

**VAN COMMUNITY COUNCIL
CYNGOR CYMUNED Y FAN**

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

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Minutes,
Council Meeting,
Friday, 16th March, 2018,
Van Community Centre.

Present:	Councillors	Russell Deacon, Barbara Jones, Fay Gay, Tony Graham, Norma Graham, John Leek, Pam Nelder, Sheila Newbery, Linda Williams.
In attendance:		John Dilworth, Clerk/RFO and Julie Dilworth (member of the public).

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 issues were raised.

150/18 To receive apologies and whether to approve the reason for absence.

There were apologies received from the following Council member, Councillor Jayne Keable. The Clerk reported that the member had provided reason for absence in a confidential email which may apply to two to three meetings, and it was **resolved** to approve the absence. (The Clerk did not read the email to members for Data Protection reasons).

151/18 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).

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Council may discuss but may not make a decision.**

Signed:

20th April, 2018.

Chairman 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 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 Clerk offered advice to the Chairman, Cllr Professor Russell Deacon insofar that he has a personal interest in item 159/18 I, Insignia of Office, Clerk's Report. The Chairman replied he will deal with at that point on the agenda.

Forms available.

152/18. **Police matters.**

The Chairman, Cllr Professor Russell Deacon welcomed CSO Claire Eyles to the meeting who thanked the members for her card and then gave her report (hard copies of the Police Report was circulated by the Clerk).

"Van Community Council Police Update – 16/03/2018"

Two persons from the Lansbury / Porset area were arrested in relation to theft of high-value bikes from a commercial premises in Caerphilly. An investigation is currently ongoing.

We're reminding residents to ensure their vehicles are kept locked overnight, that any items of value are removed from the vehicle, and any loose items are kept out of view. We're currently experiencing a spate of vehicle crimes whereby portable items are being taken from unlocked cars.

We're currently looking to speak to a local individual by the name of Matthew Davies who we believe may be able to help us with our enquiries. If anyone has any knowledge of this male, we would encourage them to contact 101 with any information.

Rugby skills have now started at St James Primary. PC Moore will do this training from 3pm each Tuesday. 14 boys took part last week, and it was well received.

First Aid training has now been completed with Yr 5 pupils at St James School.

The leaflet drop in relation to the Organised Crime Groups has been conducted around the Lansbury Park estate. No contact received as yet from residents.

A half-term diversionary event took place at the Van Community Centre on Wed 21st February. This was a great success, and saw a total of 50 young persons (and their parents) attend the centre and be given a hands-on talk about exotic animals by A&S Animal Encounters. Staff from the Community Centre, also prepared a healthy packed lunch for each child to take away with them.

We also had representatives from the local housing office, tenancy enforcement officers,

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and staff from CCBC Community Safety who were on hand to give advice to parents. The event was a great success, and we'd like to say a huge thank you to everyone who took part and helped to organise. We didn't have any anti-social behaviour calls for the area on this date.

The current Your Voice priority will come to an end at the end of March. Surveys will be conducted during April and a new priority will be picked for the Ward."

The officer took members through the Police Report and pointed out that there are groups who prey on individuals. Growing of cannabis, small scale, is a local issue and dialogue has been opened with other partnerships in the area. It is hoped to utilize technology applied by the Fire Service to detect the illegal growing of cannabis (heat detection).

The newly appointed Police Constable has engaged with St James Primary School in providing rugby skills to the school pupils. Further, Cllr Professor Russell Deacon raised, off road motor bikes. These have been observed at Dol yr Eos, and down Pen y Cae, in reply the bikes do not have registration numbers, riders wear full visor helmets, and unless the Police witness the anti-social behavior by the riders the case would not stand up in court.

Discussion moved to security doors at Grail yr Rhacca which have proved successful and are to be introduced at Lansbury Park. The doors are fob operated and the fob is identified to the issued user. It was further raised, the shortage throughout the Caerphilly County Borough of single parent accommodation (greater number at Lansbury Park).

Cllr Professor Russell Deacon pointed out that smoking of marijuana (cannabis) is now more abundant than tobacco smoking.

Cllr Tony Graham raised a quick question on training for residents to be witnesses, same line, training provided for Speed Watch. CSO Claire Eyles would look into this.

A number of other points were raised; Your Voice Priority, successful half term diversionary event, use of drones, and the cost of helicopters in detecting heat required for growing cannabis.

In completing her report CSO Claire Eyles indicated that she will be going (maternity leave) at the end of June.

The Chairman Cllr Professor Russell Deacon thanked Claire for her report and she took her leave of the meeting.

153/18 **To approve the minutes, Council Meeting, 16th February, 2018 (appendix 1).**

The minutes were approved as an accurate record of the proceedings and signed by the Chairman, Cllr Professor Russell Deacon.

154/18 **Matters arising.**

Minute 148/18 To be aware, schools categorization, recently published:

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<http://www.bbc.co.uk/news/uk-wales-42889266> that **St Helens RC Primary School is in the top category (green) and St James Primary School is in the lowest category (red) and are close together.** A letter of congratulations has been forwarded to the Head Teacher, St Helens RC Primary School.

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Cllr Barbara Jones advised, St James Primary School has a new Head Teacher and the School is moving forward.

155/18 **Correspondence.**

The Clerk tabled a list of correspondence received since the last meeting. Those with a tick, the Clerk drew member's attention to.

i	"6.To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council."
ii	<p>√ Email, 17-February-2018, Chairman, Lansbury Matters, wrote as follows: "Thank you for the e-mail and formal acknowledgement of the partnership between Lansbury Matters and Van Community Council. In addition, I write in regard to the subject of the defibrillators we briefly spoke about. I have secured free training for anyone interested however as Lansbury Matters are not in a financial position to pay for the venue, I draw your attention to the e-mail below sent to Van Community Centre this morning. As I have already made contact you may be able to take this subject off your list John. They did speak of a free defibrillator and I know PTE and BTM have had at least one free.</p> <p>I'm writing in regard to my call this morning. Further to speaking with Pam at Van community Council Meeting 16/02/2018 I have secured free training for Lansbury Matters and Van community centre committee along with any other interested parties. However this would mean that we would require the venue free of charge for everyone to have the free training. I spoke to the organization about the defibrillators there is scope to get one for the centre which may be free or will allow fundraising. However I feel this is something the community council could assist with if it comes to having to pay. If you are in agreement could you please give me a date asap that is free to the conditions outlined?..." Clerk had emailed the Chairman to confirm the partnership.</p>
iii	<p>√ Email, 19-February-2018, Mrs. Shan Bowden, Development officer, OVW, read: "Coming back to the question of whether member councils payments towards the liabilities of One Voice Wales in the unlikely situation that it ceased to exist I am told that the payment would be considered as lawful as the payment of the current membership. Whether the estimated worst case scenario of £160 liability to a member council should be considered to be a risk for insurance purposes that may be something you would wish to discuss with the Council's insurers."</p>

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	Clerk advised that membership of OVW carries a liability of up to £160.00 towards its pension fund in the unlikely event that the association is dissolved. Membership will incur a financial risk although mitigated up to £160.00 which council cannot insure against.
iv	✓ Email, 20-February-2018, Cllr Jayne Keable, "Strictly Confidential." The contents of the email was not disclosed (Data Protection).
v	✓ Email, 26-February-2018, OVW, General Data Protection Regulations and Tool Kit for Local Councils. Noted that information has been received.
vi	Email, 27-February-2018, Interim Chief Executive, CCBC, agenda and papers, Caerphilly Town Centre Management Group, 6th march, 2018.
vii	✓ Email, 28-February-2018, Corporate Information Governance Manager, CCBC, briefing session on the Data Protection reform; take place in the Council Chamber at Ty Penallta and start at 11am. Dates are: 8 March, 20 March, 28 March, 17 April, 19 April, and 15 May, 2018. Noted that the Clerk will be attending the session on the 20 th March, 2018.
viii	✓ Email, 28-February-2018, Miss Janice Rowland, Project Manager, Caerphilly Food Bank, read: "...I can confirm that these monies will be used solely for the purposes of the Food bank and although they are placed in the Connect Life Account they are specifically designated for the purposes of the Food Bank." See minute 160/18 iii.
viii	<p>Email, 28-February-2018, Cllr Tony Graham, and read:</p> <p>"Foodbank" application and his declaration of interest and "some issues surrounding this foodbank...I believe the grant application indicated that the foodbank run from Connect Life (previously known as 'Bridging the Gap') was joining the Trussell Trust network of foodbank hence my declaration of interest. There have been number of developments and it is important that members have all the facts before deciding to release this cheque.</p> <p>I recommend that on behalf of the Council you ask Miss Rowland about the current state of relationship between Connect Life and the Trussell Trust and how that relationship will progress going forward. I also recommend you contact Susan Lloyd-Selby from the Trussell Trust (I believe you have her details) to enquire as to the current/ongoing relationship between Connect Life and the Trussell Trust."</p> <p>Councillors will have to decide whether an essential element of the award of the grant was an ongoing relationship with and membership of the Trussell Trust. This will allow Council members to determine the next steps with regards to the cheque.</p> <p>The Clerk discussed the email from the member and it is on the agenda with the Council grant application form. See minute 160/18 iii.</p>
x	✓ Email, 1-March-2018, Wales Audit Office, Financial Management and

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	Governance in Local Councils 2016-17, attachment; Financial Management. Noted for the 2018 audit.
xi	✓ Email, 6-March-2018, Independent Remuneration Panel/Wales, round table discussion events and nearest, Llandrindod Wells. Noted.
xii	✓ Email, 7-March-2018, Van Community Centre, price increases. Noted.
xiii	✓ Email, 7-March-2018, OVW, passing email from Boundary Commission Wales on the "Guidance for Principal Councils on the Review of Communities." Noted.
xiv	Email, 8-March-2018, Wales Audit Office, Town and Community Councils Survey. Noted.
xv	✓ Email, 8-March-2018, S W Fire & Rescue Service, Crimes and Consequences project. Workshops on your young person's needs. Noted.
xvi	Email, 9-March-2018, Community Asset transfer Conference, Abertillery. Noted.
xvii	Invoice, 10-March-2018, CCBC, web hosting and maintenance, 2017/18, £500.00. Included for payment on the List of Creditors. Listed for payment in accordance to the agreement.
xviii	Email, 13-March-2018, CCBC, confirming the Clerk's place on the GDPR briefing session Council Chamber, Ty Penallta, Tuesday, 20th March, 2018, at 11.00am. Noted that the Clerk will be attending.
xix	✓ Email, 13-March-2018, Mrs. Shan Bowden, Development Officer, OVW, regarding council's pension liability if OVW dissolved and read: "I can confirm that the membership fee for Van CC would be £677 for the financial year 2018/19 on the question of the pension deficit the liability in the worst case scenarion would be estimated to be no more than £160." Decision, benefits out way the financial risks.
xx	<p>✓ Email, 13-March-2018, Mrs. Shan Bowden, Development Officer, OVW, regarding the Chairman raising the procedure of Beaumaris Town Council:</p> <p>"...Beaumaris Town council and I noticed that their co-options were by secret ballot of members. That got me wondering if there are any rules regarding the way we should vote on co=option or if it is up to each council to do so? Do you know or can you ask OVW? We may need to change the way we co-opt if that's the case."</p> <p>who conduct their voting by secret ballot, and read:" One Voice Wales put this question to the solicitors at NALC following the Elections last year :- Should the voting during the process of co-opting new members be undertaken by a show of hands or by secret ballot?</p> <p>LTN 5 – Parish and Community Council meetings states: "If any councillor so requires, the way in which each councillor voted on any matter at a</p>

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	<p>council meeting must be recorded in the minutes (paragraph 13(2) of schedule 12 to the 1972 Act in respect of parish councils and paragraph 29(2) in respect of community councils).</p> <p>.... A "secret" ballot is permissible if standing orders so permit but the council would need to ensure that any such procedures could withstand scrutiny and challenge. It is difficult to envisage the circumstances which warrant a secret ballot, which would invariably attract scrutiny as to its purpose and validity. A secret ballot will not eliminate a risk of legal challenge to a resolution on the basis of predetermination or bias by councillor(s)." I can see no basis for a secret ballot when the council is making decisions about a matter of public interest such as co-option.</p> <p>I've attached LTN 5 as referred to above the section on "Decision Making and Resolutions" deals with voting in meetings."</p> <p>Recommendation:</p> <ol style="list-style-type: none"> 1. To be considered at the Council meeting of the 20th April, 2018. 2. To take into account, spouse/family members. 3. Casting vote of the Chairman (Chairman discretion). 4. Voting papers and their retention if the decision is subject to legal challenge. 5. Counting of vote's procedure. 6. If approved, motion to be framed by member for the AGM. <p>The Clerk's advice was not progressed.</p> <p>Cllr Tony Graham pointed out that it is an option and will draft a resolution for amending the Standing Orders to go to the AGM, 18th May, 2018.</p>
xxi	Email, 13-March-2018, OVW, Innovative Practice Conference, 29th March, 2018, at Royal Welsh Showground. Noted.
xxii	<p>✓ Email, 14-March-2018, Mr/Mrs Phil and Wendy Bryant, inviting members to the following: " On Monday 30th April, The Trevelyan Court Residents Group, Caerphilly Carers c/o Geraldine Powell, The 50 Plus Forum from c/o Ralph Stevens, will be hosting the above event from 10 a.m. - 2 p.m. at The Green Flag Car Park. The objective is to encourage residents and partners to take ownership of their local environment through open cooperation and support. This activity is designed to encourage thoughts and ideas as to how small spaces can be transformed whether it be a back garden or public area no matter what people's ability or experience is and at minimal cost...." Noted the Clerk will try and attend.</p>
xxiii	<p>✓ Email, 15-March-2018, Fattorini, read:" The £300 nett covers a bespoke pendant in base metal one piece as per my initial e-mail, this will incorporate your new logo once designed (we can assist with this if needed). We will produce artwork of the</p>

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	proposed pendant prior to manufacture. My only concern John is timeframe, I don't want to come across like a 'pressure sales' salesman as that is not how we operate, but if this is needed for your annual meeting in May, we need to get our skates on. Mayor making season is like our Christmas, we are already full to capacity with orders for past Mayor / Chairman pendants to be presented in May. Luckily, the process to make the pendant (etching) is not affected by these repeat orders but the enameling and plating process are. I would say that we will need a minimum of 6 – 7 weeks to complete this pendant, from agreed artwork." Cost confirmed and to be progressed once the artwork is released (digital file).
xxiv	Letter, 15-March-2018, Aneurin Bevan Community Health Council, next meeting open to the public, 23rd March, 2018, 10.00am, at the Aneurin Bevan Community Health Council office, Raglan House, Cwmbran. Noted.
xxv	✓ Email, 15-March-2018, CSO Claire Eyles, Bedwas Neighbourhood Policing Team, police report for council meeting, 16th March. Clerk made copies available to members.
xxvi	✓ Email, 16-March-2018, Miss Tina McMahon, Community Regeneration Manager, CCBC, read: "The request of the Community Council has been noted. I have copied in the Interim Director for Communities as the chair of the Coalition for Change Board as this request will need to be referred to the Board for discussion." Await developments.

156/18 **Planning.**

No planning applications since the last meeting.

157/18 **Reports and local matters.**

Cllr Pam Nelder reported on contractor's vehicles obstructing the free movement of pedestrians on pavements in Porset Park and disabled access to the walkways.

Cllr Barbara Jones asked if she could take the matter up, which was accepted.

158/19 **To receive a report on the sub-group meeting of the following councilors: Cllrs Professor Russell Deacon, Chairman, John Leek, Vice-Chairman, and Tony Graham. THE CLERK WILL LEAVE THE ROOM.**

The Chairman, Cllr Professor Russell Deacon, reported that the Sub-group meeting was postponed and will now meet on either the 16th or 18th April, 2018. Cllr John Leek apologized that he was unable to attend on the previous date.

Nothing reported and the Clerk stayed.

159/18 **Clerk's Report (appendix 2).**

A.	Former Van Terrace Play area	Clerk, referred back on the 7 th March, 2018, to Miss
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	land, awaiting further response from CCBC.	<p>Lianne Phillips, Property, and she has not received internal responses. Officer promised to chase up.</p> <p>The Clerk to chase up the matter and report to the next meeting.</p>
B.	Educational grant criteria.	<p>Clerk instructed to contacted Community and Town Councils in the Caerphilly C. B. area for a criteria in awarding educational grants to students.</p> <p>Clerk contacted the Clerk to the Community and Town Councils Liaison Committee who forwarded the Clerk's inquiry regarding; awarding educational grants and criteria. Three councils responded that they do not award such grants.</p> <p>The Clerk submits the following suggested points for a criteria:</p> <ul style="list-style-type: none"> • Proof of residency in the Van Community Council area. • Course of study – information on the course. • Date of course. • Is this your first application? • Purpose of the grant. • Signed by the course tutor. <p>It was resolved to include sport courses and six awards of £200.00.</p> <p>The Clerk to contact neighbouring Secondary Schools and prepare a draft application form. (Privacy policy needs to be in place taking forward members instructions)</p>
C.	Data Protection Reforms, Clerk's recommendation; Council appoint an external Data Protection officer.	<p>Clerk booked in for briefing session on the 20th March, 2018, at Ty Penallta.</p> <p>Latest advice from SLCC, Chief Executive</p> <p>"Whenever I meet with members recently at branch meetings or other events, the first question I am always asked is "When will we be receiving some simple easy-to-follow guidance about Data Protection and the GDPR?" Well, I am pleased to say that detailed guidance has now been prepared and it is being tested by the Board of Directors in respect of their own councils. We then expect to issue it to every SLCC member w/c 26th March. At this stage I would like to record my thanks to</p>

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		<p>the members of the Advice Team who have worked so hard to put together a comprehensive suite of advice, guidance and model documents which we hope will meet the needs of most councils. We hope, by this time, to have received from the Information Commissioner's Office, greater clarity and more detailed guidance in respect of the circumstances in which clerks to small councils, who process minimal data, might be able to act as Data Protection Officer (DPO) without any conflict of interest arising."</p> <p>The requirements are in excess of the grading attained by the Clerk.</p> <p>It was resolved to defer.</p>
D.	Rescinding motion with reference to Standing Order 41.	<p>Clerk offers the following advice to set aside a decision of Council, in other words, to rescind and put the parties back to the position as if the decision had not been made.</p> <p>To rescind means to annul, revoke or appeal.</p> <p>"41. RESCINDING OF RESOLUTIONS</p> <p>No motion to rescind any resolution which has been passed within the preceding six months, nor any motion or amendment to the same effect as one which has been negated within the preceding six months, shall be in order unless the notice thereof shall have been given and specified in the summons to the meeting and the notice shall bear, in addition to the name of the member who proposed the motion, the names of six other members; and when any such motion has been disposed of by the Council it shall not be appropriate for any member to propose a similar motion within a further period of six months. This Standing Order shall not apply to motions which are moved by the Chairman or other members of a Committee or Sub-Committee of the Council in pursuance of a recommendation of such Committee or Sub-Committee."</p> <p>Standing Order 41 fails to take into account if a decision is taken to fund the painting of a building and progressed. If Council were to change its mind can you put the parties back to the same position before the decision was taken? The paint has been purchased for the specific task of painting the building. The building is part painted, and would appear that you cannot rescind because the</p>

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		<p>parties cannot be put back to the same position before the decision was taken.</p> <p>See minute 116/18 iii.</p>
E.	Easter Event, Friday, 23 rd March, 2018, 6.00pm, Van Community Centre.	<p>Clerk, Mr. Rio Scibona has agreed to sing at the event and thanks to Cllr Barbara Jones for making the arrangements, however, "The Get together choir," may not be available for the event and confirmed at the meeting.</p> <p>Asda have been contacted and will donate East eggs (£1) (No Communication from the Community Champion).</p> <p>It was resolved that Cllr Barbara Jones is the compere for the event and progress noted.</p>
F.	Grant applications.	<p>Grant application submitted, Tenovus, Clerk to table the application form and accounts.</p> <p>For the April meeting.</p>
G.	Walkabout, Tuesday, 19 th February, 2018, Dol yr Eos, Dol Fran, and Porset Brook.	<p>Clerk, UW officer was unable to attend and the Clerk photographed offending litter areas and passed them onto UW officer.</p> <p>Litter in Soft Clinical Waste bags behind PenyCae (Caerphilly Housing) dumped by local resident who was contacted by the Enforcement officer and removed</p> <p>Next Walkabout, Monday, 19th March, 2018, 12.00noon to meet at 68, Dol yr Eos and confirmation of attendance; CSO Sarah Mey, Cllr Sheila Newbury, and Miss Laura Price, UW.</p> <p>Member's noted the diligence of the Clerk in progressing the complaint and action taken by CCBC.</p>
H.	Notice-board at Brynau Rd.	<p>Clerk, owner of the building remains a mystery but Caerphilly C. B. C. hold a register of buildings owned in the County Borough area. Inquiries have been made with them.</p> <p>It was resolved to revisit it at a future meeting regarding the ownership of the building (sub-station).</p>

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I.	Insignia/office (pendant/ribbon and bars).	<p>Clerk, contacted by the Chairman, Cllr Professor Russell Deacon, to advise Dan Peterson, Designer on the following for the design work: Budget - £200.00, Specification (what information he has).</p> <p>Clerk has provided the information; council logo, budget, and artist impression (produced by Fattorrini).</p> <p>Cllr Professor Russell Deacon, Chairman, advised the Clerk, email of the 5th March, 2018, "I know Dan's a quick worker and if he can do it within the budget then we will be able to review the design at the next meeting."</p> <p>The Chairman, Cllr Professor Russell Deacon confirmed with Petersen design on the 15th March, by email, that "a new design on the old one please."</p> <p>The Clerk wished to refer to council.</p> <p>Members to note that the Clerk has complied with Council instructions.</p> <p>It was resolved to approve the design with the Council's name in Welsh/English and to progress when the digital design is released.</p>
J	Honourary Freeman/woman	<p>Clerk, passed this information to the Chairman:</p> <p>The relevant legislation empowering a community council to bestow; "honorary freeman or honorary freewoman" is covered by</p> <p>Section 29 Honorary titles (7) and subsections (5) to (9), Local Democracy, Economic Development and Construction Act 2009.</p> <p>A community council does not have the power to bestow the title of "honorary alderman," that rests with the principal councils.</p> <p>Email, 15th February, 2018, Mrs. Shan Bowden, Development officer, OVW, read:</p> <p>"Community and Town Councils have the power to confer title of honorary freeman or freewoman under the Local Government Act 1972 s.249 see NALC Legal Topic Note 12 attached point no 4..." (Appendix A).</p> <p>Noted.</p>

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K.	Review of the Community and Town Council Sector, Clerk's email, 20 th February and letter to members (hard copies), 21 st February, 2018.	Clerk, Chairman made his personal comments. Noted.
L.	Dedication of the permanent site at 18, Waterloo Terrace, Waterloo (DWR Community Council area), Monday, 5 th March, 2018, Green Plaque for Dr. William Price.	Clerk, Chairman, Vice-chairman, Clerk, and Julie attended. Interesting presentation at the Rudry Parish Hall from Mr. Dan Clayton Jones and other contributors. The event compered by Dr. Hefin David, AM (Caerphilly). Noted.
M.	Caerphilly Town Centre Management Group, Tuesday, 6 th March, 2018.	Cllr Colin Elsbury progressed to the Chair and the proceedings focused on "Updates on matters relating to Caerphilly Town." During the meeting it was raised by Cllr Prof Russell Deacon, consultation on Lansbury Park and Mr. Andrew Highway, Town Centre Manager, advised to email him and he would pass it onto to the relevant officer. This to be undertaken by the Clerk and actioned. Cllr Linda Williams was also in attendance. Noted.
N.	Community Council Liaison Sub-committee, Wednesday, 14 th March, 2018.	Clerk, meeting considered; WW1 Commemorations (Miss Lisa Rowlands, Arms Forces officer, presentation), Leisure Plans at Pontllanfraith (reprieve on closure) Data Protection Reform (training dates), A468/469 Pwllypant roundabout road works (update), 2018/19 budget, and Public Health Act. A lengthy discussion ensued on the budget, now approved by CCBC Council and whether year end projected underspend could have been utilized to fund services. Noted.

160/18 **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-L)

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A.	100330	Cllr Prof Russell Deacon, members remuneration/2017/18, payable, Prof RM Deacon	150.00
B.	100331	Cllr Fay Gay, member's remuneration/2017/18, payable, Mrs. Fay Gay.	150.00
C.	100332	Cllr Tony Graham, member's remuneration/2017/18, payable, Mr. Tony Graham.	150.00
D.	100333	Cllr Norma Graham, member's remuneration/2017/18, payable, Mrs. Norma Graham	150.00
E.	100334	Cllr Sheila Newbury, member's remuneration/2017/18, payable, Mrs. Sheila Newbury.	150.00
F.	100335	Cllr Barbara Jones, member's remuneration/2017/18, payable, Mrs. Barbara Jones.	150.00
G.	100336	Cllr Linda Williams, member's remuneration/2017/18, payable, Mrs. Linda Williams.	150.00
H.	100337	Mr. Rio Scibona, singer, fee for the Easter Event, Friday, 23 rd March, 2018.	100.00
I.	100338	John Dilworth, Clerk's net salary (less deductions), 2017/18, month 12.	626.80
J.	100339	John Dilworth, Clerk, second half of the accommodation allowance, 2017/18.	300.00
K.	100340	John Dilworth, expenses.	
		Postage	3.90
		Photocopying	27.88
		Ink jet cartridges (2)	59.98
		Stationary	5.24
		Mileage (see breakdown)	70.83
		Total claimed.	167.83

1.	9-Feb-2018	Travelled to Trustmark, Talbot Green, and return, copying.	1.11
2.	10-Feb-2018	Travelled to Van and return, delivered agenda and papers 26 + 7 miles.	14.85
3.	16-Jan-2018	Travelled to Trustmark, Talbot Green, and return, copying.	1.11
4.	16-Feb-2018	Travelled to Van and return, council meeting (26 miles).	11.70
5.	19-Feb-2018	Travelled to Van and return, walkabout, DolyrEoes (26 miles).	11.70
6.	21-Feb-2018	Travelled to Trustmark, Talbot Green, and return, copying.	1.11
7.	5-March-2018	Travelled to Waterloo, Rudry and return, Dr W Price, Green Plaque unveiling and talk (30 miles).	13.50
8.	6-March-2018	Travelled to Ty Penallta and return, Caerphilly Town Centre Management Group (35 miles).	15.75

L	100341	Caerphilly C. B. C., web hosting and maintenance, 2017/18. Received after the published list.	600.00
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Clerk's advice: Longfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision.

Signed:

20th April, 2018.

- ii. **Accounts, 2017/18 (bank rec. 1st March, 2018) 2017/18, (appendix 4a, 4b, and 4c). To follow, bank statement not received by the 8th March (post) to reconcile accounts.**

The Chairman, Cllr Professor Russell Deacon, questioned the payment of £300.00 to the Clerk (account entry: "2nd 1/2 Office Accom") in reply the Clerk pointed out that it is the second of two payments of the Office Accommodation Allowance for 2017/18 financial year, bringing it to a total of £600.00.

Accounts approved and bank balances verifies against the bank statements.

- iii. **Grant applications: £500.00 granted to the Caerphilly Foodbank (Connect Life Church (Elim) Caerphilly, and for discussion (appendix 5a and 5b).**

Councillor Tony Graham pointed out to the Chairman, Cllr Professor Russell Deacon that he had declared an interest in his email to the Clerk (appendix 5a) and he left the meeting and the room.

A discussion ensued. Members indicated that they wish to revisit the decisions and the Clerk to seek advice from the Development Officer, One Voice Wales. (Clerk had provided advice with reference to Standing Order 41, Section D, and Clerk's Report).

Cllr Tony Graham returned to the room and joined the meeting.

- iv. **Trevelyan Court Residents Group, bench in the name of the late Mrs. Eileen Macey and other past Councillors. (Second quote to follow).**

Clerk to chase-up second quote for base.

- v. **Membership of One Voice Wales, 2018/19. Renewal fee, £677.00, and the liability for the pension fund restricted to £160.00.**

Membership of One Voice Wales was considered.

Clerk recommended, as follows:

Not to renew membership of One Voice Wales due to the risk of £160.00 in the unlikely event that member councils will be required to contribute to OVWs pension liability. The Council's Insurance brokers were unable to advise on insurance cover against this liability. One Voice Wales, advised that the payment is legal.

It was noted that the Clerk had done his duty in advising Council against the financial risk, however, members felt that the benefits of membership outweigh the financial risks.

It was **resolved** unanimously to renew membership of One Voice Wales.

Clerk's advice: Longfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision.

Signed:

20th April, 2018.

- vi. **To consider; Presentation from the Chairman of the BHM Mrs. Uzo Iwobi (OBE) and Mr. Gbubemi Amas Amanoritsewor on the Black History Month committee and the Race Council Wales who want to work with Van Community Council with the running of three workshops on the theme for each year which is yet to be confirmed.**

Members gave careful consideration to the item before them and how they may help.

It was resolved to assist with expenses speakers to local schools.

- 161/18 **Good youth and citizens awards (remain as an agenda item).**

No nominations.

- 162/18 **To consider, honorary freeman and honorary freewoman.**

Chairman, Cllr Professor Russell Deacon, option available.

- 163/18 **Following reply from the Regional Safeguarding Business unit to consider the offer of free training in safeguarding (appendix 6).**

Cllr Pam Nelder would make inquiries and liaise with the Clerk. To invite BTM to the course.

- 164/18 **To receive nomination (s) for the Minor Authority Governorship, St Helens R C Primary School Governing Body or to advertise the position in the Van Community Council area (appendix 7).**

Cllr Tony Graham raised a point of order and referred to the previous decision to advertise the vacancy (minute 143/18)

The Clerk to advertise the vacancy as per appendix 7.

- 165/18 **Training for the Chairman, 2018/19.**

It would be incumbent on the new Chairman to attend training.

- 166/18 **Items for the next agenda.**

To consider; Disciple, Grievance and Anti-Harassment & Bullying policies plus Vexatious Complaints and Requests policy (produced by One Voice Wales).

Clerk reports significant number of hours worked during 2017/18 above the contracted hour's evidence by his timesheets to be tabled at the meeting, and exclusion of press and public (exempt matter).

Meeting closed at 8.11pm.

Clerk's advice: Longfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision.

Signed:

20th April, 2018.