

## 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,  
Full Council Meeting,  
Friday, 16<sup>th</sup> September, 2016,  
Van Community Centre.

Present:	Councillors	Russell Deacon, Fay Gay, Maria Hall. Barbara Jones, Eileen Macey, Sheila Newbery.
In attendance:	Clerk/R.F.O. Gwent Police	John Dilworth. CO131 Hales, and C060 Williams.

The Chairman invited members and the Clerk to join in observing one minute’s silence as a mark of respect for Mrs. Betty Jenkins, deceased wife of Councillor Brian Jenkins. The Clerk then read; Footprints in the Sand (alleged written by Mary Stevenson, 1939) and a line from the poem by Minnie Louise Haskens (1875 to 1957) spoken by the late King, George VI in the 1939 broadcast to the British Empire.

**Clerk’s advice, Arnold Baker, 9<sup>th</sup> 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.***

45/16 **Apologies for absence.**

There were apologies received from the following council members; Brian Jenkins (dispensation), David Hill, and Pam Nelder.

Signed:.....

**21<sup>st</sup> October, 2016**

**Clerk’s advice: Lingfield Parish Council v Wright (1918), item not the agenda.  
Council may discuss but may not make a decision (referring to Any Other Business).**

46/16 **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).

No declarations were made.

47/16 **Police matters.**

CO131 Hales, and C060 Williams were present and Clerk reported apologies, CSO Claire Robinson.

The officers reported a reduction in crime, however, burglary at Buxton Court.

Highlighted distraction burglaries and similar tactics to burglaries in the Cardiff area.

Councillor Eileen Macey, raised that a child, 13-14 years, was denied access to the Youth Club at the Van community Centre due to her visible intoxicated state, unable to stand.

Councillor Russell Deacon raised rash of spray painting.

Councillor Barbara Jones, access to the conveniences in the Twyn Centre will be restricted through the Centre.

The Intergeneration dinners are to restart during the half term break.

48/16 **To approve the minutes of the Council Meeting, 17<sup>th</sup> June, 2016, (appendix 1.)**

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

49/16 **Matters arising.**

Clerk raised, Minute 39/16, Finance, payment to Came and Co., renewal of annual insurance and three year agreement (the invoice sent did not have a breakdown of the premium for Ecclesiastical only a figure buried in the invoice) Cheque for £710.89, premium if Council did not enter into the tree year agreement, overpayment by £35.55 to be repaid into the current account..

50/16 **Correspondence.**

The Clerk circulated a list of correspondence received sin the Council meeting of the 17<sup>th</sup> June. Council meeting of the 15<sup>th</sup> July, was abandoned since a quorum of members was not present.

Signed:.....

21<sup>st</sup> October, 2016

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i Email, 17<sup>th</sup> June, 2016, Mr Alex Clarke, Passenger Transport Information Officer Caerphilly County Borough Council, wrote:

“From Sunday 31st July and Monday 1st August, there will be changes to many bus services within Caerphilly county borough.

The council has recently re-tendered all routes it supports and many of the changes are a result of this. Bus operators have also taken the opportunity to make some revisions of their own from the same date.

Please find a copy of all bus timetables (including those that have not changed) along with a summary of changes.

These documents have been sent to you today as we will starting to publicise the changes next week which will include

- ⌘ All timetables in English and Welsh on the Council’s website
- ⌘ A bi-lingual “Summary of Changes” leaflet (based on the text in the attachment to this email)
- ⌘ Timetable booklets will be produced by Stagecoach in South Wales
- ⌘ Twitter/Facebook alerts from next week and regularly until the change date
- ⌘ Posters on buses and briefing of bus company staff
- ⌘ Work on updating the 500+ bus stop/bus station displays.”

No change to the Mornington Meadows service. Noted.

Signed:.....

21<sup>st</sup> October, 2016

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- ii Email, 20<sup>th</sup> June, Came and Co., confirming, Council's decision to enter into a three year agreement with Ecclesiastical and bank details for refund of the overpayment, £35.55.No increase in premium over the agreements three years. Noted and reaffirmed three year agreement and also the fee has been paid.
- iii Email, 20<sup>th</sup> June, 2016, Mr James Pritchard, Special Projects Officer for Hefin David AM, asking for an updates on the Council's CSSIW registration. The Clerk suggests the Chairman or Vice Chairman meet with the AM and the Clerk will forward a copy of his report and reply from Welsh Government on the issues raised. Clerk to arrange a mutually convenient date.
- iiii Email, 21<sup>st</sup> June, 2016, Miss Lorna Mills, Business Support Officer, Care and Social Services Inspectorate Wales (CSSIW), attached the suitability questionnaire following discussion with Mr Adam Kent on submission of the Council's application for CSSIW registration. Noted.
- v Email, 21<sup>st</sup> June, 2016, Welsh Government, reply to issues raised by Council over CSSIW registration for the Summer Play-schemes. Noted.
- vi Email, 22<sup>nd</sup> June, 2016, Miss Jayne Macfarlane, Clerk to the Governors, St Helens RC School, following further inquiries with the Clerk to the Governors, expiry of Councillor Russell Deacon's term of office (four years). She referred Clerk to Governor Support to resolve it but School has no Service Agreement with them. See agenda item.
- vii Email, 30<sup>th</sup> June, 2016, Policy/CCBC, June Policy Watch. Noted.
- viii Email, 30<sup>th</sup> June, 2016, Mrs Joy Thomas, Mayors Office, completed grant application form.
- viiii Email, 2<sup>nd</sup> July, 2016, Mrs Katherine Hughes, Company Secretary, Caerphilly Miners Centre for the Community in reply to Clerk's email regarding holding Council meeting at the Centre and offering two dates; 15<sup>th</sup> July and the 16<sup>th</sup> September, 2016. Requested the 15<sup>th</sup> July since the 16th September is their AGM. Clerk confirmed with Mrs Hughes the 15<sup>th</sup> July and with members through emails and letters Noted.
- x Email, 6<sup>th</sup> July, 2016, Mrs Jane Hawkshaw, Youth, Community and Play Co-ordinator, YMCA Wales Community College, MAHPS course unlikely to go ahead in RCT but definitely Swansea. Miss Jade Bishop to rearrange leave with School; 13th July, 14th July and 19th July 9.30am to 4.30pm in the Civic Centre in Swansea but the Tutor will confirm details with you. Clerk, course is free paying Jade expenses and reimbursement for loss of three days earnings. Noted, Miss Jade Bishop attended the Swansea Mahps course.
- xi Email, 10<sup>th</sup> July, 2016, Mr Peter Morgan, Independent Internal Auditor, 2015/16. Available for 2016/17 audit, should member require to appoint him
- xii Email, 11<sup>th</sup> July, Mr P. Samuel, HT, St James School, wrote:
- "Yes of course (blurb, the Van, New Sports and Play Club).*

*With regards to the summer scheme, I understand that you've been speaking to Stacey*

Signed:.....

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*recently about this. Before moving forward any further with the arrangements, we need to discuss the opening and closing of the building as our caretaker is on holiday for the first 3 weeks of the summer. Last year one of the councilors had to open and close for you but I'm not sure if that can be done again this year. What's your thoughts?" (bracket insertion)*

*Members will recall the Caretaker was on leave for the first week of last year's Summer Play-scheme and Councillor Barbara Jones acted in the voluntary capacity as "key Holder."*

The Clerk replied in pursuant of plenary powers to take ensure the Play-scheme goes ahead responded, Council will have to meet the cost of opening and closing the School for the three weeks and made inquiries with the office of the Director of Education.

Mr Samuel, later replied:

"Community Council will need to pick up the costs of the relief caretaker (2 hours per day x 15 days = 251.70)."

The Clerk accepted the costs on behalf of the Council.

The Clerk pointed out to members, the dates for the Summer Play-scheme were passed to the Bursar in an email, dated the 19<sup>th</sup> November, 2015.

It was resolved to confirm the actions of the Clerk to ensure it went ahead.

xiii Email, 11<sup>th</sup> July, 2016, Secretary for Mrs Keri Cole, Chief Education Officer, Caerphilly County Borough Council, secretary this morning, arrangements are now in place to access

the school as required and costs for relief , this is a matter between the school and the Community Council.

Email, 12<sup>th</sup> July, 2016, Miss Helen Morgan, Senior Committee Services Officer Caerphilly County Borough Council, wrote:

"Apologies should have read Wednesday 27th July and not 29th July 2016," and went onto report on the forthcoming Community Council Liaison Sub-Committee, 29th July, 2016. Miss Morgan reminded Council's that there is a presentation to be made at the meeting of the 29<sup>th</sup> on the requirements of the Wellbeing of Future Generations Act and that this is the only item on the agenda.

She referred to the link guidance in the event that you want to familiarise yourself prior to the meeting and "I understand that you are not bound by the Shared Purpose: Shared Future 4 - Collective Role (Community Council) as you do not meet the requirements of the Act (community or town council is subject to that duty only if its gross income or expenditure was at least £200,000 for each of the three financial years preceding the year in which the local well-being plan is published) but you are listed as partners with which the Local Service Board should work.

<http://gov.wales/topics/people-and-communities/people/future-generations-act/statutory-guidance/?lang=en>

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With regards to the other items raised at your pre meeting I would advise you as follows:-

**Invitation to Gwent PCP to attend December Meeting**

I understand that arrangements are in hand for the Commissioner to meet all community/town councillors at these offices in September.

**Boundary Commission changes and Mergers**

There is no further information at present.

**Opening Hours of Premises**

With regards to opening hours they can be found as follows

The opening times of our offices can be found on our web site.

The opening hours for our larger buildings can be found at:

<http://www.caerphilly.gov.uk/contact-us/How-to-find-us>

Customer Service Centres:

<http://www.caerphilly.gov.uk/contact-us/One-Stop-Shops>

Libraries

<http://www.caerphilly.gov.uk/Services/Libraries/Library-locations-and-opening-times>

Housing Offices

<http://www.caerphilly.gov.uk/Services/Housing/Current-council-tenants/Local-housing-offices>

I understand that the other issues raised at your pre meeting are being progress by Mr Campbell.”

Noted.

- xiii Email, 12<sup>th</sup> July, 2016, The Pensions Regulator, confirming receipt of contact details and the Clerk is the nominated person.

Explanatory note: all employers now had to enroll employees into a pension scheme if they earned over £10,000 per year and were aged twenty-two or over and were under state pension age. The Clerk is over pensionable age and there are no persons employed who comply with the pension requirements, even Summer Play-staff (Clerk will be submitting a report on gratuity at a future meeting).

Signed:.....

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xv Email, 12<sup>th</sup> July, 2016, Mr Bob Campbell, Clerk, Risca Town Council, C&TCsLC, wrote:

“Minutes of last meeting attached. Please let me know if I left anything out (including apologies) or made any errors prior to 27 July. Since then Helen Morgan has sent us Jeff Cuthbert's meeting plans for mid-September (much better than the last PCC who could only see us in mid-August 2014 and 2015 when we were all in recess). Helen has already responded to most of our other queries. Gwyn (Argoed) - Helen asked that you deal with her directly over your Council's concern that CCBC Officers are not responding to your Council.

Hopefully, I will see you all in 2 weeks' time.”

Noted.

xvi Email, 12<sup>th</sup> July, Mr Nick Rutter, Nick Rutter, Website Editor, Caerphilly County Borough Council, instructions on how to clear the cache (unable to load agenda since cache was full).  
Noted.

xvii Email, 13<sup>th</sup> July, 2016, CSO Claire Robinson, replying to the Clerk on two untaxed vehicles parked on the central reservation at Dol yr Eos. Noted.

xviii Email, 13<sup>th</sup> July, 2016, Mr Andrew Stamenkovic, Centre Shift Supervisor, Caerphilly County Borough Council, confirming bookings for swimming, Van, New Sports and Play-Group.  
Noted.

xviii Email, 14<sup>th</sup> July, 2016, Miss Helen Morgan, Senior Committee Services Officer Caerphilly County Borough Council, The Caerphilly You Want Workshops, wrote:

“... five local workshops across the Caerphilly County Borough to enable; residents, organisations and groups a chance to inform CCBC what makes the biggest difference to their Wellbeing and to tell the authority what is good and bad about the area. They also want to know what issues in particular you they think of Caerphilly Public Services Board should concentrate on moving forward to ensure you get 'The Caerphilly YOU Want' in the future. For example: Transport links, employment, or perhaps for you it's health or not being lonely and feeling isolated. Whatever it is, we hope you will come along and share your thoughts with us! (There will be light refreshments available) For more information please see the agenda for the workshop attached.” Noted.

xx Email, 14<sup>th</sup> July, 2016, Mr. Paul Samuel, Head Teacher, St James School, in reply to Clerk's email request for Letter from Landlord (School) for CSSIW registration, mobile number of Relief Caretaker, and permission to deliver some of the resources to the School. Noted.

xxi Email, 14<sup>th</sup> July, 2016, Miss Bethan Moss, Holiday Scheme Co-ordinator, GAVO, asking for information on Summer Activities, posted online and also via a new GAVO Holiday Facebook page with daily and weekly updates on what is happening across the Borough. The Van, New Sports and Play-club is limited the Van Community Council area and advertising across the Borough Council may lead to misunderstandings that it is also available for children outside the Community Council area. Noted.

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- xxii Email, 15<sup>th</sup> July, 2016, Councillor Maria Hall, apologies for her and Councillors Barbara Jones, and Fay Gay. Noted
- xxiii Email, 15<sup>th</sup> July, 2016, Miss Jade Bishop, PIC, information for MAHPS course. Noted.
- xxiiii Agenda and papers, 20<sup>th</sup> July, 2016, Community Council Liaison Sub-committee. Noted.
- xxv Email, 8<sup>th</sup> August, 2016, Admin. Assistant, PCC, reminder, meeting. Note Chairman and Clerk to attend. Noted.
- xxvii Email, 9<sup>th</sup> August, 2016, Miss Helen Morgan, Senior Committee Services Officer Caerphilly County Borough Council, forwarding, copy of the presentation made by Mrs Peters, Corporate Policy Manager, to the meeting of Community Council Liaison Sub-committee, 27<sup>th</sup> July, 2016. Noted.
- xxviii Email, 11<sup>th</sup> August, 2016, CSO Claire Robinson, report from traffic Management; Gwaun Newyss and Coed Main. Points out education to park and consideration of other road users. Noted.
- xxx Email, 15<sup>th</sup> August, 2016, Miss Helen Morgan, Senior Committee Services Officer Caerphilly County Borough Council, video link from the Ombudsman fro councillors on Youtube:  
<https://youtu.be/Cm4escGiBgk> Noted.
- xxxi Emails, 17<sup>th</sup> August (2) and 31<sup>st</sup> August (1), BDO, review points on Annual Return, 2015/16. The Clerk provided every assistance to the External Auditor. Noted.
- xxxii Email, 19<sup>th</sup> August, 2016, Miss **Tracy Evans**, Policy Officer, Caerphilly County Borough Council. Invitation to local residents and groups the opportunity to tell us about 'The Caerphilly You Want'. Recognise, Community/Town Councils have an opportunity to make sure their voices are heard in this consultation, hence I'm sending the attached packs and surveys to you direct for those unable to attend the workshops below. Respond directly to: **Tracy Evans, Policy Officer at [EVANSTA@caerphilly.gov.uk](mailto:EVANSTA@caerphilly.gov.uk) by the 20<sup>th</sup> September 2016.**

Residents from Caerphilly county borough are being invited to share their ideas to help the Caerphilly Public Services Board create the "Caerphilly YOU Want", and shape the future of the borough, its communities and services. The next workshop is being held in Ystrad Mynach on Thursday 25<sup>th</sup> August at 10 am at the Siloh Chapel in Ystrad Mynach. The workshop will focus on issues that are important to or impact on local communities in that area.

Additional workshops are due to be held at:

- Caerphilly Vanguard centre on Wednesday 7<sup>th</sup> September 2016 at 10am
- Cross keys College on Tuesday 20<sup>th</sup> September 2016 at 6pm

Signed:.....

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For more information or to book a place please call 01443 866391 or email [doylevm@caerphilly.gov.uk](mailto:doylevm@caerphilly.gov.uk) Noted.

- xxxiii Letter, 22<sup>nd</sup> August, 2016, HSBC, as of the 26<sup>th</sup> September, 2016, interest rate on the Council’s Business Money Management Account drops to 0.05%. Noted.
- xxxiv Email, 28<sup>th</sup> August, 2016, Miss Andrea Jones, Corporate Complaints Officer, Caerphilly County Borough Council, invitation to training before the Town Centre Management Group Meeting on the 13<sup>th</sup> September 2016. Noted.
- xxxv Letter, 30<sup>th</sup> August, 2016, HR Manager, Caerphilly C. B. C., they have not been charging VAT on DBS administration and new applications will be charged accordingly. CCBC has made a settlement to HRRC following their oversight. Noted no charge upon council.
- xxxvi Email, 30<sup>th</sup> August, 2016, Miss Jessica Tippin, Administrative Assistant, PCC, confirming receipt of questions for the PCC presentation. Clerk, only 101 was answered at the presentation by the PCC. Noted.
- xxxvii Email, 5<sup>th</sup> September, 2016, Miss Jackie Dix, Policy, Caerphilly County Borough Council, August edition and Planning attached. Noted.
- xxxviii Email, 5<sup>th</sup> September, 2016, Miss Helen Morgan, Senior Committee Services Officer Caerphilly County Borough Council, forwarded The Welsh Government Diversity in Democracy Project [www.gov.wales/diversityindemocracy](http://www.gov.wales/diversityindemocracy)

The workshops, aim to increase the diversity of candidates who wish to stand for local government election and the workshops are for people from one or more of the following under-represented groups who wish to find out what they need to know about being a Local Government Councillor - women, anyone (male or female) under 45, disabled people, BME, LGBT, Traveller and Gypsy.

Presented by Councillor Debbie Wilcox, Leader of Newport Council.

Contact: Email or phone 02920 801 048.

The workshop is planned for Thursday 22<sup>nd</sup> September, 5.30pm to 7pm at the Welsh Government Offices, QED Centre, Trefforest Industrial Estate, Pontypridd, CF37 5YR, parking is available, there is a train station 10 minutes’ walk away and refreshments will be provided.

Cllr Wilcox will be with us from 5.30pm – 7pm, however, we will be there from 4.30pm for any of you who wish to arrive earlier for informal networking.

Registration link:

<http://www.eventbrite.com/e/being-a-councillor-workshop-presented-by-cllr-debbie-wilcox-leader-newport-council-tickets-27406272900> Noted.

- xxxix Email, 6<sup>th</sup> September, Miss Nicole Jones, Director of Business Development, Groundwork

Signed:.....

21<sup>st</sup> October, 2016

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Wales, invitation to the Clerk to attend a meeting on Monday, 12<sup>th</sup> September, 2016, to update intersected persons and groups on the Lansbury Green Spaces project. The Clerk declined, and refers to Council. Clerk to write to the Officer, Council wishes to be represented and agenda item for the October meeting.

Page  
| 10

- xxxx Letter, 5<sup>th</sup> September, 2016, BT, consultation on public phone box removals. One at Van Terrace, agenda item. Noted.
- xxxxi Letter, 6<sup>th</sup> September, 2016, Miss Catherine Forbes-Thompson, Interim Head of Democratic Services. Consultation, highway owned council car parks. Meeting scheduled by the Task and Finish Group, 27<sup>th</sup> October, 2016, at 10.00am, Ty Penallta, to make representation.
- xxxii Agenda and Papers, 6<sup>th</sup> September, 2016, Caerphilly Town Centre Management Group meeting, 13<sup>th</sup> September, 2016.
- xxxiii Email, 6<sup>th</sup> September, 2016, Invitation to the Clerk to attend a meeting, set-up by Groundwork Wales, discuss the development of the Lansbury Greenspaces Project, - at the Communities First offices, the Stretch, Lansbury Park, Monday Sept 12th at 9am. Miss Nicole Jones, Director of Business Development, Groundwork Wales, stated:

“The purpose of the meeting is to update community members, and key partners with an interest in the physical environment on Lansbury, on the Lansbury Greenspaces project. We also want to discuss ideas for consulting with the wider community on the project proposals.

If you have any suggestions for other community members who may be interested in this meeting, please let me know.( I have invited a small number of community contacts aside from this email list).

I have attached a short brief on the project proposal as background and look forward to meeting you.”

**Project proposals:**

*“Groundwork Wales has applied to the Big Lottery Fund Create Your Space Programme for a grant of approximately £1m to develop the Lansbury Greenspaces project over seven years. The project aims to improve the health and well-being of the local residents on Lansbury Park through the development of estate wide community greenspace amenities. The estate currently has 24 acres of grassed space but has no greenspace amenities except for one small, outdated play area. Working with local community members and the local authority, our proposals will improve the quality of the natural outdoor environment for local people, creating a range of green space amenities that may be enjoyed by everyone. Green spaces will be created on land that is currently underused, benefiting the local community in a number of ways. The health and well-being of local people will be improved through access to food growing spaces, enabling healthier diets and life style choices. The project will support the healthy physical and emotional development of local children through access to natural outdoor play spaces. The proposed biodiversity corridor will support the environmental education and knowledge of local children and adults. The creation of a*

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*communal garden and outdoor performance space will support community cohesion and reduce isolation of local community members.*

*The project will create a much improved and sustainable local environment and will act as a catalyst to engage and develop the capacity of local people to take ownership of their local greenspace projects.*

*Our proposal is successfully through to the second stage of the application process for the Create Your Space fund. We are currently working with the local community and local authority on the development of the project proposals to submit a second stage application (7.12.16 deadline), with a final decision on the application from BLF in March '17." Clerk to write to the Officer, Council wishes to be represented and agenda item for the October meeting.*

- xxxxiv Email, 8<sup>th</sup> September, 2016, Miss Helen Morgan, Senior Committee Services Officer Caerphilly County Borough Council, forwarded, (copy report to Scrutiny Partnership Committee, Well-being. Noted.
- xxxxv Email, 8<sup>th</sup> September, 2016, Miss Helen Morgan, Senior Committee Services Officer Caerphilly County Borough Council, forwarded (copy) PCC presentation, 6<sup>th</sup> September, 2016. Noted.
- xxxxxvi Email, 12<sup>th</sup> September, 2016, CSO Claire Robinson, report and condolences passing of Councillor Brian Jenkins wife. Part of the minute's silence.
- xxxxxvii Email, 12<sup>th</sup> September, 2016, Miss Helen Morgan, Senior Committee Services Officer Caerphilly County Borough Council, forwarded (copy) Pride in Your Place. Noted.
- xxxxxviii Emails, 12<sup>th</sup> September, 2016, CSSIW, on Council's registration. Noted.
- xxxxxiv Email, 13<sup>th</sup> September, 2016, Playworks, costings for site registration with CSSIW and running it for 2017. Noted.
- xxxxx Letter, (no date) Boundary Commission/Wales, proposed Review of Parliamentary Constituencies in Wales. Documents to be printed. Noted.
- xxxxxi Email, 13<sup>th</sup> September, 2016, Acting Head Teacher, Pontlloftyn Primary School, deductions made to salary of Miss Jade Bishop, following Council's reimbursement (£160.00), £18.681 (pre-tax). Noted.
- xxxxxii Email, 15<sup>th</sup> September, 2016, St James School, amended invoice for bench and sign, Memorial Garden. Clerk sorted it back in July.
- xxxxxii Email, 16<sup>th</sup>, September, 2016, St James School, Governors granted permission for 2017 Play-scheme. Letter to follow.

51/116 **Planning.**

No planning since the last meeting.

Signed:.....

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52/16 **Reports and local matters.**

It was reported that the Minor Authority Governor has not attended a meeting of the St James Governing Body and Council will keep it under review.

Page  
| 12

GwernyDomen Conservation Group have raised the match funding and any further grant assistance will be subject to an agenda item when application is received.

53/16 **Clerk’s Report and addendum (appendix 2).**

The Clerk tabled his report however, a number of items have been progressed since the June meeting and the abandoned July meeting.

- A. Proposed bus stop works; near, 49, and 78, Brynau Road, and also, 51, Pen y Cae, Caerphilly. Report, notified, Miss Jane McCann, for and on behalf of Head of Engineering Services, CCBC, Council has no comments to make.  
Noted.
- B. Former Van Terrace Play area land. Clerk to contact Land Authority for Wales regarding registration of the land.  
Clerk reported difficulties and directed to seek the services of a professional conveyancer (budget £200).
- C. Van Partnership AGM and Ordinary Meeting, Monday, 25<sup>th</sup> April, 2016. Report, no meeting in the month of June, 2016.  
Noted.
- D. Grant applications. Reported, at a previous meeting, 20<sup>th</sup> November, 2015, grants were awarded to the following:  
  
St James School, granted £1,000.  
  
No further response to the following:  
  
Email, 4<sup>th</sup> May, 2016, 21.06, Mrs Bethan Jones, Eco coordinator, James School, wrote:  
  
*“Thank you and Van Community Council for your grant of £1000 towards the improvement of the Memorial Garden at St James Primary School.*  
  
*We have ordered a sign naming the garden which is due to be installed tomorrow and some benches for visitors to enjoy the garden which are in the process of being made.*  
*We are also looking into ways of securing the wall.*  
*Once we receive them, I will copy the invoices on to you for your records.*

Signed:.....

**21<sup>st</sup> October, 2016**

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*Again, many thanks."*

St James Primary School Minibus grant application. Considered at the last meeting and noted. Decision communicated to the School and queried.

Mayors Charity Appeal, 2016/17, Councillor Dianne Price.

There was no decision at the last meeting, however, a grant application formed set to the Mayors Assistant. The matter was later queried by a member and in view that members have repeatedly supported past Mayors charity I authorised a donation of £150.00 and my actions are subject to member's confirmation.

Noted.

E. Summer Play-scheme, Registration and the Van Sport and Play Summer Play Scheme, 2016(operate unregistered) and within the exceptional activities parameters and to consider the Ministers response (appendix A).

Play-scheme dates (remain in report for member's information).

Clerk previously advised by Miss Jade Bishop (email, 4<sup>th</sup> July, 2016) that she had been granted unpaid leave of absence (3 days) to attend the MAHPS. Agreed, to ensure her attendance, Council reimburse her for loss of earnings. Clerk checked with Acting Head Teacher, Pontlottyn Primary School, 7<sup>th</sup> and 13<sup>th</sup> September, amount deducted and advised £18.681 (pre-tax). Miss Bishop signed for the amount, "Three days reimburse salary attending the MAHPS course."

Payment of £240 to Pontlottyn Primary School for Supply teacher to cover Miss Jade Bishop's leave of absence.

Confirm the actions of the Clerk:

Payment of £160 to Miss Jade Bishop for loss of earnings attending the MAHPS course.

Payment of £240 to Pontlottyn Primary School for Supply Teacher to cover Miss Jade Bishop's leave of absence, subject to invoice received from the School.

Signed:.....

21<sup>st</sup> October, 2016

**Clerk's advice: Lingfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision (referring to Any Other Business).**

## Week

- |    |                                 |                                 |
|----|---------------------------------|---------------------------------|
| 1. | Monday, 25 <sup>th</sup> July   | Friday, 29 <sup>th</sup> July   |
| 2. | Monday, 1 <sup>st</sup> August  | Friday, 5 <sup>th</sup> August  |
| 3. | Monday, 8 <sup>th</sup> August  | Friday, 12 <sup>th</sup> August |
| 4. | Monday, 15 <sup>th</sup> August | Friday, 19 <sup>th</sup> August |

Clerk, plenary powers to take the Play-scheme forward.

Report, Van Community Council's application for registration of the Summer Play-scheme has been accepted by CSSIW, subject to conditions.

Qualification requirements for Person in Charge of a play-scheme, up to 2018, level three Care Standards, Wales, recognised qualification and level three MAHPS award. Council is sponsoring Jade Bishop as part of future registered play-schemes. To enable Jade Bishop to attend the MAHPS Council will incur:

£160.00 loss of Jade's earnings.

Paying for a Supply Teacher to cover Jade's leave of absence to attend the three days in Swansea.

**Members must be aware that the Registered Responsible Individual has a personal liability in law and the Council has implications under the law.**

**Council must provide training to the RRI so that he can comply with the legal requirements reviewed by CSSIW.**

Moving onto to further requirements for registration.

#### **Questionnaire to assess the suitability of the registered person**

##### ***"The Children and Families (Wales) Measure 2010***

A person must not act as a child minder or provide day care unless the person is suitable to look after children under the age of 12 years. (Regulation 6(1) of the Child Minding and Day Care Regulations (Wales) 2010)

Care and Social Services Inspectorate Wales (CSSIW) must be confident that a person applying for registration understands their role and responsibilities as

Signed:.....

21<sup>st</sup> October, 2016

**Clerk's advice: Lingfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision (referring to Any Other Business).**

a registered person for a day care service. Where the applicant is an organisation this questionnaire should be completed by the nominated responsible individual.

Please complete this questionnaire and submit with parts 1 and 2 of your application form.

Your application will be considered as a whole, and if necessary you may be called for an interview to discuss any issues arising.

To help you complete this questionnaire you should refer to the following regulations:

- The Child Minding and Day Care (Wales) Regulations 2010
- The Child Minding and Day Care (Disqualification) (Wales) Regulations 2010
- The Child Minding and Day Care (Wales) (Amendment) Regulations 2016
- The Child Minding and Day Care (Exceptions) (Wales) Order 2010
- The Child Minding and Day Care Exceptions (Wales) Order 2016.”

The Clerk reproduced the following legislation for members to

Take into consideration on the Clerk’s recommendations at the end of this section of the Report:

**Requirements for the Registered Responsible Individual,**  
le, as reproduced:

*“The Child Minding and Day Care (Wales) Regulations 2010*

**Registered person: general requirements**

9.—(1) *The registered person must, having regard to—*

*(a) the statement of purpose, the number and needs (including any needs arising from disability) of the relevant children, and*

*(b) the need to safeguard and promote their welfare,*

*act as a child minder or provide day care (as the case may be) with sufficient care, competence and skill.*

Signed:.....

21<sup>st</sup> October, 2016

**Clerk’s advice: Lingfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision (referring to Any Other Business).**

(2) Where a person in charge has been appointed, the registered person must ensure that the person in charge fulfils the requirements set out in paragraph (1).

(3) Where a registered person acts as a child minder or is an individual providing day care, the registered person must undertake from time to time such training as is appropriate to ensure that he or she has the experience and skills necessary for acting as a child minder or providing day care, as the case may be.

(4) Where the registered person is an organisation providing day care it must ensure that the responsible individual undertakes such training as is appropriate to ensure that he or she has the skills necessary for providing day care or, where a person in charge has been appointed, for supervising the provision of day care.”

The RRI carries personal responsibility with the Council with implications, therefore there is no protection under the corporate veil and due regard to the following:

**Offences by the Responsible Registered Individual, i.e, as**

**Reproduced:**

“The Child Minding and Day Care (Wales) Regulations 2010, Section 19, refers to offences

“19. A registered person who, without reasonable excuse, contravenes or otherwise fails to comply with the requirements of—

(a) Regulations 15 to 18; and

(b) Parts 3 and 5,

is guilty of an offence and will be liable on summary conviction to a fine not exceeding level 5 on the standard scale.”

If the following is offended then an offence has been made:

**“Statement of purpose**

15.—(1) The registered person must compile in relation to the child minding or provision of day care for which the person is registered, a statement on paper (“the statement of purpose”) which must consist of—

(a) a statement of aims and objectives;

(b) a statement as to the age-range, sex and number of children for whom care is intended to be provided by the registered person and as to the range of needs that the person intends to meet;

(c) a statement as to the facilities and services to be provided or made available to relevant children;

Signed:.....

21<sup>st</sup> October, 2016

Clerk’s advice: Lingfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision (referring to Any Other Business).

Page  
| 16



*(d) a statement as to the activities to be provided and as to the language or languages through which the activities will be provided; and*

*(e) a statement of the terms and conditions upon which care is provided to relevant children when the registered person acts as a child minder or provides day care, as the case may be.*

*(2) Subject to paragraph (3) the registered person must ensure that he or she acts as a child minder or that day care is provided, as the case may be, in a manner which is consistent with the statement of purpose.*

*(3) Nothing in paragraph (2) or in regulation 37 requires or authorises the registered person to contravene or not to comply with—*

*(a) any other provision of these Regulations; or*

*(b) the conditions for the time being in force in relation to the registration of the registered person under Part 2 of the Measure.*

*(4) The registered person must—*

*(a) keep under review, and, where appropriate, revise the statement of purpose; and*

*(b) whenever practicable notify the appropriate office of any such revision at least 28 days before it is to take effect.*

**Review of quality of care**

**16.—***(1) The registered person must make suitable arrangements to establish and maintain a system for monitoring, reviewing and improving the quality of care given to children.*

*(2) The system established under paragraph (1) must make provision for—*

*(a) the quality of care to be reviewed at least annually; and*

*(b) the registered person to obtain the views of—*

*(i) relevant children;*

*(ii) the parents of relevant children;*

*(iii) a local authority arranging for child minding or day care for a relevant child; and*

*(iv) persons employed to look after relevant children,*

*on the quality of care provided, as part of any review undertaken.*

*(3) Following a review of the quality of care, the registered person must within 28 days prepare a report of that review and make a copy of that report*

Signed:.....

**21<sup>st</sup> October, 2016**

**Clerk’s advice: Lingfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision (referring to Any Other Business).**

*available in an appropriate format when requested by–*

- (a) the parents of relevant children;*
- (b) a local authority arranging for child minding or day care for a relevant child;*
- (c) persons employed to look after relevant children; and*
- (d) the Welsh Ministers.*

**Assessment of service**

*17.—(1) The Welsh Ministers may at any time request the registered person to undertake an assessment of the service provided by that person to relevant children.*

*(2) Within 28 days of receiving a request under paragraph (1), the registered person must supply to the appropriate office the assessment in the form required by the Welsh Ministers.*

*(3) The registered person must take reasonable steps to ensure that the assessment is not misleading nor inaccurate.*

**Compliance notification**

*18.—(1) The Welsh Ministers may at any time notify the registered person of the action that in the view of the Welsh Ministers the registered person must take to ensure compliance with Part 2 of the Measure and any regulations made under that Part.*

*(2) The Welsh Ministers may specify the timescale within which the registered person must take the action required under paragraph (1).*

*(3) The registered person must advise the appropriate office of the completion of any action required under paragraph (1). “*

**Recommendations:**

- i The Summer Play-scheme for 2016 will refocus and be called to comply with exceptions, Child Care legislation:  
The Van, New Sports and Play Club
- ii Registration, Friday, 22<sup>nd</sup> July, 2016, 6.00pm at the Van Community Centre.

Signed:.....

**21<sup>st</sup> October, 2016**

**Clerk’s advice: Lingfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision (referring to Any Other Business).**

iii Following expression of interest by Mr Hefin David, AM, to meet council and Fridays are difficult. The Chairman or Vice-Chairman meet with him to discuss issues regarding CSSIW registration.

iv Confirm the actions of the Clerk:

Payment of £160 to Miss Jade Bishop for loss of earnings attending the MAHPS course.

Payment of £240 to Pontllytyn Primary School for Supply Teacher to covers Jades leave of absence.

Pay for the Relief Caretaker, 25<sup>th</sup> July to the 12th August, 2016 (2 hours per day x 15 days = 251.70). Permission was granted to run the Summer Play-scheme in November, 2015.

Recommendations taken forward and actions of the Clerk confirmed.

F. To confirm the Clerk as the Registered Person and Nominated Responsible Individual who will act for Van Community Council in respect of CSSIW registration and its application and with personal responsibility to the law. The Clerk will act to the best of his ability and knowledge and Council will provide training and support so that he is able to comply with the legal responsibility placed upon him. Council insurance policy will need to provide for professional indemnity.

In consideration of the regulations to appoint the Clerk as the Registered Individual with provision for training to meet the Care Standards requirements (future revision of salary scale). Members are aware of their obligations to the RRI.

Matters moved forward since previous report and see Addendum Report.

Signed:.....

21<sup>st</sup> October, 2016

**Clerk's advice: Lingfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision (referring to Any Other Business).**

G. St James School, “opera irk”, requirements for the Summer Play-scheme and now refocused, Van, New Sports and Play Club.

Clerk reported provide the following hard copies of documents to the Head Teacher, St James Primary School (hand delivered), 8<sup>th</sup> July, 2016 together with DBS certificate numbers:

Council insurance documents, 1 <sup>st</sup> June, 2016, 31 <sup>st</sup> May, 2017. Note: Public liability cover, ten million (£10,000,000).
Policy: Positive and Discipline Policy
Policy: Keeping Children from Straying and Uncollected Child.
Policy: Missing Lost Child.
Policy: Medication.
Accident Procedure.
Accident Procedure at St James Primary School.
Disciplinary Policy and Procedures.
Policy: Confidentiality.
Policy: Complaints.
Policy: Equality.
Policy: Equal Opportunities.
Policy/Procedures: Child Protection and Safeguarding.
Site Specific Risk Assessments.
Policy: Face Painting.
Policy: Walking Bus.

Still awaited from the Head Teacher a letter from the Landlord for CSSIW Registration confirming pervious email, dated, the 26<sup>th</sup> November, 2015, from the Bursar Mrs Stacey Jones, however CSSIW picked up the two surnames on the email (Maiden name and married name).

Noted.

H. Communal clear up United Housing area and Porset Brook bank, rear of Dol yr Eos.

Clerk reports on the site meeting, Tuesday, 7th July, 2016, with Mr Mark Snelgrove, Neighbourhood Officer, United Welsh, Clerk, and other representatives of interested agencies.

Findings:

Three bins on the estate responsibility of United Welsh.

Bonfire site between Dol yr Eos and Dol Fran not cleared, action point for Horizon.

Settee, easy chair and bed by garages rear of Pen y Cae, action point for Horizon.

Fly tipping rear of Dol yr Eo, action point for Horizon.

Two Mondeos, central reservation vehicle registration numbers; VN02 XNX,

Signed:.....

21<sup>st</sup> October, 2016

**Clerk’s advice: Lingfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision (referring to Any Other Business).**

and MF53 AVZ, not taxed and on United Welsh land without permission, Clerk to raise with the Police.

Branches off tree near 50-60, Pen y Cae, action point for Horizon.

Next meeting, Tuesday, 26<sup>th</sup> July, 11.00am to meet at Cole Court then down to Cllr Sheila Newbury's home to commence walkabout.

Possibly date for Porset Brook (Van Brook) clean up, Friday, 26<sup>th</sup> August, 2016.

Additional clean-ups will cause increase in tenant's maintenance charge.

Noted.

- H. Town and Community Councils Liaison Committee, 29<sup>th</sup> June, 2016. The Clerk attended with Councillor Eileen Macey, and Mr. Geoff Cuthbert, Police and Crime Commissioner invited to a future meeting of the Community Council Joint Liaison Sub-committee.

Noted.

- I. Annual Return, 2015/16. Completed and forwarded to BDO.

Noted.

- J. Minor Authority representation on the St Helens School Governing Body. The Clerk reported, referred by the Clerk to the Governors to the LEA, however, advised no Service Agreement. Clerk to prepare a notice in consultation with the Head Teacher, St Helens RC School.

Noted.

- K. Police and Crime Commissioner, Mr. Jeff Cuthbert, presentation, 6<sup>th</sup> September, 2016, registration, 6.00pm for 6.15pm. Councillor Eileen Macey attended with the Clerk.

Noted.

**Clerk's Addendum Report – 16<sup>th</sup> September, 2016**

- L. Council meeting, 15<sup>th</sup> July, 2016, aborted (lack of quorum). Report; attendance of Councillors Russell Deacon, Sheila Newbury, and David Hill. The meeting was not quorate and could not proceed, therefore, whilst an informal meeting took place, to receive representations from the Police and a

Signed:.....

**21<sup>st</sup> October, 2016**

**Clerk's advice: Lingfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision (referring to Any Other Business).**

Physical Activity Worker, CCBC, no decisions could be taken. Prior the meeting members, Clerk and his wife, were given a tour of the Caerphilly Miners Centre for the Community and Council made a grant award of £250.00.

Noted.

Page | 22

M. Groundwork Wales, meeting, 12<sup>th</sup> September, 2016, to discuss the development of the Lansbury Greenspaces Project (Lottery application for one million).

Clerk received invitation but advised; Chairman, Vice-chairman, nominated member or Clerk nominated by Council to attend.

The Clerk to contact Groundwork Wales that Council wishes to nominate a representative (Further email, and agenda item for the October meeting).

N. Van, New Sports and Play Club, 25<sup>th</sup> July, to the 19<sup>th</sup> August, 2016.

Report the following:

First day, commercial bins at the rear of the hall full and infested with maggots, this was reported to Public Health and referred to the officer dealing with Educational complaints. No hire agreement was made which was being dealt with by the previous Head Teacher and no agreement was made available to the Clerk.

On a daily basis, 45 children could attend. Attendance, averaged, 20 to 26 per day. Vacancies in the area designated as the highest index of multiple deprivation by Welsh Government. Additional posters advertising the vacancies were put in; Doctors Surgery, Community First Office, Housing Office and shops on the Straight. Relief Caretaker, Mrs Tammy Thomas, provided excellent service for the tree weeks, however, the Caretaker was not available for the fourth week due to illness. The School, was apparently opened by the Deputy Head. Due to the personal circumstances of Miss Jessica Morgan (parents working during the day), Assistant Play-worker, and that there were significant vacancies, it was agreed between the Clerk and Miss Jade Bishop, Person in Charge, to allow Miss Morgan's brother to join the Play Club. This was a one off and letter of appointment must carry the clause; no relatives or friends of staff to join the Play Club.

**Recommendations:**

Reduce staff levels to three for 2017. There was obviously no waiting list.

It was resolved to reduce staff to three for the 2017, Van Sports and Play Club.

O. Machynleth Town

Councillor Russell Deacon advised the Clerk of the following for members

Signed:.....

21<sup>st</sup> October, 2016

**Clerk's advice: Lingfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision (referring to Any Other Business).**

Council audit, review points for members attention ie Town Council collecting money for the April Jones fund (little girl murdered in North Wales) and failure to claim VAT and proper accounting procedures.

attention:

“Money collected by a town council after the murder of April Jones was outside its powers and should not have happened, an audit report has said.

Machynlleth Town Council banked £71,663 of public money before transferring it to April’s - something it did not have the authority to do.

Auditor BDO said money offered by the public should have been refused.

The council said it was holding a meeting on 24 August to discuss the report's recommendations.

Y Plas, where the council is based in Machynlleth, became a hub for the search for April in October 2012, with people wanting to donate money.

The report said: "The council had no power to collect this money or to establish a bank account for its retention, but ultimately they did not intend to collect the money, they were just given it by the public.

"When people came into the office and gave them money they should not have accepted the money."

The report also drew attention to "failures in governance arrangements and inadequacies in financial management and internal control" at the council.

It found the council failed to complete its annual accounting statements and submit its annual return on time for each of the past six years.

It said the former clerk's "failure to maintain proper records" resulted in the loss of £5,073 when VAT was not reclaimed - 2% of the council's total annual budget.

The report said the new clerk had "worked to improve internal controls and bring the accounts up to date".

**The report recommended the council:**

Maintain adequate accounting records for all income and expenditure

*Update accounting records to ensure regular reclaims of VAT are made*

Ensure its budget is approved before the start of the financial year and monitored regularly

Ensure adequate supervision of the clerk

Ensure, before any actions are taken, the council has the powers, be it incurring costs or opening bank accounts."

Noted.

P. Meeting, PCC, Mr Jeff Cuthbert, 6<sup>th</sup> September, 2016, to “discuss joined up working and your local policing service.”

Two questions from Councillor Russell Deacon, Vice Chairman (copy to member):  
"For the 101 line - response time can be up to 40 minutes. Does he have plans to reduce this to an acceptable one minute?  
When you report a crime often the police do not come back to you to say if it had been dealt with or actioned. Can he remedy this. I have a number of

Signed:.....

21<sup>st</sup> October, 2016

**Clerk’s advice: Lingfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision (referring to Any Other Business).**

personal examples in this respect.

I think both of these points undermine the public's faith in the police to tackle crime effectively."

Questions from the Clerk:

"Transfer of vehicle tax from police to DVLA but they do not respond online submissions, Dol yr Eos, Mornington Meadows.

What is the policy and action against police officers who use police vehicles for private business?"

Only opportunity of raising the question on 101 and moving to a one minute response time, PCC, working towards a 20 minute response time. PCC reaffirmed the Police Precept will increase to meet the short fall from the Home Office and defended the decision by reference to North Wales Police Constabularies how are fifty-fifty ( Home Office grant and Precept).

Noted.

- Q. Soup and Carols, 2016. Clerk suggests, Friday, 25<sup>th</sup> November, 2016, at 6.00pm. Venue, Van Community Centre.

It was resolved to progress the recommendation.

- R. Response from CSSIW, registration, with extensive review points (not good) (Appendix A).

The reply from CSSIW indicates a difficult route towards full registration for the Summer Play-scheme and allocation of time to upgrade and qualify in Child Care.

The bottom line, up to twenty-five children attended on average and CSSIW stipulate thirty children due to the number of toilets at St James School (that could be lower, one toilet has been changed into a committee room). Council would have to negotiate with the School for access to more toilets.

There are four issues:

Council would wish to provide for a Summer Play-scheme so that disadvantaged children will have a break during the Summer holidays; trips, sport and activities.

Providing training for the PIC, will again be a significant amount of additional work.

In 2015/16, the Clerk clocked up over one hundred free hours over and above his contractual hours.

At this level, it is a moving and changing environment with Welsh Government and CSSIW in control.

The amount of additional work involved in producing care plans, managing the Person in Charge and the Play-scheme will be considerable.

Additional costs, insurance for RRI indemnity insurance.

Contacted Play works and they have quoted for the work:

"Having looked through the letter you have received from CSSIW we believe it would be easier to submit a new application with Play works being the registered provider and taking on all legal responsibility and play scheme management.

Signed:.....

21<sup>st</sup> October, 2016

**Clerk's advice: Lingfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision (referring to Any Other Business).**



We would need to charge £1000 to go through the process of registering the site and then £350 per week for running the play scheme. Should you wish to run more than 4 weeks we can offer a lower rate per week of £250 per additional week.

We would then invoice for all wages costs and associated running costs e.g. Activity costs, DBS checks, insurance etc.”

**Recommendation:**

Commission Play works:

Submit new application to CSSIW.

Run the Summer Play-scheme.

A discussion ensued and it was noted that the Clerk progressed the Van, News Sports and Play Club under difficult circumstances and worked tirelessly to progress CSSIW registration.

A vote of thanks was moved and seconded on the efforts afforded by the Clerk in taking forward the Van, New Sports and Play Club, however, with a changing environment in child care and ever increasing legal demands it was resolved to cancel registration and proceed in 2017 with a Sports/Play Club under the legal exceptions.

54/16 **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-M13).

A.	100190	Van Community Centre, hire charges for council meetings; April 15 <sup>th</sup> , May, 20 <sup>th</sup> and June 17 <sup>th</sup> (started from the April meeting).	<b>54.00</b>
B.	100191	Caerphilly Miners Care for the Community, grant.	<b>250.00</b>
C.	100192	Caerphilly Town Council, grant for the 2016 Firework Display, 2016.	<b>250.00</b>
D.	100193	Mayors Charity Appeal, 2016/17	<b>150.00</b>
E.	100194	To reimburse Miss Jade Bishop for loss of earnings from her post at the Pontlloftyn Primary School, resulting from leave of absence, without pay, to attend the Managing a Holiday Play-scheme course (MAHPS).	<b>160.00</b>
F.	100195	Miss Jade Bishop, the Van, New Sports and Play Club Person in Charge,	<b>45.00</b>

Signed:.....

**21<sup>st</sup> October, 2016**

**Clerk's advice: Lingfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision (referring to Any Other Business).**

		attending three sessions of the Managing a Holiday Play-scheme course at Swansea (£15/day).		
G.	100196	John Dilworth, Clerk's net salary (less deductions), 2016/17, month 4.		<b>569.17</b>
H.	100197	John Dilworth, expenses.		
		Postage		6.54
		Photocopying		56.92
		Ink jet cartridges		24.99
		Stationary		7.74
		Post Office Phone Card(2)		20.00
		Mileage (see breakdown)		127.08
		Refreshment/meetings, Summer Play staff in Bargoed (convenient location).		4.20

Journeys/breakdown:					
1.	11 <sup>th</sup> June, 2016	Travelled, Trustmark, Talbot Green, and return, photocopying.	1.11		
2.	13 <sup>th</sup> June, 2016	Travelled to Van and return, delivered agenda and papers (26 miles).	11.70		
3.	14 <sup>th</sup> June, 2016	Travelled to Van and return, site meeting with Mr Mark Snelgrove, United Housing and Cllr. S. Newbury, litter at Dol yr Eos and return (26 miles).	11.70		
4.	15 <sup>th</sup> June, 2016	Travelled to Van and return, meeting with Claire/Sally, CSSIW application, St James ICC and return (26 miles).	11.70		
5.	17 <sup>th</sup> June, 2016	Trustmark, Talbot Green, and return, photocopying.	1.11		
6.	17 <sup>th</sup> June, 2016	Travelled to Van and return, Council meeting (26 miles).	11.70		
7.	20 <sup>th</sup> June, 2016	Travelled to Welsh Government Offices at Merthyr and return CSSIW registration submission(42 miles)	18.90		
8.	20 <sup>th</sup> June, 2016	Travelled to Van and return, meeting with Miss S. Mutch, St James ICC (26 miles).	11.70		
9.	21 <sup>st</sup> June, 2016	Travelled to Bargoed, meeting Miss Jessica Morgan, for ID check for DBS application (44 miles).	19.80		
10.	28 <sup>th</sup> June, 2016	Travelled, Trustmark, Talbot Green, and return, photocopying.	1.11		
11.	29 <sup>th</sup> June, 2016	Travelled to Ty Penallta, and return, T&CCLC meeting (33 miles).	14.85		
12.	7 <sup>th</sup> July, 2016	Travelled to Van and return, site meeting, Dol yr Eos, United Housing.	11.70		
		<b>Total claimed.</b>			<b>247.47</b>

Signed:.....

21<sup>st</sup> October, 2016

**Clerk's advice: Lingfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision (referring to Any Other Business).**

I	100198	John Dilworth, reimburse for the Van, NEW Sports and Play Club, ice skating at the Ice Arena Wales, Cardiff Bay.	<b>216.00</b>
J	100199	John Dilworth, reimburse deposit for the Van, NEW Sports and Play Club, tenpin bowling at Nantgarw.	<b>50.00</b>
K	100200	John Dilworth, reimburse, miscellaneous consumables, Van, New Sports and Play Club, i.e. plates, gloves, cleaning fluid etc.	<b>42.34</b>
L	100201	John Dilworth, reimburse, consumables, Van, New Sports and Play Club, i.e. Canned drinks, sweets etc.	<b>67.16</b>
M	100202	John Dilworth, reimburse, craft/art resources, Van, New Sports and Play Club.	<b>66.19</b>
N	100203	Caerphilly C. B. C., DBS checks Lowri George and Jade Bishop.	<b>128.00</b>
O	100204	Craft Wales Ltd, grant to St James School (£1,000 with flexibility over that figure) upgrading the W1 Memorial Garden.	<b>750.00</b>
P	100205	Post Office Ltd, tax for months 1, 2, and 3.	<b>413.82</b>
Q	100206	John Dilworth, reimburse, 8 slabs of canned drinks (8 X 24), Van, New Sports and Play Club.	<b>46.10</b>
R	100207	John Dilworth, reimburse, 45 Tee Shirts (two sizes), Van, New Sports and Play Club	<b>70.40</b>
S	100208	John Dilworth, reimburse, fabric paint, Van, New Sports and Play Club	<b>13.99</b>
T	100209	John Dilworth, reimburse, entrance fees, Noah Ark Zoo Farm, Van, New Sports and Play Club.	<b>241.50</b>
U	100210	John Dilworth, reimburse, miscellaneous resources, Van, New Sports and Play Club.	<b>30.38</b>

V	100211	John Dilworth, Clerk's net salary (less deductions), 2016/17, month 5.	<b>552.88</b>
W	100212	John Dilworth, expenses.	
		Postage	30.54
		Photocopying	36.50

Signed:.....

21<sup>st</sup> October, 2016

**Clerk's advice: Lingfield Parish Council v Wright (1918), item not the agenda.  
Council may discuss but may not make a decision (referring to Any Other Business).**

		Ink jet cartridges/stationary		54.50
		Post Office Phone Card		10.00
		Mileage (see breakdown)		144.63
		Poncho		4.00

Journeys/breakdown:			
1.	7 <sup>th</sup> July, 2016	Travelled (evening) to Van and return, presentation of award to Miss A. Marie-Bridgeman (26 miles).	11.70
2.	8 <sup>th</sup> July, 2016	Travelled to Van and return, meeting, Claire, CCBC Early Years.	11.70
3.	9 <sup>th</sup> July, 2016	Travelled to Trustmark, Talbot Green, copying.	1.11
4.	11 <sup>th</sup> July, 2016	Travelled to Van and return, delivered agenda and papers 26 miles.	11.70
5.	15 <sup>th</sup> July, 2016	Travelled to Trustmark, Talbot Green, copying.	1.11
6.	15 <sup>th</sup> July, 2016	Travelled to Van and return, council meeting (26 miles).	11.70
7.	18 <sup>th</sup> July, 2016	Travelled to Cardiff Bay, Nantgarw and return (30 miles).	13.50
8.	19 <sup>th</sup> July, 2016	Travelled to Van and return, purchased resources from Macro and delivered to St James School (26 miles)	11.70
9.	22 <sup>nd</sup> July, 2016	Travelled to Van and return, registration Van N Play S C (26 miles).	11.70
10.	23 <sup>rd</sup> July, 2016	Travelled to Boots, Talbot Green, and purchased replacement first aid kit.	1.11
11.	25 <sup>th</sup> July, 2016	Travelled to Van and return, registration Van N Play S C (26 miles).	11.70
12.	28 <sup>th</sup> , July, 2016	Travelled to Van and return, purchased 8 slabs, canned drinks from Macro and delivered to St James School (26 miles)	11.70
13.	29 <sup>th</sup> July, 2016	Travelled to Van and return, volunteer on trip to Noah's Ark Zoo Farm (26 miles).	11.70
14.	3 <sup>rd</sup> August, 2016	Travelled to Morgan Jones, Caerphilly, and return, Family Playday (24 miles).	10.80
15.	4 <sup>th</sup> August, 2016	Travelled to Van and return, carry repairs to the Porset noticeboard (parts provided by supplier) and return (26 miles)	11.70
		<b>Total claimed.</b>	

X	100213	Castell Coaches, coach hire for the Van, New Sports and play Club.		<b>1,230.00</b>
Y	100214	Miss Jade Bishop, salary, less tax and NI, (includes £15 for attendance at Registration Evening) four weeks, Van, New Sports and Play Club.		<b>972.06</b>

Signed:.....

21<sup>st</sup> October, 2016

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Z	100215	Miss Jess Morgan, salary, less tax and NI, (includes £15 attendance at Registration evening) four weeks, Van, New Sports and Play Club.	<b>825.34</b>
A1	100216	Miss Lowri George, salary, less tax and NI, four weeks, Van, New Sports and Play Club.	<b>810.34</b>
B2	100217	Mr Geraint Roberts, salary, less tax and NI, four weeks, (includes £15 attendance at Registration evening) Van, New Sports and Play Club.	<b>825.34</b>
C3	100218	John Dilworth, reimburse, entrance fees, Cardiff Jump, Van, New Sports and Play Club.	<b>96.00</b>
D4	100219	Councillor Eileen Macey, Chairman, Chairman's Allowance for 2016/17, as per the budget.	<b>400.00</b>
E5	100220	John Dilworth, Clerk, half of the Office Accommodation Allowance, as per the budget, 2016/17 at £600.00 (use of the Clerk's home as the office of the Council).	<b>300.00</b>
F6	100221	John Dilworth, Clerk, reimburse, card payment for three 160ml syringes for craft work, The Van, New Sports and Play Club.	<b>15.89</b>
G7	100222	John Dilworth, Clerk, reimburse, card payment for entry fees to the Tenpin Bowling, Nantgarw, The Van, New Sports and Play Club.	<b>115.00</b>
H8	100223	John Dilworth, Clerk, reimburse, card payment for entry fees to the Show Case Cinema, Nantgarw, The Van, New Sports and Play Club.	<b>206.00</b>
I9	100224	John Dilworth, Clerk, reimburse, cash payment for the Knightmoves Discos & Karaoke, The Van, New Sports and Play Club.	<b>130.00</b>

J10	100225	John Dilworth, Clerk's net salary (less deductions), 2016/17, month 6.	<b>552.88</b>
K11	100226	John Dilworth, expenses.	<b>171.90</b>
		Postage	13.70

Signed:.....

21<sup>st</sup> October, 2016

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		Photocopying	7.71	
		Ink jet cartridges/stationary	45.99	
		Post Office Phone Card	10.00	
		Mileage (see breakdown)	94.50	

**Journeys/breakdown:**

1.	8 <sup>th</sup> August, 2016	Travelled to Van and return, volunteer on trip to Big Pit (26 miles)	11.70	
2.	12 <sup>th</sup> August, 2016	Travelled to Cardiff Bay, Ice Arena Wales, and return (30 miles).	13.50	
3.	15 <sup>th</sup> August, 2016	Travelled to Van, onto Cardiff Jump and return (30 miles).	13.50	
4.	16 <sup>th</sup> August, 2016	Travelled to Van and return, site meeting, Dol yr Eos, United Housing.	11.70	
5.	17 <sup>th</sup> August, 2016	Travelled to Nantgarw, Bowls and Cinema, and return (22 miles).	9.90	
6.	19 <sup>th</sup> August, 2016	Travelled to Van and return, pay staff and collected resources.	11.70	
7.	26 <sup>th</sup> August, 2016	Travelled to Van and return, River Clean-up/Porset Brook, rear, Dol yr Eos, United Housing.	11.70	
8.	1 <sup>st</sup> September, 2016	Travelled to Castell Coaches, Treceenydd, and return (24 miles).	10.80	

L <sub>12</sub>	100227	Post Office Ltd, tax for months 4, 5, and 6. Amount higher, includes Tax/NI for the Play Club staff and Clerk. Payable on the 5 <sup>th</sup> October, 2016.	<b>1,803.63</b>
M <sub>13</sub>	100228	Pontlottyn Primary School, cost of three days covers to allow Miss Jade Bishop to attend the Managing a Holiday Play-scheme (MAHPS). Council has also reimbursed Miss Bishop for loss of the three days earnings and confirmation of the deductions have been requested from the Acting Head Teacher, Mrs Ceri Evans.	<b>246.00</b>
N <sub>14</sub>	100229	Creazione Dance Company Ltd., Van, New Sports and Play Club, activates. Additional creditor to published list.	<b>180.00</b>

ii. **Accounts, 2016/17 (appendix 4a, 4b, and 4c) and review budget headings.**

Signed:.....

**21<sup>st</sup> October, 2016**

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It was resolved to approve the accounts.

iii. Grant applications:

**Home-start Caerphilly C B (Appendix 5)**

It was resolved to grant £100.00 (amount requested) having considered the grant request. Council considered that it is in the interests of, and will bring direct benefit to, their area. There being no other powers to incur this expenditure the Council approved the request under the Local Government Act, 1972, Section 137.

Council be included in any promotional literature.

Mayor’s charity, pledge of £150 made and to confirm (Appendix 6).

It was resolved to confirm the actions of the Clerk and a grant of £150.00.

iiii. To reimburse Miss Jade Bishop the sum of £160.00 for loss of earnings for her attendance of three sessions of the Managing a Holiday Play-scheme as part of the qualifications required for the Councils Summer Play-scheme Registration.

Payment of £240 to Pontllytyn Primary School for Supply Teacher to cover Miss Jade Bishop’s leave of absence, subject to invoice received from the School.

It was resolved to confirm the actions of the Clerk and the payments made to ensure that the Van, New Sports and Play Club went ahead.

**55/16 | Good youth and citizens awards (remain as an agenda item).**

**No nominations.**

Suspend standing orders for fifteen minutes.

**56/16 Play Area, Van Terrace.**

The Clerk to seek the services of a Conveyancer to establish if the former land transferred to Rhymney Valley District Council and then Caerphilly County Borough Council for one pound is registered with the Land Registry Wales and a budget of £200.00 was set.

**57/16 Van Community Centre garden project.**

Clerk to contact the allotment holders.

**58/16 Minor Authority vacancy, St Helens RC School Governing Body.**

Clerk reported, spoken to the Governors Support Unit, the St Helens School, the School manages the Governors appointments they took out the Governors training element of the Service agreement.

**Signed:.....**

**21<sup>st</sup> October, 2016**

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The Governors Support unit hold the data on the period of office served by Councillor Deacon, started the 19<sup>th</sup> January, 2012 and finished on the 20<sup>th</sup> January, 2016.

Clerk in consultation with Councillor Russell Deacon and Head Teacher to prepare notice advertising the vacancy.

Page  
| 32 59/16

**Removal of the public phone, Van Terrace, and whether adoption.**

Following consideration of the matter it was resolved to note.

60/16 **Items for the next agenda.**

**Easter event and bonnet competition – free chocolate eggs for the children**

**Meeting closed at 8.30pm.**

Signed:.....

**21<sup>st</sup> October, 2016**

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