

# LLANHARRY COMMUNITY COUNCIL

MINUTES OF MONTHLY MEETING HELD ON WEDNESDAY, 11<sup>TH</sup>  
JUNE 2016 AT 7.30 P.M. AT THE AMBULANCE HALL, BIRCHGROVE, LLANHARRY.

PRESENT: COUNCILLORS W OWEN (CHAIRMAN); I CLARIDGE; (MRS) P CLARIDGE;  
(MRS) DILWORTH; D SNOOK; M THOMAS; R WILLIAMS AND MRS G LEWIS (CLERK).

Member of the public in attendance: Mr H Ayres.

The Chairman allowed the members of the public to speak about their concerns:

- Planting of flower beds at Ty Isaf;
- Cleaning of the bus shelter opposite Spar.

## 1. ELECTION OF MEMBER TO PRESIDE IN THE ABSENCE OF THE CHAIRMAN AND VICE-CHAIRMAN

The Chairman was present.

## 2. APOLOGIES FOR ABSENCE

Councillor (Mrs.) Stephens and Councillor Stephens – accepted.

## 3. DISCLOSURE OF INTERESTS

The Clerk declared in interest in item 19 – review of wages.

## 4. COMMUNITY POLICING

PC Wilson and PCSO Butler sent their apologies that they are unable to attend due to being on rest days.

### 4.1 Crime report:

There was only one reported crime of Theft from Llanmoor Homes reported in the period May to date and three instances of anti-social behaviour.

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Speeding Operations on Red Hill resulted in average reported speed of 28mph in the 30mph zone and 35mph in the 40mph zone.

Parking is continued to be monitored and appropriate action taken regarding any vehicles seen parked inappropriately.

PACT Priorities: (1) Speeding; (2) Parking.

The next PACT meeting is to be held on Sunday 12<sup>th</sup> June 2016, 2pm at the Ambulance Hall, Birchgrove, Llanharry.

Members asked that complaints regarding vehicles speeding, suddenly braking and skidding down Red Hill are passed to Officers at the PACT meeting.

## 5. CONSIDERATION AND APPROVAL OF ACCOUNTS FOR PAYMENT

### 5.1 Payment of Accounts

**Resolved:** To make payment of all accounts presented, as per the list attached to the minutes.

### 5.2 Bank Reconciliation

**Resolved:** to accept the bank reconciliation for May.

### 5.3 GF MAY 16/MAMA Y 16/BES MAY 16

**Resolved:** to accept the GF Sheet, Budget Estimates and Monthly Expenditure Sheet for March.

## 6. EXAMINATION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

The minutes of the A.G.M. and Monthly Meeting of 11<sup>th</sup> April were confirmed.

## 7. SIGNATURE OF MINUTES OF PREVIOUS MEETINGS

The minutes of the Monthly meeting were duly signed by the Chairman.

## 8. MATTERS ARISING

### 8.1 Playing Field/AFC Matters

The need for a barrier has been reported to RCTCBC – no acknowledgement of the letter has been received or action taken to date.

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The Clerk is still trying to source metal plaques for the existing street furniture.

## 8.2 Field Bookings

Resolved: to approve the following bookings:

Charity Football Match on Saturday 18<sup>th</sup> June;  
Family Fun Day Saturday 20<sup>th</sup> August;  
Fireworks Event/Halloween Saturday 29<sup>th</sup> October.

Individuals and Organisations are reminded that they must obey the stipulated rules and regulations. They must provide their own insurance cover for any staged event. Llanharry Community Council will not accept any liability for any claim arising from such events.

## 8.3 Matters at Tylagarw

### Tylagarw Community Centre

A letter was written to Mr De Benedictis on 19<sup>th</sup> May. No reply has yet been received.

### Tylagarw Play Area

Councillor Owen reported that Councillor Stephens had informed residents of Tylagarw that a play area would not be forthcoming as no suitable site had been identified.

### Solar Park Community Benefit Fund

SunCredit has informed the Clerk that the £50,000 fund has been paid to RCTCBC and is being administered by Mr De Benedictis. She stated that she had approached Mr De Benedictis asking that the Community Council is involved with any decision making regarding how the fund is spent. After several emails flying back and forth, the bottom line is that all suggestions and ideas have to be routed through and approved by Councillor Stephens and then approved by RCTCBC.

**Resolved:** to hold a meeting with the public to inform residents for the Community Benefit Fund and ask their views on how it should be spent. The Clerk was instructed to make a leaflet and given the authority to arrange and pay for it to be delivered to all Tylagarw residents.

## 8.4 Ambulance Hall

Roof – to be deferred until the next meeting.

Members asked that the Clerk write a letter of thanks to Linden Court for their kind donation of stacking chairs, tables and notice board.

## 8.5 Proposed New Play Area in Llanharry

To be deferred until Councillor Stephens is in attendance.

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8.6 Condition of the Alleyways in Llanharry

A reply has been received from Corporate Estates “With regards to the boundary of the land at 27 Birchgrove (abutting the alleyway), we believe that the extent of the ground which was sold by the Council as part of the property sale many years ago, was up to the edge of the footpath. It is a fact that in many instances in days gone by, that when boundary/garden fencing was erected during construction of housing estates the boundary of a property (the fencing) wasn’t always installed in the correct position and over time as properties were sold by the Local Authority, these anomalies were rectified. However, in order to satisfy ourselves, I shall request that a member of our land management team go out and take another look at the ground”.

8.7 Consideration of the Green Space between Elm Road and Beech Road

A reply has been received from Corporate Estates stating “the land to the rear of Llanharry Workingmens’ Club is a well maintained ‘amenity open space’ and the Council will not consider either a sale or lease of the site or any other management arrangements at this time”.

8.8 Signs for the Cemetery/Playing Field

The Clerk reported that the signs have now been delivered.

8.9 Consideration of whether to apply for outline planning permission for the land either side of Laureldene allotments

The Clerk is still trying to find someone to advise on this matter.

8.10 Current position of the purchase of land to extend the Cemetery

Awaiting the outcome of the planning application for change of use.

9. TO RECEIVE REPORTS FROM MEMBERS OF OUTSIDE BODIES AND COMMITTEES

No reports.

10. CORRESPONDENCE

**Resolved:** to note the following correspondence:

Planning Aid Wales

Welsh Government’s Changes on community consultation;  
Planning4communities.

One Voice Wales

Devolution of Services Training – Bedwas, Thursday 9<sup>th</sup> June;

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Upcoming Training Modules;  
Chairing Skills Training – Monday 13<sup>th</sup> June, Caldicot.

Llanharan RFC Mini Rugby Section – Letter of thanks for grant.

Fields In Trust – The Centenary Fields Programme – protecting valuable green space across the Country.

CHAD Independent Living Centre – Recycling surplus computer equipment.

Tidal Lagoon Power – Meeting request.

HAGS-SMP – Special offer leaflet.

Independent Remuneration Panel for Wales/One Voice Wales  
Statutory requirement to publish and report annually on allowances and expenses payable to Community Councillors by 30 September each year.

RCT Together – Free Equipment & Furniture for Community Groups.

RCTCBC/Interlink/University of South Wales - Together We Can – Be Part of the Journey – Open event to explore the entrepreneurial potential of RCT residents

Chris Elmore MP – request to attend a meeting. Members agreed that Mr Elmore could attend any meeting that is convenient for him.

ICCM – The Journal, Summer 2016.

## 11 PLANNING

**Resolved:** to note the following:

11.1 Planning lists – 18<sup>th</sup> April to 27<sup>th</sup> May 2016.

### 11.2 Planning Objections

Members decided to object to Planning application 16/0501/10 Demolition of existing dwelling and construction of replacement dwelling – Mr Boston, Fir Tree Hollow, Castell Y Mwnws, Llanharry.

## 12 CONSIDERATION OF THE ADOPTION OF A SOCIAL MEDIA POLICY

To be deferred until the next meeting.

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SIGNED.....CHAIRMAN

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13 CONSIDERATION OF THE MAINTENANCE OF THE CEMETERY AND TY ISAF

At the last meeting Mrs J Lewis reported that the condition of the Cemetery was unacceptable and that the current grounds maintenance contractor was not carrying out his duties often enough or to an acceptable standard. This was supported by Mrs P Davies and Mrs M Worgan. They stated that the previous contractor had been much better (Mr and Mrs Beach).

Mr R Williams stated that he had visited the Cemetery after it had been cut on about the 26<sup>th</sup> April and that it had been left in a terrible condition with grass cuttings strewn all over graves. Mr Williams produced photographs on his mobile telephone to substantiate this.

Mr P Beach also stated that the grass cutting at the cemetery needed to be carried out every two weeks and that when he had the grounds maintenance contract last year he received no complaints from cemetery users regarding his work.

Upon looking at the work schedules provided by Mr Beach when he had the contract the Clerk noted that the grass cutting of the Cemetery was carried out on the following dates: 27<sup>th</sup> March 2015, 17<sup>th</sup> April 2015 (3 weeks later), 28<sup>th</sup> May 2015(5 weeks & 4 days), 20<sup>th</sup> June 2015(3 weeks & 2days), 11<sup>th</sup> July 2015(3 weeks), 9<sup>th</sup> August 2015(4 weeks & 1day), 1<sup>st</sup> October 2015(8 weeks). No further cuts of the cemetery were carried out until the new contractor took over on 1<sup>st</sup> March 2016.

Mrs J Lewis asked why the contract was not awarded to Mr & Mrs Beach this year.

The Clerk replied that Mr & Mrs Beach had not fulfilled the requirements of the tender and because of this could not be considered.

Mr Beach then informed the meeting that it was the council's responsibility to state the type and quantity of plants required when asking for tenders or quotations.

Mr Beach was the only one of the six contractors who submitted tenders for the work, not to include all the required information.

Mr Beach also claimed that one of the bins at the cemetery "was full of earth".

This upon investigation was found not to be the case. No earth could be seen in the bin but it has been reported to the contractor. The contractor has reported that about two or three inches of earth lies at the bottom of the bin and has been there since he took over the contract, but that he will remove it from the bin.

Mr Beach claimed that the paths at the cemetery are covered with moss and that the current contractor is neglecting his duties in not removing it.

The Clerk spoke to the contractor about this matter and he informed her that it had not been done due to the very wet conditions of late.

Mrs P Davies and Mrs M Worgan complained about the state of the beds to the front of Ty Isaf and the fact that they had not been weeded or planted yet. Councillor Claridge stated that it was too early for summer bedding yet. Mr Beach stated "last year he had already planted the beds at this time".

The Clerk upon checking back through the paperwork provided by Mr Beach last year noted that he did not plant the beds to the front of Ty Isaf until 23<sup>rd</sup> June and the beds to the rear of Ty Isaf were planted on 17<sup>th</sup> June which is contrary to Mr Beach's claims.

Mr Beach stated that he thought that the grass cutting of the Cemetery should be carried out twice a month. Members agreed to review the situation and consider this.

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SIGNED.....CHAIRMAN

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DATE.....

The Clerk can confirm that the Cemetery has been cut on 12<sup>th</sup> May, 25<sup>th</sup> May & 7<sup>th</sup> June (13days between each cut!)

Councillor Stephens said that he felt that a strongly worded letter should be sent to the grounds maintenance contractor and if that fails that the contract is taken off the contractor and reverts to someone who has shown a proven track record.

The Clerk informed members that two further complaints have been received regarding the condition of the Cemetery since the last meeting, one from Lee Lewis by email and another by telephone from Tracy Lewis. The Clerk visited the Cemetery prior to the meeting and took photographs of the area for those members unable to visit in person. These were circulated at the meeting and members agreed that all seemed to be in order. Councillor (Mrs) Claridge and Councillor Thomas visited the Cemetery prior to the meeting and agreed that the photographs were a true representation of the condition of the cemetery.

The Clerk informed members that the Grounds Maintenance Contractor had informed her that he was receiving delivery of the bedding plants on Weds 8<sup>th</sup> June and hoped to have all planted by Friday 10<sup>th</sup>!

Tracy Lewis complained that the contractor was not cutting close enough to the grave, photographs were supplied to members of the grave in question, and that it was upsetting to find the cross and ornaments and photographs covered in grass cuttings. Members felt that with all due respect the contractor had acted with due diligence as any damage to these items would cause further upset.

14 CONSIDERATION OF THE GROUNDS MAINTENANCE CONTRACT FOR THE PLAYING FIELD

**Resolved:** to extend the contract of the current contractor for an additional three years.

Members stated that they were happy with the standard of work and that the contractor had indicated that there would be no increase in cost. They felt that due to the level of investment in machinery required to commit to the contract it was appropriate to commit to a three year term.

15 CONSIDERATION OF THE REPLACEMENT OF THE AMBULANCE HALL GARAGE DOOR

The Clerk asked that the council re-consider their decision at the last meeting to convert the garage door to an opening with double upvc doors and frame. Most deliveries of bins, planters etc. are delivered on a pallet and can currently be delivered directly into the garage using a pallet truck. If a doorway is formed then the threshold would be raised and would become an obstacle. She suggested replacing the current garage door with a roller shutter door. Members agreed that the Clerk could look into the cost of fitting a roller shutter door.

16 REVIEW OF STANDING ORDERS

It was agreed that the Clerk carry out a review of Standing Orders and report back to the next meeting. A heated discussion took place regarding item 22b of Standing Orders. It was decided to amend the wording of this to “Making announcements; and receiving reports from Members on their attendance at meetings of outside bodies”.

17 REVIEW OF FINANCIAL REGULATIONS

It was agreed that the Clerk carry out a review of Financial Regulations and report back to the next meeting.

18 CONFIRMATION OF THE AUTHORITY OF THE CHAIRMAN & VICE CHAIRMAN TO ACT ON BEHALF OF THE COUNCIL IN THE PURCHASE OF LAND TO EXTEND THE CEMETERY

**Resolved:** to confirm the authority of the Chairman and Vice-Chairman to act on behalf of the Council in the purchase of land to extend the Cemetery.

**The Clerk declared an interest in this matter and left the meeting.**

19 REVIEW OF WAGES

**Resolved:** to adopt the 2016-2018 Salary Award and to increase the remuneration of the Clerk to SCP 25 of the NJC Salary Awards effective from 1<sup>st</sup> April 2016.

**The Clerk rejoined the meeting.**

20 CONFIRMATION OF THE DATE OF THE NEXT MEETING OF THE COUNCIL

**Resolved:** the date of the next ordinary meeting was confirmed as Wednesday 13<sup>th</sup> July 2016.

The meeting closed at 9.15 p.m.

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SIGNED.....CHAIRMAN

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