

**VAN COMMUNITY COUNCIL
CYNGOR CYMUNED Y FAN**

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

Minutes,
Council Meeting,
Friday, 19th January, 2018,
Van Community Centre.

Present:	Councillors	Russell Deacon, Linda Williams, Fay Gay, Barbara Jones, Tony Graham, Norma Graham, Pam Nelder, Sheila Newbery.
In attendance:	Clerk/R.F.O:	John Dilworth & Julie Dilworth.

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Before the start of the meeting Cllr Mrs. Norma Graham signed the declaration of acceptance of Office form in the presence of the Clerk who countersigned the document. The Clerk provided the member with; (1) Register of Member Interest form, (2) Members Model Code of Conduct (amendment order 2016) (bilingual), (3) Code of Conduct, Declaring an Interest – Questions to Ask Yourself, (4) Ethical Governance, presentation by Mrs. Gail Williams, Interim Head of Legal Services and Monitoring officer, (5) Link to view the presentation recorded by the Interim Head of Legal Services and Monitoring officer, further training sessions: https://www.youtube.com/watch?v=US_i1i5Qvos, (6) Declaration of Interest Form (6 copies), (7) The Good Councillors Guide, 2016, (8) Van Community Council, Standing Orders, and (9) Financial Regulations.

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 member of the public present.

(Minutes, 17th November, 2017, numbered 1-21 (taken in the absence of the Clerk, on sick leave), these minutes (19th January, 2018) carry on the sequential numbering from the council meeting of the 20th October, which ended on minute number 100/17.

Signed:

16th February, 2018

101/18 **To receive apologies and whether to approve the reason for absence.**

Apologies and reason for absence; Councillors John Leek, Vice-Chairman, and Jayne Keable. Reasons for absence approved.

The Chairman, Cllr Prof Russell Deacon welcomed Cllr Mrs. Norma Graham to the Council.

102/18 **Declarations of interests. To receive disclosures of personal interests from Members in accordance with the Code of Conduct (Note: Members are requested to give written notice of the item number and subject matters that their interest relates to and signify the nature of the personal interest).**

Chairman read the following statement.

Members are referred to, and shall observe, the provisions of the Van Council's Code of Conduct. If a Councillor has a Disclosable Prejudicial Interest he/she must, unless a dispensation has been granted, withdraw from the meeting room and take no part in the discussion or vote and it shall be incumbent upon members who know of that interest to disclose it to the meeting and if another member present believes that there may be a conflict of interest with another member(s) present they should notify the meeting of this fact. This in order that the potential interest is clarified before the meeting proceeds.

Cllr Barbara Jones declared an interest in the item dealing with the report on the transfer of the former play area land, at Van Terrace, Caerphilly (bottom of the Terrace) and left the room.

Cllr Jones declared an interest in item 14. iv Finance, budget and precept for 2018/19.

The Clerk declared an interest in items 9 and 10 and left the room.

103/18 **Police matters.**

The Clerk reported the apologies of CSO Claire Eyles and her good news. Members were delighted with the news and directed the Clerk to send the CSO a card.

The CSO report, 19th January, 2018, as follows:

"PC Anthony Moore has been allocated to be the dedicated police officer for the Lansbury Park estate.

Anthony will be working alongside CSO Eyles and new CSO Sarah Mey, tackling crime and anti-social behaviour on the estate.

We have now secured our office in the Communities First office on the stretch and we'll be working from there regularly during our shifts.

We'll still continue to hold regular police surgeries from that location as well. These will be advertised via the Gwent Police website and our local Twitter feed.

PC Menna Watkins is now the ward officer for the Bedwas wards (St James, BTM and Llanbradach).

For the Van area, Anthony will be concentrating on the Lansbury and Porset Park areas, and Menna will cover Mornington Meadows and Castle Park.

Myself and Sarah will also be working alongside Menna in these areas.

Anthony, Menna and Sarah can be contacted via:

Signed:

16th February, 2018

anthony.moore@gwent.pnn.police.uk – 07464 65 39 80
menna.watkins@gwent.pnn.police.uk – 07464 65 23 74
sarah.mey@gwent.pnn.police.uk – 07464 64 74 76

Following some pro-active work by Anthony and other officers, 2 persons from Lansbury Park have recently been charged with receiving stolen goods. Goods to the value of £3500 were found in a property.

Our traffic officers have also been spending more time on the estate, and have recently seized two vehicles for having no insurance.

There were no major issues with anti-social behaviour over the Christmas period.

The Intergenerational Christmas buffet held at the Community Centre on 15h Dec was a great success. The children from St Martin's school provided a great selection of home-made food, and all attendants enjoyed themselves. Many thanks for John for attending, and donating some prizes for the raffle."

Cllr Sheila Newbury asked that the Enforcement Officer is invited to a future meeting.

The report was noted.

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104/18 **To approve the minutes, Council Meeting, 17th November, 2017 (appendix 1). (Recorded by Cllr Tony Graham, at the Council meeting of the 17th instant, in the absence of the Clerk). The Clerk tabled copies of the minutes which were approved (to be signed by the Vice-Chairman, Cllr John Leek, who presided at the meeting.)**

The minutes were approved as an accurate record of the proceedings.

The Chairman, Cllr Prof Russell Deacon, thanked Cllr Tony Graham for taking the minutes of the 17th November, 2017.

105/18 **Matters arising.**

Minute 4 - Councillors Allowances – agenda for the Council meeting of the 19th January, 2018. Clerk received minutes after the agenda had been published. Clerk to place on the agenda for the Council meeting, 16th February, 2018, and contact the Independent Remuneration Panel for advice.

Minute 7 – Ruperra Castle – Cllr Barbara Jones updated members on the application and her objections to it. A site meeting has been arranged for Monday, 22nd January, 2018, an invitation has been extended to the three local authority members (St James Ward Members). As a member of the Ruperra Conservation Trust, she will be attending in that capacity on the 22nd inst. and speaking against the application for a ménage which if passed, Cllr Jones felt it could lead to further development in the Ruperra castle grounds. The application will be considered at the Planning Committee on the 25th inst. The Chairman asked the member if she was willing for the aforementioned to be recorded in the minutes, she agreed.

Clerk pointed out that the application is in another Community Council area.

Signed:

16th February, 2018

Minute 8 Cenotaph – Clerk in attendance to pass on the wreath to the Vice-Chairman, Cllr John Leek, who was nominated to lay the wreath on behalf of the Council. The wreath's centre piece was the Graig Goch.

A.O.B. – card was sent by the Clerk to the Chairman, Cllr Prof Russell Deacon.
AOB was not on the published agenda, see Longfield Parish Council v Wright (1918).

The following items were deferred; 6, 9, 13, 14, 16, 18, and 19.

106/18	Correspondence. (numbered; i– 1, v-5, x-10, l-50)
	<p>The Clerk tabled a substantial list of correspondence received since the October meeting.</p> <p>It was noted that all correspondence are listed, as received by the Clerk, however, it was pointed out that members must trust the Clerk to report correspondence requiring decisions in view of the number, now received.</p> <p>“Clerk’s Specific responsibilities, correspondence: 6.To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.”</p>
i	Email, 20-Oct-2017, Miss Kate Kingston, Validation/Monitoring Officer, CCBC, attached the planning weekly list (English and Welsh versions), containing all valid planning applications received for the week up to 17th October 2017.
ii	Email, 21-Oct-2017, Cllr Jayne Garland, applicant for cooption. Wrote: “Thank you for your update, it all seems perfectly acceptable and I’m happy with the outcome. Thank you once again for keeping me apprised of the situation.”
iii	Email, 22-Oct-2017, Cllr Barbara Jones, wrote: “...the person to contact for Safeguarding training is Helen West. I wonder if the Council would invite Helen and Sarah Mutch to a meeting to progress the matter of Safeguarding as soon as possible...I understand there may be some outstanding issue which could be resolved at such a meeting.”
iiii	Email (cc to Clerk), 22-Oct-2017, Cllr Prof Russell Deacon, Chairman, “... we have already written to them both about issues with the previous play scheme. So depending on how and when they reply they may suggest that option anyway. Sarah was written to two weeks ago and Helen the week before but neither have yet replied. I think we better see what they say before starting off a new chain of correspondence. But if they haven’t replied by the next council meeting, the council may wish to decide on another course of action with regard to contacting them.” Reply form Mrs. Sarah Mutch but reply from Miss Helen West awaited.
v	Email, 22-Oct-2017, CSO Claire Eyles, Bedwas Neighbourhood Policing Team, wrote: “....Any actions for me?”
vi	Email, 23-Octg-2017, Miss Bethan Moss, Holiday Scheme Coordinator, GAVO, thanking the Council for the grant of £375, report and photographs to follow.

vii	Email, 23-Oct-2017, Miss Helen Morgan, Snr Committee Services Officer, CCBC, thanking the members for their comments on her retirement.
viii	Email, 23-Oct-2017, Miss Helen Morgan, Senior Committee Services Officer, CCBC, wrote: "... meeting dates for 2018 fall as follows:- Town and Community Council Meeting (Community/Town Councils only) Wednesday 7th February - 6.30pm Wednesday 12th June - 6.30pm Wednesday 17th October - 6.30pm Community Council Liaison Sub- Committee Wednesday 14th March - 6.30pm pre meeting for 7pm start Wednesday 11th July - 6.30pm pre meeting for 7pm start Wednesday 14th November - 6.30pm pre meeting for 7pm start."
viii	Email, 24-Oct-2017, Miss Ceri Mortimer, Clerk, Gelligaer Community Council, following the retirement of Mr. Peter Morgan, Independent Internal Auditor, the Clerk is seeking a replacement to undertake the audit and Mrs. Mortimer has contacted her Council's auditor and he has agreed subject to Council approval.
x	Email, 24-Oct-2017, Mrs. Shan Bowden, Development Officer, and OVW, read: "...note of the "inquorate" meeting held on 4th October 2017. ...next Area Committee meeting...Wednesday 31st January 2017, at the offices of Bedwas,Trethomas & Machen Community Council,...attached is the presentation given at the meeting by Councilor Jayne Garland, Draethen Waterloo & Rudry Community Council plus some guidance regarding the Annual Audit which is available on the One Voice Wales website that your council may find useful." Attachments: Minutes of the Inquorate meeting, 4-October-2017, Consultation, DWR, Guidance for Internal Audit, Pro-forma letter, appointment, Independent Internal Auditor.
xi	Email, 25-Oct-2017, OVW, forwarding on email for Miss Marie-Claire Costly, Communications, Welsh Government, read: "Invitation to Tax Forum meeting. Invited to attend the next meeting of the Welsh Government Tax Forum with Cabinet Secretary for Finance and Local Government, Mark Drakeford. The meeting will take place: 12-2pm Monday, 6 November at: Rhufoniog, A1.21, Sarn Mynach, Welsh Government Offices, Llandudno Junction, Conwy, LL31 9RZ. A light lunch will be provided." Noted.
xii	Email, 26-Oct-2017, Mr. Nick Rutter, Website Editor, CCBC, IT difficulties of uploading files to web site..."
xiii	Email, 26-Oct-2017, North Wales Development Officer, OVW, link to bulletin: http://mailchi.mp/5104eb82e71d/un-llais-cymru-one-voice-wales-bwletin-newyddion-oydref-2017-october-2017-news-bulletin-427613 .
xiii	Letter, 20th October, 2017 (received, 26th October), Mrs. Christina Harrhy, Corporate Director Communities, wrote: "... the works on the Pwll y Pant roundabout scheme on the A468/A469 began on 9th October 2017. Due to the scale and location of these works, we are all too aware of the impact that this is having on traffic flow in both Caerphilly and neighbouring areas...Council is keen to actively engage with local businesses to

	understand the impact that these works are having on your businesses and to explore ways that we may be able to address your views and concerns... I would like to invite you to an inaugural meeting of the Pwll y Pant Business Engagement Group on 10th November 2017 at 11am at Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG..." The Clerk confirmed that Cllr John Leek, Vice-Chairman, attended.
xv	Email, 26-October-2017, Miss Paula Green, Administrative Assistant, CCBC, Planning.17/0818/COU and /LBC, internal and external refurbishment, Van Mansion, B & B facility, Council's comments, acknowledged.
xvi	Email, 26-Oct-2017, 2017, Cllr Professor Russell Deacon, Chairman, to Vice-Chairman, Cllr John Leek, and cc Clerk, read: "Did you get an invite to attend the Pwll y Pant Business Engagement Group on the 10th November 2017 at 11 am? I am in hospital that day and can't attend...and were able to attend." Cllr John Leek, Vice-Chairman, attended.
xvi	Email, 26-Oct-2017, Pwll y Pant Round-a-about Scheme, Cllr John Leek, Vice-Chairman to the Chairman, Cllr Russell Deacon, and cc Clerk: "read: "Short answer, not that I am aware of. Can't see anything in my inbox, at any rate."
xvii	Email, 26-Oct-2017, Pwll y Pant Round-a-about Scheme, Clerk to Chairman, Cllr Russell Deacon, and cc Vice-Chairman, Cllr John Leek, read: "It only came today, 26th....I will send out the letter to all members by email and post. I have checked my diary and I am not available for the 10th. (Clerk will be delivering agenda and papers since Cllr Tony Graham requested at the last meeting that the papers were distributed earlier). On the 26th, electronic copies forwarded to Cllrs Russell Deacon, John Leek, Tony Graham, Jayne Keable, and Barbara Jones. On the 27th, posted by Royal Mail to: Cllrs Sheila Newbury, Pam Nelder, Linda Williams, Jayne Keable, Fay Gay, and Barbara Jones.
xviii	Letter, 24-Oct-2017 (received 26-Oct-2017), Cllr Alan Higgs, Caerphilly Armed Forces Champion, CCBC, making council aware of the British Legion's "Silent Soldier." Seeking the support of Council to purchase one at a cost of £250...contact Miss Lynne Woodyatt, B. L. Community Fundraiser, email: lwoodyatt@britishlegion.org.uk or phone, 01656 389103.
xviii	Email, 27-Oct-2017, Miss Kate Kingston, Validation and Monitoring Officer, CCBC, planning weekly list with all applications received by the Planning Authority up to 24th October,2017
xx	Email, 27-Oct-2017, Cabinet Secretary for Finance and Local Government, Prof. Mark Drakeford AM.
xxi	Email, 28-Oct-2017, CSO 210 Claire Eyles, St. James Community Support Officer, Bedwas Neighbourhood Policing Team, River Clean-up. Automatic response, "...not available until 31/10/2017 and I won't be able to respond to your e-mail until then. If your e-mail is to report a crime or incident then please phone 101 instead to report your issue, or phone 999 in an emergency."
xxii	Email, 30-October-2017, Miss Bradwick, UW, River Clean-up. Thursday, 2-Nov-2017, 10.00am to 2.00pm, read: "... do you have posters? If not I can send a text out to

	Mornington Meadows today. Can I just confirm where everyone is meeting at 10am?"
xxiii	Email, 30 Oct-2017-, Miss Helen Morgan, Senior Committee Services Officer, Caerphilly C. B. C: read: "...advert for Clerk to Maesycwmmmer Community Council." (Printed advert).
xxiiii	Email, 30-Oct-2017, Mr. Michael Moore, Thomas Fattorini, quotations for pendants.
xxv	Email, 31-October-2017 (cc to the Clerk), Miss Laura Price, Neighbourhood Housing Officer, United Welsh, will be attending the River-clean-up on 2-Nov-2017.
xxvi	Email, 31-October-2017, Miss Laura Price, Neighbourhood Housing Officer, United Welsh, contact details for the Cole Court Warden.
xxvii	Email, 31-Oct-2017, Mr. Lyn Cadwallader, Chief Executive, OVW, Wales Centre for Public Policy – An Exciting Announcement, has been created and will continue the work of the Public Institute for Wales (PIIW).
xxviii	Email, 31-Oct-2017, Miss Wendi Patience, Administration Officer, OVW, Module 9 – Code of Conduct training, 13-November-2017, 6.30pm to 9.00pm, Cwmbran Community Council, The Council House, Ventnor Road, Torfaen.
xxviii	Email, 31-Oct-2017, Cllr Barbara Jones, Benches, Environmental Project, wrote: "...the environmental projects are in relation to Council property, i.e. Trevelyan court, I do not think the placing of said bench in the Van Community Centre would be covered by this project, I was unaware that it was the intention to place the bench there, I thought the idea was to place it in Trevelyan Court, if I have been mistaken I apologize." In response to Council's inquiry if a bench could be installed in area between the security fence and the Centre.
xxx	Email, 1-Nov-2017, Cllr Professor Russell Deacon, Chairman, reply to letter to Cllr David Poole, Leader/CCBC and to Cllr Barbara Jones, Deputy Leader/CCBC, wrote: ""Could we also not see we are awaiting a reply from a number of your officers regarding the previous play scheme? None have replied yet!"
xxxi	Letter, 30-Oct-2017, Town Clerk, CTC, thanking Council for the donation of £250.00, towards the cost of the 2017 Firework Display and Council Receipt.
xxxii	Email, 1-November-2018, OVW, referring to the inaugural One Voice Wales Innovative Practice National Awards Scheme 2017 and the launch of the 2018 Scheme. Opportunity for council to showcase the services it provides for its community and an opportunity for councillors, clerks and staff to receive the recognition they deserve.
xxxiii	Email, 1-November-2017, Mr. Julian Hayman, Engagement Development Manager, Aneurin Bevan University Health Board, consultation document about Older Adult Mental Health services in Gwent. The consultation starts, 1 st November, till the 26th January 2018. There are a number of public events planned to support the consultation, the details of which are attached. If members wish to respond to the consultation, via the details in the consultation document or by sending your response to OAMHEngagement.abb@wales.nhs.uk

xxxiii	<p>Email, 2-Nov-2017, OVW, Understanding the law Training course, Module 4, Church and Community Hall, Church Road, Undy, Caldicot, Friday, 10th November, 2017, 6.30pm to 9.00pm.</p> <p>A brief description of the session is as follows; Statutory duties and powers Ultra Vires, The Powers of Delegation, Welsh Language Act, The duty to promote Equal Opportunities, Data Protection and FOI Act, and Sources of advice.</p>
xxxv	<p>Email, OVW, 2-Nov-2017, Review of Community and Town Council Sector and Consultation Events. Cabinet Secretary for Finance and Local Government has recently set up and Independent Review Panel to oversee the review of the Welsh Community and Town Council sector. Evidence is required and consultation events have been organized. Nearest one, Pencoed Miners Welfare Hall, Tuesday, 5-December-2017, 7.00pm till 9.00pm.</p>
xxxvi	<p>Email, 3-Nov-2017, Miss Helen Morgan, Senior Committee Services Officer, Caerphilly C. B. C: read: "...update on the items to be included on the agenda for the meeting on 15th November 2017:-</p> <p>A468/A469 Pwllypant Roundabout - can we have a report/update on the highways works programme that is severely affecting the local communities with the high numbers of complaints about congestion and long delays? – There is a dedicated link on the CCBC website regarding the proposed highway improvements to Pwll-y-Pant Roundabout and this is updated as the scheme progresses.</p> <p>The address of the link is: http://www.caerphilly.gov.uk/pwllypant.</p> <p>In addition the council operates an email update service for those people who have registered. The address of the link to register for this service is:</p> <p>http://www.caerphilly.gov.uk/Alerts</p> <p>Public Health Wales Bill...passed by WG on 16 May. Can we have an update on the recent associated regulations, the proposed strategy programme with its consultations and funding timescales so that adequate services can be provided? – Welsh Government will advise of the timetable for implementation, including consultation on regulations to support the Bill and, as there will be consultation on the Regulations, there will be an opportunity to respond as part of the consultation process.</p> <p>Planning Matters - The Committee is concerned that the Council's Leisure Centre is expected to be withdrawn at Pontllanfraith even after its recent, costly, capital expenditure and its effect on the local communities. The Committee is concerned that such Council actions are jeopardizing the imminent and future well-being across our communities. Can we have a report on the Council's commitment to Leisure Services across the county Borough? - Mark S. Williams will attend the meeting to give an overview on leisure services</p> <p>Budget proposals details- Can we have a report on the latest budget proposal cuts and how it will affect the communities? - the report on the draft budget proposals for 2018/19 is due to be presented to Cabinet on 15th November 2017 which will allow for a period of consultation prior to a report in February 2018. The report will be included with the papers that will be circulated and Steve Harris will be in attendance."</p>

xxxvii	Email, Mr. Nigel Burnell, Castle Park Neighbourhood Watch, Secretary, wrote: "I have just read the minutes of the last Van Council regarding the notice board. It seems that you are unable to trace the owners of the wall surrounding the Castle Court Centre on Brynau Road. Castle Court centre has a Manager called Mr. John Couzens on 02920864221 Or email on john@castlecourt.co.uk who I believe is responsible for the wall concerned. Maybe the answer to this problem is to have the notice board free standing on the pavement against this wall. The pavement is owned by CCBC Highways who Should be able to give permission to resolve this long outstanding issue. Regards Nigel Burnell Castle Park Neighbourhood Watch. Secretary".
xxxviii	Email, Mr. Andrew Witchell, Information Technician, CCBC, writes: "We are now in receipt of all necessary information and will be preparing a report recommending the land be transferred back to the Community Council for £1....whilst this is the recommendation the report may not be approved."
xxxviii	Email, 3-Novmebr-2017, Gateway/HMRC, confirmation of submission for reference 948/V11717G and received, month 8 Clerk's salary.
xxxx	Email, 3-November-2017, CSO 210 Claire Eyles, St. James Community Support Officer, Bedwas Neighbourhood Policing Team, River Clean-up, inquired on the clean-up and if many residents attended. Clerk, not aware of any residents who attended and apologies received from Cllrs Russell Deacon, Chairman, and Sheila Newbury. No councillors were present.
xxxxi	Email, 6-Nov-2017, OVW, The Ombudsman's Casebook.
xxxxii	Email, 6-Nov-2013, Welsh Government, Museums Archives and Libraries Division link to the register for Flanders/Wales: A First World War Symposium: https://www.eventbrite.co.uk/e/fflandrys-cymru-symposiwm-ar-y-rhyfel-byd-cyntafflanders-wales-a-first-world-war-symposium-registration-38268852167 .
xxxxiii	Email, 6-Nov-2017, Miss Susan Lloyd-Selby, Trussell Trust, wrote: "I would be grateful if you council e-mail me a copy of the above, for the community council." (Note from the Clerk, "the above" is a Council grant form) Clerk replied by email, down load from the Van Community Council web site and provided link for Miss Lloyd-Selby's ease of reference.
xxxxiiii	Email, 6-Nov-2017, Miss Susan Lloyd-Selby, The Trussell Trust, wrote: "Thank you for your message. I'm out of the office today and will get back to you as soon as possible. Thank you."
xxxxv	Email, 6-Nov-2017, Miss Helen Morgan, Senior Committee Services Officer, Caerphilly C. B. C, regarding free planning training workshop for Community and Town Councils in Caerphilly. The event is taking place at Council Chamber, Penallta House, Tredomen, Ystrad Mynach, Hengoed, CF82 7PG on Wednesday 13th December from 10am to 1.15pm.
xxxxvi	Email, (cc to the Clerk), Mrs. Helen Treharne, Clerk to Pen yr Heol, Trecenydd Energlyn

	Community Council, suggesting an evening planning course since most of her members work during the day.
xxxxvii	Email, 6-Nov-2017, Mrs. Norma Graham, Co-option Van Community Council and cc Chairman. Mrs. Graham wrote: "Thank you for your email dated 21st October 2017. I confirm I am still interested in being considered for the vacant community council position...attached my updated CV which I would like to be read out at the meeting on 17th. I would be grateful if you would confirm receipt of this email and the attached updated CV...Norma Graham (Mrs.)." Clerk replied, and CV attached to agenda and papers, and will not read out.
xxxxviii	Email, 6-Nov-2017, Mrs. Norma Graham, thanking the Clerk for his prompt reply. The Clerk responded, all applicants will be informed the weekend of the 18th and 19 of November, 2017.
xxxxviii	Email, 7-November-2017, Cllr John Leek, Vice-Chairman, replying to Clerk's email providing information on the Remembrance Service, 12-Nov. Clerk replied to Vice-Chairman.
i	Email, 7-Nov-2017, BBC Wales, making a documentary series for BBC Wales and focusing on six first time parents. Attached flyer and request to pass onto a suitable person.
ii	Email, 7-Nov-2017, Miss Susan Lloyd-Selby, The Trussell Trust, wrote: "...the form downloads in PDF format so I can't type directly onto it. Are you able to e-mail me a word version?" Clerk, forwarded by email word version to Miss Susan Lloyd-Selby. Normally applicants download from web site, print, and fill in the details by hand.
iii	Email, 7-Nov-2017, Mr. Andrew Witchell, Information Technician, CCBC, wrote: "The intention is to effect the transfer by means of delegated powers and in this instance there would be no need for cabinet meeting. If the delegated powers report is not approved and matters change then I will notify you."
liii	<p>Email, 7-Nov-2017, Miss Wendi Hugget, OVW, wrote: "Please see the attached advertisement(s) for public appointments in Wales :</p> <p>Independent Member (Local Authority) - Public Health Wales NHS Trust - 16th November</p> <p>Public Health Wales is the national public health organization in Wales. It has an all-Wales remit, occupies a number of premises across Wales and has a policy of taking public meetings out into the communities it serves. The successful candidate will therefore be required to travel to all parts of Wales, although a significant number of meetings and Board related events will be held at the Headquarters in Cardiff. Some overnight stays will be required.</p> <p>Independent Member (Trade Union) - Betsi Cadwaladr University Health Board - 13th November</p> <p>Board meetings held monthly normally at various locations across the UHB. The UHB</p>

	<p>also has various committees, the meetings which meet either monthly, bi-monthly or quarterly.</p> <p>Independent Member - Public Health Wales NHS Trust – 16th November</p> <p>Public Health Wales is the national public health organization in Wales. It has an all-Wales remit, occupies a number of premises across Wales and has a policy of taking public meetings out into the communities it serves. The successful candidate will therefore be required to travel to all parts of Wales, although a significant number of meetings and Board related events will be held at the Headquarters in Cardiff. Some overnight stays will be required...</p> <p>Our website can be viewed here: www.wales.gov.uk/publicappointments “.</p>
liiii	Letter, 8-Nov-2017, Interim Chief Executive, CCBC, agenda and papers, Liaison Joint Sub-committee, 15-November, 2017.
lv	Letter, 8-Nov-2017, Plimsoll Productions, looking for first time parents.
lvi	Email, 8-Nov-2017, Miss Susan Lloyd-Selby, The Trussell Trust, wrote: “...I have forwarded it to a foodbank that is joining our network in Caerphilly and hopefully they will submit it today/tomorrow.”
lvii	Email, 9-Nov-2017, Planning Aid Wales, Free Planning Training Workshop, 13-Dec-2017, 10.00am to 1.00pm. Queried if future training outside of office hours.
lviii	<p>Email, 9-Nov-2017, Miss Helen Morgan, Senior Committee Services Officer, Caerphilly County Borough Council, wrote: “Nominations open for the Pride in your Place Awards 2017. Nominations have now opened for Caerphilly County Borough Council’s Pride in Your Place Awards. The annual awards ceremony will look to acknowledge the innovation and commitment of those who help to make their community cleaner, greener and a better place to live and work. The Awards scheme is open to all residents, schools, businesses & community groups within the county borough.</p> <p>Award categories are as follows;</p> <ul style="list-style-type: none"> • Go Wild! Rewarding wildlife and countryside work that has helped enrich biodiversity. • Keeping Up Appearances. Rewarding cleanliness and attractiveness of a business premises (shop, business, factory etc.) • Recycling in Schools. Rewarding resourcefulness, waste minimization and recycling activities. • Environmental Education. Rewarding excellence in Eco Project work in our schools and colleges. • Healthy Living. Rewarding activities that promote healthy lifestyles and the well-being of future generations. • Sustainable Travel. Rewarding innovation and excellence in transport initiatives. • Best Community Project. Rewarding activities and events that have improved the well-being, safety and/or quality of the environment in our local communities. • Best Kept Area. Acknowledging the efforts of a neighbourhood for improving the quality of their local environment. • Youth Environmental Champion. Reward for an outstanding individual (Aged 25 and under) who has contributed to improving the environment and the well-being of the community. • Environmental Champion. Reward for an outstanding individual (over 25 years) who has contributed to improving the environment and the well-being of the community.

	<p>Cllr Nigel George, Cabinet Member for Neighbourhood Services said, "The popularity of the Pride in Your Place Awards continues to grow each year. We have so many fantastic groups and individuals in our community doing excellent work and thanks to our sponsors we are able to recognize their efforts during the special awards ceremony. Cath Greenslade of SEDA International Packaging said, "We are a company with excellent eco credentials and we are pleased to be supporting this initiative which brings the community together to help create a better environment for us all."</p> <p>Jen Morgan of the Bryn Group said, "We are proud to be supporting the 2017 Awards campaign. It is very humbling to see so many groups and individuals do their bit to help make their area cleaner and greener and this augurs well for our future generations"</p> <p>Closing date for applications is the 24th of November 2017.</p> <p>Application pack, CCBC website or contact the recycling team on 01443 873758 or email prideinyourplace@caerphilly.gov.uk."</p>
Iviii	<p>Email (copied to Council) , 10-November-2017, Miss Helen Morgan, Senior Committee Services Officer, Caerphilly C. B. C, wrote: "Thank you for the flowers that I received from the Town Council Liaison Committee...Emma Sullivan has been appointed to take over my role...contacted on sullie@caerphilly.gov.uk (01443 864420)..."</p>
Ix	<p>Email, 10-November-2017, Miss Helen Morgan, Senior Committee Services Officer, Caerphilly C. B. C, wrote: "I am currently unavailable until 13.11.17 and my emails will not be monitored in my absence. For general/planning queries please email committee@caerphilly.gov.uk or if your query is urgent please contact my colleagues on 01443 864267."</p>
Ixi	<p>Email (cc to the Clerk), Cllr Professor Russell Deacon, Chairman, wrote to the Vice-Chairman: "We have had one of the three required responses about the Play Scheme requested. Please find it attached for discussion at next week's meeting. You may need to adjust the papers to include it. John in your role as chair you may wish to let the clerk write a response to Sarah's email for the meeting to consider." Clerk, not requested to write a response.</p>
	<p>Chairman's reply and cc, Clerk:</p> <p>"Thanks you for your detail response. I shall now ensure it goes to council for them to review when they consider the future of the play scheme."</p> <p>Email, 10-Nov-2017, Mrs. Sarah Mutch, Early Years Manager, CCBC, Cllr Deacon, response to Chairman's letter, wrote:</p> <p>"Apologies for the delay in responding to your letter but I did need to get clarification from my team to ensure my response would be factually correct.</p> <p>There were circa 45 children booked on to the scheme on the night of registration</p> <p>There were 3 paid employed staff for the scheme</p> <p>If all children came to the scheme daily this would be a 1:15 ratio</p> <p>The recommended ratio for registered childcare provision for this age group is 1:10 with CSSIW recommending those ratio are increased for any trips.</p> <p>On the day of the swimming (Tuesday 25th July) initially in the morning session according to my member of staff who was asked to join the three existing staff for the day. She estimated there were more than 50 children present that morning although she didn't actually count them. The swimming was the afternoon activity. At that time there</p>

	<p>was 4 staff plus John and they were allocated 8-10 or 12 children each depending on the member of staff. There was no alternate activity for children who did not wish to go, but assumed that children were aware of the activity so they only came if that was wanted to do. They walked to the leisure centre which took around 50 minutes as the children were complaining it was hot.</p> <p>My member of staff was concerned as it was hot, there was no water, no sunscreen, no hats and no one asked if the children had any of this themselves.</p> <p>On arriving at the leisure centre, they discovered it was double booked so staff and children waited in the park for another hour without any drinks, etc.</p> <p>Three staff plus John went in the pool with the children and my member of staff stayed on the pool side.</p> <p>After swimming they walked back to the centre, with children being given the choice to walk home from Morrison's by a female member of staff. My member of staff did not know the name.</p> <p>On arriving to the centre, a parent arrived to pick their child up but was told by staff that "he had walked home as he said he was allowed". Staff and parent went into the corridor and no more conversation was heard by my member of staff. Other parents complained they were 20 minutes late arriving back.</p> <p>During the session my member of staff did not see that staff had any paperwork with them (e.g. risk assessments, register, emergency contact details etc.) but that doesn't necessarily mean that they weren't in a bag, they just weren't visible.</p> <p>John did request that mobile crèche staff cover more shifts but my staff were unwilling / unavailable to do so. My member of staff was told that one of the staff member's friends was going to do the shifts instead. Generally my questions would focus on:</p> <ul style="list-style-type: none"> •What did the risk assessment for the trip state would be a safe ratio for the number of children and was this maintained according to the register for the day? •What are the normal expectations given to parents when they sign up? Are the children expected to stay with the provision as they would registered childcare or can the children come and go as they would in registered open access play provision? Is this clearly communicated to parents? •Was there a formal or informal (verbal) parental complaint from the parent of the child who had walked home? How was this documented and shared with the community council for learning for any future provision? •Was the pool exclusively used for the group so that the lifeguards increased the number of adults or was this public access session as well which would have increased the risk of other people in the pool and ability for children to get lost etc.? •Was there shade in the park for the children to sit under while waiting the extra hour till they went in the pool? Were drinks given inside the leisure centre or did the children wait until they got back to the centre or home from play scheme? •Was there paperwork taken with them that could be used to contact families if there was an incident or accident? Was there a risk assessment? Register? Record of any medical or access needs and appropriate medication too? Did a basic trip first aid kit get taken with them? • know I had Jade's qualifications as leader of the group and that she didn't have the correct level for Safeguarding (although my staff did support on Monday with the correct paperwork and contacts etc. I did not see the other staff qualifications. I assume they are all play worker qualified. Does the community council know their qualifications and are they sufficient to meet the minimum standards as per previous emails, e.g. play work L2/3, first aid, safeguarding, food hygiene, manual handling, etc.? •Generally John and Julie arrived daily at 12noon and on pay day so the question would also be to find out how many children would the 3 employed staff be looking after prior to
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	<p>john and Julie arriving?</p> <p>It would not be my place to investigate all that happened on the play scheme and I have posed the questions as those I would be asking of my team if I was responsible for running a scheme. It is up to the community council if you wish to pose these to the clerk who you employed to run the scheme and ensure he is able to satisfy you that should an incident have happened he would have been able to safeguard the children and ensure staff and children got home safely.</p> <p>I have also put in approx. staffing costs for running a play scheme of this type to give you an idea of what it would cost if you went to an external provider. Obviously council wages are often more expensive and these rates per hour include running costs (pension scheme contributions, employers NI etc.) but private providers may include an amount for profit as we have not built in any management costs into this. You could go down a procurement route or prepare for registering it yourselves and we can come to talk you through what would be involved and your personal responsibilities in either way of delivering it.</p> <p>I apologize for the length of this email response but as you can appreciate it has taken some time to pull all this information together and I have had a lot of out of office meetings recently. However, hopefully you will find this useful in the direction of travel for the future and what you wish to do for learning from the events of last summer.”</p> <p>Clerk’s response forwarded to members by email and hard copies, dated the 17th January, 2018.</p>
Ixii	<p>Email, 13-Nov-2017, CSO Claire Eyles, Bedwas Neighbourhood Policing Team, wrote: “That’s great news. Good result for the clear up. Thank you for attending. Apologies again that I couldn’t be there.</p> <p>I’m off on the 17th, so won’t be able to attend the meeting. However I’m conscious that I’ve missed the last two, so I’ll see if there’s a colleague who can attend in my absence. I’ll send a report through before Friday as well though.”</p>
Ixiii	<p>Email, 17-Nov-2017, Cllr Barbara Jones, to the Vice-Chairman cc to Clerk. Both Chairman and Clerk unwell and tonight’s which will go ahead.</p>
Ixiii	<p>Email, 19-Nov-2017, Cllr John Leek, Mrs. Norma Graham, co-opted, and Caerphilly Food Bank grant application.</p>
Ixv	<p>Email, 19-Nov-2017, Cllr (elect) Mrs. Norma Graham, replying to Clerk’s email that she has been coopted. She sent apologies for Soup/Carols.</p>
Ixvi	<p>Email, 21-Nov-2017, weekly planning list, application 17/0908/COU.</p>
Ixvii	<p>Email, 22-November-2017, Mrs. Andrew Witchell, Information Technician, CCBC, wrote: “Your application is still going through the approval process. Assuming that approval is granted Lianne Phillips will then be dealing with the application...” Reported to Council.</p>
Ixviii	<p>Letter, Nov-207, HSBC, changes to the account, ring fencing team.</p>
Ixviii	<p>Letter, 21-Nov-2017, to Cllr Professor Russell Deacon, Chairman, and passed to the Clerk, read: “...Matters were brought to my attention about the summer play-scheme by</p>

	<p>a parent, who had knowledge of the adults who were working with the children. She advised me that having knowledge of this, she would not be sending her child to the scheme and was of the belief that other parents would also have strong feelings regarding this matter. On sharing my concerns with Mr. Dilworth, he advised me that he was aware of the circumstances relating to this adult and stated that should would not be alone with any children; he stated that she should be given a chance (albeit that her DBS had not yet been received) and that he was willing to complete a risk assessment. In my opinion, if the summer play scheme is to run again, it will be vital for more stringent systems and procedures to be put in place to ensure the safety and well-being of all persons; this includes DBS, any other safeguarding concerns and school being provided with a list of staff names in advance. In addition, many of the policies are at least 5 years old and as such need to be up-dated to reflect current communications from the Local Authority and to take into consideration risk assessments of the school and any that would be need to be produced by Van Community Council in relation to the use of the premises”</p> <p>Clerk replied to the points/allegations and forwarded to all members including Cllr Mrs. Norma Graham (elect).</p>
lxx	Email, 30-Nov-2017, PAW, Free Planning Workshop, forwarded to members wo have lodged email addresses with Clerk.
lxxi	Letter, 30-Nov-2017, WG, 137 amount council can spend per electorate for 2018/19.
lxxii	Email, 7-Dec-2017, CSO Claire Eyles, invitation to the Intergen Afternoon Tea, 15-Dec-2017. Clerk emailed to members whose email addresses he has.
lxxiii	Email, 7-Dec-2017, weekly planning list, CCBC, application17/0977/FULL.
lxxiiii	Letter, 14-Dec-2017, Aneurin Bevan Community Health Council, public meeting, 3-Jan-2018.
lxxv	Letter, 20Dec-2017, HMRC, updates on IT and may effect claims under form VAT126
lxxvi	Email, 20-Dec-2017, Miss Lianne Fry, Administrative Assistant, CCBC, letter of the 20.12.17, received.
lxxvi	Letter, 20-Dec-2017, Interim Head of Corporate Finance, advising, Council Tax base, 2018/19. Notification, precept by the 1st February, 2018.
lxxvii	Email, 21-Dec-2017, FOI request, Aneurin Bevan Community Health Council, number of recorded cases of sunstroke during the summer of 2017 in the Caerphilly area
lxxviii	Letter, 22-Dec-2017, Miss Judith Morgans, Customer Services Manager, CCBC, private and confidential. Copies will be made available at the Council meeting of the 19th January, 2018 with the Clerk's response and One Voice Wales.
lxxviii	Letter, 23-Dec-2017, Christmas letter, Chairman, OVW.

lxxx	Email, 2-Jan-2018, Miss Sian Jones, CCBC, FOI request, swimming an alleged “high risk activity,” states: “...swimming in a Caerphilly Swimming Pool, would not in my opinion a high risk activity.”
lxxxi	Email, 2-Jan-2018, CSO 210 Claire Eyles, St. James Community Support Officer, Bedwas Neighbourhood Policing Team, bike project on hold and grant application for funds.
lxxxii	Email, 8-Jan-2018, Mr. Mike Fisher, credentials for Independent Internal Auditor and fee £300.00. Details entered on agenda and members decision.
lxxxiii	Email, 11-Jan-2018, OVW, advise on student grants and Ed. Trust. Hard copies provided to members.
lxxxiiii	Email, 13-Jan-2018, Cllr Tony Graham, “notes/minutes,” Council meeting of the 17-Nov-2017. Previously forwarded, by email, to Cllr John Leek, on the 18-Nov-2017. Clerk will circulate hard copies at tonight’s meeting.
lxxxv	Email, 15-Jan-2018, Little Friends Playgroup, reference (former play worker, 2015). Clerk provided the reference
lxxxvi	Email, 15-Jan-2018, OVW, Merthyr/RCT Area Committee agenda and papers.
lxxxvii	Email, 15-Jan-2018, Caerphilly Early Years Workforce Development, level 3 play work qualification for summer Play-scheme.
lxxxviii	Email, 17-Jan-2018OVW, Data Protection Bill progressing through Parliament, and law by the 25th May, 2018. Implications to Council and possible appointment of Clerk as DPO or contractor. Clerk, reported to council.

16

- 107/18 **Planning.**
 19/0997/FULL, land south of Glandale (Plot 3A, The Paddock) Van Road, Caerphilly, erect single detached dwelling.
 17/1061/FULL, 17 Vanfield Close Caerphilly CF83 1PS, demolish existing rear garage and erect single-storey rear extension and enlarge front porch.

It was **resolved** to make no comments on; 19/0997/FULL and 17/1061/FULL.

- 108/18 **Reports and local matters.**

No reports were received from members.

- 109/18 **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." Confidential nature. The resolution was approved.

To consider the “Private and Confidential” letter from Miss Judith Morgans, Customer

Signed:

16th February, 2018

Services Manager, Caerphilly C. B. C., to “Mr J Dilworth”. Clerk will distribute copies at the meeting and the advice from Mrs. Shan Bowden, Development Officer, One Voice Wales. The Clerk will leave the room for items 9 and 10.

It was approved to exclude the public and the Clerk and Julie, his wife, left the room.

- 110/18 **To report, the Chairman and Vice-Chairman, in consultation with the Clerk, cancelled the Summer Play Club after one week under plenary powers following advice from Caerphilly County Borough Council (letter provided to all members and parents). In view of the reply from Councillor David Poole, Leader of the Caerphilly C. B.C. (deferred by the Chairman and Vice-chairman) as to what action to take regarding the Play Club/Play Scheme for 2018 (appendix 3a, 3b, and 3c, previously provided). Clerk’s response to email, Mrs. Sarah Mutch, Early Years Manager, and letter, Mrs. Nikki Dargie, Head Teacher, St James Primary School previously provided to all members.**

The Clerk was asked to return to the room (accompanied by Julie his wife who also left the room) and was informed by the Chairman of their decision:

It was agreed to set-up a sub-group comprising of Cllrs Prof Russell Deacon, Chairman, John Leek, Vice-Chairman, and Cllr Tony Graham. The Clerk to produce a time-line showing the sequence of events as part of a bundle of papers for the Sub-group to review and report with its recommendation(s) to the next meeting.

17

- 101/18 **As agreed at the last meeting, members to undergo Child Protection Training and Cllr Professor Russell Deacon, Chairman of the Council, will update members on the arrangements.**

The Clerk to write to the Corporate Director of Social Services regarding bespoke training in safeguarding.

- 102/18 **Clerk’s Report, 17th November, 2017, Appendix 2 (to follow).**

The Clerk tabled copies of his report, which was considered.

A.	Educational Trust.	<p>Clerk at last meeting was directed to report grants/Educational Trusts, previously considered by Council, also advice has been requested from Mrs. Shan Bowden, Development Officer, and One Voice Wales. The Clerk provides the following background:</p> <p>Background:</p> <p>The purpose of the Educational Trust would be to provide financial help to students in the Van Community Council area, towards books, travelling expenses, etc., to help in meeting the costs of their education and a measure to improve the wellbeing of people living in the Council area.</p> <p>They would apply to the Council, upon a criteria set down by the Council, for financial assistance and the Educational Trust would have to establish its objectives.</p> <p>The building blocks upon which to establish the case are as follows.</p>
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Signed:

16th February, 2018

	<ul style="list-style-type: none"> • Community Councils are corporate bodies and income generating. • There are no specific powers allowing a Community Council to set-up an Educational or Land Trusts. • A community council has grant awarding powers, i.e. Sect. 137, L.G.A., 1972. • A Trust would have to comply with Trust Law and the Charity Commission Regulations. <p>Clerk's inquiries led to Royston Town Council who administers the "Leete Charity Trust."</p> <p>The Trust provides grants to students living in Royston or attends school in Royston and must be under 25 years of age.</p> <p>The Trust was funded from money left by a member of the Leete family to Royston Urban District Council which ceased in 1974 through Local Government reorganization and the Trust was transferred to Royston Town Council, established through the same re-organization.</p> <p>Council's consideration:</p> <p><i>"Minute 106/14 Clerk's Report a. Educational Trust.</i></p> <p><i>Report, down loaded draft constitution off the Charity Commission web site and reviewing Educational Constitution."</i></p> <p><i>"Minute 117/14 Clerk's Report a. Educational Trust.</i></p> <p><i>Report, down loaded draft constitution off the Charity Commission web site and reviewing Educational Constitution, to follow.</i></p> <p><i>The Clerk tabled copies of the Educational Constitution for members perusal and it was resolved to defer approval to the next meeting."</i></p> <p><i>"Minute 133/14 Educational Trust constitution (copies provided at the last meeting).</i></p> <p><i>It was resolved to defer to next meeting for members comments on the constitution."</i></p> <p><i>Educational Trust was an agenda item for the meeting of the 18th April, 2014, which was cancelled due to member's confirmation of attendance.</i></p> <p><i>The item did not proceed to a further agenda and remains "on the table."</i></p> <p><i>"13. Educational Trust constitution (copies provided at the last meeting and members amendments and or additions).</i></p>
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		<p><i>Comments from Councillor Russell Deacon:</i></p> <ol style="list-style-type: none"> <i>1. To place a limit on the amount that the trust can spend on any one individual, and the amount of times any one individual can apply for a grant</i> <i>2. To consider what would happen if there is a conflict of interest with more than one or all trustees over an application, in a small community like our that is more than possible</i> <i>3. To remove a trustee for failure to attend a set number of meetings, lapse of time!</i> <i>4. If a decision goes to a vote, what will happen in the event of a tie</i> <i>5. To make it clear that any money awarded is only through the decision of the joint trustees and cannot be prior indicated by any one trustees that they will receive this sum.</i> <i>6. To promote the charity widely within the community (it is possible to write to every 18 year old indicating this fund, on their birthday, for instance)."</i> <p>Member's instructions, to agenda:</p> <p>Criteria for grant applicants. Budget, £1,200.00 to be confirmed at the Council meeting of the 16th February, 2018.</p>
19	B. Former Van Terrace Play area land, awaiting further response from CCBC.	<p>Cllr Barbara Jones, declared an interest and withdrew from the meeting and room.</p> <p>Clerk was directed at the last meeting to produce a résumé of the case.</p> <p>The land lies to the end of Van Terrace and was formally under the ownership of Van Community Council.</p> <p>Council minute 782 VAN TERRACE PLAY AREA, 29th January, 1983, states:</p> <p>"RESOLVED <i>That land in the ownership of this Council adjacent to the Van Terrace Play Area be offered to the District Council along with the land within the curtilage of the Van Terrace Play Area subject to the following conditions:</i></p> <ol style="list-style-type: none"> <i>1. That the land be dedicated for open space use in perpetuity and that development shall not take place on the land.</i> <i>2. That the land adjacent to the Van Terrace play Area be landscaped and developed for leisure use by the District Council, possibly using a Manpower Services Commission Scheme, within a period of 12 months of the land being dedicated to the District Council.</i> <i>3. That detailed plans be submitted to this Council by the District Council for the use of the land prior to the land being dedicated to the District Council."</i> <p>On the 18th December, 1989, the land was transferred by way of a deed between RVDC and Van Community Council for one pound (£1) and</p>

	<p>thereafter inherited by Caerphilly County Borough Council, following Local Government reorganization.</p> <p>However, Van Community Council owns the covenant as recorded in the Deed:</p> <p><i>"3 (b)...not to use the land hereby conveyed other than as a children's playground..."</i></p> <p><u>Caerphilly County Borough Council has not maintained the land for a children's playground (see 3 (b)), is the contract void?</u></p> <p>Caerphilly County Borough Council requires the permission of this authority to dispose of the land, should they wish to but they can set aside the covenant through recourse to the Land Tribunal, but it will cost them.</p> <p>On the 1st June, 2017, the Clerk wrote to the Interim Chief Executive:</p> <p><i>"...You will agree, that Van Community Council owns the covenant and the land has little value, at the moment. To dispose of the land would require the permission of my authority, so I would like to investigate the proposal whether your authority would transfer the land back to Van Community Council, with the definite intention to reinstate the children's play area, in the name of the late Councillor David Hill who campaigned vigorously for the reinstatement of the much needed local facility."</i></p> <p>On the 15th August, 2017, after a delay and further letters, Council was advised by Mr. Andrew Witchell, Information Technician, CCBC:</p> <p><i>"Your application to purchase the former playground site at Van Terrace was sent off for consultation on 03 August 2017.</i></p> <p><i>All services involved have been asked to expedite the procedure and as soon as the replies have been we will be in touch with you."</i></p> <p>On the 4th October, 2017, Mr. Witchell writes:</p> <p><i>"We have still not received all the replies to the consultation..."</i></p> <p>On the 3rd November, 2017, Mr. Witchell writes:</p> <p><i>"We are now in receipt of all necessary information and will be preparing a report recommending the land be transferred back to the Community Council for £1.</i></p> <p><i>Please note that whilst this is the recommendation the report may not be approved."</i></p> <p>On the 7th November, 2017, Mr. Witchell writes:</p> <p><i>"The intention is to effect the transfer by means of delegated powers and in this instance there would be no need for cabinet meeting.</i></p>
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		<p>If the delegated powers report is not approved and matters change then I will notify you.”</p> <p>The Clerk advised that Council would be responsible for the legal cost of transferring and registering the land to the Council but it would be an asset to the Council.</p> <p>No decision was taken to purchase the land only to receive an update on proceedings.</p> <p>Members await further developments.</p>
C.	Friday, 24 th November, 2017, 6.00pm, Soup and Carols.	<p>Clerk, moving towards a successful event.</p> <p>The Chairman, Cllr Prof Russell Deacon thanked the Clerk and Mrs. Julie Dilworth for their help in making the event a success.</p>
D.	Grant applications.	<p>Number pending.</p> <p>One application; The Trussell Trust applied for a grant application form (word format to type in details if downloaded from Council web site in pdf format) and then they forwarded to a foodbank who is joining their network.</p> <ol style="list-style-type: none"> 1. 6-November-2017, Miss Susan Lloyd-Selby, Area Manager (South Wales) the Trussell Trust, requested grant application form. 2. 8-November-2017, Miss Lloyd-Selby forwarded the form to the applicant who are joining the Trussell Trust Network. 3. 9-November-2017, agenda finalised and copied. 4. 9-November-2017, the application form and financial statement were hand delivered to the Clerk's property, and received on his return and missed the photocopying run. 5. Had the agenda been dated, Monday, 13-November-2017, the Clerk could have included the documents with the agenda and papers. 6. A member had asked for earlier circulation of the agenda and papers, hence, dated 10-November-2017. <p>Members noted.</p>
E.	Thursday, 2 nd November, 2017, River Clean-up, Porset Brook.	<p>Clerk, very successful, new and historic rubbish removed. Members may wish to note, one black bag contained used nappies.</p> <p>Member's noted.</p>
F.	Notice-board at Brynau Rd.	<p>Clerk, seeks clarification following email from Mr Nigel Burnell, Neighbourhood Watch.</p> <p>Member's noted that Clerk had contacted the Senior Committee Officer, for the relevant officer in property. CCBC hold a list of properties in the CB area.</p>

G.	Remembrance Service, Caerphilly Cenotaph Sunday, 12 th November, 2017.	Clerk, delivered the wreath to the Vice-Chairman at the Caerphilly Cenotaph and checked arrangements for the laying of the wreath. Members noted.
H.	Caerphilly Basin Highway Improvements.	Report delay, from Nelson on the A469, 24 th October, 2017, 10.30(hrs.) of 20 minutes. Member's noted.
I.	Clerk's meeting with the Mr. Tim Crosse, Head Teacher, St Helens R C Primary School.	Clerk, successful meeting with the Head teacher. Given invitation to attend Soup and Carols. The School has surplus classrooms and turning one into a Community Cafe run by the school children and open to the community. Mr. Cross may be submitting an application for funds to contribute towards the cost of setting up the School Café. The Clerk reported that The Pont y Clun Community Shop donated, tea pots, cutlery, table cloths, framed picture of Regina, Elizabeth the Second to fit in with the café theme. Further, in a personal capacity, the Clerk donated three antique pop bottles, and nine coronation mugs, again fitting in with the café theme. Members noted.

103/18 **Clerk's Report, January 19th, 2018 (appendix 3 (to follow))**

The Clerk tabled copies of his report which was considered.

A.	Budget and Precept, 2018/19 and historic financial developments.	The Clerk is conscious of the fact that the membership of Council has changed with new members who would not be aware of historic developments in the finances of Council above the normal income received. Council receives income via its precept, bank, interest and VAT reclaims (not registered for VAT) and also possible grants (unlikely). On the 10 th December, 1996, this authority resolved to enter into an agreement with Caerphilly County Borough Council. That meant this authority paid to Caerphilly C. B. C. on a quarterly basis, from the 26 th November, 1997, £926.34 till the 3 rd January, 2014. During the life of the agreement the balances were not disclosed in the accounts till 2014/15 accounts. The Clerk is not aware of the terms of the agreement and no document could be located with Caerphilly C. B. C., however, the fund was used to finance a number of projects; additional street lighting, traffic calming at Pen-y-Cae etc.
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		<p>Caerphilly C. B. C. cancelled the agreement, in 2014, and paid to Van Community Council £42,855.72 which explains why the finances of this authority are inflated considering its precept amount of £20,444, which has remained consistent for several years.</p> <p>The predicted carry forward figure for 2018/19 indicates balances of £45,000 (ish), however, balances have reduced by £5,000 from the previous year indicating a slow reduction in balances over the two financial years. If Council progresses the Summer Play-scheme with an outside provider the cost implications will have a serious reduction in balances for 2018/19, 2019/20, and 2020/21 (election year) of £40,000 to £45,000, however, this is only a projection.</p> <p>The only way to recover balances will be to increase the Council precept.</p> <p>Cllr Barbara Jones pointed out that Caerphilly C. B. C. had no records of the Leisure Amenity Agreement with Van Community Council.</p> <p>Member's progressed the Clerk's recommendation to increase the precept (see minute 104/18 iv).</p>
C.	<p>Friday, 24th November, 2017, 6.00pm, Soup and Carols and also children's Christmas Party.</p>	<p>Clerk reports a well-attended event which was well received by those who attended. The icing on the cake was the presentation by the Chairman, Cllr Professor Russell Deacon to Mr. Remo Fecci.</p> <p>Clerk seeks guidance on what are members wishes for Christmas, 2018, event since it was discussed to organize a Christmas Party for the children instead of Soup and Carols, i.e. as reproduced:</p> <p>Minute 94/17 "...It was suggested that instead of Soup and Carols that Council organize a Christmas Party for the children. The Clerk advised that arrangements are already in place for Soup and Carols on the 24th November, 2017.</p> <p>Further consideration will be given to a Christmas Party in 2018 (Child Protection rules must apply and a Christmas Party Committee, see minute 88/17: "Cllr Jones noted that she believed that too much had been put on the clerk with respect to school scheme and need to review it in future.")</p> <p>Clerk advises that a committee or a task and finish group must be set-up to investigate the organizing of the Children's Christmas Party and report back to council with firm plans and potential risks and costs.</p> <p>To assist some areas for consideration:</p> <p>Responsible person leading the project. Children's age group. Advertising, booking a place and confirmation of numbers. Ticket distribution. Children accompanied by parents. Catering/buffet/food hygiene. Entertainment.</p>

		<p>Games. Presents. Father Christmas. Estimated costings; Hall - £50, food - £400, entertainment - £100 to £400, admin - £80.00, selection boxes - £80.00. Total estimated costs £1,010.</p> <p>Clerk has received a further option for Christmas, Christmas Breakfast at the Van Community Centre, food - £60.00, Hall - £50, entertainment £100 to £400. Total estimated costs £510.00.</p> <p>And, Pantomime - £900 inclusive of selection boxes.</p> <p>A discussion ensued and members would consider a Christmas event and the Chairman asked them to "put on their thinking caps." Agenda item for the February, 16th meeting, 2018.</p>
D.	Grant applications.	<p>Police bikes, hit a snag, and deferred till further notice.</p> <p>Members noted.</p>
E.	Walkabout, Tuesday, 23 rd January, 2018, Dol yr Eos, Dol Fran, and Porset Brook.	<p>Clerk, members please note and advise on alternative date following the 23rd for members to attend.</p> <p>Member's noted that it would change from a Tuesday to another day.</p>
F.	Notice-board at Brynau Rd.	<p>Clerk, owner of the build remains a mystery but Caerphilly C. B. C. hold a register of buildings owned in the County Borough area. Inquiries have been made with them.</p> <p>Member's noted.</p>
G.	"Intergen Xmas Buffet," Friday, 15 th December, 2017.	<p>Clerk attended the event with his wife Julie and the food was prepared and served by the young person of St Martins School pursuing GCSE in Catering. It was a fantastic event and provided an opportunity for the pupils to develop their catering skills and integrate in the Van Community.</p> <p>The Clerk forwarded the invitation to members via telephone and email and also a letter has been forwarded by Royal Mail to Mr. Lee Jarvis, Head Teacher, thanking the pupils and staff member.</p> <p>Member's noted.</p>
H.	The Black History Month committee and the Race	<p>The Black History Month committee and the Race Council Wales will like to work with your organization with the running of three workshops on the theme for each year which is yet to be confirmed.</p>

	<p>Council Wales will like to work with Van Community Council with the running of three workshops on the theme for each year which is yet to be confirmed. Presentation, Friday, 16th February, 2018 (Council scheduled meeting for the February).</p>	<p>Workshops will include a talk / performance, African drumming and dance, with music and costumes which will be run by myself.</p> <p>They have run over four hundred workshops in Wales and worldwide including Poland, the USA and a few African countries and also ran about two workshops with Council many years ago.</p> <p>They advise, a funding and participation form will be sent to you application form will be sent to you to be filled and returned.</p> <p>Your geographical area (the Valleys) is of interest to the BHM committee and the Race Council, to be included in the celebrations.</p> <p>Both the Chairman of the BHM Mrs Uzo Iwobi (OBE) and Mr Gbubemi Amas Amanoritsewor have been invited to the February meeting.</p> <p>To limit amount of time afforded for the presentation in view of the business to be transacted and Clerk to consult with the Chairman, Cllr Prof Russell Deacon on the agenda.</p> <p>Member's confirmed the Clerk's actions.</p>
I.	One Voice Wales, member councils liable for its finances, if wound up (not limited by guarantee).	<p>Clerk, reporting risk to council through its membership of One Voice Wales in the event that it was dissolved then member councils would have to contribute to the £200,000 pension deficit.</p> <p>Clerk to contact OVW, in the unlikely event that OVW is dissolved what are the liabilities and numbers of councils to pay.</p>
J.	Section 137(1) and (3) LGA, 1972, spend £7.86 per elector for 2018/19.	<p>Clerk, notice has been received on the level of expenditure per electorate for 2018/19.</p> <p>Member's noted.</p>

104/18	<u>Finance.</u>
i.	To consider payment of creditors (appendix 4).
	To approve payments (A-G).

A.	100319	John Dilworth, Clerk, reimburse for the purchase of food items, disposable cups, chocolate, kitchen towels for the Council sponsored event, Soup and Carols, 24 th November, 2017.	109.25
B.	100320	HMRC, Clerk's tax due to HMRC for months, 7, 8, and 9.	513.10
C.	100321	John Dilworth, Clerk's net salary (less deductions), 2017/18, month 10.	626.80

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D.	100322	John Dilworth, expenses.			
		Postage	11.53		
		Photocopying	39.90		
		Ink jet cartridges (1)	67.10		
		Stationary	36.34		
		Post Office Phone Card			
		Mileage (see breakdown)	86.58		
		Total claimed.			241.45

1.	9-Nov-2017	Travelled to Trustmark, Talbot Green, and return, copying.	1.11
2.	10-Nov-2017	Travelled to Van and return, delivered agenda and papers 26 + 7 miles.	14.85
3.	12-Nov-2017	Travelled to Caerphilly and return, Remembrance Service. Hand over Council wreath to Vice-Chairman and ensure arrangements in place (parked at Park/Ride)	11.70
4.	16-Nov-2017	Travelled to Trustmark, Talbot Green, and return, copying, flyers.	1.11
5.	21-Nov-2017	Travelled to Makro, Nantgarw and return	9.90
6.	23-Nov-2017	Travelled to Van and return, delivered Soup/Carols flyer (26 miles).	11.70
7.	24-Nov-2017	Travelled to Tesco Talbot Green and return to purchase bread rolls for Soup/Carols (2.47 miles).	1.11
8.	24-Nov-2017	Travelled to Van and return, Soup/Carols (26 miles).	11.70
9.	2-Dec-2017	Travelled to Office Outlet, Western Av., Gabalfa, photocopying, CCBC proposed budget proposals, 2018/19.	8.55
10.	3-Dec-2017	Travelled to Van and return, delivered copies of CCBC Budget Proposal, 2018/19 (26 + 7 miles).	14.85

E.	100323	John Dilworth, Clerk, reimburse for photocopying, proposed CCBC proposals ((large documents) budget, 2018/19. Six copies for Cllrs Barbara Jones, Fay Gay, Linda Williams, Pam Nelder, Sheila Newbury and Jayne Keable.			90.72
F.	100324	John Dilworth, Clerk's net salary (less deductions), 2017/18, month 10.			626.80
G.	100325	John Dilworth, Clerk's expenses.			
		Photocopying	10.80		
		Post Office Phone Card	10.00		
		Mileage (see breakdown)	51.06		
		Total claimed.			71.86

1.	12-Dec-2017	Travelled to Van Terrace and return, measure land, former play area (26 miles).	11.70
2.	18-Dec-2017	Travelled to Van and return, Chairman to sign cheques (26 miles).	11.70
3.	19-Dec-2017	Travelled to Van and return, walkabout, DolyrEoes (26 miles).	11.70
4.	22-Dec-	Travelled to Trustmark, Talbot Green, and return,	1.11

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	2017	copying (2.47 miles).	
5.	22-Dec-2017	Travelled to Van and return, delivered Clerk's response to Mrs S. Mutch's email and Mrs Dargie's letter to Chairman (26 + 7 miles).	14.85

ii. **Accounts, 2017/18 (bank rec. 1.11.17) 2017/18, (appendix 5a, 5b, and 5c).**

It was **resolved** to approve the accounts.

iii. **Accounts, 2017/18 (bank rec. 1.12.17) (appendix 6a, 6b, and 6c).**

Cllr Barbara Jones raised room hire fee payment of £330.50 to the Van Community Centre. The Clerk replied that it includes use of the Centre for the Van Sports and Play Club (50% one weeks hire), staff interviews, council meetings, and Van Sports and Play Club registration.

It was **resolved** to approve the accounts.

iv. **To consider the budget (bank rec. 1.1.18), 2018/19, appendix 7a, 7b, and 7c, also Corporate Finance letter, dated 20th December, 2017 (appendix 7d).**

Cllr Barbara Jones declared an interest and took no part in the proceedings.

Discussion moved to increasing the precept by £5,000.00, however, the Clerk recommended a stage increase since Council Tax is a highly visible tax. This was taken forward to increasing the precept by £2,500.00 and rounding the precept amount to £23,000.00.

Following a number of changes to the budget headings; insurance, £757.00, Play-scheme (Wages Resources and Trips) £12,000, Members Allowances, £1,500.00, and new budget, Educational Grants, £1,200.00, it was **resolved** to set the precept for 2018/19 at £23,000.00 (twenty-three thousand pounds) and the Clerk to inform the Interim Head of Corporate Finance, Caerphilly C. B. C., of the decision.

It was further **resolved** to hold a Precept Setting meeting in the first week of December, 2018, to set the budget and precept for 2019/20.

v. **Grant applications: Caerphilly Foodbank (Connect Life Church (Elim) Caerphilly. Applying for £500.00 to purchase a laptop and printer to support the development of Caerphilly foodbank. The Clerk will circulate relevant documents.**

The Clerk, advised that he has copies of the grant application form and accounts of the applicant since he was not in attendance at the last meeting due to sickness and these document would have been made available.

It was pointed out that a decision had been made to make a grant award and the minute was revisited, i.e. as reproduced:

“12) (iii) TG left the room and Councillors discussed the grant application by Caerphilly Foodbank. Approved – Councillors would like to see receipts”

It was **resolved** to advance the grant award of £500.00 and receipts will be required from the applicant, in accord with the minute.

At 8.15pm Standing Orders suspended for fifteen minutes.

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

Following a delay to re-engage the project.

- vii. **Appointment of auditor following the retirement of Mr. Peter Morgan, previous Independent Internal Auditor. Mr Mike Fisher; Qualified accountant with Chartered Institute of Public Finance and Accountancy CIPFA, Current role is Head of Finance at the South East Wales Education Achievement Service, Prior to that role thirty-four years within Local Government Finance Departments at Mid-Glamorgan County Council, Islywn Borough Council and Newport City Council, Clerk to New Tredegar Community Council for two years in the past, and undertaken Internal Audit of Gelligaer Community Council for last three years. Fee £300.00.**

It was **resolved** to appoint Mr. Mike Fisher, as the Independent Internal Auditor for 2017/18 accounts at a fee of £300.00.

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- 105/18 **Good youth and citizens awards (remain as an agenda item).**

No nominations.

- 106/18 **To consider “Talk Valleys,” (hard copies previously made available at the last meeting, bring your copy).**

It was **resolved** to defer.

- 107/18 **To consider the “Model Resolution Protocol,” made by OVW for dealing with minor complaints and recommended for adoption by the Principal Authority (CCBC) Standards Committee (bring your copy circulated to members at the last meeting).**

It was **resolved** to adopt the Model Resolution Protocol.

- 108/18 **Review of the Parliamentary Boundaries (appendix 8).**

Councils position, no change in the existing parliamentary boundaries and the Clerk to advise the Commission.

- 109/18 **Insignia of Office (appendix 9).**

It was **resolved** to defer.

- 120/18 **To receive nomination (s) for the Minor Authority Governorship, St Helens R C Primary School Governing Body or to advertise the position in the Van Community Council area.**

It was **resolved** to defer.

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- 121/18 **To consider appointing a representative to attend the newly formed PwlllyPant Business Engagement Group. Inaugural meeting, 10th November, 2017, 11.00am at the Ty Penallta Council building, Ystrad Mynach. To consider the ramifications to local businesses through the Pwll y Pant Round-a-bout Scheme.**

It was noted that Cllr John Leek attended and would represent Council at future meetings.

- 122/18 **Items for the next agenda.**

Cllr Tony Graham suggested that the agendas are long and to keep an eye on the agenda lengths, the Chairman replied, that to omit an item from the agenda could lead to issues.

Discussion moved to Clerk sending Chairman the agenda before publication and Chairman with delegated powers to cut out any item(s). (See Longfield Parish Council v Wright (1918) re. items for decision on publicized agenda).

- Education Grant Criteria.
- Confirm Educational Grant £1,200.00 budget.
- Children's Christmas Party,
- Presentation, Black History Month.