



LLANHARAN COMMUNITY COUNCIL

15th January 2021

To Members of the Council.

The next meeting of the Council will be held at 7.00pm on Thursday, 21st January 2021.

The meeting will be held on a remote basis in accordance with the provisions of the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.

The agenda will be as follows:

1. To welcome all attendees and receive any apologies for absence.
2. Presentation from members of RCT Leisure, Corporate Estates and Community Development Teams.
3. To receive any disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct.
4. An opportunity for members of the public to speak for up to 3-minutes on any item on the agenda – 24-hour notice required.
5. To approve as a true and accurate record the minutes of the council meeting held remotely on Thursday 17th December 2020 at 7.00pm. **Appendix One**
6. To discuss any matters arising from the minutes.
7. To note the actions arising from the Audit Committee meeting held on Tuesday 12th January 2021. **Appendix Two**
8. To consider the draft budget for 2021-22 **Appendix Three**
9. To review council income and expenditure for December 2020. **Appendix Four**
10. To consider a Covid-19 grant application. **Appendix Five**
11. To receive reports from members.
12. To note maintenance tasks undertaken in December 2020. **Appendix Six**



13. To receive community crime reports from the Police Community Support Officer (PCSO). **Appendix Seven**

14. To consider the adoption of a Publication Scheme.
Appendix Eight

15. To consider any important items of correspondence received since the last meeting.

16. To consider the following planning applications, submitted since the last meeting.

- a) 21/0001/15 Date: 06/01/2021 PROPOSAL: Variation/removal of condition 1 (c) & (d). LOCATION: LAND AT FORMER COED ELY COLLIERY, OFF THE A4119, COED ELY. CYF GRID/GRID REF: 301654.65, 186530.84
- b) 20/0229/10 Please ask for Gregory Smart 01443 281130 Date: 06 January 2021 TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER S78 AGAINST REFUSAL OF A HOUSEHOLDER APPLICATION. Site Address: 9 ST JOHN'S STREET, GLYNFACH, PORTH, CF39 9LA Description of development: Demolition of single storey extension, construction of double storey extension (part retrospective). Application reference: 20/1058/10 Appellant's name: Mr N Saunders Appeal reference: D/20/3264267 Appeal start date: 05/01/2021
- c) 20/1399/10 Date: 07/01/2021 Please ask for: Laura Heron 01443 281130 PROPOSAL: Two storey rear extension. LOCATION: 24 DUFFRYN CRESCENT, LLANHARAN, PONTYCLUN, CF72 9RS GRID REF: 299264, 182753
- d) 20/1264/10 Date: 08/01/2021 Please ask for: Gregory Smart 01443 281130 PROPOSAL: Single storey extension to rear for hydrotherapy pool with balcony. LOCATION: 20 LONYDD GLAS, LLANHARAN, PONTYCLUN, CF72 9FZ GRID REF: 299272, 182287

All Rhondda Cynon Taff planning applications can be viewed at:

<https://planningonline.rctcbc.gov.uk/online-applications/>

17. To consider any items which the Chair considers should be discussed as a matter of urgency, or to be included on the agenda for the next meeting.



Members of the public and the press may attend and can obtain any documents referenced on the agenda which are not considered confidential prior to the meeting.

To request documents and or joining instructions contact
clerk@llanharan-cc.gov.wales or 01443 231430.

A handwritten signature in black ink, appearing to be 'C. Kennedy'.

Catherine Kennedy
Clerk to the Council/Responsible Financial Officer



LLANHARAN COMMUNITY COUNCIL

Minutes of the Council meeting held by remote attendance, 7.00pm on Thursday, 17 December 2020.

The meeting was held in accordance with:

The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 - enabling meetings of local authorities held before 1 May 2021 to be held by means of remote attendance.

Present:

Councillors Chris Parker (Chair), Jeff Williams, Geraint Hopkins, Roger Turner, Barry Stephens, Janine Turner, Pam Uppal, Rhys Jenkins, Will Thomas and Rob Lewis-Watkin.

Apologies: Cllr Helen Donnan

Clerk to the Council/Responsible Financial Officer Catherine Kennedy

Assistant Clerk/Project Officer Leigh Smith

Plus two members of the public.

2020/88 Disclosures of personal and prejudicial interests:

There were no disclosures of interests.

2020/89 Public Speaking

Members agreed to bring forward planning matters for immediate discussion.

The following actions were agreed:

20/1307/13 a member of the public expressed concern regarding an application to construct an entrance to a property directly onto a busy main road.

A discussion followed and it was agreed that the member of the public will send a letter of objection and the Clerk will email the planning officer outlining members concerns.

25/11/2020 and 25/11/2020 improvements to Dolau Primary School. It was agreed that the clerk would write to the committee in support of the application.

2020/90 Minutes

RESOLVED

(a) The minutes for the meeting of the Council held by remote attendance, 7.00pm on Thursday 19th November 2020 were approved as a true and accurate record of proceedings.



2020/91 Matters arising

There were no matters arising.

2020/92 Audit Committee

RESOLVED

That the recommendations of the Audit Committee held remotely on the 24th November 2020 to adopt the reviewed Standing Orders and Financial Regulations, are accepted.

2020/93 Open Spaces, Rights of Way and Allotments Committee (ORA)

RESOLVED

That the recommendations of the ORA Committee held remotely on the 2nd December 2020 are accepted.

2020/94 The Community Engagement Group

RESOLVED

That the recommendations of the Community Engagement Group held remotely on the 8th December 2020 are accepted.

2020/95 Human Resources Committee (HR)

RESOLVED

That the recommendations of the HR Committee held remotely on the 9th December 2020 are accepted.

2020/96 Member Reports

1. Councillor Geraint Hopkins reported:

- a. the results of an RCT pedestrian survey show preference for a crossing on the square outside the corner shop, plus an uncontrolled crossing outside the veterinary surgery.
- b. that the health board are actively seeking a site for a new medical centre and the project is anticipated to take up to 5 years.

2. Councillor Roger Turner reported:

- a. an article on William Hopkin's award of 'Freedom of the Community' had been sent to the South Wales Echo, the Pontypridd Observer and the Glamorgan Gazette.
- b. as part of a grant award successfully obtained by RCT from Welsh Government, 11 trees had been planted on the northern side of Llanharan Cemetery.



3. **Councillor Jeff Williams** reported the matter of a caravan parked on private land had been resolved.
4. **Councillor Will Thomas** reported the temporary closure of Rhyd-y-Gofer lane, adjacent to the Persimmon Development. Councillor Roger Turner will discuss with RCT officers.
5. **Councillor Janine Turner** reported:
 - a. 12 families had been nominated for the Christmas Hamper Appeal, plus 33 from the Community Resilience Scheme.
 - b. The aim is to deliver all hampers by the 23rd December 2020.

RESOLVED

any remaining hampers could be donated to the Llanharan Community Development Project (LCDP) who would ensure the residents of the community would benefit.

Councillor Chris Parker expressed his thanks to Councillor Turner for carrying out the project.

6. **Councillor Barry Stephens** reported a blocked drain at the top of Brynna Road - Councillor Roger Turner will inform RCT street-care.
7. **Councillor Chris Parker** reported:
 - a. the Trenos Crossing working group had met and positive actions were taking place to advance the project.
 - b. and the results of a survey identified that approximately 300 people a day use the crossing during the summer months and 3 near misses had been listed.
 - c. A full update of the meeting will be reported at the next Open Spaces Committee meeting.

2020/97 Police Crime Report

Members noted the report for November 2020 and Councillor Hopkins said that the crime figures were probably the lowest he had ever seen. The clerk passed on a warning from the PCSO regarding a recent spate of opportunist crimes in the surrounding areas, not Llanharan, but it was advisable for the community to be extra vigilant.

2020/98 Income and Expenditure

- a. Members approved the council income and expenditure report for November 2020.



- b. Noted: there was enough funds remaining from Cllr. Hopkin's Windmill fund for a £450 payment in the February half-term.

RESOLVED

To ear-mark £2000 of the remaining budget for the current financial year subject to the clerk ascertaining with the foodbank manager if extra support was required.

2020/99 Maintenance

Members noted tasks carried out in November 2020. Councillor Jeff Williams asked if clearance of the lane behind Coed Bychan could be prioritised as the slippery path posed a hazard to residents.

ACTION

The clerk to inform the maintenance team.

2020/100 Grant Application

A grant application from Ynysmaerdy Community Centre for the purchase of a larger fridge and a double oven were considered.

RESOLVED

That the community council purchase the items on behalf of the community centre.

2020/101 The Memorial Garden

Leigh Smith, Project Officer, presented a video of the current plans for the development of the Memorial Garden. A discussion took place regarding the feasibility of including parking spaces for residents, due to the narrow access of the roadway and the history of residents parking on the site.

RESOLVED

It was agreed that at least 2 parking spaces would be included in the final plans.

2020/102 Purchase of Land

A discussion took place regarding the possible purchase/lease of land/buildings.

ACTION

RCT Officers be invited to present at the next meeting of the council.

2020/103 Summer Baskets

A discussion took place regarding an extension of the summer basket provision for 2021 taking in the 4 community centres, Hillside Avenue, Southall Street, William Street and Bridgend Road between Llanharry Rd Junction and Maes Y Gobaith. This would involve the movement of 13 lighting columns from their present positions to the opposite side of the road.



RESOLVED:

1. Members agreed to extend the summer basket provision as outlined in document Summer Hanging Baskets 21-22 Extensions.xlsx
2. To allocate a budget of £35,000.00 to cover the cost of re-siting the lampposts.
3. That this cost to be met from CIL monies. (**Noted:** The officer of RCT responsible for CIL expenditure has indicated that this would be an allowable expenditure).
4. That the cost of 77 extra hanging baskets and plants be met from the Council's budget for 2021/22

2020/104 Publication Policy & Items of Correspondence

Due to time constraints, it was:

RESOLVED

To take items 18 & 19 of the agenda at the next ordinary council meeting.

The meeting ended at 9.30pm

**Councillor Chris Parker
Chair of the Council**



Audit Minutes 12/01/2021

LLANHARAN COMMUNITY COUNCIL

AUDIT COMMITTEE MINUTES

Minutes of the **Audit Committee** held by video link at 7pm on Tuesday 12th January 2021 in accordance with the: Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 - enabling meetings of local authorities held before 1st May 2021 to be held by means of remote attendance.

Present: Councillors: Chris Parker (Chair), Rob Lewis-Watkin (Deputy Chair), Roger Turner and Barry Stephens.

Clerk to the Council/Responsible Financial Officer: Catherine Kennedy

Assistant Clerk/Project Officer: Leigh Smith

1. Welcome and apologies for absence

The Chair welcomed all attendees and accepted apologies from Councillor Will Thomas.

2. Disclosures of personal and prejudicial interests

Councillor Barry Stephens declared an interest in item 6.

3. Minutes

The minutes of the meeting held on 24th November 2020 by remote attendance were approved as an accurate record of events.

4. Matters arising

There were no matters arising from the minutes.

5. Budget 2021-22

The clerk presented a recommendation report and draft budget for 2021-22.

There were no amendments to the budget figures recommended and the following actions were agreed:

- a) That the Llanharan Community Development Project present to council a report detailing benefits to the community, culminating from the Service Level Agreement (SLA) provided by council from 2018 – 2020, plus a forward plan to inform consideration of a future agreement.



Audit Minutes 12/01/2021

- b) That the Wildlife Trust present to council a report detailing improvements and tasks carried out in the financial year 2020-21 with regards to the annual SLA payment provided by council.
- c) That the Trussel Trust Foodbank provide a report of food stuffs provided to families residing in the Llanharan Community, utilising funds provided by council for the financial year 2020-21. A request will be made for a sample box of items provided to families, which will enable council to make an informed decision for the financial year 2021-22.
- d) That council approve keeping the penny rate at the same level as 2020-21, therefore, no increase in the annual precept.

6. Matters of Urgency

The Llanharan OAP Association requested that council consider an application for a Covid-19 grant to cover utilities and insurance. The Treasurer of the Association will provide a breakdown of costs for the consideration of full council on the 21st January 2021.

Councillor Chris Parker
Chair of the Audit Committee &
Chair of the Council



LLANHARAN COMMUNITY COUNCIL

BUDGET REPORT 2021-22

Meeting: **Audit Committee**

Date: **12th January 2020**

Report by: **Catherine Kennedy**
 Clerk to the Council/Responsible Financial Officer

PURPOSE OF THE REPORT

The purpose of this report is to set out for Members' consideration and approval the Council's Budget for 2021-22.

The report also asks Members' to provisionally agree the proposed level of Precept and increase to the Community Council Tax for next year and note the likely movement on the Council balances and reserves.

BACKGROUND

Town and Community Councils do not receive any grant from either the Welsh Government or the Local Authority, they rely solely on the local precept and income from charges. The Community Council's tax base for 2021-22 is £3,165.36 compared to 2020/21 which was £3,089.03

BUDGET HEADS

1) Administration Costs

- a) Staff Salaries
- b) Mileage
- c) Expenses
- d) Employer Pension and NI Contribution
- e) Office rent, Council Tax, insurance, electricity, water, telephone and broadband, IT and office capital expenditure including the upgrade of the chain of office.
- f) Printing, stationery and postage
- g) Audit Fees
- h) Professional and Legal fees
- i) Subscriptions and memberships

The following is

Recommended: £110,135

2) Insurances

This section includes employer, public liability, general, vehicle and office insurance. £3,150 was spent in 2020-21. With the impending construction of a storage facility and to include further purchases, the following is

Recommended: £4,580

3) Staff and Member Training

There was no budget included for 2020-21, the following is

Recommended: £1,500

4) Members Allowances

The Independent Remuneration Panel determine that councils must make a payment of £150 to each member in respect of telephone usage, information technology, consumables etc. unless a member advises the clerk in writing that they do not wish to receive the amount. 5 members opted out of this payment in 2020-21

A 'Responsibility Payment' of £1,500 was paid to the Chair of the Council.

A 'Responsibility Payment' of £500 was paid to the Vice Chair of the Council, the following is

Recommended: £4,100

5) Plant and Equipment:

To include plant/van purchase/lease, bowser repairs, tractor maintenance, portable and hand tools purchase, replacement of PPE and plant and equipment fuel, the following is

Recommended: £15,100

6) Street Furnishings:

Includes Summer baskets, Christmas lights and trees, play area maintenance, clocks, notice boards, bus shelters, planters and benches and tables.

- a) **Summer Hanging Baskets & Installation:** £2,955 was spent on summer baskets during 2020-21. Council may wish to consider the purchase of baskets for local community centres and a number of lampposts where there are currently large gaps between displays, the following is

Recommended: £10,100.

- b) **Christmas Lights & Trees:** £26,646 was spent on lights and trees for 2020. Council may wish to consider the installation of Community Christmas Trees at Ynysmaerdy, the Memorial Garden and Lanelay Hall plus the conversion of 13 lampposts and the hire of motifs to cover Hillside Avenue, Southall/William Street and between Llanharry Rd junction to Maes Y Gobaith roundabout and

the bottom of Brynnau Gwynion. (**Appendix 2**), the following is
Recommended: £38,500.

- c) **Public Clocks – Maintenance:** £200 was spent on clock maintenance during 2020-21. Due to refurbishment of the building location of the clock in the Square, there is an estimated cost of £125 to re-wire the clock and £500 to cover the cost of an additional visit from the council contractor to re-set the clock. An agreement has been drawn up to ensure the future of the clock and built into the agreement is a £20 annual running fee. To cover repairs and maintenance, the following is

Recommended: £900.

- d) **Notice Boards – Maintenance:** Notice board replacements will be taken from the Community Infrastructure Levy monies. To cover repairs and maintenance, the following is

Recommended: £150.

- e) **Bus Shelters – Maintenance:** A grant received by Rhondda Cynon Taff Council will cover bus shelters in need of replacement. The community council is responsible for any damage and repairs. To cover repairs and maintenance, the following is

Recommended £500

- f) **Planters – Maintenance:** 6 large planters and 4 small planters were purchased using CIL monies during 2020-21, any further planter purchases will be covered using CIL monies. To cover repairs and maintenance, the following is

Recommended £150.

- g) **Benches and Tables – Maintenance:** 6 benches were replaced using CIL monies during 2020-2. Any further bench and tables will be purchased using CIL monies. To cover repairs and maintenance, the following is

Recommended £150

7) Community Functions:

- a) **Christmas Dinners:** The dinners for 2020 were cancelled due to Covid-19, therefore, the budget for 2021 is based on the figures for 2019, the following is

Recommended: £3,500

- b) ***Soup and Carols:*** The soup and carols for 2020 were cancelled due to Covid-19, therefore, the budget for 2021 is based on the figures for 2019, the following is

Recommended: £250

- c) ***Fireworks Display:*** The display for 2020 was cancelled due to Covid-19, therefore, the budget for 2021 is based on the figures for 2019, the following is

Recommended: £6,000

- d) ***Community Carnival:*** The 2020 carnival was cancelled due to Covid-19. Based on previous years, the following is

Recommended: £2000

- e) ***General Sponsorship:*** for minor events, the following is

Recommended: £1000

8) Grants/Financial Aid:

A major part of the budget is allocated to local community organisations, some of which have indicated that without the Council's financial support they would struggle to exist.

- a) ***General Grants:*** £15,000 was allocated for 2020-21, the total spent was £10,500, the following is

Recommended: £15,000

- b) ***Covid-19 Grant:*** Due to the Covid-19 Pandemic, £12,500 was transferred from the benches, notice boards and bus shelters budget to be spent on emergency Grants for small community organisations. The total spent was £13,257.

If funds are required, council may use the contingency fund.

- c) ***The Llanharan Community Development Project (LCDP) – SLA:*** The Council in February 2018 agreed to a new 3-year SLA with the annual grant being increased from £20,000 to £24,000 in 2018/19, from 24,000 to £24,500 in 2019/20, from £24,500 to £25,000 for 2020/21 or in line with inflation. The final grant allocated in 2020/21 was £25,112.
Council may wish to consider negotiating a new Service Level Agreement with a starting point of **£25,000**.

- d) ***The Wildlife Trust:*** The Council's annual grant is used to take forward the Trust's Management Plan for the woodland.

The Trust regularly reports to the Council on progress and the efforts being made to secure additional funding from the Landfill Tax, the following is
Recommended: £10,000

- e) ***The Trussel Trust Foodbank:*** The Council on 17 January 2019 agreed to support the Foodbank's Holiday School Lunch project at a cost of £4000 with the agreement that food provided would be distributed throughout the Llanharan Community. The budget for 2020-21 was increased to £5,695, the total spend was £5,850.
There will be 13 weeks of school holidays in 2021-22, the average spend per holiday week is £450, the following is
Recommended: £5,850

9) Outdoor Spaces:

a) ***Rights of Way – Maintenance:***

To cover maintenance and repairs, the following is

Recommended: £1,500

Note: That major works and repairs will be financed from CIL monies if available

- b) ***Skateboard Park – Maintenance:*** The equipment was fully refurbished in 2013 at a significant cost. Further repairs have been undertaken since following incidents of vandalism at the site, the following is
Recommended: £500

c) ***Play Areas and Open Spaces – Maintenance***

To cover repairs and maintenance, the following is

Recommended: £1000

10) War Memorials:

A 3-year maintenance programme was paid in 2020/21, for a bi-annual cleaning contract of the Llanharan and Brynna War Memorials. A floodlight has ceased working and both lights need to be upgraded to LED bulbs. The estimated cost is £1000, the following is

Recommended: £1000

11) Allotments:

The Open Spaces, Footpaths and Allotments Committee continues to review and monitor the three allotment sites. The budget covers maintenance and the cost of supplying water, the following is

Recommended: £1,250

12) Contingency:

A fund for events or circumstances that cannot be predicted, the following is
Recommended: £15,000

13) Ear Marked Reserves:

Currently there is £8,000 ear-marked for the replacement of the green mower and £15,000 for the upgrade of the memorial garden.

The green tractor has been assessed as having a useful lifespan of 5 years from 2020. The cost of the upgrade of the memorial garden can be fully met from CIL monies, of which approval has already been granted.

It is, therefore, recommended that these sums of money are released back into general reserves.

RECOMMENDATIONS














































1. To consider and approve the 2021-22 budget as shown in Appendix 1
2. To consider and approve the keeping the penny rate at the same level as 2020-21, and therefore no increase in the precept
3. That RCT County Borough Council be informed accordingly.

Summary Note:


Estimated balance 31st March 2021	107,081.99
Proposed expenditure	260,845.00
Proposed other INCOME	3,730.00
Precept Required	257,115.00
Council Tax Base	3,165.36
Penny Rate (in pence)	64.56
£ increase in precept	
% increase in precept	0.00%
Precept Generated	204,355.64
Estimated Balance in the Bank on 31 March 2022	54,322.63
Reserves used	52,759.36

Time: 12:40

Bank Reconciliation up to 31/12/2020 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/12/2020	BACS	900.00		900.00		R 	LCDP
04/12/2020	BACS	249.72		249.72		R 	C Kennedy
07/12/2020	DD	6.70		6.70		R 	Barclays
07/12/2020	Interest		7.05	7.05		R 	Receipt(s) Banked
07/12/2020	Loyalty		0.18	0.18		R 	Receipt(s) Banked
08/12/2020	BACS	48.00		48.00		R 	Trustmark
08/12/2020	BACS	12,556.26		12,556.26		R 	LCDP
08/12/2020	DD	25.00		25.00		R 	Tesco Mobile
14/12/2020	BACS	60.00		60.00		R 	K Lee-Wah
14/12/2020	BACS	480.00		480.00		R 	Brynna Community Centre
14/12/2020	BACS	499.00		499.00		R 	Bryncae FC seniors
14/12/2020	BACS	800.00		800.00		R 	Brynna FC
14/12/2020	BACS	1,000.00		1,000.00		R 	Brynna OAP
15/12/2020	BACS	31.96		31.96		R 	Barclay Card Commercial
16/12/2020	BACS	49.80		49.80		R 	Dwr Cymru
16/12/2020	BACS	118.80		118.80		R 	GDR Insulated Glass
16/12/2020	BACS	39.98		39.98		R 	C Parker
16/12/2020	BACS	114.48		114.48		R 	C Parker
16/12/2020	BACS	680.40		680.40		R 	Forest Park & Garden
16/12/2020	BACS	925.00		925.00		R 	The Corner Shop
17/12/2020	BACS	136.88		136.88		R 	SSE
17/12/2020	013652001	50,000.00		50,000.00		R 	Public Sector Deposit Fund
18/12/2020	BACS	302.40		302.40		R 	THE FESTIVE LIGHTING CO LTD
18/12/2020	BACS	1,040.00		1,040.00		R 	Sarah's Greengrocers
18/12/2020	BACS	11,336.99		11,336.99		R 	THE FESTIVE LIGHTING CO LTD
18/12/2020	0136520001	25,000.42		25,000.42		R 	Public Sector Deposit Fund
21/12/2020	BACS	17.26		17.26		R 	Frank Sutton
22/12/2020	BACS	150.00		150.00		R 	Planning Aid Wales
22/12/2020	BACS	161.00		161.00		R 	Groundwork Service
22/12/2020	BACS	273.60		273.60		R 	Trustmark
23/12/2020	BACS	17.45		17.45		R 	Paul Beach
23/12/2020	BACS	26.04		26.04		R 	Dwr Cymru
23/12/2020	BACS	29.83		29.83		R 	Dwr Cymru
23/12/2020	BACS	60.00		60.00		R 	K Lee-Wah
23/12/2020	BACS	77.80		77.80		R 	C Kennedy
23/12/2020	BACS	160.20		160.20		R 	Paul Beach
23/12/2020	BACS	206.17		206.17		R 	C Kennedy
23/12/2020	BACS	4,671.29		4,671.29		R 	Staff Salary
23/12/2020	BACS	825.39		825.39		R 	RCT
23/12/2020	DD	830.36		830.36		R 	British Telecom
29/12/2020	BACS	144.76		144.76		R 	Barclay Card Commercial
29/12/2020	BACS	144.76		144.76		R 	Barclay Card Commercial
29/12/2020	BACS	-144.76		-144.76		R 	Barclay Card Commercial
29/12/2020	BACS	145.56		145.56		R 	Barclay Card Commercial
29/12/2020	DD	26.75		26.75		R 	Barclay Card Commercial

Bank Reconciliation up to 31/12/2020 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
29/12/2020	DDR	7.99		7.99		R 	Barclay Card Commercial
		<u>114,233.24</u>	<u>7.23</u>				

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	31/12/2020		500.00
Premium A/c	31/12/2020		128,262.87
			<u>128,762.87</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			128,762.87
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			128,762.87
		Balance per Cash Book is :-	128,762.87
		Difference is :-	0.00

Bank Reconciliation up to 31/12/2020 for Cashbook No 2 - Public Sector Deposit Fund

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
27/10/2020	Transfer		50,000.00	50,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/10/2020	transfer		50,000.00	50,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/12/2020	013652001		50,000.00	50,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/12/2020	0136520001		25,000.42	25,000.42		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>175,000.42</u>				

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Public Sector Deposit Fund	31/12/2020		175,000.42
			<u>175,000.42</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			175,000.42
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			175,000.42
		Balance per Cash Book is :-	175,000.42
		Difference is :-	0.00

**LLANHARAN COMMUNITY COUNCIL COMMUNITY INFRASTRUCTURE LEVY
INCOME AND EXPENDITURE REPORT
31st DECEMBER 2020**

COMMUNITY INFRASTRUCTURE LEVY INCOME

Date	Income
2017/2018	1,710.25
2018/2019	1,393.89
2019/2020	72,938.00
22/04/2020	72,865.14
02/11/2020	72,865.14

221,772.42

COMMUNITY INFRASTRUCTURE LEVY EXPENDITURE

Date	Expenditure	Expenditure Detail
23/06/2020	4,420.00	Planters
29/06/2020	830.00	William Street
22/07/2020	12,432.00	Llanharan Recreational Ground Trust
22/07/2020	15,000.00	Brynna Community Trust
11/08/2020	950.00	Park Benches
27/08/2020	4,500.00	Pavement at Woodview
13/11/2020	8,640.00	Tan-Y-Bryn Bridleway

46,772.00



COVID-19 EMERGENCY FUND APPLICATION FORM

Name of Organisation:

LLANHARAN OAP ASSOCIATION

Organisation Address:

Hanbury Road
Llanharan
CF72 9RN

Contact Name:

Gill Richards, B.E.M.

Contact Telephone Number:

01443-222053

Contact Email Address:

N/A

Reason for Application:

To offset utilities bills and insurance of our hall. Due to the Restrictions imposed on us due to the covid pandemic we are unable to meet or hire out the hall to offset the bills

Amount applied for:

£1,000.

Signed:

Deborah (Mrs)

Date:

16th November, 2020.

23rd June 2020
Catherine Kennedy
Acting Clerk
01443 231430
clerk@llanharan-cc.gov.wales



Maintenance Report

Council Meeting, 7.00pm on Thursday 21st January 2021

Appendix 6

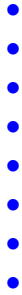
Task and Project Work – 1st December to 31st December 2020

The following tasks were carried out by the Maintenance Team:

1. Brushing of the 3G sports field (Volunteer)
2. Bryncae, Brynna and Welfare Fields litter pick and maintenance
3. Monthly cleaning of bus shelters, notice boards and benches
4. Assist removal of Christmas trees
5. Skateboard Park & Mountain Hare maintenance
6. Black path litter picking and maintenance.
7. Maintenance of Coed Bychan Footpath
8. Clearance of Enterprise Way to Bridgend Rd, Footpath
9. Emptying of summer baskets and delivery to contractors
10. Check of Defibrillators and change batteries as no NHS contractors available
11. Fitting of shelves in council office
12. Paint repaired bus shelter in Bryncae and 2 benches.
13. Measuring and planning of Memorial Garden

Catherine Kennedy

Clerk to the Council/Responsible Financial Officer



Brynna Crime Report – Last 30 days

Burglary – 0 Accounts

Damage – 1 Account

- Ffordd dol y coed – Damage to gate. Possibly done by the weather. No CCTV. Long time period for when could have occurred. No witnesses.

Theft – 1 Account

- Enterprise way – Damage to rear doors of vehicle. Vehicle interference. No CCTV/No witnesses. No forensic opportunities.

Anti Social Behaviour – 10 Accounts

- Trens place – Repeat caller. Mental health concerns. Helpline suggested but declined. Long chat with police, no offences, no further lines of enquiry, suitable advice given.
- Gellifedi rise – Covid breach/custody dispute. Taking children to another household. Police attended. No breaches.
- Meadow Rise – Covid breach. Children & partners attending. Police attended, no one present/no breaches. Suitable advice given regarding covid guidelines and consequences of found breaching.
- Meadow rise – Covid breach. Party. No persons present on police attendance.
- Lantern close – Children using off road bikes on the field. Patrols implemented. ASB referral submitted on area.
- Enterprise way – Covid breaches. Unnecessary travel. Persons driving to top of enterprise way to exercise. Leaflets given out on vehicles. Warnings submitted. Area regularly patrolled and persons challenged. Fixed penalty notices to be given to those found breaching.

Llanharan Crime Report – Last 30 days

Burglary – 0 Accounts

Damage – 0 Accounts

Theft – 4 Accounts

- Bridgend road – Stolen van from worksite. Van had been returned. No further information given/known. No further enquiries available. No CCTV. House to house was negative.
- Bridgend road – Theft of traffic light head. No CCTV. No witnesses. No CSI opportunities.
- Terrys way – Roof rack forced open. Copper removed. No CCTV/Witnesses.
- Harold Street – Theft of wheelie bin. No CCTV/Witnesses.

Anti Social Behaviour – 4 Accounts

- Park view – Covid breach. People gathering inside dwelling. All in darkness. No reply. No sound of persons inside. No breach apparent.
- Parc Bryn Derwen – Boundary/Neighbour dispute. Civil dispute. Police aware and monitoring for any criminal offences.
- St Peters close – Covid breach. Family attending address. Warning given.
- Danygraig road – Persons breaching whilst working. Company has terminated employees contract. No evidence to prove covid breach.



Publication Scheme

LLANHARAN COMMUNITY COUNCIL

Serving the communities of Llanharan, Brynna, Bynnau Gwynion, Bryncae, Llanilid and Ynysmaerdy.

Publication Scheme

Version	Date Approved	Minute Reference	Review date
1			



Publication Scheme

Introduction

The Freedom of Information Act 2000 requires public authorities to:

- a) Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- b) Specify the information which is held by the authority and falls within the classifications below.
- c) Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- d) Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- e) Review and update on a regular basis the information the authority makes available under this scheme.
- f) Produce a schedule of any fees charged for access to information which is made proactively available.
- g) Make this publication scheme available to the public.
- h) Publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.



Publication Scheme

- i) In accordance with the Freedom of Information Act, Llanharan Community Council will make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the community council.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Website Hard Copy	Free
Who's who on the Council and its Committees	Website Hard Copy	Free
Contact details for Community Council Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free
Location of main Council office and accessibility details	Website Hard Copy	Free
Staffing structure	Website Hard Copy	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Outline on website Hard copy-contact Clerk	Free 10p a page



Publication Scheme

Finalised budget	Outline on website Hard copy	Free 10p a page
Precept	Outline on website Hard copy	Free 10p a page
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p a copy
Grants given and received	Website Hard Copy	Free 10p a copy
List of current contracts awarded and value of contract	Website Hard Copy	Free 10p a copy
Members' allowances and expenses	Website Hard Copy	Free 10p a copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Under review	
Community Council Plan (current and previous year as a minimum)	TBC	
Annual Report (current and previous year as a minimum)	TBC	



Publication Scheme

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings)	Website Hard Copy	Free 10p a copy
Agendas of meetings (as above)	Website Hard Copy	Free 10p a copy
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p a copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p a copy
Responses to consultation papers	Website Hard Copy	Free 10p a copy
Responses to planning applications	Website Hard Copy	Free 10p a copy
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:	Website Hard Copy	Free 10p a copy



Publication Scheme

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard Copy	Free 10p a copy
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy	Free 10p a copy
Information security policy	Website Hard Copy	Free 10p a copy
Records management policies (records retention, destruction and archive)	Website Hard Copy	Free 10p a copy
Data protection policies	Website Hard Copy	Free 10p a copy
Schedule of charges (for the publication of information)	Website Hard Copy	Free 10p a copy



Publication Scheme

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Website Hard copy	Free 10p
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	N/A	
Register of members’ interests	Website Hard copy	Free 10p
Register of gifts and hospitality	Website Hard copy	Free 10p
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Website Hard copy	Free 10p
Parks, playing fields and recreational facilities	Website Hard Copy	Free 10p
Seating, clocks, memorials, Christmas lights, fireworks	Website Hard copy	Free 10p



Publication Scheme

Bus shelters	Website Hard copy	Free 10p
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		