analysis"	means the analysis of bulk samples to HSG 248 standards, whether client provided or taken as part of the Survey or Sampling Services.
"Sampling Services"	means the sampling services provided by Check 4 Asbestos Ltd to the Client as specified;
"Site"	means the location at which the Services are to be carried out as specified;
"Survey"	means the survey submitted by Check 4 Asbestos Ltd to the Client following completion of the Survey Services;
"Survey Services"	means the surveying services provided by Check 4 Asbestos Ltd as part of the Services as specified;
"Term"	means the term of the Contract pursuant to clause 3;

1.2 On receipt of an initial enquiry by the Client, Check4 Asbestos Ltd shall send the Quotation and these Term of Conditions to the Client.

1.3 The supply of the Services by Check4 Asbestos Ltd to the Client shall be non-exclusive and subject to these Conditions. Whether or not the Client signs the Conditions unless otherwise notified in writing to Check4 Asbestos Ltd, the Client shall be deemed to have accepted and

agreed that the supply of the Services by Check4 Asbestos Ltd shall be in accordance with these Conditions.

- 1.4 Subject to any variation under clause 1.5 the Contract will be formed on these Conditions to the exclusion of all other terms and conditions (including any terms and conditions which the Client purports to apply under any other document endorsed upon, delivered with or contained within the Quotation or simply as a result of such document being referred to in the Quotation)
- 1.5 No variation of these Conditions shall apply unless confirmed in writing by or on behalf of a director of Check4 Asbestos Ltd. Check4 Asbestos Ltd reserves the right to amend and update these Conditions at any time without notice.
- 1.6 These Conditions together with the Quotation acceptance constitute the whole agreement between the parties and supersede any prior promises, representations, undertakings or implications whether written or oral.
- 1.7 Where two or more persons or organisations instruct Check4 Asbestos Ltd to provide the Services each person or organisation shall be jointly and severally liable under these Conditions.

2. Supply of the Services

- 2.1 The Services shall be provided in accordance with these Conditions unless otherwise amended from time to time in accordance with clause 2.2.
- 2.2 Check4 Asbestos Ltd may at any time without notifying the Client make any changes to the Services which are necessary to comply with any statutory requirements, or which do not materially affect the nature or quality of the Services.
- 2.3 Check4 Asbestos Ltd undertakes to use its reasonable endeavours to complete each stage of the Services by the dates agreed in writing with the Client but time shall not be of the essence in relation to such obligations. If Check4 Asbestos Ltd is prevented or delayed from performing any of its obligations under these Conditions by reason of any act or omission of the Client (other than under clause 11) then notwithstanding anything else in these Conditions the Client shall pay to Check4 Asbestos Ltd all reasonable costs, charges and losses sustained or incurred by Check4 Asbestos Ltd which are attributable to such act or omission.

3. Term

- 3.1 The supply of the Services shall commence on the Commencement Date and shall continue until the Services are completed in accordance with clause 10 or otherwise terminated in accordance with clause 9.

4. Fees and Payment

- 4.1 The Fees payable by the Client shall be the fees set out in the Quotation.
- 4.2 All prices, fees, charges, disbursements, expenses and other sums payable hereunder are exclusive of and subject to any Value Added Tax which shall be paid by the Client in addition on payment for the Services.
- 4.3 Time for payment shall be of the essence. *Unless otherwise stated* the Fees are payable before issue of the final report.
- 4.4 No payments shall be deemed to have been received by Check4 Asbestos Ltd until it has received cleared funds.
- 4.5 All payments payable to Check 4 Asbestos Ltd under the Contract shall become due immediately on termination of the Contract despite any other provision.
- 4.6 Subject to clause 4.7 the Client shall make all payments due under the Contract without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise.
- 4.7 Where it is agreed in advance in writing with a director of Check4 Asbestos Ltd, the Client may retain an agreed percentage of the Fees until the Services have been completed in full. Any retention under this clause must be paid to Check4 Asbestos Ltd within 30 days of demand.
- 4.8 If the Client fails to pay any sum due under the Contract on the due date, Check4 Asbestos Ltd shall be entitled, without limiting any other rights it may have, to charge interest on the outstanding amount at the rate of 4% above the base lending rate from time to time of the Bank of England accruing on a daily basis until payment is made whether before or after

judgment. Notwithstanding this Check4 Asbestos Ltd reserves the right to claim interest under the Late Payment of Commercial Debts (Interest) Act 1998.

- 4.9 In the event that the Client requires additional work not included as part of the Services such work shall be charged by Check4 Asbestos Ltd at an additional rate agreed in advance with the Client. Any additional charges shall be payable by the Client 30 days net monthly.

5. Sub-Contractors

- 5.1 The Client agrees and acknowledges that Check4 Asbestos Ltd reserves the right to appoint sub-contractors to carry out the Services. Check4 Asbestos Ltd will notify the client in writing should this occur detailing any work to be sub-contracted.

6. Client's Obligations

- 6.1 In addition to any other obligations set out in these Conditions, the Client shall:
- 6.1.1 make available to Check4 Asbestos LTD (its sub-contractors, employees and personnel) such access, equipment and other services at the Site as may be necessary to enable Check4 Asbestos LTD to carry out the Services;
 - 6.1.2 promptly provide Check4 Asbestos LTD with such information and documents as Check4 Asbestos LTD may reasonably request for the proper performance of the Services and be responsible for ensuring that such information is true, accurate, complete and not misleading in any respect;
 - 6.1.3 obtain all third party consents, licences and rights as may be required in order to allow Check4 Asbestos LTD to provide the Services. Where the Site is owned by someone other than the Client (for example if the Client is a tenant), the Client shall be required to obtain the consent of the Site owner to the performance of the Services by arranging for the Site owner to sign the declaration on page 7 of these Conditions;
 - 6.1.4 maintain adequate insurance cover for the Site as may be necessary to cover the provision of the Services by Check4 Asbestos LTD at the Site and to enable it to comply with its obligations under these Conditions and to produce reasonable evidence of such insurance cover to Check4 Asbestos LTD on request;
 - 6.1.5 ensure the Site complies with all statutes, laws, regulations and bye-laws as are applicable to it.
 - 6.1.6 Ensure that client supplied bulk samples are of a suitable size and are suitably double bagged before being submitted to the laboratory for analysis.
- 6.2 Should the Client fail to perform any of its obligations under these Conditions then Check4 Asbestos LTD will not be responsible for any delay, increase in fees or other consequences arising from such failure and the Client shall indemnify Check4 Asbestos LTD in full and on demand against any losses, damages, costs (including legal fees) and expenses incurred due to such failure.

7. Cancellation

- 7.1 Subject to clauses 7.2 and 7.3, no cancellation or suspension of the Contract by the Client shall be valid or binding unless notified in writing to Check4 Asbestos LTD and agreed in writing by Check 4 Asbestos LTD.
- 7.2 Subject to clause 7.3, Check 4 Asbestos LTD shall not be bound to accept the cancellation or suspension of the Contract for whatever cause and the agreement by Check4 Asbestos LTD of the Client's order to any such cancellation or suspension shall be subject to Check4 Asbestos LTD being indemnified in full by the Client in respect of all and any expenses and loss incurred or sustained by it up to and including the date Check4 Asbestos LTD receives notice of cancellation in accordance with clause 7.1.
- 7.3 If a Client is a Consumer the Client may by notice in writing cancel the Contract within 7 days of receipt of written confirmation from Check4 Asbestos LTD provided that Check4 Asbestos LTD has not commenced performance of the Services with the Client's consent within that time. Signature of these Conditions by the Client constitutes consent for that purpose. The Client shall be entitled to a full refund of any sums paid by the Client to Check4 Asbestos LTD

in respect of the Services within 30 days of receipt by Check4 Asbestos LTD of any such duly given notice of cancellation.

8. Warranties and Liability

- 8.1 Check4 Asbestos LTD warrants to the Client that the Services will be provided using reasonable care and skill. Where Check4 Asbestos LTD supplies in connection with the provision of the Services any goods or services supplied by a third party, Check4 Asbestos LTD does not give any warranty, guarantee or other term as to their quality, fitness for purpose or otherwise, but shall, where possible, assign to the Client the benefit of any warranty, guarantee or indemnity given by the party supplying the goods or services to Check4 Asbestos LTD.
- 8.2 Except where the Client is a Consumer all warranties, conditions and other terms implied by statute or common law (save for the conditions implied by section 12 of the Sale of Goods Act 1979) are to the fullest extent permitted by law, excluded from the Contract.
- 8.3 The Services shall be provided only in accordance with and to the extent set out in the Quotation. The Client agrees and acknowledges that the Services do not cover any matters expressly excluded by the Quotation and that Check4 Asbestos LTD shall have no liability in respect of anything which does not form part of the Services.
- 8.4 The Client agrees and acknowledges that the Survey is provided by Check4 Asbestos LTD for the Client only and solely for the purpose(s) set out in the Contract. Check4 Asbestos LTD shall have no liability to the Client in the event that the Survey, Report or Results are amended, deleted or altered by the Client or a third party.
- 8.5 The Survey, Bulk Sampling Report is the property of Check4 Asbestos LTD and the Client agrees and acknowledges that Check4 Asbestos LTD is the owner of the Intellectual Property Rights of the Survey and/or Bulk Analysis.
- 8.6 **The Client agrees and acknowledges that a Refurbishment/Demolition Survey will involve destructive inspection, where necessary, which could include the opening up of the building fabric causing significant damage. Unless otherwise stated, Check4 Asbestos LTD will not be responsible for clearing up or reinstatement of any damage incurred during the course of the Survey.**
- 8.7 Check4 Asbestos LTD shall have no liability to the Client for any loss, damage, costs, expenses or other claims for compensation arising from any instructions or materials supplied by the Client which are incomplete, incorrect, inaccurate, illegible, out of sequence or in the wrong form, or arising from their late arrival or non-arrival, or any other fault of the Client.
- 8.8 Except in respect of death or personal injury caused by Check4 Asbestos LTD.'s negligence, or as expressly provided in these Conditions, Check4 Asbestos LTD shall not be liable to the Client by reason of any representation (unless fraudulent), or any implied warranty, condition or other term, or any duty at common law, or under the express terms of the Contract, for any loss of profit, pure economic loss, loss of business, depletion of goodwill or any indirect or consequential loss, damage, costs, expenses or other claims (whether caused by the negligence of Check4 Asbestos LTD, its employees or agents or otherwise) which arise out of or in connection with the provision of the Services or their use by the Client, and (without prejudice to the foregoing) the entire liability of Check4 Asbestos LTD under or in connection with the Contract in respect of each event or series of events shall not exceed the amount of £5,000,000 for claims made in relation to the professional negligence of Check4 Asbestos LTD and £5,000,000 in respect of other claims.

9. Termination

- 9.1 If the Client:
 - 9.1.1 fails to make any payments due under clause 4; or
 - 9.1.2 fails to provide Check4 Asbestos LTD with access to the Site or any equipment or services specified by Check4 Asbestos LTD as necessary for the provision of the Services;
 - 9.1.3 has an encumbrancer take possession of or a receiver or administrator or administrative receiver appointed over any of its property or assets; or
 - 9.1.4 makes a voluntary arrangement with its creditors or become a subject to an administration order or bankruptcy order; or

- 9.1.5 enters into liquidation (except for the purposes of amalgamation or reconstruction and in such manner that the company resulting therefrom effectively agrees to be bound by or assume the obligations of the Client under these Conditions); or
- 9.1.6 ceases or threaten to cease to carry on business; then and in any such case Check4 Asbestos LTD shall have the right (without prejudice to any of its other remedies) to terminate the Contract forthwith by written notice to the Client.
- 9.2 The termination of the Contract for whatever reason shall be without prejudice to the rights and obligations of the parties accrued up to and including the date of such termination.

10. Completion

- 10.1 Completion of the Services shall be deemed to occur upon the following:-
 - 10.1.1 **Survey Services:** the date on which the Survey is issued to the client
 - 10.1.2 **Bulk Analysis Services:** the date on which the Bulk Report is issued to the client
- 11.1 Check4 Asbestos LTD reserves the right to delay performance of the Services or to cancel the Contract without liability to the Client if it is prevented from or delayed in the carrying on of its business due to circumstances outside its reasonable control including but, without limitation, strike, lock-out or other industrial action (whether or not relating to either party's workforce), terrorist activity, civil commotion, government action, acts of God, war or national emergency or other circumstances beyond Check4 Asbestos LTD.'s reasonable control provided that, if the event in question continues for a continuous period in excess of three months then either party shall be entitled to give notice in writing to terminate the Contract.

12. Data Protection

- 12.1 Each party undertakes to comply with the provisions of the General Data Protection Regulations (as may be amended from time to time) and any other relevant data protection legislation.
- 12.2 Check4 Asbestos LTD has a legal obligation to ensure all information obtained from the Client, a Third party, or information created during the supply of services to the Client, is treated confidentially unless required to provide access by law. Check4 Asbestos LTD will keep all information strictly confidential except in the circumstances required by our legal or contractual obligations. For example financial records. Information will not be submitted to the public domain without the clients specific and informed consent.
- 12.3 Check4 Asbestos LTD acts as a Data Controller and Data Processor during the course of provisioning services. More detailed information on our Data Protection Policy is available upon request. For all Data Protection enquiries please contact Matt@check4asbestos.com

13. Notices and Service

- 13.1 Any notice required under these Conditions or by statute, law or regulation shall (unless otherwise provided) be in writing and delivered in person, registered mail or sent by email to the respective address of the party to whom the notice is given as set out above or as each party may from time to time designate by notice hereunder. Any such notice shall be considered to have been given on the first working day of actual delivery or sending by email or in any event within 2 working days after it was posted in the manner hereinbefore provided.

14. Miscellaneous

- 14.1 The headings to these Conditions are for convenience only and shall not affect their construction.
- 14.2 Where the context so admits reference in these Conditions to one gender shall include the other gender and the neuter and vice-versa and words denoting the singular shall include the plural and vice-versa.
- 14.3 References to any statute or statutory provision shall, unless the context otherwise requires, be construed as a reference to that statute or provision as from time to time amended, consolidated, modified, extended, re-enacted or replaced.

- 14.4 Failure or delay by Check4 Asbestos LTD in enforcing or partially enforcing any provision of these Conditions shall not be construed as a waiver of any of its rights under these Conditions or the Contract. No waiver of any of these Conditions by either party shall be deemed to be a further or continuing waiver of any subsequent breach of that term or condition or any other term or condition.
- 14.5 The Client shall not be entitled to assign or sub-licence or part with possession of any of its rights or liabilities hereunder without the prior written consent of Check4 Asbestos LTD. Check4 Asbestos LTD shall be free to sub-contract the performance of all or part of its obligations hereunder.
- 14.6 A person who is not party to the Contract has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Contract or these Conditions.
- 14.7 These Conditions and any disputes or claims arising out of or in connection with their subject matter are governed by and construed in accordance with the law of England.
- 14.8 The parties irrevocably agree that the courts of England have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with these Conditions.

PLEASE READ THE ABOVE CONDITIONS CAREFULLY BEFORE SIGNING AND RAISE ANY QUERIES WITH CHECK4 ASBESTOS LTD. YOUR ATTENTION IS PARTICULARLY DRAWN TO CLAUSES 7 and 8. PLEASE THEN SIGN THE DECLARATION BELOW.

The above conditions have been read, understood and accepted and I am authorised to sign on behalf of myself or the Client.

Quotation Reference:	
Signed:	
Print Name:	
Date:	
Position:	
Company Name:	
Address:	
Are you signing on behalf of someone else, if so please provide full details:	
Any additional comments:	

Appendix 15

Resolutions and Recommendations of the Events Committee, held 16th September 2026

EV2026/049 Further arrangements and quotations for the 2026 Fireworks display

a) *RESOLVED*

To accept the quotations from Rocket Security, Rycon, Sunbelt, and St John's Ambulance for the 2026 fireworks event.

b) *RECOMMENDED*

To suspend Financial Regulation 11.3e)ii) and 11.3e)iii respectively in relation to the quotations provided for the fireworks event from Rocket Security, Rycon, Sunbelt, and St John's Ambulance, the reason being that all of these vendors have been used at the event previously and have good knowledge of our specific requirements, previous quotation exercises have proved them to be competitive in terms of price and in the case of Rocket Security, Sunbelt and St John's Ambulance provide specialist and well-established expertise and equipment

c) *RESOLVED*

To delegate the spend of any funds remaining in the budget for the fireworks event to the officers.

d) *RESOLVED*

To delegate all other aspects of the fireworks event to officers working in conjunction with interested members.

EV2026/051 Proposed Community Market on 27th September and ongoing markets at Bryncae Community Centre

RESOLVED

To authorise the officers to make all necessary arrangements for a market in Bryncae Community Centre on 27th September with no pitch fees and to provide a regular market going forward if considered viable.

EV2026/052 Proposed allocation of the Community Functions budget

a) RESOLVED

To adopt the proposed allocations of the Community Functions budget as set out in Appendix 7 presented to the Committee, and to delegate authority to spend to the Officers.

b) RESOLVED

To submit proposed figures for the 2027/28 Events budget as set out in Appendix 7 to the Audit Committee for consideration for inclusion in the 2027/28 budget proposal.

EV2026/053 Update on arrangements for the Panto at Bryncae Community Centre on 21st November 2026

a) RESOLVED

To authorise the Officers to make all further arrangements for the panto and delegate spend of any remaining budget to the officers in conjunction with interested members.

b) RESOLVED

To provide serve tea/coffee/squash (food hygiene certificate holder must be present) and to sell soft drinks and confectionery at the panto subject to confirmation of the appropriate legal power. Arrangements to be delegated to the officers.

Appendix 16

To consider adding Councillor Barry Stephens to the TEC committee, CIL Committee and Audit Committee.

Current memberships are shown below.

The Trenos and Ewenny Crossings Project Committee (TEC) (9)

Note: Standing order 19.8 was suspended to allow membership to exceed 8

Membership: Cllrs David Evans, Rhys Jenkins, Andrew Morgan, Chris Parker, Nick Richards, Robert Smith, Mark Steer, Will Thomas, Janine Turner.

Chair: Chris Parker

Deputy Chair: Janine Turner

Community Infrastructure Levy (CIL) Committee (5)

Membership: Cllrs Andrea James, Rhys Jenkins, Chris Parker, Nick Richards, Janine Turner.

Chair: Janine Turner

Deputy Chair: Chris Parker

Audit Committee (5)

Membership: Cllrs David Evans, Andrea James, Rhys Jenkins, Chris Parker, Janine Turner.

Chair: Rhys Jenkins

Deputy Chair: Janine Turner

From: ricky.gosling@cardinalenergy.co.uk
To: [Office](#)
Cc: [Leigh Smith, The Clerk, Llanharan Community Council](#); [Rebecca Jenkins](#)
Subject: UMS Renewal Offers - Llanharan Community Council
Date: 16 September 2026 17:08:38
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Evening Cathy,

Please find the cost comparison below for the unmetered streetlights below showing the previous contract with SSE in comparison with their renewal offers and then the more competitive quotes from Valda Energy to take over the supply.

Business Name	Llanharan Community Council
Quotation Prepared By	Ricky Gosling
Contact Number	0191 691 0718
Date Quoted	16/09/2026

Previous Contract

Supplier	Site	Contract End Date	Standing Charge (p/day)	Unit Rate (p/kWh)	Est Contract Cost (Excl VAT)
SSE	UMS Electricity	31/08/2026	149.928	26.481	£660.05

Current Supplier Renewals

Supplier	Commodity	Contract Term (Months)	Standing Charge (p/day)	Unit Rate (p/kWh)	Est Contract Cost (Excl VAT)	Est Annual Saving (£)
SSE	UMS Electricity	12	151.121	36.469	£706.95	-£46.90
SSE	UMS Electricity	24	151.736	35.477	£704.97	-£44.92
SSE	UMS Electricity	36	152.362	35.785	£708.57	-£48.52

Alternative Supplier Quotes

Supplier	Commodity	Contract Term (Months)	Standing Charge (p/day)	Unit Rate (p/kWh)	Est Contract Cost (Excl VAT)	Est Annual Saving (£)
Valda Energy	UMS Electricity	12	55.000	35.500	£351.98	£308.07
Valda Energy	UMS Electricity	24	55.000	34.500	£347.72	£312.33
Valda Energy	UMS Electricity	36	55.000	33.500	£343.46	£316.59
Valda Energy	UMS Electricity	48	65.000	33.500	£379.96	£280.09
Valda Energy	UMS Electricity	60	65.000	34.500	£384.22	£275.83

As you can see the 3 year contract gives you the lowest annual cost and also gives you a decent period of both price protection and budget certainty.

We will continue to account manage your energy, so should any future issues arise, or you need assistance, we will also take this on to save you the time and effort.

I will send you over the BT renewal offer in a separate email. Any questions, please don't hesitate to ask.

Kind Regards,

Ricky Gosling

Senior Account Manager
Direct line: 0191 691 0718



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

Cardinal Energy Group is a limited company registered in England and Wales. Registered number: 10048103. ADR Number: C35CARD01. Registered office: G22, The Avenues, 11th Avenue North, Team Valley Trading Estate, Gateshead, Tyne & Wear, NE11 0NJ.

Broadband & Line Rental Quotation

Prepared for: Llanharan Community Council

Quote date: 16 September 2026 | Offer valid until: 25 September 2026

Your Package

Product	Details
Package	Full Fibre 100 Enhanced + Digital Line & Calls
Technology	Full Fibre (FTTP)
Speed	100 Mbps
Service tier	Enhanced
Inclusive calls	Yes
Contract term	36 months

Pricing (excl. VAT)

Item	Cost
Standard monthly rental	£56.95 / month
Your monthly rental	£49.95 / month
Monthly saving	£7.00 / month
Connection charge	£0.00 (usually £39.95 — waived)
Postage & packing	£0.00 (usually £12.95 — waived)
Additional lines	2 extra line(s), 2 with UK calls package — £43.00 / month
Total payable today	£60.00
Total contract value (36 months)	£3,346.20

Current Offer

This quote includes our September Sale offer: free standard connection and free postage & packing on qualifying new and switching orders placed between 1 and 25 September 2026, saving £52.90 up front.

Notes

- All prices shown are exclusive of VAT.
- This quote is valid until 25 September 2026, subject to offer availability.
- Prices and contract terms are correct at the time of issue and are subject to the relevant provider's terms and conditions.

Questions about this quote?

Get in touch with your Cardinal Energy Group account manager to proceed or discuss your options.

Cardinal Energy Group Ltd · G22 The Avenues, Eleventh Avenue North, Team Valley, Gateshead, NE11 0NJ
0800 368 9725 · enquiries@cardinalenergy.co.uk · cardinalenergy.co.uk

Appendix 20

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 20

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'.

Consideration of formally commenting on planning matters should explicitly consider the impact on biodiversity.

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.

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

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi.

Rhowch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.

We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay.

Let us know your language choice if Welsh or bilingual.



To: Llanharan Community Council
Community Councillor

Date: 26th August 2026
Our Ref: 26/0551/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:

26/0551/FUL
retrospective planning application to retain
works to rear garden
12 Clos Y Cornicyll, Llanilid, Pontyclun,
Rhondda Cynon Taf CF72 4AS

Lleoliad / Location

CONSULTATION - COMMENTS TO BE RECEIVED BY: 16.09.2026..

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 Tai ac Adfywio
Director of Housing and Regeneration
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



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

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi.

Rhowch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.

We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay.

Let us know your language choice if Welsh or bilingual.



Parti â diddordeb
Interested Party

Date: 19th August 2026
Our Ref: 26/0302/FUL
Please ask for: James Emery
Telephone: 01443 281130
Email: james.emery@rctcbc.gov.uk

Annwyl Syr/Madam
Dear Sir/Madam

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig /
Proposal:

26/0302/FUL

The construction of four affordable residential dwellings, together with associated parking and ancillary works. (Amended Plans received 19/05/26)

Lleoliad / Location

Land Adjacent To 197 Meadow Rise, Brynna, , ,

DEDDF CYNLLUNIO GWLAD A
THREF 1990

TOWN AND COUNTRY PLANNING
ACT 1990

Cyfeiriau at eich sylwadau mewn perthynas â'r cais uchod am ganiatâd cynllunio.

I refer to the comments you have made concerning the above application for planning permission.

Mae penderfyniad wedi'i wneud i ganiatáu'r cais

A decision has now been made:
Approve

Os oes eisiau rhagor o wybodaeth

If you require any further information,

Simon Gale
Cyfarwyddwr Materion Tai ac Adfywio
Director of Housing and Regeneration
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



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arnoch chi, mae croeso i chi gysylltu â'r
Swyddog Achos yn y cyfeiriad uchod.

please contact the Case Officer at the
above address.

Yr eiddoch yn gywir / Yours sincerely,

A handwritten signature in black ink, appearing to read 'J. Bailey', written in a cursive style.

Jim Bailey
Pennaeth Cynllunio / Head of Planning

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

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi.

Rhowch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.

We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay.

Let us know your language choice if Welsh or bilingual.



To: Llanharan Community Council
Community Councillor

Date: 19th August 2026
Our Ref: 26/0656/FUL
Please ask for: Laura Howells
Telephone: 01443 281130
Email: Laura.Howells@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

26/0656/FUL
Change of use of existing holiday let accommodation to a managed wellness retreat (Sui Generis).

Lleoliad / Location

Forest Lodge , Ynysmaerdy, Pontyclun,
CF72 9JZ

CONSULTATION - COMMENTS TO BE RECEIVED BY: 09.09.2026..

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

Simon Gale
Cyfarwyddwr Materion Tai ac Adfywio
Director of Housing and Regeneration
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



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Laura Howells

Planning Officer

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

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi.

Rhowch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.

We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay.

Let us know your language choice if Welsh or bilingual.



To: Llanharan Community Council
Community Councillor

Date: 24th July 2026
Our Ref: 26/0624/RVOC
Please ask for: James Emery
Telephone: 01443 281130
Email: james.emery@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

26/0624/RVOC

To vary Condition 1 to allow additional time to commence the approved development. All other conditions will remain unchanged of previous application 21/0766/10.

Lleoliad / Location

Ty Maelwg Nursery, Road To Forest View,
Ynysmaerdy, Llantrisant Rhondda Cynon
Taf
CF72 9JS

CONSULTATION - COMMENTS TO BE RECEIVED BY: 14.08.2026..

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

Simon Gale
Cyfarwyddwr Materion Tai ac Adfywio
Director of Housing and Regeneration
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



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James Emery

Planning Officer

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

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi.

Rhowch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.

We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay.

Let us know your language choice if Welsh or bilingual.



To: Llanharan Community Council
Community Councillor

Date: 20th July 2026
Our Ref: 19/1299/RES
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:

19/1299/RES

Reserved matters application for the development of the Parc Llanilid mixed use area comprising A1, A2, A3 and D1 uses, a neighbourhood equipped area of play, 78no. dwellings (36 of which to be occupied as affordable units), and associated infrastructure, submitted pursuant to outline (hybrid) planning permission 10/0845/HYB (revised site layout plan received 15th July 2026).

Lleoliad / Location

Land At Former Open Cast Coal Site And Land To The North Of The A473, Llanilid, ,

CONSULTATION - COMMENTS TO BE RECEIVED BY: 10.08.2026..

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.

Simon Gale
Cyfarwyddwr Materion Tai ac Adfywio
Director of Housing and Regeneration
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



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Yours faithfully

Giles Howard

Planning Officer

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

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi.

Rhowch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.

We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay.

Let us know your language choice if Welsh or bilingual.



To: Llanharan Community Council
Community Councillor

Date: 16th July 2026
Our Ref: 26/0538/CPRO
Please ask for: Ellen Rothwell
Telephone:
Email: Ellen.Rothwell@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

26/0538/CPRO
Proposed extension of existing dwelling house and conversion of garage to provide additional living accommodation within Permitted Development rights.
6 Hawthorn Park, Brynna, Rhondda Cynon Taf, CF72 9QZ

Lleoliad / Location

CONSULTATION - COMMENTS TO BE RECEIVED BY: 06.08.2026..

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.

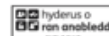
Yours faithfully

Simon Gale
Cyfarwyddwr Materion Tai ac Adfywio
Director of Housing and Regeneration
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



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Ellen Rothwell

Planning Officer

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

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi.

Rhowch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.

We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay.

Let us know your language choice if Welsh or bilingual.



To: Llanharan Community Council
Community Councillor

Date: 16th September 2026
Our Ref: 26/0792/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:

26/0792/FUL

Proposed Increase in roof ridge height to provide loft accommodation and erection of a single-storey rear extension

Lleoliad / Location

Cartref, 10 Brynna Road, Brynna,
Rhondda Cynon Taf CF35 6PD

CONSULTATION - COMMENTS TO BE RECEIVED BY: 07.10.2026..

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.

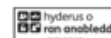
Yours faithfully

Simon Gale
Cyfarwyddwr Materion Tai ac Adfywio
Director of Housing and Regeneration
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



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Charlotte Gibbs

Planning Officer

Appendix 21

To consider applying for/accepting an RCT Community Resilience grant.

Background

In 2025 the Clerk attended an RCT training session/forum regarding local emergency plans.

Proposals for a draft emergency plan will be brought to Council for consideration in due course.

RCT offer a £750 Community Resilience Grant which can be held in the Council's account to be used to fund the following:

- Purchasing equipment, resources, or materials to respond effectively to future unexpected events or emergencies
- Improving readiness to support residents during periods of disruption, displacement or adverse conditions

Proposal (Motion)

To authorise the offers to apply for the Community Resilience Grant.

From: [Office](#)
To: ["Community Resilience Hubs"](#)
Cc: [Cude, Michael](#); [Leigh Smith, The Clerk, Llanharan Community Council](#)
Subject: RE: Community Resilience Micro Award – Offer Confirmation
Date: 03 August 2026 12:36:00
Attachments: [image003.png](#)
[image004.png](#)
[image007.png](#)
[image010.png](#)
[image011.png](#)

Hi Vicky,

Thank you for your follow up email.

The next meeting of the council is not until September, please can you confirm if there is a deadline for completion of the documentation?

Regards,

Cathy

Cathy Kennedy

Responsible Financial Officer (RFO)/Deputy Clerk

CiLCA, FiLCA, PiALC

Llanharan Community Council

01443 231430

office@llanharan-cc.gov.wales

From: Community Resilience Hubs <CommunityResilienceHubs@rctcbc.gov.uk>

Sent: 03 August 2026 12:26

To: Office <Office@llanharan-cc.gov.wales>

Cc: Cude, Michael <Michael.Cude@rctcbc.gov.uk>

Subject: FW: Community Resilience Micro Award – Offer Confirmation

Dear Trallwn Community Centre,

Hi Leigh,

Hope you are well,

I am writing as a gentle reminder regarding the Community Resilience Micro Award offer of **£750**, which was sent to your Community Council in June. To date, I have not received a response or the required documentation to confirm acceptance of the award.

As outlined in the original correspondence, Rhondda Cynon Taf County Borough Council is pleased to offer this funding as part of the **Community Resilience & Engagement Project – Response to Unexpected Events**, supporting local preparedness and resilience within communities.

If you wish to accept this award, please return the following documents as soon as possible:

- Signed Terms and Conditions
- An invoice for the awarded amount of **£750**

Once these documents have been received, we can arrange for the payment to be processed.

If you have any questions or require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter, and I look forward to hearing from you soon.

Thanks

Vicky

From: Community Resilience Hubs <CommunityResilienceHubs@rctcbc.gov.uk>

Sent: 16 June 2026 17:07

To: office@llanharan-cc.gov.wales

Subject: Community Resilience Micro Award – Offer Confirmation

Dear Leigh,

I am pleased to confirm that Rhondda Cynon Taf County Borough Council is offering your organisation a *Community Resilience Micro Award* to support local preparedness and resilience in responding to future unexpected events or community emergencies.

This award forms part of the *Community Resilience & Engagement Project – Response to Unexpected Events*, which aims to strengthen community capacity, improve readiness, and support local recovery through community-led facilities and resources.

Please find attached the offer letter and terms and conditions. If you wish to accept this award, you will need to complete and return the required documents at your earliest convenience.

If you have any questions or require any further information, please do not hesitate to get in touch.

Many Thanks

Vicky

Vicky Hughes

Cymorth Cynnar a Rhaglenni Cymunedol | Early Help & Community Programmes

Cydlynnydd Cymunedol – Cwm Cynon / Cynon Community Co-Ordinator

RhCT Gyda'n Gilydd | RCT Together

Cyfarwyddiaeth Gwasanaethau Cymunedol | Community Services Directorate



01443 425368 | 07747485757

e-bost - e-mail Victoria.L.Hughes@rctcbc.gov.uk

web – website

www.rctcbc.gov.uk/RhCTGyda'nGilydd (CYM)

www.rctcbc.gov.uk/RCTTogether (ENG)

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi.

Rhowch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog. We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual.

Oes WIR angen argraffu'r e-bost hwn? Do you really need to print this e-mail?

Byddwch yn wyrdd eich byd drwy ddarllen oddi ar sgrîn - Be Green - Keep it on the screen.



Funded by
UK Government



Wedi ei ariannu gan
Llywodraeth y DU

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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RHONDDA CYNON TAF COMMUNITY RESILIENCE MICRO AWARD TERMS AND CONDITIONS

You May complete this form in Welsh

Definitions:

"You/Your" - refers to the Community Organisation receiving the Community Resilience Micro Award bound by these terms and conditions.

"We /Us /Our" - refers to Rhondda Cynon Taf County Borough Council

"The Award" – refers to the Community Resilience Micro Award under the Community Resilience & Engagement Project – Response to Unexpected Events

"The Project" – refers to activity undertaken by the Community Organisation to improve community preparedness and resilience in response to future unexpected events to local emergencies

Award Acceptance:

Acceptance of the Community Resilience Micro Award confirms that you agree to comply fully with these Terms and Conditions, and with any additional conditions outlined in your Award notification.

Purpose of the Award:

The Award must be used solely to support community level preparedness and resilience for future unexpected events or local emergencies, including (but not limited to):

- Purchasing equipment, resources, or materials to respond effectively to future unexpected events or emergencies
- Improving readiness to support residents during periods of disruption, displacement or adverse conditions

The Award **must not** be used for:

- General running costs unrelated to emergency preparedness
- Other activities normally delivered by the Community Organisations
- Personal benefit or profit



Approved Project Activity & Timescales

- There is no specific timescale, but the Award must be spent in accordance with the purpose outlined

Eligibility & Governance

The organisations confirms that it:

- Is a constituted, not-for-personal-profit group
- Has a bank account in the name of the Organisation.
- Has an existing relationship with the relevant Neighbourhood Network
- Has the capacity to receive, manage, and report on the Award
- Not an individual

Payment of the Award

The award will be paid by bank transfer to the Organisation's nominated bank account

The Council reserves the right to withhold or recover the Award, in whole or in part, where:

- Funds are not used for the agreed purpose
- Conditions are not met
- Misleading or inaccurate information has been provided

Monitoring & Reporting

The Organisation must provide a short highlight report at the end of the Project/expenditure, which will include:

- What equipment or resources were purchased
- How these items support community preparedness for unexpected events
- Any local outcomes, benefits or learning
- Share learning and good practice with other community groups, Neighbourhood Networks and relevant Council officers

Indemnity & Liability

You will be liable for and agree to indemnify and keep us indemnified against all damages, losses, costs, expenses, actions, demands, proceedings, claims, and liabilities arising as a result of and in connection with any works to be carried out to the Property.

The award offer is:

	2026-2027
Total	£750



Organisation:	Llanharan Community Council
I have read, understood and hereby agree to abide by the above Award terms and conditions:	
<u>Signature 1</u>	
Applicant Name / Electronic Signature:	
Role within organisation:	
<u>Signature 2</u>	
Counter Name / Electronic Signature (must be different from Signature 1 with authority to sign on behalf of the organisation):	
Role within organisation:	

Electronic signatures are a digital representation of an authorised signatory's agreement and is intended to be the equivalent of a "wet" signature. This includes a signature that may be presented in text format rather than by hand.

2 Chapel Rd
Pontyclun
CF72 9QA

Date: 16.06.2026

Dear Llanharan Community Council

Re: Community Resilience Micro Award

I am pleased to confirm that Rhondda Cynon Taf County Borough Council is offering your organisation a Community Resilience Micro Award to support local preparedness and resilience to future unexpected events or community emergencies.

The Award is part of the Community Resilience & Engagement Project – Response to Unexpected Events, which aims to strengthen community capacity, improve readiness, and support local recover through community-led facilities and resources.

The grant offer is:

Group Name	Llanharan Community Council
Award Total	£750

All claimable expenditure must be net of VAT. Award Recipients are responsible for accounting for their own VAT in accordance with VAT legislation. Recoverable VAT cannot be claimed as part of this grant. If the Award Recipient cannot recover the VAT this can be accepted as an eligible cost.

Please note that any proposed changes to the approved project or suppliers should be agreed with us in advance.

gelwch y Cyhoedd, a'r Gymuned | Director - Public Health, Protection & Community Services

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

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

Payment will be made on submission of the following:

- Invoices: Provide an invoice on headed paper to RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL. Your invoice should be on headed paper with your organisation name, address, contact details, invoice date, description of services being delivered with supply date, costs, bank details, charity number (if applicable) & VAT information (if applicable).
- Please send information to communityresiliencehubs@rctcbc.gov.uk

To accept this offer, please sign and return the attached Terms and Conditions. Payment will not be made until acceptance is confirmed.

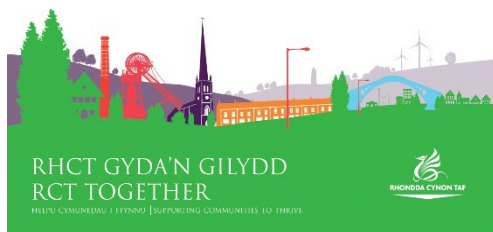
If you have any queries regarding the above, please contact lynne.williams@rctcbc.gov.uk / 07799131971.

Yours sincerely



Dean Emson

Rheolwr Gwasanaeth – Rhaglenni a Grantiau Cymunedol
Service Manager – Community Programmes and Grants



gelwch y Cyhoedd, a'r Gymuned | Director - Public Health, Protection & Community Services

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

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



DRAFT

LLANHARAN COMMUNITY COUNCIL LONE WORKING POLICY

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1. Purpose of this policy and procedure

The council recognises that some of our staff work alone and, where this is the case, seeks to ensure their health and safety. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of incidents associated with lone working so that they can be adequately managed and to help reduce risks and improve arrangements in future.



The scope of this policy

- f) It applies to all employees, whether full time, part time or temporary workers. It does not apply to councillors.

Policy

- g) We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not against the law, and is often safe. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

- h) 'Lone Worker' refers to people who work by themselves without colleagues either during or outside normal working hours. Examples include:
 - Attending Bryncae Community Centre early in the morning or late at night
 - A grounds person tending to green space
 - Officers working alone in the Council office
 - Officers working from home.
- i) No one under the age of 18 years is permitted to work on their own.
- j) No lone work is permitted in confined spaces.

2. Responsibilities

- a) All staff bear a responsibility for the health and safety of colleagues. The key responsibilities are as follows:

The Clerk

- b) Avoid the need for lone working as far as is reasonably practicable;
- c) Ensure that the worker is competent to work alone;
- d) Ensure that all lone working activities are formally risk assessed, identifying risk to workers, measures necessary to minimise those risks, and emergency procedures;
- e) Explain to staff the arrangements for lone working and the details of what can or cannot be done while working alone;
- f) Ensure lone workers are informed of the hazards, understand the necessary control measures and have the opportunity to contribute to the risk assessment;
- g) Raise the alarm if staff cannot be contacted or do not return as anticipated
- h) Ensure that all staff are aware of this policy and procedure and provide appropriate levels of training and guidance on lone working.

Lone workers

- i) Take reasonable care of themselves and others who may be affected by their work
- j) Follow any instruction given by their managers or the council



- k) Raise with their line manager any concerns they have in relation to lone working
- l) Not work alone in the absence of sufficient information for a risk assessment.
- m) Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

Staff

- n) Remain aware of colleagues working on their own and alert to unexpected changes of routine or unanticipated periods where there is no communication.
- o) Ensure they maintain and share up to date contact details (see below)

3. Risk assessments

- a) Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and update as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.
- b) People who work alone will of course face the same risks in their work as others doing similar roles/tasks. However, they may additionally encounter hazards such as:
 - i. Sudden illness
 - ii. Faulty equipment
 - iii. Travelling alone
 - iv. Remote locations
 - v. Abuse from members of the public
 - vi. Animal attacks

4. Reducing risks in lone working

- a) Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of the particular circumstances. The plan should be proportionate to any identified risks: the plan for a groundsperson working alone with machinery will be more detailed than an administrator working late in the office. It should be written down and communicated to all relevant staff and where appropriate, councillors.
- b) The following strategies may be implemented (on their own or combined):
 - i. Online calendar and office whiteboard to be updated with lone working details
 - ii. Agreed times and method of contact
 - iii. Emergency contact details held
 - iv. Emergency WhatsApp group



Emergency contact details

- a) The following information should be kept in an agreed shared file:
 - i. Name and contact details of each lone worker
 - ii. Name and contact details of each lone worker's next of kin with an alternative.
 - iii. Name and contact details of each lone worker's manager
- b) Note: All these details must be kept securely in line with data protection legislation
- c) If you change your contact details, you must let your manager know.
- d) In circumstances where appropriate to reduce the identified risks, officers must have relevant details about your lone working, that may include:
 - i. where you are going (address or area);
 - ii. details of the purpose (i.e. preparing the hall, grass cutting, meeting);
 - iii. contact details of anyone you intend to meet (or the location you are visiting);
 - iv. mode of transport;
 - v. when you are expected to return.
- e) Your manager must know what to do if you do not return or make contact at the anticipated/agreed time.

Lone working in the Council office

- f) The office door is fitted with an electronic door lock latch operated from the office-side of the counter. The vision panel on the office door is fitted with a blind. A counter with closable door and lid is in place to segregate visitors from the main office. Cameras cover the area outside the front door and the entrance to the office.
- g) When lone working, before allowing entry, the blind should be up so that staff can identify visitors, the counter door should be closed and the hatch in the down position.
- h) A safe, unobstructed route to the rear fire exit and rear gate must be maintained to allow a means of escape if required.
- i) Should staff feel uncomfortable not allowing access to the office for any reason then
- j) they should not feel obligated to do so. Staff safety is the primary consideration.



Emergency WhatsApp group

- k) Anyone who works in the office will be included in the Emergency WhatsApp group along with appropriate councillors, grounds staff and others.
- l) Should lone working office staff feel threatened, distressed or otherwise uncomfortable in their interactions with visitors/the public in the office then they may type in the Emergency WhatsApp group.
- m) The WhatsApp group is only for emergencies and any communication within it should trigger an immediate response.
- n) The first person to respond should attempt to make contact by phone to check whether the alert is genuine, being mindful that the staff may not be able to speak freely or candidly.
- o) If no contact can be made by phone or the respondent is not satisfied that the entry was a false alarm, a respondent should attend the office where possible, as quickly as possible.
- p) Group members should liaise so it is clear who (if anyone) is able to respond and the outcome.

Meetings/site visits by office staff

- q) Where office staff attend meetings/site visits alone, they **MUST** inform their line manager (or a colleague if the manager is not available) of their intended location, expected meeting time and time of return, and the name and contact details (at least) of who they are meeting.
- r) If the member of staff has not returned within a reasonable time after that expected, the manager (or colleague) must attempt to contact them to confirm their safety.
- s) If this cannot be confirmed they must take further steps, which might include physically visiting the expected area or contacting the venue or the people they were meeting.
- t) Note: The purpose of the process is to have knowledge of where staff are going, who they are meeting, when they are expected to return and actively confirming that their meeting or visit has concluded safely.
- u) Flexible working arrangements may mean that either the staff member or their manager / colleague is not at the office. Communication must be made between the two to confirm that the staff member has returned safely from their appointment.
- v) The onus is on the staff member to ensure they are informing their manager/colleague of meetings/visits and the details.
- w) The onus is on the manager/colleague to reach out to the staff member if they have not received confirmation of their safe return..

Lone working by grounds maintenance staff

- x) Where grounds maintenance staff are working alone, their risk assessments must identify any specific extra risks and control measures arising from the lone working element.
- y) In general, the location of lone workers and their likely movements must be known by their line manager or colleague.



5. Health and wellbeing

- a) In order to ensure your personal safety, it is important that you share with your manager details of health issues that could lead to increased risk, including pregnancy. This might include any medication that may affect you. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

6. Reporting incidents

- a) Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:
 - i. A brief note of what happened, when, and who was involved,
 - ii. For any work-related aggression (verbal or physical) including threatening behaviour, all details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
 - iii. In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information may contribute to a review of the risk assessment process and identification of any additional measures needed.
- b) If you feel unsafe, unwell, or become injured call the emergency services for immediate assistance. If possible, call your manager, a councillor or colleague to let them know (or ask someone to do so on your behalf). See also Emergency WhatsApp Group above.
- c) Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.
- d) This is a non-contractual procedure which will be reviewed from time to time.

Failure or refusal to sign an acknowledgement does not affect the application of this policy, which will apply to all employees from the date of issue.



DRAFT LLANHARAN COMMUNITY COUNCIL COMPLAINTS PROCEDURE

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1. Introduction

Llanharan Community Council is committed to providing a quality service for the benefit of its residents, visitors and others.

This procedure covers complaints from individual members of the public regarding the Council's own activities relating to:

- a) Council actions or inaction.¹
- b) The quality or standard of service provided by it or on its behalf.
- c) Administrative failures.
- d) Failure to follow its own policies and procedures.
- e) Council staff or contractors working on its behalf.

The policy is limited to considering complaints relating to issues that have occurred within the past 6 calendar months only.²

¹ The appropriate time for influencing council decision making is by raising your concerns before the council debates and votes on a matter. Council resolutions cannot usually be reversed within 6 months of a decision except under certain circumstances. Contact the Clerk for further details.



2. Limitations

This procedure does not apply to:

- a) Complaints relating to events over 6 calendar months ago.²
- b) Complaints regarding a different authority, group or individual.
- c) Complaints by one council employee against another council employee, or between a council employee and the council as employer.

These matters are covered by the council's grievance procedures.

- d) Complaints against councillors.

Complaints against councillors are not considered by the Council, rather they are covered by the Councillor's Code of Conduct and ultimately directed to the Public Service Ombudsman for Wales (PSOW). Further information on the process of dealing with complaints against councillors and to discuss whether your complaint is likely to meet the threshold to be considered by PSOW can be provided by RCTCBC's Monitoring Officer³. It is recommended that members of the public contact the Monitoring Officer in the first instance when wishing to make a complaint against a Councillor although you may contact the PSOW directly should you wish.⁴

3. How to make a formal complaint

- a) Formal complaints must be sent in writing or via email to the Clerk at 2a Chapel Road, Llanharan CF72 9QA or at Clerk@Llanharan-cc.gov.wales (Complaints received verbally, in person, via the telephone, via other messaging platforms or on social media will not be considered as formal complaints).

² Complaints should normally be made within six calendar months of the matter. The Council reserves the right to consider complaints received outside this period where there are exceptional circumstances, this will be decided on a case-by-case basis and use the same processes.

³ Director of Legal Services & Monitoring Officer. Legal Services, 2 Llys Cadwyn, Taff Street, Pontypridd, CF37 4TH

⁴ <https://www.ombudsman.wales/fact-sheets/what-we-do-when-we-get-your-complaint-about-the-conduct-of-a-local-councillor> or Public Services Ombudsman for Wales, 1 Ffordd yr Hen Gae, Pencoed, CF35 5LJ



- b) You must provide your full legal name, full postal address and email address (if applicable). Anonymous complaints will not be accepted or considered nor will complaints on behalf of a third party, a group or organisation. (However, if similar complaints are received from a number of individuals we may deal with them as a single complaint. If this is the case we will inform you of this but will continue to correspond with you individually).

We may contact you to obtain further details if necessary.

- c) Please inform us of your preferred method of communication (all formal correspondence will also be sent in writing or via email) and whether you have any particular requirements, such as a relevant disability.
- d) Should your complaint be in relation to the actions or omissions of the Clerk to the Council, should you prefer to do so then your complaint may be made directly to the Chair of the Council providing all other provisions of this policy are adhered to.⁵
- e) Your complaint should contain as much detail as possible. Be as specific as possible as to what or who your complaint relates to. Include times, dates, locations, details of any witnesses or other affected parties (provided you have their express permission) if relevant and as much information as is required.
- f) Your complaint should outline what course of action you would like to see considered as a result of your complaint. (i.e. Ideally what do you want the council to do).

4. Process and outcomes

- a) We will formally acknowledge your complaint within 5 working days and tell you how we intend to deal with it.
- b) The council aims to respond to all complaints within 20 working days. Should it be necessary to extend this period then we will tell you within the 20 working days along with an explanation as to why we need more time.
- c) Unless the complaint relates to the actions or omissions of the Clerk to the Council then the Clerk will endeavour to deal with your complaint as quickly as possible. The Clerk or another member of

⁵ The contact details for the Chair of the Council can be found on our website: <https://llanharan-cc.gov.wales/people/> or you may obtain their details from the Clerk.



staff will formally respond to your complaint together with any outcome. (The Clerk may delegate this to another member of staff.)

- d) Where this is not possible or appropriate (for example if the complaint is sensitive in nature, complex, or requires further investigation) then the Clerk will carry out an investigation.
- e) Except in cases where a complaint relates to a member of staff or where it is otherwise deemed inappropriate by the Clerk then redacted versions of complaints and responses shall be provided to the following meeting of the Council under 'Correspondence'. This gives members and the public visibility of both the complaint and the response.
- f) Where a complaint relates to the Clerk of the Council then the matter will be dealt with by the Chair of the Council. All other elements of this policy shall apply.
- g) Where a complaint relates to an employee of the council then any investigation and subsequent action shall be in line with the council's disciplinary policy. In these cases no record shall be published and the outcome shall be necessarily vague in line with the disciplinary policy and UK GDPR/Data Protection Act 2018 (Section 40) principles.

5. Appeals

- a) If you are dissatisfied with the response to your complaint, in the first instance you may write to the Clerk of the Council to appeal against the outcome of your complaint. (Should your original complaint be in relation to the actions or omissions of the Clerk to the Council, should you prefer to do so then your appeal may be made directly to the Chair of the Council. In any case the Clerk will take no part in the consideration of the complaint other than providing information if requested).
- b) Appeals must be submitted in writing within 1 calendar month of receipt of notice of the outcome of your original complaint.
- c) Should you do so you **must** state specifically why you are dissatisfied with the outcome **and what alternative course of action you wish to see considered.** Failure to do so may result in your appeal not being



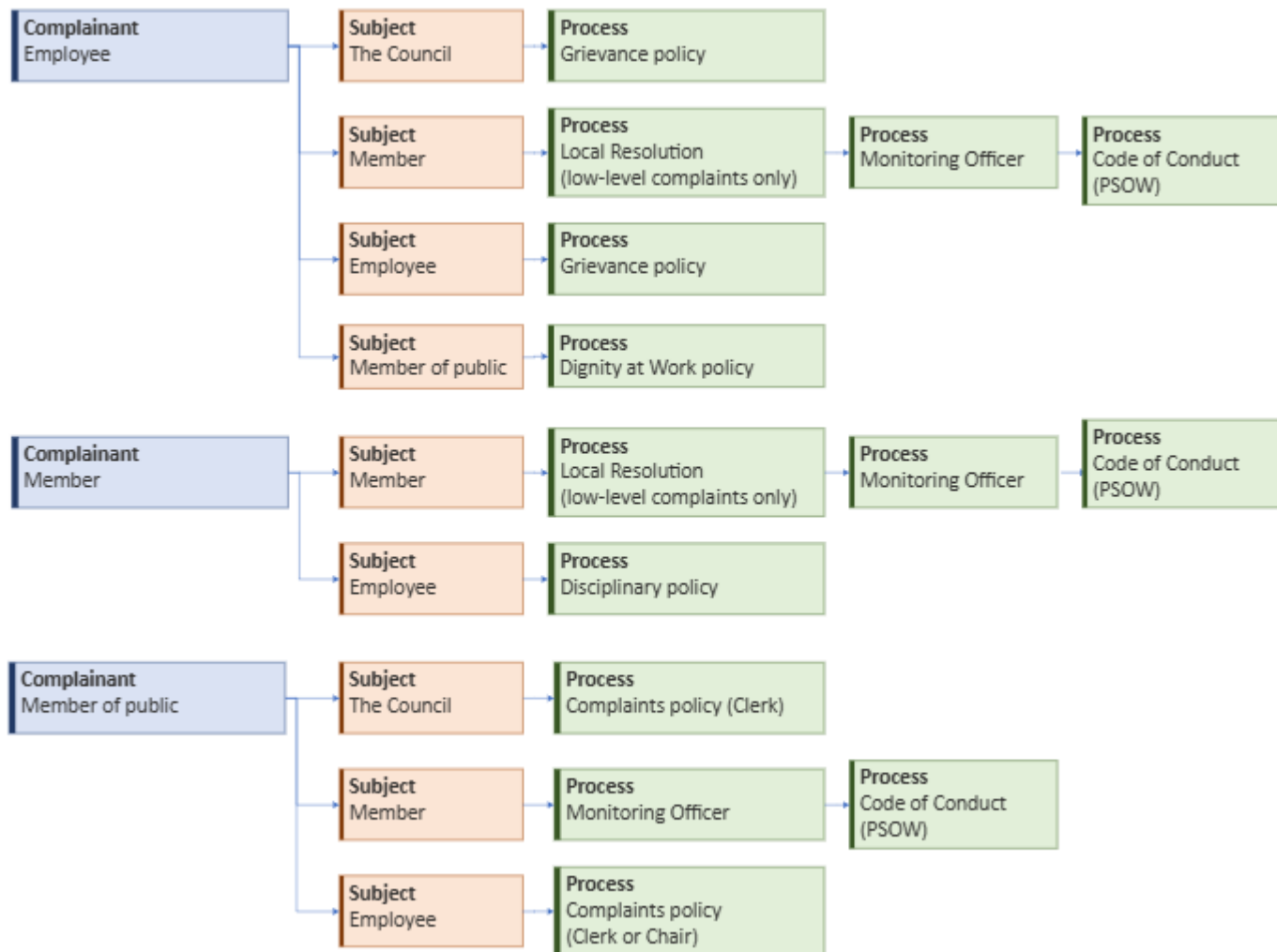
considered.

- d) This appeal letter will be made available to all councillors (excepting 4g) for consideration at the next appropriate meeting of the Council. Depending on the nature and details of the complaint this may be considered with press and public excluded. Members will have the opportunity to review the original complaint, the outcome and your appeal letter. They may choose to uphold the outcome or approve some other course of action.
- e) If you are still dissatisfied with the outcome you may refer the matter to the Public Services Ombudsman for Wales, 1 Ffordd yr Hen Gae, Pencoed, CF35 5LJ (0300 790 0203) ask@ombudsman.wales

6. **Complaints flowchart**

See following page.

Failure or refusal to sign an acknowledgement does not affect the application of this policy, which will apply to all employees from the date of issue.





DRAFT LLANHARAN COMMUNITY COUNCIL LOCAL RESOLUTION PROCEDURE

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1. Introduction

The Public Service Ombudsman for Wales (PSOW) has agreed to the principle of referring some complaints against Members back to Community Councils for a local resolution. The following protocol shall be used to deal with such complaints as well as minor complaints as listed below. Note that individuals enter into this process voluntarily and the process in no way prevents individuals from making complaints directly to the PSOW.

The purpose of a local resolution process is to attempt to mediate amongst individuals to resolve those matters that fall underneath the threshold at which the PSOW will consider.

2. The Local Resolution Process

Issues which should be considered under this process

Low level complaints about Members regarding events that have occurred within 3 calendar months, including:

- a) Minor complaints from Members about Members
- b) Minor complaints from Employees about Members
- c) Including where members are alleged to have failed to show respect and



consideration for others, either verbally or in writing.

Issues which shall not be considered under this process

Complaints which will not be dealt with and should be directed directly to the Public Services Ombudsman for Wales include:

- d) Complaints instigated by a member of the public
- e) Serious complaints – e.g. breaches of the Code of Conduct¹ and failure to disclose interests/bullying/abuse of position or trust/repeated breaches
- f) Complaints made by the Clerk
- g) Members' complaints about officers which should be dealt with using the Council's internal disciplinary processes.

Also at the discretion of the Clerk in consultation with the Chair of the Council,

- h) Vexatious, malicious or frivolous complaints.
- i) Repetitive low-level complaints of a similar nature.

3. The Process

The complaint

- a) The complaint should be sent to the Clerk in writing to ensure that the complaint is at an appropriately low level and should not be dealt with by a complaint to the Ombudsman.
- b) If appropriate, the Clerk should first seek an early resolution of any dispute by liaising informally with the individuals concerned prior to the resolution process described below.
- c) It is vital in the interests of natural justice that the Member subject of the complaint is given full details of the complaint against them so that they are in a position to prepare their response. If adequate details are not provided then the complaint may not progress.

¹ Investigations of possible breaches of the Code of Conduct are matters for the Ombudsman. The Local Government Act 2000 gives him the authority to carry out such investigations. The Council has no legal authority to undertake such investigations or to make findings of a breach of the Code of Conduct, which are decisions that can only be reached by a Standards Committee or the Adjudication Panel for Wales.



Resolution Process

- d) The involvement of the Chair/Vice Chair in the following process is not to adjudicate on the complaint, but to attempt to get the individuals involved to agree an amicable resolution to the issue(s).
- e) The Clerk will act as a facilitator for the resolution process below.
- f) If the complaint concerns Members other than the Chair, the Clerk and the Chair will seek to meet individually with the complainant and subject to seek a resolution.
- g) If the complaint concerns Members, one of whom is the Chair, but not the Vice Chair, the Clerk and the Vice Chair will seek to meet with the complainant and Member subject of the complaint to seek an agreed resolution.
- h) If the complaint has been made by an officer/employee, but not the Clerk, against a Member other than the Chair, the Clerk and the Chair will seek to meet with the officer and the Member subject of the complaint to seek an agreed resolution.
- i) If the complaint has been made by an officer/employee, but not the Clerk, against the Chair, the Clerk and the Vice Chair will seek to meet with the officer and the Chair to seek an agreed resolution.
- j) If the complaint has been made by the Clerk, then it is likely to be best practice that this complaint is forwarded by way of a complaint to the Ombudsman.
- k) Any meetings held with a view to discussing the issues of complaints and/or resolving matters are on a strictly voluntary basis but should be minuted or a record made.

4. Possible results of the process

- a) An agreement or understanding is reached between the parties.
- b) Examples of agreements include issue of a letter of apology, a written or verbal undertaking not to repeat the behaviour in the future, a commitment to undertake training or an agreement that no further action should be taken and the matter be closed.
- c) If agreement cannot be reached the complainant always has the opportunity of referring the matter to the Ombudsman.



5. Timing of the process

- a) It is the intention that all processes can be completed as quickly as possible to resolve the issue. However exact timing will depend on the availability and willingness of individuals to attend meetings and to engage with the process.

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