



## **VAN COMMUNITY COUNCIL/ CYNGOR CYMUNED Y FAN**

### **Minutes of the Ordinary FULL COUNCIL Meeting of Van Community Council**

**Thursday 18<sup>th</sup> July 2019. 6pm. Van Community Centre, Clos Guto, Caerphilly**

**Present:**

Tony Graham (Chair), Sheila Jones, Norma Graham, Linda Williams, Pam Nelder, John Leek

**Apologies**

Sheila Newbury, Barbara Jones (Vice Chair), Fay Gay, Jayne Keeble

**In Attendance:**

Marcia Jones (Clerk) Helen Morris – CCBC

**26. Police Matters**

The Clerk informed councillors that CSO Sarah Mey had sent her apologies as on a training course but submitted a report (appendix 1)

- i. Councillors were impressed with the drop in ASB as a result of Operation Footfall.
- ii. Council was pleased to hear of the progress of the Mini Police and are keen to support the possible PETRA publication currently under discussion
- iii. Councillors would welcome dates of litter picking sessions and will support where possible Clerk to feedback to CSO Mey

**27. Summer Play scheme**

It was agreed this item should be taken early as Council were joined by Helen Morris, Flying Start Childcare Coordinator for Caerphilly County Borough Council to provide an update Helen outlined the Welsh Government SHEP initiative – School Holiday Enrichment Programme. The theme is 'Food & Fun' and this will be running in the mornings at St James ICC. The playscheme provision funded by Van CC will supplement this, and be delivered by CCBC Early Years staff at the Van Community Centre in the afternoons for four weeks with effect from 22<sup>nd</sup> July 2019. Twenty signed up to date but with open access provision this can fluctuate, and it is hoped that attendance will be closer to the maximum of 40 permitted.

Helen outlined the programme of activities planned and the trips to be held on each Friday, and advised that Risk Assessments and Insurance had been put in place to ensure Health and Safety obligations are met.

This is the first playscheme of this type, and Helen expressed her excitement and hope that this would be a success and a model for future delivery in Van and other areas. It has taken a substantial amount of resources and planning by CCBC EY Staff, and consideration will be needed on how to deliver sustainably in future if successful.

Councillors are invited to attend for information and observation purposes and should advise the Clerk in advance so this can be coordinated

Councillors Tony Graham thanked Helen and all the staff at CCBC for their hard work and Helen left the meeting

### **28. Declarations of Interest**

None

### **29. Minutes of the Ordinary Full Council meeting held on 20<sup>th</sup> June 2019**

Minutes of the ORDINARY FULL COUNCIL meeting held on 20<sup>th</sup> June 2019 were received, approved and signed as an accurate record.

### **30. Matters Arising**

None

### **31. Finance**

- i. List of payments. Received. Payments confirmed and approved
- ii. Bank Reconciliation. Received, confirmed and approved. Clerk to also provide a copy of latest bank statements in future
- iii. Arrangements during recess - August 2019  
Councillors discussed and all agreed that plenary powers transfer to the Clerk and Chair for the recess period - August 2019  
RESOLVED: Plenary powers transfer to the Clerk and Chair for August 2019

Linda Williams joined the meeting at this point

- iv. Requests for Financial Assistance
  - a. Shelter Cymru. Request £385.72. Councillors discussed application. Requested Clerk seek clarification on advice sessions and numbers of residents in Van area. Council felt it could not provide full level of assistance requested  
AGREED: £300
  - b. Caerphilly Town Council. Request £250. Many of the Van residents attend and enjoy the annual fireworks.  
AGREED: £250

### **32. Pension Arrangements**

The Clerk outlined the pension arrangements in place whilst the previous Clerk was in place. Contact has been made with Greater Gwent (Torfaen) Pension Fund confirmation received that this option is still available, and the terms outlined for a new employee entering the scheme. The current employer rate of contribution is 20%. It was agreed that this is the preferred scheme by Council. Reference to be made to ensure that current budget plan for 2019-20 will cover this commitment and then to proceed with immediate effect and backdate to start date of 20<sup>th</sup> May 2019

RESOLVED: Clerk to be enrolled to Greater Gwent (Torfaen) Pension Fund and backdate membership to start date of 20<sup>th</sup> May 2019

### 33. Asset Register

The Clerk advised that has undertaken a review of the asset register. Points to note;

- i. IT equipment purchased in 2004 is now no longer in use and non-operational. All agreed that this to be disposed and removed from register.
- ii. Several low value items were purchased for playschemes some years ago. As this is no longer run by the Community Council it is no longer required and is being stored. All agreed that it would be better to donate those items which are in good working order to the Van Community Centre. Any dangerous or broken items to be disposed. The asset register to be update accordingly

NOTED

### 34. Clerk's Report

- i. Clerk reported that John Dilworth has received contractual expenses is £320.88  
As requested, the Clerk took advise from ACAS and employment law solicitors on constructive dismissal claim procedures and obtained indicative quotes for costs and compensation and this was provided to councillors. All agreed no further action to be taken at this present time. Clerk requested to upload redacted minutes from March 2019 to date to Van CC website, to exclude matters in respect of all negations with the previous clerk. To be reviewed in January 2019
- ii. New domain and email addresses set up as requested. Councillor Nelder requested to revisit her option to have an email address in September 2019
- iii. Clerk Training. 50% of ILCA fee reimbursed by BTM CC. Clerk is scheduled to attend 'Advanced Finance Training' on 22.07.198  
NOTED
- iv. Annual Audit. Submitted on 26<sup>th</sup> June 2019 to meet 30<sup>th</sup> June 2019 deadline. No queries received to date  
NOTED
- v. Banking. Signatures on bank account now updated. Online banking facility confirmed 17.07.19. The Chair questioned the online payment authorisation procedures. It appears that HSBC have not provided an option to permit dual authentication of payments. Clerk to seek clarification from HSBC and report at next meeting.  
NOTED

### Planning Applications

- i. Case Ref: 19/0521/FULL – no comments
- ii. Case Ref: 17/0411/OUT. This relates to the development of 618 houses to the east of the van area. The Chair presented an outline of issues to this development. Several other concerns were highlighted by Councillors. All agreed that an objection should be submitted to Tim Stephens at CCBC, planning department by 2<sup>nd</sup> August. Clerk to compile comments and send to the Chair for final completion and submission whilst Clerk is on leave

**35. Carnival**

Those who attended reported that it had been a successful event and it hoped that it will be repeated in future years

NOTED

**36. One Voice Wales (OVW) Training**

Councillors S Jones and Leek were due to attend OVW course on Citizen Engagement. However, this was cancelled at short notice due to low numbers. Councillors noted the wide range of training and courses available, and the benefit of these. Following discussion, it was agreed that Councillors would be permitted to attend a maximum of 3 OVW courses per financial year without prior approval. Councillors should confirm all bookings to the Clerk and provide feedback to the full council meeting following the session

RESOLVED: Councillors permitted to attend a maximum of 3 OVW courses per financial year without prior approval

**37. Any Other Business (for information only)**

Next walkabout with United Welsh to take place on 31.07.19

**38. Items for next Agenda**

- i. Annual Declarations of Interest
- ii. Van Newsletter
- iii. Community Engagement

**39. Date of next meeting – Thursday 19<sup>th</sup> September 2019**

  
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Chair – Van Community Council