

# LLANHARRY COMMUNITY COUNCIL

MINUTES OF MONTHLY MEETING HELD ON WEDNESDAY, 10<sup>TH</sup>  
JANUARY 2018 AT 7.15 P.M. AT THE AMBULANCE HALL, BIRCHGROVE, LLANHARRY

PRESENT: COUNCILLORS: I CLARIDGE (CHAIRMAN); (MRS.) P CLARIDGE; (MRS.) E COATES; (MRS.) J DILWORTH; (MRS.) N EVANS; W OWEN; (MISS) H PARSONS; D SNOOK; M THOMAS and MRS G LEWIS (CLERK).

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

The Chairman was present.

2. APOLOGIES FOR ABSENCE

All councillors were in attendance.

3. DISCLOSURE OF INTERESTS

No interests were declared.

4. REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

No members were present.

5. COMMUNITY POLICING

Apologies were sent by P.C. Wilson and P.C.S.O. Phelps who are unable to attend as they are on rest days.

**Crime Report** for the period 13<sup>th</sup> December to 4<sup>th</sup> January comprises as follows:

Anti-Social Behaviour – 1 account;  
Violence Against the Person – 3 accounts;  
Damage – 2 accounts.

---

SIGNED.....CHAIRMAN

2834

DATE.....

36 calls were made during this time period.

**PACT** – next meeting Wednesday 28<sup>th</sup> February 6p.m. at the Ambulance Hall.

6. **CONSIDERATION AND APPROVAL OF ACCOUNTS FOR PAYMENT**

6.1 **Payment of Accounts**

**Resolved:** to make payment of all the accounts listed below:

TalkTalk Business	Telephone & broadband	57.54
Wages	December	979.79
HMRC	Tax & NI	87.89
Office Rental	December	100.00
P & P Gardens	Grounds Maintenance - General/Cemetery/Church	625.00
Marcon Services	Grounds Maintenance – Playing field	510.00
P & P Gardens	Removal of bench at Birchgrove/path clearance at allotments	175.00
RCTCBC	Rates - Ambulance Hall	130.00

6.2 **Bank Reconciliation**

**Resolved:** to accept the bank reconciliation for December

6.3 **GFDEC17/MADEC17/BESDEC17**

**Resolved:** to accept the GF Sheets, Budget Estimates and Monthly Expenditure Sheets for December.

6.4 **Bank Statements**

Original copies were available for members' perusal.

7. **EXAMINATION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

The minutes of the Audit Meeting and the Monthly Meeting held on 13<sup>th</sup> December were confirmed.

---

SIGNED.....CHAIRMAN

2835

DATE.....

8. SIGNATURE OF MINUTES OF PREVIOUS MEETINGS

The minutes of the meetings were duly signed by the Chairman.

9. MATTERS ARISING

9.1 Playing Field/AFC Matters

To be kept on the agenda.

9.2 Matters at Tylagarw

The donation of the land for a village green, play area and possible allotments is ongoing.

The Clerk has not received any information regarding costs of a playground from RCTCBC but she has spoken to a supplier who assured her that the £40,000 held by the council as well as the £24,000 S106 funding held by RCTCBC is adequate for the provision of a play area.

9.3 Testing Of Memorials at the Cemetery/Churchyard

Still awaiting the testing of Churchyard memorials.

9.4 Cemetery

Members agreed to engage the services of a Surveyor to take base line measurements of certain points in the cemetery which can then be reviewed in six months time.

9.5 Purchase of seats

The Clerk confirmed that she has yet to contact the council's insurers to make the necessary arrangements regarding the indemnity for the seat.

Still awaiting a decision from RCTCBC Corporate Estates regarding a request for permission to site a seat on the grass verge at the junction of Fforest Road and Heol Pantgwyn.

9.6 Dog Bins

The following locations were agreed:

---

SIGNED.....CHAIRMAN

DATE.....

- Junction of Birchgrove;
- Gelli
- Fforest Road/Heol Pantgwyn
- New alleyway joining Station Terrace with Elms Farm
- Tylagarw (exact location to be agreed)
- Laureldene/Hazeldene area
- Sycamore Road (entrance to alleyway)
- Ffordd Helyen, Elms Farm.

### 9.7 Christmas Lighting

Members asked the Clerk about the lights at Ty Isaf. She explained that Centregreat installed the lights on the trees which were powered from a Trivallis flat. Unfortunately during the run-up to Christmas the power in the flat tripped and no Trivallis staff were available to allow the Clerk entry to re-set the power. Members stated that this could not be allowed to happen again and that alternative arrangements needed to be made for this year.

### 9.8 Planning Applications at Laureldene & Hazeldene

Awaiting information from Corporate Estates.

### 9.9 Consideration of whether to apply to RCTCBC to include the park in the county wide public spaces protection order

To be kept on the agenda.

### 9.10 Consideration of the Interim Audit Report

As a result of recommendations in the Internal Audit Report, advice has been sort from Came and Company, the council insurers, who has replied as follows:

*R2. A Playground Management Policy should be developed by the Council, which identifies the legal requirements associated with running a playground; gives a statement balancing the Risks and Benefits of the playground; defines the Playground Inspection Methodology; inspection routines, the Council's approach to assessing the Level of Risk and establishes the Risk Rating; associated actions and a statement about how this feeds into the Council's overarching Health & Safety Risk assessment.*

Whilst it is not an insurance requirement we strongly recommend from a best practice perspective and to reduce the potential of a claim for injury arising that there is a risk assessment in place for the play area. This should be reviewed at least annually. If the Council is minded to expand the document into a wider Playground Management Policy, which you only normally expect to see from a large Council with multiple play area sites, this is not an issue but ,again, it is not an insurance requirement.

---

SIGNED.....CHAIRMAN

2837

DATE.....

R3. All personnel conducting playground inspections must attend a RoSPA Playground Inspector (RPI) certificated course or equivalent, which is certificated to national standards, with subsequent refresher courses, which are usually held every two years or so.

Whilst we always encourage the individuals tasked with carrying out the routine checks of the play area to attend training to gain a better understanding this is also not an insurance requirement. All that is expected is the person has the ability to spot obvious signs of breakages or vandalism to the equipment, to remove litter, glass etc. and to ensure surfaces and signs remain in good order.

Please find attached two RoSPA guidance sheets on this subject which are hope are of assistance.

R4. Weekly inspection forms and annual inspection reports must be kept for a minimum period of 21 years as the Statute of Limitations allows a person sustaining an injury in a playground to make a claim for compensation up to 21 years of age. (Records may be stored electronically).

Agree as best practice but it is not an insurance requirement. We recommend routine inspections are recorded in writing or electronically as they may assist the insurers in defending or repudiating a claim should one arise.

R5. Signage on Playgrounds and Recreation Areas should be updated, as soon as it is reasonably possible to do so, stating that "All accidents must be reported to the Clerk at (telephone), (e-mail)". It is also a good idea to place a notice on Council Notice Boards encouraging people to report any damage or other issues with Playgrounds and Recreation Areas."

For advice on play area signage and appropriate wording we recommend the Council consult the company who undertake the annual inspection of the play area. The insurers are happy for the Council to act on their expert advice.

**Resolved:** to increase the frequency of play area inspections from quarterly to monthly.

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

Councillor Owen reported that decisions on Peniel Chapel and the Old Co-Op building have yet to be made.

He is expecting a decision from Corporate Estates regarding the transfer of the land at Ty Isaf and adjacent to the community centre and other areas shortly.

## 11. CORRESPONDENCE

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

### One Voice Wales

Training Programme - February - July 2018 - South Region;

Module 7 - Health and Safety Training, Bridgend, 7<sup>th</sup> February;

Age Cymru – EnvisAGE - Tackling Loneliness among older people

Welsh Govt - Public Health (Wales) Act 2017 Section 8: Local Toilets Strategies – Consultation Document on Statutory Guidance for Local Authorities.

Law Commission - Planning law in Wales Consultation.

### Planning Aid Wales

SIGNED.....CHAIRMAN

2838

DATE.....

Community-led housing: innovation and opportunities, 23<sup>rd</sup> January, Cardiff.

PlayWales – e-bulletin – Jan 2018.

Llanharry Senior Citizen’s Association – Letter of thanks for S137 Grant.

HM Revenue & Customs – Changes to the way to reclaim VAT.

Clerks & Councils Direct – publication.

SLCC – The Clerk, magazine, January 2018.

Andrew RT Davies, AM – 2018 Calendar and contact details.

## 12. PLANNING

**Resolved:** to note the following:

12.1 **Planning lists** from 4<sup>th</sup> December to 29<sup>th</sup> December 2017.

## 13. REVIEW OF COUNCIL CHARGES

**Resolved:** that the charges for the hire of the Ambulance Hall and Allotments (effective from 1.7.2020) remain unchanged. That the charge for a non-resident to hire the playing field is increased to £150 plus a £100 bond. The charge for residents is unchanged. That the review of burial and memorial charges are considered at the A.G.M.

## 14. CONSIDERATION OF PROJECTS 2018-2019

**Resolved:**

<u>Capital Projects/EMR:</u>	£
War Memorial	10,000

Revenue Projects:

Notice Board for Ty Isaf	1,750
Dram	2,000
Community Centres	25,000
Replacement of roundabout	5,700
Teacup for toddlers	1,800

---

SIGNED.....CHAIRMAN

2839

DATE.....

Surfacing under cantil swing	2,600
Christmas trees/add lighting	5,000
Dog Bins	1,200
Dropped Kerbs	4,600
<b>Total of Capital &amp; Revenue Projects</b>	<b>59,650</b>

15. CONSIDERATION OF PRECEPT FOR 2018/2019

After taking into consideration the projects for the coming financial year, forecasted reserves, income, general running costs and the fact that both Llanharry Community Centre and Tylagarw Community Centre are to be transferred over, members decided as follows:

**Resolved:** to precept for £103,012.80

16. DATE OF THE NEXT WAR MEMORIAL COMMITTEE MEETING

It was decided that until some commitment is received from RCTCBC regarding the land at Ty Isaf nothing can be progressed and therefore no meeting date can be set. Councillor Owen reassured members that he had been promised an update tomorrow, Thursday 11<sup>th</sup> January 2018 on this matter.

17. CONSIDERATION OF ITEMS FOR THE NEWSLETTER

Apology for the Christmas lights at Ty Isaf; proposed sites for new bins; looking forward to floral displays.

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

**Resolved:** the date of the next ordinary meeting is confirmed as Wednesday 14<sup>th</sup> February 2018

The meeting closed at 8.25 p.m.

SIGNED.....CHAIRMAN

2840

DATE.....