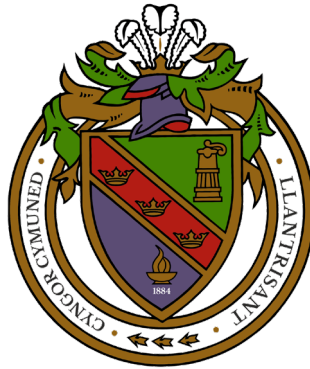


Llys y Cwm
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Clerk: Mr G E Hopkins JP BA(Hons)

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Clerk: Mr G E Hopkins JP BA(Hons)



Wednesday 5th November 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 11th November 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 11TH NOVEMBER 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.	4 to 8
5. Financial Matters		
(i)	To receive and approve the accounts for payment for October 2025;	9 to 10
(ii)	To receive and note the income and expenditure accounts for September 2025.	11 to 14
6. Reports from Committees	To note the Minutes of the Events and Public Engagement Committee held on 15 th October 2025 and approve the recommendations contained therein.	15 to 18

- 7. Role of Community and Town Councils (Senedd Enquiry)** 19 to 28
- (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-ld17034-e.pdf>
 - (ii) To note the Summary of Roundtable Discussions held in relation to the above report.
- 8. Planning and Development Control** 29
- To note and consider any planning applications received by Rhondda Cynon Taf County Borough Council since the last meeting.
- 9. Correspondence**
- To receive any correspondence to the Council.
- 10. 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 14TH OCTOBER 2025, AT

LLYS Y CWM, BEDDAU.

Present

Cllr Ron Hunt (Chair)
Cllr Julie Barton
Cllr Mal Davies
Cllr Glynne Holmes
Cllr David Myles

Cllr David Nicholas
Cllr Dr Catherine Preston
Cllr Adam Robinson
Cllr Carys Romney
Cllr Paul Thomas

In Attendance

The Deputy Clerk to the Council (Mrs Alison Jenkins)

FC/25-26/66 Apologies for Absence

Apologies were received from Cllrs David Brown, Anne Callow, Lynne Murdoch and Ellie Townsend Jones.

FC/25-26/67 Declarations of Interest

No declarations of interest were made.

FC/25-26/68 Public Representations to the Council

No representations were made.

FC/25-26/69 Minutes of the Previous Meeting

The Minutes of the Meeting of Council held on Tuesday 23rd September 2025 were **approved** as a correct record, and the Action Log was noted.

FC/25-26/70**Financial Matters**(i) It was **agreed** that the following accounts for payment be made :-

					VAT
<u>OFFICE</u>					
BT	30.09.25	Broadband (x4) and telephone	£	288.71	s
Core Synergy	31.10.25	Web and email Provision	£	54.00	s
Barclaycard	14.10.25	see attached sheet	£	580.22	-
Unity Trust	30.09.25	Monthly Charges (Aug)	£	14.10	o
Unity Trust	31.10.25	Monthly Charges (Sept)	£	14.10	o
Toshiba Tec	31.10.25	Final Bill	£	550.36	s
Tesco Mobile	22.10.25	4 x mobile contracts	£	38.67	s
<u>STAFFING</u>					
HMRC	14.10.25	NI and Tax (Sept)	£	4,245.49	z
Wages	15.09.25	Salaries (Sept)	£	11,382.99	z
Pensions	14.10.25	Pensions (Sept)	£	3,281.57	z
<u>COUNCILLORS</u>					
One Voice Wales	14.10.25	Annual membership	£	2,822.22	z
Greenbarnes	14.10.25	lettering honours board	£	57.50	s
<u>CAERLAN</u>					
RCTCBC	15.10.25	Rates	£	494.00	o
SSE	01.10.25	Electricity (Aug)	£	45.96	f
PPLPRS	14.10.25	Music Licence	£	793.76	s
<u>LLYS Y CWM</u>					
RCTCBC	15.10.25	Rates	£	216.00	o
SSE	01.10.25	Electricity (Aug)	£	41.66	f
<u>BEDDAU CC</u>					
EDF	14.10.25	Electricity (Sept)	£	116.06	f
<u>WORKS DEPOT</u>					
RCTCBC	15.10.25	Rates	£	103.00	o
PJ Saunders	27.10.25	Rent	£	633.00	s
<u>OUTSIDE WORK</u>					
Trade UK	14.10.25	Screwfix Account	£	36.64	s
<u>ALLOTMENTS</u>					
Egan Waste	14.10.25	Skip (Beddau & Penycoedcae)	£	324.00	s
SSE	01.10.25	Electricity (Brynteg)	£	41.85	f
<u>TRANSPORT</u>					
RCTCBC	14.10.25	Van Hire (Sept)	£	58.38	s
UK Fuels	08.10.25	Diesel (Sept)	£	86.12	s
Radius	14.10.25	Trackers monthly payment	£	24.00	s
<u>TOTAL</u>			£ 26,344.36		

Additional Payments

MERTS	14.10.25	First aid cover B&T Fair	£	110.00	z
Leekes	14.10.25	Caerlan repairs	£	43.55	s
Trustmark	14.10.25	diaries, wall planner, paper	£	43.08	s

UPDATED TOTAL**£ 26,540.99**

- (ii) The income and expenditure accounts up to September 2025 were noted.
- (iii) A late application for financial assistance was received from the Brynteg Allotments Association. It was **agreed**, pursuant to the Smallholdings and Allotments Act 1908 (s26) to supply a grant to the Association of £550 from the Llantrisant and Talbot Green Grants Fund.

FC/25-26/71 Reports from Committees

The Minutes of the Assets and Operations Committee held on 7th October 2025 were received and the following recommendations contained therein were **agreed to**:-

- (i) To purchase new table-top microphones for the Council chamber and to investigate further methods to reduce the echo in the room.
- (ii) To request that the Finance and General Purposes Committee consider new terms of hire for Llys y Cwm during its forthcoming budget setting process.
- (iii) That a design and quotations be obtained for providing new accessible toilet facilities at Caerlan Hall, Llantrisant for the purpose of enabling the main hall and lesser hall to be hired out separately.

FC/25-26/72 Review of Community and Town Councils (Senedd Enquiry)

It was **agreed** to defer this matter to the following Council meeting.

FC/25-26/73 Model Local Resolution Protocol for Community and Town Councils

The model protocol produced by One Voice Wales was adopted for use by Llantrisant Community Council.

FC/25-26/74 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>
25/0973/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
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, CF38 2JH

There being no further business, the meeting was ended at 7pm

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 was 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			
				VAT		account	
<u>OFFICE</u>							
BT	30.10.25 Broadband (x4) and telephone	£	228.12	s	d/d	split	101
Core Synergy	30.11.25 Web and email Provision	£	54.00	s	s/o	4202	101
Barclaycard	11.11.25 see attached sheet	£	1,105.04	-	bacs	split	
CF Corporate	10.10.25 new copier Lease	£	166.90	s	d/d	4200	101
SIT	15.11.25 copies (Oct)	£	25.99	s	d/d	4200	101
Tesco Mobile	22.11.25 4 x mobile contracts	£	38.67	s	d/d	4205	101
<u>STAFFING</u>							
HMRC	11.11.25 NI and Tax (Oct)	£	5,308.20	z	bacs	4002	102
Wages	15.10.25 Salaries (Oct)	£	12,858.62	z	bacs	4001	102
Pensions	11.11.25 Pensions (Oct)	£	3,789.73	z	bacs	4003	102
<u>PROJECTS</u>							
Good Directions	11.11.25 Clock and installation	£	14,844.00	s	bacs	4105	310
Village Directory	11.11.25 Christmas advertising	£	90.00	s	bacs	4153	106
<u>CAERLAN</u>							
RCTCBC	15.11.25 Rates	£	494.00	o	d/d	4050	201
SSE	25.10.25 Electricity (Sep)	£	56.21	f	d/d	4060	201
<u>LLYS Y CWM</u>							
RCTCBC	15.11.25 Rates	£	216.00	o	d/d	4050	205
Drake AV	11.11.25 Microphones	£	627.00	s	bacs	4064	205
SSE	25.10.25 Electricity (Sep)	£	40.32	f	d/d	4060	205
<u>BEDDAU CC</u>							
British Gas	03.11.25 Gas	£	748.80	s	d/d	4061	203
<u>WORKS DEPOT</u>							
RCTCBC	15.11.25 Rates	£	101.00	o	d/d	4050	308
Welsh Water	31.10.25 Water April to Oct	£	96.42	o	d/d	4055	308
PJ Saunders	27.11.25 Rent	£	633.00	s	s/o	4073	308
<u>OUTSIDE WORK</u>							
Leekes							
Country Timbers	11.11.25 wood, screws & screw case	£	69.77	s	bacs	4103	310
Trade UK	11.11.25 Screwfix Account	£	21.96	s	bacs	4103	310
<u>ALLOTMENTS</u>							
Egan Waste	11.11.25 Skip (Tynant)	£	324.00	s	bacs	4163	305
APW	11.11.25 Hedge at top of B&P	£	540.00	s	bacs	4163	305
SSE	25.10.25 Electricity (Brynteg)	£	54.71		d/d	4161	305
<u>TRANSPORT</u>							
RCTCBC	11.11.25 Van Hire (Oct)	£	46.70	s	bacs	4073	301
UK Fuels	05.11.25 Diesel (Oct)	£	177.49	s	d/d	4070	301
Radius	14.11.25 Trackers monthly payment	£	24.00	s	d/d	4071	301
<u>TOTAL</u>		£	42,780.65				

October Expenditure

No	Date	Payee	Item	TOTAL COST	VAT	Code	Centre
122	01/10/2025	EDF	Electric BCC	£ 94.14	£ 4.48	4060	203
123	01/10/2025	CPC	replacemnt microphone cable	£ 63.18	£ 10.53	4066	201
124	03/10/2025	DEFIB SPACE	replacement pads	£ 68.39	£ 10.40	4106	106
125	06/10/2025	MEND A SHU	allotment keys	£ 16.50	£ -	4163	305
126	07/10/2025	HMCTS	Small Claims Court	£ 35.00	£ -	4215	101
127	17/10/2025	QR-CODE-GENERATOR.COM	Public Consultation	£ 103.28		4153	106
128	19/10/2025	ZOOM	Meeting Software	£ 12.99	£ -	4202	101
129	22/10/2025	HSQE LTD	Managing Health & Safety Cour	£ 150.00		4015	102
130	24/10/2025	WOODLAND WALK GARDEN	Compost & Cherry Trees	£ 149.98	£ 25.00	4158	106
131	27/10/25	WORKPLACEDPOT.CO.UK	Cable protectors	£ 211.20	£ 35.20	4153	106
132	29/10/25	ALDI 17 780	Santa Coins	£ 181.17	£ 30.19	4157	106
133	29/10/25	Canva	Marketing software	£ 12.99		4153	106
134	30/10/2025	NISBETS LTD	cleaning materials	£ 6.22		4063 split	
			TOTAL	£1,105.04			

Date 04/11/2025

Llantrisant Community Council Current Year

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Council Detail Report 31/10/2025

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
101 Administration						
1011 Photocopying	97	100	3			96.6%
1110 Interest	2,395	3,500	1,105			68.4%
Subtotal	2,491	3,600	1,109	0	0	69.2%
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	4,803	6,500	1,697			73.9%
Subtotal	4,803	6,500	1,697	0	0	73.9%
203 Beddau Community Centre						
1000 Hall Hire	8,897	12,000	3,104			74.1%
Subtotal	8,897	12,000	3,104	0	0	74.1%
205 Llys y Cwm						
1000 Hall Hire	48	1,000	952			4.8%
Subtotal	48	1,000	952	0	0	4.8%
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	240,306	360,341	120,035	0	0	66.7%

EXPENDITURE

101 Administration						
4200 Photocopying	1,125	1,800	675		675	62.5%
4202 Computer Costs	2,255	3,300	1,045		1,045	68.3%
4204 Postage	0	50	50		50	0.0%
4205 Telephones	765	1,250	485		485	61.2%
4206 Stationery	215	300	85		85	71.8%
4210 Sundries	26	100	74		74	26.2%
4215 Audit Fees & Bank charges	975	1,400	425		425	69.6%
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%

Continued over page

Date 04/11/2025

Llantrisant Community Council Current Year

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Council Detail Report 31/10/2025

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Subtotal	11,672	21,900	10,228	0	10,228	53.3%
102 Staffing						
4001 Salaries	77,943	135,000	57,057		57,057	57.7%
4002 PAYE & NI Contributions	23,075	36,000	12,925		12,925	64.1%
4003 Pension contributions	18,798	29,000	10,202		10,202	64.8%
4010 Occupational Health	0	500	500		500	0.0%
4015 Training	125	1,000	875		875	12.5%
4020 Work wear	1,143	1,000	(143)		(143)	114.3%
4025 Staff Expenses	0	300	300		300	0.0%
Subtotal	121,084	202,800	81,716	0	81,716	59.7%
105 Grants						
4152 Beddau & Tynant Wards	9,361	9,000	(361)		(361)	104.0%
4154 General Grants	1,300	2,500	1,200		1,200	52.0%
4155 Community Library	0	6,000	6,000		6,000	0.0%
4156 Talbot Green & Llantrisant	10,080	11,000	920		920	91.6%
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	22,241	30,000	7,759	0	7,759	74.1%
106 Projects						
4106 Defibrillators and Supplies	58	300	242		242	19.3%
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	3,756	6,000	2,244		2,244	62.6%
4157 Christmas	248	12,000	11,752		11,752	2.1%
4158 Floral Displays	3,185	4,000	815		815	79.6%
4159 Charter of Friendship	0	250	250		250	0.0%
4167 Food Bank Donations	0	5,000	5,000		5,000	0.0%
Subtotal	8,704	51,254	42,550	6,067	36,483	28.8%
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	2,822	2,800	(22)		(22)	100.8%
4231 Councillor Training	215	1,664	1,449		1,449	12.9%
4232 Travel & Subsistence	0	250	250		250	0.0%
Subtotal	8,014	10,679	2,665	0	2,665	75.0%
201 Caerlan						
4050 Rates	3,460	5,400	1,940		1,940	64.1%
4055 Water Charges	232	600	368		368	38.7%
4060 Electricity	366	1,100	734		734	33.3%
4061 Gas	1,122	2,500	1,378		1,378	44.9%
4062 Broadband	262	0	(262)		(262)	0.0%
4063 Cleaning Materials	99	300	201		201	32.9%
4065 Maintenance Contracts	1,812	3,000	1,189		1,189	60.4%
4066 Repairs & maintenance	97	1,500	1,403		1,403	6.5%

Date 04/11/2025

Llantrisant Community Council Current Year

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Council Detail Report 31/10/2025

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Subtotal	7,448	14,400	6,952	0	6,952	51.7%
203 Beddau Community Centre						
4060 Electricity	902	2,200	1,298		1,298	41.0%
4061 Gas	2,736	5,000	2,264		2,264	54.7%
4062 Broadband	275	450	175		175	61.2%
4063 Cleaning Materials	121	300	179		179	40.5%
4065 Maintenance Contracts	214	1,200	986		986	17.9%
4066 Repairs & maintenance	412	2,500	2,088		2,088	16.5%
Subtotal	4,661	11,650	6,989	0	6,989	40.0%
205 Llys y Cwm						
4050 Rates	1,510	2,300	790		790	65.7%
4055 Water Charges	78	600	522		522	13.1%
4060 Electricity	276	800	524		524	34.5%
4061 Gas	237	1,200	963		963	19.8%
4062 Broadband	73	450	377		377	16.3%
4063 Cleaning Materials	146	300	154		154	48.7%
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	740	2,500	1,760		1,760	29.6%
Subtotal	20,254	29,550	9,296	0	9,296	68.5%
301 Transport						
4070 Fuel	751	1,400	649		649	53.7%
4071 Repairs, Service, MOT	438	1,200	762		762	36.5%
4072 Road Tax	0	360	360		360	0.0%
4073 Rent	252	550	298		298	45.7%
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	1,441	9,210	7,769	0	7,769	15.6%
305 Allotments						
4160 Penygawsi Allotments	21	600	579		579	3.5%
4161 Brynteg Allotments	445	600	155		155	74.2%
4162 Tynant Allotments	591	600	9		9	98.5%
4163 Pencoedcae Allotments	557	600	44		44	92.8%
Subtotal	1,614	2,400	786	0	786	67.2%
308 Workshop						
4050 Rates	494	1,000	506		506	49.4%
4055 Water Charges	186	250	64		64	74.6%
4060 Electricity	795	1,500	705		705	53.0%
4062 Broadband	203	350	147		147	57.9%
4066 Repairs & maintenance	0	200	200		200	0.0%
4073 Rent	3,693	6,500	2,808		2,808	56.8%
4074 Insurance	506	560	54		54	90.4%
4210 Sundries	0	100	100		100	0.0%
Subtotal	5,877	10,460	4,583	0	4,583	56.2%

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Date 04/11/2025

Llantrisant Community Council Current Year

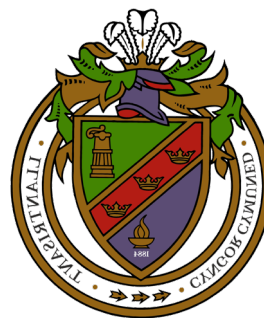
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Council Detail Report 31/10/2025

	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	1,809	3,000	1,191		1,191	60.3%
4105 Street Furniture	(14,464)	2,000	16,464		16,464	(723.2%)
4110 Outside Equipment	0	1,500	1,500		1,500	0.0%
Subtotal	(10,205)	9,000	19,205	0	19,205	(113.4%)
TOTAL EXPENDITURE	202,805	403,303	200,498	6,067	194,431	51.8%
Total Income	240,306	360,341	120,035			66.7%
Total Expenditure	202,805	403,303	200,498	6,067	194,431	51.8%
Net Income over Expenditure	37,501	(42,962)	(80,463)			
plus Transfer from EMR	763					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	38,263	(42,962)	(81,225)			

CYNGOR CYMUNED LLANTRISANT LLANTRISANT COMMUNITY COUNCIL



MINUTES OF THE MEETING OF THE EVENTS AND PUBLIC ENGAGEMENT COMMITTEE

**HELD ONLINE ON WEDNESDAY 11TH JUNE 2025 AT 6.30PM AT LLYS Y CWM,
BEDDAU**

Present

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

Cllr Lynne Murdoch
Cllr Carys Romney
Cllr Adam Robinson
Cllr Ellie Townsend Jones

In Attendance

The Deputy Clerk to the Council (Mrs Alison Jenkins)

EPC/25-26/01 Apologies for absence

There were no apologies for absence, the full Committee being present.

EPC/25-26/02 Declarations of Interest

Cllrs Julie Barton and Cllr Catherine Preston declared that they were on the board of trustees of Beddau and Tynant Community Library.

Cllr Adam Robinson declared that he was the Vice Chairman of Llantrisant War Memorial Committee, and the Chair of Llantrisant and Talbot Green Together.

Cllrs Anne Callow, Lynne Murdoch and David Brown declared that they were members of Llantrisant and Talbot Green Together.

EPC/25-26/03**Committee Terms of Reference**

- (i) The Committee's Terms of Reference, as agreed at the Annual Meeting of Council on 13th May 2025 was reviewed and noted.
- (ii) It was agreed that in future the draft Annual Report will be presented to the Committee for consideration before being approved by Full Council.

EPC/25-26/04**Events Schedule 2025**

The draft Events Schedule for 2025 was received, considered and **approved**, with the updated iteration reflecting the discussion was attached to these Minutes as Appendix I to these Minutes.

In summary, the additions and amendments to the draft circulated included the following:-

- (i) A reflection on the VE Day commemorations which were very positive.
- (ii) A reflection on the Council Reception for stakeholders held on 29th May 2025, which was a resounding success. Members expressed the wish for a similar event to be held annually. Members also agreed to receive a summary of the feedback received at a future meeting. Cllr Barton offered to circulate thoughts on a possible community awards theme for the next event.
- (iii) It was agreed that it would be useful for elected members and staff to have official name badges at future events for better identification and presence.
- (iv) The Allotments Competition would be held in early July,
- (v) A pro forma would be expected from the organisers of both the Talbot Green Summer Fair and the Beddau and Tynant Summer Fair before the Clerk could approve the deployment of the Council's staff and other resources in support of the events.
- (vi) Whilst the Community Horticultural Show was unlikely to take place again in 2025, it was agreed that a form of competition could be hosted to be held on the same day as the Beddau Community Fair, but with a broader range of categories to include craft and cooking.
- (vii) The Council would support the Pride Llantrisant event on 20th September, with a stall and possibly with the flying of Pride flags in the old town. The organisers

might be invited to apply for financial assistance to contribute to the cost of the event.

- (viii) Remembrance Sunday services were well run, but required a broader input particularly from younger people; and it was agreed that there ought to be greater use of the Welsh language.
- (ix) Although discussions around Christmas were left to a future meeting, it was agreed that the Clerk be given delegated power to decide whether to accept a potential offer again in 2025 from Rhondda Cynon Taf County Borough Council for an event run by them in the old town, or whether to accept any financial contribution to local events in lieu of such an event. In any event, the Committee agreed that a Christmas event should be run in the old town in partnership with usual partners along the lines of previous “Christmas on the Hilltop” events.

EPC/25-26/05 Time Capsule

A Report from Cllr Townsend Jones on the progress of the Time Capsule was received, noting the following:-

- (i) The time capsule had been planned for placement in the Museum Room of Llantrisant Church’s renovated bell tower, where historical displays had been taking shape.
- (ii) It had been intended to be housed in a lockable, floor-standing box, likely made from recycled tower timber.
- (iii) There would be no cost to the Council for the siting of the capsule;
- (iv) Work on the bell tower had been progressing toward completion by the Autumn, with the time capsule event being scheduled for early spring 2026.
- (v) The capsule had been meant for opening in 2073, marking 49 years since the 2024 Beating of the Bounds.
- (vi) Letters had been going out to Year 6 pupils’ families at the end of the summer term 2025, with letters going out to all primary school pupils near to the actual date for the concealment.
- (vii) The contents had been reflecting Llantrisant past and present, including a photobook by Gwynfa Camera Club.

EPC/25-26/06 Future Meetings

- (i) The general feeling was that the committee’s preference was to meet in person in future, with the offer of attendance online pursuant to Standing Orders.
- (ii) The date of the next meeting would be considered by the Chair in consultation with the Clerk.

There being no further business the meeting was ended at 8pm

CLLR ANNE CALLOW
COMMITTEE CHAIR

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

March 2025



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

Recommendations and conclusion

- Recommendation 1.** The Welsh Government should work with the sector and the Auditor General for Wales to co-produce a new bespoke audit system for town and community councils in Wales..... Page 18
- Recommendation 2.** The Welsh Government should explore the option of using statutory guidance via the Local Government and Elections (Wales) Act 2021 as a vehicle for introducing mandatory code of conduct training for town and community councillors, and formally consult with the sector on the proposal. Page 25
- Recommendation 3.** The Welsh Government should continue to offer a bursary to One Voice Wales for delivery of its code of conduct training, maintained at existing levels. Page 26
- Recommendation 4.** The Welsh Government should work with relevant stakeholders to explore options to facilitate greater use of local resolutions to disputes..... Page 29
- Recommendation 5.** The Welsh Government should work with local government to explore mechanisms to enable the town and community council sector to access support from local authority monitoring officers and HR services. Page 29
- Recommendation 6.** The Welsh Government should work with a relevant body, such as the Democracy and Boundary Commission Cymru, to undertake a review of evidence to inform sizing policies to ensure a nationally consistent approach to principal council-led community reviews..... Page 40
- Recommendation 7.** The Welsh Government should engage with the town and community council sector to explore greater opportunities for clustering and to encourage the sharing of good practice..... Page 40
- Recommendation 8.** The Welsh Government should support both tiers of local government to ensure a review of the model charter between principal and community councils can be undertaken..... Page 44
- Recommendation 9.** The Welsh Government should provide an update on the implementation of the digital health of community and town councils action plan published in May 2023. Page 48

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.

LLANTRISANT COMMUNITY COUNCIL
COUNCIL MEETING 11TH NOVEMBER 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	25/1067/FUL	Proposed two storey rear flat roof extension to the existing dwelling including provision of Juliet balconies	3 Pine Court, Talbot Green, CF72 8LA
	25/1050/FUL	Single storey rear extension	3 Pine Court, Talbot Green CF72 8LA
	25/1040/RVOC	Variation of condition 1 of reserved matters approval 22/0690/RES, for the substitution of house types to plots 304-402 and other associated works	Land West Of A4119, Cefn Yr Hendy, Miskin, Pontyclun

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