

Supporting papers for October meeting

List of Correspondence – October 2024

Appendix 1

Items marked with an * have been sent to each member.

One Voice Wales

*One Voice Wales Annual Membership|

Free Community Orchard Package

National Conference 16 October

*Stakeholder event: Role, governance and accountability of the community and town council sector

*Infrastructure (Wales) Act 2024 - Publication of consultation paper

Training Dates - September -December 2024

Consultation: Scrutiny of the Welsh Government Draft Budget 2025-26

Llais Cymru

Monthly newsletter

Planning Aid Wales

Expressions of Interest to Join Planning Aid Wales' Network of Associates

Introduction to Planning Enforcement - Wednesday 9th October 2024 6 to 8pm

Community Engagement in Planning - Lessons from across Wales - Thursday 14th November 2024

10am to 1.30pm

The Value of Place Plans - Thursday 28th November 2024 10.30am to 12.30pm

ICCM

Death Certification and Medical Examiner System – updates

Autumn Journal

***Police & Crime Commissioner - Consultation**

Keep Wales Tidy - RCT Litter Focus Group Tuesday 8th October 6pm - 7pm



Llanharry Community Council

Application for Financial Assistance 2024/2025

Section 1: Contact Information

Name of Group / Organisation:
LLANHARRY ALLOTMENT ASSOCIATION Forest Road site

Contact name and address to which correspondence should be sent:
~~Miss C. Jones, 10, Llanharry Road, Llanharry, Cardiff, CF11 1AA~~
Ioan Jones

Postcode:
~~CF11 1AA~~

Telephone Number:
~~01222 411111~~

Section 2: About your Group / Organisation

How many active members does your group/organisation have?
21

Who, in the community of Llanharry and Tylaganw benefits from the services offered by your group/organisation?
Any persons or persons who are members of allotments and their families and friends.

What are the main activities provided by your group/organisation?
Help with both mental and physical health and well being for all members of the allotment and members of their families by providing physical activities and mental stress relief from the worries of everyday things eg. Carol Living.

Section 3: About the Project /Services you are applying funding for?

Please provide details of what you would like to use the grant for?
New lawn mower and possibly repairs to allotment shed roof as shed roof is starting to leak & collapse in places. my next new shed soon.

How much grant would you like to apply for?
£500 - £600

AN AGREEMENT made this October 2024

BETWEEN LLANHARRY COMMUNITY COUNCIL (hereinafter called 'the Council')
of the one part, and

(hereinafter call 'the Tenant') of the other part, WHEREBY

1. The Council agrees to let and the Tenant agrees to hire as a yearly tenant from the (date) _____ Allotment Garden Plot No. _____ at Fforest Road/Laureldene Llanharry (please delete as necessary) at a yearly rental of £ 25.00 per plot/£15 per half plot, payable annually, and subject to annual review.

2. The Tenancy is subject to the Allotments Acts and the regulations endorsed on this Agreement and also to the following conditions: -
 - (a) The Allotments shall not be used for the purpose of any trade or business.
 - (b) The allotments shall be kept free from weeds and well manured and otherwise maintained in a proper state of cultivation and fertility and in good condition, and any pathway or cart track included therein or abutting thereon shall be kept reasonably free from weeds.
 - (c) No nuisance or annoyance shall be caused or permitted to the occupier of any other land belonging to the Council and no obstruction or encroachment shall be caused or permitted on any path or roadway set out by the Council for the use of the occupiers of the allotments.
 - (d) The Tenant shall not underlet, assign, or part with the possession of the allotment garden or any part thereof, without the written consent of the Council.
 - (e) No timber or other trees upon allotments shall be cut or pruned and no mineral gravel, sand, earth or clay shall be taken or carried away there from without the consent of the Council.
 - (f) The Tenant shall keep every hedge that forms part of the allotment gardens properly cut and trimmed, keep all ditches properly cleansed.
 - (g) The Tenant shall be responsible for the complete day-to-day running of the allotment plot.
 - (h) Llanharry Allotment Association shall be responsible for the collection of individual rents from the allotment holders at Fforest Road Allotment site.
 - (i) The Council shall have authority and responsibility for the giving of notice to allotment holders for non-cultivation and/or non-payment of rent.
 - (j) Tenants (of Fforest Road Allotment site) shall abide with the current rules of Llanharry Allotment Association at all times. Failure to do so will result in the tenant being issued with a warning and ultimately their removal from the site.
 - (k) The Tenant shall not, without the written consent of the Council, and any necessary planning approval, erect any building on the allotment garden nor allow trespass by animals/fowls etc.
 - (l) The Tenant is responsible for ensuring all water containers have tightly fitting lids.

3. Any officer or agent of the Council shall be entitled at any time, when so directed by the Council, to enter and inspect the allotments.

4. This Agreement may be determined

(a) by either the Council or the Tenant giving to the other twelve months notice in writing.

(b) By re-entry by the Council at any time after giving three months previous notice in writing to the Tenant on account of the land being required

(i) for any purpose (not being the use of the same for agriculture) for which they have been appropriated under any statutory provision or

(ii) for building, mining or any other industrial purpose or for roads or sewers necessary in connection with any of the purposes.

(c) By re-entry by the Council at any time after giving one month's previous notice in writing to the Tenants

(i) if the rent or any part thereof is in arrear for not less than forty days whether legally demanded or not or

(ii) if it appears to the Council that the Tenant has not less than three months after commencement of the Agreement not duly observed the conditions contained therein.

5. Any notice required to be given by the Council to the Tenant may be given by sending by registered post or by recorded delivery a written notice by the Officer of the Council or by affixing the same in some conspicuous manner on any one of the allotments comprised in the Agreement and any notice required to be given by the Tenant to the Council shall be sufficiently given if signed by the Secretary of the Allotments Association and sent by pre-paid post letter to the Officer of the Council.

Signed _____

Designation _____ (the officer appointed for this purpose)

Signed _____ Tenant

Signed _____ Witness

Auditor General's report and audit opinion

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2024 of **Llanharry Community Council**. My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 (the 2004 Act) and guidance issued by the Auditor General for Wales.

Audit opinion: Unqualified

On the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislative and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.


Other matters and recommendations

I draw the Council's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the Council.

Council Approval Checks

The Internal Auditor signed the Annual Return after the Chair. We recommend that going forward, arrangements are put in place to ensure the Internal Auditor signs the Annual Return before the Chair.

There are no further matters I wish to draw to the Council's attention.

 Richard Harries, Director, Audit Wales For and on behalf of the Auditor General for Wales	Date: 25/09/2024
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Auditor General's report and audit opinion

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2023 of **Llanharry Community Council**. My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 (the 2004 Act) and guidance issued by the Auditor General for Wales.

Audit opinion: Qualified

Except for the matters reported below in my Basis for Qualification, on the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislative and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Basis of Qualification

Annual Governance Statement

In my opinion, the Annual Governance Statement is not consistent with the Council's internal controls and governance arrangements for the year:

- **Assertion 1. Approval of accounting statements.** Regulation 15 requires the RFO to certify that the accounting statements properly presents (receipts and payments accounts) or presents fairly (income and expenditure accounts) the finances of the Council prior to Council approval.
- **Assertion 2. Adequate internal controls.** The Council does not receive a full list of payments that is to be approved in line with its financial regulations. The Council should ensure that this information is included within the minutes of the meeting or presented within the agenda in advance of the meeting. One payment made to Boverton Nurseries totalling £1984.80 was missing from the Council's minutes.

Other matters and recommendations

I draw the Council's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the Council.

Contract of Employment Gratuity Clause

The contract of employment contains clause in relation to a gratuity. The contract states that the Council may make appropriate provision for the payment of a gratuity in accordance with the Regulations in force at the relevant time.

While the clerk's employment commenced in 2000, the contract is dated May 2023.

Normally, new contract terms and conditions supersede earlier contracts.

The Regulations that permitted the Council to make a gratuity payment were repealed in 2012. Therefore, no new contractual entitlement can be created post 2012.

We recommend that the Council seeks appropriate advice to determine whether or not there is a contractual obligation to make a gratuity payment.

Papers circulated to members

The Council has not published papers that have been circulated to members in advance of meetings as required by the Local Government (Democracy) (Wales) Act 2013.

Appropriate accounting records

The Council's cashbook details total other receipts as £13,327.86 which differs to the reported figure. Additionally, the Council's Debtor figure is inaccurate, the amount received after the financial year end was £5,619.15. Adequate records were not kept in relation to refunds received by the Council and reported within Line 3.

Adequate Insurance

It appears that the Council does not have adequate fidelity guarantee insurance coverage regarding covering the risk of fraud. We recommend that the level of cover should be reviewed to ensure that the level of cover is at least the balance carried forward plus one precept instalment for the next financial year.

VAT Reclamation

The Council has not recorded VAT for one transaction in the year and therefore has not reclaimed the VAT for this transaction.

Council Approval Checks

The Internal Auditor signed the Annual Return after the Chair. We recommend that going forward, arrangements are put in place to ensure the Internal Auditor signs the Annual Return before the Chair.

Page 2 of 3 - Auditor General's report and audit opinion - Please contact us in Welsh or English / Cysylltwch â ni'n Gymraeg neu'n Saesneg.

There are no further matters I wish to draw to the Council's attention.

 <p>Richard Harries, Director, Audit Wales For and on behalf of the Auditor General for Wales</p>	<p>Date: 03/09/2024</p>
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Llanharry Community Council
Cyngor Cymuned Llanhari

Groes Sannor, Degar Road, Llanharry. CF72 9JX
Tel/Ffon 01443 223007
E-mail/E-bost llanharrycc@live.co.uk

Schedule of Monthly Meetings – 2025

January	8th
February	12th
March	12th
April	9th
May (+AGM)	14th
June	11th
July	9th
August	No Meeting
September	10th
October	8th
November	12th
December	10 th



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31 May 2022

Quotations are invited for the cutting and maintenance of the playing field and football pitch from 1st September 2022 to August 2025

- Football Pitch:** Vertidrain - Aeration of pitch– four times a year;
5800m² Apply Selective Herbicide – annually;
Mow pitch - 38 cuts:
Weekly April to October (inc) with a roller mower;
Fortnightly March & November(inc);
Monthly (December, January & February);
Apply Slow Release Fertiliser – annually -10 bags of fertiliser are used normally - approximately 200kg;
Application of winter fertiliser - 24 week slow release
Spray pitch with iron and fertiliser – 4 times
Quadraplay Field - 15 times – fortnightly October to March/April
Sow grass seed with tractor mounted implement - 6 bags of grass seed which is drill seeded by use of a disc seeder - 120kg of seed (**Not sown by hand or a spreader**).
Carry out end of season renovations as required to the goal mouth areas.
- Playing Field:** Grass cutting - 23 cuts – fortnightly March to November and monthly (December, January & February).
6,500m² Cutting of hedges - twice a year.
- Play area:** Grass cutting - 23 cuts – fortnightly March to November and monthly (December, January & February).
3,500m² All grass cuttings to be collected and disposed of off-site.
- Circular Path** Apply weedkiller to both sides of path to prevent the encroachment of weeds and grass – annually – you will need to be licensed to do this!



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23 January, 2023

Additions/changes

Cemetery Grounds Maintenance Contract March 2023 to February 2026

My Council would be pleased to receive your quotation for the Cemetery Grounds Maintenance Contract which consists of: -

- Graves Area: Grass cutting - including banks - mowing/strimming – grass to be cut every 14 days March to end of November and monthly December to end of February - collection and removal of all grass cuttings;
- Hedge-cutting - twice yearly; including the southern boundary between September and the beginning of March including the collection and removal of all cuttings.
- Litter picking/emptying of bins – weekly;
- Removal of moss and weeds from paths – as and when required;
- Maintenance of garden area – weeding (fortnightly), top up with bark if necessary; add compost & plant with approx. 30 mixed bedding plants twice yearly (Early May/Mid October);
- Grass cutting around seat and outside banking (area between top and bottom gates) – grass to be cut every 14 days March to end of November and monthly December to end of February - collection and removal of all grass cuttings
- *Putting out refuse bin(s) for emptying by Local Authority and returning it to Cemetery – weekly – we are hoping to add another bin for the bottom end of the Cemetery in April;
- Removal of ivy from shed/railings/pillars – annually;
- Unused part –grass cutting including banks – every 14 days March-November and monthly December to end of February including the collection and removal of all cuttings.
- Additional area – topping of field annually between September and October.
- Removal of weeds from exterior of cemetery walls/steps.
- Planting of slips to fill the holes in the front hedge – annually.



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23 January, 2023

Additions/changes

Grounds Maintenance Contract March 2023 to February 2026

My Council would be pleased to receive your quotation for the Grounds Maintenance Contract which consists of: -

Churchyard

- Graveyard- (mow/strim) – grass to be cut every 14 days March to end of November and monthly December to end of February - collection and removal of all grass cuttings;
- Cutting of shrubs/ bushes, etc –October;
- Litter picking/ emptying of bins – weekly;
- Maintenance of grass triangle to rear of church (to include grass cutting; removal of brambles,saplings, cutting back of any undergrowth, etc – grass to be cut every 14 days from March to end of November and monthly December to end of February - collection and removal of all grass cuttings;
- Circular bed –provide and fill with bedding - 60 double begonias, to be kept free of weeds and water as necessary;
- Removal of moss and weeds from paths;
- Removal of ivy/ferns/weeds from trees/walls – as and when required including the total clearance of scrub/brush from around the Yew trees.

Ambulance Hall

- Grass cutting (mow/strim) – grass to be cut every 14 days March to end of November and monthly December to end of February - collection and removal of all grass cuttings;
- Collection and removal of any litter.
- Removal of any and all weeds from all area including the driveway.

Ty Isaf

- Mow/strim grassed area in middle of Ty Isaf including the area under cherry tree - grass to be cut every 14 days March to end of November and monthly December to end of February - collection and removal of all grass cuttings;
- 3 large flower beds & 1 planter to the front of Ty Isaf*/4 flower beds to the rear of Ty Isaf – provide and fill with seasonal bedding (500 double begonias mixed colours) – annually, water as necessary, **Beds must be weeded monthly!**
*beds to be mulched with manure/compost/fertiliser annually to enrich the soil prior to planting.
Weed kill the paving around the flower beds to the rear of Ty Isaf.

Beaker Man Plaque – Llanharry/Llanharan Road

- Strim – monthly.

Ty Isaf Play Area

- Litter picking – five times weekly;
- Trim all growth from railings – as required;
- Emptying of rubbish bins and disposal of rubbish – five times weekly. Please advise how litter/rubbish is to be disposed of bearing in mind copy waste transfer notes may be requested.

Playing Field

- Litter pick/empty litter bins/removal of collected litter – three times a week;
- Weed kill around the bottom gates – annually;
- Cut back and weed kill Elder at bicycle rack - annually

Multi Use Games Area

- Litter pick/empty litter bins/removal of collected litter – three times a week including bank to rear of MUGA
- Removal of weeds – annually.

Youth Shelter

- Sweep out/litter pick – three times a week.

Bus Stops - (Ty Isaf, Tylacoch, Red Hill)

- Sweep out/litter pick – twice a week;
- Grass cutting – grass to be cut every 14 days;

Bus Stop Opposite Spar

- Sweep out/litter pick – 3 times a week;
- Disinfecting – 3 times a week.

Bus Stop Opposite Birchgrove

- Cutting back of overgrowth – monthly.

Laureldene Allotments

- Grasscutting - twice a year in the growing season (unused allotments, around fences and pathways);
- Removal of earth/weeds from path – annually;

Laureldene Garden Area

- Cutting of area to the left-hand side of allotments – grass to be cut monthly;
- Hedge-cutting– October.

Hazeldene

- Grass cutting – grass to be cut every 14 days;
- Hedge cutting – October.
- **Cut around seats and along chain link fencing.**

Fforest road allotments

- Cut hedges to either side of the entrance gate – October.
- Cut hedge from bungalow to motorway – October.

Bench – down from Cemetery

- grass to be cut every 14 days March to end of November and monthly December to end of February.

Tylagarw

**Planting and weeding, watering (as required) of three small planters;
Weeding and watering (as required) of one barrel planter.**