

CYNGOR CYMUNED
YNYSYBWL & COED-Y-CWM COMMUNITY COUNCIL

Cefnodion Cyfarfod y Cyngor

MINUTES of the MONTHLY meeting of the Ynysybwl & Coed-y-Cwm Community Council Held

At

YNYSYBWL COMMUNITY CENTRE on Tuesday 11th May 2021

at 6.45pm

Clerk.....

PRESENT:- Councillors Mrs A Ellis, Mrs M Jones, A Burnell, G Haines, RC Evans, H Osborne, C Jones

1. DISCLOSURES OF PERSONAL INTEREST

There were no disclosures of personal interest

2. APOLOGIES FOR ABSENCE

Apologies were received from Cllr R Davies

3. PUBLIC BREAK

There was no public break.

4. POLICE

4.1 Cllr C Jones felt that the PCSO should work closely with the Community Warden, as did our previous PCSO. Cllr Burnell informed members that PCSO John has put some positive posts on social media concerning the community. It was **RESOLVED** to contact PCSO John to thank her for her time and also, as suggested by Cllr Haines, to ask her what the Community Council can do to help her. Cllr C Jones informed members that he would be going out with the police in Gwent in the next few months to research the role of the Police Commissioner and to find out what they can and can't do.

5. TO APPROVE MINUTES

5.1 Cllr Haines felt there was some confusion in the April minutes as there appeared to be 3 people proposing, moving and seconding. Cllr Ellis stated that there should only be one person moving and one seconding. It was **RESOLVED** to accept the minutes following amendments.

6. MATTERS ARISING FROM THE MINUTES

6.1 To receive the report of the Community Warden.

No report had been received by the time of the meeting. Cllr Ellis had met with the Community Warden for clarification on what he can and can't do within his duties. It was stressed that any reports of fly tipping must go through the Clerk, unless she is away from the office when members should report. Cllr Haines reminded members that there is a link on the RCTCBC website to report fly tipping.

Recycling bags – Contamination can be food, clothes, cigarette butts etc, anything that is not stated on the bags. A contaminated bag will be red stickered which is GPS monitored and is relayed back to the system in RCTCBC, it is then reported to Enforcement and they are made aware of the address. If the bag is not collected on collection day, the following day another department arrives to pick it up. A section 46 notice can be issued, which states what you can and can't put in the bag, how many black bags you can put out etc., and lasts for 1 year. A second offence in that year will result in an automatic £100 fine for residential. We need to sit down with the Warden and the new Environmental Group, which it is hoped will come together shortly, and organise an education session as to what can and can't go in bags.

Black bags – these will be green stickered if too many are put out for collection. A maximum of 2 black bags or a full wheelie bin can be put out. RCT are not obliged to collect from anywhere other than directly outside a house. Section 46 notices can be issued for bags that are put out too early. The earliest that black bags or recycling can be put out for collection is 7pm the night before the collection day. The Warden is going to arrange a letter drop with information regarding all collections.

Nappy/Sanitary bins – Collection day for these is a Wednesday. Residents need to be registered with RCT prior to putting the bags/bins out. If no bags are put out for 4 weeks, the resident will be taken off the register.

It was **RESOLVED** to add this information to the Facebook page and website and include in the next issue of Newstream as it was agreed that many people may not be aware of the regulations.

Litter picking – we now have several volunteers who regularly litter pick throughout the village and these volunteers are the basis for the Environmental Group. Unfortunately, the filled green bags cannot always be collected immediately. The Community Warden had suggested that the bags be left in a place where they will be collected fairly quickly. Robert Street and the area around the school are Zone 1 areas, which means that green bags are collected daily. If volunteers leave their green bags in a prominent area, eg., the bus stop at the Square, they will be collected daily. Also, the green at the bottom of New Road is a collection point. It was **RESOLVED** to have the green bags in the YCC office so that once the Environmental Group is established, volunteers could collect them from there and we would have a record of who is using them.

6.2 Picnic area/nature reserve on the Lady Windsor trail – update

Llewellyn Tree Services have undertaken a survey and identified a number of issues on the site (invoice yet to be received). The Chair stated that one item that was picked up from the report was that there are two trees that have to be removed as soon as possible due to being so dangerous. It was **RESOLVED** to forward this to Carl & Michelle Davies and ask if they would be willing to action this. As this is private land, RCTCBC will not action this.

6.3 Meeting with Tim Phillips of RCT Traffic Department – update

Cllr Burnell thanked Cllr Haines for his input into this matter. Tim Phillips met with Cllrs Ellis, Burnell, RC Evans, Haines and Osborne and discussed speed calming and other traffic issues. Tim Phillips informed councillors that even though there is no funding and strict criteria exists as to what they can do, they are happy to help in any way they can. Three mobile speed units will be installed shortly and the Go Safe van has been in the village regularly at various times. RCT are happy to look at a dialogue of a one way system in Glynmynach Street and parking outside the Co-op, we need to look at what we want to achieve and come up with a workable proposal and the pros and cons of that proposal.

The 20mph speed limit will become law in 2023 and will apply to the whole of the village. Cllr Burnell commented that this appeared to be working in Cilfynydd where it has already been implemented. Cllr C Jones would like to see a system such as that in Abercynon but unfortunately, there is no funding available and Ynysybwl & Coed y Cwm do not meet the criteria. He also felt that if Glynmynach Street is changed to a one way system it would be a good start. Tim Phillips had mentioned to the councillors at the meeting that this could also lead to problems and impact on other areas, with the possibility that Glynmynach Street could become a rat run as there would be no oncoming vehicles. However, Cllr Jones stated that it would guarantee some safety near the zebra crossing.

The Chair asked members where they thought the locations of the mobile speed indicators should be and the following suggestions were made:

New Road, near the 30mph sign

Top of Ynysybwl, although it was pointed out that many slow down at the 40mph sign coming into the village

Lady Windsor & Clydach Terrace

Heol y Plwyf

It was **RESOLVED** to contact Tim Phillips and request the SID units at New Road, Robert Street near the crossing and Clydach Terrace. It was also **RESOLVED** to make a proposal for a possible one way system around Glynmynach Street and a bump-out outside the Co-op.

6.4 NHS, Social Care and Frontline Workers Day, 5th July - update

There will be lots of activities for this day across the UK and all Community Councils have been invited to participate. A working group meeting was held with Cllrs Ellis, Burnell, RC Evans and the Clerk to discuss this. National activities include raising a unique flag at 10.30am, a 2 minute silence at 11am, an afternoon tea for NHS workers, and bell ringing at 8pm, with 71 rings for each year of the NHS. Cllr RC Evans reminded councillors that Trerobart School has a flagpole and that perhaps a flag could be purchased for there as well as the United Services Inn. Cllr Ellis also suggested having a commemorative plaque erected on the Community Centre to remember everyone who had lost their lives in the community during the pandemic. The working group suggested an outdoor afternoon tea for 100 held at the Rec. The Clerk contacted Little Pickers for a quote and they could provide this at £12 per head. Cllr C Jones felt that the concept was a great idea but the timing was not, with only a few weeks to plan everything and the uncertainty of numbers for organised events. This was echoed by other councillors. He felt that August would be a better time to hold this but unfortunately, this is a national event with the day being 5th July. Cllr Haines asked that if we decide to go ahead with the afternoon tea, could the Community Council pay for teas, coffees and soft drinks and approach supermarkets to provide cakes free of charge, or ask people to bake cakes? He would also look into to obtaining an ambulance for the day for children to look around, and people from Ynysybwl who work for the NHS could be invited to attend in their uniform so that they can be seen. All councillors were happy to go ahead with the 2 minute silence, the flag raising and the bell ringing. The Clerk contacted the Church and they were happy to ring the bells at 8pm. It was **RESOLVED** that Cllr Haines would contact local supermarkets with regards to providing cakes for the afternoon tea and that Cllr Ellis would look at costings for a plaque. It was **RESOLVED** to defer this item to the June meeting when more information would be forthcoming.

7. CHAIRPERSONS REPORT

7.1 The Chair informed members that the Clerk has been working too many hours recently and had concerns about the Community Council's responsibility as an employer. The Clerk's working hours are 66.5 per month, 16 hours a week with an extra 2.5 hours during a week when the monthly meeting is held. Duties include:

Compiling agenda for monthly meeting & AGM

Attending monthly meetings & AGM

Taking minutes of monthly meetings & AGM

Typing minutes and distributing to councillors

Action points from meetings

Monthly accounts for payment

Maintaining monthly cash book

Maintaining budget

Ensuring paperwork is in order for annual audit

Regular updating of website and YCC Facebook page

Attending other meetings as and when necessary

The Clerk is entitled to say no to anything else. The Chair asked members that, if they have a proposal to bring to council, to undertake the research themselves and send this to the Clerk who will disseminate with the agenda for the monthly meetings. Cllr C Jones felt that the Clerk should be at meetings regarding the Recreation Ground but as these usually occur during the Clerk's working hours she has always been able to attend. Cllr Haines asked that councillors do not send emails to the Clerk to distribute but send out to other members themselves. He also felt that the Clerk did not need to take minutes for all meetings but the Chair stated that it depended on the importance of the meeting. Cllr RC Evans stated that it may be better to have one person undertaking research, otherwise this could result in several people contacting an outside body eg., the local authority. Cllr Ellis asked that members compile a plan before going to the Clerk.

8. CLERKS REPORT

8.1 Annual leave

- Wednesday 7th July & Thursday 8th July (12 hours)
- Wednesday 21st July & Thursday 22nd July (12 hours)

It was **RESOLVED** that the Clerk take annual leave on these dates but office cover would need to be arranged.

8.2 Agreement of BACs payment

Cllr C Jones moved to accept, Cllr M Jones seconded. It was **RESOLVED** to continue with BACS payments.

8.3 Insurance cover – councillors to agree that cover is adequate and to continue

It was **RESOLVED** to continue with the insurance cover.

8.4 Standing Orders – Cllr Haines suggests amendments

Cllr Haines suggested changes to 9(b), whereas the Clerk has the final say on acceptance of agenda items. Cllr Haines proposed the amendments to Standing Orders, Cllr C Jones seconded. It was **RESOLVED** to accept the Standing Orders once the suggested amendments have been made.

8.5 Audit 2020/21

The audit paperwork is due to be sent to the External Auditor by 30th June. Jason Morgan, Internal Auditor has contacted the Clerk and arranged a drop box for documents to be sent to him. Cllr Osborne agreed to meet with the Clerk in the next few days to overlook the financial paperwork before sending to the Internal Auditor. It was **RESOLVED** that the Clerk send the paperwork by email to members prior to the June meeting.

9. CORRESPONDENCE

9.1 David Healy, RCT Heart Heroes regarding defibrillators in Ynysybwl & Coed y Cwm

Cllr Haines contacted the Clerk as the pads in the Bomb were due to expire. The Clerk then contacted Kim Lloyd Owen of Welsh Hearts to obtain more, free of charge, but was told to contact David Healy as he would provide these. Mr Healy had arranged to visit the Bomb to speak with Cllr RC Evans about the set up of a new charity called RCT Heart Heroes as he had realised that the Cardiff office of Welsh Hearts was purchasing goods of inferior quality. RCT Heart Heroes was established to combat this problem. As the Bomb's defib cabinet was purchased from Welsh Hearts, Mr Healy checked it to ensure all was in order and noticed that the pads had expired 20 days previously and there were no spare pads. Cllr RC Evans contacted Cllr Burnell, then Chair, to enquire as to whether Mr Healy could replace the pads as the defib would otherwise be unusable. The Chair agreed. Cllr RC Evans was very concerned that the pads had expired and also that there were no spare pads in the cabinet as every defib came with a set. Cllr Haines stated that, when he started checking the defibs there were no spare pads in any of them and that all the other defibs did not come with a spare set.

Cllr RC Evans then referred to the sheet that the Clerk had compiled for the defib checks. This sheet was passed to Cllr RC Evans when he began the defib checks and was carrying them out on a weekly basis. He told members that during his checks the defib cabinets carried an extra set of pads and there now appeared to be 4 sets missing.

Mr Healy then contacted the Clerk to inform her that the pads had been replaced and that he would service all the defibs as he did this throughout RCT. The Clerk agreed as it was thought that this was a service provided by RCTCBC. Mr Healy also informed the Clerk that the Ynysybwl & Coed y Cwm defibs were not on the Circuit, the register of defibs which is linked to WAST. The Clerk believed that either she or Cllr Haines had done this some time ago but Mr Healy informed her that this was not the case and had registered them himself. The Clerk then asked Mr Healy if there was a cost for the pads as YCC had previously been told that obtaining them from Welsh Hearts was free of charge. Mr Healy said that he was

no longer with Welsh Hearts but a new organisation called RCT Heart Heroes and that he could obtain the pads at a lower price than other outlets. The eventual cost of the pads was £74 which was slightly more expensive than pads previously purchased from Direct 365.

Cllr RC Evans was concerned that there were no spare pads in the defib and that correct procedure had not been followed. Cllr Haines explained that spare pads do not need to be kept in the defib as there is a possibility of them going out of date before they are used. He also informed members that the spare pads that had been put there by Mr Healy had been taken out by him to use in the Dan y Cribyn defib as the pads there needed to be replaced. Cllr Haines then received an email from WAST, also addressed to Mr Healy, informing them that the defibs had been registered twice and requesting clarification on who needed to be contacted if a defib had been used.

Cllr RC Evans believed it was recommended that, in the case of the iPad defib, a spare set of pads be kept in the cabinet and that this procedure should be followed. He told members that, even though the defib was not his personal responsibility, as it is installed on his property, if anything goes wrong with the equipment he will be approached by the public about it. He told council that the whole issue had affected both him and his partner, Mrs Hughes, as the defib at the Bomb was purchased through fundraising by members of YCP and customers at the Bomb and they felt that it should be in service at all times. As Mrs Hughes is Secretary of YCP, it would fall to her to inform the committee that the defib had been out of service and carried no spare pads and it was felt that they, and the customers who had helped raise funds for the defib, would be angry about the situation. Cllr RC Evans wanted answers to pass on to anyone who enquired about this. Cllr Burnell, taking things forward, did not believe that the community would be 'up in arms' about the matter but Cllr RC Evans said that this would be the case with some people.

The Chair believed that there had been a misunderstanding and some harsh words had been exchanged. Council now needed to decide whether to continue with Cllr Haines as the defib checker as was minuted last year, or do we take the onus from Cllr Haines completely and go with David Healy which has cost implications. Mr Healy had no authorisation to carry out the service on the defibs. The registration of the defibs is very important and the correct person needs to be notified when one has been used. Cllr M Jones asked whether Cllr Haines would be willing to continue to check the defibs. Cllr Haines stated that he was happy to do so. Cllr C Jones moved that Cllr Haines continue, Cllr M Jones seconded. It was **RESOLVED** that Cllr Haines continues to check the defibs on a regular basis.

The Chair then asked that we address Cllr RC Evans questions as to why were the pads 20 days out of date and what has happened to the spare pads and are they needed?

Cllr Haines explained that on contacting WAST in an emergency, they would have directed the user to another defib if one was out of use. It was agreed that the whole episode was a misunderstanding and a decision needed to be made regarding who was going to monitor the defibs. Cllr RC Evans believed that this should not be the responsibility of a Community Councillor but that of an outside body if something major happens. The Chair reminded Cllr RC Evans that it is not his choice to make if the Community Councillor wanted to undertake the defib checking and is more than qualified to do the job. Cllr Haines asked to clarify what happened – towards the end of the month the defib was checked and the pads were due to expire in a day or two. He believed he had a spare set of pads but this was not the case, therefore he emailed the Clerk to ask if she could order a set. The Clerk then contacted Welsh Hearts and did not get an immediate reply. The eventual reply told her to contact Mr Healy, all of which took up valuable time.

During the 20 days, when Cllr Haines checked them on 30th March (the day they expired), they would have been deregistered on the system so if anyone had dialled 999 they would not have been directed to the Bomb defib but to the nearest usable defib. Cllr RC Evans then stated that if someone came to the Bomb they would then have to look for another defib. Cllr M Jones stated that, Cllr Haines being the nominated person, has responsibility of listening to any issues and reporting them. A vote was taken with 6 members agreeing to continue with Cllr Haines and Cllr RC Evans against.

Cllr RC Evans stated that he believed the Chair at the time, Cllr Burnell, took the correct action by agreeing that Mr Healy could replace the pads. It was **RESOLVED** that, in future, Cllr Haines will liaise with the Clerk regarding the pads. The Chair suggested that perhaps extra pads could be ordered and kept in the office. It was also **RESOLVED** to write to Mr Healy to thank him for his actions but inform him that it has been agreed to continue with Cllr Haines as defib monitor for the community. It was also **RESOLVED** to ask Mr Healy to remove himself from the Circuit in order that Cllr Haines is the sole contact.

9.2 Kathryn Jenkins, Coed y Cwm resident regarding Coed y Cwm junction

It was **RESOLVED** to forward this to Tim Phillips of RCT Traffic Department and request that we be kept informed.

9.3 MacMillans – request for donations

The Clerk informed members that the letter has come from the same person who requested donations a few years ago. Council had then agreed to make a donation but no address to send cheques was stated on the letter and contact by email resulted in no reply. It was **RESOLVED** to look into this to ensure it was not a scam.

9.4 Ian Dennis, Tesco Community Grants – request for applications

Cllr Burnell has used Tesco Community Grants previously. A scheme must be in place before applying eg., the nature reserve or Rec. It was **RESOLVED** that Cllr Burnell looks into this further and brings any information to the June meeting.

9.5 Tenovus Cancer Care – request for donations

Cllr C Jones proposed to donate £50, Cllr M Jones seconded. It was **RESOLVED** to make a donation of £50.

10. TO CONSIDER:

Town & Country Planning Applications

Planning application: 21/0550/10

16 HEOL PEN-Y-PARC, YNYS-Y-BWL, PONTYPRIDD, CF37 3JL

Single storey rear extension, roof conversion including hip to gable roof enlargement and flat roofed dormer to rear.

No objections

11. ACCOUNTS FOR PAYMENT

Cllr C Jones moved to accept accept the accounts for payment, seconded by Cllr M Jones. It was **RESOLVED** to accept the accounts for payment for May of £2089.15

12. GRANT AID (S137)

No applications had been received.

13. TO CONSIDER (Items brought to the Agenda by members of the Council)

13.1 Implementation of the Local Government and Elections (Wales) Act 2021

Noted

Cllr C Jones reminded members that confirmation is needed of whether there will be 2 seats available for the local authority elections.

13.2 Defibs - Cllr Haines to provide a monthly update on all defibs in the community

Discussed in 9.1

13.3 Code of Conduct training for new councillors and refreshers for existing councillors

This should remain on the agenda until Covid regulations allow us to undertake the training. It was **RESOLVED** that the Clerk contact Andy Wilkins of RCTCBC to find out if they are still running free Code of Conduct training.

13.4 Cabinet meeting of RCT, 29th April 2021 agenda

Investment, point 4.1 Additional Investment - Point (C) (Parks £0.300m) states:-

"The additional funding will allow the ongoing investment/program me into the refurbishment of Sports Pavilions, and the repairs to the parks infra structure to be enhanced even further". Will any of this be invested in the Recreational ground in Ynysybwl?

It was **RESOLVED** to write to RCTCBC and ask if any funding will be coming to Ynysybwl.

13.5 Policies to be reviewed

The reviewed policies need to uploaded to the website. Cllr Haines asked that version numbers and dates of review be added. Cllr Ellis has added an addendum – that policies will be reviewed as and when necessary or when legislation dictates.

14. BUDGET

14.1 It was **RESOLVED** to accept the budget.

15. TIME AND DATE OF NEXT MEETING

15.1 The next meeting will be held on Tuesday 1st June at the Community Centre. Cllr Haines informed the Clerk that he may be working and gave apologies in advance.

Closure of official business of the council

Verbal report of the Community Councillors

Meeting closed at 8.30pm

Signed: Date.....