

Hirwaun and Penderyn Community Council

Agreed Minutes of Meeting 13th June 2019

Present: Cllr Colin Woodley (Chair), Cllr Richard Jones (Vice Chair), Cllr Ceri Woodley, Cllr Morien Morgan, Cllr Claire Matsell, Cllr Adrian Harford, Cllr Jenny Myring, Cllr Jennifer Hartwell,

Attending: n/a

Apologies: Cllr Christine Chandler, Cllr Deborah Smart, Cllr Margaret Amos, CBC Karen Morgan, CBC Graham Thomas, PCSO Chris Loveridge

2019/128- Disclosures of Personal Interest

Cllrs Jennifer Hartwell, Jenny Myring and Ceri Woodley declared an interest on agenda item 12.

Cllr Adrian Harford declared an interest on agenda item 7 (iii).

2019/129 - PCSO report

No report was provided by the PCSO in his absence.

Cllr Richard Jones updated Cllrs in relation to a matter that he had reported to the PCSO directly where he was unable to access the police station due to the police cars causing an obstruction on the pathway to the station.

Cllrs raised concerns into the PCSO's lack of attendance. **Action 1** – Executive Officer to contact the Police Inspector directly to voice Cllrs concerns.

2019/130 - CBC reports

-CBC Graham Thomas provided the following written report in his absence:

- Update of Item 1 of last meeting re Environmental Resource Centre - This was determined at the Planning Committee of 16th May. It was approved subject to conditions for addressing the presence of buried tyres after consultation with Natural Resources Wales. Concern was raised at committee by local members regarding the hours of opening; Management of aftercare and presence of buried tyres at the site. Responses were given that in relation to opening hours although the report stated May to September it would be possible to open outside those months if so desired. Local members proposed that a bond be set aside for aftercare for the stated 25 year period, this was not approved by committee. With regard to the presence of buried tyres it was agreed that officers set necessary conditions after further consultation with Natural Resources Wales.

The following condition has been set - The development hereby permitted shall not begin until a scheme to deal with tyres buried at the site has been submitted to and approved in writing by the Local Planning Authority. The scheme shall either;

- Set out the method for the removal of tyres from the site and the restoration of the ground; or
- Provide a justification for their retention, which shall include details of any necessary mitigation.

Reason: In the interests of health and safety and environmental amenity and so as to accord with Policy AW10 of the Rhondda Cynon Taf Local Development Plan.

Cllrs wished to report the following to CBC Thomas:

- The Dinas Rock road bridge, which RCT has responsibility for, has potholes which are in need of repair.

CBC Karen Morgan provided the following written report in her absence:

- Clarification is needed regarding Minute 2019/105, HPCC Meeting May 9th 2019, specifically *“it wasn't the Community Council who decided not to take the CCTV further”*. It is clearly documented in the HPCC Meeting April 2019 (2019/094) that the Community Council agreed not to continue with the request to fund CCTV in Hirwaun. If the Minute of the April meeting is incorrect then who did take the decision not to continue with the request for CCTV? Regarding this issue I am still awaiting an update on potential options from RCT. I note that the Community Council feel we must act together to persuade RCT to provide CCTV. I am more than keen to work together for the benefit of residents should the Community Council prove willing. I would remind the Community Council of its own Standing Orders Item 48, Liaison with County Borough Councillors, which unfortunately is rarely adhered to. Compliance with this standing order would improve communication, reduce duplication and ultimately lead to more efficient working and better use of taxpayers' money as regards RCT Officers and your Executive Officer's workload.
- The Environmental Resource Centre was approved as submitted. Going forward there is a legal obligation attached to the consent that whoever owns the land is responsible for maintaining it for 25 years. Should ownership/management of the land be transferred to a community group or community council I would advise that they bear this in mind and negotiate funding for maintenance. There was also a concern about a large quantity of dump truck tyres buried on the land. Although this has been the subject of an investigation by NRW and Tower have been instructed to apply for permits for the ones they wish to keep and remove the rest of them, a condition was attached to the consent where no development should take place until the tyre issue has been resolved and the land inspected to ensure there is no risk of contamination to water or soil.
- A465 grass cutting. During my last conversation with SWTRA on 7/6/19 when I reported flooding issues, I was assured that they were working their way up from Glynneath and would be continuing to Croesbychan, weather permitting. I have asked that the schedule is increased because this is a recurring issue.
- Referred recent illegal traveller site at Rhigos Roundabout to RCT. It appeared that the site had been accessed by driving over the grass verge off the roundabout.
- I have received a complaint about cars cutting the corner and crossing the pavement (dropped kerb) by the pedestrian crossing at the junction of Brecon Rd to Harris St. I have raised the issue at the PACT meeting and traffic management to see if a solution can be found and have shared the information with Accessibility Wales.
- Illegal drug related activity in the vicinity of Hirwaun Car Park and Library was reported again at the last PACT meeting.
- There have been 2 incidents of fly tipping reported, 1 at the rear of the Medical Centre, the other above the Welfare Ground. Personal details found amongst the rubbish and the number plate of a white van has been provided to enforcement.
- Natural Resource Wales have again removed a fallen tree at a culvert on Hirwaun Village Green and are contacting the landowner who is liable for maintenance of the culvert.
- Repairs to Station Road bridge are scheduled to commence 17/6/19 and may take 10 to 12 weeks to complete. Traffic lights will be in place, footpaths will be open.
- Temporary road closures are planned to allow carriageway resurfacing works. Advanced signing will be placed on site 7 days prior to each closure to inform the public which sections of

road will be affected and the dates and times. Roads affected - Aberdare ByPass (Penywaun to Llwydcoed), Rhigos Industrial Estate to Penderyn (Foel Road), Cwm Cadlan Road.

- I will be attending a meeting on 17/6/19 regarding Enabling Natural Resources and Well-being in Wales Grant Projects. For our area the 2 projects are the development and delivery of multi-modal tracks and trails and related infrastructure in and around the Rhigos Mountain area, contributing to long-term aspirations to establish RCT as a successful outdoor activity destination and working in collaboration with local businesses and stakeholders to come up with practical nature based solutions to environmental problems at Hirwaun Industrial Estate.

Cllrs stated the following in response to CBC Karen Morgan's report re CCTV:

- We are continuing to pursue the installation of CCTV in Hirwaun. The decision to stop seeking funding for this was based on the advice received from RCT's CCTV Officer who advised that we could not take this forward ourselves due to recent legislation.
- With reference to Standing Orders Item 48, these Standing Orders have been replaced with the 2018 updated Standing Orders. The 2018 Standing Orders Item 23 (b) state, as did previous Standing Orders Item 48, that 'Unless the Council determines otherwise, a copy of each letter to the County Borough Council shall be sent to the ward councillor representing the area of the Council, as the case requires'. We have asked for CBC Morgan's help in relation to CCTV and copied her in on correspondence in relation to this.
- We ask that in order to communicate effectively, CBC Morgan attends the next meeting to discuss matters in person as she has not attended a Community Council meeting since January.

Cllrs also noted that Mountain Ash town centre has recently had CCTV installed, along with a CCTV upgrade in Aberdare town centre. RCT has 10 million pounds in their reserves and we again ask that they fund the installation of CCTV in Hirwaun.

2019/131 - Minutes of Previous Meeting.

The minutes of the meeting of 9th May 2019 were, subject to a minor amendment, proposed to be true and accurate by Cllr Jenny Myring and seconded by Cllr Ceri Woodley and agreed nem con.

Matters arising from the previous meeting:

2019/132 – Land Registry

The Executive Officer advised provided an update in relation to this and the supporting documentation obtained. It was agreed that Cllr Jennifer Hartwell and Cllr Morien Morgan, who were both sitting as Cllrs at the time in question, would provide a Statutory Declaration for Land Registry in relation to the second Community Council name change. **Action 2** – Executive Officer to continue with this in conjunction with the Chair.

2019/133 – Local Development Plan – Retail Centre of Hirwaun

The Executive Officer advised that CBC Karen Morgan had advised that there is a map of the retail centre of Hirwaun in the Local Development Plan and that the only opportunity to change this would be through any reviews of the plan. The Executive Officer referred Cllrs to an article from a recent SLCC magazine relating to Assets of Community Value which may be of use in relation to The Glancynon. **Action 3** – Executive Officer to circulate article to Community Cllrs, CBC Karen Morgan and Vikki Howells AM.

2019/134 – Parking Issue – Co-op

The Executive Officer advised that an email had been sent to CBC Karen Morgan asking for her assistance in liaising with RCT and the Police to increase parking enforcement patrols in the area. No response has been received from CBC Morgan.

2019/135 – Penderyn Cllr Vacancy

The Executive Officer advised that this vacancy has been advertised with an updated wording based on SLCC advice.

2019/136 – Dog Fouling

The Executive Officer advised that further fixed penalty notices have been issued by the Enforcement Officers in relation to dog fouling.

2019/137 – Motions for OVW AGM

The Executive Officer provided further information in relation to how we must submit our motion for the AGM. It was agreed that Cllr Richard Jones would propose the motion as Vice Chair and that the Chair of Pontypridd Town Council would be asked to second the motion. **Action 4** – Executive Officer and Cllr Richard Jones to submit the motion.

2019/138 – D-Day Ceremony

Cllrs asked that a letter of thanks be sent to Hirwaun Primary School for taking part in our D-Day memorial ceremony. **Action 5** – Executive Officer to send letter.

2019/139 - Planning Applications

1. Rose Row Caravan planning appeal – applicant has appealed following refusal of the planning application. Cllrs comments submitted.
2. Change of use – dog grooming business from existing garage – Cysgod Y Cudyll, Hobbs Lane, Hirwaun,
3. Conservatory and porch to front of house – Greenore, Tower Road, Hirwaun,
4. Proposed dropped kerb – 29 Brecon Road, Hirwaun

2019/140 - Community Councillors reports:

Cllr Claire Matsell requested that the Executive Officer be given a Community Council mobile phone. **Action 6** – Executive Officer to add to the July agenda and to research the costs.

Cllr Richard Jones informed the meeting that:

- He had attended the recent PACT meeting and asked that in future two Cllrs attend these meetings.
- Dropped curbs, Prince of Wales – Highways have carried out and inspection, and whereas the dropped curbs here cannot be moved, they can be replaced.
- Dropped curbs, Station Road – Following an approach from a local resident, a site visit has taken place and Highways have confirmed that they will look into the matter.
- Dance Studio –The planning applicant has approached Cllr Jones for support after having difficulty in contacting planning officers at RCT and the County Borough Cllr. It was advised that the Community Council had written a letter of support for the Dance Studio when the planning application had been received.
- There has been an instance of vans parking on dropped curbs in Hirwaun. He has reported this matter to the police.

Cllr Colin Woodley proposed to Cllrs that while previously it had been agreed that Community Cllrs would not attend a PACT meeting in an official capacity there is now a good opportunity for Cllrs to attend. It was agreed that Cllr Richard Jones, plus 1 other Cllr on a rolling basis would attend the Hirwaun PACT meeting, and that Cllr Margaret Amos would attend the Penderyn PACT meeting.

Cllr Richard Jones advised the meeting on behalf of Cllr Christine Chandler:

- The issue of cars racing on the bypass was still continuing and had been reported to 101.
- The Executive Officer also advised that Cllr Chandler had arranged for a Bee expert to attend the Seed Bomb event.

Cllr Morien Morgan discussed with Cllr Richard Jones the issue of wheelie bins on pavements blocking disabled access, specifically at Station Road. **Action 7** – Cllr Jones to investigate RCT's policy on this.

Cllr Jennifer Hartwell informed the meeting that:

- The lane from John's Lane to Swansea Road is in need to clearing. **Action 8** – Executive Officer to report this.
- The grass on Hirwaun roundabout needs cutting.

Cllr Colin Woodley informed the meeting that:

- A complaint had been received about the condition of the grass at Bryn Gaer Cemetery but this had now been cut.
- Penderyn Primary School had thanked us for the Easter Eggs.

- It had been asked by Penderyn Primary what the project for the Garden Show this year is and it was confirmed that it would be a collage of meadow flowers.

2019/141 - Reports from Subcommittees

Cllr Jenny Myring wished to update Cllrs on a matter relating to Hirwaun Village Hall. It was advised that the hall had been contacted by a company with a view to installing solar panels on the hall roof – which the company would pay for. The hall Trustees after taking advice, had declined this due to the potential for damage to the hall roof which the village hall would not have the funds to cover the cost of repair.

2019/142 - 2018/19 External Audit

The Executive Officer advised that the internal audit had now been completed and that the External Audit was due to be sent to the External Auditor subject to Cllrs approval. Cllrs were advised of the Internal Auditor's report and of the requirements to allow the public to view the accounts. Cllr Claire Matsell proposed that Cllrs accept the accounts for audit. This was seconded by Cllr Richard Jones, and agreed nem con. **Action 9** – Executive Officer to submit the accounts to the External Auditor.

2019/143 - Vacancy for Cllr for Hirwaun Ward

The Executive Officer advised Cllrs of the application received for the role of Cllr for Hirwaun. Cllr Colin Woodley proposed that Cllrs accept the application. This was seconded by Cllr Richard Jones, and agreed nem con.

2019/144 - S137 Grant for Hirwaun Village Hall

The Village Hall Trustees Cllrs Jennifer Hartwell, Jenny Myring and Ceri Woodley left the room for Cllrs to discuss this application. The Executive Officer advised that the Village Hall had been successful in coming third for the Tesco Bags of Help Scheme, the money of which would be put towards the cost of removing the current, not fit for purpose, overgrown bushes at the Village Hall. The Village Hall has agreed to make up the shortfall for these bushes to be removed, but they are applying to the Community Council for a grant to cover the cost of purchasing and planting new, low growing bushes. It was advised that the Village Hall is a registered charity and is run via a Deed of Trust, as a separate entity to the Community Council. Cllr Morien Morgan proposed that this grant be awarded to the Village Hall. It was seconded by Cllr Claire Matsell and agreed nem com.

2019/145 - Town and Community Council Charter with RCT

Cllrs reviewed the draft updated Charter proposed by RCT. Cllrs commented on the proposals which will be put to RCT with a view to finalising the document. **Action 10** – Executive Officer and Chair to put forward Cllrs comments.

2019/146 – CIL Money for Hirwaun

Cllrs further discussed the use of the CIL money awarded to Hirwaun from the development of the new Co-op. Cllr Richard Jones proposed that the money be put towards access improvements for the village. It was agreed to keep this item on the agenda to be discussed further.

2019/147 – Community Council Networking Event

Cllr Richard Jones advised that he had met with Cllr Christine Chandler to discuss this event. It had been proposed that we hold two events, a daytime event for voluntary organisations and community groups, and an evening event for local businesses. These events will be aimed at promoting the Community Council and what we do, and in asking these groups what their priorities are. **Action 11** – Cllrs Richard Jones and Christine Chandler to continue with this.

2019/148 – Executive Officer's report

The Executive Officer recited the bills paid for the month which included:

Daisy Communications - £70.13	Print Partnership (1)- £39.96
Print Partnership (2)- £35.00	BT - £53.93
Siemens - £171.46	Internal Auditor - £450.00
Boverton Nurseries - £1,728.00	Poppy Appeal - £37.00

Consultations:

1. Pre application consultation for development – Hirwaun Primary School – The deadline for responses was before the Community Council meeting. No responses were received from Cllrs who are not governors at the school.

The Council had received the following correspondence:

1. Information Commissioner's Office – Data Protection fee for Cllrs – From 1st April 2019 individual Cllrs are now exempt from having to register and pay the fee.
2. Protocol on the deaths of Senior Royals – We have previously agreed for our website provider to amend our website as per advised protocol in the event of the death of the Queen (Operation London Bridge). Cllrs agreed not to do the same in the event of the death of Prince Philip (Operation Forth Bridge) and Prince Charles (Operation Menai Bridge).
3. Briars Bridleways would like to thank us for the grant we awarded them.
4. The new Monitoring Officer for RCT is now in position. RCT will be offering refresher Code of Conduct training for Community Cllrs in the coming

Autumn/Winter. **Action 12** – Executive Officer to invite the Monitoring Officer to one of our meetings.

5. Safe Routes in Communities – Cllrs agreed not to take this forward.
6. RCT GDPR training – **Action 13** – Cllr Richard Jones to attend.
7. Planning training – Llantrisant Community Council - **Action 14** – Cllr Richard Jones to attend. Executive Officer to ask if the location is accessible.
8. Internal Audit Arrangements at Town and Community Councils – Webinar by Wales Audit Office. **Action 15** – Executive Officer to circulate the recording of this session to Cllrs.
9. Our Future Wales – A National Conversation –Office of the Future Generations Commissioner’s – No Cllrs were available to attend this session.
10. One Voice Wales basic online learning modules – **Action 16** – Executive Officer to circulate the information for Cllrs to complete the learning modules.
11. Update from Vikki Howells on the adoption of Springfield Gardens and Denbeigh Court – **Action 17** – Executive Officer to circulate to Cllrs.
12. Update from Welsh Assembly on the Assembly Reform programme – **Action 18** – Executive Officer to circulate to Cllrs.

Other:

1. Destruction of D-Day bootprints – This was reported to the police. The Penderyn PCSO provided crime stats from PACT meeting which has already been circulated to Cllrs.
2. Hirwaun Clock repairs – RCT have inspected the clock and while it is structurally safe, it does need re-pointing. This will be carried out in due course, but it has to go through CADW so it may take some time.
3. Residents reported issues– i) Bryn Gaer Cemetery – grass needs cutting, ii) Heads of the Valleys grass verge needs cutting, iii) Fly tipping High St, Hirwaun, iv) Broken glass behind Hirwaun Library – all have been reported. Response received: RCT cleaned up the broken glass within the 2-hour specified time slot. Bryn Gaer Cemetery – Streetcare are now responsible for the grass cutting here. They have increased the grass cutting schedule from 6 cuts a year to 11 cuts a year – every 2 to 3 weeks. Fly tipping – has been cleared. Heads of the Valley grass verge – CBC Karen Morgan has reported this to the relevant authority.

Cllr Richard Jones left the meeting at 8.40pm.

4. Following the last Community Liaison meeting with RCT, they have provided the following GDPR notices: Cllr Privacy Notice, Authority to Act and Record of Processing Activities for Elected Member when processing personal data. Cllrs

- approved the use of these. **Action 19** – Executive Officer to amend for our use and circulate to Cllrs/add to website.
5. SLCC advice on liability for trees on council land.
 6. HPCC logos for bus shelters – **Action 20** – Cllrs approved the cost for RCT to replace the damaged logos.
 7. Update from SLCC/OVW conference:
 - The Environment Act comes into force in December.
 - There will be a change in the audit process from 2021 where it will be brought in house to Wales Audit Office.
 - We need to check if we have cyber insurance which covers our IT systems – **Action 21** – Executive Officer to check our policy.
 - We should have business grade anti-virus software. Home edition is not enough. **Action 22** – Executive Officer to ask RCT if we are eligible to use their licence.
 - Food allergies sign must be displayed any time we provide refreshments.
 - We should use the vibration calculator on the HSE website to calculate the safe of any vibrating tools use by our staff. **Action 23** – Executive Officer to look into this.
 8. A new lamppost has been installed at the new Co-op site where unfortunately, our brackets for our flower basket and Christmas light were destroyed in error. RCT have confirmed that they will cover the cost of replacing these.
 9. Certificate in Local Council Administration (CiLCA) - As per the Town and Community Council Review all councils will need to be deemed competent. In order to achieve this, clerks will have to be suitably qualified. Welsh Government have offered a bursary of £350 for the full cost of registration for council clerks to complete this. This was approved by the Chair as the deadline for applications fell before the meeting. The Executive Officer provided an update on the work required to complete this qualification. Cllrs approved the cost of the necessary training days to complete this course. Due to the amount of work required, Cllrs also agreed that any hours worked for CiLCA, above the Executive Officer's normal hours would be claimed as overtime at single time, with the Chair monitoring the hours claimed. Cllrs approved the cost of the recommended reference books to complete CiLCA. **Action 24** – Executive Officer to purchase.

2019/149 - Urgent items at the Chair's discretion

There being no other business the meeting closed at 9pm.