

VAN COMMUNITY COUNCIL CYNGOR CYMUNED Y FAN

Chairman Councillor Maria Hall, Clerk/R.F.O. John Dilworth
Vice-Chairman Councillor Eileen Macey.

Minutes,
Annual General Meeting,
Friday, 20th May, 2016,
Van Community Centre.

| | | |
|----------------|------------------------------|--|
| Present: | Councillors | David Hill, Gwyn Nicholls, Pam Nelder, Sheila Newbury, Eileen Macey. |
| In attendance: | Clerk/R.F.O. Gwent Police | John Dilworth. CSO Jon Spokes. |

In the absence of the Chairman, the Clerk opened the meeting and progressed, items 1, 2, 3, and 5 (Clerk did not act as Chairman).

1. **Apologies for absence.**

There were apologies received from the following Council member's: Councillors Barbara Jones, Fay Gay, Maria Hall, Russell Deacon, and Brian Jenkins (dispensation).

2. **Declarations of Interest.**

Councillor Macey declared an interest, item 5, and left the room.

3. **Appointment of Chairman and to sign the Declaration of Acceptance of the Office of Chairman.**

Nominations for Chairman were opened and Councillor Eileen Macey was proposed and seconded. There being no further nominations Councillor Macey was elected Chairman for the ensuing year and signed the declaration of acceptance of office (Chairman).

Councillor Macey progressed to the Chair.

4. **Appointment of Vice-Chairman, declaration not required.**

Nominations for Vice-Chairman were opened and Councillor Russel Deacon was proposed and seconded. There being no further nominations Councillor Deacon was elected Vice-Chairman for the ensuing year (declaration is not required for Vice-Chairman). The Clerk to contact the member to advise him of the decision.

Signed:.....

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Note: It is in order to elect the Vice-chairman in his absence since a declaration of acceptance of office is not required for the Vice-Chairman..

5. **To consider the Chairman's Allowance, 2016/17 (Chairman to vacate Chair during this item of business, and the Vice-Chairman to progress to the Chair for this item only).**

The Chairman declared a personal interest and left the room and the Clerk took the item.

It was **resolved** that the allowance is set at £400 in line with the budget, 2015/16, payable upon the Chairman's request (£400 budgeted for, 2016/17).

The Chairman returned to the Chair.

6. **Appointment of Leader and Deputy Leader.**

Nominations for Leader were opened and Councillor Gwyn Nicholls was proposed and seconded. There being no further nominations Councillor Nicholls was elected Leader for the ensuing year, however, it was resolved, also, not to receive nominations for Deputy Leader.

7. **To reaffirm the minutes of the Annual General Meeting, 15th May, 2015 (appendix 1)**

The minutes (appendix 1) of the previous A.G.M. were reaffirmed.

8. **Representatives to Governing Bodies (St. James and St. Helens).**

It was noted, Council's representatives are as follows:

St James – Councillor Brian Jenkins – ends, 22nd October, 2019.

St Helens RC School – Councillor Russell Deacon – ends, 16th January, 2016 (period of office, expired and Clerk to clarify with the Clerk to the Governors)

9. **To rescind the Council's Standing Orders and to adopt Standing Orders, no change in standing orders since the last AGM (no point in wasting paper).**

It was **resolved** to rescind Standing orders and to adopt them for the ensuing year.

10. **To approve the Council's Financial Regulations (appendix 2), and Financial and Operational Risk Assessment (appendix 3).**

It was **resolved** to approve the Financial Regulations and Operational Risk Assessment for the ensuing year.

11. **To decide upon bank signatories. Current signatories, Councillors Eileen Macey, Sheila Newbury, Maria Hall, and the Clerk (administration only).**

It was **resolved** that, the signatories to the two HSBC accounts (current and savings accounts) are: Councillors Eileen Macy, Sheila Newbury and Maria Hall with the Clerk (administration only).

Signed:.....

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12. **To appoint Members to the following Committee: Summer Play-scheme Committee and or to set-up any further committees, i.e. Employment Committee.**

It was resolved to defer.

13. **To consider, there be no meeting in August 2016, and December, 2016, and Plenary powers be given to the Chairman and Vice-Chairman in consultation with the Clerk (includes payment of creditors).**

It was **resolved** that, there be no meetings in the months of August and December. Plenary powers are granted to the Chairman and Vice-Chairman, in consultation with the Clerk (including payment of creditors).

14. **To appoint delegates to the following.**

It was resolved to make the following appointments:

| | |
|---|---|
| C.C.B.C. Community Councils Liaison Sub-committee | Councillor Eileen Macey, |
| C.C.B.C. Town and Community Councils Liaison Committee. | Councillor Eileen Macey and Councillor David Hill, |
| Van Communities Partnership. | Councillor Gwyn Nicholls, |
| Caerphilly Town Centre Management Group. | Councillor Russell Deacon and Maria Hall, |
| Caerphilly Town Council Firework Committee | Councillor Eileen Macey. |

With the conclusion of the AGM to proceed to the agenda of the Ordinary meeting.

Signed:.....

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VAN COMMUNITY COUNCIL CYNGOR CYMUNED Y FAN

Chairman
Vice-Chairman

Councillor Eileen Macey,
Councillor Russell Deacon.

Clerk/R.F.O.

John Dilworth

Minutes,
Full Council Meeting,
Friday, 20th May, 2016,
Van Community Centre.

| | | |
|----------------|----------------------------------|--|
| Present: | Councillors | David Hill, Gwyn Nicholls, Pam Nelder, Sheila Newbury, Eileen Macey. |
| | | |
| In attendance: | Clerk/R.F.O. Gwent Police | John Dilworth. CSO Jon Spokes. |
| | Gwern y Domen Conservation Group | Mrs Jayne Garland |

Public, any issues, and limited to ten minutes.

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

"Many local councils set aside a period when the public can ask questions or even make statements.

This is an excellent practice as long as the period is defined, and is clearly understood that the public must not take part at any other time."

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

No members of the public present.

15/16 **Apologies for absence.**

There were apologies received from the following Council member's: Councillors Barbara Jones, Fay Gay, Maria Hall, Russell Deacon, and Brian Jenkins (dispensation).

16/16 **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).

The Clerk declared an interest (minute 26/16 viii) Clerk's Gratuity.

Signed:.....

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17/16 **Police matters (C.S.O. Claire Robinson).**

The Clerk circulated a copy of the Police Report received that afternoon, i.e. as reproduced:

“Van Council Police Update – 20/05/2016

32 CRIMES logged between 15/04/2016 – 19/05/2016 for the St James Ward

| | | |
|---------------------------|---------------------------|---------|
| 8 criminal damage / arson | 3 burglary - dwelling | 1 theft |
| 5 vehicle crime | 2 burglary – non-dwelling | |
| 5 violence without injury | 2 public order offences | |
| 4 violence with injury | 2 drug offences | |

For the same period last year - 38

16 ASB INCIDENTS recorded between 15/04/2016 and 19/05/2016 for the St James Ward

For the same period last year - 27

Incidents of note / other

Velothon – Sun 22nd of May. Road closures will be in place. Reminding residents to be mindful.

We've now had confirmation from the Police Mutual fund that we've been successful in our bid for the Intergeneration Club. They couldn't offer us the full requested amount, however they've been able to give us £300.

This won't be sufficient to fund the Christmas meal though unfortunately.

We would like to put in a bid with the community council to fund the remaining amount. Please could the clerk provide a request form to be completed by CSO Robinson.

Ongoing monitoring of the parking situation in Gwaun Newydd, and children are being spoken to about a couple of incidents of egg throwing in the Gwaun Newydd / Clos Guto area.”

The Chairman welcomed CSO 23 Jonathan Spokes to the meeting, and invited him to address the Council.

Councillor Sheila Newbury raised the matter of two youths on a motorbike without crash helmets and number plate towards Lansbury Park Estate, and this would be looked into.

Parking situation in Gwyn Newydd, highway problem.

New Inspector for Caerphilly South, Andy O'Keefe, awaiting official confirmation regarding replacement Sergeant.

Signed:.....

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The Clerk tabled a response (personal capacity) from Asda Supermarket to their vehicle parked at the St James and St James ICC entrance passed to CSO Claire Robinson.

The Chairman thanked CSO Spokes who left the meeting.

18/16 **To receive representatives from the Gwern y Domen Conservation group.**

The Chairman welcomed Mrs Jayne Garland, Gwern y Domen Conservation group to the meeting.

Mrs Garland pointed out:

The Planning Authority, Caerphilly C. B. C., are using forty year old planning procedures.

Gwern y Domen Conservation Group have sponsored an Ecology Report, privately funded at £2,000 and they are now saving to fund the legal advice and representation before the Welsh Government Planning Inspector.

Overwhelmed by public support.

Councillor Gwyn Nicolls responded to a point made that the application to extend the settlement boundary was “pushed through”, if it hadn’t been approved it would have gone through, Welsh Government would have approved the changes to the settlement boundary.

The Planning Authority carried out an assessment of the Borough and came up with five options and chose the less favorable option number five instead of option three. She pointed out that rather than progressing the less favourable option they should have developed a more favourable option.

She then moved onto the inflated number of projected houses in the LDP at 12,400. In actual terms it should be around 6,000 to address the increased population and housing needs. The projection of 12,400 is a massive increase and has been challenged by the group.

In closing, Councilors relied upon the officers advice which was not subject to scrutiny and the changes to the LDP should be called in by Welsh Government.

Mrs Garland left the meeting.

A discussion ensued on match funding for Gwern y Domen Conservation group (see minute 119 iii):

Council would review Gwern y Domen Conservation Group funding amount to match funding if they fall short of the £1,500 upon their notification to Council.

19/16 **To approve the minutes of the Council Meeting, 15th April, 2016, (appendix 4.)**

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

Signed:.....

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20/16 **Matters arising.**

No matters were raised.

21/16 **Correspondence.**

The Clerk distributed a list of correspondence received since the last meeting.

- i Letter. April, 2016, Pension Regulator: staging date, 1st May, 2017. Council registered and contact person, the Clerk.
- ii Email, 26th April, 2016, Miss Jo Kiernan, Special Adviser, First Minister, Welsh Government, wrote:

"As I mentioned in my previous email, this was a visit by the Welsh Labour Leader, and the fact that the BBC re-used a quote from the Welsh government press office, which had been given to them some time earlier for a BBC documentary which aired before his visit, does not change that fact"
- iii Email, 5th May, 2016, Came and Company Ltd., insurance quote and three year agreement. Member's decision, item 11. Vio on the agenda.
- iv Emails, 25th April, and 9th May, 2016, Mr Kristian Harding, Chairman, School Governors, St James Primary School, wrote: "I cannot see the relevance of this award to the school governing body meeting at St James....if presentation to take place then this should happen at an alternative time and or place and not be linked to this meeting in any way.

Further, 9th May, wrote:

"I sent the email below to Irene on the 25th April to confirm that I did not think it suitable. I will copy John (the Clerk) into this email."

- v Email, 11th May, 2016, Mr David Thomas, Admin Assistant, Parks Services, Caerphilly County Borough Council, wrote:

"BANDS IN THE PARK CONCERT PROGRAMME 2016

Caerphilly Parks Services are again looking to propose a number of Bands in the Parks Concerts within the County Borough.

As in past years, we would be seeking financial support from your Community/Town Council to enable these concerts to take place in this summer as a joint event.

We have yet to confirm which bands are available for what specific dates, however, as per previous years we would look to stage the events on a Sunday afternoon from the end of June, until the end of August. The cost this year would be £280.83 per event for your council. Once the bands details and availability are established and your council agreement is confirmed, I will make arrangements to make a bid for our contribution from the councils community events fund, in order to complete the procedure and the

Signed:.....

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advertised.

As per previous years, we will advertise your sponsored event via the County Councils channels, libraries and sports centres. Posters will also be sent to all County Council Members within your boundary and we will send you a batch of coloured posters for circulation by your own members in local shops and businesses.

Please will you agenda this matter at the next available Council meeting and confirm whether or not your Council is prepared to part sponsor a concert event.

*Due to time constraints of our bands and printing arrangements, I would be grateful if you could confirm your council's decision to me by no later than **Tuesday 31st May 2016.***

- vi Email, 17th May, 2016, Miss Helen Morgan, Senior Committee Clerk passed on the information from Mrs Gail Williams, Monitoring Officer/Principal Solicitor Caerphilly County Borough Council, who wrote:

“Parish & Community Councils

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Provision of council services

Reasons/purposes for processing information

We process personal information to enable us to carry out our statutory duties. We also process personal information to promote our services; undertake fundraising; maintain our accounts and records; manage and support our employees.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- *personal details*
- *family details*
- *lifestyle and social circumstances*
- *education and employment details*
- *financial details*
- *goods and services*

We also process sensitive classes of information that may include:

Signed:.....

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physical or mental health details; racial or ethnic origin.

VAN COMMUNITY COUNCIL AGM MINUTES 20TH MAY, 2016

Who the information is processed about

We process personal information about:

- *employees*
- *suppliers*
- *complainants, enquirers*
- *business contacts*
- *professional advisers and consultants*
- *residents of the parish*
- *elected representatives and holders of public office*
- *members of the parish council*

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- *educators and examining bodies*
- *suppliers and service providers*
- *persons making an enquiry or complaint*
- *local government*
- *press and the media*
- *family, associates and representatives of the person whose personal data we are processing*
- *current, past and prospective employers*
- *financial organisations*

Transferring information overseas

We do not transfer any personal information outside the European Economic Area (EEA)

Town Council

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Town Council

Signed:.....

17th June, 2016

Reasons/purposes for processing information

We process personal information to enable us to provide local services in accordance with our statutory powers and duties, to promote campaigns, public relations and fundraising, conduct research and to support and
VAN COMMUNITY COUNCIL AGM MINUTES 20TH MAY, 2016

manage our staff.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- *personal details*
 - *family details*
 - *lifestyle and social circumstances*
 - *financial details*
 - *employment*
 - *education and training details*
 - *information regarding goods or services provided*
- We also process sensitive classes of information that may include physical or mental health or condition and racial or ethnic origin.*

Who the information is processed about

We process personal information about:

- *employees*
- *elected representatives, other holders of public office and members of the town council*
- *residents of the town*
- *complainants and enquirers*
- *suppliers*
- *advisers, consultants and other professional experts*
- *business or other contacts, agents and contractors.*

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- *the residents of the town*
- *employees*
- *family, associates and representatives of the person whose personal data we are processing*
- *current, past or prospective employers*
- *suppliers, providers of goods or services*
- *education, training establishments and examining bodies*
- *financial organisations and advisers*

Signed:.....

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- *persons making an enquiry or complaint*
- *the media*
- *local government*

Transferring information overseas

We do not transfer any personal information outside the European
 VAN COMMUNITY COUNCIL AGM MINUTES 20TH MAY, 2016

Economic Area (EEA). ”

- vii** Email, 9th May, 2016, Miss Amy Evans, Regional Support Officer, CSSIW, Welsh Government, wrote:

“I hope you may see this before attending at midday today. Please see the below answer to the question asked.

”The summer play scheme can be run for 5 days (not 6 days) without registration. This is within any 12 month period and includes any age group including 8 to 12 years”

Should you have any further questions please note that these may need to be run by an inspector and that I may not be able to answer them at the appointment today.”

- viii** Email, 9th May, 2016, Tutorcare Training, in response to Clerk’s inquiries over Paediatric First Aid training for Miss Jade Bishop, Person in Charge, Summer Play-scheme, writes:

“Ref:- TCQ95700...Attached is the quotation for your requested training/products. Due to the competitive pricing of our training, this quote is valid for the next 14 days.

Tutorcare prides itself on being able to provide the training you require when and where you want it. With this in mind please feel free to call me any time on free phone 0808 115 5498.”

The Clerk confirmed and paid through his Credit Card and the training scheduled for Saturday 21st May and the 28th May, 2016.

- ix** Email, 19th May, 2016, Miss Gillian Wilde, FE/HE Programme Leader, YMCA Community College, wrote:

“I am sorry you are frustrated by the process of ensuring your Playwork team are meeting the CSSIW requirements. I am a little confused with your email. Firstly I am not sure I quoted a cost to you? Also not aware that I provided dates of when a course will be available so not sure of the 11th June?

The process with the College is that

· Individuals apply for a course by completing the attached application form and sending back to us.

· We assess if the applicant meets the criteria, we then either offer a place on an upcoming course or put them on the waiting list.

Signed:.....

17th June, 2016

Individual cost for each applicant completing the MAHPS is £173. I have attached the Playwork course costings for your information. Also to share at your council meeting.

As for location – we are usually able to deliver in a community near you (possibly your community centre). I am not sure where you are located please confirm and I may be able to help.

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We usually only run a course with a minimum of 12 learners. However, if we have a number such as your 4 we will plan a course and advertise to recruit additional learners.

Please come back to me if you require further support or advice after you council meeting on the 20th.”

The Clerk replied:

“Thank you for getting back to me.

My frustration with CSSIW has developed over a moving landscape in dealing with them and not meeting the regulations.

The cost is within reason and we now have a way forward.

I suggest a venue: Van Community Centre, Clos Guto, Caerphilly, near the St Helens RC School (Google post code).

I am forwarding the information onto Miss Bethan Moss, GAVO, Mrs Sian Davies, LCDP, and play staff, so please reply to me. “

The Clerk advises, there was an expectation that GAVO would run the MAHPs course but when contacted the Play Development Officer referred the Clerk to the YMCA Community College.

- x Email, 17th May, 2016, Miss Bethan Moss, Holiday Scheme Co-ordinator, Gwent Association of Voluntary Organisations, wrote:

“Unfortunately, Gavo cannot deliver the Managing a play scheme (Mahps) training without YMCA community college as it provides the IQA for the course. After a lengthy discussion with Rachel Maflin we suggest that you contact the YMCA Community College to see if they have any planned courses taking place in neighbouring counties. The training course will only run if a minimum of 12 people attend: course fees + tutor fees are £2000 approx. However, they may already have a course running that Jade Bishop could attend.

I am aware of your experience with running the play scheme and assume you have the pre-requisites i.e child protection awareness, health and safety. Although you have the experience, I suggest that you and Julie also take the Mahps training: moving forward it would be useful to have the qualification. Any other qualifications would be accredited and be more long term.

*I am sorry that this is such a frustrating process for you
Here are the details for the YMCA*

Signed:.....

17th June, 2016

Gillian Wilde
g.wilde@ymca-wales.ac.uk

- xi** Email, 17th May, 2016, Miss Bethan Moss, Holiday Scheme Co-ordinator, Gwent Association of Voluntary Organisations, wrote:

VAN COMMUNITY COUNCIL AGM MINUTES 20TH MAY, 2016

"Unfortunately, Gavo cannot deliver the Managing a play scheme (Mahps) training without YMCA community college as it provides the IQA for the course. After a lengthy discussion with Rachel Maflin we suggest that you contact the YMCA Community College to see if they have any planned courses taking place in neighbouring counties. The training course will only run if a minimum of 12 people attend: course fees + tutor fees are £2000 approx. However, they may already have a course running that Jade Bishop could attend.

I am aware of your experience with running the play scheme and assume you have the pre-requisites i.e child protection awareness, health and safety. Although you have the experience, I suggest that you and Julie also take the Mahps training: moving forward it would be useful to have the qualification. Any other qualifications would be accredited and be more long term.

*I am sorry that this is such a frustrating process for you
Here are the details for the YMCA
Gillian Wilde, g.wilde@ymca-wales.ac.uk."*

- xii** Email, 17th May, 2016, Councillor Maria Hall, Chairman, giving her apologies for Council meeting, attending at event at St James Primary School.

Email, 17th May, 2016, Miss Julian Hayman, Engagement Development Manager Aneurin Bevan University Health Board, wrote:

"The Aneurin Bevan University Health Board is about to commence a programme of listening and engagement across the Gwent population in respect of developing and improving Older Persons Mental Health Services for this area.

The programme will commence week commencing 20th June for a period of three weeks with events being held in each borough, the details of which are provided in the attached letter (below).

We would welcome your involvement in this engagement programme and people are welcome to attend any of the public events being held across the various boroughs, whichever is more convenient for them. It would be greatly appreciated if you could cascade this information to anyone you feel would be interested in taking part.

There is no requirement to book to attend these sessions. However we would be grateful for an indication of attendance and any special requirements so that we can ensure the venues are able to accommodate all that wish to attend.

*Please contact us via the dedicated email
address OAMHEngagement.abb@wales.nhs.uk."*

Signed:.....

17th June, 2016

xiii Email, 17th May, 2016, Customer Support, The Pensions Regulator, wrote:

Thank you for confirming your contact details with The Pensions Regulator. We have updated our records for VAN COMMUNITY COUNCIL with the details you provided.

You'll be sent all future letters from The Pensions Regulator. Email updates will also be

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sent to you where no additional contact has been selected.

If you've selected an additional contact, they'll receive regular emails to help ensure that your automatic enrolment duties are met.

In the lead up to your staging date, there are important tasks to complete and duties you must meet to comply with the law. We'll keep in touch with help and guidance.

To start with, we recommend you visit our website and complete the [Duties Checker](#).

You can also get the latest news and alerts by [subscribing to news-by-email](#).

If you have a question that the guidance on our website does not cover, please email us at customersupport@autoenrol.tpr.gov.uk. If any of the details you have provided are incorrect, please re-submit them [here](#)."

ivx Email, 19th May, 2016, Councillor Russell Deacon, wrote:

"I have a work commitment which will now make it too late for me to attend to the meeting. You can tell the others that I have emigrated to Canada where they appreciate Liberals a lot more!"

22/16 **Planning.**

No planning application received since the last meeting.

23/16 **Reports and local matters.**

Councillor Sheila Newbury reported on the recent inspection; Dol yr Eos, Dol Fran etc. The Clerk added that a further inspection has been arranged for Tuesday, 14th June, 2016, at 12noon.

Councillor Eileen Macey reported on the Residents Advisory Group. Membership is restricted to Lansbury residents. Group has been set-up and they have signed up to it.

24/16 **Clerk's Report (appendix 5) to follow.**

The Clerk tabled his report.

Signed:.....

17th June, 2016

- A. Request to the Chairman of the St James School Governing Body, Mr Kristian
- The Clerk reported, in his report, it was agreed at the last meeting for Councillor Eileen Macey to present the Award to Miss Marie-Bridgeman prior to the School Governing Body meeting, 12th May, since Miss Marie-Bridgeman has work commitments on Fridays but was able to attend on Friday 27th May but members chose to keep the date as of the 20th May (scheduled date).

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- Harding, for Councillor Eileen Macey to present the Van Community Champion Award to Miss Anne Marie-Bridgeman, prior to Governing body Meeting, 12th May, 2016, refused.
- The Chairman, Mr Kristian Harding, wrote on the 25th April, to the Clerk to the Governors and forwarded onto to the Clerk to the Council, 9th May, the following:
- "I cannot see the relevance of this award to the school governing body meeting at St James.*
- I suggest that if a presentation is to take place then this should happen at an alternative time and or place and not be linked to this meeting in any way."*
- The Chairman suggested that the presentation could be made at the home of Miss Bridgeman and to facilitate the presentation of the award she would contact the person.
- B. Former Van Terrace Play area land.
- The Clerk reported, in his report, email, 17th April, 2016, to Mr Andrew Witchell, Information Technician, Caerphilly County Borough Council, the Clerk wrote:
- "The matter of leasing the land Van Terrace (former play-area) was discussed at the Council meeting of the 15th April, 2016, and a number of queries were raised:*
- Magill v Weeks [2001] UKHL 67 (13th December, 2001).*
- The land was sold to the former Rhymney Valley District Council for one pound, 18th December, 1989, which does not represent the value of the land.*
- Why wasn't the District Valuer consulted on the value of the land?*
- Have you a record of Van Community Council's decision to dispose of the land for one pound?*
- Unfortunately, the previous Clerk did not pass on the Council minutes of the time to me when I took up posts as Clerk to the Council.*
- Section 32 (i) Housing Act, 1985, requires the consent of the Secretary of State to dispose of local authority land, was this complied with?*
- I will report your response to the Council meeting of the 20th May, 2016."*
- Email, 21st April, Mr Andrew Witchell, Information Technician, Caerphilly

Signed:.....

17th June, 2016

County Borough Council, wrote:

"We are investigating the possibility that we may have copies of the minutes of the Community Council regarding the 1989 sale that would provide answers to your questions.

We are also seeking in principal approval to lease the land to the Community Council on terms to be agreed."

VAN COMMUNITY COUNCIL AGM MINUTES 20TH MAY, 2016

Item on the agenda.

- C. Van Partnership AGM and Ordinary Meeting, Monday, 25th April, 2016.

The Clerk reported, in his report, attended the Van Community Centre and was informed by Mrs Alison Jones, Secretary that the meeting was cancelled and she had sent out an email, timed at 17:23 (hours), Clerk's computer was shut down, prior to leaving for the meeting, he left to travel to Van at 17:15(hours).

In future if the meeting is cancelled the Secretary will email at 15.30(hrs).

Members noted the Clerk's explanation for the minutes

- D. Grant applications.

The Clerk reported, in his report, at the last meeting, 20th November, 2015, grants were awarded to the following:

St James School, granted £1,000.

Head Teacher written to, 18th January, 2015 (hand delivered).

Email, 4th 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.

Again, many thanks."

St James Primary School Minibus grant application.

The account is St James PFA, however they state in their covering letter: "Cheques can be made payable to St James Primary School."

Mrs Serena Bounds, Additional Learning Needs Co-ordinator & Senior Manager, writes:

Signed:.....

17th June, 2016

"I write on behalf of the 350 children at St James Primary School in Caerphilly, situated on the Lansbury Park estate. (St James is an amalgamation of the former Lansbury Park Infants and Lansbury Park Junior schools.) The community in which the vast majority of our children live was identified last year, by the Welsh Index of Multiple Deprivation, as the most deprived area in Wales. Our small, hard-working PTA raises very little money each year.

VAN COMMUNITY COUNCIL AGM MINUTES 20TH MAY, 2016

As well as serving local children, St James also has two 'Special Resource Base' classes (SRB's) for children with complex (special) needs that serve the whole of Caerphilly County Borough. Some of these children are wheelchair users. Indeed, our school is fully wheelchair accessible so we are highly likely to always have some children who use wheelchairs.

Last Summer, CCBC Health & Safety Dept. stopped us using our wheelchair ramps for our minibus, as they were deemed unsafe. This means that our children who are wheelchair users – and must travel in their wheelchairs - are unable to use our minibus. We cannot possibly take any risks with the safety of our children.

We need to buy a new minibus – crucially, one with a tail lift.

Minibuses like this cost around £30,000. However, if we are able to raise £17,000, we are able to apply to the Variety Club for a Sunshine coach! My intention is to write to 34 different companies, and if they donate just £500, we will reach our target! However, we'd be extremely grateful for any donation at all of course. Cheques can be made payable to St James Primary School.

We do not perceive our minibus as a 'luxury.' It is vital to the SRB classes, as coach hire for just 16 children – and a coach with a tail lift – is prohibitively expensive for both school and parents. The children in the SRB classes benefit hugely from weekly trips into the local community to develop their life skills and broaden their experiences. The children in our mainstream classes benefit from integrating with these children to develop tolerance, understanding of different needs and compassion. We are proud to be a very inclusive school. Below are Saffron and Aled, who are currently unable to participate in off-site visits, a situation which we cannot allow to continue much longer."

Member's instructions are requested regarding second application and policy application, ie "Formal Words" by St James Primary School.

A discussion ensued and it was noted.

Signed:.....

17th June, 2016

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E. Summer Play-scheme, 2016, CSSIW Registration.

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

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

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

The Van Community Council Summer Play-scheme faces significant challenges since this year CSSIW registration applies and a rigid regime on play-scheme registration imposed by CSSIW for Welsh Government.

The new requirements are more suited to a year round childcare provision than a four week summer play scheme operating open access (CSSIW inspectors need training in this).

In previous years, Council provided for 8 to 11 years, over four and five weeks, without registration and the Play-schemes provided much needed relief to parents, children and got them off the streets. We complied with DBS checks, Risk Assessments, Liability Insurance, policy requirements, without any problems, apart from a few hiccups.

This year CSSIW registration bites hard and will jeopardise short term play schemes in Wales and much needed relief to parents and children such as Lansbury Park Estate.

Unfortunately, the number of available qualified play-workers, are in short supply. Council advertised on the Play Wales web site, GAVO, St James

Signed:.....

17th June, 2016

School, Play works Child Care, and not one applicant came forward or any inquiries on the advertised posts. However, by trawling through previous application forms the Clerk was able to identify suitable staff at level three and acceptable for Person in Charge with MAHPs (Managing a Holiday Play-scheme).

The Council, as the play-scheme provider, is required to appoint a nominated Responsible Individual (the Clerk) to manage the service on its behalf, and employ a Person in Charge with a level three and this is in VAN COMMUNITY COUNCIL AGM MINUTES 20TH MAY, 2016

place but with further training for her to qualify for the Managing A Holiday Play-scheme award.

Council first submission was rejected and with one more opportunity left, but there is good news, with the following option, confirmed by CSSIW:

"The summer play scheme can be run for 5 days (not 6 days) without registration. This is within any 12 month period and includes any age group including 8 to 12 years."

This applies to separate sites for week one and two thereafter and then 1.59 minutes per day and Van Community Centre then moving to St James Primary School.

There are many difficulties to overcome with the submission requirements, such as communication with CSSIW and the process is frustrating. On top of that, GAVO, at the eleventh hour, recently advised they cannot put on the Maphs course for the Person in Charge and Council have to go through YMCA Community College.

Costings and relevant forms have now been received from the YMCA Community College, £173 per person (further costs), and accepted (individual application to be assessed by the YMCA Community College).

RECOMMENDED – Progression with MAHPs application and the Play-scheme is run for two weeks, separate sites without registration and thereafter 1.59 minutes per day (always an option with CSSIW registration process).

Council fund Play-work training, through the YMCA Community College, to meet the short fall in qualified Play-staff with specific attention to Lansbury Park.

The Minister and AM for Caerphilly is informed of Council's concerns regarding the CSSIW process and their moving landscape.

In pursuant of the CSSIW registration application the following expenditure has been incurred for Paediatric First Aid Training for Miss Jade Bishop, Person in Charge, £198 and her Medical Reference Doctors fee, £20.

Signed:.....

17th June, 2016

Member's confirmation of the Clerk's actions and whether to abort the CSSIW registration process.

It was resolved to confirm the actions of the Clerk and:

- proceed with CSSIW registration,
- operate unregistered (different sites),

VAN COMMUNITY COUNCIL AGM MINUTES 20TH MAY, 2016

- Write to Miss Rebecca Evans - Minister for Social Services and Public Health, expressing Council's concerns; no consultation, shortage of qualified Play-workers, and CSSIW have created a moving landscape which is difficult to manoeuvre and work with so as to deliver a Summer Play-scheme.
- Write to Mr Hefin David, AM, Caerphilly, for his support.
- Write to CSSIW to inform them of Council's intentions to run the Summer Play-scheme unregistered.

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

Clerk reported, in his report, on the site meeting, Tuesday, 10th May, 2016, with Mr Mark Snelgrove, Neighbourhood Officer, United Welsh, Clerk, and Councillor Sheila Newbury.

Mr Snelgrove promised action on tenants who have waste stored in their gardens, vehicles (SORT) parked on driveways and parking areas.

Identified fly tipping off the main paths and action was promised.

Discussion on Porset Brook or Van Brook, partnership project in partnership with Environment Resource Wales, Caerphilly C. B. C., United Welsh Housing and Van Community Council (member's confirmation).

Next scheduled site inspection, Tuesday 14th June, mid-day.

Member's confirmed the Clerk's actions and involvement in Porset (Van) Brook clean-up project.

G. The Local Authority Model Code of

(i) The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016 – SI 2016/84, ie explanatory notes, as reproduced:

Signed:.....

17th June, 2016

conduct
(Wales)
(Amendment)
Order 2016 –
SI 2016/84.

“This Order amends Schedule 1 to the Local Authorities (Model Code of Conduct) (Wales) Order 2008 (“the 2008 Order”) in which is set out a model code as regards the conduct which is expected of members and co-opted members of relevant authorities in Wales under section 50(2) of the Local Government Act 2000. Section 50(3) of that Act enables the Welsh Ministers to revise a model code which has been issued.

VAN COMMUNITY COUNCIL AGM MINUTES 20TH MAY, 2016

Relevant authorities in Wales for the purposes of this Order are: county councils, county borough councils, community councils, fire and rescue authorities and National Park authorities.

Article 2 of the Order amends the following paragraphs of the model code set out in the Schedule to the 2008 Order:

paragraph 1(1), by inserting a definition of “register of members’ interests”;
paragraph 1(2), by inserting a definition of “proper officer” and providing clarification with regard to references to standards committees in relation to a community council;

paragraph 3(a), by omitting the reference to police authorities;

paragraph 6(1)(c), by removing the requirement for members to report potential breaches of their code of conduct to the Public Services Ombudsman for Wales;

paragraphs 11(4), 15(2), 16(2) and 17, by transferring some functions from monitoring officers to the proper officers of community councils;

paragraph 12(2)(b)(iv), to reflect the new provisions contained in Part 8 of the Local Government (Wales) Measure 2011 in relation to allowances and payments;

paragraph 14, by inserting new sub-paragraphs (2A) and (2B) which permit members to submit written submissions to a meeting which is dealing with a matter in respect of which a member has a prejudicial interest. Written submissions are only permitted in those circumstances in which a member would otherwise be permitted to make oral representations to a meeting in relation to a matter, and if the member’s authority adopts a procedure for the submission of written submissions, members must comply with that procedure;

Signed:.....

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paragraph 15 is restated. The restatement clarifies that any interest disclosed, whether that interest is disclosed in accordance with

VAN COMMUNITY COUNCIL AGM MINUTES 20TH MAY, 2016

paragraphs 11 or 15 of the model code, should be registered in the authority's register of members' interests, by giving notification to the monitoring officer, or, in relation to a community council, to the proper officer of that authority.

Article 2 of the Order omits paragraph 10(2)(b) of the model code set out in the Schedule to the 2008 Order. This clarifies that a member of a relevant authority is not to be regarded as having a personal interest in a matter when making, or participating in, decisions on behalf of the authority simply for the reason that the business being considered at the meeting affects that member's ward.

The Welsh Ministers' Code of Practice on the carrying out of Regulatory Impact Assessments was considered in relation to this Order. As a result, it was not considered necessary to carry out a regulatory impact assessment as to the likely costs and benefits of complying with this Order.

(ii) The Local Government (Standards Committees, Investigations, Dispensations and Referral) (Wales) (Amendment) Regulations – SI 2016/85

Details of the changes were:

Responsibility for maintaining the Register of Members' Interests would transfer from the Monitoring Officer to the Community Council on 1 May 2015.

The Model Code dealing with the register of member's interests was amended to clarify that any interest disclosed for the first time must be entered in the Register.

The obligation on a member to report a potential breach of the Code of Conduct was omitted from the Code.

Paragraph 10 (2) (b) of the model Code was omitted – this was intended to overcome difficulties in the practical application of this

Signed:.....

17th June, 2016

paragraph in relation to participation in business relating to constituency interests

RECOMMENDED – That the amended Code of Conduct, 2016, be adopted by Council (copies to be provided).

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It was resolved to adopt the amended Code of Conduct, 2016.

25/16 **Finance.**

i. **To consider payment of creditors (appendix 6).**

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

| | | | |
|----|--------|---|---------------|
| A. | 100177 | Atlantic Building Services Ltd, installation of two notice-boards. | 825.60 |
| B. | 100178 | Gwern y Domen Farm Conservation Group, grant. | 500.00 |
| C. | 100179 | Mr Peter Morgan, Independent Internal Auditor, audited the accounts, year ending, 31 st March, 2016. | 150.00 |
| D. | 100180 | Miss Jade Bishop, Summer Play-scheme Manager, refund, Medical Reference fee. | 20.00 |
| E. | 100181 | John Dilworth, Clerk's net salary (less deductions), 2016/17, month 2. | 547.45 |
| F. | 100182 | John Dilworth, expenses. | |
| | | Postage | 13.95 |
| | | Photocopying | 26.05 |
| | | Stationary/ink jet cartridges | 86.33 |
| | | Post Office Phone Card(2) | 10.00 |
| | | Mileage (see breakdown) | 130.58 |
| | | Film developing | 7.49 |
| | | Parking at Merthyr WG offices | 1.30 |
| | | Refreshments/meetings, Summer Play-staff in Bargoed. | 10.70 |

| Journeys/breakdown: | | | | |
|---------------------|------------------------------|---|-------|--|
| 1. | 5 th April, 2016 | Van and return, hand delivered letters, school, and litter review, Dol yr Eose etc. | 11.70 | |
| 2. | 8 th April, 2016 | Trustmark, Talbot Green, and return, photocopying. | 1.11 | |
| 3. | 10 th April, 2016 | Travelled to Van and return, delivered agenda and papers 26 miles. | 11.70 | |
| 4. | 13 th April, 2016 | Travelled to Boots, Talbot Green and return, pick up processed photographs, Dol | 1.11 | |

Signed:.....

17th June, 2016

| | | | | |
|----|------------------------------|---|-------|--|
| | | yr Eos etc (2.46 miles). | | |
| 5. | 15 th April, 2016 | Travelled to the Llanharan Dropin Centre and return (6.4 miles). Summer Play-scheme CSSIW registration. | 2.70 | |
| 6. | 15 th April, 2016 | Travelled to Van and return, delivered agenda and papers (26 miles). | 11.70 | |

VAN COMMUNITY COUNCIL MINUTES 20TH MAY, 2016

| | | | | |
|-----|------------------------------|---|-------|---------------|
| 7. | 18 th April, 2016 | Travelled to Bargoed, meeting Miss Jade Bishop, Play-scheme Manager, and return (44 miles). | 19.80 | |
| 8. | 21 st April, 2016 | Travelled to Trustmark, Talbot Green, purchased stationary (2.46 miles). | 1.11 | |
| 9. | 25 th April, 2016 | Travelled to Mr. P. Morgan, Creigiau, and return, delivered accounts and supporting documents (7.8 miles). | 3.50 | |
| 10. | 26 th April, 2016 | Travelled to Pughs Garden Centre, Cllr Brian Jenkins home, and Welsh Government Offices at Methyr and return (55 miles). Purchase scrub for Brian, onto Welsh Government Offices, Merthyr, and CSSIW. | 24.75 | |
| 11. | 28 th April, 2016 | Travelled to the Llanharan Dropin Centre and return (6.4 miles). CSSIW registration. | 2.70 | |
| 12. | 5 th May, 2016 | Travelled to Bargoed, meeting Miss Jade Bishop, Play-scheme Manager, and Miss Lowri George, APW, and return (44 miles). | 19.80 | |
| 13. | 10 th May, 2016 | Travelled to WG offices, Merthyr, and return, CSSIW submission for Summer Play-scheme (42 miles), submission failed. | 18.90 | |
| | | | | |
| | | Total claimed. | | 286.40 |

| | | | | |
|----|--------|--|--|---------------|
| G. | 100183 | John Dilworth, Clerk's reimbursement for card payment, Pediatric First Aid course, Summer Play-scheme Manager, Miss Jade Bishop. | | 198.00 |
|----|--------|--|--|---------------|

ii. Accounts, 2015/16 (appendix 7a, 7b, and 7c).

It was resolved to approve the accounts and the budget was reviewed (spend against budget headings).

iii. Grant applications, CHAD, applying for £50, recycling computers for disadvantaged children.

It was resolved to grant £50.00 (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.

Signed:.....

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Council be included in any promotional literature.

- iv. **To receive the Internal Auditors Report on the Council's accounts year ending the 31st March, 2016 (appendix 8).**

VAN COMMUNITY COUNCIL MINUTES 20TH MAY, 2016

The report was noted.

- v. **To receive the Annual Return, 2015/16 and to complete Annual Governance**

VAN COMMUNITY COUNCIL AGM MINUTES 20TH MAY, 2016

Statements Part 1 and 2.

It was resolved, statements of balances and parts 1 and 2 of the Annual Governance statement be approved and accordingly the document was signed by the Clerk/RFO and Chairman.

- vi. **Annual insurance, 2016/17, recommended by Came and Co, Ecclesiastical, insurance provider, at premium of £681.35 (enter three year agreement) and to enter into a three year agreement (appendix 9).**

It was resolved, on the advice of Council's insurance brokers, to approve the quotation with Ecclesiastical and enter into a three year agreement (savings on the premium).

- vii. **To award £50 expenses to each of the Summer Play-staff to cover out of pocket expenses in attending four training sessions, to obtain Managing a Holiday Play Scheme Award and meetings (no further payments), further £15, per training session, Pediatric First Aid, Miss Jade Bishop.**

It was resolved to progress the Clerk's recommendations.

To consider passing the following resolution for Items vii:

"By virtue of the Public Bodies (Admission to Meetings) Act, 1960, the press and public are excluded from discussions on the following item(s) on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted."

- viii. Clerk's gratuity (Clerk will leave the room for members decision)

It was resolved, without discussion on the item, to defer it due to the lateness of the hour and previous suspension of Standing Orders (8.15pm close of meeting).

The Clerk to present a confidential report at a future meeting.

26/16 **Items for the next agenda.**

Signed:.....

17th June, 2016

Mr Neil Woollard, Development Manager, Tidal Lagoon Power, presentation.

Meeting closed at 8.30pm.

Signed:.....

17th June, 2016