

# LLANHARRY COMMUNITY COUNCIL

MINUTES OF HYBRID MONTHLY MEETING HELD AT THE AMBULANCE HALL, BIRCHGROVE,  
LLANHARRY ON WEDNESDAY, 11<sup>th</sup> DECEMBER 2024 AT 7.15P.M.

In Attendance at The Hall:

Councillors: E Coates (Chair); V Davies; J Dilworth; L Rosser; D Snook and G Lewis (Clerk).

## 1. ELECTION OF MEMBER TO PRESIDE IN THE ABSENCE OF THE CHAIR AND VICE-CHAIR

The Vice -Chair presided over the meeting in the absence of the Chair.

## 2. APOLOGIES FOR ABSENCE

Councillor Manchip – accepted;  
Councillor Owen – accepted.

## 3. DISCLOSURE OF INTERESTS

The Clerk declared an interest in item 15.

## 4. REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

One member of the public was present.

## 5. COMMUNITY POLICING

No matters were discussed.

## 6. CONSIDERATION AND APPROVAL OF ACCOUNTS FOR PAYMENT

### 6.1 Payment of Accounts

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SIGNED.....CHAIR

3432

**Resolved:** to confirm the payments below:

RCTCBC	Trade Waste Collection	0.08
Wages	Dec	1829.93
HMRC	Tax & NI	493.72
Office Rental	Dec	100.00
Marcon Services	Grounds Maintenance Contracts	2489.99
Zoom	Pro - Video conferencing	15.59
Scottish Power	Ambulance Hall Electricity	54.15
SSE Energy Solutions	CCTV	19.76
3 Business Services	Mobile Telephone	5.00
TalkTalk Business	Telephone & broadband	29.02
Onecom	Telephone & broadband	14.57
RCTCBC	Ambulance Hall Rates	125.00
Royal British Legion	Poppy Appeal Donation	500.00
SLCC	Membership	188.00
Marcon Services	Junior pitch - marked & complete	5100.00
S Mason Gardening Services	Litter picking after Christmas event	30.00
WJLewis PH & Transportation	Removal of tree guard/dw bag dispenser	200.00
Llanharry Comm Centre	Volunteer Refreshments	21.80
Jeremy Widdas	November Inspection	59.94
Working the Greener Way	Interim Internal Audit	260.00
The Sign Maker	Cemetery Plaque - H Reed	59.96
Llanharry Comm Centre	Payment made to us in error	100.00
Wales Air Ambulance	Grant	500.00
Blakemore Retail Llanharry	Selection boxes	1050.00
Amazon	Printer cartridges	145.73
Unity Trust	Service charge	6.00

6.1 Bank Reconciliation

**Resolved:** to accept the bank reconciliation for November.

6.2 GFNOV/BUDNOV/BUDSUMMARY

**Resolved:** to accept the GF Sheet and detailed Budget and Budget Summary for November.

6.3 Bank Statements

SIGNED.....CHAIR

Original copies of the bank statements were available for inspection by members.

7. EXAMINATION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

The minutes of the Audit Meeting and Monthly Meeting of 13<sup>th</sup> November and Special Meeting of 26<sup>th</sup> November were confirmed for accuracy.

8. SIGNATURE OF MINUTES OF PREVIOUS MEETINGS

The minutes of the meetings were signed by the Chair

9. MATTERS ARISING

9.1 Playing Field/AFC Matters

Fixture lists have been received from both the Senior and Junior teams,

Members noted the play area inspection report for November.

9.2 Consideration of the container at the Community Centre

Awaiting information from RCTCBC's Legal Team.

9.3 Emptying of the bins in the park

The Clerk informed RCTCTC of the amount of increased waste found in public bins and had this reply:

“that’s unfortunate as most feedback has been positive since the changes and we’ve had no evidence to suggest these trends you refer. We offer weekly food collection, recycling, and nappies, therefore composition should not change and create an increase in the areas you refer to, so if you have any evidence please could you share to assist in any investigation”.

Resolved: to ask the contractor to take photographs evidencing this.

9.4 Continuous vandalism of the football pitch fencing

To be deferred until the next meeting.

9.5 Hedges at the Cemetery

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SIGNED.....CHAIR

**Resolved:** to hold a site meeting at the Cemetery prior to meeting in January.

9.6 Fireworks Event 2025

**Resolved:** to move the date of the event to 7<sup>th</sup> November 2025.

9.7 Consideration of engaging the services of a safety consultant to evaluate the safety of the route between Llanharry and Y Pant Comprehensive

Reply from RoSPA:

“While RoSPA does not carry out independent safety surveys of specific routes, we recommend contacting an organisation such as TMS Consultancy, a specialist organisation with expertise in road safety audits. They may be able to assist with your requirements”.

**Resolved:** to obtain an independent assessment from TMS Consultancy.

9.8 Consideration of council email addresses for all councillors

The Clerk informed members that due to the casual vacancy occurring that she had decided to invite Jason of the Computer Shop Talbot Green to attend the January meeting to assist councillors in setting up their new email accounts.

10. TO RECEIVE REPORTS FROM MEMBERS OF OUTSIDE BODIES AND COMMITTEES

No reports.

11. TO RECEIVE REPORTS FROM THE COUNTY BOROUGH COUNCILLOR(S)

No reports.

12. CORRESPONDENCE

**Resolved:** to note the following correspondence:

**Items marked with an \* have been forwarded by email to each member.**

**Planning Aid Wales**

South East Wales Strategic Development Plan - Draft Delivery Agreement

SIGNED.....CHAIR

The Value of Place Plans - Thursday 28th November 2024 10.30am to 12.30pm  
An Introduction to Heritage Issues and the Planning System Wednesday 4th December 2024  
Understanding Section 106 Obligations - Wednesday 12th February 2025

**One Voice Wales**

Dementia Action Plan Survey  
\*Guidelines about Email and Procurement  
Training Dates - November 2024 - March 2025  
Information on RAAC in Buildings  
Statement of Payments 2023-24  
\*Digital Guidance - Cloud Storage  
Bychain Nature Network  
Day and Respite Opportunities Questionnaire

**TFW Engagement**

December rail timetable changes bring improvements for passengers

\***William Daniels** - Discarded bag of dogs mess – Members noted the comments and suggested that the Clerk refer Mr Daniels to RCTCBC.

**RCTCBC**

Community Liaison Committee  
Consultation on proposed amendment to Regulation 123 List

**Welsh Government** - Statement of Payments 2023-24

**Police & Crime** Plan consultation | Police Funding survey

**Mr EE** – interest in Casual Vacancy

**Mr CB** - interest in Casual Vacancy

13. PLANNING

The following application was noted:

**24/1166/CNEI** - Fforest Wood Quarry, Fforest Fawr Farm, Fforest Fawr Road, Llanharry, -Neighbouring LPA Consultation - Revised Plans - Discharge of Condition No. 22 (Restoration Scheme) for Planning Application ref 2009/01108/FUL - Western extension to Fforest Wood Quarry (including demolition of Fforest Fawr Farmhouse and outbuildings.

Members made no comment on the above application.

14. GRANTS

SIGNED.....CHAIR

**Resolved:** not to award a grant to Urdd Gobaith Cymru.

**Resolved:** to award a grant under Section 137 of the LGA 1972 to Wales Air Ambulance of £500.

The Clerk informed members that she had been unable to make the donation to RBL Poppy Appeal as she is still awaiting the bank details of the Llanharan branch.

**The Clerk declared an interest in the following item.**

15. CONSIDERATION OF THE CLERK'S CONTRACT OF EMPLOYMENT GRATUITY CLAUSE

Members stated that they were still confused about the council's obligations despite advice from the internal auditor.

The Clerk was asked to obtain further information for the next meeting.

16. CONSIDERATION OF THE INTERIM INTERNAL AUDIT REPORT

Resolved: to note the contents of the report:

1) **Interim Outcome: Adequate Assurance – Best Practice recommendation**

Noted that the Council continues, as far as may be reasonably ascertained, to be compliant with the General Data Protection Regulation (GDPR). However, the Council could benefit from a review of its GDPR documentation at this time, including undertaking a Document Impact Assessment.

**Recommendation**

The Clerk & RFO and Members should consider reviewing its current GDPR documentation, including undertaking a Document Impact Assessment, which would make a useful addition to the Council's Health & Safety Register. A suite of template GDPR documents has been provided for the Clerk & RFO's information as an appendix to this report, we suggest that the Clerk & RFO reviews these to identify any gaps which may exist in the Council's current policies and internal controls documentation.

- **The Clerk to review the council's current GDPR documentation against those provided to assess their relevance and whether they are fit for purpose.**

2) **Interim Outcome: Adequate Assurance – Best Practice recommendation**

We have noted that the standard of Minute taking is generally high, however, where a Council does not operate under the General Power of Competence, that it is necessary where making Awards of Grant Aid, to record the Statutory Power under which the award is made.

**Recommendation**

Where the Council makes Awards of Grant Aid the Clerk & RFO must ensure that the Statutory Power under which the Grant is made is recorded in the minutes, with S.137 LGA 1972 only used as the Power of 'last resort' where the Council may legitimately make the Grant and has no other power with which to make it.

- The Clerk to identify where grants have been made and note the statutory power under which it has been awarded.

3) **Interim Outcome: Adequate Assurance – Best Practice recommendation**

We have noted that the Council maintains a robust and proportionate approach to Risk Management of both its Business and Health & Safety Risk Management including the maintenance of a Health & Safety Risk Management Policy. We note that in the financial year to the 18<sup>th</sup> of October 2024, the Council’s Business and health & Safety Risk Assessments had not been reviewed and readopted: The Council last amended, reviewed and readopted its Risk Registers during the March meeting of the Full Community Council.

**Recommendation**

We take this opportunity to remind the Clerk & RFO and Members that it is Best Practice to record the formal review and re-adoption of the Council’s Risk Registers and Risk Assessments at least once annually.

- The Clerk informed members that the risk assessment policy had been carried out on 23rd October 2024, albeit after the interim audit.

4) **Best Practice recommendation**

Increasing emphasis is being placed on the development and management of internal controls both by the Joint Panel on Accountability and Governance (JPAG) as recorded in the Practitioners Guide and by the External Auditors in Wales and England.

**Recommendation**

Although the Council, as mentioned earlier in this report, has a robust approach to the management of Risk Management the continuous improvement of Internal Controls, including Risk Management, is becoming increasingly critical to all Council’s operations as recorded in the JPAG Practitioners Guide and is also becoming the focus of the External Auditors in Wales and England. A template Statement of Internal Controls has been provided for the Clerk & RFO’s information as an appendix to this report, we suggest that the Clerk & RFO reviews these to identify any gaps which may exist in the Council’s current policies and internal controls documentation.

- The Clerk to review existing documentation and update/amend or adopt as necessary

**Internal control objective ‘3’**

5) **Best Practice recommendation**

The Council does not have a currently adopted, standalone Playground Risk Management Policy in place.

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**Recommendation**

It is considered Best Practice to maintain a formally adopted Playground Risk Management Policy. An example has been provided as an appendix to this report for the Clerk & RFO's information.

- The Clerk to review the existing playground risk management policy against the example to assess its relevance and whether it is fit for purpose.
- The Clerk to amend the minutes of the May 2024 to include the amount transferred from the Lloyds accounts to Unity Trust account.

17. CONSIDERATION OF THE FENCING OF THE JUNIOR PITCH

The Clerk informed members that the pitch is now marked and complete and that she is awaiting a price for fencing.

18. CONSIDERATION OF PROJECTS FOR 2025/2026

Various projects were discussed.

19. CONSIDERATION OF THE OVERGROWTH NEAR TO THE CONTAINER AT THE COMMUNITY CENTRE

To be deferred until the next meeting.

20. CONSIDERATION OF A LIST OF ASSETS OF COMMUNITY VALUE

Members agreed to consider this item and bring suggestions to the next meeting.

21. CONFIRMATION OF THE DATE OF THE NEXT MEETING OF THE COUNCIL

**Resolved:** the date of the next ordinary meeting is confirmed as Wednesday, 8<sup>th</sup> January 2025.

The meeting closed at 8.44 p.m.