

**LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF**



Minutes of the Hybrid Meeting of the Meeting of Llantwit Fardre Community Council held on Monday, 29th January, 2024 at 5 p.m.at the Community Council Office , Ty Iltud, St Illtyd's Road, Church Village.

PRESENT

Community Councillor G Stacey – In the Chair

Community Councillors

J Beattie, R. Butler, P Fletcher James, James, Johnson, J Murphy and S Trask.

Officers in Attendance

Ms.Claire Hendy – Clerk & Executive Officer
Mr Michael Cooper – General Services Manager

114 APOLOGY FOR ABSENCE

RESOLVED – to note that an apology for absence had been received from Community Councillors A Green, A. Raines, D Stone and G Warren.

115. DECLARATIONS OF INTEREST

RESOLVED – to note that in accordance with the Members' Code of Conduct, the following personal declarations of interest were made at the meeting:-

- (a) Community Councillor G.Stacey – Agenda Item 10 - "I know the applicant" and "I am a member of the Llantwit Fardre Sports and Community Club".
- (b) Community Councillor R Butler - "Agenda Item 10 "I am a member of the Llantwit Fardre Sports and Community Club

- (c) Community Councillor J Murphy – Agenda Item 10 “I am a member of the Llantwit Fardre Sports and Community Club

116. MINUTES

RESOLVED –

- (a) To approve as a correct record the minutes of the meeting of the Community Council held on the 27th November, 2023.
- (b) To approve as a correct record the minutes of the Extraordinary Meeting of the Community Council held on the 11th December, 2023.
- (c) To receive the minutes of the meeting of the Finance & Policy Committee held on the 18th, 2023 and to agree to the following recommendations as shown at Minutes Nod: -
 - i. **10–** Relevant Determinations of the Independent Remuneration Panel for Wales (Draft Report 2024/25)
 - ii. **11 –** Review of Hall Hire and Allotment Charges
 - iii. **12 –** Budget for the financial year 2024/25 and the setting of the Precept.

117. PUBLIC BREAK

RESOLVED – to note that no questions had been received from the public for this meeting.

118. POLICE REPORT

RESOLVED – to note that no crime figures had been received for the for this meeting.

REPORTS OF THE CLERK

119. PLANNING APPLICATIONS

RESOLVED – to note that the following planning applications received from Rhondda Cynon Taf County Borough Council had been forwarded to Members for consideration:

- i. 19 Lewis Street, Church Village – Change of use from Accountants Office (Planning Use Class B1) to a Podiatry Clinic (Planning Use Class D1) creation of a parking space to the rear.
- ii. SBM Car Sales, Main Road, Tonteg – First floor office to create an extra office.
- iii. Clearway Texaco Petrol Station, Llantrisant Road, Llantwit Fardre – Variation of Condition 3 of previously approved Planning Application 17/0614/10 to alter the operating hours of the self-service launderette facility to between 06.00 – 22.00 daily.
- iv. 3no. Oak trees and Elm tree need a small amount cut off 23/1405/19 at 2 Heol -Y-Fedwen, Tonteg, Pontypridd, CF38 1TB
- v. Double storey rear extension – 10 Ffordd- Y -Capel, Efail Isaf, Pontypridd CF38 1AP.

120. REPORT FROM INDEPENDENT DAMP& TIMBER SURVEYS FOR THE CARNEGIE PARISH HALL

The Clerk provided Member with an overview of the finding and recommendation of the independent survey that was carried out on the walls of the Carnegie Parish Hall.

Members were informed that the General Service Manager had been in contact with a company that deals with historical building conservation and has received an overview of is needed, however no costings have been received to date.

RESOLVED -

1. To note the content of the report.

121. REQUEST OF THE LEASEHOLDER TO UNDERTAKE WORKS AT THE FORMER COMMUNITY COUNCIL OFFICE (REAR OF THE CARNEGIE PARISH HALL.

In her report, the Clerk informed Members of the request from the leaseholder to carry out works in the former Community Council building.

After discussion Members **RESOLVED –**

1. To agree to allow the leaseholder to construct two rooms out of what was the Clerk's subject to the room being put back to the original state if or when the contract expires.
2. Agree to signage being placed above the office door and the Carnegie Parish Hall subject to the signage being approved by Council before it is erected.
3. Agree to allow the leaseholder to replace the gates with a roller shutter

4. Agree to the use of a room during the construction period if available.

122. APPOINTMENT OF INTERNAL AUDITOR

With reference to Minutes 102 (2) of the Council Meeting held on the 27th November 2023, whereby Members resolved to seek to appoint an internal auditor to carry out the end of year audit for the financial year 2023/ 24 and future audits in the absence of Mr J Morgan.

The Clerk informed Member that enquires had been made and an overview of services provided by (WGW) was in the report for consideration, along with the fees for the Internal Audit.

RESOLVED –

1. To appoint Ms C Lingard to carry out the end of year internal audit for the financial year 2023/24.
2. To agree the proposed fees
3. To agree that Ms Lingard carry out future audits for the Community Council.

124. EXTERNAL AUDIT REPORT 2022/23

The Clerk informed Members that the completed Annual Return was sent to the External Auditor by the deadline of the 30th June, 2023.

Attached to the report was the completed report of the External Auditor, where it was noted that there were no outstanding issues raised resulting in an 'unqualified' audit.

RESOLVED –

1. to approve and accept the Annual Return as completed by the External Auditor dated 8th January 2024, as attached to the report.
2. to note that in accordance with the Accounts and Audit (Wales) Regulations 2014, the Notice of Conclusion of Audit has been published on the Council's website and displayed on the Council's noticeboard as from the 9th January 2024 (date of receipt) for a period of 14 days.

125. CHRISTMAS LIGHTS COMPETITION

RESOLVED – to note the winners of the Christmas light competition subject to the Clerk adding with winner for the Tonteg Ward as it had been overlooked in the report.

126. PRUCHASE / LEASE OF AN OFFICE PHOPTOCOPYING MACHINE

The Clerk presented Members with an overview of quotes received in respect of purchasing or leasing a photocopying machine the Community Council Office.

After consideration Members **RESOLVED –**

1. To Agree to leasing an office photocopier.
2. Agree to quote B in the report .

127. INCOME AND EXPENDITURE ACCOUNTS FOR NOVEMBER/ DECEMBER 2023

RESOLVED – to confirm the income and expenditure accounts for the months November and December 2024.

**128. ACCOUNTS FOR PAYMENTS
RESOLVED –**

1. To receive and endorse the accounts for payment as listed for December 2023 as shown below: -

DECEMBER 2023		
Lloyds	Monthly Charge	18.90
PC Help Services	Email Hosting (Mthly)(Dec)	48.86
BT	Cloud Voice (Dec23)	165.85
BT	Mobile	25.39
BT	Broadband	604.00
Website Sorted	Annual Fee	396.00
RCTCBC	Salaries, pension, HMRC (Dec)	16,000.00
PK Safety	Staff Uniform	25.44
RCTCBC	By Election Charges LF ward	5,520.55
Lyreco	Cleaning Materials	278.34
EDF Energy	Electric (Office)	389.25
Biffa	Recycling (Qtr) (Dec23-Mar24)	216.22
Biffa	General Waste	1,250.65
RCTCBC	Rates (Dec) (Parish Hall)	602.00
EDF Energy	Electric (Nov) (Parish Hall)	154.91
SGD	Maint.Charge Intruder Alarm (Annual) (Parish Hall)	114.00
RCTCBC	Rates (Dec) (Car Park – Ty Illtud)	243.00
RCTCBC	Rates (Dec) (Hall – Ty Illtud)	134.00

EDF Energy	Electric (Nov) (Ty Illtud)	83.84
SGD	Maint.Charge Intruder Alarm (Annual) (Ty Illtud)	114.00
Browning Caterers	Christmas Dinner SCD	4,249.90
N V Entertainment	Characters for Christmas Fete 02.12.23	300.00
Choirs for Good	Entertainment for Christmas Event	100.00
A1 Jump & Bounce	Entertainment for Christmas Event	773.00
Forest Park & Garden	Pole Pruner (Tree Work)	540.00
EDF Energy	Pathway Lighting	440.93
Fuel Genie	Diesel (CN16 FAU)	122.55
Road Runner	Replacement Fuse	2.99
Total		£32,911.60

2. To note the cheques for the payments made for the month of December 2023 were signed by Community Councillors A Raines and R Bulter.
3. To note the debit card payments made during the month of December, 2023 and as listed below:-

Payee	Item	Cost
Poundland Ltd	Selection Boxes for Christmas Event	60.00
Tesco	Prizes for Senior Citizens' Dinner	42.60
Flower Power	Leaving Gift for Staff Member	45.75
Total		£148.35

4. To receive and approve the accounts for payment as listed for January, 2024 together with the additional payments that were circulated to Members subsequent to the distribution of the agenda, as shown below:-

JANUARY, 2024		
Lloyds	Monthly Charge	
PC Help Services	Email Hosting (Mthly)(Jan)	48.86
BT	Cloud Voice (Jan 24)	159.10
RCTCBC	Salaries, pension, HMRC (Jan)	16,000.00
RCTCBC	3 RD Qtr. Salary Charges	10,281.31

EDF Energy	Electric (Dec) (Office)	287.87
Cole Plumbing	Boiler Service (Annual) (Office) & (PH)	210.00
RCTCBC	Rates (Jan) (Parish Hall)	602.00
EDF Energy	Electric (Parish Hall)	275.71
Total Energies	Gas (Dec)	1,164.28
RCTCBC	Rates (Jan) (Car Park – Ty Illtud)	243.00
RCTCBC	Rates (Jan) (Hall – Ty Illtud)	134.00
EDF Energy	Electricity (Ty Illtud)	88.32
Total Energies	Gas (Dec) (Ty Illtud)	340.11
G & C Electrical	Electric Works to Ty Illtud	432.00
FRM Roofing	Works to roof of Ty Illtud	420.00
Fuel Genie	Diesel (CN16 FAU)	115.02
EDF	Electricity Streetlighting	470.33
Roller Shutter Doors Uk	Roller Shutter for Ty Illtud Building	2,300
Notice Board Company	Notice boards for CC Areas	4,503.40
St John Ambulance Cymru	Cover for Christmas Event	156.00
Total Energy	Gas Ty Illtud (Nov)	339.91
Total Energy	Gas Parish Hall (Nov)	1,055.56
Overall Total		£39,726.80

5. To note that the cheques paid for the month of January 2024, will be signed by Community Councillors R Butler and G. Stacey.

6. To note there were no debit card payments made during the month of January 2024,

129. TOWN & COUNTRY PLANNING ACT 1990. – SECTION 62D- APPLICATION BY EGLIN ENERGY ESCO LTD INSTALLATION OF SOLAR FARM

Resolved - to note the content of the report.

130. QUESTION FROM COMMUNITY COUNCILLOR K JOHNSON

RESOLVED – to defer the question to the next meeting of the Leisure & Amenities Committee.

131. **MOTIONS**

1. Members gave consideration to the under-mentioned Motion standing in the names of Community Councillors R Butler and J Murphy :-

“That the Council’s standing Committees i.e. Leisure & Amenities, Finance & Policy and Staffing comprise all Members of the Council and that meetings of these Committees be convened consecutively on the second Monday of each month. That the Council’s Standing Orders be amended accordingly.

Following an in-depth discussion, it was **RESOLVED** – to adopt the Motion.

- 2 Members considered the under-mentioned Motion standing in the names of Community Councillor K Johnson and J James:-

“We propose that a Sub-Committee of the Leisure & Amenities Committee be established, with delegated powers, to investigate the possibility of Christmas lights being placed on various street light columns throughout the Wards of this Community Council.

That the Terms of Reference of the Sub-Committee include costs, discussions with neighbouring Community Councils such as Llanharry, Llanharan, Llantrisant and Pontypridd Town Council. The residents of these areas along with visitors enjoy the lights that give an added festive feel to the lead up to the Christmas period.

The Wards of this Council are located in the middle of these Town and Community Councils, and it makes us look like the poor relations and more importantly that we do not wish to celebrate in the same way as our neighbours during this magical time of the year”.

Following discussion Members **RESOLVED** to adopt the Motion and consideration would be given at a Leisure and Amenities Committee meeting.

132. **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED - “That under the Public Bodies (Admission to Meetings) Act, 1960 (as extended by s.100 of the Local Government Act, 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Parts 4,5,6 (where applicable).

133. **REPORT OF THE CLERK CONTAINING EXEMPT INFORMATION**

Following consideration of the report Members **RESOLVED** to agree to award a grant to the Llantwit Fardre Sports & Community Club for the sum of £250.

**G STACEY
CHAIR**

The meeting closed at 6.10 p.m.

Signed_____ Date_____