



## **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 16<sup>th</sup> 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, Will Thomas.

**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 18<sup>th</sup> June 2026**

#### ***RESOLVED***

To approve the minutes of the ordinary council meeting held on 18<sup>th</sup> 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 25<sup>th</sup> 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 1<sup>st</sup> 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 7<sup>th</sup> 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 9<sup>th</sup> 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 29<sup>th</sup> July.

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

Meeting held on 8<sup>th</sup> 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 17<sup>th</sup> September 2026.

Councillor Rhys Jenkins  
Chair of Llanharan Community Council



## **LLANHARAN COMMUNITY COUNCIL**

**Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance at Llanharan OAP Association), 7pm on Thursday 18<sup>th</sup> June 2026.**

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

### **Members Present:**

**Councillors:** Rhys Jenkins (Chair), David Evans, Andrew Morgan, Chris Parker, Nick Richards, Robert Smith, Will Thomas, Janine Turner.

**Apologies:** Cllr Mark Steer

**Absent:** Cllrs Geraint Hopkins and Andrea James

**Clerk to the Council:** Leigh Smith

**Deputy Clerk/RFO:** Cathy Kennedy

**Assistant Clerk:** Rebecca Jenkins

### **1 Member of the Public**

### **2026/180 Welcome and Apologies**

The Chair welcomed all attendees to the meeting and welcomed Cathy Kennedy back to the Council in her new role of Deputy Clerk and RFO.

### **RESOLVED**

To accept the reasons proffered with Cllr Mark Steer's apology for absence as a valid reason for absence.



### **2026/181 Disclosures of Personal and/or Prejudicial Interests**

Cllr Chris Parker declared a personal interest in agenda item 11 (minute ref 2026/190) being a volunteer at the Pantry.

Cllr Janine Turner declared a personal interest in agenda item 11 (minute ref 2026/190) being a volunteer at the Pantry.

### **2026/182 Public Speaking**

None

### **2026/183 Minutes of Ordinary Meeting of the Council held on 21<sup>st</sup> May 2026.**

#### ***RESOLVED***

To approve the minutes of the ordinary council meeting held on 21<sup>st</sup> May 2026 as a true and accurate record.

### **2026/184 Current casual vacancies of the Council and forthcoming election.**

Noted.

### **2026/185 Community Council Action Plan**

Noted

### **2026/186 Correspondence**

Noted

### **2026/187 Community Crime Statistics**

Noted.

### **2026/188 Council Expenditure for May 2026**

#### ***RESOLVED***

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



### **2026/189 Year-To-Date Spend vs Budget**

Noted

### **2026/190 Pantry Finances Report**

Noted

### **2026/191 Bryncae Community Centre Finance Report**

Noted

### **2026/192 Resolutions and recommendations of the Human Resources Committee held on 8<sup>th</sup> May 2026**

#### **NOTED**

*HR2026/012 Recommendations of the interview panel for the RFO/Deputy Clerk role.*

#### **RESOLVED**

*To appoint Catherine Kennedy as RFO/Deputy Clerk for 30 hours per week. Employment terms as per the job advert and model NALC Contract already approved by the committee. Including employment at SCP 26 on the National Joint Council for Local Government Services (NJC) pay scale, the candidate holding the CILCA (Certificate in Local Council Administration) qualification, the contract applying an extra scale point above the SPC 25 advertised for the holding of that qualification. Delegated authority to do so having been previously conferred by full council. Start date to be around 1st June, that being indicated as acceptable by the candidate but subject to further negotiation with the Clerk.*

### **2026/193 Resolutions and recommendations of the Open Spaces, Rights of Way and Allotments Committee held on 26<sup>th</sup> May 2026**

#### **a) RESOLVED**

*ORA2026/038 Amendment to allotment tenancy hire agreement*

To adopt the amendment to Section 10 of the Allotment Tenancy Agreement to specify that poultry will not be permitted on plots less than 50m<sup>2</sup> in area; and to update the Poultry Wellbeing Policy accordingly.





**b) RESOLVED**

*ORA2026/039 Next steps regarding the proposed permissive pathway into Parc Bryn Derwen.*

Given that not all of the affected householders have given their permission, to take the proposal no further and advise the householders of this decision, providing them with an appropriate explanation.

**c) RESOLVED**

*ORA2026/040 Proposal to appoint a Biodiversity Champion.*

To appoint Cllr Steer as the Council's Biodiversity Champion; to authorise him to attend RCTCBC Local Partnership for Nature (LNP) meetings and to act as liaison with other groups.

**2026/194 Resolutions and recommendations of the Trens-Ewenni Crossing Committee held on 2nd June 2026**

**NOTED**

*TEC2026/050 Review of the Council's decision matrix and to consider aspects of the project to be included in any tender pack/work instructions.*

**RESOLVED**

*To accept the document provided to the meeting as "Appendix 8" as the revised Decision-making matrix. Its contents to be built into any draft tender proposal.*

**2026/195 Resolutions and recommendations of the Events Committee held on 4<sup>th</sup> June 2026**

**NOTED**

*EV2026/041 Annual Events Timetable*

**RESOLVED**

*To adopt the draft Annual Events Timetable as presented to the Committee in Appendix 5.*

**2026/196 Resolutions and recommendations of the Audit Committee held on 11th June 2026**

**a) RESOLVED**

*A2026/026 Schedule of Payments and Receipts as at 30th April 2026*



To approve the schedule of payments and receipts as presented in Appendix 2 to the Audit Committee.

**b) RESOLVED**

*A2026/027 Bank Reconciliation as at 30th April 2026*

To approve the bank reconciliation as at 30th April 2026 as presented in Appendix 3 to the Audit Committee.

**c) RESOLVED**

*A2026/028 Pantry Income and Expenditure Report as at 31st May 2026*

To receive and approve the Pantry Income and Expenditure Report as presented in Appendix 4 to the Audit Committee.

**d) NOTED**

*A2026/030 Annual Accountability Return (AAR) 2025/26*

**RECOMMENDED**

*To approve the Annual Accountability Return for the financial year ended 31st March 2026, including the Accounting Statements and Annual Governance Statement.*

Clerk's note: Given that this matter was also a stand-alone agenda item to follow, the recommendation of the Audit Committee was simply noted at this point in the meeting.

**e) RESOLVED**

*A2026/031 Earmarked Reserves Strategy*

To approve the EMR strategy as provided in Appendix 7 to the Audit Committee.

**f) RESOLVED**

*A2026/032 Written motion. Emergency Grant Application – Llanharan Horticultural Society*

To grant £900 to Llanharan Horticultural Society and that the Council provide the use of the Council van, together with a Council driver, to support the delivery of the event.



**2026/197 Annual Governance and Accountability Return for the financial year ending 31<sup>st</sup> March 2026.**

***RESOLVED***

To approve the Annual Return Accounting statement for financial year ending 31<sup>st</sup> March 2026.

**2026/198 Locum work provided by the locum RFO**

***RESOLVED***

To authorise the officers to spend an extra £311.98 for the provision of locum RFO cover. This in addition to the £200 previously resolved.

**2026/199 Digital Working Group updates and recommendations**

None.

**2026/200 The Council's Annual Report**

***RESOLVED***

To approve the Annual Report of the Council incorporating the Action Plan for 2026/27 subject to the addition of the Chair's foreword to be supplied to the Officers at a future date.

**2026/201 Review of the Council's Standing Orders**

***RESOLVED***

To defer the item to a future meeting of the Council.

**2026/202 The updated Local Authorities Model Code of Conduct (Wales)**

***RESOLVED***

To adopt the updated Local Authorities (Model Code of Conduct) (Wales) order 2008 incorporating the changes made by the Local Government (Standards Committees and Member Conduct) (Miscellaneous Amendments) (Wales) Regulations 2025 (the 'Regulations').



## **2026/203 Consideration of a draft Volunteer Policy**

### ***RESOLVED***

To adopt the Volunteer Policy provided to the meeting as Appendix 18.

## **2026/204 Consideration of a draft Dignity at Work Policy**

### ***RESOLVED***

To adopt the Dignity at Work Policy supplied to the meeting as Appendix 19.

## **2026/205 Members' reports**

### **Cllr Chris Parker**

An increase in litter and unemptied dog waste bins has been observed. Cllr Evans noted that his survey of the bins throughout the community identified that dog waste bins are being used for other refuse.

### **Cllr Rob Smith**

The closure of a local vape shop has reduced the amount of related littering in the vicinity of the Square.

### **Cllr Will Thomas**

A number of youths have been seen clambering over the roofs of Picton Terrace.

Cllr Evans provided an update from Education Services regarding Llanilid School: Persimmon are clearing the land and working towards a handover later this year. The preparation of the site by RCT will then require at least two years so the opening of the school will be during 2029 at the earliest.

## **2026/206 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)**

No meeting

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

No meeting

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

The head has requested an update on the new Llanilid School.

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

Not present.

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

Cllr Parker will be stepping down as Chair of the governors but continuing as a governor.

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

Not present.

**h) Llanharan Community Development Project Liaison (Cllr Robert Smith)**

Thanks for the Council's recent grants were passed on.

A 30<sup>th</sup> anniversary celebration is planned for Saturday 18<sup>th</sup> July with an open day at the Eco-Hub.

An ongoing problem with bees in the eaves of the LCDP building is being addressed with the support of a local amateur beekeeper.

The financial situation is increasingly stable.



### **2026/207 Planning matters**

Noted without formal comment.

### **2026/208 Cost of refurbishing the Council's red tractor**

#### ***RESOLVED***

To delegate authority to the Clerk to spend up to £2,500 refurbishing the Council's red tractor and cutting head.

### **2026/209 Progress of CIL Project LCC19/07 Grove Terrace Garage and Memorial Garden**

The Clerk provided an update on the works.

#### ***RESOLVED***

To form a working group to develop ideas for a centerpiece comprising Cllrs David Evans, Rhys Jenkins, Chris Parker, Nick Richards and Janine Turner volunteered to join the group and Cllr Chris Parker to be Chair.

The working group to report to the Full Council

### **2026/210 Urgent Information & Future Agenda Items**

None

There being no further business, the meeting closed at 7.50 pm.

The next ordinary meeting of Full Council will be held on 16<sup>th</sup> July 2026.

Councillor Rhys Jenkins

Chair of Llanharan Community Council



## Llanharan Community Council - CIL Action Plan 13.7.26

| Action no | Date added | Category     | From         | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Status2 |
|-----------|------------|--------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 2020/232h | 19/02/2021 | Full Council | ORA          | That a draft leaflet/factsheet be produced containing information outlining the rights and responsibilities of landowners, RCT, The Community Council and members of the public.                                                                                                                                                                                                                                                                                                                                                 | To be progressed once ROW database progress made. June 26 No progress, will mark as noted and remove from action plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Noted   |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |         |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |         |
| 2022/039  | 18/02/2022 | Full Council | Audit        | RESOLVED<br>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<br>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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |         |
| 2022/083  | 22/04/2022 | Full Council | Full Council | 2022/083 Spend from CIL funds relating to the sewer diversion on the Memorial Garden/Garage project.<br><br>RESOLVED<br>To approve a spend of up to £7,500 from CIL funds to allow the Clerk to arrange such work as appropriate. Actual spend to be reported to council monthly in the usual manner.                                                                                                                                                                                                                            | In progress. Design completed and submitted to RCTBCB SuDs and Welsh Water in June 22. Tender issued July 23. Awaiting formal \$187 agreement. DCWW awaiting a copy of the formal title deed. Clerk has requested from Land Regsirty May 2024 Awaiting \$185 Oct 24. Awaiting final \$185 from DCWW. \$185 agreement with RCTCBC solicitors. Awaiting RCTCBC signoff. Nov 24. \$185 obtained. Redwood engaged. 1.5.25 Sewer diversion complete. Awaiting completion certificate from DCWW Oct 25. Chased Dec, 25, Feb 26, March 26, June 26.                                                                                                                                                                                                                                                                                                                                                                 |         |
| 2022/098  | 20/05/2022 | Full Council | Full Council | To be altered - Minute 2022/090 Welcome and Apologies.<br>Apologies for absence were received from Councillors Janine Turner, Jeff Williams, Helen Donnan and Daniel Morelli. To be altered. Many of those councillors are no longer seated and so this is incorrect.                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |         |
| 2022/108  | 22/05/2022 | Full Council | CIL          | 2022/108 RCTCBC CIL meeting<br>RESOLVED<br>For the CIL Committee to consider minimum lease qualifying terms with regards to grants for projects on leased land.                                                                                                                                                                                                                                                                                                                                                                  | To be included in review of CIL application form and policy for ther July 2026 meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |         |
| 2022/233  | 16/12/2022 | Full Council | ORA          | RESOLVED<br>PSM32/1 near Gellifedi Road<br>That the Clerk formally write to RCTCBC Rights of Way Officers to request a site meeting to consider PSM31 and PSM32.                                                                                                                                                                                                                                                                                                                                                                 | The Clerk emailed JB 16th January 2023. Awaiting response. Agreed. LS to obtain residents contact details. JB has agreed to a meeting and will arrange. Received in March - 'the Council is unlikely to pursue legal action over a substantial long-standing obstruction (i.e. of considerable size, worth and requiring major engineering works to remove or to reinstate public passage), a diversion may be considered an acceptable solution in such extenuating circumstances. While we are open to discussions with the landowners, we currently have a small very small team compared to the size of the PRow network and are prioritising our work/enforcement accordingly. I am happy to arrange a meeting but this is unlikely to happen over the coming weeks due to current work load.' No progress. currently with RCTCBC. June 26 No progress, will mark as noted and remove from action plan. | Noted   |
| 2023/017  | 20/01/2023 | Full Council | Full Council | 2023/017 Covid 19 Plaque.<br>RESOLVED<br>£250 to be vired from general reserves in principle for a Covid-19 plaque. Details to be determined at a future meeting.                                                                                                                                                                                                                                                                                                                                                                | Councillors to bring proposals to a future meeting. June 26 No progress, will mark as noted and remove from action plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Noted   |
| 2023/041  | 17/02/2023 | Full Council | ORA          | RESOLVED<br>ORA2022/060 Urgent items for information or items for future agenda.<br>Future agenda to include training on basic tree safety training for staff and interested members.                                                                                                                                                                                                                                                                                                                                            | Add to future agenda.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |         |
| 2023/060  | 17/03/2023 | Full Council | CIL          | RESOLVED<br>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                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |
| 2023/142  | 16/06/2023 | Full Council | ORA          | RESOLVED<br>ORA2023/041 Replacement way-marker for RAN 4/1 and RAN 3/2, and broken stile RAN3/2<br>For the Council to fund a replacement of the way-marker at RAN4/1 and 3/2, and to replace the broken stile on RAN3/2 with a self-closing gate. To be funded from CIL funds (pending approval from RCT CIL dept). the Clerk to obtain costs to be presented to Council.                                                                                                                                                        | Awaiting details of type and dimensions of required gate and consent from landowner. CILr Steer engaging with landowner. June 2024. HOLD June 26 No progress, will mark as noted and remove from action plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Noted   |
| 2023/142  | 16/06/2023 | Full Council | ORA          | For the Clerk to be authorised to approach the relevant landowners to obtain permission for the Council to replace the way-marker and to replace the stile with a self-closing gate and to arrange access accordingly.                                                                                                                                                                                                                                                                                                           | Clerk wrote to 3 x landowners 25.9.23. Awaiting responses. Response reviewed from 1, awaiting response from other. Have telephoned second landowner but awaiting response. CILr Steer directly engaging landowners. June 2024, HOLD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |
| 2023/286  | 17/11/2023 | Full Council | Full Council | 2023/286 Venues and other arrangements for future Council meetings.<br>RESOLVED<br>For the Clerk to investigate the feasibility of holding hybrid meetings at other locations and to present a paper to a future meeting of the Council.                                                                                                                                                                                                                                                                                         | Note as of June 2026 no progress. Will mark as noted and remove from action plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Noted   |

|            |            |              |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |
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| 2023/205   | 22/12/2023 | Full Council | ORA          | RESOLVED<br>ORA2023/091 Adding individuals to long standing tenancy agreements, creating joint tenancies circumstances where this might be considered. To allow the principle of new joint tenancies under certain circumstances and the Clerk (alone or in conjunction with a working group) to draft a process and application form designed to allow the applicant to demonstrate that the applicant can meet a certain criteria (to be decided) and provide evidence of such. This would include an investigation by the Clerk to attempt to ascertain the validity of the application.                                                                                                               | Clerk to draw up draft process map.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |
| 2024/017   | 19/01/2024 | Full Council | Full Council | 2024/017 E500 to purchase software to facilitate the development of electronic application forms<br><br>RESOLVED<br>To authorise the officers to spend \$399 dollars per year (or the £ sterling equivalent) if following an investigation into its capabilities, the plugin is felt to serve the purposes for which it would be intended. For the Officers in consultation with the Chair to proceed to develop draft forms and applications. The relevant committees to have final approval over the format and content of any application forms in the normal way prior to publishing.                                                                                                                 | DE to advise, Note as of June 2026 no progress. Will mark as noted and remove from action plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Noted |
| 2024/046   | 16/02/2024 | Full Council | Full Council | 2024/046 Motion to instruct the Clerk to write to the relevant department of RCTCBC regarding flooding and drainage on the A473 near 'Llanharan Square'. RESOLVED The Clerk to write to the relevant department in RCTCBC to request what remedial work is required to the road drains on the A473 adjacent to the High Corner pub and to describe what, if any remedial work is planned over the next 12 months to rectify the situation".                                                                                                                                                                                                                                                               | Write letter and send. On hold ref RS. Note as of June 2026 no progress. Will mark as noted and remove from action plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Noted |
| 2024/071   | 22/03/2024 | Full Council | BCC          | 2024/071 Potential leasing of land around Bryncae Community Centre.<br><br>RESOLVED<br>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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |
| 2024/071   | 22/03/2024 | Full Council | Full Council | 2024/071 RESOLVED<br>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.                                                                                                                                                                                                                                                                                                                                 |       |
| 2024/135   | 21/06/2024 | Full Council | ORA          | iii. RESOLVED<br>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.<br><br>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.                                                                                                                                                                                                                                              |       |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |
| 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<br>Draft Biodiversity, Crime and Disorder, Business Continuity and Petition policies prepared 08/08/2025 and presented to FC 20/11/2025<br>Draft Employees' Social Media policy prepared 18/11/2025 for presentation 18/12/2025 and resolved.<br>Lone and Isolated Worker Policy outstanding.                                                                                                                                                                                                                                                                                                                                                                                        |       |
| 2024/139   | 21/06/2024 | Full Council | Audit        | i) To note recommendation 9 of the audit report. For the officers to request of the auditor whether the current practices of the Council as described in the Council's Financial Regulations are legal, and if not for the auditor to provide the legal or statutory reference to which the Council is non-compliant for further consideration.                                                                                                                                                                                                                                                                                                                                                           | The Clerk has written to the auditor 21.6.24                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       |
| 2024/139   | 21/06/2024 | Full Council | Audit        | j) To note recommendation 10 of the audit report. For the officers to request of the auditor the legal or statutory reference to which the payments are non-compliant or the NALC legal topic note dealing with this matter. One Voice Wales having confirmed the legality of such direct payments both prior to the payments being made and again following receipt of the audit report. Furthermore the officers having only found reference to double taxation relating to the duplication of services and having found no overarching bar to making payments directly to a school for non-curriculum activities.                                                                                      | The Clerk has written to the auditor 21.6.24                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       |
| 2024/139   | 21/06/2024 | Full Council | Audit        | o) To note recommendation 14 (The number is duplicated in the report. For the avoidance of doubt this minute refers to the second items referring to internal control objective 9) of the audit report. For the officers to carry out an analysis of the practical and financial aspects of making changes to the account(s) for presentation to a future meeting of the Audit Committee.                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |
| 2024/177   | 19/07/2024 | Full Council | Full Council | 2024/177 Letter to RCTCBC planning regarding Dragon International Studios planning applications<br><br>RESOLVED<br>To instruct the Clerk to write a letter to RCTCBC planning regarding Dragon International Studios planning applications 24/0511/10, 24/0513/10, 24/0524/10, 24/0525/10, 24/0526/10, 24/0527/10. The wording of the letter be altered from that presented in appendix 16 to remove factual inaccuracies and to reflect discussions held during the meeting.                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |
| 2024/213c) | 20/09/2024 | Full Council | ORA          | 2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024<br>c)RESOLVED<br>ORA2024/057 Risk assessments on Mountain Hare play area and Oakbrook skate Park and next steps.<br>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:<br>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 |       |



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| 2024/301   | 20/12/2024 | Full Council | ORA          | a) RESOLVED<br>ORA2024/084 Expansion of the Pendre Allotment site.<br>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.                                                                                                                                                                                                                             |                |
| 2025/040   | 21/02/2025 | Full Council | ORA          | 2025/040 ORA Committee Recommendations (5th February 2025)<br>f) RESOLVED<br>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<br>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.                                                                                                                                               |                |
| 2025/040   | 21/02/2025 | Full Council | ORA          | 2025/040 ORA Committee Recommendations (5th February 2025)<br>h) RESOLVED<br>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.<br>Posted second letter May 26                                                                                                                                                                                                                                                                                             |                |
| 2025/94g)  | 18/04/2025 | Full Council | Audit        | g) RESOLVED<br>i) To seek further clarification from the auditor regarding the Clerk's salary as no material difference observed following subsequent checks.<br>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 |
| 2025/125b) | 16/05/2025 | Full Council | WGSB Comm    | 2025/125 Legal costs and other matters relating to the transfer of the shower block.<br>b) RESOLVED<br>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).<br>Negotiations ongoing. Dec 25 Agreed draft sent to Howells Solicitors Jan 26.<br>Carrying out work to prove ownership of block as advised by solicitor. June 26 |                |
| 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.<br>a) RESOLVED<br>To alter clause 33.2.6.iv to the following.<br>"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.<br><br>Add to sharepoint.                                                                                                                                                                                                                                                                                                                                  |                |
| 2025/139b) | 20/06/2025 | Full Council | Full Council | 2025/139 Alteration to Standing Order 33.2.6.iv which deals with voting during a co-option process.<br>b) RESOLVED<br>To add the following phrase to the standing orders.<br>"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.<br><br>Add to sharepoint.                                                                                                                                                                                                                                                                                                                                  |                |
| 2025/215   | 19/09/2025 | Full Council |              | 2025/215 Resolutions and recommendation of the Bryncae Community Centre (BCC) Committee held on 29th July 2025<br>RESOLVED<br>To change the Council's financial regulations to allow integration of online payments, such as via Stripe payment software;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Amend FR                                                                                                                                                                                                                                                                                                                                                                                                 |                |
| 2025/258   | 17/10/2025 | Full Council | Full Council | 2025/258 Recording of online sessions during periods where the press and public are excluded<br><br>RESOLVED<br><br>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.                                                                                                                                                                                                                                                                                                                   |                |
| 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<br><br>RESOLVED<br><br>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<br><br>Add to Standing Orders and amend (Check if any other amendments outstanding in this action plan)                                                                                                                                                                                                                                                     |                |

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| 2025/276   | 21/11/2025 | Full Council | Full Council | <p>2025/276 Minutes of Ordinary Meeting of the Council held on 16th October 2025</p> <p>RESOLVED</p> <p>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.</p> <p>RESOLVED</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                        | Alter minutes and repost on website / Sharepoint                                                                                                                                                                                                                                                                                                                                                                                                  |       |
| 2026/014c) | 16/01/2026 | Full Council | ORA          | <p>ORA2026/010 Improvements to Mountain Hare play area</p> <p>c) RESOLVED</p> <p>to instruct the officers to design and implement public communication regarding a wildflower area</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Cllr Steer to consult RCT Local Places for Nature regarding signage. Not available at present. Application submitted to OVW for signage as a BD package. Awaiting next round of funding following research into land ownership status. Application submitted 19/05/2026 and confirmed 23/06/2026. Signage delivered 10/07/2026                                                                                                                    |       |
| 2026/014d) | 16/01/2026 | Full Council | ORA          | <p>ORA2026/010 Improvements to Mountain Hare play area</p> <p>d) RESOLVED</p> <p>to negotiate a satisfactory arrangement with the Wildlife Trust or RCTCBC for use of a cut and collect mower and to report to council the proposed fee for each cut</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Met Duncan Ludlow and Tim Jones at site. Agreed for them to cut and collect at the appropriate times and to spread out the arisings under the boundary hedges as needed. No charge will be made. Contact them again in July to remind. Suggest delaying to September                                                                                                                                                                              |       |
| 2026/047f) | 20/02/2026 | Full Council | BCC          | <p>2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026</p> <p>BCC 2026/018 Commission of a tree survey to ascertain the condition of trees within the lease boundary.</p> <p>Not to suspend Financial Regulation 11.3e)iii at this time in relation to the tree surveys.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | See also BCC2026/018b), below.<br>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                                                                                                                                                                                                                                                                        |       |
| 2026/045   | 20/02/2026 | Full Council | Events       | <p>2026/045 Altering the terms of reference for the Events Committee</p> <p>RESOLVED</p> <p>To alter the terms of reference for the Events Committee to read the following from 1st April 2026.</p> <p>To examine [and make decisions on] any arrangements or terms to be set regarding the holding of community events including providers, venues and any other aspects of an event. Incorporating the Fireworks Display and Senior Citizen's Christmas Lunches. The Committee to be delegated authority to make decisions on and spend such funds available for events in the budget under the heading 'Community Functions' as allocated by the council, including delegated authority to spend the budget line 'community events' with available funds to be spent on any Community Council organised events as it sees fit.</p> | Alter master Committee list.. Superseded at AM                                                                                                                                                                                                                                                                                                                                                                                                    | Noted |
| 2026/047a) | 20/02/2026 | Full Council | BCC          | <p>2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026</p> <p>RESOLVED</p> <p>BCC2026/010 Capital works plan for the Community centre (pending permission from RCTCBC as the freeholder) and next steps</p> <p>To amend the capital works plan to including the addition of the following:</p> <p>f) Replacement fire stopping insulation as required to maintain fire compartmentation.</p> <p>Any other items to be brought back to Council individually with further information and details for consideration.</p>                                                                                                                                                                                                                                                       | <p>Amend the capital plan accordingly.</p> <p>Redesign plan to 2 sections - Contractual/safety items and discretionary items. - Completed. V8 now produced.</p> <p>Consider issuing via CIL Committee then to FC.</p>                                                                                                                                                                                                                             |       |
| 2026/047d) | 20/02/2026 | Full Council | BCC          | <p>2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026</p> <p>d) RESOLVED</p> <p>BCC2026/014 Purchase of blackout blinds for the high windows in the main hall, pending permission from RCTCBC as the freeholder</p> <p>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.</p>                                                                                                                                                                                                       | <p>Determine spec. (Check CP previous spec against the hall and look at norts RE best options).</p> <p>Arrange for quotations to be presented to a future meeting of the Committee.</p> <p>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.</p>                                                                  |       |
| 2026/050a) | 20/02/2026 | Full Council | Full Council | <p>2026/050 Recommendation from the Jubilee Marsh Multi-User Route Working Group</p> <p>RESOLVED</p> <p>To commission a feasibility study into a potential Jubilee Marsh Multi-user route, to include:</p> <p>i) the most cost-effective route balance against the technical aspects,</p> <p>ii) the ownership of the land and the likelihood of having an agreement with the landowners.</p> <p>iii) any possible grant aid from Welsh Government and or RCT.</p> <p>iv) any other aspect that the officers of the Council deem appropriate at this stage</p>                                                                                                                                                                                                                                                                        | <p>Note: This requires the obtaining of quotations and a resolution either setting a budget or explicitly delegating authority for the Trens Committee to be delegated authority to spend any CIL monies allocated to the project (should CIL/Council add this project to the Active Project List).</p> <p>See also 2026/050b) and c)</p> <p>HOLD pending funding decisions.</p> <p>Note: This matter has been deferred until further notice.</p> | Noted |

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| 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<br>a) RESOLVED<br>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                                                                                                                                                                                                                                                    |  |
| 2026/061b) | 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<br>b) RESOLVED<br>For officers to make enquiries with neighboring Town and Community Councils whether they would be interested in sharing the cost and entering a joint arrangement to part-fund a PCSO with an SLA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Action. LS emailed Pontyclun, Llantrisant, Llanharry Clerks 11.6.26                                                                                                                                                                                                                                                |  |
| 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<br>c) RESOLVED<br>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                                                                                                                                                                                                                                                        |  |
| 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<br><br>RESOLVED<br><br>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.                                                                          |  |
| 2026/084   | 20/03/2026 | Full Council | Full Council | 2026/084 Results of the interim internal audit (2025/26 financial year).<br>Noted with the Council's appreciation for the efforts of the RFO reflected in another unqualified audit. - RESOLVED<br>To instruct the Digital Working Group to carry out a review of the Council's website with recommendations to be presented to a future meeting of the Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Email Digital working group to inform of the instruction                                                                                                                                                                                                                                                           |  |
| 2026/085b) | 20/03/2026 | Full Council | ORA          | 2026/085 Resolutions and recommendations of the ORA Committee held on 5th March 2026<br>b) RESOLVED<br>ORA2026/022 Further proposals relating to the Mountain Hare wildflower area<br><br>i. To set aside a plot at the northeast end of the grassed area at Mountain Hare playground of approximately 15m x 10m to be developed as a wildflower area.<br><br>ii. To accept the offer of the Welsh Wildlife Trust to mow this area using the cut and collect approach, following the mowing schedule recommended by One Voice Wales Biodiversity: once at Easter, possibly once at high summer and once in the autumn, distributing the arisings on site along the hedge as appropriate.<br><br>iii. To apply for and accept a One Voice Wales biodiversity package of funding to supply public information signage and to maintain the signs within the budget line "Play and open spaces maintenance" for a minimum period of 5 years. | Set out wildflower area (Use pegs/string or other visual markers).<br><br>Send formal confirmation email to WTSSW<br><br>Order/apply for signs. Awaiting next round of funding following research into land ownership status. Application submitted 19/5/26 and confirmed 23/06/2026. Signage delivered 10/07/2026 |  |
| 2026/085c) | 20/03/2026 | Full Council | ORA          | 2026/085 Resolutions and recommendations of the ORA Committee held on 5th March 2026<br>c) RESOLVED<br>ORA2026/023 Proposed signage designs offered by One Voice Wales<br>To apply for options 1 and 3 from the series of designs offered by One Voice Wales and shown to the ORA Committee as Appendix 6.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Order/Apply for signs and arrange to be fitted in the appropriate location.<br>Awaiting next round of funding following research into land ownership status.<br>Application submitted 19/5/26 and confirmed 23/06/2026. Signage delivered 10/07/2026                                                               |  |
| 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.<br>RESOLVED<br>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<br>Agree list of RA to be covered with staff.<br>Arrange dates for commencement. LS chased commencement 11.6.26                                                                                                                                                                      |  |
| 2026/115c) | 17/04/2026 | Full Council | Events       | 2026/115 Resolutions and recommendations of the Events Committee held on 31st March 2026<br>c) RESOLVED<br><br>EV2026/031 Request to undertake the annual Remembrance Day service at Llanharan War Memorial<br>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                                                                                                                                                                                                                                                                                   |  |
| 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<br><br>RESOLVED<br><br>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.                                                                                                                                                                                                                |  |

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| 2026/119e)     | 17/04/2026 | Full Council | CIL | 2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026<br>e) RESOLVED<br>CIL2026/013 Spend of £920 against CIL Project LCC19/07 Memorial Garden/Garage to facilitate resubmission of lapsed SAB/SuDs application.<br><br>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<br><br>Master version done. Chris' version - To be completed |  |
| 2026/119f)     | 17/04/2026 | Full Council | CIL | 2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026<br>f) RESOLVED<br>CIL2026/015 CIL Grant application. LRGT – Resurfacing of carpark.<br><br>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<br><br>Chris version -                                                                              |  |
| 2026/119g)     | 17/04/2026 | Full Council | CIL | 2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026<br>g) RESOLVED<br>CIL2026/016 CIL Grant application. Llanharan Primary School – Equipment for dedicated reading corners.<br><br>To add the project to the Active Project List and grant the sum of £5,313 from CIL funds.                                                                                                                                                                                                                                                                                           | Master version - Done<br><br>Chris version -<br><br>Applicant informed.                                                   |  |
| 2026/119h)     | 17/04/2026 | Full Council | CIL | 2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026<br>h) RESOLVED<br>CIL2026/017 CIL Grant application. Brynna Allotment Association.<br><br>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<br><br>Chris version -<br><br>Applicant informed.                                                   |  |
| 2026/119j)i)   | 17/04/2026 | Full Council | CIL | 2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026<br>j) RESOLVED<br>CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects.<br>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<br><br>Chris version -                                                                              |  |
| 2026/119j)ii)  | 17/04/2026 | Full Council | CIL | 2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026<br>j) RESOLVED<br>CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects.<br>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<br><br>Chris version -<br><br>Applicant informed.                                                   |  |
| 2026/119j)iii) | 17/04/2026 | Full Council | CIL | 2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026<br>j) RESOLVED<br>CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects.<br>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<br><br>Chris version -                                                                              |  |
| 2026/119j)iv)  | 17/04/2026 | Full Council | CIL | 2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026<br>j) RESOLVED<br>CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects.<br>iv) To remove the project "Provision of youth shelters" from the CIL123 list                                                                                                                                                                                                                                                                                                  | Master version - Done<br><br>Chris version -                                                                              |  |
| 2026/119j)v)   | 17/04/2026 | Full Council | CIL | 2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026<br>j) RESOLVED<br>CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects.<br>v) To remove the project "MUGA on LRGT land adjacent to Bryncae Community Centre" from the CIL123 list.                                                                                                                                                                                                                                                                       | Master version - Done<br><br>Chris version -                                                                              |  |
| 2026/119j)vi)  | 17/04/2026 | Full Council | CIL | 2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026<br>j) RESOLVED<br>CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects.<br>vi) To remove the project "Rain capture and irrigation system for Brynna allotments" from the CIL123 list.                                                                                                                                                                                                                                                                    | Master version - Done<br><br>Chris version -                                                                              |  |
| 2026/119j)vii) | 17/04/2026 | Full Council | CIL | 2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026<br>j) RESOLVED<br>CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects.<br>vii) To remove the project "Land from Grove Terrace to Chapel Road (Improvements)" from the CIL123 list.                                                                                                                                                                                                                                                                      | Master version - Done<br><br>Chris version -                                                                              |  |

|            |            |              |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |
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| 2026/119k) | 17/04/2026 | Full Council | CIL          | <p>2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026</p> <p>k) RESOLVED</p> <p>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"</p> <p>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</p> <p><del>l) to xvi not listed here for reasons of brevity.</del></p>                                                                                                                                                                                                                                                                                                                                                                                          | <p>Master version - Done</p> <p>Chris Version -</p>                                                                                                                                                                                                                                                                                                                                                                                                                                |           |
| 2026/119L) | 17/04/2026 | Full Council | CIL          | <p>2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026</p> <p>l) RESOLVED</p> <p>CIL2026/021 Progress Oakbrook skatepark refurb and pump track Working Group</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                             | <p>Master version - Done</p> <p>Chris version -</p>                                                                                                                                                                                                                                                                                                                                                                                                                                |           |
| 2026/139   | 28/04/2026 | Full Council | HR           | <p>2026/139 Locum RFO cover RESOLVED To authorise the officers to spend up to £200 to arrange temporary locum RFO cover to provide a structured handover and/or urgent cover should the need arise following the resignation of the RFO/Deputy Clerk.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Arrange - Request extra funds to cover gap to new employee start date. On agenda for FC June 26</p>                                                                                                                                                                                                                                                                                                                                                                             |           |
| 2026/140a) | 28/04/2026 | Full Council | WGSB Comm    | <p>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.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Inform vendor of spec and resultant price - Done</p> <p>Arrange start date. - Done 18th May 26. Award notice issued on Sell2Wales</p> <p>Amend CIL lists - Master list DONE Chris list -</p>                                                                                                                                                                                                                                                                                    |           |
| 2026/140b) | 28/04/2026 | Full Council | WGSB Comm    | <p>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.</p> <p>b) RESOLVED To award the tender based on the specification outlined in WGSB2026/16a) to N&amp;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.</p>                                                                                                                                                                                          | <p>Inform vendor of spec and resultant price - Done</p> <p>Arrange start date. - Done 18th May 26. Award notice issued on Sell2Wales</p> <p>Amend CIL lists - Master list DONE Chris list -</p>                                                                                                                                                                                                                                                                                    |           |
| 2026/140c) | 28/04/2026 | Full Council | WGSB Comm    | <p>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.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Inform vendor of spec and resultant price - Done</p> <p>Arrange start date. - Done 18th May 26. Award notice issued on Sell2Wales</p> <p>Amend CIL lists - Master list DONE Chris list -</p>                                                                                                                                                                                                                                                                                    |           |
| 2026/163a) | 21/05/2026 | Full Council | CEC          | <p>2026/163 Resolutions and recommendations of the Community Engagement Committee held on 7<sup>th</sup> May 2026</p> <p>a) a) RESOLVED</p> <p>CEC2026/006 To consider fitting signage to the Council offices and delegating a budget to the Officers to facilitate the work.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Arrange appropriate signage for the Council offices on Chapel Road, subject to any required permissions or licences. Depending on prices further recourse to Council may be necessary for authorisation of spend OR the officers to provide a narrative as to how the duty to obtain best value was fulfilled should the cheapest quote not be selected. Obtain permission from landlord. Confirmed no planning consent required. Ordered 30/06/2026, delivered 09/07/2026.</p> |           |
| 2026/163c) | 21/05/2026 | Full Council | CEC          | <p>2026/163 Resolutions and recommendations of the Community Engagement Committee held on 7<sup>th</sup> May 2026</p> <p>CEC2026/007 Written motion from Cllr Andrew Morgan regarding the purchase and placement of flags and flagpoles</p> <p>c) RESOLVED</p> <p>To accept the proposal in principle to erect up to three flag poles near the coal dram near the roundabout at the bottom of Enterprise Way, ideally displaying the Welsh flag, Union flag 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, including consultation with local residents, and present a paper to council with further details including estimated initial and ongoing costs at a future meeting.</p>                                                                                                                                                                                                                                                | <p>Research the erection of up to three flag poles near the coal dram near the roundabout at the bottom of Enterprise Way, consult local residents, and present a paper with estimated initial and ongoing costs. Awaiting planning advice. Drafted for Clerk's approval. Submitted to FC July 26</p>                                                                                                                                                                              |           |
| 2026/168b) | 21/05/2026 | Full Council | Full Council | <p>2026/168 Proposal to fit an access ladder and hatch to allow safe access to maintain the Clock on Llanharan Square</p> <p>b) To authorise the officers to spend up to £850 to arrange the fitting of a loft hatch and ladder at 'the Smithy' for health and safety purposes. Comprising the quotation cost of £763.72 plus a contingency. The officer's to seek a written agreement with the householder that the equipment would be added to the council's asset register and be considered a council asset, the council would be responsible for its maintenance and that the equipment would remain in place as long as access was required (and permission was maintained by the householder) to maintain the clock being fitted explicitly and primarily for that purpose, and that should this permission be rescinded in the future, the householder consented to the equipment being removed and the access being restored to its original condition at the cost of the council and at the council's discretion.</p> | <p>Draw up an agreement for both parties and arrange for it to be signed. - Clerk contacted resident 3.5.26 Positive response 5.6.26. Delivered draft agreement for signatures 5.6.26 - Signed.</p> <p>Arrange the fitting of the loft hatch and access ladder with Householder. - Instruction given to householder.</p>                                                                                                                                                           | Completed |

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| 2026/169   | 21/05/2026 | Full Council | Full Council | 2026/169 Consideration of a draft Volunteer Policy<br>RESOLVED<br>To defer this matter to a future meeting.                                                                                                                                                                                                                                                                                                              | Return the draft Volunteer Policy to a future meeting of Council. Included on agenda June 2026                                                                                                       | Completed |
| 2026/174   | 21/05/2026 | Full Council | CIL          | Progress the proposed alteration in design to the Grove Terrace Garage project and make any necessary submissions for formal permission.                                                                                                                                                                                                                                                                                 | Inform builder - Done<br>Non material alteration application submitted 5.6.26 Approved June 26.<br>Builder recommenced works.                                                                        | Completed |
| 2026/196a) | 19/06/2026 | Full Council | Audit        | 2026/196 Resolutions and recommendations of the Audit Committee held on 11th June 2026<br>a)RESOLVED<br>A2026/026 Schedule of Payments and Receipts as at 30th April 2026<br>To approve the schedule of payments and receipts as presented in Appendix 2 to the Audit Committee.                                                                                                                                         |                                                                                                                                                                                                      | Noted     |
| 2026/196b) | 19/06/2026 | Full Council | Audit        | 2026/196 Resolutions and recommendations of the Audit Committee held on 11th June 2026<br>b)RESOLVED<br>A2026/027 Bank Reconciliation as at 30th April 2026<br>To approve the bank reconciliation as at 30th April 2026 as presented in Appendix 3 to the Audit Committee.                                                                                                                                               |                                                                                                                                                                                                      | Noted     |
| 2026/196c) | 19/06/2026 | Full Council | Audit        | 2026/196 Resolutions and recommendations of the Audit Committee held on 11th June 2026<br>c)RESOLVED<br>A2026/028 Pantry Income and Expenditure Report as at 31st May 2026<br>To receive and approve the Pantry Income and Expenditure Report as presented in Appendix 4 to the Audit Committee.                                                                                                                         |                                                                                                                                                                                                      | Noted     |
| A2026/030  | 19/06/2026 | Full Council | Audit        | A2026/030 Annual Accountability Return (AAR) 2025/26<br>RECOMMENDED<br>To approve the Annual Accountability Return for the financial year ended 31st March 2026, including the Accounting Statements and Annual Governance Statement.<br><br>Clerk's note: Given that this matter was also a stand-alone agenda item to follow, the recommendation of the Audit Committee was simply noted at this point in the meeting. |                                                                                                                                                                                                      | Noted     |
| 2026/196e) | 19/06/2026 | Full Council | Audit        | 2026/196 Resolutions and recommendations of the Audit Committee held on 11th June 2026<br>e)RESOLVED<br>A2026/031 Earmarked Reserves Strategy<br>To approve the EMR strategy as provided in Appendix 7 to the Audit Committee.                                                                                                                                                                                           | Draw up EMR's in rialtas                                                                                                                                                                             |           |
| 2026/200   | 19/06/2026 | Full Council | Full Council | RESOLVED To approve the Annual Report of the Council incorporating the Action Plan for 2026/27 subject to the addition of the Chair's foreword to be supplied to the Officers at a future date.                                                                                                                                                                                                                          | Obtain/add the Chair's foreword to the Annual Report. When finalised publish on website.                                                                                                             |           |
| 2026/202   | 19/06/2026 | Full Council | Full Council | 2026/202 The updated Local Authorities Model Code of Conduct (Wales)<br>RESOLVED<br>To adopt the updated Local Authorities (Model Code of Conduct) (Wales) order 2008 incorporating the changes made by the Local Government (Standards Committees and Member Conduct) (Miscellaneous Amendments) (Wales) Regulations 2025 (the 'Regulations').                                                                          | Confirm to sarah Daniels                                                                                                                                                                             | Completed |
| 2026/204   | 19/06/2026 | Full Council | Full Council | 2026/204 Consideration of a draft Dignity at Work Policy<br>RESOLVED<br>To adopt the Dignity at Work Policy supplied to the meeting as Appendix 19.                                                                                                                                                                                                                                                                      | Append with minute number, date etc... and upload to website and sharepoint.<br>Then arrange for signing of Civility pledge, send to appropriate organisations and upload to sharepoint and website. |           |

**From:** Leigh Smith, The Clerk, Llanharan Community Council  
**To:** Council & Committee Meetings  
**Subject:** FW: Anti social behaviour and drugs use  
**Date:** 29 June 2026 11:39:00  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Members,

Please see the below email correspondence.

Ms [REDACTED] has given permission for the personal details to be shared with yourselves as members of the council. Please do not share any personal details (name, email address, contact details) outside of the Council without [REDACTED]

A redacted version will be provided in correspondence for the next council meeting.

Regards

**Leigh Smith**  
**Clerk to the Council.**  
**Llanharan Community Council**  
[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)  
[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)  
[www.llanharan-cc.gov.wales](http://www.llanharan-cc.gov.wales)  
**Tel: 01443 231430 / 07769 266675**

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

llanharan-cc.gov.uk

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**From:** Leigh Smith, The Clerk, Llanharan Community Council  
**Sent:** 29 June 2026 11:37  
**To:** [REDACTED]  
**Subject:** RE: Anti social behaviour and drugs use

Thanks Ms [REDACTED]

I'll pass your email onto members.

Regards

**Leigh Smith**  
**Clerk to the Council.**  
**Llanharan Community Council**  
[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)  
[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)  
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---

**From:** [REDACTED]  
**Sent:** 29 June 2026 10:54  
**To:** Leigh Smith, The Clerk, Llanharan Community Council <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>  
**Subject:** RE: Anti social behaviour and drugs use

Hi, thank you for your prompt reply. Yes I give permission for my email address to be shared to interested parties. I have previously contacted the Llanharan Miners Welfare and the lical Wimbles group whose community garden was vandalised and is also full of litter from these youths, however the Wimbles state they have now abandoned the project and the Welfare group do not have concerns.

I am messaging councillor David Evans and a lady who has replied to my face book messages states she has been reporting issues for 2 years and has given up now due to lack of action.

Yes the park is the one as above and there are 5 stone and concrete benches in total. The youths favour the one nearest the litter bins( though they dont use them). Today i also noticed a cannabis plant growing in the park also. The police have taken the bong and drugs packets and have been notified re the plant.

I still feel a joint ( excuse the pun)initiative is required by police, council, park owners, schools and youth workers to get this area back to a safe environment.

[REDACTED]

[REDACTED] [organise, conquer](#)



On Mon, 29 Jun 2026 at 9:52, Leigh Smith, The Clerk, Llanharan Community Council  
<clerk@llanharan-cc.gov.wales> wrote:

Good morning [REDACTED]

I am sorry that you are experiencing this, as you might be aware, the issue of anti-social behaviour is a matter for the police and outside of the formal duties or Powers of a Community Council.

Having said that, a number of individual Community Councillors and RCT County Councillors have attended several meetings with South Wales Police over the past 12 months with a particular focus on these issues in our community. They have also attended the regular PACT (Police and Community Partnership) meetings that take place at Bryncae Community Centre.

The next PACT meeting is scheduled for:

**PACT meeting at Bryncae community centre**

🕒 7:30PM - 9:00PM, Wed 08 July 2026

📍 Bryncae Community Centre, Pontyclun

The advice that members and members of the public have received from the police at these meetings mirrors what you have noted in your email below, to report each and every occurrence to 101 (Or via their website) so that as many incidents as possible are logged in order to help them ascertain the extent of the problem. This will have some impact when the police allocate resources. Without these reports being made they may be under the impression that the issue has 'gone away'.

Of course, if there is an emergency or emergency police presence is required then you should dial 999.

Please note that I am paraphrasing only.

Individual Community and RCT councillors have and are actively engaged with the police on this issue, and I know that there have been some successes, however, it clearly has not gone away.

The issue of antisocial behaviour at the location you have described has been one of the issues discussed many times. (Assuming you mean the old park adjacent to Bryncae Community Centre where all the park equipment has been removed and there is a bench located up in the corner of the green space?) – See plan below. This area is owned by LRGT (Llanharan Miners Welfare Hall), as is all of the green space around the community centre.





In any case will pass your email onto members.

Do I have your permission to disclose your email address and telephone number to Councillors so that they may contact you if they wish?

Best regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

[www.llanharan-cc.gov.wales](http://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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**From:** [REDACTED]  
**Sent:** 28 June 2026 10:29  
**To:** Leigh Smith. The Clerk. Llanharan Community Council <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>  
**Subject:** Anti social behaviour and drugs use

Dear Sir, I am a resident of [REDACTED] Llanharan\* Cf72 [REDACTED]

I have reported several times to RCT, the local PCSO, Soth Wales Police and local councillor David Evans regarding the on going issue of anti social behaviour at the park at Bryncae Community Centre.

Groups of Youths use the park mostly in the evenings and have firstly caused issues by their rowdy , intimidating behaviour and use of motorbikes.

Secondly, they leave a great deal of litter along with smashed bottles of alcohol, vapes and cigarette lighters.

There has also been empty drug packets, a bong etc there on a daily basis and today there was a packet with residue of white powder.

The park is behind Duffryn Crescent and some houses of Powell Drive and used by dog walkers and older people as a place to sit and chat, but it is now a no go area due to the litter and nuisance.

The neighbours are reluctanr to complain for fear of repercussion of damage to tgeir property and cars.

The 101 service just say the issue has been noted, and the local police state they will " step up patrols" but the isdue with the drugs is escalating.

Please can the council liaise with the local Police to tackle this issue as it is becoming a dsily occurrence and an unbearable situatiin.

Thank you

[REDACTED]

[REDACTED]

[REDACTED] [organise, conquer](#)

**From:** [REDACTED]  
**To:** [Leigh Smith, The Clerk, Llanharan Community Council](#)  
**Subject:** [REDACTED]  
**Date:** 15 July 2026 10:04:12

---

**\*\*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,

[REDACTED]

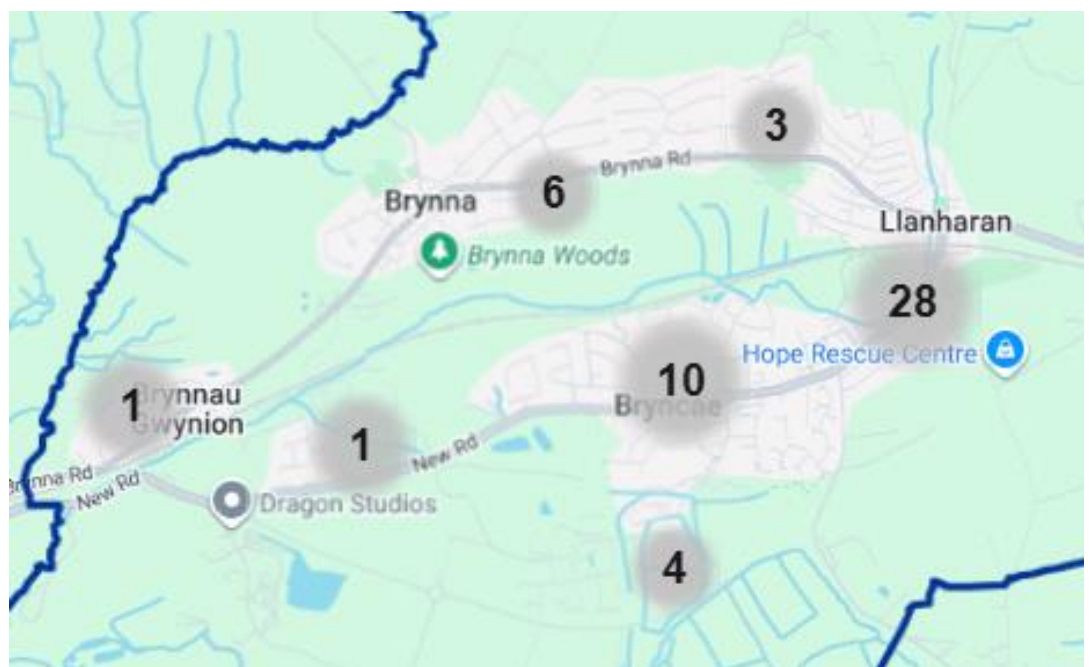
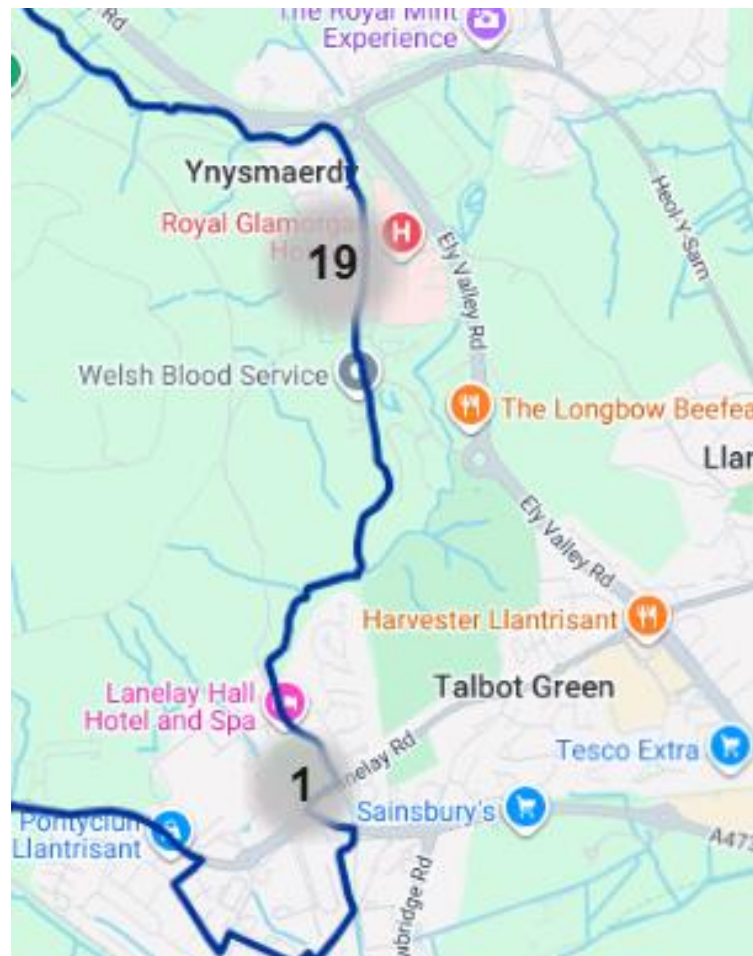
## Appendix 4

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

Full stats available at:

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





**Priority:****Action taken:**

Off-road motorbikes & illegal vehicle use. Bikes/scooters being driven dangerously, noise nuisance, Surrons.  
Issued 29 May 2026

Action taken is updated every three months.  
Actioned 29 May 2026

Parking concerns. School parking, obstructive or dangerous parking.  
Issued 29 May 2026

Action taken is updated every three months.  
Actioned 29 May 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

Park View Estate - Youth & Vehicle Anti-social behaviour  
Issued 15 September 2025

We have carried out high-visibility patrols in identified areas.  
We have deployed CCTV vans to monitor and identify suspects.  
Actioned 20 November 2025

Horse-riding road safety.  
Issued 15 September 2025

We have promoted "Pass Wide & Slow" initiatives with horse riders.  
We have carried out high-visibility patrols in identified areas.  
Actioned 20 November 2025

**Recent events****PACT meeting at Bryncae community centre**

🕒 7:30PM - 9:00PM, Wed 08 July 2026

📍 Bryncae Community Centre, Pontyclun



**Jorge Lee**  
Police Constable



**Lauren Edwards**  
PCSO



**Sarah Davies**  
PS

## List of Payments made between 01/06/2026 and 30/06/2026

| <u>Date Paid</u> | <u>Payee Name</u>            | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|------------------|------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 02/06/2026       | Floral Fresh                 | 14               | 51.00              | CP                    | BCC Cleaning                   |
| 03/06/2026       | Clarity Copiers              | 244620           | 4.85               | CP                    | Photocopier                    |
| 03/06/2026       | Catherine Kennedy            | LOCUM            | 511.98             | CP                    | Locum Services                 |
| 05/06/2026       | FareShare Cymru              | 6510             | 76.00              | CP                    | Pantry                         |
| 05/06/2026       | Elite Signs                  | 50626            | 90.00              | CP                    | Honour Board Entries           |
| 05/06/2026       | Barclays Bank                | CHARGES          | 8.50               |                       | Bank Charges                   |
| 05/06/2026       | Morgan Environmental         | 4887             | 126.00             | CP                    | Shower Block Legionella        |
| 05/06/2026       | Public Sector Deposit Fund   | PSDF             | 50,000.00          |                       | PSDF                           |
| 08/06/2026       | Tesco Mobile phone           | MOBILE           | 11.08              | LS                    | Tesco Mobile phones            |
| 08/06/2026       | Public Sector Deposit Fund   | PSDF             | 50,000.00          |                       | PSDF                           |
| 09/06/2026       | Martha Rogers                | CLOCK            | 60.00              | CP                    | Clock Apr24-Apr27              |
| 09/06/2026       | Floral Fresh                 | 15               | 51.00              | RJ                    | BCC Cleaning Contract          |
| 09/06/2026       | Public Sector Deposit Fund   | PSDF             | 50,000.00          |                       | PSDF                           |
| 10/06/2026       | Public Sector Deposit Fund   | PSDF             | 50,000.00          |                       | PSDF                           |
| 11/06/2026       | Festive Lighting             | INV-2026-0       | 6,730.99           | CP                    | Festive Lighting               |
| 11/06/2026       | RCT Pensions                 | PENSION          | 1,817.78           | CP                    | RCT                            |
| 11/06/2026       | HMRC NI & Tax                | HMRC             | 2,135.56           | CP                    | Mth 1                          |
| 15/06/2026       | Total Energies               | 414132790/       | 160.09             | DDR                   | BCC Gas                        |
| 15/06/2026       | ARVAL                        | RI00151203       | 500.58             | LS                    | Van Hire                       |
| 15/06/2026       | RCT                          | 53276220         | 791.00             | CP                    | Business Rates BCC             |
| 16/06/2026       | Combined Playground Services | 497              | 110.00             | CP                    | MH and Oakbrook checks         |
| 16/06/2026       | SSE Electric                 | APRIL            | 54.00              | CP                    | `Jeffs Lane                    |
| 16/06/2026       | SSE Electric                 | MAY              | 54.35              | CP`                   | Jeffs Lane                     |
| 16/06/2026       | Boverton Nurseries Ltd       | 2026094          | 10,485.60          | CP                    | Summer Baskets                 |
| 16/06/2026       | Floral Fresh                 | 16               | 51.00              | CP                    | BCC Cleaning Contract          |
| 16/06/2026       | Brynna Cleaning              | 431              | 192.00             | CP                    | Chapel Road Cleaning Contract  |
| 18/06/2026       | SSE Electric                 | FEB24AUG25       | 234.26             | CP                    | Jeffs Lane Feb24-Aug25         |
| 19/06/2026       | One Voice Wales              | 10833C           | 500.00             | RJ                    | Job Evaluation x 4             |
| 22/06/2026       | BGS Mowers & Motors Ltd      | 20274            | 2,889.20           | CP                    | Red Tractor Service            |
| 22/06/2026       | RCT                          | 311054082        | 595.20             | CP                    | Water Recharge BCC             |
| 22/06/2026       | RCT                          | 3110549094       | 43.78              | CP                    | ICT Recharge BCC               |
| 23/06/2026       | Check4 Asbestos Ltd          | 303              | 600.00             | CP                    | Allotment Asbestos Check       |
| 23/06/2026       | Floral Fresh                 | 17               | 51.00              | CP                    | Cleaning BCC                   |
| 23/06/2026       | EDF                          | KI-9153883       | 128.67             |                       | Chapel Rd - Electric           |
| 23/06/2026       | British Telecomm             | Q107 5Y          | 377.50             |                       | Chapel Rd                      |
| 24/06/2026       | Morris Property Holdings     | 2                | 875.00             | CP                    | Chapel Rd Quarterly Lease      |
| 24/06/2026       | N&B Construction Ltd         | 236              | 3,555.73           | CP                    | Shower Block CIL               |
| 24/06/2026       | N&B Construction Ltd         | 237              | 7,111.45           | CP                    | Shower Block Renovation CIL    |
| 24/06/2026       | Extrascope                   | 19399            | 641.52             | CP                    | IT                             |
| 24/06/2026       | EDF                          | 28349265         | 157.85             | DDR                   | BCC Electric                   |
| 24/06/2026       | Talk Talk                    | 3165665          | 49.34              | DDR                   | BCC Broadband                  |
| 26/06/2026       | HMRC NI & Tax                | HMRC             | 1,406.91           | CP                    | Mth 2                          |
| 26/06/2026       | HMRC NI & Tax                | HMRC             | 9.01               | CP                    | Interest - laste payment April |
| 26/06/2026       | Janine Turner                | MEMBER           | 400.00             | CP                    | Senior Member Allowance        |
| 26/06/2026       | Rhys Jenkins                 | CHAIR            | 900.00             | CP                    | Chair Allowance                |
| 29/06/2026       | Barclaycard                  | June             | 2,020.89           |                       |                                |
| 30/06/2026       | STAFF SALARIES               | SALARIES         | 8,403.42           | CP                    | June Staff Salaries            |

## List of Payments made between 01/06/2026 and 30/06/2026

| <u>Date Paid</u>      | <u>Payee Name</u>   | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|---------------------|------------------|--------------------|-----------------------|---------------------------|
| 30/06/2026            | RCT Pension Payment | PENSIONS         | 2,445.00           | CP                    | Staff Pensions            |
| 30/06/2026            | HMRC NI & Tax       | HMRC             | 2,447.70           | CP                    | Mth 3                     |
| <b>Total Payments</b> |                     |                  | <u>259,916.79</u>  |                       |                           |

**To:** Members of the Llanharan Community Council

**From:** Cathy Kennedy, RFO

**Date:** 16<sup>th</sup> of July 2026

### **Budget Monitoring Report – Quarter 1 2026/27**

The Quarter 1 Budget Monitoring Report has been reviewed and those budget headings currently showing an adverse variance have been highlighted for Members' consideration.

As the newly appointed Responsible Financial Officer (RFO), I propose to monitor and report budget variances to Full Council on a monthly basis. Where expenditure is expected to exceed an approved budget, Members will be presented with recommendations regarding the most appropriate course of action, which may include the approval of a budget virement or the allocation of funding from General Reserves, depending upon the circumstances.

This proactive approach will strengthen the Council's financial management by enabling Members to monitor expenditure throughout the financial year and make timely budgetary decisions, rather than considering accumulated budget variances only at the end of the financial year.

During the review of the budget monitoring report, it has also been noted that a number of expenditure headings relating to Bryncae Community Centre (BCC) appear to have no approved annual budget allocation recorded within Rialtas, despite expenditure being incurred during the financial year. These include Council Tax, Telephone & Broadband, Electricity, Cleaning Materials, Cleaning Contract and Insurance.

It is considered likely that these budget allocations were omitted when the approved 2026/27 budget was entered into Rialtas. Officers will review the approved budget against the Rialtas budget ledger and report any discrepancies to Members, together with recommendations for any amendments required to ensure the approved budget is accurately reflected within the accounting system.

Members are also advised that, following approval of the 2026/27 budget, it was agreed that the annual grant to Llanharan Community Development Project (LCDP) should be accounted for as a Section 137 Grant rather than as a Service Level Agreement (SLA). Consequently, the payment has been recorded under the new Section 137 Grants budget heading. As the approved budget was prepared prior to this change in accounting treatment, the original LCDP Grant budget heading currently shows an underspend, whilst the expenditure is reflected under the Section 137 Grants budget heading. Members are requested to take this accounting treatment into consideration when reviewing the budget monitoring report.



## **Recommendations**

### ***It is recommended that Full Council:***

1. Receive and note the Quarter 1 Budget Monitoring Report.
2. Agree that budget monitoring reports, with budget variances highlighted, be presented to Full Council on a monthly basis.
3. 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.
4. 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.

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2026

## Cost Centre Report

|                                               | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-----------------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>100 Income</b>                             |                        |                       |                          |                          |                    |               |                         |
| 1076 Precept                                  | 320,808                | 320,808               | (0)                      |                          |                    | 100.0%        |                         |
| 1090 PSDF Re-invested dividend                | 11,135                 | 22,500                | 11,365                   |                          |                    | 49.5%         |                         |
| 1100 Agency Income                            | (1,330)                | 1,330                 | 2,660                    |                          |                    | (100.0%)      |                         |
| 1990 <b>Other Income</b>                      | <b>726</b>             | <b>500</b>            | <b>(226)</b>             |                          |                    | <b>145.3%</b> |                         |
| 1992 BCC Hire Fees                            | 0                      | 13,500                | 13,500                   |                          |                    | 0.0%          |                         |
| <b>Income :- Income</b>                       | <b>331,339</b>         | <b>358,638</b>        | <b>27,299</b>            |                          |                    | <b>92.4%</b>  | <b>0</b>                |
| <b>Net Income</b>                             | <b>331,339</b>         | <b>358,638</b>        | <b>27,299</b>            |                          |                    |               |                         |
| <b>200 Administration</b>                     |                        |                       |                          |                          |                    |               |                         |
| 4000 Staff Salaries & Wages (Net)             | 23,186                 | 83,937                | 60,751                   |                          | 60,751             | 27.6%         |                         |
| 4001 HMRC Interest Charges                    | 9                      | 0                     | (9)                      |                          | (9)                | 0.0%          |                         |
| 4005 Employer & Employee Pension              | 6,903                  | 30,521                | 23,618                   |                          | 23,618             | 22.6%         |                         |
| 4010 Employer & Employee NI & Tax             | 5,990                  | 46,733                | 40,743                   |                          | 40,743             | 12.8%         |                         |
| 4055 Mileage & Subsistence                    | 0                      | 200                   | 200                      |                          | 200                | 0.0%          |                         |
| 4057 HR Expenditure                           | 500                    | 750                   | 250                      |                          | 250                | 66.7%         |                         |
| 4060 Council Tax                              | <b>3,226</b>           | <b>2,650</b>          | <b>(576)</b>             |                          | <b>(576)</b>       | <b>121.7%</b> |                         |
| 4065 Office Rent                              | 875                    | 3,500                 | 2,625                    |                          | 2,625              | 25.0%         |                         |
| 4066 Meeting venue hire                       | 0                      | 390                   | 390                      |                          | 390                | 0.0%          |                         |
| 4070 IT Costs (Office 365)Web Site            | 2,265                  | 5,500                 | 3,235                    |                          | 3,235              | 41.2%         |                         |
| 4075 Telephone & Broadband                    | 367                    | 1,350                 | 983                      |                          | 983                | 27.2%         |                         |
| 4080 Electric                                 | 259                    | 1,500                 | 1,241                    |                          | 1,241              | 17.3%         |                         |
| 4085 Water Rates (for Office)                 | 18                     | 200                   | 182                      |                          | 182                | 8.8%          |                         |
| 4090 Stationery and postage                   | 144                    | 350                   | 206                      |                          | 206                | 41.1%         |                         |
| 4095 Cleaning Materials                       | 33                     | 50                    | 17                       |                          | 17                 | 65.5%         |                         |
| 4100 Cleaning Contract                        | 384                    | 1,250                 | 866                      |                          | 866                | 30.7%         |                         |
| 4110 Building Maintenance                     | (16)                   | 1,000                 | 1,016                    |                          | 1,016              | (1.6%)        |                         |
| 4115 Professional and Legal Fees              | 512                    | 3,000                 | 2,488                    |                          | 2,488              | 17.1%         |                         |
| 4116 Land Registry Fees                       | 0                      | 150                   | 150                      |                          | 150                | 0.0%          |                         |
| 4120 Internal Audit Fees                      | 9                      | 1,000                 | 991                      |                          | 991                | 0.9%          |                         |
| 4125 External Audit Fees                      | (980)                  | 740                   | 1,720                    |                          | 1,720              | (132.4%)      |                         |
| 4130 Subscriptions and Memberships            | <b>4,188</b>           | <b>2,750</b>          | <b>(1,438)</b>           |                          | <b>(1,438)</b>     | <b>152.3%</b> |                         |
| 4135 Bank Charges                             | 31                     | 200                   | 169                      |                          | 169                | 15.5%         |                         |
| 4140 Storage Space Rental                     | <b>325</b>             | <b>0</b>              | <b>(325)</b>             |                          | <b>(325)</b>       | <b>0.0%</b>   |                         |
| <b>4775 Consumables</b>                       | <b>98</b>              | <b>0</b>              | <b>(98)</b>              |                          | <b>(98)</b>        | <b>0.0%</b>   |                         |
| <b>Administration :- Indirect Expenditure</b> | <b>48,325</b>          | <b>187,721</b>        | <b>139,396</b>           | <b>0</b>                 | <b>139,396</b>     | <b>25.7%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                        | <b>(48,325)</b>        | <b>(187,721)</b>      | <b>(139,396)</b>         |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2026

## Cost Centre Report

|                                                 | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-------------------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>220 Insurances</u>                           |                        |                       |                          |                          |                    |              |                         |
| 4200 General Insurance                          | 0                      | 6,175                 | 6,175                    |                          | 6,175              | 0.0%         |                         |
| 4205 Vehicle Insurance                          | 0                      | 3,330                 | 3,330                    |                          | 3,330              | 0.0%         |                         |
| 4210 Office Insurance                           | 0                      | 250                   | 250                      |                          | 250                | 0.0%         |                         |
| Insurances :- Indirect Expenditure              | <u>0</u>               | <u>9,755</u>          | <u>9,755</u>             | <u>0</u>                 | <u>9,755</u>       | <u>0.0%</u>  | <u>0</u>                |
| <b>Net Expenditure</b>                          | <u>0</u>               | <u>(9,755)</u>        | <u>(9,755)</u>           |                          |                    |              |                         |
| <u>240 Staff &amp; Member Training</u>          |                        |                       |                          |                          |                    |              |                         |
| 4300 Members Training                           | 0                      | 1,100                 | 1,100                    |                          | 1,100              | 0.0%         |                         |
| 4305 Staff Training                             | 20                     | 1,800                 | 1,780                    |                          | 1,780              | 1.1%         |                         |
| Staff & Member Training :- Indirect Expenditure | <u>20</u>              | <u>2,900</u>          | <u>2,880</u>             | <u>0</u>                 | <u>2,880</u>       | <u>0.7%</u>  | <u>0</u>                |
| <b>Net Expenditure</b>                          | <u>(20)</u>            | <u>(2,900)</u>        | <u>(2,880)</u>           |                          |                    |              |                         |
| <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     | <u>3,307</u>           | <u>4,912</u>          | <u>1,605</u>             | <u>0</u>                 | <u>1,605</u>       | <u>67.3%</u> | <u>0</u>                |
| <b>Net Expenditure</b>                          | <u>(3,307)</u>         | <u>(4,912)</u>        | <u>(1,605)</u>           |                          |                    |              |                         |
| <u>300 Plant &amp; Equipment</u>                |                        |                       |                          |                          |                    |              |                         |
| 4400 Plant Purchase / Lease                     | 1,251                  | 6,000                 | 4,749                    |                          | 4,749              | 20.9%        |                         |
| 4415 Red Tractor Maintenance                    | 2,408                  | 1,000                 | (1,408)                  |                          | (1,408)            | 240.8%       |                         |
| 4420 Portable & Hand Tools Purchase             | 80                     | 250                   | 170                      |                          | 170                | 31.9%        |                         |
| 4425 Portable & Hand Tool Maint                 | 0                      | 400                   | 400                      |                          | 400                | 0.0%         |                         |
| 4430 PPE - New & Replacement                    | 0                      | 300                   | 300                      |                          | 300                | 0.0%         |                         |
| 4435 Plant & Equipment Fuel                     | 209                    | 700                   | 491                      |                          | 491                | 29.9%        |                         |
| Plant & Equipment :- Indirect Expenditure       | <u>3,948</u>           | <u>8,650</u>          | <u>4,702</u>             | <u>0</u>                 | <u>4,702</u>       | <u>45.6%</u> | <u>0</u>                |
| <b>Net Expenditure</b>                          | <u>(3,948)</u>         | <u>(8,650)</u>        | <u>(4,702)</u>           |                          |                    |              |                         |
| <u>400 Street Furnishings</u>                   |                        |                       |                          |                          |                    |              |                         |
| 4500 Hanging Baskets                            | 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 - Maintenance                | 700                    | 540                   | (160)                    |                          | (160)              | 129.6%       |                         |
| 4515 Notice Boards - Maintenance                | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| 4520 Bus shelter - Maintenance                  | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |                         |
| 4525 Planters - Maintenance                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2026

## Cost Centre Report

|                                             | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4530 Benches & Tables Maintenance           | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| Street Furnishings :- Indirect Expenditure  | <b>16,070</b>          | <b>35,940</b>         | <b>19,870</b>            | <b>0</b>                 | <b>19,870</b>      | <b>44.7%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>(16,070)</b>        | <b>(35,940)</b>       | <b>(19,870)</b>          |                          |                    |              |                         |
| <u>500 Community Functions</u>              |                        |                       |                          |                          |                    |              |                         |
| 4600 Christmas Dinners                      | 0                      | 9,000                 | 9,000                    |                          | 9,000              | 0.0%         |                         |
| 4610 Firework Display                       | 0                      | 10,500                | 10,500                   |                          | 10,500             | 0.0%         |                         |
| 4615 Multi Cultural Carnival                | 0                      | 9,500                 | 9,500                    |                          | 9,500              | 0.0%         |                         |
| Community Functions :- Indirect Expenditure | <b>0</b>               | <b>29,000</b>         | <b>29,000</b>            | <b>0</b>                 | <b>29,000</b>      | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>0</b>               | <b>(29,000)</b>       | <b>(29,000)</b>          |                          |                    |              |                         |
| <u>550 Grants</u>                           |                        |                       |                          |                          |                    |              |                         |
| 4700 General Grants                         | 0                      | 12,000                | 12,000                   |                          | 12,000             | 0.0%         |                         |
| 4701 S137 LGA 1972 Grants                   | 30,936                 | 0                     | (30,936)                 |                          | (30,936)           | 0.0%         |                         |
| 4710 LCDP - SLA                             | 0                      | 25,000                | 25,000                   |                          | 25,000             | 0.0%         |                         |
| 4715 Wild Life Trust - Brynna Woods         | 0                      | 10,000                | 10,000                   | 5,000                    | 5,000              | 50.0%        |                         |
| Grants :- Indirect Expenditure              | <b>30,936</b>          | <b>47,000</b>         | <b>16,064</b>            | <b>5,000</b>             | <b>11,064</b>      | <b>76.5%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>(30,936)</b>        | <b>(47,000)</b>       | <b>(16,064)</b>          |                          |                    |              |                         |
| <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 Skateboard Park - Maintenance          | (110)                  | 1,000                 | 1,110                    |                          | 1,110              | (11.0%)      |                         |
| 4810 Play & O/Spaces Maintenance            | 1,391                  | 1,900                 | 509                      |                          | 509                | 73.2%        |                         |
| 4815 General Repair                         | 0                      | 150                   | 150                      |                          | 150                | 0.0%         |                         |
| Outdoor Spaces :- Indirect Expenditure      | <b>15</b>              | <b>4,380</b>          | <b>4,365</b>             | <b>0</b>                 | <b>4,365</b>       | <b>0.3%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>(15)</b>            | <b>(4,380)</b>        | <b>(4,365)</b>           |                          |                    |              |                         |
| <u>620 War Memorials</u>                    |                        |                       |                          |                          |                    |              |                         |
| 4850 Maintenance Contract                   | 1,367                  | 1,367                 | 0                        |                          | 0                  | 100.0%       |                         |
| 4855 Other Maintenance                      | 185                    | 500                   | 315                      |                          | 315                | 36.9%        |                         |
| War Memorials :- Indirect Expenditure       | <b>1,552</b>           | <b>1,867</b>          | <b>315</b>               | <b>0</b>                 | <b>315</b>         | <b>83.1%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>(1,552)</b>         | <b>(1,867)</b>        | <b>(315)</b>             |                          |                    |              |                         |
| <u>630 Llanharan Pantry</u>                 |                        |                       |                          |                          |                    |              |                         |
| 1991 Llanharan Pantry                       | (76)                   | 0                     | 76                       |                          |                    | 0.0%         |                         |
| Llanharan Pantry :- Income                  | <b>(76)</b>            | <b>0</b>              | <b>76</b>                |                          |                    |              | <b>0</b>                |

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2026

## Cost Centre Report

|                                                  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--------------------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4730 Llanharan Pantry Expenses                   | 927                    | 0                     | (927)                    |                          | (927)              | 0.0%         | 363                     |
| Llanharan Pantry :- Indirect Expenditure         | <b>927</b>             | <b>0</b>              | <b>(927)</b>             | <b>0</b>                 | <b>(927)</b>       |              | <b>363</b>              |
| <b>Net Income over Expenditure</b>               | <b>(1,003)</b>         | <b>0</b>              | <b>1,003</b>             |                          |                    |              |                         |
| 6000 plus Transfer from EMR                      | 363                    | 0                     | (363)                    |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>            | <b>(640)</b>           | <b>0</b>              | <b>640</b>               |                          |                    |              |                         |
| <u>640 Bryncae Community Centre</u>              |                        |                       |                          |                          |                    |              |                         |
| 1992 BCC Hire Fees                               | 2,822                  | 0                     | (2,822)                  |                          |                    | 0.0%         |                         |
| Bryncae Community Centre :- Income               | <b>2,822</b>           | <b>0</b>              | <b>(2,822)</b>           |                          |                    |              | <b>0</b>                |
| 4060 Council Tax                                 | 1,579                  | 0                     | (1,579)                  |                          | (1,579)            | 0.0%         |                         |
| 4075 Telephone & Broadband                       | 82                     | 0                     | (82)                     |                          | (82)               | 0.0%         |                         |
| 4080 Electric                                    | 304                    | 0                     | (304)                    |                          | (304)              | 0.0%         |                         |
| 4095 Cleaning Materials                          | 8                      | 0                     | (8)                      |                          | (8)                | 0.0%         |                         |
| 4100 Cleaning Contract                           | 606                    | 0                     | (606)                    |                          | (606)              | 0.0%         |                         |
| 4215 BCC Insurance                               | 371                    | 0                     | (371)                    |                          | (371)              | 0.0%         |                         |
| 4755 Energy - Gas                                | 152                    | 4,500                 | 4,348                    |                          | 4,348              | 3.4%         |                         |
| 4760 BCC Water Rates                             | 595                    | 1,000                 | 405                      |                          | 405                | 59.5%        |                         |
| 4765 BCC Statutory Compliance Fees               | 994                    | 1,250                 | 256                      |                          | 256                | 79.5%        |                         |
| 4775 Consumables                                 | 0                      | 375                   | 375                      |                          | 375                | 0.0%         |                         |
| 4780 BCC Administrative Costs                    | 85                     | 540                   | 455                      |                          | 455                | 15.7%        |                         |
| 4790 BCC Floodlights                             | 0                      | 460                   | 460                      |                          | 460                | 0.0%         |                         |
| Bryncae Community Centre :- Indirect Expenditure | <b>4,776</b>           | <b>8,125</b>          | <b>3,349</b>             | <b>0</b>                 | <b>3,349</b>       | <b>58.8%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>               | <b>(1,954)</b>         | <b>(8,125)</b>        | <b>(6,171)</b>           |                          |                    |              |                         |
| <u>650 Street Lighting Electric</u>              |                        |                       |                          |                          |                    |              |                         |
| 4080 Electric                                    | 326                    | 0                     | (326)                    |                          | (326)              | 0.0%         |                         |
| 4575 Street Lighting Electric                    | 0                      | 1,050                 | 1,050                    |                          | 1,050              | 0.0%         |                         |
| Street Lighting Electric :- Indirect Expenditure | <b>326</b>             | <b>1,050</b>          | <b>724</b>               | <b>0</b>                 | <b>724</b>         | <b>31.1%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                           | <b>(326)</b>           | <b>(1,050)</b>        | <b>(724)</b>             |                          |                    |              |                         |
| <u>700 Allotments</u>                            |                        |                       |                          |                          |                    |              |                         |
| 1200 Allotment Income                            | 172                    | 3,250                 | 3,078                    |                          |                    | 5.3%         |                         |
| Allotments :- Income                             | <b>172</b>             | <b>3,250</b>          | <b>3,078</b>             |                          |                    | <b>5.3%</b>  | <b>0</b>                |
| 4900 Allotment Lease Costs                       | 0                      | 22                    | 22                       |                          | 22                 | 0.0%         |                         |
| 4901 Allotment Maintenance                       | 600                    | 600                   | 0                        |                          | 0                  | 100.0%       |                         |
| 4905 Allotment Water                             | 0                      | 400                   | 400                      |                          | 400                | 0.0%         |                         |
| Allotments :- Indirect Expenditure               | <b>600</b>             | <b>1,022</b>          | <b>422</b>               | <b>0</b>                 | <b>422</b>         | <b>58.7%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>               | <b>(428)</b>           | <b>2,228</b>          | <b>2,656</b>             |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2026

## Cost Centre Report

|                                                          | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|----------------------------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>750 Community Infrastructure Levy</b>                 |                        |                       |                          |                          |                    |               |                         |
| 1300 Community Infrastructure Levy                       | 252,697                | 0                     | (252,697)                |                          |                    | 0.0%          | 252,697                 |
| Community Infrastructure Levy :- Income                  | <b>252,697</b>         | <b>0</b>              | <b>(252,697)</b>         |                          |                    |               | <b>252,697</b>          |
| 4955 CIL Project 1 Memorial Garden                       | 318                    | 0                     | (318)                    |                          | (318)              | 0.0%          | 318                     |
| 4958 CIL Grants                                          | 4,564                  | 0                     | (4,564)                  |                          | (4,564)            | 0.0%          | 4,564                   |
| 4965 CIL LCC shower block                                | 8,889                  | 0                     | (8,889)                  |                          | (8,889)            | 0.0%          | 8,889                   |
| 4966 CIL Project Ewenny Bridge                           | 7,499                  | 0                     | (7,499)                  |                          | (7,499)            | 0.0%          | 7,499                   |
| 4969 CIL Bryncae Community Centre                        | 6,293                  | 0                     | (6,293)                  |                          | (6,293)            | 0.0%          | 6,293                   |
| Community Infrastructure Levy :- Indirect<br>Expenditure | <b>27,563</b>          | <b>0</b>              | <b>(27,563)</b>          | <b>0</b>                 | <b>(27,563)</b>    |               | <b>27,563</b>           |
| <b>Net Income over Expenditure</b>                       | <b>225,134</b>         | <b>0</b>              | <b>(225,134)</b>         |                          |                    |               |                         |
| 6000 plus Transfer from EMR                              | 27,563                 | 0                     | (27,563)                 |                          |                    |               |                         |
| 6001 less Transfer to EMR                                | 252,697                | 0                     | (252,697)                |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>                    | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |               |                         |
| <b>800 Contingency</b>                                   |                        |                       |                          |                          |                    |               |                         |
| 4990 Contingency                                         | 0                      | 3,000                 | 3,000                    |                          | 3,000              | 0.0%          |                         |
| Contingency :- Indirect Expenditure                      | <b>0</b>               | <b>3,000</b>          | <b>3,000</b>             | <b>0</b>                 | <b>3,000</b>       |               | <b>0</b>                |
| <b>Net Expenditure</b>                                   | <b>0</b>               | <b>(3,000)</b>        | <b>(3,000)</b>           |                          |                    |               |                         |
| Grand Totals:- Income                                    | <b>586,955</b>         | <b>361,888</b>        | <b>(225,067)</b>         |                          |                    | <b>162.2%</b> |                         |
| Expenditure                                              | <b>138,365</b>         | <b>345,322</b>        | <b>206,957</b>           | <b>5,000</b>             | <b>201,957</b>     | <b>41.5%</b>  |                         |
| <b>Net Income over Expenditure</b>                       | <b>448,590</b>         | <b>16,566</b>         | <b>(432,024)</b>         |                          |                    |               |                         |
| plus Transfer from EMR                                   | <b>27,926</b>          | <b>0</b>              | <b>(27,926)</b>          |                          |                    |               |                         |
| less Transfer to EMR                                     | <b>252,697</b>         | <b>0</b>              | <b>(252,697)</b>         |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>                    | <b>223,819</b>         | <b>16,566</b>         | <b>(207,253)</b>         |                          |                    |               |                         |

[illegible]





## Detailed Income &amp; Expenditure by Budget Heading 31/07/2026

## Cost Centre Report

|                                                  | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--------------------------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>640 Bryncae Community Centre</u>              |                        |                   |                    |                          |                    |              |                         |
| 1992 BCC Hire Fees                               | 2,822                  | 13,500            | 10,678             |                          |                    | 20.9%        |                         |
| Bryncae Community Centre :- Income               | <u>2,822</u>           | <u>13,500</u>     | <u>10,678</u>      |                          |                    | <u>20.9%</u> | <u>0</u>                |
| 4060 Council Tax                                 | 1,579                  | 8,600             | 7,022              |                          | 7,022              | 18.4%        |                         |
| 4075 Telephone & Broadband                       | 82                     | 500               | 418                |                          | 418                | 16.4%        |                         |
| 4080 Electric                                    | 304                    | 3,500             | 3,196              |                          | 3,196              | 8.7%         |                         |
| 4095 Cleaning Materials                          | 8                      | 380               | 372                |                          | 372                | 2.1%         |                         |
| 4100 Cleaning Contract                           | 606                    | 2,580             | 1,974              |                          | 1,974              | 23.5%        |                         |
| 4110 Building Maintenance                        | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%         |                         |
| 4215 BCC Insurance                               | 371                    | 460               | 89                 |                          | 89                 | 80.6%        |                         |
| 4755 Energy - Gas                                | 152                    | 4,500             | 4,348              |                          | 4,348              | 3.4%         |                         |
| 4760 BCC Water Rates                             | 595                    | 1,000             | 405                |                          | 405                | 59.5%        |                         |
| 4765 BCC Statutory Compliance Fees               | 994                    | 1,250             | 256                |                          | 256                | 79.5%        |                         |
| 4775 Consumables                                 | 0                      | 375               | 375                |                          | 375                | 0.0%         |                         |
| 4780 BCC Administrative Costs                    | 85                     | 540               | 455                |                          | 455                | 15.7%        |                         |
| Bryncae Community Centre :- Indirect Expenditure | <u>4,776</u>           | <u>24,685</u>     | <u>19,909</u>      | <u>0</u>                 | <u>19,909</u>      | <u>19.3%</u> | <u>0</u>                |
| Net Income over Expenditure                      | <u>(1,954)</u>         | <u>(11,185)</u>   | <u>(9,231)</u>     |                          |                    |              |                         |
| Grand Totals:- Income                            | 2,822                  | 13,500            | 10,678             |                          |                    | 20.9%        |                         |
| Expenditure                                      | 4,776                  | 24,685            | 19,909             | 0                        | 19,909             | 19.3%        |                         |
| Net Income over Expenditure                      | <u>(1,954)</u>         | <u>(11,185)</u>   | <u>(9,231)</u>     |                          |                    |              |                         |
| Movement to/(from) Gen Reserve                   | <u>(1,954)</u>         | <u>(11,185)</u>   | <u>(9,231)</u>     |                          |                    |              |                         |

## Appendix 9

### **Resolutions and recommendations the Human Resources Committee held Thursday 25<sup>th</sup> June 2026**

Clerk's note: Full Council is advised to exclude the press and public for the following items of business should a debate or any detailed explanations be held.

#### **HR2026/018 One Voice Wales Job evaluation report.**

##### ***a) RECOMMENDATION***

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) RECOMMENDATION***

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) RECOMMENDATION***

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 1<sup>st</sup> April 2026).

##### ***d) RECOMMENDATION***

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

#### **HR2026/019 Urgent information or suggestions for future agendas**

The Clerk made members aware of a statutory pension reassessment process being undertaken for a former employee.

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## Appendix 11

### **Resolutions and recommendations of the Community Infrastructure Levy (C.I.L) Committee held 7<sup>th</sup> July 2026**

#### **CIL2026/029 CIL grant application policy and amended application form. *RECOMMENDED***

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.

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

##### ***RECOMMENDED***

To approve the updated figures for the Capital plan relating to LCC23/02 and to note progress.

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

##### ***RECOMMENDED***

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.

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

**a) *RECOMMENDED***

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.

**b) *RECOMMENDED***

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.

**CIL2026/034 Recommendations of Memorial Garden Centrepiece Working Group.**

**a) *RECOMMENDED***

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 place 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.

Clerk's note: See footnote for quotation details, full quotation shown at the end of this paper. - <sup>1</sup>

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)

**b) RECOMMENDED**

To request of Full Council 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. 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.

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<sup>1</sup> Formal quotation received from Amberol Ltd. £2,427.65 + VAT. Any motion to proceed should also consider suspending Financial Regulation 11.3e)ii for the reason that this particular design of planter has been specifically selected being the same as the other large planters provided in the community, the construction being of a known quality and a cross check showing it to be of comparable value with similar designs.



Llanharan Community Council  
The Memorial Garden  
Opposite Number 13  
Grove Terrace  
Llanharan  
Pontyclun  
CF72 9PR

**Amberol Limited**  
The Plantation, King Street  
ALFRETON, Derbyshire DE55 7TT Great Britain  
Tel: 01773 830930 Fax: 01773834191  
Email: sales@amberol.co.uk  
Web Site: www.amberol.co.uk

## Quotation

| Number     | Date       | Account | For The Attention Of        | Valid For |
|------------|------------|---------|-----------------------------|-----------|
| 0000022601 | 08/07/2026 | LLA003  | Llanharan Community Council | 30 Days   |

| Item Code | Description                                                                                                                                                                                                                                                                                                                                             | Quantity | Unit         | Price    |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|----------|
| GPP-5P-MG | Giant Floral Fountain 5 tiers:<br>1200,1000,800,590,470mm - Millstone Grit                                                                                                                                                                                                                                                                              | 1        | 2128.00 Each | 2,128.00 |
| CREST     | Crest/logo for use on Planter 185 x 250mm.<br>(One design)<br>*Please note quantity discounts are available on this product, however the price quoted will always be for one artwork design. Further designs will be listed separately and any amendments to the quantity will change the price stated*                                                 | 2        | 29.00 Each   | 58.00    |
| WORD-OCT  | To read "Llanharan Community Council "<br>Wording Plaque for Octagonal Planter (430mm x 75mm) (One design)<br>*Please note quantity discounts are available on this product, however the price quoted will always be for one artwork design. Further designs will be listed separately and any amendments to the quantity will change the price stated* | 1        | 57.00 Each   | 57.00    |
| WORD-OCT  | To read "Cyngor Cymuned Llanharan"<br>Wording Plaque for Octagonal Planter (430mm x 75mm) (One design)<br>*Please note quantity discounts are available on this product, however the price quoted will always be for one artwork design. Further designs will be listed separately and any amendments to the quantity will change the price stated*     | 1        | 57.00 Each   | 57.00    |
| CARRIAGE1 | Pallet - Standard delivery and Carriage Charges                                                                                                                                                                                                                                                                                                         | 1        | 127.65       | 127.65   |



Llanharan Community Council  
The Memorial Garden  
Opposite Number 13  
Grove Terrace  
Llanharan  
Pontyclun  
CF72 9PR

**Amberol Limited**  
The Plantation, King Street  
ALFRETON, Derbyshire DE55 7TT Great Britain  
Tel: 01773 830930 Fax: 01773834191  
Email: sales@amberol.co.uk  
Web Site: www.amberol.co.uk

## Quotation

| Number     | Date       | Account | For The Attention Of        | Valid For |
|------------|------------|---------|-----------------------------|-----------|
| 0000022601 | 08/07/2026 | LLA003  | Llanharan Community Council | 30 Days   |

| Item Code | Description | Quantity | Unit | Price |
|-----------|-------------|----------|------|-------|
|-----------|-------------|----------|------|-------|

Delivery Time is currently three-five weeks from receipt of official instructions

Please note that our carriage cost is based on a standard delivery Monday-Friday 8.00am - 5.00pm. Timed deliveries may be available at additional cost. Please let us know if you would like a quote for a timed delivery.

All our Self Watering Planters include both wick and mats – to ensure that plant material receives an even distribution of water

Thank you for this opportunity of quoting for our product. Please do not hesitate to contact us should you require any further information

**Prices shown on this quotation apply to acceptance of the whole quotation.  
Any amendment to the quotation will be regarded as a new quotation and the price may vary.**

Amberols Standard Terms & Conditions of sale apply

All Amounts in  
Pound Sterling

|                     |                   |
|---------------------|-------------------|
| <b>Quote Amount</b> | <b>£ 2,427.65</b> |
| <b>TOTAL VAT</b>    | <b>£ 485.53</b>   |
| <b>TOTAL GROSS</b>  | <b>£ 2,913.18</b> |

Your consultant will be Milena Simeoni

Amberol offers all customers a 5 year guarantee against defects in materials and workmanship (from date of purchase) \* terms and conditions may apply to certain products.

Registered in England No 950595 VAT Registration No 126 6416 75

on behalf of Amberol Limited

## Appendix 12

**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.**

**The Council has resolved the following:**

2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026

I) 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.

### **Progress**

- Grantscape require a minimum of 10 years to be remaining on the lease of the skatepark.
- The Clerk has begun the process of renewing the lease with RCTCBC and is expecting a draft lease to be available from RCTCBC in August 2026.

See a copy of the current lease and correspondence between the Clerk, Grantscape and RCTCBC Corporate Estates below.



Notice that sections 24 to 28 of the Landlord and Tenant Act 1954 are not to apply to a business tenancy

To: *Llanharan Community Council c/o 71 The Dell Tonteg CF38 1TH*

From: *Rhondda Cynon Taff County Borough Council of The Pavilions  
Cambrian Park Clydach Vale CF40 2XXJ*

### IMPORTANT NOTICE

**You are being offered a lease without security of tenure. Do not commit yourself to the lease unless you have read this message carefully and have discussed it with a professional adviser.**

Business tenants normally have security of tenure – the right to stay in their business premises when the lease ends.

**If you commit yourself to the lease you will be giving up these important legal rights.**

—You will have no right to stay in the premises when the lease ends.

—Unless the landlord chooses to offer you another lease, you will need to leave the premises.

—You will be unable to claim compensation for the loss of your business premises, unless the lease specifically gives you this right.

—If the landlord offers you another lease, you will have no right to ask the court to fix the rent.

It is therefore important to get professional advice – from a qualified surveyor, lawyer or accountant – before agreeing to give up these rights.

If you want to ensure that you can stay in the same business premises when the lease ends, you should consult your adviser about another form of lease that does not exclude the protection of the Landlord and Tenant Act 1954.

If you receive this notice at least 14 days before committing yourself to the lease, you will need to sign a simple declaration that you have received this notice and have accepted its consequences, before signing the lease.

**But if you do not receive at least 14 days notice, you will need to sign a “statutory” declaration. To do so, you will need to visit an independent solicitor (or someone else empowered to administer oaths).**

Unless there is a special reason for committing yourself to the lease sooner, you may want to ask the landlord to let you have 14 days to consider whether you wish to give up your statutory rights. If you then decide to go ahead with the agreement to exclude the protection of the Landlord and Tenant Act 1954, you would only need to make a simple declaration, and so would not need to make a separate visit to an independent solicitor.

ch the above is a copy.

**DATED**

**2013**

**RHONDDA CYNON TAFF  
COUNTY BOROUGH COUNCIL**

**to**

**LLANHARAN COMMUNITY COUNCIL**

**LEASE**

**Lease of land at Oakbrook Park, Llanharan  
in the County Borough of  
Rhondda Cynon Taff**

**Paul J. Lucas, Esq.,  
Director of Legal and Democratic Services,  
Rhondda Cynon Taff County Borough Council,  
The Pavilions,  
Cambrian Park,  
Rhondda Cynon Taff CF40 2XX**

**THIS LEASE** is made the                      day of                      Two Thousand and thirteen  
**BETWEEN RHONDDA CYNON TAFF COUNTY BOROUGH COUNCIL** of The Pavilions  
Cambrian Park Clydach Vale CF40 2XX (hereinafter called "the Landlord" which expression  
shall include the Landlord's successors in office) of the one part and **LLANHARAN**  
**COMMUNITY COUNCIL** c/o 71 The Dell Tonteg CF38 1TH (hereinafter called "the Tenant"  
which expression shall where the context so admits include its successors in title) of the  
other part

**WITNESSETH** as follows:-

1. **IN** consideration of the rent and the covenants by the Tenant hereinafter reserved and  
contained the Landlord hereby demises unto the Tenant **ALL THAT** piece or parcel of land  
comprising approximately 0.12 acres of land situate at Oakbrook Park, Llanharan in the  
County Borough of Rhondda Cynon Taff as the same is with the boundaries thereof  
delineated and edged red on the plan annexed hereto (hereinafter called the demised  
premises) **TOGETHER WITH** (in common with the Landlord and all other persons entitled  
thereto) the rights set out in the First Schedule hereto Excepting and Reserving unto the  
Landlord and the successors in title of the Landlord and their respective Lessees tenants  
agents servants licensees and other persons claiming through or under the Landlord and all  
other persons who now have or may hereafter be entitled to or granted by the Landlord a  
similar right or rights the easements rights and privileges specified in the Second Schedule  
hereto **TO HOLD** the same unto the Tenant for the term of twenty one years from and  
including the                      day of                      Two Thousand and                      **PAYING THEREFOR**  
the yearly rent of a peppercorn

2. **THE** Tenant hereby covenants with the Landlord as follows:-

- (i) To pay the rent hereby reserved whether demanded or not
- (ii) To pay and discharge all rates taxes assessments impositions duties charges and  
outgoings whatsoever whether Parliamentary local or otherwise which are now or  
may hereafter become imposed or charged upon the demised premises or  
payable by the owner or occupier in respect thereof



- (iii) Not to erect any fencing around the demised premises without the consent of the Landlords Outdoor Amenities Officer or such other officer of the Landlord as notified to the Tenant and if consent is given thereafter to maintain in good and substantial repair and condition such fences of the demised premises to the satisfaction of the Landlord
- (iv) Not to make any charge for the use of the demised premises or to benefit pecuniary either directly or indirectly or charge for administration in relation to the demised premises or the use thereof
- (v) To resurface the demised premises for bases of the equipment to be placed thereon to the satisfaction of the Landlord
- (vi) Not to assign underlet or part with the possession of the demised premises or any part thereof
- (vii) Not to erect any structures on the demised premises except the skateboarding equipment such equipment to conform to the guidelines of the Royal Society for the Prevention of Accidents
- (viii) Not to use or permit the demised premises to be used for any purposes other than for skateboard, scooter and mountain bike use by the public
- (ix) To obtain all necessary planning approvals and permissions for the uses above mentioned and for the erection of any equipment permitted under this agreement and to do all acts and things required by and perform any works comfortably in all respects with the provisions and conditions thereof and with the provisions of any statute rule order regulation or byelaw applicable
- (x) To permit the Landlord and its Agents at all reasonable times to enter the demised premises
  - (a) To inspect the condition thereof and for all other reasonable purposes
  - (b) To lay pipes cables or other conducting media in on over or under the demised premises subject to the Landlord making good any damage thereby caused

- (xi) Not to do or permit or suffer to be done on the demised premises any act or thing which shall or may be or become or may cause a nuisance damage annoyance or disturbance to the Landlord or persons using the demised premises or to the occupiers or owners of the neighbouring premises
- (xii)
  - (a) Not to bring store stack or lay out on the demised premises any materials equipment plant bins crates cartons boxes or any receptacle for waste or any other than that necessary for the permitted use of the demised premises
  - (b) Not to deposit or permit to be deposited any waste rubbish or refuse on the demised premises
  - (c) To keep the demised premises and any structures permitted to be erected thereon from time to time in good and substantial repair to the satisfaction of the Landlord
  - (d) Not to keep or store on the demised premises any vehicle caravan or moveable dwelling
  - (e) to be responsible for all grounds maintenance in relation to the demised premises
- (xiii) To indemnify and keep indemnified the Landlord against:
  - (a) all claims for damages losses expenses actions demands compensation and costs made against or suffered or incurred by the Landlord arising directly or indirectly out of any act omission or negligence of the Tenant or its servants or agents;
  - (b) any breach or non-observance by the Tenant of the covenants conditions or other provisions of this lease or any of the matters to which this demise is subject;
  - (c) any financial assistance obtained by or on behalf of the Tenant terms and conditions thereto including clawback provisions relating to funding sought or to be sought in respect of the demised premises
  - (d) the use state repair or condition of the demised premises or any works

carried out at any time during the Term;

- (e) any act activity neglect or default by the Tenant or by their respective servants or agents or by any persons on the demised premises
  - (f) any injury or loss to any person death or any damage occasioned to property in or on the demised premises; or
  - (g) any notice served by the local authority or other statutory body
- (xiv) To effect an insurance policy with a company to be approved by the Landlord to cover the risks in Clause 2(xiii) as a result of the user of the Tenant of the demised premises to the extent of not less than **FIVE MILLION POUNDS** in respect of any one claim and to renew such policy premium during the currency of this demise and to produce such policy and the receipts for the premiums to the Landlord on demand
- (xv) Not to sell or permit to be or suffer to be sold or to permit to be consumed in any part of the demised premises any alcohol
- (xvi) To fully insure any buildings or erections which may be permitted on the demised premises from time against the usual insurance risks in the joint names of the Landlord and the Tenant with insurers previously approved by the Landlord and to produce a copy of the policy and the receipt for the premium to the Landlord on demand
- (xvii) Not to exhibit or permit to be exhibited on or in the vicinity of the demised premises any advertisement aerial or sign of any kind whatsoever
- (xviii) Not to use or permit or suffer the demised premises to be used for a sale by auction or for any dangerous noxious or offensive trade or business nor for any illegal or immoral act or purpose nor to keep place or store or suffer to be kept placed or stored upon the demised premises or any part thereof materials of a dangerous combustible or explosive nature or the keeping or storing of which may contravene any statute order or local regulation or bye-law
- (xix) To pay all costs charges and expenses (including solicitors costs and surveyor's



fees) incurred by the Landlord for the purpose or in contemplation of or incidental to the preparation and service of a notice under Section 146 or 147 of the Law of Property Act 1925 requiring the Tenant to remedy a breach of any of the covenants herein contained notwithstanding forfeiture for such breach shall be avoided otherwise than by relief granted by the Court

- (xx) At the expiration or sooner determination of the Term granted to remove at its own cost and expense all equipment and fixtures from the demised premises to the satisfaction of the Council making good nevertheless at the expense of the Tenant and to the satisfaction of the Landlord any damage to the demised premises caused by such removal **AND PROVIDED FURTHER** that if the Tenant shall fail to leave the demised premises in such condition as aforesaid then and in such case the Landlord may do or affect all such repairs for which the Tenant shall be liable hereunder and the cost thereof shall be paid by the Tenant to the Landlord on demand and the certificate of the Landlord's Surveyor or some other authorised officer of the Landlord certifying the cost to the Landlord shall be final and binding on the Tenant
  - (xxi) To comply in all respect with the provisions of any statutes and any other obligations imposed by law applicable to the demised premises
  - (xxii) Before each used of the demised premises the Tenant shall thoroughly inspect the same to ensure that all hazards and potentially injurious materials are removed therefrom
  - (xxiii) At the expiration or sooner determination of the said term peaceably to surrender and yield up to the Landlord the demised premises with any additions thereto in good and substantial repair and condition in accordance with the covenants contained in the Lease
- (3) **THE** Landlord hereby covenants with the Tenant that the Tenant paying the rent hereby reserved and performing and observing the covenants and conditions hereinbefore contained and on the part of the Tenant to be performed and observed shall and may



(subject to the express reserved to the Landlord hereunder) peaceably hold and enjoy the demised premises during the term hereby granted without unlawful interruption or disturbance from or by the Landlord or any person rightfully claiming thereunder or in trust from it

**(4) PROVIDED ALWAYS AND IT IS HEREBY AGREED AND DECLARED**

- (i) **IF** the rent hereby reserved or any part thereof shall at any time be in arrear and not paid for twenty one days after the same shall become due (whether formally legally demanded or not) or if the Tenant shall at any time fail or neglect to perform and observe any of the covenants and condition herein contained then the Landlord may at any time thereafter re-enter upon the demised premises or any part thereof in the name of the whole and henceforth hold and enjoy the same as if this Lease had not been granted but without breach of any right or action or remedy of the Landlord for any antecedent breach of covenant by the Tenant
- (ii) That in case any dispute or difference shall at any limit or times arise between the Tenant and the tenants and occupiers of any adjoining or contiguous property belonging to the Landlord relating to the services or any easements or privileges whatsoever affecting or relating to the demised premises or any adjoining or contiguous property or as to the walls separating the demised premises from the adjoining property the dispute shall from time to time be settled and determined by the Landlord or by a person approved or appointed to the Landlord to which determination the Tenant shall from time to time submit and whose decision shall be final upon all parties to the dispute
- (iii) **EXCEPT** as is hereby expressly granted to the Tenant the Tenant shall not be or become entitled to any right of way water drainage access of light and air to or for the demised premises or to any other right privilege or easement which would in any way restrict or interfere with the user of any adjoining or neighbouring property whether the Landlord or of any other person for building or other

purpose

- (iv) **NOTHING** herein contained shall confer upon the Tenant any right to the benefit or to enforce or to have enforced or to prevent the release or modification of any consent agreement or condition entered into by any lessee or tenant of the Landlord in respect of property not comprised in this Lease or to prevent or restrict in any way the development of any land not comprised in this Lease
- (v) **ANY** statutory right of the Tenant to claim compensation from the Landlord on vacating the demised premises shall be excluded to the extent that the law allows
- (5) (a) On \_\_\_\_\_ the Landlord served notice on the Tenant pursuant to the provisions of the Landlord and Tenant Act 1954 Section 38A(3) as inserted by the Regulatory Reform (Business Tenancies) (England and Wales) Order 2003 and on \_\_\_\_\_ the Tenant made a simple declaration pursuant to the Regulatory Reform (Business Tenancies) (England and Wales) Order 2003 Schedule 2
- (b) Pursuant to the provisions of the Landlord and Tenant Act 1954 Section 38A(1) as inserted by the Regulatory Reform (Business Tenancies) (England and Wales) Order 2003, the parties agree that the provisions of the 1954 Act Sections 24-28 inclusive are to be excluded in relation to the tenancy created by the Lease
- (5) Subject to the provisions of the 1954 Act Section 38 the Tenant shall not be entitled to any compensation under section 37 of the 1954 Act upon quitting the demised premises or any part of them
- (6)

It is hereby agreed that there is no prior agreement for lease to which this Lease gives effect

**IN WITNESS** whereof the Landlord and Tenant have executed these presents as a deed the day and year first before written

### **THE FIRST SCHEDULE**

The right (in common with the Landlord and those authorised by him) for the Tenant and its successors in title the owners and occupiers for the time being of the demised premises and their respective servants and licensees at all times to pass and repass on foot only to and from the demised premises for all purposes connected with the use and enjoyment of the demised premises (but not otherwise) over and along the area of land which for the purpose of identification only is coloured blue on the said plan annexed hereto

### **THE SECOND SCHEDULE**

#### **Exceptions and Reservations**

1. The free passage and running of water soil gas electricity and other supplies to and from the adjoining land of the Landlord in and through the pipes wires sewers channels and drains which now are or may hereafter during the Term be in through or under the demised premises
2. All rights of light air and other easements and rights now or hereafter belonging to or enjoyed by the demised premises from or over any adjacent or neighbouring land or building
3. The right to build or rebuild or alter any adjacent or neighbouring land or building in any manner whatsoever and to let the same for any purpose or otherwise deal therewith notwithstanding the light or air to the demised premises is in any such case thereby diminished
4. The right to support and shelter and all other easements and rights now or hereafter belonging to or enjoyed by all adjacent or neighbouring land or buildings an interest

wherein possession or reversion is at any time during the Term vested in the  
Landlord

5. The right to lay pipes cables or other conducting media in on over or under the demised premises subject to the Landlord making good any damage thereby caused
6. The right to enter the demised premises at any time to ascertain that the Tenant is complying with the terms of this Lease

EXECUTED AS A DEED by affixing the  
Common Seal of Rhondda Cynon Taff  
County Borough Council in the  
Presence of

Authorised Signatory



## LAND REGISTRY PRESCRIBED CLAUSES

| Land Registry prescribed particulars                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LR1. Date of lease</b>                                                                                                                                                                                                                                                                                                                                                                                                            | <i>2 September 2013</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>LR2. Title number(2)</b>                                                                                                                                                                                                                                                                                                                                                                                                          | <p><b>LR2.1 Landlord's title number(s)</b><br/> <i>Title number(s) out of which this lease is granted. Leave blank if not registered.</i><br/> <b>CYM518657</b></p> <p><b>LR2.2 Other title numbers</b><br/> <i>Existing title number(s) against which entries of matters referred to in LR9, LR10, LR11 and LR13 are to be made.</i></p>                                                                                                                                          |
| <b>LR3. Parties to this lease</b><br><br><i>Give full names, addresses and company's registered number, if any, of each of the parties. For Scottish companies use a SC prefix and for limited liability partnerships use an OC prefix. For foreign companies give territory in which incorporated.</i>                                                                                                                              | <p><b>Landlord</b><br/> Rhondda Cynon Taff County Borough Council of The Pavilions Cambrian Park Clydach Vale CF40 2XX</p> <p><b>Tenant</b><br/> Llanharan Community Council c/o 71 The Dell Tonteg CF38 1TH</p> <p><b>Other parties</b><br/> None</p> <p><i>Specify capacity of each party, for example "management company", "guarantor", etc</i></p>                                                                                                                            |
| <b>LR4. Property</b><br><br><i>Insert a full description of the land being leased or<br/> Refer to the clause, schedule or paragraph of a schedule in this lease in which the land being leased is more fully described.</i><br><br><i>Where there is a letting of part of a registered title, a plan must be attached to this lease and any floor levels must be attached to this lease and any floor levels must be specified.</i> | <p><b>In the case of a conflict between this clause and the remainder of this lease then, for the purposes of registration, this clause shall prevail.</b><br/> <b>Clause 1 of this Lease .</b></p>                                                                                                                                                                                                                                                                                |
| <b>LR5. Prescribed statements etc.</b>                                                                                                                                                                                                                                                                                                                                                                                               | <p><b>LR5.1 Statements prescribed under rules 179 (dispositions in favour of a charity), 180 (dispositions by a charity) or 196 (leases under the Leasehold Reform, Housing and Urban Development Act 1993) of the Land Registration Rules 2003.</b><br/> Not applicable</p> <p><b>LR5.2 This lease is made under, or by reference to, provisions of:</b><br/> Leasehold Reform Act 1967<br/> Housing Act 1985<br/> Housing Act 1988<br/> Housing Act 1996<br/> Not applicable</p> |

|                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>LR6. Term for which the Property is leased</b></p> <p><i>Include only the appropriate statement (duly completed) from the three options.</i></p> <p><i>NOTE: The information you provide, or refer to, here will be used as part of the particulars to identify the lease under rule 6 of the Land Registration Rules 2003.</i></p> | <p>The term is as follows:<br/>21 years from and including the 1<sup>st</sup> August 2007 (this term is referred to in this Lease as “the Term”)</p>                                                                                                                                                                                                   |
| <p><b>LR7. Premium</b></p> <p><i>Specify the total premium, inclusive of VAT where possible.</i></p>                                                                                                                                                                                                                                      | <p>None</p>                                                                                                                                                                                                                                                                                                                                            |
| <p><b>LR8. Prohibitions or restrictions on disposing of this lease</b></p> <p><i>Include whichever of the two statements is appropriate.</i></p> <p><i>Do not set out here the wording of the provision.</i></p>                                                                                                                          | <p>This lease contains a provision that prohibits or restricts dispositions</p>                                                                                                                                                                                                                                                                        |
| <p><b>LR9. Rights of acquisitions etc.</b></p> <p><i>Insert the relevant provisions in the sub-clauses or refer to the clause, schedule or paragraph of a schedule in this lease which contains the provisions.</i></p>                                                                                                                   | <p><b>LR9.1 Tenant’s contractual rights to renew this lease, to acquire the reversion or another lease of the Property, or to acquire an interest in other land</b><br/>None</p> <p><b>LR9.2 Tenant’s covenant to (or offer to) surrender this lease</b><br/>None</p> <p><b>LR9.3 Landlord’s contractual rights to acquire this lease</b><br/>None</p> |
| <p><b>LR10. Restrictive covenants given in this lease by the Landlord in respect of land other than the Property</b></p> <p><i>Insert the relevant provisions or refer to the clause, schedule or paragraph of a schedule in this lease which contains the provisions.</i></p>                                                            | <p>None</p>                                                                                                                                                                                                                                                                                                                                            |
| <p><b>LR11. Easements</b></p> <p><i>Refer here only to the clause, schedule or paragraph of a schedule in this lease which sets out the easements.</i></p>                                                                                                                                                                                | <p><b>LR11.1 Easements granted by this lease for the benefit of the Property</b><br/>The rights referred to in the First Schedule</p> <p><b>LR11.2 Easements granted or reserved by this lease over the Property for the benefit of other property</b><br/>The rights referred to in the Second Schedule</p>                                           |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>LR12. Estate rentcharge burdening the Property</b><br><br><i>Refer here only to the clause, schedule or paragraph of a schedule in this lease which sets out the rentcharge.</i>                                                                                                                                                                                                                                                                                                                                         | None            |
| <b>LR13. Application for standard form of restriction</b><br><br><i>Set out the full text of the standard form of restriction and the title against which it is to be entered. If you wish to apply for more than one standard form of restriction use this clause to apply for each of them, tell us who is applying against which title and set out the full text of the restriction you are applying for.</i><br><br><i>Standard forms of restriction are set out in Schedule 4 to the Land Registration Rules 2003.</i> | None            |
| <b>LR14. Declaration of trust where there is more than one person comprising the Tenant</b><br><br><i>If the Tenant is one person, omit or delete all the alternative statements.</i><br><br><i>If the Tenant is more than one person, complete this clause by omitting or deleting all inapplicable alternative statements.</i>                                                                                                                                                                                            | Not applicable. |

## LAND REGISTRY

### LAND REGISTRATION ACTS 2002

**LESSOR'S TITLE NUMBER:**

CYM296500

**PROPERTY LEASED:**

Land at Oakbrook Park Llanharan  
Rhondda Cynon Taff shown edged red  
on the plan attached

**YEARLY RENT:**

Peppercorn

**DATE:**

2 September 2013

**From:** [Leigh Smith. The Clerk. Llanharan Community Council](#)  
**To:** [Oakbrook Skatepark refurb and pump track Working Group](#)  
**Subject:** FW: Lease Renewal - 13177696 - Land at Brynna Road, Llanharan  
**Date:** 18 June 2026 15:16:00  
**Attachments:** [image001.png](#)  
[image005.png](#)

---

Members of the Oakbrook skatepark refurb and pumptrack working group.

Please see below.

Regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

[www.llanharan-cc.gov.wales](http://www.llanharan-cc.gov.wales)

**Tel: 01443 231430 / 07769 266675**

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---

**From:** Watkins, Stephen <Stephen.Watkins@rctcbc.gov.uk>

**Sent:** 18 June 2026 13:01

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

**Subject:** RE: Lease Renewal - 13177696 - Land at Brynna Road, Llanharan

**Subject to Contract and Without Prejudice**

Dear Leigh,

Thank you for providing the documentation requested.

In regard to the insurance, this is not a problem which would prevent the matter from progressing at this time. However, I would appreciate if you could provide a copy of the updated insurance certification upon receipt of the finalised version.

I can confirm that I have now instructed the Council's Legal Property team to complete a report on title to determine if there are any legal encumbrances within the relevant property title which may prevent any lease renewal from progressing. This is standard procedure for any lease renewal and usually takes being 4-6 weeks to complete, dependent on the workload of the Legal Property team.

I will ensure any other actions as detailed in my email below are completed within this timescale to



prevent any undue delay.

In the meantime, please do not hesitate to contact me if you have any queries.

Thank you.

Kind regards,

Steve Watkins

**Stephen Watkins**  
**Syrfëwr Ystadau | Estates Surveyor**

Adnoddau Corfforaethol | Corporate Resources  
C.B.S Rhondda Cynon Taf | Rhondda Cynon Taf C.B.C  
Canolfan Menter y Cymoedd | Valleys Innovation Centre,  
Parc Hen Lofa'r | Navigation Park,  
Abercynon,  
Rhondda Cynon Taf,  
CF45 4SN

 **01443 281188 | 07392193738**



Rhowch wybod os ydych chi'n bwriadu ymdrin â'r mater yn Gymraeg. Ni fydd gohebu drwy gyfrwng y Gymraeg yn arwain at oedi.

*Please confirm if you wish to conduct the matter in Welsh. Corresponding in Welsh will not lead to delay.*



**From:** Leigh Smith. The Clerk. Llanharan Community Council <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>

**Sent:** 10 June 2026 13:53

**To:** Watkins, Stephen <[Stephen.Watkins@rctcbc.gov.uk](mailto:Stephen.Watkins@rctcbc.gov.uk)>

**Cc:** Daniel, Sarah <[Sarah.Daniel@rctcbc.gov.uk](mailto:Sarah.Daniel@rctcbc.gov.uk)>

**Subject:** RE: Lease Renewal - 13177696 - Land at Brynna Road, Llanharan

**Rhybudd:** E-bost allanol yw hwn - sy wedi dod o sefydliad/unigolyn y tu allan i'r Cyngor. Byddwch yn wylidwrs wrth glicio ar ddolenni neu agor atodiadau.

**Caution:** This is an external email and did not originate from within the Council. Please take care when clicking links or opening attachments.

Hi Stephen,

Thanks for getting in touch so promptly.

To confirm, the nature of query relates to the renewal of the attached lease, dated the 2<sup>nd</sup> September 2013. The requirement for the lease renewal is due to a grant funder requiring a minimum of 10 years to be remaining on the lease term to commit funds to facilitate the redevelopment of the skatepark (as identified edged red within the attached plan). **Please can you confirm this is correct?**

**Yes**

Yes, the tender for a replacement Skatepark is largely drawn up (Draft attached), the Community Council is funding circa 50% of the cost from our available CIL funds and the other circa 50% is to be funded via Grantscape who have already granted the funds in principle. I can confirm that they require at least 10 years remaining on the lease.

- A specification of any works to be completed as part of the redevelopment for the Council's consideration;

**Please see draft tender pack, and drawing of likely design attached.**

- A copy of any insurances (including public liability insurance) held by the proposed lessee.

We have recently renewed our annual insurance policy on 1<sup>st</sup> June 2026, typically the finalised documents aren't available for a few months, so I have attached last years' documentation which is materially the same to indicate our level of cover etc... Will this suffice?

Best regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

[www.llanharan-cc.gov.wales](http://www.llanharan-cc.gov.wales)

**Tel: 01443 231430 / 07769 266675**

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bydd holl negeseuon yn cael eu cofnodi a/neu fonitro unol â'r ddeddfwriaeth berthnasol.  
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---

**From:** Watkins, Stephen <[Stephen.Watkins@rctcbc.gov.uk](mailto:Stephen.Watkins@rctcbc.gov.uk)>

**Sent:** 10 June 2026 12:04

**To:** Leigh Smith. The Clerk. Llanharan Community Council <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>

**Cc:** Daniel, Sarah <[Sarah.Daniel@rctcbc.gov.uk](mailto:Sarah.Daniel@rctcbc.gov.uk)>

**Subject:** Lease Renewal - 13177696 - Land at Brynna Road, Llanharan

**Subject to Contract and Without Prejudice**

Dear Leigh,

I hope this email finds you well.

As an introduction, I will be Estates Surveyor responsible for acting on behalf of Rhondda Cynon Taf County Borough Council's (herein "The Council") Asset Planning and Management team.

To confirm, the nature of query relates to the renewal of the attached lease, dated the 2<sup>nd</sup> September 2013. The requirement for the lease renewal is due to a grant funder requiring a minimum of 10 years to be remaining on the lease term to commit funds to facilitate the redevelopment of the skatepark (as identified edged red within the attached plan). **Please can you confirm this is correct?**

The Council are willing to consider a lease renewal subject to the following due diligence and due process being completed by the Council's Asset Planning and Management team:

- To undertake a consultation with the relevant Council remit department whose portfolio the land in question resides within, in regard to any lease renewal;
- To instruct the Council's Legal Property team to complete a report on title to determine if there are any legal encumbrances which may prevent any lease renewal from progressing;
- To prepare and agree heads of terms with the proposed lessee to provide a legal framework for any lease renewal;
- To complete a schedule of condition to inform any lease in regard to the condition of the land prior to and post any redevelopment.

To allow the Council's Asset Planning and Management team to complete the above, please can you provide;

- A specification of any works to be completed as part of the redevelopment for the Council's consideration;
- A copy of any insurances (including public liability insurance) held by the proposed lessee.

Thank you.

Kind regards,

Steve Watkins

**Stephen Watkins**  
**Syrfëwr Ystadau | Estates Surveyor**

Adnoddau Corfforaethol | Corporate Resources  
C.B.S Rhondda Cynon Taf | Rhondda Cynon Taf C.B.C  
Canolfan Menter y Cymoedd | Valleys Innovation Centre,  
Parc Hen Lofa'r | Navigation Park,  
Abercynon,  
Rhondda Cynon Taf,  
CF45 4SN

 **01443 281188 | 07392193738**



Rhowch wybod os ydych chi'n bwriadu ymdrin â'r mater yn Gymraeg. Ni fydd gohebu drwy gyfrwng y Gymraeg yn arwain at oedi.

*Please confirm if you wish to conduct the matter in Welsh. Corresponding in Welsh will not lead to delay.*



**From:** Leigh Smith. The Clerk. Llanharan Community Council <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>

**Sent:** 22 May 2026 14:09

**To:** Daniel, Sarah <[Sarah.Daniel@rctcbc.gov.uk](mailto:Sarah.Daniel@rctcbc.gov.uk)>

**Subject:** Corporate estates

**Rhybudd:** E-bost allanol yw hwn - sy wedi dod o sefydliad/unigolyn y tu allan i'r Cyngor. Byddwch yn wyliadwrus wrth glicio ar ddolenni neu agor atodiadau.

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Hi Sarah,

I've been trying to get in touch with Allison Harrison of corporate estates for some time regarding an urgent lease issue.

However her email has just bounced back and her number is off. I'm assuming she is no longer with RCT?

Can you help with this one?

We lease some land at Oakbrook in Llanharan upon which we have a skatepark.

We have funding in place (50% ours and 50% from a grant funder), however the lease runs out in 2 years. I have been trying to get some movement on an early renewal as the grant funder requires 10 years on the lease.

We are now ready to go to tender but as the months have rolled on with no response, despite me chasing we are now at a point where we cant issue the tender, cant get any response from Corporate estates (possibly because Allison hasn't been around) and the existing skatepark is in urgent need of replacement and may need to be condemned soon (judging by the inspection reports).

Are you able to confirm if Allison is no longer around, who I can contact as an alternative and who I can escalate this too at a sufficiently senior level to try and expedite the early renewal of the lease? (Assuming RCT are happy to do so).

I'm not expecting a response today BTW

Thanks in advance

Regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

[www.llanharan-cc.gov.wales](http://www.llanharan-cc.gov.wales)

**Tel: 01443 231430 / 07769 266675**

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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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**From:** Domain postMaster address <[postmaster@rctcbc.gov.uk](mailto:postmaster@rctcbc.gov.uk)>

**Sent:** 22 May 2026 13:20

**To:** Leigh Smith. The Clerk. Llanharan Community Council <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>

**Subject:** Your message couldn't be delivered



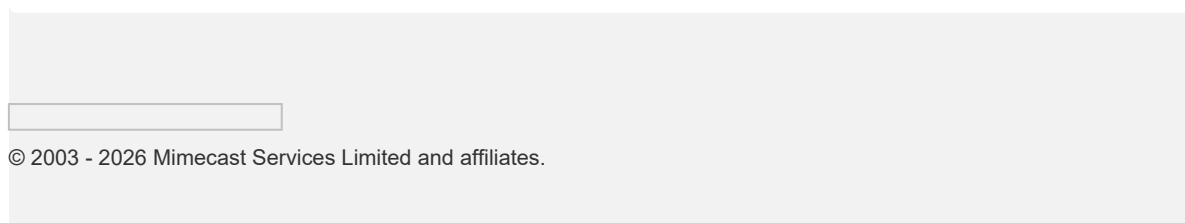
## Your message couldn't be delivered

The message you sent to [allison.harrison@rctcbc.gov.uk](mailto:allison.harrison@rctcbc.gov.uk) couldn't be delivered due to:  
Recipient email address is possibly incorrect.

### Further information

5.4.1 Recipient address rejected: Access denied. For more information see  
<https://aka.ms/EXOSmtpErrors> [DB1PEPF000509E9.eurprd03.prod.outlook.com 2026-05-22T12:20:24.557Z 08DEB7A76E780426]

If you sent this message to multiple addresses, you'll receive a notification like this for every one that didn't arrive.



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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 bersonol, sensitif neu gyfrinachol. Os nad chi yw'r person a enwyd (neu os nad oes gyda chi'r awdurdod i'w derbyn ar ran y

person a enwyd) chewch chi ddim ei chopïo neu'i defnyddio, neu'i datgelu i berson arall. Os ydych chi wedi derbyn y neges ar gam, rhowch wybod i'r sawl sy wedi anfon y neges ar unwaith. Mae'n bosibl y bydd holl negeseuon yn cael eu cofnodi a/neu fonitro unol â'r ddeddfwriaeth berthnasol. I ddarllen yr ymwadiad llawn, ewch i <http://www.rctcbc.gov.uk/ymwadiad>

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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

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**From:** [Richard Smith](#)  
**To:** [Leigh Smith. The Clerk. Llanharan Community Council](#)  
**Cc:** [23-bd91998-1a5f17-uk-a862d565@smartsimplecloud.com](#); [Office](#); [Rebecca Jenkins](#)  
**Subject:** RE: RNB 2025-22459 - Contribution to Skatepark in Llanharan Community Council Area  
**Date:** 01 July 2026 11:33:57  
**Attachments:** [image002.png](#)  
[image003.png](#)

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Hi Leigh,

Thanks very much for getting back to me so quickly. It's good to hear that RCT corporate estates have been in touch quickly and I hope you are able to renew the lease soon.

Please can you let me know if there are any updates.

Best wishes

Richard

**Richard Smith**  
Senior Grant Officer  
GrantScape  
Direct Tel: 01908 247638  
[www.grantscape.org.uk](http://www.grantscape.org.uk)

---

**From:** Leigh Smith. The Clerk. Llanharan Community Council <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>  
**Sent:** 01 July 2026 11:21  
**To:** Richard Smith <[Richard.smith@grantscape.org.uk](mailto:Richard.smith@grantscape.org.uk)>  
**Cc:** [23-bd91998-1a5f17-uk-a862d565@smartsimplecloud.com](#); [Office](#) <[Office@llanharan-cc.gov.wales](mailto:Office@llanharan-cc.gov.wales)>; [Rebecca Jenkins](#) <[Rebecca.Jenkins@llanharan-cc.gov.wales](mailto:Rebecca.Jenkins@llanharan-cc.gov.wales)>  
**Subject:** RE: RNB 2025-22459 - Contribution to Skatepark in Llanharan Community Council Area

Hi Richard,

Yes RCT corporate estates have been in touch and are processing a draft renewal lease now.

I don't have a timescale as such but it is encouraging that they made contact within a week or so of us making an urgent request.

Best regards

**Leigh Smith**  
**Clerk to the Council.**  
**Llanharan Community Council**  
[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)  
[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)  
<https://link.edgepilot.com/x/9r76WyFXCRfo0IAblqlzwO0?u=http://www.llanharan-cc.gov.wales/>  
**Tel: 01443 231430 / 07769 266675**



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**From:** Richard Smith <[Richard.smith@grantscape.org.uk](mailto:Richard.smith@grantscape.org.uk)>

**Sent:** 01 July 2026 10:08

**To:** Leigh Smith. The Clerk. Llanharan Community Council <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>

**Cc:** [23-bd91998-1a5f17-uk-a862d565@smartsimplecloud.com](mailto:23-bd91998-1a5f17-uk-a862d565@smartsimplecloud.com); Office <[Office@llanharan-cc.gov.wales](mailto:Office@llanharan-cc.gov.wales)>; Rebecca Jenkins <[Rebecca.Jenkins@llanharan-cc.gov.wales](mailto:Rebecca.Jenkins@llanharan-cc.gov.wales)>

**Subject:** RE: RNB 2025-22459 - Contribution to Skatepark in Llanharan Community Council Area

Hi Leigh,

I hope you are well.

I'm in the process of reviewing all the Mynydd Portef projects and was wondering whether there are any updates available regarding your negotiations regarding the lease? I'd be grateful if you could send over a quick update when you have a moment.

I look forward to hearing from you.

Best wishes

Richard

**Richard Smith**

Senior Grant Officer

GrantScape

Direct Tel: 01908 247638

[https://link.edgepilot.com/x/Jz452YI4F4gbBBWPOdQQnOE?  
u=http://www.grantscape.org.uk/](https://link.edgepilot.com/x/Jz452YI4F4gbBBWPOdQQnOE?u=http://www.grantscape.org.uk/)

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**From:** Leigh Smith. The Clerk. Llanharan Community Council <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>

**Sent:** 22 May 2026 12:36

**To:** Richard Smith <[Richard.smith@grantscape.org.uk](mailto:Richard.smith@grantscape.org.uk)>

**Cc:** [23-bd91998-1a5f17-uk-a862d565@smartsimplecloud.com](mailto:23-bd91998-1a5f17-uk-a862d565@smartsimplecloud.com); Office <[Office@llanharan-cc.gov.wales](mailto:Office@llanharan-cc.gov.wales)>; Rebecca Jenkins <[Rebecca.Jenkins@llanharan-cc.gov.wales](mailto:Rebecca.Jenkins@llanharan-cc.gov.wales)>

**Subject:** RE: RNB 2025-22459 - Contribution to Skatepark in Llanharan Community Council Area

Hi Richard,

We would like to commence the project in 2026. (The dates on the draft in Red are from a template version only).

As soon as I am comfortable that there are no barriers to the funding I will issue the tender. I would hope to be assessing tenders in July/August 2026 with a start date sometime after the summer holidays 2026 I would imagine.

Specifically I wanted to check that there is no issue with you as a funder that the lease for the ground lapses in 2028. We do not foresee renewal being an issue but some funders insist on a longer lease period.

If this is the case I'd rather know now as once the tenders are in they will only remain valid for a certain period and the wheels turn extremely slowly at RCTCBC corporate estates.

If there are no issues there then I am comfortable issuing the tender and a contract coming afterwards.

Best regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

<https://link.edgepilot.com/x/HM0snSqcl3UI95yE4tnh3PQ?u=http://www.llanharan-cc.gov.wales/>

**Tel: 01443 231430 / 07769 266675**

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**From:** Richard Smith <[Richard.smith@grantscape.org.uk](mailto:Richard.smith@grantscape.org.uk)>

**Sent:** 22 May 2026 11:35

**To:** Leigh Smith. The Clerk. Llanharan Community Council <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>

**Cc:** [23-bd91998-1a5f17-uk-a862d565@smartsimplecloud.com](mailto:23-bd91998-1a5f17-uk-a862d565@smartsimplecloud.com)

**Subject:** RE: RNB 2025-22459 - Contribution to Skatepark in Llanharan Community Council Area

Hi Leigh,

Thanks for your email and for sending over a copy of the tender pack for the project, this is really helpful. Please can you confirm that you are looking to start work on the project in early 2027 as we need to report progress of all project at our advisory panel meeting.

Regarding the formal funding contract, we usually require the procurement process to be completed before we can issue the contract as it links to the cost of the project. If you would like to submit the pre conditions without the tenders I will ask whether it might be possible to issue the contract ahead of the tendering being completed but it might not be possible.

I hope this helps, please feel free to contact me if you have any questions.

Please note that I will be on annual leave next week so it may take a little longer than usual for me to get back to you.

Best wishes

Richard

**Richard Smith**

Senior Grant Officer

GrantScape

Direct Tel: 01908 247638

[https://link.edgepilot.com/x/fV8mk18hpr6SdWGIlFK8Da0?  
u=http://www.grantscape.org.uk/](https://link.edgepilot.com/x/fV8mk18hpr6SdWGIlFK8Da0?u=http://www.grantscape.org.uk/)

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**From:** Leigh Smith. The Clerk. Llanharan Community Council <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>

**Sent:** 20 May 2026 14:19

**To:** Richard Smith <[Richard.smith@grantscape.org.uk](mailto:Richard.smith@grantscape.org.uk)>

**Subject:** RE: RNB 2025-22459 - Contribution to Skatepark in Llanharan Community Council Area

Hi Richard,

I attach our draft tender pack for the project. This will be reviewed and then posted on the Sell2Wales portal in the next month or so.

I should also inform you that the land upon which the skatepark is to be built is leased by us from RCTCBC. The lease expires in August 2028.

Apart from the £100,000 grant provided by yourselves, the remaining funds are available to us on hand for the project.

Is there anything else you need from us now or can we continue with the security of knowing the funds will be transferred when required (following the successful issuing of the work order).

Best regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

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**Tel: 01443 231430 / 07769 266675**

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**From:** Richard Smith <[Richard.smith@grantscape.org.uk](mailto:Richard.smith@grantscape.org.uk)>

**Sent:** 16 March 2026 11:30

**To:** The Clerk / Project Officer <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)>

**Subject:** RE: RNB 2025-22459 - Contribution to Skatepark in Llanharan Community Council Area

Hi Leigh,

Thanks very much for your email and for the update on gathering the tenders for the works. Once you submit the preconditions I should be automatically notified but it would also be helpful if you could send a quick email, just in case.

I hope everything goes well with getting the tenders in, if you have any questions or if there are any changes to the project costs once you have completed the process please do feel free to contact me.

Best wishes

Richard

**Richard Smith**

Senior Grant Officer

GrantScape  
Direct Tel: 01908 247638  
[https://link.edgepilot.com/x/c-PCriB11YA1hWvmvmaF9po?  
u=http://www.grantscape.org.uk/](https://link.edgepilot.com/x/c-PCriB11YA1hWvmvmaF9po?u=http://www.grantscape.org.uk/)

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**From:** The Clerk / Project Officer <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)>  
**Sent:** 16 March 2026 11:08  
**To:** Richard Smith <[Richard.smith@grantscape.org.uk](mailto:Richard.smith@grantscape.org.uk)>  
**Subject:** RE: RNB 2025-22459 - Contribution to Skatepark in Llanharan Community Council Area

Hi Richard,

Thanks for getting in touch.

We are hoping to issue a tender for our project in the next few months so I will dig into this before I progress this any further.

Best regards

**Leigh Smith**  
**Clerk to the Council.**  
**Llanharan Community Council**  
[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)  
[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)  
<https://link.edgepilot.com/s/6974656b/f25dGd0zc0uZORrgMzxguA?u=http://www.llanharan-cc.gov.wales/>  
**Tel: 01443 231430 / 07769 266675**

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**From:** Richard Smith <[Richard.smith@grantscape.org.uk](mailto:Richard.smith@grantscape.org.uk)>  
**Sent:** 09 March 2026 11:48  
**To:** The Clerk / Project Officer <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)>  
**Cc:** [23-bd91998-1a5f17-uk-a862d565@smartsimplecloud.com](mailto:23-bd91998-1a5f17-uk-a862d565@smartsimplecloud.com)  
**Subject:** RNB 2025-22459 - Contribution to Skatepark in Llanharan Community Council Area

Dear Mr Smith,

I hope you are well.

I'm emailing to introduce myself and let you know that I'll be your new main point of contact for your project with GrantScape.

I'm currently familiarising myself with your application and the preconditions required to allow the contract to be raised. If you have any questions or updates regarding your preconditions or the contracting process, please feel free to contact me using the details below.

All the additional information we require relating to your project is listed on the online portal. Please log in to <https://link.edgepilot.com/s/f4302568/q-JcgCWwqEqyzUFgBEQuTw?u=https://grantscape.smartsimpleuk.com/> and under My Activities, select To Do. Open the conditions and submit all the requested information.

I'm looking forward to working with you.

Best wishes,

Richard

**Richard Smith**

Senior Grant Officer

GrantScape

Direct Tel: 01908 247638

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## Appendix 14

### **Resolutions and recommendations of the Audit Committee held 9<sup>th</sup> of July 2026**

#### **A2026/040 RFO Internal Auditors Year End Report Summary**

##### ***RECOMMENDED***

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.

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

##### ***RECOMMENDED***

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.

#### **A2026/043 Grant Applications**

##### **1<sup>st</sup> Llanharan Rainbows – Appendix 4a**

###### **a) *RECOMMENDED***

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

##### **Brynnarainbow Guides and Brynnarainbow Brownies - Appendix 4b**

###### **b) *RECOMMENDED***

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

##### **1<sup>st</sup> Llanharan Scout Group - Appendix 4c**

###### **c) *RECOMMENDED***

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.



## **Llanharan & Bryncae Brass – Appendix 4d**

### ***RECOMMENDED***

To recommend 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.

## **A2026/045 Bank Reconciliations and List of Payments**

### ***RECOMMENDED***

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

## **A2026/048 Review of Regular Payment Arrangements**

### ***RECOMMENDED***

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.

## **2026/049 Method of Considering Budgeted Grant Applications**

### ***RECOMMENDED***

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.

## **A2026/050 Virements for the Financial Year 2025/26**

### ***RECOMMENDED***

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

The next scheduled meeting of the Audit Committee will be held by remote attendance on the **10<sup>th</sup> of September 2026**

## **Appendix 14: Proposal for the provision of wall-mounted flagpoles and flags**

2026/163b)

### **RESOLVED**

*To accept the proposal in principle to purchase flags to be displayed 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 displayed throughout the year to a set schedule. The officers to carry out further research, including consultation with residents, and present a paper to council with further details including estimated initial and ongoing costs at a future meeting.*

Llantrisant Community Council staff have provided a template and demonstration of flagpole design and construction.

Cost to assemble 50 wall-mounted flagpoles = £350

Cost of flags = £350 to purchase and adapt

25 x Union flag

25 x Wales flag

24 x Dewi Sant flag

Total cost of project: approx. £700 or £14 per flagpole (including 2 flags)

Construction to be done by Council staff, with offer of support from Llantrisant CC – approx 3 days' work for two people: £660

Installation to be done by Council staff. First time approx 3 days' work for two people: £660.

Subsequent installations one day's work for two people: £220

A risk assessment will be drawn up along with evidence of competence for the use of ladders. With this in place the health and safety risks are considered achievable.

Ongoing costs: flags likely to need replacing every 5 years depending on flying schedule. Suggest budgeting for annual spend of up to £100.

The Council has 58 brackets: 44 on business premises, 14 on community centres (see map). Premises owners/occupiers have been consulted and no objections raised.

Suggested periods to display flags:

Mid-February into March: St David's Day – Wales and Dewi Sant

*May to October: hanging baskets are in place*

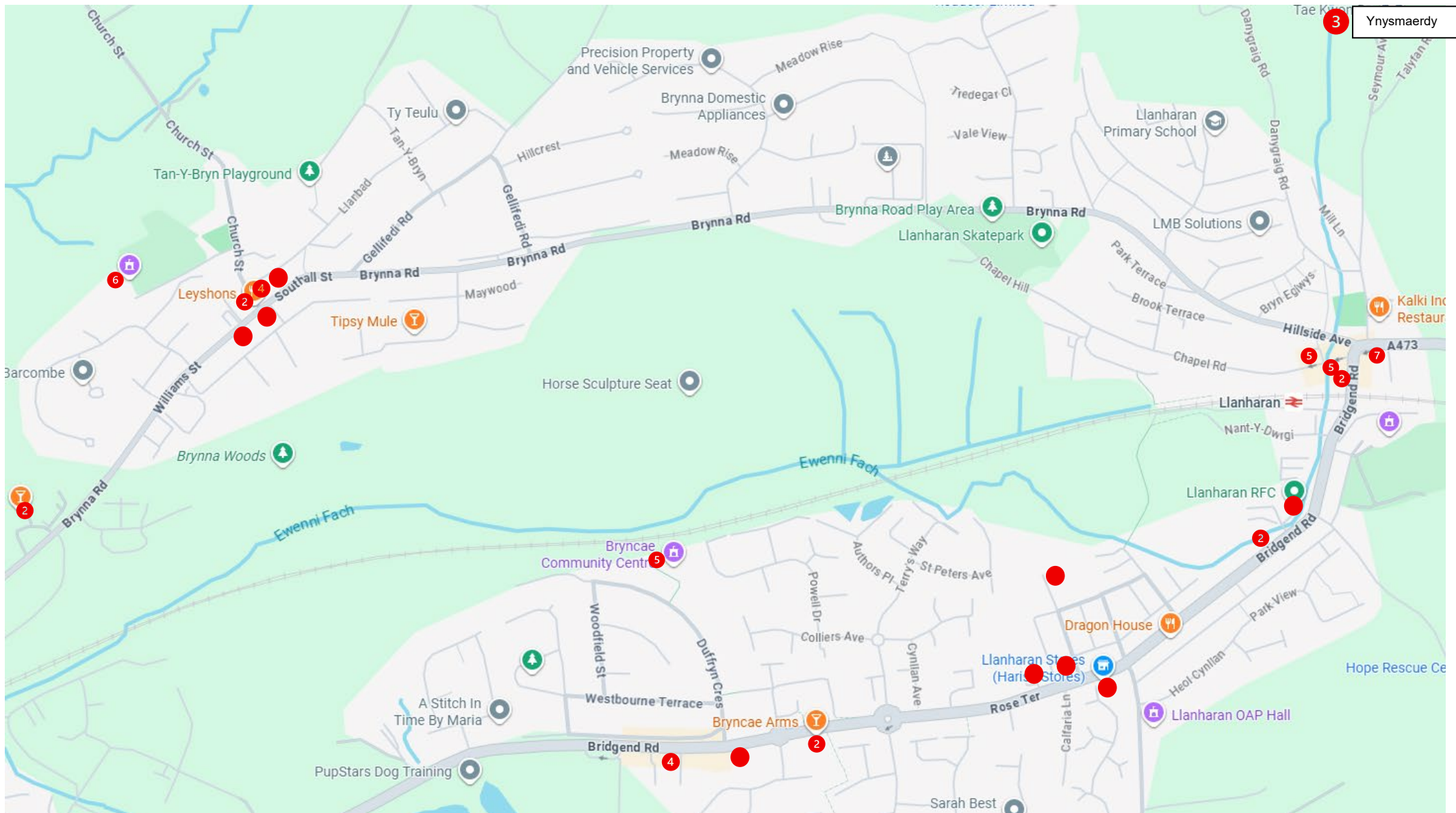
November: Remembrance Day – Union and Wales

*December to January: Christmas trees are in place*

Other national/local occasions as appropriate.

Options:

1. Start with 10 and pilot in Llanharan Square (£140).
2. Make 25, 9 for Brynna and 16 (every other) from Llanharan Square to Dolau (£350).
3. Make 50 and do all 44 business premises plus 2 at each Community Centre (£700).
4. Make 50 and purchase an additional 25 Wales flags (50 in total) for a full display (£800).
5. Some other option not listed here.



Locations of wall brackets





## Appendix 16 - Proposal to install flagpoles at the “Dram” colliery memorial

2026/163c)

c) **RESOLVED**

*To accept the proposal in principle to erect up to three flag poles near the coal dram near the roundabout at the bottom of Enterprise Way, ideally displaying the Welsh flag, Union flag 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, including consultation with local residents, and present a paper to council with further details including estimated initial and ongoing costs at a future meeting.*

### Estimated initial costs (exclusive of VAT)

|                                                                 |                                                        |
|-----------------------------------------------------------------|--------------------------------------------------------|
| Premium quality printed polyester flags 5' x 3':                | £50 each (national flags)<br>£65 (custom Council flag) |
| Glassfibre flagpoles 6m:                                        | £360 - £500 each                                       |
| Aluminium flagpoles 6m:                                         | £200 - £400 each                                       |
| Delivery:                                                       | £65 - £150                                             |
| <b>Total initial cost for 1 GF flagpole inc. installation:</b>  | <b>£1500</b>                                           |
| <b>Total initial cost for 3 GF flagpoles inc. installation:</b> | <b>£3000</b>                                           |
| <b>Planning application</b>                                     | <b>£525</b>                                            |

See breakdown of figures below.

Ongoing costs: minimal. To be included in 5-yearly safety inspection regime.

### Choice of materials:

#### Aluminium

##### Advantages

Lower cost (generally)

Often delivered in sections, making delivery and installation easier.

##### Disadvantages

More rigid in strong winds.

Can be noisy in windy conditions.

Can oxidise over time, requiring repainting.

#### Glassfibre

##### Advantages

Excellent wind performance – slight flex in gusts, reducing stress on pole and foundation.

Very quiet.

Outstanding corrosion resistance - will not corrode or oxidise.

Very low maintenance - no repainting and minimal upkeep. Significant advantage given the location, where lowering the poles would require road closure.

Non-conductive.

##### Disadvantages

Higher initial purchase cost (generally).

**Note:**

Recommend internal halyard system as more vandal-proof in an exposed location.

**Layout of plot**

With the current layout of the plot including two planters, some may consider the space too crowded for three flag poles. They need to be 2m apart to allow a 5' flag to fly freely

**Planning and consents**

Residents having been consulted have raised no objections.

Planning permission will be required:

1. For poles higher than 4m – non-residential operational development £191.50
2. Advertisement consent for the Council flag only £333.50

**Options:**

1. To purchase and install one 6m glassfibre flagpole from Flagpole Express, and one 5'x3' Welsh flag, authorising the officers to spend up to £1850 (including a 10% contingency) and to apply for the relevant permission.
2. 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 apply for the relevant permissions; and to draw up an appropriate design for the Council flag.
3. Some other option not listed here.

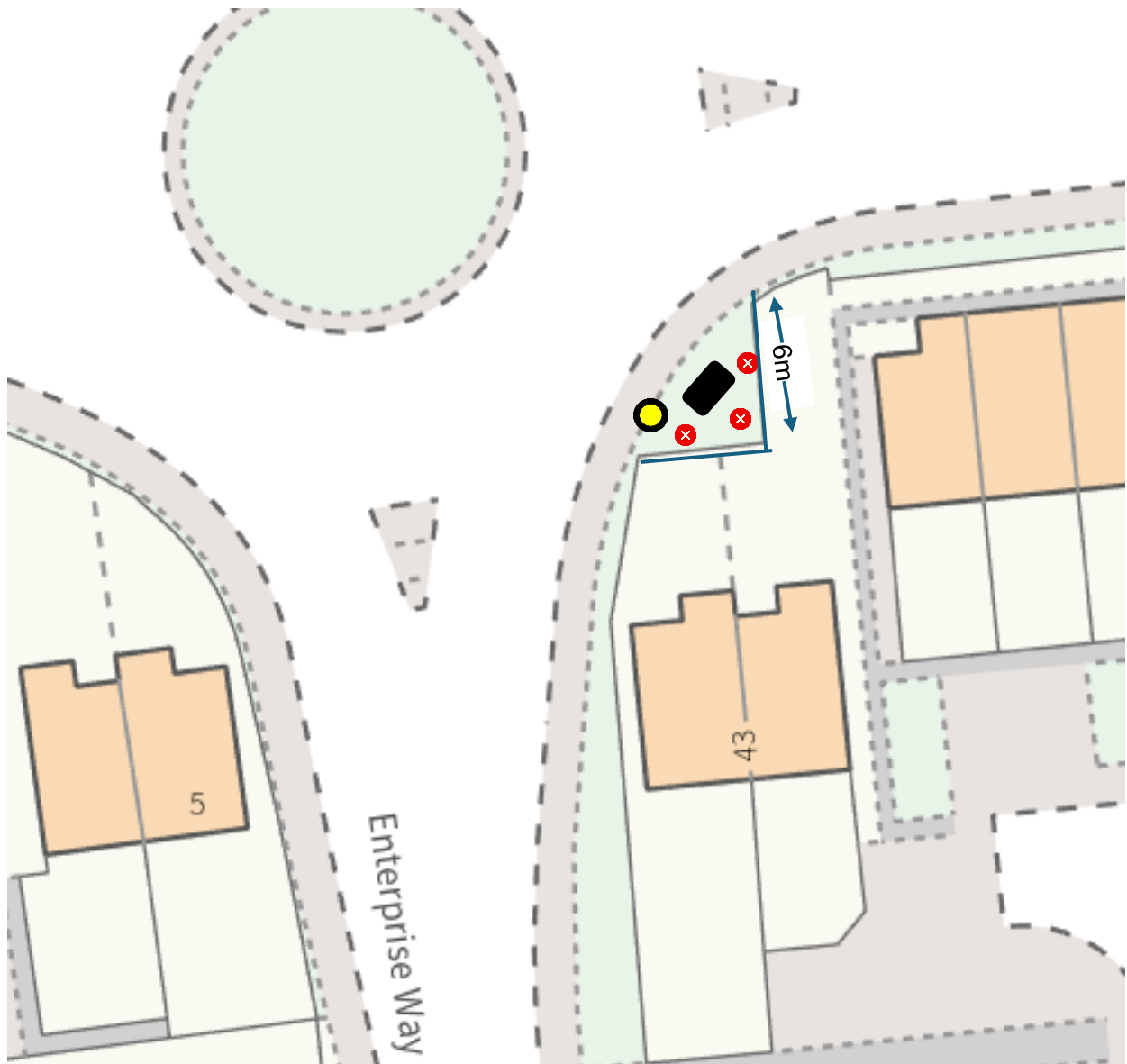
**Footnote**

***Details from various suppliers (prices quoted excluding VAT):***

| Supplier                 | GF pole | Diam (mm) | Carriage | AL pole | Diam (mm) | Carriage | 1 GFs inc. install | 3 GFs inc. install |
|--------------------------|---------|-----------|----------|---------|-----------|----------|--------------------|--------------------|
| Flagpole-express.co.uk   | £360    | 120-65    | £65      | £396    | 60        | £65      | £1,440             | £3,230             |
| Flags.co.uk              | £430    | 100-50    | £651     | £119    | 65-50     | £150     | £2,431             | £2,731             |
| Flagpoles.co.uk          | £389    | 120-65    | £66      | £206    | 114-60    | £66      | £2,479             | £3,967             |
| Flagsand-flagpoles.co.uk | £485    | 120-65    | ?        | £257    | 60        | incl     |                    |                    |
| Flagmakers.co.uk         | £435    |           | £80      | £440    | 75-60     | £75      |                    |                    |

**Overleaf:**

Street Plan of A473/Enterprise Way roundabout showing LCC plot (Title No: CYM645612) and proposed location of flagpoles



Key:

-  Proposed position of flagpoles
-  Existing Coal Dram memorial installation
-  Boundary of Llanharan Community Council plot (CYM645612)
-  Existing street lamp

## Appendix 17

**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). Suspending Financial Regulation 11.3e)ii and authorising the officers to place orders accordingly. Included with the consent of the Chair of the Bryncae Community Centre Committee.**

Clerk's note:

This item is already on the Bryncae Community Centre Capital Improvement plan and has CIL funds allocated to it.

Whilst the Bryncae Community Centre Committee (BCC) has delegated authority to spend allocated CIL funds on the project, only Full Council can suspend Financial Regulations.

Having contacted a number of appropriate companies and providing a specification for a quotation, Solar Sunshades were the only company who provided a quotation. Therefore in order to proceed with the order it will be necessary to suspend Financial Regulation 11.3eii<sup>1</sup>

In the interests of expediency, the Chair of the BCC Committee has consented to the matter appearing on the Full Council Agenda.

All funds to come from already allocated CIL funds.

Quotation below.

---

<sup>1</sup> 11.3e). When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in Regulation 11.3., where the value:  
ii. is less than £30,000 (inclusive of VAT) and greater than £1,500 the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply.



# Solar Sunshades Ltd & Meridian Blinds

Quote  
Ref: 260630-matthew-4  
Date: 01 Jul 2026

North Road  
Bridgend Industrial Estate  
Bridgend  
CF31 3TP

Bryncae Community Hall  
Powell Drive  
Llanharan  
CF72 9UU  
07786266675  
Clerk@llanharan-cc.gov.wales

Unit 2  
Gripoly Mills Retail Park  
Sloper Road  
Cardiff  
CF11 8AA

T: 0800 980 4810  
W: www.solarsunshades.co.uk  
VAT Number: 125-1742-93

| Item                                                                                                                                                     | Price                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 1. Hall, Louvolite Fascia, White<br>x22                                                                                                                  | £1540.00              |
| 2. Hall, RL06 Benthin Large Roller, Unishade, White 3.0<br>Control: RH Motor<br>Motors: Somfy Sonesse 40/30 RTS<br>Remote Control 2: One Touch 6 Channel | £1305.00              |
| 3. Hall, RL06 Benthin Large Roller, Unishade, White 3.0<br>Control: RH Motor<br>Motors: Somfy Sonesse 40/30 RTS                                          | £1014.00              |
| 4. Hall, RL06 Benthin Large Roller, Unishade, White 3.0<br>Control: RH Motor<br>Motors: Somfy Sonesse 40/30 RTS                                          | £1014.00              |
| 5. Hall, RL06 Benthin Large Roller, Unishade, White 3.0<br>Control: RH Motor<br>Motors: Somfy Sonesse 40/30 RTS                                          | £1275.00              |
| 6. Hall, RL06 Benthin Large Roller, Unishade, White 3.0<br>Control: RH Motor<br>Motors: Somfy Sonesse 40/30 RTS<br>Remote Control 2: One Touch 6 Channel | £1044.00              |
| 7. Hall, RL06 Benthin Large Roller, Unishade, White 3.0<br>Control: RH Motor<br>Motors: Somfy Sonesse 40/30 RTS                                          | £1014.00              |
| 8. Hall, RL06 Benthin Large Roller, Unishade, White 3.0<br>Control: RH Motor<br>Motors: Somfy Sonesse 40/30 RTS                                          | £1275.00              |
| <i>Fascia will be extra cost</i>                                                                                                                         |                       |
|                                                                                                                                                          | Total: £9481.00       |
|                                                                                                                                                          | Discount: £3481.00    |
|                                                                                                                                                          | Final Total: £6000.00 |

VAT 20%, Net £5000.00, Tax £1000.00  
Payments to: Solar Sunshades Ltd, Sort code: 40-43-31, A/C no: 53884759  
Please use the Ref number above as your payment reference.

**To consider delegating 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 of CIL funds. Suspending Financial Regulation 11.3e)iii<sup>2</sup> and authorising the Clerk to place orders accordingly. Included with the consent of the Chair of the Bryncae Community Centre Committee**

Clerk's note: For associated ancillary electrical works. It being considered impractical and a poor use of staff resources to obtain further quotations for such minor works.

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<sup>2</sup> 11.3e) When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in Regulation 11.3., where the value:

iii. is below £1,500 and above £250 the Proper Officer shall strive to obtain 3 estimates of the cost of proposed supply.

## **Appendix 19**

### **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 21**

### **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: 2nd June 2026  
Our Ref: 26/0437/FUL  
Please ask for: Daniel Morgan  
Telephone: 01443 281130  
Email: Daniel.Morgan1@rctcbc.gov.uk

Dear Councillor,

**TOWN AND COUNTRY PLANNING ACT 1990**

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

26/0437/FUL  
Replacement of roof finish  
5 The Green, Brynna, Rhondda Cynon Taf,  
CF72 9ZR

**CONSULTATION - COMMENTS TO BE RECEIVED BY: 23.06.2026..**

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

*Daniel Morgan*

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



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**YOUR DATA MATTERS** [www.rctcbc.gov.uk/dataprotection](http://www.rctcbc.gov.uk/dataprotection)



**From:** [Leigh Smith, The Clerk, Llanharan Community Council](#)  
**To:** ["planningservices@rctcbc.gov.uk"](mailto:planningservices@rctcbc.gov.uk)  
**Subject:** RE: 26/0302/FUL Land Adjacent To 197 Meadow Rise, Brynna  
**Date:** 22 May 2026 12:25:00

---

Good morning,

Regarding this application. Llanharan Community Council has resolved:

## **2026/173 Planning matters**

### ***RESOLVED***

With regards planning application 26/0302/FUL: To formally comment that proposed wildflower planting should specify the planting of seeds and plants with local provenance and that the proposed nesting boxes should be swift boxes with suitable calling equipment to support the existing provision of well-used swift boxes at Meadow Rise, this may encourage further nesting for the young.

I appreciate the deadline for formal comment has passed, however I will pass on the comments to you anyway.

Regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

[www.llanharan-cc.gov.wales](http://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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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.



Ms Catherine Kennedy  
Llanharan Community Council  
2A CHAPEL ROAD  
Llanharan  
Pontyclun  
CF729QA  
United Kingdom

Dyddiad/Date: 10/06/2026  
Ein Cyf/Our Ref: 26/0498/NMA  
Gofynnwch am/ Laura Heron  
Please ask for:  
Rhif Fôn/ 01443 281130  
Telephone:  
Ebost/Email: Laura.J.Heron@rctcbc.gov.uk

Dear Ms Kennedy

### TOWN AND COUNTRY PLANNING ACT 1990

**Fy Nghyf/My Ref:** 26/0498/NMA  
**Datblygiad Arfaethedig / Proposal:** Non-material amendment to 20/0845/FUL - Reduction in height of garage and reconfiguration of roof slope.  
**Lleoliad / Location** Memorial Garden Garage , Grove Terrace, Llanharan, Pontyclun CF72 9PR

Your application was received on 05/06/2026 and was registered as valid from 05/06/2026. Your application has been given the above description and reference number and allocated to the above-named officer. **If you think that the description is incomplete, inaccurate, or misleading in any way, please contact the department as soon as possible.**

We will now check the application to make sure that it complies with the statutory requirements. If it does not and is therefore invalid, we will contact you again as soon as possible.

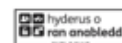
If by 03/07/2026, you have not received notification that your application is invalid or that the Council has decided the application you may appeal to the National Assembly for Wales. You must make the appeal within 6 months of the decision, or the date above, if there has been no decision and you have not agreed to extend the time for the Council to decide the application. Appeals must be made on a form which is obtainable from Planning

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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**YOUR DATA MATTERS** [www.rctcbc.gov.uk/dataprotection](http://www.rctcbc.gov.uk/dataprotection)





and Environment Decisions Wales, Crown Buildings, Cathays Park,  
Cardiff, CF10 3NQ, Tel: 0300 0304400, [www.planningportal.gov.uk/planning/appeals](http://www.planningportal.gov.uk/planning/appeals)

Please do keep in touch with us to check the progress on your application, including when it will be presented to committee for decision, if this is necessary. Our technical support team or your case officer will be glad to assist.

Yr eiddoch yn gywir / Yours sincerely,

A handwritten signature in black ink, appearing to read 'J. Bailey'.

**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: 12th June 2026  
Our Ref: 26/0285/FUL  
Please ask for: Charlotte Gibbs  
Telephone: 01443 281130  
Email: Charlotte.Gibbs@rctcbc.gov.uk

Dear Councillor,

**TOWN AND COUNTRY PLANNING ACT 1990**

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

26/0285/FUL  
Two storey rear extension  
27 Trenos Place, Llanharan, Rhondda  
Cynon Taf, CF72 9RX

**CONSULTATION - COMMENTS TO BE RECEIVED BY: 03.07.2026..**

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*

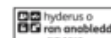
Planning Officer

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

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Business Support Unit, Ty Elai, Dinas Isaf Industrial Estate, Williamstown, Tonypandy, CF40 1NY



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## Appendix 21

### **To note the code of conduct for qualifying employees of the Council and its implications (Code of Conduct (Qualifying Local Government Employees) (Wales) Order 2001)**

For **officers (employees) of a Welsh community council**, there is a separate **Officer Code of Conduct**. It is not the same as the councillors' Code of Conduct.

The relevant legislation is the **Code of Conduct (Qualifying Local Government Employees) (Wales) Order 2001**. It states that employees must act with:

- Integrity
- Honesty
- Impartiality
- Objectivity
- Accountability to their employing authority

and must serve the authority as a whole rather than individual members.

- Remain politically impartial in their professional role.
- Give professional advice regardless of political considerations.
- Avoid conflicts of interest.
- Use council resources properly.
- Treat councillors, colleagues and the public fairly and professionally.
- Comply with council policies and lawful instructions.

The explanatory note to the legislation states that, for employees to whom the Code applies, **the terms and conditions of employment are deemed to incorporate the Code of Conduct**. In other words, compliance with the Code forms part of the employee's employment contract. Adherence to the Code of Conduct is there for an implicit term of employment for qualifying staff.

Qualifying staff at Llanharan Community Council are: All staff.  
All staff will be issued with a copy of the Code of Conduct.

A copy can be found here: [The Code of Conduct \(Qualifying Local Government Employees\) \(Wales\) Order 2001](#).