

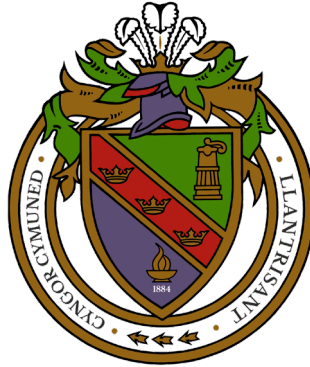
**CYNGOR CYMUNED LLANTRISANT
LLANTRISANT COMMUNITY COUNCIL**

Parish Office
Llys y Cwm
Gwaunmiskin Road
Beddau
CF38 2AU

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office@llantrisant-cc.gov.wales
Clerk: Mr G E Hopkins JP BA(Hons)

Swyddfa'r Plwyf
Llys y Cwm
Heol Gwaunmeisgyn
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Clerk: Mr G E Hopkins JP BA(Hons)



Wednesday 8th October 2025

COUNCIL SUMMONS

TO: ALL MEMBERS OF LLANTRISANT COMMUNITY COUNCIL

YOU ARE SUMMONED to a meeting of **LLANTRISANT COMMUNITY COUNCIL** to be held at **6.30pm** on **Tuesday 14th October 2025** at **LLYS Y CWM**, Beddau.

The Agenda for the meeting is attached. The meeting will be held online pursuant to the Local Government and Elections (Wales) Act 2021, and you may connect using the following Zoom link:

<https://us06web.zoom.us/j/83109769562>

Meeting ID: 831 0976 9562

I should be grateful if you would confirm your attendance.

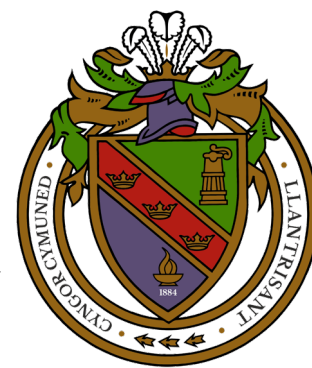
Yours faithfully,

MR. G. E. HOPKINS J.P.

CLERK

CYNGOR CYMUNED LLANTRISANT

LLANTRISANT COMMUNITY COUNCIL



THE ORDER OF BUSINESS FOR A MEETING OF
LLANTRISANT COMMUNITY COUNCIL TO BE HELD ON

TUESDAY 14TH OCTOBER 2025 AT 6.30PM
AT LLYS Y CWM, BEDDAU

AGENDA

Item		Page
1. Apologies for absence	To receive any apologies of absence from Members.	
2. Declarations of Interest	To receive disclosures of personal interests from Members in accordance with the Code of Conduct.	
3. Public Representations to the Council	To receive any representations from members of the public at the discretion of the Chair.	
4. Minutes of the Previous Meeting	To approve as a true record the Minutes of the Council Meeting of Council held on 23 rd September 2025, and note the Action Log.	3 to 8
5. Financial Matters		
	(i) To receive and approve the accounts for payment for October 2025;	9 to 11
	(ii) To receive and note the income and expenditure accounts for September 2025.	12 to 15
6. Reports from Committees	To note the Minutes of the Assets and Operations Committee held on 7 th October 2025 and approve the recommendations contained therein.	16 to 19

- 7. Role of Community and Town Councils (Senedd Enquiry)**
 - (i) To note the conclusions of the enquiry conducted by the Local Government and Housing Committee of the Welsh Parliament in March 2025. The full report can be found here: <https://senedd.wales/media/ldqbgvzu/cr-ldl7034-e.pdf> 20 to 25
 - (ii) To note the Summary of Roundtable Discussions held in relation to the above report.
- 8. Model Local Resolution Protocol for Community and Town Councils** 32 to 36
To note and consider adopting the model produced by One Voice Wales for the resolution of low level complaints about Members of Community and Town Councils.
- 9. Planning and Development Control** 37
To note and consider any planning applications received by Rhondda Cynon Taf County Borough Council since the last meeting.
- 10. Correspondence**
To receive any correspondence to the Council.
- 11. Urgent Items**
To consider any matters which the Chair has determined reasonably to be urgent.

MR. G. E. HOPKINS J.P.

**CLERK TO THE
COUNCIL**

LLANTRISANT COMMUNITY COUNCIL

MINUTES

OF THE MEETING OF LLANTRISANT COMMUNITY COUNCIL

HELD AT 6.30PM ON TUESDAY 23rd SEPTEMBER 2025, AT

LLYS Y CWM, BEDDAU.

Present

Cllr Ron Hunt (Chair)
Cllr Julie Barton
Cllr Anne Callow
Cllr Mal Davies
Cllr David Brown

Cllr Dr Catherine Preston
Cllr Adam Robinson
Cllr Lynne Murdoch
Cllr Paul Thomas

In Attendance

The Deputy Clerk to the Council (Mrs Alison Jenkins)

FC/25-26/59 Apologies for Absence

Apologies were received from Cllrs David Myles, Ellie Townsend Jones, Glynne Holmes, Carys Romney and David Nicholas.

FC/25-26/60 Declarations of Interest

In relation to agenda item 5, Community Council Grants:

Cllr Mal Davies declared that he was an allotment holder at Brynteg Allotment site.

Cllr Anne Callow declared that she was a member of Llantrisant and Talbot Green Together.

Cllr David Brown declared that he was an allotment holder at Brynteg Allotment site, on the Board of Governors for Penygawsi Primary School and a member of Llantrisant and Talbot Green Together.

Cllr Adam Robinson declared that he was a committee member of Llantrisant and Talbot Green Together.

Cllr Lynne Murdoch declared that she was on the committee of BaTCL.

Cllr Catherine Preston declared that she was the Treasurer of BaTCL with interests in the Monday Club and Beddau Cylch Ti a Fi.

Cllr Julie Barton declared that she was the Chair of Litter Free Beddau & Tynant, BaTCL with interests in the Monday Club, Chair of Governors YGG Castellau with interest in Beddau Cylch Ti a Fi. Personal interest in Cerebral Palsy Cymru.

FC/25-26/61 Public Representations to the Council

No representations were made.

FC/25-26/62 Minutes of the Previous Meeting

The Minutes of the Meeting of Council held on Tuesday 9th September 2025 were **approved** as a correct record.

The meeting then was adjourned whilst the individual ward members met to confer on grant allocations for their respective wards.

Cllr Robinson entered the meeting at 6.35pm

The meeting reconvened at 7.10pm

FC/25-26/63 Community Grants 2025

It was agreed to allocate the following community grants:

From the Llantrisant and Talbot Green Wards grant funds:

Afon Community Dance C.I.C	£1,450	LGA 1972 s145
Crafty Cards	£50	LGA 2000 ss 1-5
Club Alawon Llantrisant Tune Club	£100	LGA 1972 s145
Friends of Penygawsi Primary School	£700	LGA 1972 s144
Ffrindiau Llanhari	£300	LGA 1972 s144
Gwynfa Camera Club	£400	LGA 1972 s145
Llantrisant & District Art Society	£100	LGA 1972 s145
Llantrisant & Talbot Green Together	£500	LGA 1972 s145
Llantrisant Bowls Club	£110	Miscellaneous Provisions Act 1976 s19
Llantrisant Ladies Bowls	£110	Miscellaneous Provisions Act 1976 s19
Llantrisant Ladies Choir	£200	LGA 1972 s145
Llantrisant Male Choir	£420	LGA 1972 s145
Llantrisant LC Netball Club	£1,100	Miscellaneous Provisions Act 1976 s19
Llantrisant Primary School PTA	£700	LGA 1972 s144
Penygawsi Allotment Society	£500	Smallholdings and Allotments Act 1908 s26

Talbot Green Playgroup	£700	LGA 1972 s144
Talbot Green Football Club	£1,400	Miscellaneous Provisions Act 1976 s19
Talbot Quilters	£100	LGA 1972 s145
'The Chords'	£100	LGA 1972 s145
Tonysguboriau PTA	£600	LGA 1972 s144
Ynysmaerdy Creative Crafts	£120	LGA 1972 s145
Young at Heart (Monday Club)	£140	LGA 1972 s145
Young at Heart (Thursday Club)	£140	LGA 1972 s145
Young at Heart (Tuesday Club)	£140	LGA 1972 s145
2nd Pontyclun Guides	£250	LGA 1972 s145
TOTAL	£10,430	

For the Beddau and Tynant Wards grant funds:

1st Beddau Scout Group	£300	LGA 1972 s145
2nd Beddau Brownies	£400	LGA 1972 s145
Beddau Belles Women's Institute	£200	LGA 1972 s145
Beddau Bowling Club	£1,500	Miscellaneous Provisions Act 1976 s19
Beddau & Penyrcoedcae Allotments	£500	Allotments & Smallholdings Act 1908 s26
Beddau & Tynant Senior Citizens Club	£400	LGA 1972 s145
Beddau RFC Mini & Junior Sections	£1,500	Miscellaneous Provisions Act 1976 s19
Beddau RFC Senior Citizens	£500	LGA 1972 s145
Cylch Ti a Fi Beddau	£1,200	LGA 1972 s144
Cwm Welfare Hall	£761	LGA 1972 s133
Litter Free Beddau & Tynant	£400	LGA 1972 s145
Monday Club	£800	LGA 1972 s145
Tynant Allotments Association	£500	Allotments & Smallholdings Act 1908 s26
4 Dewi 4 Mental Health	£400	LGA 1972 s145
TOTAL	£9,361	

From the Umbrella grant funds:

2077 Pontyclun Squadron Air Training Core	£500	LGA 1972 s145
Bosom Pals	£100	Public Health Act 1936 s234
Llantrisant Young Farmers Club	£200	LGA 2000 ss 1-5
Pontypridd & Llantrisant Sub Aqua	£100	LGA 2000 ss 1-5
RCT Community Wind Band	£200	LGA 1972 s145
Taff Ely (Llantrisant) Ramblers	£200	Public Health Act 1875 s164

TOTAL**£1,300**

It was further noted that the application from Taff Ely Foodbank would be added to the debate regarding FC/25-2647 Support for Food Banks.

The £361 overspend from Beddau & Tynant Grant funds would be vired from Beddau & Tynant project money.

In line with the Community Council Policy Beddau & Tynant Senior Citizens Club would be asked to ensure that grant funding was used for group activities and not for Christmas gifts for individual members.

No grant was agreed for Cerebral Palsy Cymru, Heol Chwarae Rol/Role Play Lane, RCT Performance Swimming Squad, or Shelter Cymru as it was felt that the applications covered a greater remit, with limited evidence of actual benefit to ward residents than the Community Council grants could help fund.

FC/25-26/65 Charity Bank

It was agreed that the Responsible Financial Officer, Mrs Alison Jenkins would be added as a signatory to the Charity Bank so that she could remain as the primary contact for the account. Financial Regulations to be updated accordingly.

There being no further business, the meeting was ended at 7.30pm

CLLR RON HUNT

CHAIR OF COUNCIL

LLANTRISANT COMMUNITY COUNCIL
COUNCIL ACTIONS LOG (EXCEPTIONS) OCTOBER 2025

MINUTE	ACTION	REMARKS
<u>FC/24-25/98</u>	Talbot Green Seating Area	Work undergoing on the interpretation boards,
<u>FC/24-25/130</u>	Beddau Clock	The Clock will be installed on 30 th October 2025.
<u>FC/25-26/47</u>	Support for Food Banks	Further to Council resolution, consider inviting representatives to an additional meeting of Council, rather than regular monthly meeting.

MR. G. E. HOPKINS J.P.

CLERK

				Office Use			
OFFICE				VAT		account	
BT	30.09.25 Broadband (x4) and telephone	£	288.71	s	d/d	split	101
Core Synergy	31.10.25 Web and email Provision	£	54.00	s	s/o	4202	101
Barclaycard	14.10.25 see attached sheet	£	580.22	-	bacs	split	
Unity Trust	30.09.25 Monthly Charges (Aug)	£	14.10	o	d/d	4215	101
Unity Trust	31.10.25 Monthly Charges (Sept)	£	14.10	o	d/d	4215	101
Toshiba Tec	31.10.25 Final Bill	£	201.53	s	d/d	4200	101
Tesco Mobile	22.10.25 4 x mobile contracts	£	38.67	s	d/d	4205	101
STAFFING							
HMRC	14.10.25 NI and Tax (Sept)	£	4,245.49	z	bacs	4002	102
Wages	15.09.25 Salaries (Sept)	£	11,382.99	z	bacs	4001	102
Pensions	14.10.25 Pensions (Sept)	£	3,281.57	z	bacs	4003	102
COUNCILLORS							
One Voice Wales	14.10.25 Annual membership	£	2,822.22	z	bacs	4230	107
Greenbarnes	14.10.25 lettering honours board	£	57.50	s	bacs	4231	107
CAERLAN							
RCTCBC	15.10.25 Rates	£	494.00	o	d/d	4050	201
SSE	01.10.25 Electricity (Aug)	£	45.96	f	d/d	4060	201
PPLPRS	14.10.25 Music Licence	£	793.76	s	d/d	4065	201
LLYS Y CWM							
RCTCBC	15.10.25 Rates	£	216.00	o	d/d	4050	205
SSE	01.10.25 Electricity (Aug)	£	41.66	f	d/d	4060	205
BEDDAU CC							
EDF	14.10.25 Electricity (Sept)	£	116.06	f	bacs	4060	203
WORKS DEPOT							
RCTCBC	15.10.25 Rates	£	103.00	o	d/d	4050	308
PJ Saunders	27.10.25 Rent	£	633.00	s	s/o	4073	308
OUTSIDE WORK							
Trade UK	14.10.25 Screwfix Account	£	36.64	s	bacs	4103	310
ALLOTMENTS							
Egan Waste	14.10.25 Skip (Beddau & Penyrcoedcae)	£	324.00	s	bacs	4163	305
SSE	01.10.25 Electricity (Brynteg)	£	41.85	f	d/d	4161	305
TRANSPORT							
RCTCBC	14.10.25 Van Hire (Sept)	£	58.38	s	bacs	4073	301
UK Fuels	08.10.25 Diesel (Sept)	£	86.12	s	d/d	4070	301
Radius	14.10.25 Trackers monthly payment	£	24.00	s	d/d	4071	301
TOTAL			£ 25,995.53				

Additional Payments

UPDATED TOTAL £ 25,995.53

Credit card re-imbursement request for October 2025

September Expenditure

No	Date	Payee	Item	TOTAL COST	VAT	Code	Centre
110	29.08.25	Texaco	Van Wash	£6.00	£ -	4071	301
111	03.09.25	Poundstretcher	outside work	£23.97	£ 3.99	4103	310
112	03.09.25	B&Q	outside work	£24.38	£ 4.06	4103	310
113	25.09.25	Meter & Instrument Services	PAT Testing calibration	£78.00	£ 13.00	4102	310
114	02.09.25	Nisbets	Cleaning supplies	£7.74	£ 1.29	4063	split
115	19.09.25	Zoom	Meeting software	£12.99	£ -	4202	101
116	23.09.25	Ensinger	Polycarbonate bus sheter	£167.21	£ 27.87	4105	310
117	24.09.25	Amazon	retractable cordon	£24.59	£ 4.10	4064	205
118	24.09.25	Amazon	clocks usb extenders	£25.60	£ 4.26	4064	205
119	24.09.25	Amazon	door open sensor	£10.76	£ 1.90	4064	205
120	24.09.25	Boston Seeds	Daffodil bulbs	£185.99	£ 31.00	4158	106
121	24.09.25	Canva	Poster software	£12.99	£ 2.16	4153	106
			TOTAL	£580.22			

Date 09/10/2025

Llantrisant Community Council Current Year

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Council Detail Report 30/09/2025

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
101 Administration						
1011 Photocopying	78	100	22			78.3%
1110 Interest	2,228	3,500	1,272			63.7%
Subtotal	2,306	3,600	1,294	0	0	64.1%
103 Precept						
1101 Precept	224,067	336,100	112,033			66.7%
Subtotal	224,067	336,100	112,033	0	0	66.7%
201 Caerlan						
1000 Hall Hire	2,444	6,500	4,056			37.6%
Subtotal	2,444	6,500	4,056	0	0	37.6%
203 Beddau Community Centre						
1000 Hall Hire	7,088	12,000	4,913			59.1%
Subtotal	7,088	12,000	4,913	0	0	59.1%
205 Lllys y Cwm						
1000 Hall Hire	37	1,000	964			3.6%
Subtotal	37	1,000	964	0	0	3.6%
305 Allotments						
1007 Penygawsi Allotments	0	51	51			0.0%
1008 Brynteg Allotments	0	83	83			0.0%
1009 Tynant Allotments	0	78	78			0.0%
1010 Pencoedcae Allotment	0	94	94			0.0%
Subtotal	0	306	306	0	0	0.0%
310 Outside Work						
1012 Footpath Agency Agreement	0	835	835			0.0%
Subtotal	0	835	835	0	0	0.0%
TOTAL INCOME	235,941	360,341	124,400	0	0	65.5%

EXPENDITURE

101 Administration						
4200 Photocopying	706	1,800	1,094		1,094	39.2%
4202 Computer Costs	2,197	3,300	1,103		1,103	66.6%
4204 Postage	0	50	50		50	0.0%
4205 Telephones	626	1,250	624		624	50.1%
4206 Stationery	180	300	120		120	59.9%
4210 Sundries	26	100	74		74	26.2%
4215 Audit Fees & Bank charges	954	1,400	446		446	68.2%
4220 General Insurance	4,802	4,700	(102)		(102)	102.2%
4240 Elections	0	2,000	2,000		2,000	0.0%
4250 Contingency Fund	0	6,000	6,000		6,000	0.0%
4255 Office Equipment	1,508	1,000	(508)		(508)	150.8%

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Date 09/10/2025

Llantrisant Community Council Current Year

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Council Detail Report 30/09/2025

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Subtotal	10,999	21,900	10,901	0	10,901	50.2%
102 Staffing						
4001 Salaries	65,084	135,000	69,916		69,916	48.2%
4002 PAYE & NI Contributions	18,830	36,000	17,170		17,170	52.3%
4003 Pension contributions	15,517	29,000	13,483		13,483	53.5%
4010 Occupational Health	0	500	500		500	0.0%
4015 Training	100	1,000	900		900	10.0%
4020 Work wear	1,043	1,000	(43)		(43)	104.3%
4025 Staff Expenses	0	300	300		300	0.0%
Subtotal	100,573	202,800	102,227	0	102,227	49.6%
105 Grants						
4152 Beddau & Tynant Wards	0	9,000	9,000		9,000	0.0%
4154 General Grants	0	2,500	2,500		2,500	0.0%
4155 Community Library	0	6,000	6,000		6,000	0.0%
4156 Talbot Green & Llantrisant	0	11,000	11,000		11,000	0.0%
4165 Llantrisant Guildhall Grant	1,500	0	(1,500)		(1,500)	0.0%
4168 Llantrisant Guildhall	0	1,500	1,500		1,500	0.0%
Subtotal	1,500	30,000	28,500	0	28,500	5.0%
106 Projects						
4106 Defibrillators and Supplies	0	300	300		300	0.0%
4150 Llantrisant Ward	48	6,246	6,198	3,817	2,381	61.9%
4151 Talbot Green Ward	1,409	8,034	6,626	2,250	4,376	45.5%
4152 Beddau & Tynant Wards	0	9,424	9,424		9,424	0.0%
4153 Events/Public Relations	3,263	6,000	2,737		2,737	54.4%
4157 Christmas	97	12,000	11,903		11,903	0.8%
4158 Floral Displays	3,060	4,000	940		940	76.5%
4159 Charter of Friendship	0	250	250		250	0.0%
4167 Food Bank Donations	0	5,000	5,000		5,000	0.0%
Subtotal	7,877	51,254	43,377	6,067	37,310	27.2%
107 Councillors						
4225 Chairs Allowances	465	1,465	1,000		1,000	31.7%
4226 Councillor Allowances	4,512	4,500	(12)		(12)	100.3%
4230 OVW Membership	0	2,800	2,800		2,800	0.0%
4231 Councillor Training	167	1,664	1,497		1,497	10.0%
4232 Travel & Subsistence	0	250	250		250	0.0%
Subtotal	5,144	10,679	5,535	0	5,535	48.2%
201 Caerlan						
4050 Rates	2,966	5,400	2,434		2,434	54.9%
4055 Water Charges	232	600	368		368	38.7%
4060 Electricity	269	1,100	832		832	24.4%
4061 Gas	1,122	2,500	1,378		1,378	44.9%
4062 Broadband	216	0	(216)		(216)	0.0%
4063 Cleaning Materials	97	300	203		203	32.3%
4065 Maintenance Contracts	1,150	3,000	1,850		1,850	38.3%
4066 Repairs & maintenance	8	1,500	1,492		1,492	0.6%

Continued over page

Date 09/10/2025

Llantrisant Community Council Current Year

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Council Detail Report 30/09/2025

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Subtotal	6,059	14,400	8,341	0	8,341	42.1%
203 Beddau Community Centre						
4060 Electricity	792	2,200	1,408		1,408	36.0%
4061 Gas	2,331	5,000	2,669		2,669	46.6%
4062 Broadband	234	450	216		216	52.1%
4063 Cleaning Materials	120	300	180		180	39.9%
4065 Maintenance Contracts	214	1,200	986		986	17.9%
4066 Repairs & maintenance	412	2,500	2,088		2,088	16.5%
Subtotal	4,103	11,650	7,547	0	7,547	35.2%
205 Llys y Cwm						
4050 Rates	1,294	2,300	1,006		1,006	56.3%
4055 Water Charges	78	600	522		522	13.1%
4060 Electricity	198	800	602		602	24.7%
4061 Gas	237	1,200	963		963	19.8%
4062 Broadband	73	450	377		377	16.3%
4063 Cleaning Materials	145	300	155		155	48.2%
4064 Refurbishment	16,418	20,000	3,582		3,582	82.1%
4065 Maintenance Contracts	776	1,400	624		624	55.4%
4066 Repairs & maintenance	725	2,500	1,775		1,775	29.0%
Subtotal	19,944	29,550	9,606	0	9,606	67.5%
301 Transport						
4070 Fuel	691	1,400	709		709	49.4%
4071 Repairs, Service, MOT	404	1,200	796		796	33.7%
4072 Road Tax	0	360	360		360	0.0%
4073 Rent	164	550	386		386	29.8%
4074 Insurance	0	1,700	1,700		1,700	0.0%
4090 New Van Fund	0	4,000	4,000		4,000	0.0%
Subtotal	1,260	9,210	7,950	0	7,950	13.7%
305 Allotments						
4160 Penygawsi Allotments	21	600	579		579	3.5%
4161 Brynteg Allotments	353	600	247		247	58.9%
4162 Tynant Allotments	591	600	9		9	98.5%
4163 Pencoedcae Allotments	270	600	330		330	45.0%
Subtotal	1,235	2,400	1,165	0	1,165	51.5%
308 Workshop						
4050 Rates	393	1,000	607		607	39.3%
4055 Water Charges	90	250	160		160	36.0%
4060 Electricity	656	1,500	844		844	43.7%
4062 Broadband	174	350	176		176	49.6%
4066 Repairs & maintenance	0	200	200		200	0.0%
4073 Rent	3,165	6,500	3,335		3,335	48.7%
4074 Insurance	506	560	54		54	90.4%
4210 Sundries	0	100	100		100	0.0%
Subtotal	4,985	10,460	5,475	0	5,475	47.7%

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Date 09/10/2025

Llantrisant Community Council Current Year

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Council Detail Report 30/09/2025

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
310 Outside Work						
4102 Machine Repairs & Spares	2,450	2,500	50		50	98.0%
4103 Outside Work	1,795	3,000	1,205		1,205	59.8%
4105 Street Furniture	1,254	2,000	746		746	62.7%
4110 Outside Equipment	0	1,500	1,500		1,500	0.0%
Subtotal	5,500	9,000	3,500	0	3,500	61.1%
TOTAL EXPENDITURE	169,178	403,303	234,125	6,067	228,058	43.5%
Total Income	235,941	360,341	124,400			65.5%
Total Expenditure	169,178	403,303	234,125	6,067	228,058	43.5%
Net Income over Expenditure	66,763	(42,962)	(109,725)			
plus Transfer from EMR	763					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	67,525	(42,962)	(110,487)			

LLANTRISANT COMMUNITY COUNCIL

MINUTES

OF THE MEETING OF THE

ASSETS AND OPERATIONS COMMITTEE

HELD AT 6.30PM ON TUESDAY 7TH OCTOBER 2025 AT

LLYS Y CWM, BEDDAU.

Present

Cllr Mal Davies (Chair)
Cllr Julie Barton
Cllr David Brown

Cllr Adam Robinson
Cllr Dr Catherine Preston

In Attendance

The Clerk to the Council (Mr. G. E. Hopkins J.P.)
The General Maintenance Manager (Mr. J. Akers)

AOC/25-26/01 Apologies for Absence

Apologies were received from Cllr Ron Hunt.

AOC/25-26/02 Declarations of Interest

Cllrs Mal Davies and David Brown both declared in relation to Minute AOC/25-26/08 that they were allotment holders at Brynteg Allotment site.

AOC/25-26/03 Public Representations to the Committee

No representations were made.

AOC/25-26/04 Committee Terms of Reference

The Terms of Reference and Membership of the Committee as agreed at the Annual Meeting of the Council held on 13th May 2025 were noted.

AOC/25-26/05 Halls

- (i) The report of the Clerk outlining the income and expenditure situation at each of the Council's halls was **noted**, with satisfaction that the situation was in line with the budget at this point in the financial year.
- (ii) It was **noted** that the Clerk had made a claim in the County Court against a hall hirer who had left outstanding balanced unpaid despite several reminders.
- (iii) It was **noted** with regret that Beddau Community Centre had lost a regular hirer due to a dispute with the Food Bank.
- (iv) The report on the office move to Llys y Cwm was **noted** with members satisfied with the quality of the work, and congratulating the staff on the project, which had come in under budget.
- (v) It was **agreed** that the AV system used to facilitate hybrid meetings at Llys y Cwm required new table-top microphones, and a quote from Drake Ltd. was approved.
- (vi) It was **agreed** that a new terms of hire for Llys y Cwm would be considered as part of the budget setting process later in the year.
- (vii) It was **agreed to recommend** that a design and quotations for providing new accessible toilet facilities at Caerlan Hall, Llantrisant be obtained for the purposes of enabling the main hall and the lesser hall (former office) to be hired out separately.

AOC/25-26/06 General Maintenance Matters

- (i) The Report of the Clerk outlining a range of maintenance and operational matters was considered and **noted**.
- (ii) It was **agreed** that winter flowers would be provided in the planters once the summer displays had gone over.
- (iii) It was **agreed** that further planting of daffodil bulbs should take place at the new Talbot Green seating area, the outside of Llys y Cwm, and further planting outside Beddau Community Centre.
- (iv) It was **agreed** that the signage on the road side elevation of Caerlan Hall be changed to reflect the office move to Llys y Cwm.
- (v) It was **agreed** that the recently vandalised benches on the Community Route in Talbot Green be replaced with more robust foundations.

- (vi) It was **agreed** to recommend the removal of the silver birch tree at the Heather Gardens in Llantrisant, in order to improve the sunlight reaching the heather, which had been suffering from a lack thereof.

AOC/25-26/07 Exclusion of Public and Press

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 following item of business was therefore considered in camera.

AOC/25-26/08 Allotments Matters

- (i) The Clerk reminded Members that he had reported to full Council on 9th September that the Brynteg Allotment Association Management Committee had resigned on Wednesday 20th August 2025. In such circumstances, and in accordance with Section 8 of the Management Agreement between the Association and the Council, Llantrisant Community Council had since then administered *pro tempore* the affairs of the Association, and had sought by calling an Extraordinary General Meeting to secure the resumption of voluntary representative management of the Association at the earliest opportunity.
- (ii) An Extraordinary General Meeting of the Association was so held on Wednesday 7th September, at which a new Management Committee and officers were elected. That being so, the functions delegated to the Association under the Management Agreement had been restored to the Management Committee.
- (iii) It was **agreed** at the Full Council meeting that the Council would look at ways in which it could support the four Allotment Associations in the carrying out of their duties, including training for the Management Committees.
- (iv) The Committee **agreed** that the priority would be to give support to the Brynteg Allotments Association due to the issues particular to that side.
- (v) Furthermore, it was **agreed** that wider support could be offered to all four associations, including training and also a social event for networking.
- (vi) The Committee noted that a review of the rules and procedures relating to the allotments would be brought to a future Committee meeting.

- (vii) Emerging from the discussion was a feeling that training on general governance could be a service the Council could provide to a wider range of third sector organisations in the community.

AOC/25-26/09

Highways Improvements, Gwaunmiskin Road

Cllr Barton reported that following discussions between her, in her capacity as a County Borough Councillor, and Rhondda Cynon Taf County Borough Council, improvements would be made shortly to the highway and pavements at Gwaunmiskin Road, which would include new bus shelters which, though provided by the County Council, may through further discussions come under the care of the Community Council. The Clerk was asked to liaise with officers in the County Council to establish further detail.

There being no further business, the meeting was ended at 8.15pm

CLLR MAL DAVIES

COMMITTEE CHAIR

Role, governance and accountability of the community and town council sector

March 2025



The Welsh Parliament is the democratically elected body that represents the interests of Wales and its people. Commonly known as the Senedd, it makes laws for Wales, agrees Welsh taxes and holds the Welsh Government to account.

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Twitter: **[@SeneddLGHousing](https://twitter.com/SeneddLGHousing)**

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Role, governance and accountability of the community and town council sector

March 2025



About the Committee

The Committee was established on 23 June 2021. Its remit can be found at:
www.senedd.wales/SeneddHousing

Current Committee membership:



**Committee Chair:
John Griffiths MS**
Welsh Labour



Peter Fox MS
Welsh Conservatives



Lesley Griffiths MS
Welsh Labour



Siân Gwenllïan MS
Plaid Cymru



Laura Anne Jones MS
Welsh Conservatives



Lee Waters MS
Welsh Labour

The following Members were also members of the Committee during this inquiry:



James Evans MS
Welsh Conservatives



Altaf Hussain MS
Welsh Conservatives

Chair's foreword

There are over 700 community and town councils serving their local areas across Wales. The size of the councils and the resources available to them will vary significantly, but all share the objectives of wanting to deliver and achieve the best outcomes for their communities.

There have been other reports looking at the community council sector in recent years and all have made their own recommendations. Some of the main areas our report focuses on are the audit arrangements, standards of behaviour and support for council clerks.

Increasing diversity across the local government sectors has been an important theme throughout our work, and we know that poor behaviour is one of the key factors in deterring people from standing or continuing in an elected role. We were therefore very interested in the Code of Conduct for Members and have made some recommendations relating to training, which we believe could lead to fewer equality and respect complaints.

All councils need competent clerking support to function effectively. We have therefore also focused on clerking arrangements and the adequacy of support available to clerks.

We have made a series of recommendations to the Welsh Government and the sector which I believe can make a positive difference and also work in conjunction with issues raised in other recent reports.

I would like to thank everyone who has contributed to this inquiry.

John Griffiths MS

Chair

Recommendation 10. The Welsh Government should work with the WLGA and One Voice Wales to encourage local authorities to:

- provide IT support to town and community councils through service level agreements, and
- share facilities for use by town and community councils to hold hybrid meetings. Page 49

Recommendation 11. The Welsh Government should make the necessary legislative changes so that community councils eligible to exercise the General Power of Competence are only required to affirm their eligibility once during an electoral term. Page 53

Conclusion 1. We would like the Welsh Government to do more, in conjunction with the sector, to raise awareness of the bursary and encourage more clerks to study for it. The possibility of clerks being remunerated for the additional training time may be an option to explore. Page 33

Role, governance and accountability of the community and town council sector

Summary of roundtable discussions

1. Introduction

As part of the Local Government and Housing Committee's inquiry into the role, governance and accountability of the community and town council sector, roundtable discussions were undertaken with relevant stakeholders. This summary paper highlights key points raised during these discussions.

1.1. Contributors

Clerks and members of town and community councils were invited to attend informal, private discussions with Committee members.

1.2. Format

The contributions in this paper are drawn from three focus groups which were held simultaneously on 23 October 2024.

Thanks are extended to all who participated in these roundtable discussions.

2. Key points

Key discussion points from the focus groups will be highlighted within this section. These qualitative findings have been arranged thematically as follows:



2.1. Standards of behaviour

Across all sessions, standards of behaviour were highlighted as a significant concern. Contributors within the clerking groups referred to negative and threatening behaviour, including bullying. One participant described “bullying in the sector” as “absolutely atrocious” and said that they were unable to sleep at night. Participants described being belittled and shouted at.

Participants said that the culture in the sector in turn leads to loss of expertise and a shortage of young clerks. We heard that there is a lack of authority and respect for the role of clerk in some councils.

One participant said that they had “never experienced anything like it”. Another said that clerks live in fear of losing their jobs if they don’t do what councils want, and another participant said that they have witnessed people having breakdowns and deciding to leave their roles.

Another participant commented that it is “astonishing that some councillors get away with some of the things that wouldn’t be tolerated in other sectors.”

Among members, some referred to internal problems within councils, with issues such as imbalance of power between members and clerks, lack of communication and co-operation between members cited as challenges. The inconsistency in size of individual councils added to this problem according to some. One participant referred to their council as being run by a small number of members, and another to being excluded from decisions being made through a ‘WhatsApp’ group.

2.2. Clerks to community and town councils

One participant described the relationship between the council and the clerk as “strange”, in that the clerk is there to advise and guide but also to take instructions from the council. One participant said that “many councillors think they know everything and won’t listen to advice.” Another participant said that some members view the clerk as their secretary. It was argued that being a clerk is a complex role that isn’t always appreciated by members of the council.

Among members, some participants expressed concern that they are unable to complain about a clerk should they behave inappropriately in the same way a complaint could be made about a member. It was suggested that a professional HR company should be employed to undertake clerk appraisals. It was felt that

clerks should be independent and should therefore be unable to stand as members of other councils.

2.2.1. Support

There were calls for more resources, protection and support for clerks. Some participants said they would like to see clerks being employed by the local authority in order to have the local authority's protection. Participants said that they did not feel qualified to deal with HR issues, and that they often found themselves "firefighting" instead of doing their clerking roles. However, another participant said that doing this would "strip the sector of their independent corporate status".

Participants raised concern that clerks are often "on their own" i.e. the only person employed by the council, with one clerk describing the feeling as being "isolated".

It was suggested that "communication could solve some problems" and that an impartial mentoring system along with more "check-ins" would be helpful.

One participant referred to a Facebook group for clerks and said that people posted in it every day about bullying. The participant described a close-knit community of clerks but felt concerned for those without that network. There were calls for One Voice Wales to implement an online forum based advice area with financial support.

One participant said that they did not receive any "handover" when they started the role, while others felt frustrated that help and information is currently not easily accessible.

2.2.2. Training

It was noted that many clerks are trained to CiLCA level. Participants said that the bursary has been helpful.

Some participants in the clerking groups said that they had asked for training but these requests were not taken seriously and/or viewed as costly. One participant said that many members do not acknowledge that clerks require time off to complete training and think it can be done alongside their regular responsibilities. This can be a particular struggle for clerks who work part-time or work more than one job.

Some clerks said that some of the audit requirements can be quite challenging and noted a need for recognition and awareness of the burden placed on clerks.

2.3. Clustering of community councils

Participants across the groups expressed mixed views on clustering community councils. There was acknowledgement that the variability between sizes and coverage of councils was problematic, with some councils being too small. Some parts of Wales do not have community councils, and it was suggested that every area should have one. One suggestion was to “cluster” smaller councils rather than to disband. Clustering would provide a framework for collaborative working. It was noted that some councils have difficulty in attracting candidates so mergers could be an option.

Some participants raised concern that the legal requirements are the same whatever the size of the council, and that some very small councils struggle to implement the new requirements e.g. remote participation in meetings. Some participants suggested merging smaller councils, in order to pay the clerk a proper wage and to be able to ask for a professional qualification.

However, some participants felt strongly that small councils should remain so not to lose “the voice nearest to the people”. Pooling resources was described by one participant as being “unacceptable in terms of democratic rights”, adding “it would give those in smaller areas even less ability to act in their best interests and less voice in any debate”.

2.4. Relationship between Principal and Community Councils

There was a strong feeling, particularly among members of councils that the relationship between the sector and principal authorities could be “frustrating”. Participants expressed concern, with *planning* cited as a particular concern, and a feeling that their views are often overlooked or ignored by principal authorities. It was noted that being overlooked may be a barrier to recruiting new people to become members.

2.5. Technology

Participants across the groups expressed general support for the use of technology, but this was accompanied by a warning that technology should not be the only option. It was noted that many areas of Wales still have poor connectivity and that some older people are not confident in using technology.

Participants conveyed differing experiences around being able to work in a hybrid manner. Most participants welcomed remote participation in meetings as it has increased opportunities for people with other responsibilities to join meetings but

said that more funding is needed to enable the implementation of the legislation and the proper set up of hybrid meetings.

Experience of provision of equipment also varied with some members and clerks having been provided with ipads while others called for this to be available universally. The cost of universal provision was considered prohibitive by some.

A number of participants raised issues with multi location meetings and the lack of resource for it. They described struggling with ICT, especially in listed buildings, and not knowing what to do if the technology breaks. One participant described the legislation as “woolly” or “grey” when it comes to what to do if the technology doesn’t work.

According to one participant: “we are trying our best to implement the necessary equipment needed for Hybrid meetings, however we are in a Grade II listed building and the local authority Conservation Officer will NOT allow us to install anything into our Council Chamber. We have to jump through hoops to get anything done. There are no experts who can advise us and companies are scared of installing items that the conservation officer deems not in keeping with the building.”

Concern was expressed that, as some councils are unable to conduct meetings in a hybrid format, all participants needed to join meetings remotely.

2.6. General Power of Competence / New responsibilities

Contributors felt the General Power of Competence (GPC) was welcome, but it was noted that the eligibility criteria could be a barrier, in particular the requirement that clerks need to be qualified. Observations included the turnover of clerking staff and that individuals at the end of their career may be reluctant to take on board the qualification. It was suggested that a broader assessment of measuring clerks’ ability to support GPC is needed. Another suggestion was that the expertise and skills of members combined with those of the clerk should be a measure of competence.

Participants called for the GPC to be looked at again, with one suggesting that affirming eligibility for the duration of a council term would be preferable to re-affirming annually.

Several participants spoke of the additional responsibilities being taken on board by their councils, in particular operating services such as public toilets or car parks. Most felt that the sector was well placed to run these community services, but not

all have the resources, skills or ability to effectively manage these services. It was noted that there should be proper consultation by the local authority and resources to support the transfer of responsibility – including support from officers.

Un Llais Cymru



One Voice Wales

Model Local Resolution Protocol for Community and Town Councils

ONE VOICE WALES

Model Local Resolution Protocol for Community and Town Councils

Background

The Public Service Ombudsman has agreed to the principle of referring some complaints against Members back to Community and Town Councils for a local resolution. However, to date there has not been a common process for Community and Town Councils to follow in dealing with such matters. To assist the sector, One Voice Wales has drawn up the following as a model protocol which any Community and Town Council can use in dealing with such complaints.

This model protocol is meant as a starting point for Community and Town councils. Individual councils may wish to add or amend this model to suit their particular needs. Councils wishing to use this process should first of all be clear about its purpose and intention, formally adopt it in its current or in a revised form and ensure that all Councillors are provided with a copy for their attention. The Council should then determine the framework through which it is operated which may require the establishment of a Committee or Panel or an extension of the terms of reference of an existing Panel or Committee such as a Complaints Panel or Committee. In the case of establishment of a new Panel it is important that terms of reference are prepared and approved by the Council. In either case it will be important for Councils to document in the terms of reference as to what will happen if there is a lack of co-operation shown by the member concerned or a breakdown occurring during the operation of the process. For example, in such cases the default position might be that the matter is referred to the Public Ombudsman for Wales.

The Local Resolution Process

Issues which should be considered under this process

Low level complaints about Members, including:

- Minor complaints from Members about Members
- Minor complaints from Officers about Members
- Members alleged to have not shown respect and consideration for others – either verbally or in writing
- Repetitive low level and frivolous complaints

Issues which should not be considered under this process

Complaints which must be directed to the Public Services Ombudsman for Wales, including:

- Complaints instigated by a member of the public
- Serious complaints – breaches of the Code of Conduct/failure to disclose interests/bullying/abuse of position or trust/repeated breaches
- Complaints made by the Clerk/Proper Officer
- Vexatious, or malicious complaints
- Members' complaints about officers which should be dealt with using the Council's internal complaints process

The Process

The complaint

The complaint would need to be sent to the Clerk/Proper Officer of the Council to undertake a first sift to ensure that the complaint is at a low level and should not be dealt with by way of a complaint to the Ombudsman. If appropriate, therefore, the Clerk/Proper Officer should firstly seek an early resolution of any such dispute by liaising informally with the individual members concerned prior to the resolution process described below. It is vitally important that the 'accused' member is given full details of the complaint against them so that in the interests of natural justice they are in a position to prepare their response to the accusation.

Resolution Process

The involvement of the Chair/Vice Chair of the Council in the following process is not to adjudicate on the complaint, but to attempt to get the members/officers involved to come to an agreement as to how the issue(s) could be resolved on an amicable basis.

The Clerk/Proper Officer will act as a facilitator for the resolution process below.

If the complaint is between Members other than the Chair of the Council, the Clerk/Proper Officer and the Chair will meet individually with the complainant and Member subject of the complaint to seek an agreed resolution.

If the complaint is between Members, one of whom is the Chair of Council, but not the Vice Chair, the Clerk/Proper Officer and the Vice Chair will meet with the complainant and Member subject of the complaint to seek an agreed resolution.

If the complaint has been made by an officer/employee, but not the Clerk/Proper Officer, against a Member other than the Chair of Council, the Clerk/Proper Officer and the Chair of Council will meet with the officer and the Member subject of the complaint to seek an agreed resolution.

If the complaint has been made by an officer/employee, but not the Clerk/Proper Officer, against the Chair of Council, the Clerk/Proper Officer and the Vice Chair of Council will meet with the officer and the Chair to seek an agreed resolution.

If the complaint has been made by the Clerk/Proper Officer, then it is likely to be best practice that this complaint is forwarded by way of a complaint to the Ombudsman.

Possible results of the process

If an agreement is reached by Members and/or officers during this Stage, then no further action is required.

If agreement cannot be reached the aggrieved Member/officer would always have the opportunity of referring the matter to the Ombudsman.

Examples of agreements might include issue of a letter of apology, a written undertaking or commitment not to breach the Code of Conduct in the future, a commitment to undertake training or an agreement that on the basis of the evidence that no further action should be taken and the matter be closed.

Time for the process

It is the intention that all of the processes can be completed as quickly as possible to resolve the issue. However exact timing will depend on the availability of individuals to attend the meetings.

Important Points to Note in preparing a process for use by the Council

The Clerk/Proper officer, Chair and Vice Chairs of Councils should consider receiving appropriate training in facilitation and mediation to be in a position to maximise the benefit of this process. Councils wishing to pursue this route should contact One Voice Wales for guidance.

Councils might want to include some guidance where complaints which are most appropriately dealt with under this process are referred to the Council by PSOW. The PSOW could actively do this if the Council has an approved process.

It is suggested that any meetings held with a view to discussing the issues of complaints and/or resolving matters are at the very least minuted, if not recorded. This is to ensure that agreements are captured. This will also be useful in the event that matters break down or escalate and need to be referred to the PSOW. It may also be useful as evidence in the event of further similar breaches of the conduct and future conduct.

Councils need to be clear on their powers in respect of code of conduct matters. The Ombudsman has seen examples of councils who have deemed it appropriate to fully investigate a code complaint, decide that there has been a breach and some have even thought it appropriate to consider the issue of a sanction. Investigations of possible breaches of the Code are matters for the Ombudsman. The Local Government Act 2000 gives him the authority to carry out such investigations. The Council has no legal authority to undertake such investigations or to make findings of a breach of the Code of Conduct, which are decisions that can only be reached by a Standards Committee or the Adjudication Panel for Wales.



ABOUT ONE VOICE WALES

One Voice Wales is the national representative organisation for Community and Town Councils throughout Wales. The vision subscribed to by One Voice Wales is:

“Working with local councils in Wales to shape places communities want to live in”

One Voice Wales aims to support Community and Town Councils in achieving this vision and has adopted the following Mission Statement to guide its work:

“To represent the interests of Community and Town Councils; raise awareness and understanding of this primary tier of government; and work collaboratively with our partners to ensure the sector contributes fully to the goal of developing dynamic and sustainable communities in Wales.”

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**LLANTRISANT COMMUNITY COUNCIL
COUNCIL MEETING OCTOBER 2025**

**PLANNING AND
DEVELOPMENT CONTROL**

The following planning applications have been received by Rhondda Cynon Taf CBC since the last meeting:

<u>WARD</u>	<u>REF</u>	<u>PROPOSAL</u>	<u>LOCATION</u>
LLANTRISANT/ TALBOT GREEN	25/0973/FUL	The erection of a car port / log store and 1950mm tall feather edge fencing along the boundary adjacent to talbot road.	Park View, Talbot Road, Llantrisant, CF72 8AW
	25/0995/FUL	Change of use from Use Class B2 to Use Class D2 (Indoor Padel Centre) and associated works.	Unit F Rycon, Llantrisant Business Park, Llantrisant, CF72 8LF
	25/0897/FUL	Proposed first floor side extension	5 Woodfield Road, Talbot Green, CF72 8JF
BEDDAU/ TYNANT	25/0977/FUL	Loft conversion with front and rear flat roof Dormers	34 Heol Clwyddau, Beddau, CF38 2LW
	25/0961/FUL	Proposed two storey side extension	16 Cwrt-y-garth, Beddau, Rhondda Cynon Taf, CF38 2JH

**MR. G. E. HOPKINS J.P.
CLERK**