

**VAN COMMUNITY COUNCIL
 CYNGOR CYMUNED Y FAN**

Page | 1 Chairman Councillor Eileen Macey, Clerk/R.F.O. John Dilworth
 Vice-Chairman Councillor Russell Deacon.

Minutes,
 Extraordinary Council Meeting,
 Friday, 3rd March, 2017,
 Van Community Centre.

Present:	Councillors	Russell Deacon, Barbara Jones, Fay Gay, Pam Nelder, Sheila Newbery.
In attendance:	Clerk/R.F.O.	John Dilworth.

In the absence of the Chairman, Councillor Eileen Macey, and the Vice-chairman, Councillor Russell Deacon, Councillor Barbara Jones was elected to the Chair till Councillor Russell Deacon arrived (Standing Order 15). The Clerk explained that Councillor Macey is still in hospital and several members have visited her including the Clerk and the Mayor of Caerphilly C. B. C.

Councillor Deacon arrived at 6.05pm and progressed to the Chair.

97/17. **Apologies for absence.**

There were apologies received from the following Council members; Eileen Macey (hospitalization) and Maria Hall.

Further, Councillor Barbara Jones gave her apologies for the next meeting but hoped to attend, subject to returning from a visit to North Wales for Caerphilly C. B. C.

It was raised that Councillor Fay Gay, unless transport is provided, to attend the meeting would not be able to attend since she receives a lift from Councillor Barbara Jones.

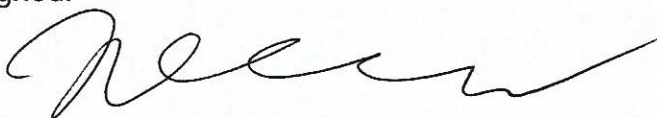
Under the circumstances (quorum of members) and by Special Resolution it was agreed that the Council pay her taxi fare, both ways from her home to the Van Centre. Councillor Fay Gay lives outside of the Community Council area.

98/17. **Declarations of interests.** To receive disclosures of personal interests from Members in

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accordance with the Code of Conduct (**Note:** Members are requested to give written notice of the item number and subject matters that their interest relates to and signify the nature of the personal interest).

Councillor Pam Nelder declared a personal interest in item 8 (Miss Tammy Nelder is her daughter), nomination of the Minor Authority Governor, St Helens RC Primary School, and took no part in the proceedings but remained in the room.

99/17. **To approve the minutes of the Council Meeting, 20th January, 2017, (appendix 1.)**

The Minutes were approved as an accurate record of the proceedings and signed by the Chairman.

100/17. **Matters arising.**

Minute 93/17 Play area, Van Terrace land. Clerk advised, provided the Land Authority Wales with documentation to identify the unregistered land. They in turn forwarded by email a link. The next step is to pay to identify the land on the electronic map, which would incur a payment. The Clerk was authorized to proceed with the search.

101/17. **Correspondence.**

The Clerk circulated a list of correspondence received since the last quorate meeting of January, 20th, 2017.

He advised, the correspondence in bold for members attention and consideration.

- i **Letter, January, 2017, The Pensions Regulator, Council's approaching staging date, 1st May, 2017. The Clerk reaffirmed that he will not be taking up the option for a pension.**
- ii Email, 20th January, 16.54, Claire Eyles, Community Support Officer 210, Bedwas Neighbourhood Policing Team, attached report for Council meeting of the 20th. Clerk, received too late for meeting. Report is reproduced in the Council minutes of the 20th January, 2017.
- iii Email, 23rd February, 2017, Miss Tammy Nelder, short CV seeking nomination to fill the vacancy on the St Helens RC School Governing Body. Also email, to Chairman of School Governing Body to advise, however, retired and passed to new Chairman, Mrs. Angela Jones. Noted.
- iv **Email, 25th January, 2017, Mrs. Joy Thomas, Mayors Assistant, CCBC, Mayors Charity Event, Friday, 24th February 2017, 7.15pm, at the Central Methodist Church in Blackwood. Past the date and noted.**
- v Email, 25th January, 2017, Claire Eyles, Community Support Officer 210, Bedwas

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Neighbourhood Policing Team. Following the council meeting on Friday 20th January, information on the points raised by members:

"Cllr Deacon was asking about the regulations regarding flying drones. The following websites have useful links. www.caa.co.uk or www.dronesafe.uk

I've checked with the CCTV control room, and all the cameras on the Lansbury Park stretch are working correctly.

I've checked with the Positive Futures team, and they are still providing football skills on the estate twice a week. They are currently in the process of applying for funding to provide more activities over the summer.

We received no reports of suspicious vehicles around the St James school area last week.

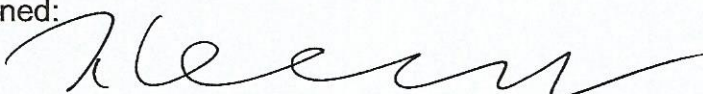
Maxton Court, confidential (officer requested not disclosed but provided to member's)" Information passed to members.

- vi Email, 26th January, 2017, Claire Eyles, Community Support Officer 210, Bedwas Neighbourhood Policing Team. Clarifying, the angle of the CCTV camera on The Stretch is correct. Clerk, previously raised at Council meeting that it appeared not to be focused on The Stretch. Noted that the Clerk received an answer to his observations.
- vii Email, 26th January, 2017, invoice from WAO for auditing of accounts, 2015/16, by BDO. Raised for payment by cheque.
- viii Email, 26th January, 2017, Miss Jackie Dix, Policy, CCBC, attached January Policy Watch. Noted.
- ix Emails (4 emails), 29th January, 2017, 16:34, 17.14, 19.09, and 20.12, Councillor Russell Deacon, date, time, and quorum at Council meetings. Inserted on the agenda for the 17th February (cancelled) a now to the meeting of the 17th March, 2017.
- x **Email, 31st January, 2017, Miss Helen Morgan, Senior Committee Services Officer, Caerphilly County Borough Council. Consultation, Task and Finish Group, to consider the management of council owned car parks. The deadline for response is 5pm, Monday, 6th March, 2017.**
- xi Email, 31st January, 2017, Miss Helen Morgan, Senior Committee Services Officer, Caerphilly County Borough Council, White Paper.

Link:
https://webmail.plus.net/?_task=mail&_action=get&_mbox=INBOX&_uid=208&_part=2&_frame=1
- xii **Letter, 31st January, 2017, Interim Head of Democratic Services, CCBC, Task and Finish Group meet, 13th March, 2017, invitation to comment on the management of council car parks. Closing date, wish to make representation by the 6th March.**

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The Clerk was advised, no council car parks in the Van Community Council area and further that both comments and request for representation will not be progressed and also the Clerk to advise the relevant officer.

Page | 4 xiii Emails, 1st February, 2017, Mr. Mark Snelgrove, Neighbourhood Officer, feed on previous walkabout and river cleanup. Noted.

Email, 3rd February, 2017, Miss Michelle Mckenzie-Jones, advising that "Little Stars," will perform at the Easter Concert, 7th April, 2017. Noted and the Clerk has taken appropriate action.

xiii Email, 7th February, 2017, notifying members, Inspector O'Keefe and PS Elias of a meeting at the Council Chambers, Penallta House for Tuesday 28th February 6-8pm. Chaired by Inspector O'keefe with the aim to discuss the Your Voice priorities and local Bedwas and Caerphilly issues. Clerk, as requested, forwarded email on to Councillor Barbara Jones, Maria Hall and Russell deacon. Contact details have been provided for the members not on email.

Could all Councillors please RSVP myself lisa.gibbs@gwent.pnn.police.uk as soon as possible?

Councillor Sheila Newbury was unable to attend and the only apologies received by the Clerk. No one attended from the Council.

xv Email, 8th February, 2017, Mr David Beecham, Electoral Services, CCBC, hard copy of the current Register of Electors. Noted.

xvi Email, 9th February, 2017, Mayors Assistant, CCBC, the Mayor will visit Councillor Eileen Macey on Thursday, 16th February, 2017, around 2.45pm. The Clerk was directed to write to the Mayors Assistant to thank the Mayor for visiting Councillor Eileen Macey at the Ysbyty Ysrad Fawr.

xvii Email, 10th February, 2017, Mr Hefin David, AM for Caerphilly, advising that a letter has been prepared (CSSIW registration) and Council will be advised when a reply has been received from the Minister. Noted.

xviii Email, 14th February, 2017, Mr Bob Campbell, Clerk, Risca Town Council, copied to members of the TCCLC and is directed to Miss Helen Morgan for items to proceed to the Community Council Joint Liaison Committee:

Presentation by Mr. Paul O'Neil on CCBC's 'youth service provision' planned for Wed 15 March.

Update on the PHW Act,

Update on CCBC's intention to take over the civil parking enforcement from Heddlu Gwent Police.

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Noted that the items have been requested for the next meeting of the Community Council Joint Liaison Sub-committee, 15th March, 2017.

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- xix Email, 13th February, 2017, Councillor Barbara Jones, apologies, Councillor Barbara Jones and Fay Gay for the Council meeting of the 17th February, 2017. Noted.
- xx Emails (6), 14th February, 2017, Councillor Russell Deacon, Councillor Eileen Macey's condition. Noted.
- xxi Email, 15th February, 2017, Clerk to BTM, inquiring if any council's plans for WW1 events. Noted.
- xxii Email, 15th February, 2017, Snr Admin Assistant, Aneurin Bevan Community Health Council, latest newsletter. Noted.
- xxiii Email, 16th February, 2017, Strategic Projects Assistant, Museums Archives and Libraries Division, Department for Economy, Science and Transport, Welsh Government, First World War commemorative plans for 2018. Asking Council's to prepare a brief paper on your organisation's commemorative plans for 2018 which will be included in a paper to be presented to the First World War Centenary Programme Board for its next meeting, which will take place on 5 May. To that end, could you please send a paper on your commemorative plans for 2018 to the Cymru'n Cofio Wales Remembers 1914-1918 mailbox (see above) by no later than 31 March. Clerk, BTM, inquired of member Council's arrangements and both Gelligaer and Risca East, nothing planned. Noted.
- xxiv Email, 16th February, 2017, Miss Helen Morgan, Senior Committee Services Officer, Caerphilly County Borough Council, wrote:
"By way of an update, and in confirming that Paul O'Neill will be attending, please be advised as follows:
- 1 The Public Health Bill is still progressing through Welsh Government; an update can be found at:
<http://www.senedd.assembly.wales/mglIssueHistoryHome.aspx?Ild=16155>
- I understand that the next step is a General Principles debate on Tuesday 28 February (Stage 1 - Debate in Plenary on General Principles). There then follows Stage 2 - Committee consideration of amendments, Stage 3 - plenary consideration of amendments and Stage 4 – passing of the Bill in Plenary
- For information please find attached a copy of the Health, Social Care and Sport Committee's report and recommendations following their call for evidence.
2. I have been advised that Gwent Police has initiated a discussion with the Gwent local authorities that is ongoing. The implications for taking on CPE is being considered by the authorities and it is likely to take around 6 months to complete these investigations. The Officer has confirmed that as and when we can provide

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updates we will do so and it is envisage there will be some form of engagement with the town and community councils if any proposals do come forward." Noted.

xxv

Letter with attachment, undated, received, 16th February, 2017, Bursar St James Primary School, signed letter confirming permission to use the School for the Van New Sports and Play Club, 24th July to the 18th August, 2017. Further, charges for the Relief Caretaker during the Van New Sports and Play Club, 2016, at £310.57.

The Clerk replied, 17th February, 2017:

"I note that the cost of the Relief Caretaker for last year's scheme is three hundred, ten pounds and fifty-seven pence (£310.57) which Van Community Council is committed to pay, however, would the School please provide an invoice for audit purposes showing any VAT?"

The Clerk will be happy to meet the School Bursar to discuss arrangements, policies, insurance, and hire agreement, which unfortunately was left to Mr. Samuel, last year, who left abruptly and the hire agreement was not completed.

The Clerk expressed his disappointment that no reference was made in the School's response to the Easter Event, 7th April, which he advised the Head Teacher in his letter of the 8th February."

On the matter of the payment, the Clerk reminded members, the financial management of public funds held by the Council and properly administered so hence the request for an invoice.

Members supported the Clerk on his request for an invoice to discharge the debt.

xxvi

Letter, 1st February, 2017 (nomination pack), Electoral Services Manager, CCBC, Community Elections, 2017. The Clerk hand delivered to the following members, Councillors Russell Deacon, Barbara Jones, Maria Hall, Fay Gay, Sheila Newbury, Pam Nelder, and Eileen Macey. Members expressed their concerns as to the filling out of the forms.

102/17. **Finance.**

i. **To consider payment of creditors (appendix 3).**

The list of credits was considered and the bills and invoices outlined be paid and cheques signed accordingly (A-D).

A.	100253	Wales Audit Office, audit of account by BDO for the year ending the 31 st March, 2017. Payment made to	292.20
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		the WAO, no VAT.	
B.	100254	John Dilworth, Clerk's net salary (less deductions), 2016/17, month 11 Progression to a new banding and SCP 24 with two months back pay.	626.80
C.	100255	John Dilworth, expenses.	
		Postage	15.02
		Photocopying	15.00
		Ink jet cartridges	
		Stationary	3.99
		Post Office Phone Card	
		Mileage (see breakdown)	71.97
Total claimed.			105.98

Journeys/breakdown:			
1.	13 th January, 2017	Travelled to Trustmark, Talbot Green, and return, copying.	1.11
2.	16 th January, 2017	Travelled to Van and return, delivered agenda and papers 26 + 7 miles.	14.85
3.	19 th January, 2017	Travelled to Trustmark, Talbot Green, and return copying.	1.11
4.	20 th January, 2017	Travelled to Van and return, council meeting (26 miles).	11.70
5.	30 th January, 2017	Travelled to Van and return, site meeting (26 miles).	11.70
6.	31 st January, 2017	Travelled to Van and return, walkabout at Dol yr Eos (26 miles).	11.70
7.	2 nd February, 2017	Travelled to Bargoed & return, 8 sets of community council nomination papers for elections (44 miles).	19.80

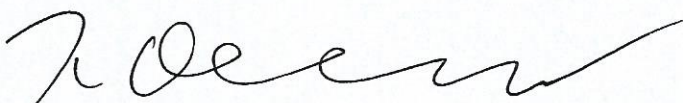
D.	100256	John Dilworth, Clerk, reimburse for purchasing Spray Paint Graffiti Remover	14.99
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- ii. **Accounts, 2016/17 (appendix 4a, 4b, and 4c), review budget hearings on the Management Report (The Clerk will present the bank statements to confirm the balances held by Council as stated on the bank reconciliation).**

The Clerk tabled the file containing the original bank statements for member's confirmation that the amount stated in the bank reconciliation corresponds to the balances show on the most recent bank statements of the two accounts. This was confirmed and recorded in the minutes and the accounts were approved and to be

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repeated on a half yearly basis.

It was noted that overspend on budgets with the Clerk's recommendation to increase from reserves.

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iii. **Grant applications:**

None

iv. **Raised flower beds funding.**

The Clerk reported, Communities First will fund the project, budget of £300.00 and the Clerk volunteered to continue to assist Martin Kelly, Environmental Participation Officer, Caerphilly Basin, in the construction project, to upgrade flower beds. Two of which will be given over to kitchen produce i.e. Herbs.

v. **Fee, singer/karaoke, Easter Event, 7th April, 2017.**

Members considered the matter and previous performances of Miss Kirsty Adams at Council events and accordingly agreed a fee of one hundred pounds (£100) payable by cheque.

Further, the Clerk raised the matter of purchasing chocolate Easter Eggs and suggested that Council purchase fifty and ask Asda Supermarket to donate twenty bring the total to seventy one pound Easter Eggs and further tins of Hot Dogs. The Clerk's suggestion was progressed.

103/17. **Planning.**

17/0019/FULL Site Area: 10636m² Location: Greenacres Rudry Road Porset Caerphilly CF83 3DT (UPRN 000043045068) Proposal: Enclose existing swimming pool, proposed new first floor, ground floor front extension, front storm porch with steps and partial re-roofing Applicant: Mr & Mrs Thomas Greenacres Rudry Road Porset Caerphilly CF83 3DT Agent: GAP Architectural & Engineering Design Services Mr S Hiles Nythfa Bedwlwyn Road Ystrad Mynach CF82 7AB United Kingdom Case Officer: Mr A Pyne, tel: 01495 235197 pynea@caerphilly.gov.uk Ward: St James Map Ref: 316994 (E) 188195 (N) Target Date: 16.03.2017. Delegated/officer.

7/0068/FULL Site Area: 200m² Location: 38 Hafan-Werdd Caerphilly CF83 3BU (UPRN 000043035847) Proposal: Erect single-storey rear extension Applicant: Mr D McGuinness 38 Hafan-Werdd Caerphilly CF83 3BU Agent: Mr L Evans 2 Craig Ysguthan The Rise Llanbradach CF83 3PY Case Officer: Mrs A Wilcox ☎ 01443 864217 wilcoa@caerphilly.gov.uk Ward: St James Map Ref: 316644 (E) 188016 (N) Target Date: 03.04.2017 Community Council: Van Community Council Expected Decision Level: Delegated

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It was resolved to make no comments to the applications as listed above.

104/17. **Minor Authority vacancy, St Helens RC School, Miss Tammy Governing Body Nelder.**

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It was resolved to nominate Miss Tammy Nelder for the Minor Authority position on the St Helens RC Primary School Governing Body and the Clerk to advise both Miss Nelder and the Clerk to the Governing Body of the decision. (The term of office, four years, starts when the Governing Body approves the nomination).

105/17. **Casual vacancies, Lansbury (2) and Brynau (1), Mrs Cath Grant** (Clerk to report, Mrs. Grant advised following consultation with CCBC, it would be a conflict of interest and has withdrawn).

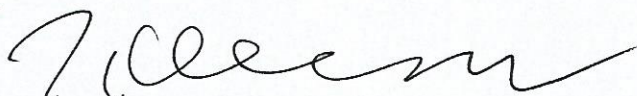
The Clerk advised, he had written on two occasions to the Interim Head of Legal Services and Monitoring Officer, CCBC, regarding the powers of Section 91, Local Government Act, to appoint from the membership of CCBC if the Council failed to achieve the legal quorum of three members. The Clerk pointed out, a reply is awaited and went on to report that the former Rudry Community Council received appointed members to ensure the legal quorum and the case of Coity Higher Community Council following a miscalculation by the Coity Higher Clerk which resulted in the ten members disqualified from office. Bridgend County Borough Council invoked Section 91 of the LG Act, 1972 and appointed all the members back onto the council.

The Clerk's advice was noted.

Meeting closed at 7.05pm.

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