

**VAN COMMUNITY COUNCIL
CYNGOR CYMUNED Y FAN**

Chairman Councillor Russell Deacon, Clerk/R.F.O. John Dilworth
Vice-Chairman Councillor John Leek.

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Minutes,
Council Meeting,
Friday, 15th September, 2017,
Van Community Centre.

Present:	Councillors	Russell Deacon, Barbara Jones, John Leek, Pam Nelder, Sheila Newbery, Jayne Keable, Linda Williams.
In attendance:	Clerk/R.F.O:	John Dilworth.
	Gwent Police:	CSO Claire Eyles,

Public, any issues, and limited to ten minutes.

Clerk's advice, Arnold Baker, 9th Edition on Access to Council Meetings states:

"Many local councils set aside a period when the public can ask questions or even make statements. This is an excellent practice as long as the period is defined, and is clearly understood that the public must not take part at any other time."

It is not a public meeting but a council meeting and legally constituted to discuss published business.

No members of the public were present.

62/17 To receive apologies and whether to approve the reason for absence.

Apologies and reason for absence; Councillors Fay Gay (personal) and Tony Graham (holiday).
Reasons for absence approved.

63/17 Declarations of interests. To receive disclosures of personal interests from Members in 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).

Chairman to read the following statement.

Members are referred to, and shall observe, the provisions of the Van Council's Code of Conduct. If a Councillor has a Disclosable Prejudicial Interest he/she must, unless a dispensation has been granted, withdraw from the meeting room and take no part in the

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discussion or vote and it shall be incumbent upon members who know of that interest to disclose it to the meeting and if another member present believes that there may be a conflict of interest with another member(s) present they should notify the meeting of this fact. This in order that the potential interest is clarified before the meeting proceeds.

The Chairman read the statement, as above: "Members are referred to,..."

Cllr Barbara Jones declared an interest in the grant application from Right from the Start and left the room.

64/17 **Police matters.**

The Chairman welcomed CSO Claire Eyles to the meeting who gave her verbal report and raised the following matters:

Enforcement Day, Monday, 25th September, 2017, it was hoped to attend every school in the County Borough area but there are twenty-six and on a morning shift two CSOs, not enough staff to cover all the schools. The CSO gave an open invitation to all members (Chairman and the Clerk are due to attend). The proposed itinerary (subject to confirmation); St Helens RC School in the morning, Van Road and then back to the School in the afternoon.

Reference was made to a family and housing and police powers.

Transfer Parking Enforcement to Caerphilly C. B. C., as of April, 1st, 2018, parking enforcement will be transferred to Caerphilly C. B. C. and other local authorities in the Gwent Constabulary area, however, there may be a delay in bringing it in. The Clerk advised that Miss Helen Morgan, has provided details in an email.

Police are working with GAVO on diversionary activities during half term.

River clean-up on the 2nd November, 2017, Porset Brook.

CCTV camera have been upgrade and the one located at the Stretch provides good coverage of that area.

CSW 105 Mark Griffiths covers St James and other areas, Claire will pass on his email address to the Clerk.

Rubbish down back allies, Cllr Barbara Jones advised she will contact Mr. Tony White, Waste Strategy and Operations Manager, CCBC, on the matter of the reported discarded waste.

Cllrs Russell Deacon asked for an update on the incident, last summer, at Mornington Meadows and CSO Claire Eyles will check for any further developments.

Coed Main round-a-about parking, letter to resident's to utilize their drives.

The Chairman thanked CSO Claire Eyles who took her leave of the meeting.

65/17 **To approve the minutes, Council Meeting, 21st July, 2017, (appendix 1).**

The minutes were approved as an accurate record of the proceedings and signed by the

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Chairman of the meeting of the 21st July, Councillor John Leek, Vice-Chairman, with the following amendments:

Councillor Russell Deacon, minute 51/17 - insert "Dr."

Councillor Barbara Jones, minute 517 - insert "Pritchard."

Councillor Barbara Jones, minute 56/17 vi – delete "Child Protection officer," and insert "Safeguarding Manager."

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66/17 **Matters arising.**

No matters were raised.

67/17 **Correspondence.**

	The Clerk circulated a list of correspondence receives since the last meeting.
i	Letter, 21-July-2017, Head of Engineering Services, Caerphilly County Borough Council, proposed Caerphilly Basin highway improvements (agenda item).
ii	Email, 26-July-2017, Mrs. Sarah Mutch, Early Years Manager, Caerphilly County Borough Council, Clerk and Chairman advised that with forty-five children registered on the Play Club need five staff (ratio 1:10) and safe guarding course (copied to Miss Helen West, Ms Tina McMahon, Miss Nicola Barret and Cllr John Leek, Vice-Chairman). Mrs. Mutch posed the following question: "Are you an incorporated legal body? Are you registered with Companies House or Charities Commission? Sit under CCBC...are you a CCBC employee?" Inquired, whether CCBC received training on CTCs.
iii	Email, 28-July-2017, Miss Sarah Mutch, Early Years Manager, Caerphilly County Borough Council, Clerk and Chairman advised that with forty-five children registered on the Play Club need five staff (ratio 1:10) and safe guarding course (copied to Helen West, Tina McMahon, Nicola Barret, Cllrs John Leek, Vice-Chairman), Tony Graham and Jayne Keable. Follows on from a series of emails; 26th to the 28th and the Clerk provided Mrs. Much with a copy of the letter authorized through plenary powers of the Chairman and Vice-chairman to cancel the Play Club. Mrs. Mutch responded, "Many thanks John."
iiii	Letter, 28-July-2017, One Voice Wales, membership for 2017/18 and acknowledging cheque for £323.50. Noted.
v	Email, 31-July-2017, Miss Helen Morgan, Senior Committee Services Officer, CCBC, attached a copy of the Code of Conduct presentation. Clerk emailed to Cllrs Russell Deacon, John Leek, Barbara Jones, and Tony Graham, with hard copies delivered to the remaining member so of the Council. Noted.
vi	Email, 31-July-2017, Mr. Sean Rees, Cluster Manager, Communities First, confirming that Community First will pay for four hours a day, Monday to Thursday leaving a bill for the Council hire of the Van Community Centre at £264.00. Noted, Council paid for one week, due to cancellation of the Play Club.

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vii	Email, 31-July-2017, Caerphilly Leisure Centre, cancelled swimming. Noted.
viii	Email, 2-August-2017, Miss Helen Morgan, Snr Committee Services Officer, CCBC, confirming Code of Conduct for officers found within the Constitution on the web site (Part 5 – Codes and Protocols). No requirement for officers to be trained on Community and Town Councils. Noted.
vix	Letter, 3-August-2017, Interim Chief Executive, CCBC, acknowledging letter of the 1st August, and the Executive officer has requested that Mr. Mark Williams, Interim Head of Property Services, CCBC, to reply. A copy of the letter were emailed to the Chairman and Vice-Chairman.
vx	Email, 2-August-2017, Miss Bethan Moss, Holiday Scheme Coordinator, GAVO, confirming that the Council will be recognized on all promotional material. Noted.
x	Email, 2-August-2017, OVW, information a high level plan called, “Our Valleys, Our Future.” Clerk to circulate to members on the internet the link and agenda it for the next meeting. Chairman, Cllr Russell Deacon, pointed out that in future, more information.
xi	Email, 3-August-2017, Development Officer, OVW, attached the unconfirmed minutes of the AGM and the ordinary committee held on the 12th July, 2017. Noted.
xii	Emails, 4 and 5-August-2017, Chairman, Cllr Russell Deacon, and Vice-Chairman, John Leek in reply to Clerk’s email honouring payment for the tree weeks left of the Play Club to the three staff, a contractual matter. Noted that payments will be made to the staff, according to the decision, Chairman and Vice-Chairman under plenary powers (August Recess).
xiii	Letter, 5-August-2017, Mobile Crèche, invoice for Miss Gaynor Winnett, one days cover. Noted, paid, and Council advised Miss Winnett, not responsible for Tax/NI.
xiii	Email, 8-August-2017, OVW, password to web site. Noted.
xvi	Email, 10-Aug-2017, Vice-Chairman attending the “Talk Health – You Voice Matters,” event, 15-August. Noted.
xvii	<p>Email, 11-Aug-2017, Mrs. Shan Bowden, Development Officer, OVW, wrote:</p> <p><i>“Thank you for your email and attachment setting out the background to the play club I appreciate how frustrated and disappointed the Council must be having to cancel a service that has been of such benefit to the local community.</i></p> <p><i>However given that the Community Council was unable to satisfy Caerphilly CBC with regard to safeguarding concerns and the play club was deemed to be “non-compliant” to continue providing the service would have put the Community Council at risk if an incident of any description had occurred and as the Proper Officer it was your duty to inform the Chair/Vice Chair and Council that regrettably the service had to cease.</i></p> <p><i>I understand that having acted under plenary powers that you will be reporting the action taken to the next Community Council meeting.</i></p> <p><i>You have asked whether the CBC has over stepped its remit but it is governed by laws and guidance surrounding child safeguarding and it would be very difficult to argue against.</i></p>

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	<i>Having regard to the success of the play scheme/club up until this year it would be a great shame if the issues identified by Caerphilly CBC cannot be addressed, with the support of professional staff from the CBC, to secure a play scheme/club for the future.”</i> Noted for further consideration.
xviii	Email, 13-August-2017, Vice-Chairman, approved draft letter to Children’s Commissioner. Noted.
xviii	Email, 15-Aug-2017, Information Technician, CCBC, Van Terrace land, proposed purchase sent out for consultation and will be in contact when the process has run its course.
xx	<p>Email, 15-Aug-2017, Children’s Commission, Miss Liz Bowen-Dack wrote:</p> <p><i>“Thank you for your letter dated 14th August 2017 to the Children’s Commissioner for Wales. This letter highlighted your concerns that you felt unsupported by Caerphilly County Borough Council (CCBC) in relation to the free play club which Van Community Council have run for several years.</i></p> <p><i>In my capacity as duty officer for the Children’s Commissioner’s Investigation and Advice service I telephoned you for additional information. During our conversation you explained that this year there were a number of issues with the running of the club which were highlighted by CCBC -these issues included the staffing ratio and the qualifications of the designated play leader. The community council felt that CCBC did not help address these issues to maintain the running of the club and as a result of the lack of support the decision was made by Van Community Council to close the play club this year.</i></p> <p><i>I advised you on the telephone that Van Community Council could write to the leader of the council explaining what has happened to the play club and ask what, if anything, the local authority can do to support the community council to enable you re-establish the play club in 2018 and ensure it meets all the relevant criteria for safeguarding and risk.</i></p> <p><i>You could also ask the local authority if their play strategy for 2018 addresses the deficit of play opportunities available in Lansbury Park with the closure of this play club.</i></p> <p><i>Please do not hesitate to contact either myself or the duty officer should you require any further help with this matter.</i></p> <p><i>I attach a feedback form which I would appreciate your help in completing. This will enable us to monitor standards and continue to develop the service we provide.”</i></p> <p>Noted for further consideration.</p>
xxi	Email, 15-Aug-2017, Miss Bethan Moss, Holiday Scheme Coordinator, GAVO, invitation to the Summer Fun Day, Council contributed, and information passed to the Chairman and Vice-Chairman. Noted.
xxii	Email, 16-Aug-2017, Wales Audit Office, invoice, listed for payment, Creditors List.
xxiii	Email, 17-Aug-2017, Interim Head of Legal Services and Monitoring Officer, CCBC. Having submitted application dispensation on behalf of Cllrs John Leek and Jayne Keable and addressing her queries the Monitoring officer concluded, “In that case I cannot understand the request.” Noted for the Clerk’s Report.

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xxiv	Letter, 17-August-2017, Cllr David Poole, Leader, Caerphilly County Borough Council, acknowledging letter of the 16-August-2017, cancelling the Summer Play Club. Noted.
xxv	<p>Letter, 22-August-2017, Cllr David Poole, Leader/CCBC (cc Cllr Barbara Jones, Deputy Leader), wrote:</p> <p>"CANCELLATOION OF FREE SUMMER PLAY CLUB</p> <p><i>I understand that the decision to cancel the free summer scheme in Lansbury Park was made by yourselves subsequent to recommendations that you were not compliant with the required regulations for the Safe Guarding of children. Caerphilly CBC would gladly work with the Van Community Council from September to ensure CSSIW registration could be achieved by July 2018, in order to provide a quality and safe summer scheme. By working in partnership the community council can ensure all regulations set out by CSSIW are met and adhered to. Alternatively in September Caerphilly CBC would assist the Community Council to work in partnership with an existing childcare provider who could run holiday provision on their behalf and achieve the required CSSIW registration."</i></p> <p><i>The Clerk emailed the letter to the Chairman and Vice-Chairman of Van Community Council on the 26th August, 2017, for a decision during August recess or defer to the September meeting on the 15th.</i></p> <p>Noted, agenda item.</p>
xxvi	Email, 24-Aug-2017, CSO Claire Eyles, Enforcement Day, invitation not sent out to Council and in future will be circulated. Noted, consulted in the future.
xxvii	Email, 29-August-2017, Miss Elena Summers, Clerical Assistant, CCBC, DBS application by Pam Nelder, missing, job title, workforce, new post holder, is this for free charge volunteer. Clerk replied, not submitted application and refer to applicant. Noted.
xxviii	<p>Letter, 1-Sept-2017 (<i>electronic</i>), Miss Joan Lockett, Local Government: Transformation and Partnerships, wrote to Clerk to the Council, on the following:</p> <p>"CLUSTERING: FUNDING TO SUPPORT THE INITIAL SETTING UP OF JOINT ARRANGEMENTS.</p> <p><i>The Welsh Government recognises the potential benefits of the sector's existing interest in exploring clustering. The potential benefits identified by the sector include being able to address area wide issues, collaboration on specific areas, and achieve economies of scale. The Cabinet Secretary for Finance and Local Government made a commitment through the "agenda for action" announced at the One Voice Wales conference in October 2016 to facilitate the creation of clusters, where there was sector interest to do so, making some modest funding available to support the initial setting up of joint arrangements.</i></p> <p><i>A modest budget of £20K is available for 2017-18 only, to provide opportunity for a small number of Community and Town Councils who are already considering options around clustering to take this thinking forward into practical application.</i></p> <p><i>The Welsh Government contribution of support for individual proposals will be capped at £5k as a one-off grant in order to be able to support a small number of clustering projects. Proposals will need to demonstrate and commit to delivery of all activity and some outputs before the end of 2017-18. Given the relatively short timescale to set up and deliver a project</i></p>

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	<p><i>proposal, proposals will need to provide clear evidence of commitment and ability to implement their existing ideas on clustering – enabling development, not driving it. It provides an opportunity to encourage those councils who have an interest in clustering previously proposal quickly.</i></p> <p><i>The support is not intended to “pilot” clustering for wider roll-out; it is simply recognition of sector appetite for developing but faced barriers in developing their ideas further.</i></p> <p><i>All councils are eligible to apply using the guidance note and application form enclosed with this letter, Annex A and Annex B, for proposals relating to delivery in 2017-18. The closing date for applications is 13 October 2017.</i></p> <p><i>Please send your completed application form to LGPartnerships@gov.wales using “CTC Clustering 2017-18” in the subject heading. Applications received after the closing date of 13 October will not be considered. We are happy to answer any queries you may have about the process or the application form, please get in touch using the email address above.”</i></p> <p>Cllr Barbara Jones pointed out that there is a school of thought as to the number of Community and Town Councils (734 in Wales) and are they viable due to their size? If councils voluntarily merged to create larger councils they would have more resources and power. It may be possible for principal councils to farm out work to them. However, the Clerk reminded members that whilst some community councils are small (precept of £2,000 and five members) they have local autonomy and community identity.</p> <p>Moving on it was resolved that the Chairman, Vice-Chairman in consultation with the Clerk investigate clustering with neighbouring Community and Town Councils and meet with them.</p>
xxviii	Email, 1-Septmebr-2017, CTC, completed grant application form and accounts, agenda item.
xxx	<p>Email, 11-September-2017, Cllr Tony Graham, wrote:</p> <p>“As I mentioned to you previously please pass on my apologies as I will not be at the meeting on Friday because I will be away on holiday.</p> <p>Can you confirm when the paperwork for Council meetings is normally sent to Councillors.”</p> <p>Clerk replied, email, 11-September-2017:</p> <p>“I am aware of your apologies for the Council meeting on Friday, 15th September, 2017, but thanks for reminding me.</p> <p>I deliver six sets on the Monday before the meeting whatever the weather; Cllrs Barbara Jones, Pam Nelder, Jayne Keable, Sheila Newbury, Fay Gay, and Linda Williams.</p> <p>When I return home I then send out the electronic copies; Cllrs Barbara Jones, Russell Deacon, John Leek and yourself.</p> <p>All members receive either hard copies or electronic copies three working days before the Council meeting discounting the day of delivery and meeting day; Tuesday, Wednesday and Thursday.</p> <p>The three working days applies to the notice and not the agenda and papers.</p> <p>Have a nice holiday.”</p> <p>It was noted that Cllr Tony Graham's apologies had been reported to the meeting.</p>
xxxi	Email, 9-Sept-2017, CSO Emily Morgan, Bedwas, Trethomas & Machen Ward, wrote:

	<p>“... Councillors/Clerks,</p> <p>Caerphilly/Bedwas Neighbourhood teams will be holding an enforcement day on Monday 25th September 2017.</p> <p>During the day local officers will be targeting areas that have been identified as having problems with parking.</p> <p>In the morning, officers will be looking at issues raised around Caerphilly Business Park on Van Road/ Cwrt Ty Mawr as well as along Clos Guto/St Helens School.</p> <p>The school will also be monitored again in the afternoon.</p> <p>We wish to invite you along to assist in engaging with the local community and showing a ‘united front’ in trying to tackle the issues at hand.</p> <p>If you are able to attend, please could you confirm via email to my colleague Lisa Gibbs.</p> <p>Lisa.gibbs@gwent.pnn.police.uk</p> <p>We look forward to hearing from you and hopefully working together on the day.”</p> <p>Clerk replied, parking problems at Code Main, location and time for the 25th September, 2017. Sent out to members on email and report to council. Noted.</p>
xxxii	<p>Email, 12-September-2017, Miss Helen Morgan, Snr Committee Services Officer, CCBC, wrote:</p> <p><i>“I would provide the following update with regards to the current position of on-street parking enforcement, following the recent announcement made by Gwent Police that they intend to transfer on-street parking enforcement duties to the local authorities across the Gwent area.</i></p> <p><i>On 16th February 2017, Gwent Police announced that they intend to “withdraw its officers and staff from activities that involve enforcing parking restrictions as of 1st April 2018”. Gwent is the only area of Wales where the local authorities have not taken on Civil Parking enforcement (CPE) powers.</i></p> <p><i>Following this announcement the five local authorities across Gwent, collectively commenced a study to investigate the feasibility of undertaking these duties across each administrative area and for the whole of Gwent, as well as the resulting financial viability of these options. This review is still progressing and once completed will offer various methods for delivering the service together with their respective financial models. Once completed, these options will be presented for consideration.</i></p> <p><i>In terms of timing, experience gained from other local authorities indicates that to introduce civil enforcement will require an overall timetable of between 15 and 24 months, from the date a decision is made by the Council to proceed. Within that timescale, there is the need to seek the appropriate powers from Welsh Government and a formal application is required in order to achieve this. WG require a minimum of 6 months to process the application from date of receipt.</i></p> <p><i>It is therefore unlikely that the Gwent authorities will be in a position to respond to the April 2018 deadline presented by Gwent Police and discussions are currently taking place at all levels with Gwent Police to extend this timescale. Gwent Police have indicated that they wish</i></p>

	<p><i>to work with us to facilitate a smooth transition across the region.</i></p> <p><i>On street parking enforcement is scheduled for consideration on two occasions by the Regeneration and Environment Scrutiny Committee during the next 6 months, following which a report to Cabinet will be presented setting out the preferred option and timescale for delivery.</i></p> <p><i>I will ensure that you receive a copy of the reports when they are available."</i></p> <p>Reported during Police Report.</p>
xxxiii	<p>Email, 13-Septmber-2017, Police and Crime Commissioner, Gwent Police, advised of the following event:</p> <p>Welsh Government's approach to the future of community safety in Wales, supported by Gwent Police and Crime Commissioner</p> <p>WEDNESDAY 27TH SEPTEMBER 2017 12:00 – 15:30 NEWPORT GWENT DRAGONS – BUSINESS SUITE RODNEY PARADE, NEWPORT NP19 0UU</p> <p>To book your place at the event, please contact: Nadine Hudson-Featherstone on hudson@caerphilly.gov.uk or 01443 811370. Noted.</p>
xxxiiii	<p>Email, 14-Septmber-2017, Cllr Jayne Garland, submitted an application for co-option to fill the Brynau vacancy and further email, 15-September, 2017. Refer to minute 76/18.</p>

68/17 **Planning.**

The planning applications received since the last meeting.

69/17 **Reports and local matters.**

Cllr John Leek reported his attendance at the Lansbury Park Residents Advisory Group meeting in his capacity as a resident. The group is starting to take shape and will and will involve other intersected groups. It was pointed out at the Council meeting that Van Community Council has a vested interest in the Deep Place Plan (DPP).

70/17 **To report, the Chairman and Vice-Chairman, in consultation with the Clerk, cancelled the Summer Play Club after one week under plenary powers following advice from Caerphilly County Borough Council (letter provided to all members and parents).**

In view of the reply from Councillor David Poole, Leader of the Caerphilly C. B.C. (deferred by the Chairman and Vice-chairman) as to what action to take regarding the Play Club/Play Scheme for 2018 (appendix 2a, 2b, and 2c).

Deferred to consideration of the Confidential Report.

71/17 **To consider passing the following resolution in view of the sensitivity of the information contained in the Confidential Report (pink paper) for item 10:**

"By virtue of the Public Bodies (Admission to Meetings) Act, 1960, the press and public are excluded from discussions on the following item(s) on the basis that disclosure thereof would

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be prejudicial to the public interest by reason of the confidential nature of the business to be transacted."

The Confidential Report was not considered and so the resolution was left on the table till the Extraordinary meeting.

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72/17 **To consider the Confidential Report (appendix 3, pink paper, distributed at the Council meeting).**

The Clerk declares an interest but will take members through the Report and then leave the room for members to consider the facts as reproduced to the best of the Clerk's ability.

The Clerk was informed that the matter is deferred to an Extraordinary meeting to be called by the Chairman so that more time can be given to considering the Confidential Report. The Clerk inquired on the date with the Chairman and two dates were offered, Friday, 29th September, or Friday, 6th October, 2017, and Miss Tammy Nelder will advise the Clerk on the available date. The Clerk was directed to liaise with Miss Nelder and prepare a summons in respect of the available date for members with the Confidential Report as the main item for consideration.

73/17 **Clerk's Report (appendix 4, distributed at the Council meeting).**

The Clerk circulated copies of his report.

A.	Year ending accounts, 2016/17, completed external audit.	<p>Clerk reports clean audit with minor issue. Copy of the Annual Return, year ending the 31st March, 2017, to be distributed at the meeting.</p> <p>The Clerk reported that the External Auditor had now completed the examination of these accounts and had advised that 'on the basis of their review, in our opinion, the information contained in the Annual Report is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'.</p> <p>A final copy of the annual return was also circulated at the meeting together with a copy of the "Issues Arising Report for Van Community Council," The issues raised was Box 12, Fixed assets. The Clerk advised that previously an asset inventory was not kept but an inventory; Notice-boards, Computer, and Play equipment. By reviewing the assets the figure entered in the 2016/17 Annual Return was entered for 2016 and 2017 as advised by BDO. The figure in the 2015/16 Annual return, 2016, was not the same as shown in Box 12 of the 2016/17 Annual Return.</p> <p>Members were also advised that (a) the appropriate notices regarding the conclusion of the audit will be posted and (b) a response from the Auditor General regarding the remit of the External Auditor was received and a cheque for the amount has been raised for payment.</p> <p>It was resolved to approve and accept the Annual Return, 2016 to</p>
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		2017.
B.	Gwern y Domen, 17/0411/OUT, Persimmon planning application.	Clerk advised, the Planning Authority has requested further information from the developer and it will not come to council in September. Members noted.
C.	Former Van Terrace Play area land, legal advice and confirming the actions of the Clerk in notifying the Interim Chief Executive, CCBC, both of Council's legal position and transfer of the land back to Van Community Council	Clerk, email dated, 15 th August, 2017, following several correspondence to the Interim Chief Executive, CCBC, and request for a meeting to progress the matter of regaining an asset of the Council sold for one pound. Mr. Andrew Witchell, Information Technician, CCBC, wrote: <i>"Your application to purchase the former playground site at Van Terrace was sent off for consultation on 03 August 2017. All services involved have been asked to expedite the procedure and as soon as the replies have been we will be in touch with you."</i> Member's noted that the procedure has been invoked and await the outcome.
D.	Friday, 24 th November, 2017, 6.00pm, Soup and Carols.	Clerk, booked Miss Kirsty Adams, Karaoke/Singer who has performed at past events for the Council and proved popular. Fee of £100.00 to be confirmed by members. Together Chair, Miss Woodford away in Florence from the 24 th November, 2017. Asked if rearrange, unfortunately bookings made. Contacted Miss Tasha Evans, Little Stars. Councillor Barbara Jones asked if Kirsty could sing littler songs, the Clerk to inquire. Member's confirmed the booking and a fee of £100.00 to Miss Kirsty Adams.
E.	Grant applications.	Number pending. Two applications on the agenda; Caerphilly T. C. and Right from the Start. Members noted
F.	Tuesday, 5 th September 12.00 noon, walkabout, Dol yr Eos, Dol Fran, Porcet Brook, to meet at 68, Dol yr Eoes.	Clerk attended with Cllrs Sheila Newbury, CSO Claire Eyles, and Miss Laura Price for United Welsh. UW clean-up historic waste and area has improved through the walkabouts. Next walkabout, Tuesday, 17 th October, 2017, 12noon at 68, Do;l yr Eoes. Members noted.
G.	Notice-board at Brynau	Member's instructions. The Clerk to post a notice on the wall that

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	Rd.	Van Community Council intends to fix a noticeboard to it in three months from the date of the notice-board having made all reasonable efforts to find out the owner and anyone objecting should contact the Clerk.
H.	Spouse and partners on councils.	<p>Clerk received queries from the Chairman and advice from Mrs. Shan Bowden, Development officer, One Voice Wales, 30th August, 2017, i.e. as reproduced:</p> <p>“Spouse/partners on councils is very common and does not cause any issues.</p> <p>The existing spouse/partner will of course need to declare a prejudicial issue if there is to be any vote on a co-opted vacancy.</p> <p>Any issues such as the example of signatories needs to be policed by the council i.e. it would not be sensible to have a spouse/partner councillors as the only signatories.</p> <p>Many councils have councillors who are in spouse/partner or mother/father/child relationships and once elected/co-opted do not cause any issues.”</p> <p>Clerk, inquired, if duty upon the Clerk to inquire of the applicant if marriageable connection and advised by the Development officer, OVW, there is no duty upon the Clerk and that rests with the councillor.</p> <p>Members may wish to consider changing Standing Orders regarding spouse and partners on the council or relay upon the Code of Conduct Wales Order, 2016.</p> <p>It was pointed out that previously the membership of the Council included brother and sister (Cllrs Sheila Newbury and the late David Hill), also on New Tredegar Town Council the membership includes, husband, wife and son.</p> <p>It was noted that clarification has been received and duly noted.</p>
I.	Dispensation, Code of Conduct (two members).	<p>Clerk has received a reply from Mrs Gail Williams, Interim Head of Legal Services and Monitoring Officer, i.e.:</p> <p><i>“Having considered the content I do not understand why the members concerned are seeking dispensations, is the request in relation to a specific report that is coming to the Community Council?”</i></p> <p>The Clerk replied on the 17th August, 2017:</p> <p><i>“Not wishing to misrepresent them (HMRC employees) I understand that it concerns Value Added Tax and Payroll through RTI/HMRC</i></p> <p><i>I would add that claiming VAT back is not a decision of the Council</i></p>

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		<p><i>but a requirement upon the Clerk/RFO. Payroll is a contractual matter between the Clerk and Van Community Council. No report is coming to the Council. I trust the above answers your query.” Mrs Williams replied, 17th August, “In that case I cannot understand the request.”</i></p> <p>The Clerk replied to Mrs Williams and copied in Councillors John Leek and Jayne Keable (seeking dispensation), ie:</p> <p><i>“Will report your decision to Councillors John Leek and Jayne Keable who are copied into this email. Many thanks for your assistance.”</i></p> <p>Members considered the response from the Interim Head of Legal Services and Monitoring Officer and noted that the Clerk has cooperated with her in providing additional information to clarify the application for Dispensation. The Clerk was directed to seek confirmation of her advice (“We do not understand why you do not understand.”)</p>
J.	Van school prom.	<p>Clerk, indicators that the St James Primary School may not be organising their Prom at the end of the 2017/18 school year.</p> <p>In that event the Community Council organise it in conjunction with the parents and staged at the Van Community Centre.</p> <p>Cllr Barbara Jones (LEA Governor) will inquire with the Head Teacher, Mrs. Nikki Dargie on the matter and feed back to Council.</p>
K.	Green Flag ceremony	<p>Attended the ceremony with Councillors John Leek, Jayne Keable and the Clerk’s was accompanied by his wife.</p> <p>Great improvements in the area down to Mr and Mrs Phill and Wendy Bryett.</p> <p>Member’s comments.</p>

74/17 **Finance.**

i. **To consider payment of creditors (appendix 5).**

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

A.	100284	Gaynor Winnett, staff support on Play Club, Tuesday, 25 th July, 2017, 9.00am to 4.00pm.	73.01
B.	100285	Jade Bishop, Senior Play Club staff, payment honoured, consulted Chairman and Vice-chairman.	958.02

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C.	100286	Lowri George, Assistant Play Club staff, payment honoured, consulted Chairman and Vice-chairman.		811.30
D.	100287	Kelly Jones, Assistant Play Club staff, payment honoured, consulted Chairman and Vice-chairman.		811.30
E.	100288	Charlotte Hulonce, Assistant Play Club staff.		162.33
F.	100289	Castell Coaches, Play Club trip to Bristol Zoo Gardens, 28 th July, 2017.		350.00
G.	100290	Bristol Zoo Gardens, Play Club entry, 28 th July, 2017.		342.99
H.	100291	Van Community Centre, key cutting, two keys Phoenix room and storeroom for the Play Club.		10.40
I.	100292	John Dilworth, Clerk, reimbursed for card payment for tuck, Play Club.		113.21
J.	100293	Gwent Association of Voluntary Organisations (GAVO), grant.		350.00
K.	100294	Fighting Dragons Karate Association, grant.		300.00
L.	100295	John Dilworth, Clerk's net salary (less deductions), 2017/18, month 5.		626.80
M.	100296	John Dilworth, expenses.		
		Postage	16.18	
		Photocopying	38.20	
		Ink jet cartridges (2)	56.00	
		Stationary	20.05	
		Play Club	86.28	
		Post Office Phone Card	10.00	
		Mileage (see breakdown)	179.76	
			Total claimed.	406.47
Journeys/break down:		Charged at the HMRC rate of 45pence per mile.		
1.	11-July-2017	Travelled to Van and return, cheques signed for HMRC (26 miles). Booked bowling at Nantgarw for Sports Club on way back to office.	11.70	
2.	14-July-2017	Travelled to Trustmark, Talbot Green, and return, copying.	1.11	
3.	17-July-2017	Travelled to Van and return, delivered agenda and papers 26 + 7 miles (including Castle Park, Cllr J. Keable)	14.85	
4.	18-July-2017	Travelled to Van and return, Walkabout (12.00noon) (26 miles).	11.70	
5.	18-July-2017	Travelled to Van and return, Registration (7.00pm) (26 miles).	11.70	
6.	19-July-2017	Travelled to Ty Penallta, TCCLC & Liaison Sub-committee (35 miles).	15.75	
7.	21-July-2017	Travelled to Van and return, Council meeting (26 miles).	11.70	

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8.	23-July-2017	Travelled to Van and return, purchased equipment, Van Sports and Play Club (26 miles).	11.70	
9.	24-July-2017	Travelled to Van and return, delivered equipment, Van Sports and Play Club (26 miles).	11.70	
10.	24-July-2017	Drove to Makro and return to Van to purchase Tuck supplies (10 miles).	4.50	
11.	25-July-2017	Travelled to Van and return, swimming volunteer, Van Sports and Play Club (26 miles).	11.70	
12.	26-july-2017	Travelled to Morgan Jones Park and return, vist Play Club and speak to the Play Leader (24 miles).	10.80	
13.	27-July-2017	Travelled to Ty Penallta and return, Code/Conduct training (35 miles).	15.75	
14.	28-July-2017	Travelled to Van and return, volunteer on trip, Van Sports and Play Club (26 miles).	11.70	
15.	2-August-2017	Travelled to Van Terrace, display Notice of Election, Brynau Ward (26 miles).	11.70	
16.	3-August-2017	Travelled to Van Community Centre and return, store play equipment in loft (26 miles).	11.70	

N.	100297	Caerphilly C. B. C., coaching costs and purchase of equipment for the Summer Play Club. Note: whilst one week charged for the four weeks which council contracted to?	870.00
O.	100298	Wales Audit Office, audit of accounts by BDO, year ending the 31 st March, 2017.	181.80
P.	100299	John Dilworth, Clerk, first half of the Office Accommodation Allowance, as per the budget, 2017/18 at £600.00 (use of the Clerk's home as the office of the Council).	300.00
Q.	100300	John Dilworth, Clerk's net salary (less deductions), 2017/18, month 6.	627.00
R.	100301	John Dilworth, expenses.	
		Postage	9.15
		Photocopying	7.48
		Ink jet cartridges (1)	29.00
		Stationary	7.72
		Post Office Phone Card	10.00
		Mileage (see breakdown)	71.76
		Total claimed.	135.11

1.	11-Aug-2017	Travelled to Van and return, cheques signed, Play Club staff and Clerk (26 miles).	11.70	
2.	17-Aug-2017	Travelled to New Tredegar, Gilfach, and Lansbury Park, and return (46 miles), to deliver pay cheques to Play Club staff (no disputes on receipt of pay).	20.70	
3.	25-Aug-2017	Travelled to HSBC, Talbot Green, and return, paid in Tuck money, following cancellation of the Play Club.	1.11	
4.	1-Sept-2017	Travelled to Van and return, delivered Code/Conduct/letter 26 + 7 miles.	14.85	
5.	4-Sept-2017	Travelled to Van and return, Green Flag Ceremony 26 miles.	11.70	
6.	5-Sept-2017	Travelled to Van and return, walkabout at DolyrEoes 26 miles.	11.70	
S.	100302	Caerphilly C. B. C., enhanced check for Miss Kelly Jones, Play Club staff.		72.00
T.	100303	Caerphilly County Borough Council, election recharges for the Community Councils Election. May. 2017.		219.54

Signed:.....

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ii. **Accounts, 2017/18, accounts (appendix 6a, 6b, and 6c.)**

The accounts were approved.

iii. **Grant applications: Caerphilly Town Council, applying for £250.00 (appendix 7) and Right from the Start applying for £6,000 (appendix 8)**

It was **resolved**, to grant £250.00 to Caerphilly Town Council having considered the grant request. Council considered that it is in the interests of, and will bring direct benefit to, their area or a part of it.

There being no other powers to incur this expenditure the Council approved the request under the Local Government, Section 137 with the following condition: Council be mentioned in any promotional material and social media (Facebook or Twitter).

iv. **Trevelyan Court Residents Group, bench in the name of the late Mrs. Eileen Macey and other Councillors.**

The Clerk tabled a quote from a CCBC recognized contractor at £1528.00. Members considered this was out of proportion and directed the Clerk to seek from CCBC further contractors and progress estimate for the work.

75/18 **Good youth and citizens awards (remain as an agenda item).**

Clerk to purchase award for Mr. Remo Ficci and engraved at reasonable cost.

76/18 **To consider applications for the Brynau Ward, Mrs Norma Graham (appendix 9).**

In reply to a question from Cllr Barbara Jones, the Clerk tabled the Notice of Election, dated the 3rd August, 2017, and explained, previously forwarded electronically to the following members on the 2nd August: Cllrs. Russell Deacon, John Leek, Tony Graham, and Barbara Jones. On the 3rd August (notice displayed), hard copies were delivered to Cllrs. Barbara Jones, Fay, Gay, Jayne Keable, Sheila Newbury, Pam Nelder, and Linda Williams.

The Clerk advised, having revisited the Notice that it does provide a closing date for applicants, 23rd August, 2017. This places the two applicants outside of the closing date, consequently the matter was deferred subject to advice from Miss Helen Morgan, Senior Committee Services Officer, Caerphilly C. B. B C. on the wording of the notice:

“Any person interested in cooption to the Council should contact the Clerk to the Council at the address below during that period.”

The Clerk to advise Mrs. Norma Graham and Cllr Jayne Garland (applicants) that it has been deferred subject to advice from Miss Helen Morgan, Senior Committee Services Officer, CCBC (Miss Morgan taken on the duties of Mr David Beecham, who is on holiday) and he will contact them when the situation becomes clear.

77/18 **To consider delivery, proposed Pwll y Pant roundabout scheme (appendix 10).**

Noted.

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78/18 **Items for the next agenda.**

Casual vacancy, Brynau Ward.

Meeting closed at 8.00pm

Signed:.....

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