

## DRAFT

### CYNGOR CYMUNED

YNYSYBWL & COED-Y-CWM COMMUNITY COUNCIL MEETING  
MINUTES OF MONTHLY MEETING OF YNYSYBWL & COED-Y-CWM COMMUNITY COUNCIL  
Held at YNYSYBWL COMMUNITY CENTRE on Tuesday 5<sup>th</sup> September 2023 @ 18:45pm

Clerk Annemarie Bevan Edwards

**PRESENT:** - Chair Mrs A Ellis  
Vice Chair Mrs P Evans  
Councillors Mrs C Banwell, Mrs E Leach, Messrs C Jones, R Davies, RC Evans

Cllr Ellis obtained permission from council members to record the meeting for the Clerk's benefit, for recording minutes accurately. It was **RESOLVED** to allow recording of the meeting, with the understanding that the recording would be deleted once the minutes have been produced

#### **1. DISCLOSURES OF PERSONAL INTEREST**

There were no declarations of interest

#### **2. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Mrs M Jones (due to illness) and Cllr G Haines (due to work commitments)

#### **3. PUBLIC BREAK**

There was no public break

#### **4. POLICE**

Cllr A Evans presented an updated report from PCSO Liam Jones, this report was received on the day of the meeting and therefore replaced the report included in the Meeting Pack sent out to councillors previously. The report included crimes and non-crimes. There were two incidents of particular concern which are currently under investigation. Particularly, an incident including local youths in the park. Cllr A Ellis explained that she was informed by PCSO Jones that the police cannot act on 3<sup>rd</sup> party information, if members of the community give information to council members, this seen as 3<sup>rd</sup> party information.

Cllr C Jones highlighted that it appears to be the same group of youths involved in several incidents, including incidents of damage to property.

Cllrs outlined several incidents including one at Butcher's paddling pool, in this case the parents took action and disciplined the children. Cllr C Banwell expressed concerns about youths damaging property e.g., portable toilets and asked if it was possible to install a camera? Cllr A Ellis explained that she has been told previously that a camera is not allowed for this purpose.

Cllr P Evans pointed out there is a problem with litter on the football pitch.

Cllr A Ellis stated that the current SLA facilitates the presence of the Environmental Officer in the community. A Ellis has previously asked for an increase in patrols around the village and expressed

concerns about the shortage of police staff which affects their ability to patrol local communities and support local community councils.

There is currently a number of Zone 1's in operation around key areas such as the COOP shopping area to empty bin son a daily basis. Cllr Ellis asked council if a review of the SLA was warranted. It was **RESOLVED** that Cllr A Ellis will contact Tim Jones and review the SLA in time for the next meeting in October 2023.

Cllr A Ellis invited councillors to attend the Community Centre on Thursday 7<sup>th</sup> September 2023 at 11:30am for a "Cuppa with a Copper" meet and greet session. The purpose of this event is to raise the profile of the PCSO. Cllr A Ellis also invited councillors to help with a litter picking event to be undertaken in the area behind the COOP shopping area for Saturday 9<sup>th</sup> September 2023 at 10:30am.

## **5. TO APPROVE MINUTES OF PREVIOUS MEETING**

5.1 It was **RESOLVED** to accept the minutes of the meeting held on Tuesday 4<sup>th</sup> July 2023

## **6. MATTERS ARISING FROM MINUTES**

### **6.1 Tackling Smoking Litter initiative**

Cllr A Ellis wished to present a proposal for tackling litter, specifically smoking litter. It was highlighted that for £170 -200 personal smoking litter boxes could be purchased. These items can be distributed at communal events. Their purpose is to encourage individuals to deposit the cigarette ends in the box and keep them on their person, until they can be put in a larger litter bin. It was cited that this will raise awareness of smoking litter and Cllr E Leach pointed out that it is a good example of an outreach initiative. Cllr C Evans pointed out that this initiative could be used in conjunction with posters. Stickers of the community council logo could be purchased locally to put onto the boxes. It was **RESOLVED** that the Clerk would order the personal smoking litter boxes as a pilot initiative and their success could be reviewed at a later meeting.

### **6.2 Eisteddfod**

Cllr C Jones wished to discuss and propose ideas for ensuring the local community of Ynysybwl and Coed-y-Cwm are involved in and benefit from the "once in a lifetime opportunity" to be involved in the one of the most important events in Wales, the National Eisteddfod. Cllr C Jones pointed out that getting involved in the National Eisteddfod has potential to raise the profile and show case the area, which has excellent natural resources for encouraging tourism and outdoor leisure activities. Cllr C Jones suggested that a coordinated approach would be the best way forward and the council should involve as many parties as possible e.g., local sports clubs, churches etc for enterprise partnership working. The members of the council discussed the importance of developing fund-raising initiatives. There was overwhelming support for this initiative from council members. It was **RESOLVED** the Clerk should contact as many local community groups/organisations and individuals to ask for involvement and partnership in developing and progressing ideas to support this work and for fund raising. A report will be presented in the October meeting. It was **RESOLVED** that a council working group would be formed in order to progress this item.

## **7. CHAIRPERSON 'S REPORT**

### Microsoft Productivity Package

At the beginning of the meeting Cllr A Ellis invited Emma Williams from RCT to make a presentation to the councillors about the Microsoft Productivity Package, which is being offered, at a cost from RCT. The councillors were given a hard copy of the presentation which outlined the proposed package, it's benefits and costs. Council Members overwhelmingly agreed that the proposed package for digital working is an excellent idea. It was **RESOLVED** that the Microsoft Productivity Package

should be adopted by the council and that Cllr A Ellis will contact Emma Williams to organise an implementation date, which should be before December 2023.

### 7.1 Motion of Notice

Cllr A Ellis withdrew this item from the agenda, Cllr A Ellis did, however, ask that if councillors consider when items are added to the agenda and that due process is applied. Things to be taken into consideration should include time constraints of meeting and whether the items apply to the community council. Cllr A Ellis pointed out that several issues are addressed on the report from the Borough Councillors. Cllr C Jones stated that he was happy with how the items added to the agenda for September were dealt with.

### 7.2 Expenses for Community Councillors

Cllr A Ellis explained that current policy for audit purposes require councillors to provide a written statement of intent as to whether or not they wish to receive expenses. Councillors were provided with a proforma document to sign retrospectively for expenses for the years 2022-23 and 2023-24. It was **RESOLVED** that in order to adhere to best practice audit procedures, councillors will be asked to sign a letter of intent with regard to expenses at the next AGM. Councillors were reminded that if a letter of intent is not signed, they will automatically receive payment for expenses.

### 7.3 One Voice Wales – Speed Watch

Cllr A Ellis pointed out that an email had been received from One Voice Wales inviting councillors to attend an online meeting on Thursday 7<sup>th</sup> September 2023. It was **RESOLVED** that this email should be forwarded to councillors.

Cllr C Evans pointed out that the Community Council has two body cameras which were purchased for speed watch operations but highlighted that there are legal ramifications for this use. It was **RESOLVED** that Cllr A Ellis would speak to PCSO Liam Jones on Thursday's Cuppa with a Copper meeting.

### 7.4 Christmas Dinners for over 65-year-olds

Cllr A Ellis explained that in the past the council have provided dinner to the older population of the community. During the pandemic Xmas boxes were used and delivered to people in their homes. However, RCT are unable to provide the cooked meal service now, so Cllr A Ellis requested council members to consider what should be done in the future and whether this service is provided in the future using a third-party catering service or boxes. Council members overwhelmingly agreed that this is an important service to provide to the over 65-year-old population of the community. Cllr C Banwell said that when she spoke to individuals in this cohort, they liked to come to the community centre for the companionship it gave them. Councillors proposed various ideas for engaging a caterer.

Cllr A Ellis said that Emma has offered to help, but attendance for Christmas dinner at the Community Centre may need to be limited to 30 a day. Cllr C Jones said that he thought his employees at his pub may be able to help, Cllr R Davies also put forward possible caterer to be used. It was **RESOLVED** that Emma would be asked first if she was able to undertake the catering for Christmas dinner provision and would be asked if she was able to provide lunch in boxes to those individuals who were unable to attend the centre. The Clerk will contact local businesses to ask if they would like to bid for the contract. Cllr C Jones will provide information and details for his employees providing the service. This will be reviewed at the meeting in October.

## 7.5 Applications for vacant council member positions.

Cllr A Ellis and Cllr R Davies presented the applications for the vacant councillor positions for each council member to consider. There were four applications for three positions. The council members were then asked to participate in a confidential voting process and asked to identify the applications they wished to appoint. Three applications were co-opted to the council.

Chay Binks

Elliot Wigfall

Barri Williams

It was **RESOLVED** that the three applications noted above would be co-opted to the council and a letter inviting them to accept this post in writing and to attend the next meeting in October would be sent by the Chair Cllr A Ellis. A letter would also be sent to thank the unsuccessful applicant for applying to the council.

## 8. CLERK'S REPORT

### 8.1 Office IT equipment

Cllr A Ellis reviewed the issues with the office IT equipment. Cllr Ellis explained that the equipment was examined by Clive Thomas, a local IT specialist, who advised replacing the equipment because it was no longer fit for purpose. It was **RESOLVED** that the Clerk should undertake a costing exercise for new equipment and provide costings for equipment at the next meeting in October.

### 8.2 Training for Council Members

Cllr A Ellis advised that there are possible training opportunities to be taken up with RCT. These are currently being looked at and once more information is received community councillors will be informed what is on offer. Councillors can currently still sign up for courses offered by One Voice Wales.

## 9. CORRESPONDENCE

### 9.1 Cerebral Palsy Charitable Donation

Cllr A Ellis presented a letter or request from the Cerebral Palsy Charity. Cllr Ellis pointed out that a donation of £50 has been made annually in the past. It was **RESOLVED** that a £50 donation should be made to the Cerebral Palsy Charity

### 9.2 Letter from concerned resident about Clydach Terrace

Cllr A Ellis presented a letter from a concerned resident about the traffic issues/ hazards at Clydach Terrace. Cllr C Jones gave an overview of the ongoing traffic issues and hazards in this area. Cllr A Ellis has requested a site visit from Highways to this area to assess the concerns. The meeting will be arranged after the 17<sup>th</sup> September 2023.

## 10. TO CONSIDER PLANNING APPLICATIONS

### 10.1

There are no planning applications to consider.

Cllr A Ellis outlined an application made by the Roberttown Pub to install an extractor fan. Concerns were raised by Cllr C Evans about where the fan is installed as there is a concern about noise levels. It was **RESOLVED** the Clerk is to write to planning with an observation not an objection regarding the possible noise of the fan being too close to residents of the area.

## 11. BOROUGH COUNCILLOR'S REPORT

### 11.1 Inappropriate use of village roads by heavy duty vehicles

There was a discussion amongst the councillors about the use of the village roads by heavy duty vehicles e.g., Pritchard's lorries. Cllr A Ellis pointed out that the company who own Pritchard's lorries have provided an apology for inappropriate use of the local highway system.

### 11.2 Borough Council relocation

Cllr P Evans informed the members that the Borough Council Offices are moving to a new site in Pontypridd.

Cllrs A Ellis and P Evans have submitted a report to council regarding 22 ongoing issues being dealt with within the ward. They will continue to keep members updated on the progress of issues as they arise. It was **RESOLVED** to accept the report.

## 12. TO ACCEPT ACCOUNTS

### 12.1 Bank Statements and access to account information

Cllr A Ellis informed the council members that there have been significant issues with accessing on line banking services. These issues have resulted it not being possible to present the council members with a hard copy of accounts for them to review – Cllr A Ellis has made repeated and consistent attempts to resolve this issue. All required documentation has been forwarded to Lloyds Bank now and it is hoped that this issue will be resolved in the very near future and all necessary documentation brought to the next council meeting.

Cllr A Ellis also pointed out that invoices are now coming in from the festival.

It was **RESOLVED** to accept accounts for payment (payments were made by cheque where required)

• PC insurance (SD)	£ 12.30
• EE (SD)	£ 9.82
• Laser Fire and Security (SD)	£ 396.00
• Cookery Classes (CHEQUE)	£ 520.00
• Clerk's salary (CHEQUE)	£ 1023.12
• Invoice for printer cartridges (A Bevan Edward) (CHEQUE)	£ 50.28
• Invoice for postage (A Ellis)	£ 6.00
• Invoice for new office key (P Evans)	£ 9.00
• Cerebral Palsy Cymru Charity (CHEQUE)	£ 50.00
• Zurich Insurance (SD)	£1276.07
• Blue Stone Stage (Festival Cost) (CHEQUE)	£ 4201.50
• Marquee (Festival Cost) (CHEQUE)	£ 1103.59
• Tip Top Toilets (Festival Cost) (CHEQUE)	£ 1138.00
• Skate Board UK (Festival Cost) (CHEQUE)	£ 324.00

### **13. GRANT AID (\$1367) AND WELLBEING**

There are no grant applications

### **14. TO CONSIDER: ITEMS BROUGHT TO COUNCIL-BY-COUNCIL MEMBERS**

#### **14.1 Community Centre Barrier**

Cllr A Ellis informed the council members that councillor Gus Haines has requested that the car park barrier be closed at night. Cllr C Evans pointed out that the current barrier is not fit for purpose and explained why this is. It was **RESOLVED** that Cllr A Ellis will contact Mike Cude from RCT as the community centre is administered by RCT.

#### **14.2 Dog Fouling**

Cllr P Evans asked the council if it would consider purchasing more signs to deter dog owners from not picking their dogs faeces. Cllr P Evans noted that areas of natural beauty such as the local trails are a particular concern. It was **RESOLVED** that Cllr P Evans will get costings for more signs to be used around the community to deter dog fouling.

#### **14.3 Eisteddfod**

Addressed earlier in meeting.

#### **14.4 Chamber of Trade**

Cllr C Jones asked council to consider applying to the Chamber of Trade for financial support. There was a discussion between councillors as to whether or not this is 1) possible 2) appropriate. Not all councillors agree that this is possible. It was **RESOLVED** that the council Clerk should contact James Emmett at Treorchy Chamber of Trade to seek advice on what could be adopted locally in Ynysybwl and Coed-y-Cwm.

#### **14.5 Website**

It was **RESOLVED** that this issue would be deferred – clarification will be sought from RCT to see if the Website can be administered through the Microsoft Productivity Package.

#### **14.6 Defibrillators**

Cllr C Evans reported that replacement pads were installed in the defibrillators as requested on Monday 4<sup>th</sup> September.

Llanwynno Pub has already been identified to place the new defib and contact made with the owner. It was **RESOLVED** that the Clerk contact this establishment to determine if they want to have a defibrillator on their premises. It was **RESOLVED** that the Clerk should contact Brynffynon to confirm that they are still willing for the council to site the defibrillator on their premises.

### **15. BUDGET**

Owing to the current internet banking issues Cllr A Ellis explained that it hoped, that a full budget review and update can be presented in October 2023. Cllr C Jones asked about a budget review for

next year and was advised that precept would be discussed in the December 2023 meeting. It was **RESOLVED** to accept these points.

**16. TIME AND DATE OF NEXT MEETING**

It was **RESOLVED** that the next meeting will take place on Tuesday 3<sup>rd</sup> October 2023 at 18:45pm at the Ynysybwl Community Centre.

**Closure of official business of the Council**  
**Verbal report to Community Councillors: Meeting Closed at 20:50 hours.**

Signed .....Date