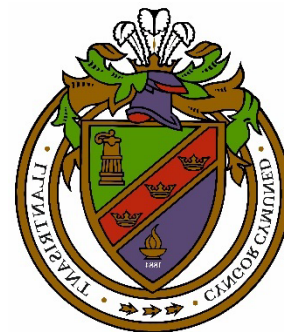


CYNGOR CYMUNED LLANTRISANT LLANTRISANT COMMUNITY COUNCIL MINUTES



OF THE

ANNUAL MEETING

OF LLANTRISANT COMMUNITY COUNCIL HELD ON TUESDAY 13TH MAY
2025 AT 6.30PM AT CAERLAN HALL

Present

Cllr David Nicholas (Chair)

Cllr Julie Barton

Cllr David Brown

Cllr Anne Callow

Cllr Mal Davies

Cllr Glynne Holmes

Cllr Ron Hunt

Cllr Lynne Murdoch

Cllr David Myles

Cllr Dr Catherine Preston

Cllr Adam Robinson

Cllr Carys Romney (*left at 7.10pm*)

Cllr Paul Thomas

Cllr Ellie Townsend Jones

In Attendance

The Clerk to the Council (Mr Geraint Hopkins JP)

The Deputy Clerk and Responsible Finance Office (Mrs Alison Jenkins CiLCA)

FC/25-26/01 Election of Chair of the Council for 2025/2026

Cllr Ron Hunt was duly elected to serve as Chair of the Council for the Municipal Year 2025/2026. Cllr Hunt signed the Declaration of Acceptance of Office, and was invested with the Chain of Office by the outgoing Chair, Cllr David Nicholas.

Cllr Hunt in the Chair.

FC/25-26/02 Election of Vice Chair of the Council for 2025/2026

Cllr David Brown was duly elected to serve as Vice Chair of the Council for the Municipal Year 2025/2026.

FC/25-26/03 Apologies for Absence

The full membership of the Council was present.

FC/25-26/04 Declarations of Interest

Cllrs David Brown, Anne Callow, and Mal Davies, all declared an interest in the matter of urgent business, Minute FC/25-26/XXXXXX in that they were allotment holders or had close family members who were such at Brynteg Allotments; and Cllr David Myles as Treasurer of the Brynteg Allotments Management Committee.

FC/25-26/05 Standing Committees of the Council

- (i) In accordance with the report of the Clerk, it was **agreed** to appoint the following five Standing Committees for the municipal year 2025/2026, and their respective Terms of Reference in accordance with the Report.
- (ii) Further, it was **agreed** that the membership, of each standing committee and their respective committee Chairs and Vice-Chairs be as follows:-

<u>Standing Committee</u>		<u>Members</u>
Finance and General Purposes (8 members)	Cllr David Myles (Chair) Cllr Mal Davies (Vice-Chair) Cllr David Brown Cllr Anne Callow	Cllr Ron Hunt Cllr David Nicholas Cllr Paul Thomas Cllr Ellie Townsend Jones
Assets and Operations (8 members)	Cllr Mal Davies (Chair) Cllr Julie Barton (Vice Chair) Cllr David Brown Cllr Glynne Holmes	Cllr Ron Hunt Cllr David Myles Cllr Dr Catherine Preston Cllr Adam Robinson
Staffing (6 members)	Cllr David Nicholas (Chair) Cllr Dr Catherine Preston (Vice Chair) Cllr Julie Barton	Cllr David Brown Cllr Mal Davies Cllr Ron Hunt
Events and Public Engagement (8 members)	Cllr Anne Callow (Chair) Cllr Lynne Murdoch (Vice Chair) Cllr Julie Barton Cllr David Brown	Cllr Ron Hunt Cllr Carys Romney Cllr Adam Robinson Cllr Ellie Townsend Jones
Appeals (4 members)	Cllr Anne Callow (Chair) Cllr David Myles (Vice Chair)	Cllr Glynne Holmes Cllr Adam Robinson

FC/25-26/06 Appointments to Outside Bodies

In accordance with the Report of the Clerk containing a schedule of the outside bodies to which the Council is entitled to make appointments, it was **agreed** that the following appointments be made thereto:

<u>Outside Body</u>	<u>Member(s) Representative</u>
SCHOOLS	
Llantrisant Primary (1)	Cllr Anne Callow until 13/11/2027
Llwyncrwn Primary (1)	Cllr Mal Davies until 08/10/2028
YGG Castellau (1)	Cllr Carys Romney until 14/06/2026
Gwaunmeisgyn Primary (1)	Cllr Dr Catherine Preston until 09/07/28
Penygawsi Primary (1)	Cllr David Brown until 16/05/2026
Tonysguboriau Primary (1)	RCT Cllr Sarah Jayne Davies until 13/11/2027
Beddau and Tynant Community Library (2)	Cllr Anne Callow Cllr Lynne Murdoch
RCT CBC Community Liaison Committee (1)	Cllr Ron Hunt
One Voice Wales (2)	Cllr Mal Davies Cllr David Brown
Llantrisant Town Trust (3) (Five year terms)	Cllr Ron Hunt until May 2027 Cllr Ellie Townsend Jones until May 2027 Cllr David Nicholas until May 2027
Llantrisant Guildhall CIO (1)	Cllr Anne Callow
CF72 RCT Neighbourhood Network (1)	Cllr David Brown
Llantrisant Business Forum	All four Llantrisant Town Councillors

FC/25-26/07 **Review of Standing Orders and Financial Regulations**

- (i) The Standing Orders of the Council were reviewed and noted, and no amendments thereto considered.
- (ii) (ii) The Financial Regulations of the Council, which had been amended recently in December 2024 were reviewed and noted, with no amendments thereto considered.

FC/25-26/08 **Finance Matters**

- (a) The Report of the Responsible Financial Officer was noted and the following banking arrangements were **noted**:
 - (i) The Council current account would continue to be with Unity Trust. All Councillors could be registered signatories and all Councillors have the option and were encouraged to register for internet banking. The staff had access the internet banking but the Clerk was the only staff member who could authorise payments and act as a signatory in accordance with the Financial Regulations.
 - (ii) Council reserves would continue to be held with CCLA Public Sector Deposit Account, Charity Bank and Unity Trust Reserve;
 - (iii) The Clerk, the Responsible Finance Officer (Deputy Clerk) and the General Maintenance Manager would continue to hold a Council Barclaycard Credit Card with a combined credit limit of £3,000;
 - (iv) The amount of petty cash held in the office safe would be reduced from £150 to £100.
- (b) The contracts and leases of the Council as scheduled in the Report of the Clerk were duly **noted**.

FC/25-26/09 **Assets Register**

The Assets Register was duly **noted**.

FC/25-26/10 **Annual Return 2024/2025**

The Annual Return for 2023/2024 was reviewed, and would be presented for formal approval following receipt and noting of the Internal Audit end of year report for 2024/2025.

FC/25-26/11 Annual Governance Statement

The Annual Governance Statements for 2023/2024 were **agreed** in readiness to be returned with the Annual Return to the Wales Audit Office.

FC/25-26/12 Appointment of the Internal Auditor for 2024/2025

It was **agreed** to appoint Working the Greener Way as Internal Auditor for the financial year 2025/2026.

FC/25-26/13 Financial and Business Risk Assessments

The Financial and Business Risk Assessments contained in the Report of the Clerk were **approved**.

FC/25-26/14 Independent Remuneration Panel for Wales

The Report of the Clerk summarising the determinations of the Annual Report 2025/2026 of the Independent Remuneration Panel for Wales was received and considered. It was **agreed** in accordance with the Report, the Council continue to pay the annual allowances of £1,000 to the Chair, and £500 to the Vice-Chair of Council.

It was further **agreed** to refer the matter of attendance allowances to the Finance and General Purposes Committee for consideration and recommendation back to the Council.

6.50pm

The business of the Annual Meeting having been concluded, there followed a short recess before the commencement of Ordinary Business, which was as follows:

7.00pm

FC/25-26/15 Minutes of the Previous Meeting and Action Log

- (i) The Minutes of the Council Meeting held on Tuesday 8th April 2025 were **approved** as a correct record, with the following addition to Minute FC/24-25/136:

“Council notes the statement this evening from the Clerk.

Council resolves to reassure all staff that all members will respect collective decisions and further that all members will at all times observe confidentiality when confidentiality is necessary.

It was passed unanimously “

- (ii) The Action Log having being tabled at the meeting was considered and the following noted and/or resolved:-

MINUTE	ACTION	REMARKS
FC/23-24/128	Jubilee Beacon plaque	Noted that the Plaque had been installed. Agreed that Llantrisant Councillors would gather for a photograph at the new plaque.
FC/24-25/98	Talbot Green Seating Area	Noted that the benches had been delivered and that contractors were due to retarmac area. Agreed to monitor litter at the area and for the Clerk to write to Savills concerning the provision of litter bins in the retail park.
FC/24-25/122	Community Council to hold a reception to say thank you to community groups.	Noted that the invitations had been sent to stakeholders for the event on 29 th May
FC/24-25/129 (iv)	Supply from Chair's allowance £50 to fund the refreshments for visiting French schoolchildren.	Noted that the actual amount was £87, agreed with the Chair at the time.
FC/24-25/130	Beddau Clock	Noted that the new Beddau Clock had been ordered for reinstallation; and the Clerk had been working with insurers over costs of electrical point on roundabout. Agreed that the reinstallation of the Clock should be a community event.
FC/24-25/132 (a)	Office move to Llys y Cwm	Noted Alterations were being made to Llys y Cwm as planned and the project was on course.

FC/25-26/16 Financial Matters

(i) It was **agreed to approve** the following Accounts for Payment for May 2025:-

<u>OFFICE</u>				VAT
BT	Broadband/Landline Bundle (All sites)	£	194.80	s
Core Synergy	Web and email Provision	£	54.00	s
Barclaycard	see attached sheet	£	1,004.52	-
Audit Wales	External Audit (2020/21)	£	200.00	z
Cash	Top up Petty Cash	£	79.28	-
Tesco Mobile	4 x mobile contracts	£	38.67	s
Unity Trust	Monthly Charges	£	15.60	z
<u>STAFFING</u>				
HMRC	NI and Tax (April)	£	3,459.19	z
Wages	Salaries (April)	£	10,312.69	z
Pensions	Pensions (April)	£	3,159.46	z
<u>CHAIRS ALLOWANCE</u>				
Welfare Hall	VE Day Tea	£	200.00	z
Workingmen's Club	French Visitors (Choir)	£	87.00	z
British Legion	VE Day Wreaths	£	100.00	z
<u>CAERLAN</u>				
RCTCBC	Rates	£	494.00	o
SSE	Electric (March)	£	86.08	f
<u>BEDDAU CC</u>				
SSE	Gas (March)	£	649.74	s
<u>LLYS Y CWM</u>				
RCTCBC	Rates	£	216.00	o
SSE	Electric (March)	£	50.93	f
SSE	Gas (March)	£	131.03	f
Hepworth Blinds	supply & install vertical blinds	£	1,336.03	s
Braceys	Plasterboard	£	114.34	s
<u>WORKS DEPOT</u>				
RCTCBC	Rates	£	90.00	o
SSE	Electric (Qtr 1)	£	335.32	f
Welsh Water	Water Bill Oct to April	£	90.02	z
PJ Saunders	Rent	£	633.00	s

OUTSIDE WORK

Cambrian Group	pressure washer (non repairable)	£	78.00	s
Leekes	Paint	£	15.99	s
Trade UK	Screwfix Account	£	107.41	s
Country Timbers	Screws/ Drill bit	£	4.56	s

ALLOTMENTS

SSE	Electric - Brynteg	£	45.10	f
Egan Waste	Skip - Brynteg	£	324.00	s

TRANSPORT

Radius	Trackers monthly payment	£	24.00	s
RCTCBC	Small van hire (April)	£	45.04	s
UK Fuels	Diesel	£	96.71	s

Additional Payments

Unity Trust	Monthly Charges (April)	£	14.10	o
EDF	Electric (BCC)	£	115.44	f
Gallaghers	Breakdown Cover	£	80.00	z
Drake AV	Deposit AV equipment	£	1,563.88	s
G&C Electricals	Part Payment electrics/network	£	3,000.00	s
Trustmark	Archive Boxes	£	47.98	s

TOTAL **£ 28,693.91**

(ii) It was further **agreed** to note the income and expenditure accounts for April 2025.

(iii) It was **agreed** at the previous Chair's suggestion, that any balance remaining from the Chair's Allowance for 2024/2025 be donated to Alzheimer's UK.

FC/25-26/17 Planning and Development Control

The following planning applications received by Rhondda Cynon Taf County Borough Council since the previous meeting were **noted**:-

<u>REF</u>	<u>PROPOSAL</u>	<u>LOCATION</u>
25/0396/RVOC	Alterations to Condition 2 of planning permission 23/0969/FUL. to the siting and design of the three plots approved.	St Davids House, Castellau Road, Beddau, CF38 2RA

25/0480/FUL	Single storey rear extension, two storey side extension, porch and driveway alterations.	8 Clos Llangefni, Beddau, CF38 2ST
25/0407/FUL	Erection of fence above existing boundary wall at the Northern side of property.	4 Clos Gwynedd, Beddau, CF38 2SU
25/0445/FUL	Proposed two storey side extension and single storey rear extension.	14 Heol-ap-Pryce, Beddau, CF38 2SH
25/0411/FUL	Two storey rear extension	83 Newbridge Road, Llantrisant, CF72 8EY
25/0371/FUL	Proposed change of use of vacant land to the north of Earthmovers House for the creation of an area of hardstanding for vehicle/plant parking/storage, including the construction of a storage unit and diversion of Public Right of Way Llantrisant 223, and associated works (Phase 3 extension of existing Earthmovers House vehicle/plant depot).	Land to the Rear of Earthmover's House, Llantrisant Business Park

FC/25-26/18 Community Council Halls (Male Incontinence Units)

Consideration was given to the report of the Clerk and it was **agreed** to provide male incontinence units at each of the three buildings the Council manages, at a cost of £660 annually.

FC/25-26/19 Exclusion of the Press and Public

The following motion was **agreed** to:

“By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussion of the full items that follow on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of business to be transacted.”

The remainder of the meeting was therefore held in camera.

FC/25-26/20 Brynteg Allotments (Grievance)

The Clerk reported that he had received a request under Section 20 of the Llantrisant Community Council Allotments Rules for the Council to hear a Grievance from a plot holder at the Brynteg Allotments site.

It was **agreed** to establish a panel of three Members to hear and arbitrate the complaint, and to empower the panel accordingly to conduct investigations in relation to the complaint; and further **agreed** that the decision of the panel would be final.

It was further **agreed** that Cllrs David Nicholas, Julie Barton and Carys Romney be appointed to the Panel.

It was further **agreed** that any notices of termination or other actions taken by the Brynteg Allotments Committee against the complainant in relation to this specific complaint be paused until the matter had been determined by the Panel.

There being no further business the meeting was ended at 7.35pm

CLLR RON HUNT

CHAIR