

**VAN COMMUNITY COUNCIL
CYNGOR CYMUNED Y FAN**

Chair
Vice-Chair

Councillor Barbara Jones,
Councillor Tony Graham.

Clerk/R.F.O.

John Dilworth

Minutes,
Council Meeting,
Thursday, 19th July, 2018,
Van Community Centre.

Present:	Councillors	Tony Graham, Norma Graham, Jayne Keable, Pam Nelder, Sheila Jones (late), Sheila Newbury.
In attendance	Clerk/RFO	John Dilworth.

To note; Cllr Sheila Jones has signed the Declaration of Acceptance of Office, in the presence of the Clerk on Monday the 25th June, 2018, and received the following documents from the Clerk, John Dilworth:

- (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.
- (9) Financial Regulations.

Past minutes can be located on the Council web site:

<http://your.caerphilly.gov.uk/vancc/content/home>

Grant application forms can also be downloaded from the Council site.

In the absence of the Chair, Cllr Barbara Jones, the Vice-Chair, Cllr Tony Graham progressed to the Chair, for this meeting only (*Council's Standing Order 15, states: "In the absence of the Chair at a meeting of the Council, the Vice-chair shall preside..."*).

Public, any issues, and limited to ten minutes.

Signed:.....

20th September, 2018.

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."

Page | 2 *It is not a public meeting but a council meeting and legally constituted to discuss published business.*

No members of the public were present.

53/18. **To receive apologies and whether to approve the reason for absence.**

There were apologies received from the following Council members, Cllr Barbara Jones, Chair, and Fay Gay. The Clerk reported the reasons for absence which were accepted, however, Cllr John Leek (apologies for lateness) did not attend the meeting and Cllr Sheila Jones joined the meeting later.

54/18 **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).

Chair 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 Pam Nelder declared a personal interest (Standing Order 83(b) in the correspondence to the Clerk/RFO on the Defibrillator Cabinet. The Member took not part in the discussion but answered questions on the matter (Standing Order 85).

55/18 **Police matters.**

The Clerk distributed copies of the Police Report and the Chair, Cllr Tony Graham, deferred the item till later in the agenda to allow time for the officer to attend (apologies later received from the officer, for non-attendance).

"Van Community Council Police Update – 19/07/2018"

PC MOORE and CSO MEY have started a resident's group meeting in Lansbury Park. We had residents of Trevelyan court and Alexander Court attend the first meeting and now have a resident from Haldane court. This allows us to discuss issues they are having which don't necessarily warrant a 101/999 call. We have touched on issues like fly tipping, dog fouling, lighting in courts and ASB issues. Lee Carpenter from Environmental Health attended the June meeting and answered a lot of questions. We are hoping to recruit more members from different courts going forward with the aim of having a representative from every court.

Signed:.....

20th September, 2018.

Karen at Housing office has arranged for all the roundabouts to be cut right back on request of PC MOORE

The Engagement day at St James School was a real success. There were around 200 attendees and parent network made near to £400. Thank you to the Councillors that attended.

There have been four positive Drugs warrants carried out in Lansbury Park since the last council meeting and another two in the pipeline.

CSO MEY has been doing high visibility patrols at the gates of St James Primary after school as we have had numerous complaints and reports of parents fighting/swearing/arguing outside of the school gates. All seems to be in order during these patrols but we will continue to monitor.

Fires are being lit on a regular basis by youths and young children. The younger kids are lighting what they call 'memory fires' where they throw something sentimental into the fire in memory of someone who has passed. PC MOORE and CSO MEY will be going into the school on Friday 20th (last day) to give a safety talk on fires and anti-social behaviour before the start of the summer holidays as well as performing high visibility patrols around the green of St Helens in the evenings.

We did the Intergeneration club on the 27th June, we had 5 residents take part and again it was thoroughly enjoyed by adults and children. We will resume the club in the new school year, possibly October and incorporate more arts and crafts activities. If councillors would like to join us for the engagement, please contact Sarah via email or phone to arrange a place. Spaces are limited due to the child / adult ratio.

Just a reminder about the Your Voice Priority and if there are any sightings or identifications made if you could please contact -

*CO141 McDonnell – 07788328901 john.mcdonnell@gwent.pnn.police.uk or
CO303 Mey - 07464647476 sarah.mey@gwent.pnn.police.uk"*

56/18 **To approve the minutes, Council Meeting, 21st June, 2018 (appendix 1).**

The minutes were approved as an accurate of the proceedings and signed by the Chair, with the following amendments duly struck through and amended in the master copy and also initialed "ATG" by the Chair, Cllr Tony Graham:

Page 1. Delete "Friday" and insert "Thursday", to read, "Thursday, 21st June, 2018."

Page 2. Delete "8" and insert "7", to read, "Meeting closed at 7.54pm."

57/18 **Matters arising.**

Minute 42/18 Flyer, Cllr Barbara Jones, Chair.

The Clerk was directed to email Cllr Barbara Jones, Chair, to advise her that the matter has been deferred to the Council meeting of the 20th September, 2018 and copy the email to the

Signed:.....

20th September, 2018.

Vice-Chair, Cllr Tony Graham, who will discuss it with the Chair, Cllr Barbara Jones.

- 58/18 **"By virtue of the Public Bodies (Admission to Meetings) Act, 1960, the press and public are excluded from discussions on the following item, minute 43/18 ii, 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." THE CLERK DECLARES HIS INTERESTS IN THE ITEM AND WILL LEAVE THE MEETING AND THE ROOM (minute 43/18 ii), for this item.**

The Chair, Cllr Tony Graham, advised that the Employment Committee has not met and therefore the resolution was not invoked and it was not necessary for the Clerk to leave the meeting and the room. (The Clerk has an interest in the matter; hours worked above the contracted obligation and two National Pay Awards (1st April, 2018, and 1st April, 2018).

Minute 43/18 ii Employment Committee report; Clerk's hours and pay settlement, 2017 and 2018. THE CLERK WILL LEAVE THE MEETING AND ROOM.

The Chair, Cllr Tony Graham, pointed out, to assure the Clerk that there was a like hood, the National Pay Awards, 2017 and 2018, would be made but subject to a formal recommendation from the Employment Committee.

Minute 44/18 xxxiv Correspondence, invitation to the Environmental Plan for Lansbury Park and surrounding area meeting, 18th July, 2018, report from members.

The Chair, Cllr Tony Graham, lead on the item and pointed out, there is a lot of support for the Caerphilly Farm proposals.

The Clerk advised that he had contacted CREW (Deep Place Plan for Tredegar, 2014) regarding cost and possibility of them undertaking the feasibility study. The Chair, Cllr Tony Graham, responded, Mr. Chris Brimble, Chartered Architect, was looking into the feasibility study.

The Chair advised, the matter of a shared contribution towards the cost (estimated at a couple of thousand pounds) of the feasibility study with CTC would be considered at the September meeting and an Extraordinary meeting called in September to invite Mr. Christopher Brimble to discuss the proposals (Standing Order 3, states: "An extra-ordinary meeting of the Council may be called at any time by the Chair...") The Clerk to email the Chair, Councillor Barbara Jones, for the calling of the Extraordinary meeting, in September.

Cllr Sheila Newbury, added to the discussion, and pointed out, other Community Councils may want to be involved; Pen yr Heol, Trecenydd and Energlyn, Llanbradach and Pwll y Pant, and BTM Community Councils.

It was **resolved** that a contribution to the feasibility study would be brought forward to the September meeting.

- 59/18 **Correspondence.**

The Clerk/RFO circulated a list of correspondence, and it was noted:

Clerk's Specific responsibilities, correspondence:

Signed:.....

20th September, 2018.

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“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.”

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i	Email, 21-June-2018, OVW, Modules 13, 6, and 21st, 24th, 25th, and 30th July, 2018. Noted.
ii	Email, 22-June-2018, Lansbury Matters and Everyone Matters, confirming meeting for the 18th July, 2018. Clerk has kept members attending informed.
iii	Email, 25-June-2018, UW, officer hoped to attend Walkabout. Noted.
iiii	Email, 25-June-2018, CCBC, Newsletter, Review of Community/Town Councils. Noted.
v	Email, 25-July-2018, CCBC, reports on Decriminalisation of Parking and Sport and Active Recreations Strategy. Noted.
vi	√Email, 26-June-2018, Local democracy and Boundary Commission for Wales, has update its Data Protection and Privacy policy: http://ldbc.gov.wales/privacy_policy/?skip=1&lang=en Noted.
vii	√Email, 27-June-2018, Committee Services officer, new range of Silent Soldier silhouettes, contact Lisa Rawlings, Regional Armed Forces Covenant Liaison Officer. for further information. Noted.
viii	Letter, 27-June-2018, Aneurin Bevan Community Health Council, public notice of their next meeting, 11th July, 2018. Noted.
viii	√Email, 1-July-2018, Van Centre, invitation to council, Fun day, August 11th, 2018, 2.00pm till 5.00pm and whether Council wants a table. Agenda item.
x	√Email, 2-July-2018, OVW, Conference and AGM, 29th Saturday, 2018 (£85/delegate). Any members interested in attending (approved duty) to contact the Clerk.
xi	√ Email, 2-July-2018, OVW, agenda and papers for the RCT/Merthyr/Caerphilly Area Committee meeting, 12th July, 2018. Forwarded to Cllr Barbara Jones, Chair. Cllr Barbara Jones, Chair, attended.
xii	Email, 2-July-2018, Committee Services officer, reminder, next Community Council Liaison Committee meeting, 11th July, 2018. Clerk sent his apologies, Julie his wife having minor surgery that day (Clerk attends, ex officio). Noted.
xiii	√ Letter, 3-July-2018, CTC, grant application for the Caerphilly Fireworks Display, 2018. Dealt with under grants.
xiii	√Letter, 3-July-2018, Wales Air Ambulance Charity, thanking council for the donation for four hundred pounds (£400.00). Noted.
xv	Letter, 4-July-2018, CCBC, agenda and papers Community Council Liaison Sub Committee, 11th July, 2018. Noted.

Signed:.....

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xvi	√Email, 9-July-2018, Lansbury Matters Everyone Matters, inviting councilors to their coffee Morning, 12th July, 2018. Clerk forwarded to members on email.
xvii	√Email, 9-July-2018, Kids Clubs Wales, staffing for holiday provision in Lansbury, 2019. Member's instructions whether further consideration at a future meeting. No decision to organize a Summer Play-scheme for 2019, and noted.
xviii	√Email, 6-July-2018, Welsh Government, places available for the free workshop on the 17th July, 2018, at Llandridnod Wells. Noted.
xviii	√Email, 11-July-2018, Costley and Partners Solicitors, invoice and purchase of land at Van Terrace. Advice has been included in the Clerk's Report.
xx	Email, 12-July-2018, OVW, Achieving low carbon pathway to 2030, and the Decarbonization Newsletter. Noted.
xxi	√Email, 12-July-2018, Passenger Transport Information, CCBC. Changes to bus routes H, J, and L. Noted.
xxii	√Email, 13-July-2018, Passenger Transport Information, CCBC. Closures of Van Road and rescheduling buses. Noted.
xxiii	Email, 13th July-2018, Leaders (CCBC) Blog. Noted.
xxiii	Email, 16-July-2018, OVW, Module 21, LG Finance, Caldicot, 30th July, 2018. Noted.
xxv	Email, 16-July-2018, OVW, presentation by Miss Leanne Watkins, at the Area Committee meeting. Noted.
xxvi	Email, 17-July-2018, Development officer, OVW, attachments; AGM and Ordinary Meeting minutes, 12th July, 2018, and presentation given by Miss Leanne Watkins, Associate Director Service Redesign, Aneurin Bevan University Health Board that has been previously circulated. Next meeting, Area Committee will be held at 7.00 pm on Wednesday 24th October 2018 at a venue to be arranged. Noted.
xxvii	<p>√Email, 17-July-2018, Van Community Centre, Defibrillator Cabinet. The Clerk replied that the correspondence will be reported to Council. Mrs. Pam Nelder, Chair, of the Van Centre, replied over the phone that the NHS will provide a free defibrillator (are conditions) and whether a second grant application can be made. The Clerk advised that under the Financial Regulations a second application may be granted under "Exceptional Circumstances." Clerk offers advice to Cllr Pam Nelder, regarding her interest in this matter. Member's instructions whether to proceed to a future meeting.</p> <p>The Chair, Cllr Tony Graham raised a number of points with Cllr Pam Nelder who declared an interest (Standing Order 86). The cost of the defibrillator would come within the £700 to £900 parameters less monies raised at the Fun Day organized by the Van Centre on Saturday, 11th August, 2018.</p> <p>A. Council would underwrite the cost of the defibrillator less monies raised at the Fun Day.</p>

Signed:.....

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	<p>B. Council would pay (invoiced) for the defibrillator case and claim the VAT.</p> <p>A and B to be placed on the agenda (Matters Arising) of the September meeting. Noted, action by Clerk/RFO.</p>
xxviii	<p>Email, 17-July-2018, OVW, copy of the minutes, RCT/Merthyr/Caerphilly Area Committee AGM and Ordinary meetings held on the 12-July-2018. Noted.</p>
xxix	<p>√Email, 17-July-208, Cllr Tony Graham, following the Clerk forwarding the draft proposal, Community led project, the member replied: "Were you aware that there was such an advanced proposal being put forward tomorrow? I was under the impression it was an initial exploratory meeting about use of land in the Van CC area." The Clerk replied that correspondence on the matter have been reported, meeting was to receive presentation of the Environmental Plan and surrounding area. Cllr Tony Graham's email was copied to the Chair, Cllr Barbara Jones (see minute 44/18 xxxiv and email from Mrs. Michelle Mckenzie-Jones, below). Noted.</p>
xxx	<p>√Email, 17-july-2018, Lansbury Matters and Everyone Matters, wrote: "It really has been very hard to get to this point. We as a working group had not decided to circulate at all beforehand but I thought I would send it to a few that are attending tomorrow's proposal. Sorry John but we have had less than a month to draft what is a large project. I hope you understand I was just trying to give you some guidance on what we are aiming to achieve that's all. Only today it's been put in order. We have also been researching the planning stage at the same time. We spent a very long time and countless meetings with stakeholders to get to this point My sincere apologies."</p> <p>Reply to Clerk's email, 17-July-2018, in which he raised the following points: "Thanks for sending the draft proposals for tomorrow's meeting which I understood was to receive a presentation on the Environmental Plan for Lansbury and surrounding area. Clearly, they are advanced in detail and I hesitate to say, should have been circulated earlier for members to have opportunity to study them rather than the 11th hour. I am sure the meeting will be productive but there is a lot to digest and take forward." (Note: Clerk noticed that Cllr Tony Graham, Vice-Chair, had been left off the circulation list and the Clerk forwarded a copy of the proposals to the Vice-Chair." Noted.</p>
xxxi	<p>Email, 18-July-2018, Policies officer, CCBC, regarding consultation on the Council's draft Sport and Active Recreation Strategy was launched yesterday and will continue for a 10 week period ending 21st September. Details of the consultation and an online survey can be found here: www.caerffili.gov.uk/schhe http://www.caerphilly.gov.uk/sars Noted.</p>
xxxii	<p>√Email, 18-July-2018, Mrs. Michelle Mckenzie-Jones, Lansbury Matters and Everyone Matters, wrote: "Could you please send to elected representatives....Thank you for attending today's meeting. I would just like to let you know our next steps; 1; feasibility study to be carried out paid for by van community council and the town</p>

	<p>council's.</p> <p>2; Establish a working group- multi agency and community</p> <p>I know the meeting was long but we wanted to cover all areas of deprivation it's been a long few weeks putting the proposal together.</p> <p>Any feedback would be greatly appreciated.”</p> <p>Clerk replied and copied to Cllrs Tony Graham, Vice-Chair, Barbara Jones, Chair, John Leek, and Sheila Jones, the following:</p> <p>“Will report to council at its meeting of the 19th July, 2018 with my advice as the RFO.</p> <p>I refer to point 1, “feasibility study to be carried out paid for by van community council and...”</p> <p>Point 1 is a financial decision and must be put on the agenda of a future meeting of Van Community Council, i.e., “Van Community Council will contribute to the cost of the feasibility study up to... following quotes”</p> <p>I refer to Longfield Parish Council v Wright (1918).</p> <p>After all Michelle, it is public money.</p> <p>I will advise members at the council meeting of the 19th according to the above.”</p> <p>Cllr Tony Graham responded and copied to Michelle Mckenzie-Jones, Cllrs Barbara Jones, Chair, John Leek, and Sheila Jones, the following:</p> <p>“I confirm that along with Barbara, Sheila and Pam I attended this mornings presentation and along with others was enthusiastic at the idea of a Community Farm that was presented during the meeting.</p> <p>It seems that the idea has much local support and should be taken to the next level which may be a feasibility study.</p> <p>Along with ourselves there was a representative from the town council (Jamie Pritchard) who also expressed great enthusiasm for the project.</p> <p>We both indicated to Michelle that we would raise the concept and project in our respective council meetings and discuss the question of whether we could help to fund a feasibility study.</p> <p>However we do not know whether this would be approved by the members of the councils or indeed how much such a study would cost so this stage there is no commitment that has been made to paying for such a study. However it must be said that this is a great opportunity for the local councils to come together and work collaboratively with the community and other stakeholders in the area to explore the option of what appears to be a hugely exciting and beneficial project.</p> <p>I will report to the meeting on Thursday my thoughts as I am sure others will also and we</p>
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	<p>can discuss it more fully then. At that point we can let Michelle know what support we may be able to offer going forward.”</p> <p>The Clerk replied to Cllr Tony Graham, i.e. as reproduced and copied to; Michelle Mckenzie-Jones, Cllrs Barbara Jones, Chair, John Leek, and Sheila Jones, the following: “Yes, it is helpful and leads me into a fuller understanding or what transpired as Clerk and Responsible Financial Officer. I assume you will be moving an appropriate notice of motion for the September meeting following discussion at tomorrow’s Van Community Council meeting. Or there is another option; the Chair, Cllr Barbara Jones, can call an Extraordinary meeting during the August recess with this item on the agenda for fast tracking the matter due to the public support for the proposals, however, I will be on leave. I will minute my advice for audit, 2018/19, since I have a duty to Council, Accounts and Audit (Wales) Regulations 2014, and the Wales Audit Office. Thank you, once again, for the clarification.”</p> <p>The Chair (for the meeting only), Cllr Tony Graham, paused to welcome Cllr Sheila Jones, who joined the meeting, on her recent cooption (Brynau Ward). In reply Cllr Jones apologized for her lateness. The Clerk inquired if the member had received the agenda and papers, electronically, which she confirmed, in response the Clerk would provide to the member hard copies at the next circulation run and thereon until advised to the contrary.</p>
xxxiii	<p>√Email, 18-July-2018, BDO, requesting a copy of the Independent Internal Audit Report to evidence what work was carried out in the audit. Members to note, through the good offices of the Clerk/RFO, external audit nearing completion. Noted that the Clerk/RFO had taken appropriate action.</p>

60/18 **Planning.**

The Clerk reported no notification on planning applications for the Council area since the last meeting.

61/18 **Reports and local matters.**

Cllr Pam Nelder reported first film show at the Van Centre on the 8th August, 2018.

62/18 **Clerk’s Report (appendix 2).**

The Clerk/RFO circulated copies of the report and took members through it.

A.	<p>Former Van Terrace Play area land transfer between Van Community Council and Caerphilly C. B. C.</p>	<p>Council’s solicitors, Costley & Partners Solicitors advise in their email of the 11th July, 2018, the following: “Further to our recent telephone conversation I attach the Invoice and Completion Statement for your kind attention. I have also spoken with Russell Allen at the Council with regards to the TR1 and he has advised that as they are not transferring any covenants then it is only required to be sealed by Caerphilly Council but he has said that he will add an attestation clause for yourselves if required. As there is a Covenant registered and referred to in the Office Copy Register I would like to suggest that in case of any</p>
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Signed:.....

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		<p>requisitions being raised by the Land Registry could Van Community Council also seal the TR1. This will then avoid any delay when it comes to registration.</p> <p>In view of this we ask if you can confirm which clause you are agreeable to so that I can advise Russell Allen to amend the Transfer Deed.</p> <p>Executed as a deed by affixing the common seal of Van Community Council in the presence of:</p> <p>Signature of Director:_____</p> <p>Signature of [Director][Secretary]:_____</p> <p>or</p> <p>Executed as a deed by affixing the common seal of Van Community Council in the presence of a director and (name of individual) duly authorised by (name of corporate [secretary][director] to attest the affixing of the seal on its behalf as [director][secretary] of (executing company):</p> <p>Signature of Director:_____</p> <p>Signature of [Director][Secretary]:_____</p> <p>Common seal of company: _____”</p> <p>Recommendation as advised: FIXED BY COMMON SEAL.</p> <p>Clerk unclear who will sign the deed; Chair or Vice-Chair with the Clerk/.</p> <p>Council’s public liability insurance covers the councils as advised by Came and Co. (Local Government Insurance Brookers).</p> <p>It was resolved that the Vice-Chair, Cllr Tony Graham, and the Clerk, John Dilworth, to sign the TR1 for the Council and the land is valued.</p>
B.	Four raised flower beds at Van Centre, 3 rd July, 2018.	<p>Clerk reports that Mr. and Mrs. Phil and Wendy Bryett upgraded the third raised flower bed for herbs and the Clerk helped. Two additional bags of compost purchased at a cost of ten pounds (£10.00), authorised at last meeting.</p> <p>It was noted that the sewer cover was not fitting properly and Mr. Phil Bryett cleaned the opening and later it was inspected by a contractor and safe.</p> <p>Cllr Pam Nelder, Van Community Centre, advised that the cover has been inspected and safe.</p> <p>Members noted.</p>
C.	Walkabout, 25 th June,	Clerk reports, attended Walkabout with Cllr Sheila Jones, however,

Signed:.....

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	2018, Dol yr Eos, Dol Fran, and Porset Brook.	<p>Miss Laura Price, Neighbourhood officer, UW, was not present and previously advised may be held up at a meeting in Newport (Clerk waited till 12.50pm on site).</p> <p>The swastika (Nazi hate symbol), following reports to the UW officer, has not been removed.</p> <p>Clerk emailed the UW officer, 27th June, 2018, requesting the following: "Will you please take steps to have the Dog Bin emptied at your earliest convenience since it was installed by United Welsh Housing Association and are not the remit of CCBC who I previously referred it to. What is the position with the swastika?"</p> <p>UW officer advised in her email of the 9th July, 2018,</p> <p>"Apologies for the delay in my response. Yes – it transpires that Celtic Horizons do empty the dog bin. They confirmed that they emptied it on 27 June. I have been on the estate today and see that it is still full so have asked them to re-attend asap.</p> <p>Re the bin. I am waiting for costs on removing the bin completely as it seems to encourage fly tipping. I have chased this today and am waiting a response."</p> <p>Following correspondence with the UW officer and keeping members on email in touch the latest is that the litter bin has now been removed.</p> <p>Following emails and a letter to the Natural Resources Wales the Clerk is delighted to report success regarding the removal and flood threat by the branches lobbed off the conifers and lying on the opposite Porset bank to the rear of two properties on Bedwas Road (appendix A).</p> <p>During delivery of agenda and papers, early evening of the 12th July, the Clerk confirmed, previously brought to his attention by Cllr Sheila Newbury, a Morrison trolley in the Porset Brook near the footbridge leading to Bedwas Road. Followed up with a letter to the Manager at Morrisons Caerphilly and also whether Morrisons would sponsor a river clean-up of the Porset Brook during summer and low water.</p> <p>It was resolved to confirm the actions of the Clerk/RFO.</p>
D.	Community Council Liaison Sub-committee Town and Community Councils Liaison Committee, 13 th June, 2018.	<p>Clerk unable to attend since Julie his wife underwent that day minor surgery for a trapped nerve in her left hand.</p> <p>Members noted the reason for the Clerk's non-attendance.</p>

E.	Memorial bench, Van Centre, presentation of cheque to the widow of the Sam Gould (minute 56/17 v).	<p>Clerk delighted to report that the base and footpath has been cast and also the Westby bench installed with additional ground fixings to stop it "walking".</p> <p>The Clerk reminds members of the previous decision taken at the Council meeting of the 21st July, 2017, minute 56/17 v (page22), i.e. as reproduced:</p> <p>"v. To consider making a donation to Bowel Cancer UK (supported by the late Councillor Sam Gould, Leader).</p> <p>It was resolved, to contribute £200.00 to the Bowel Cancer UK and present the cheque to the widow of the late Councillor Sam Gould when the Memorial bench is installed."</p> <p>It was resolved to reaffirm the previous decision and the Clerk/RFO to take appropriate action and contact Sam's widow for the presentation.</p>
F.	Chairman's Pendant, Westby Bench and additional insurance cover.	<p>Clerk reports, council has insurance excess of £250.00 and value of the Pendant is £376.72, therefore the Clerk was advised to take out "Loss of Damage Cover" at a cost of £1.81. The Clerk has authorised and the cost is deferred to the next renewal premium.</p> <p>It was resolved to confirm the actions of the Clerk and see minute 67/18.</p>
G.	Clerk requests, August off, 30 th July to the 31 st August, 2018, since in six years he and his wife have organised and managed Play-schemes during the August recess and he has taken his leave allocation in piecemeal over April to March.	<p>Members will be aware of the European Directive providing the same rights for part time workers as for full time workers. The Clerk's day is 3.2 hours. Therefore, 28 days of 3.2 hours, including bank holidays. The Clerk will table the SLCC Annual Entitlement Leave calculator for 2018/19, for member information, which computes to 30 days.</p> <p>In passing the Clerk has worked in excess of 60 hours over his contracted hours since the 2nd April, 2018.</p> <p>The Chair (for this meeting only), Cllr Tony Graham raised a question: if an emergency arose would the Clerk be available? The Clerk confirmed.</p> <p>On the basis of assurances provided by the Clerk of his availability it was resolved unanimously to grant the leave of absence from the 30th July to the 31st August, 2018.</p>

63/18 **Finance.**

- i. To consider payment of creditors (appendix 3).

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

A.	100363	Glasdon UK Ltd, Westby Bench and fixing kit to be installed at the Van	1,015.21
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Signed:.....

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		Community Centre (Note; Clerk discussed price with the Chair).	
B.	100364	One Voice Wales, Chairing Skills course attended by Cllr Tony Graham, Vice-Chair, 19th June, 2018, at the BTM offices.	40.00
C.	100365	St James Primary School PFA, contribution towards the purchase of a Mud Kitchen, grant.	500.00
D.	100366	Van Community Centre, decorating the Community Centre, afternoon movie and licence.	400.00
E.	100367	Thomas Fattorini Ltd, Chairman's pendant, bar, and ribbon.	376.72
F.	100368	John Dilworth, Clerk's net salary (less deductions and the rate payable for the 1 st April, 2016, as the first part of a two year pay agreement), 2018/19, month 4.	627.00
G.	100369	John Dilworth, expenses.	
		Postage	2.97
		Photocopying	44.50
		Ink jet cartridge	29.99
		Stationary	
		2 bags of compost	10.00
		Post Office Phone Card	10.00
		Mileage (see breakdown)	89.07

	Total claimed.	186.53
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i	8-Jun-2018	Travelled to Van and return, upgrading 4th raised flower bed at Van Centre (26 miles).	11.70
ii	12-Jun-2018	Travelled to Trustmark, Talbot Green, and return, copying (2.5 miles).	1.11
iii	13-Jun-2018	Travelled to Nelson CC offices and return, hosted Town & Community Councils Liaison meeting (30 miles).	13.50
iv	14-Jun-2018	Travelled to Van and return, delivered agenda and papers 26 + 7 miles. Members from; Churchill Park, Rudry, Mornington Meadows etc.	14.85
v	21-Jun-2018	Travelled to Van and return, council meeting (26 miles).	11.70
vi	25-Jun-2018	Travelled to Van and return, Walkabout, Dol yr Eoes (26 miles).	11.70
vii	27-Jun-2018	Travelled to Van and return, meeting with contractor, base for Westby bench at Van Centre.	11.70
viii	3-Jul-2018	Travelled to Van and return, inspect base/bench at Centre and assist Phil/Wendy Bryett, herb bed.	11.70
ix	6-Jul-2018	Travelled to PyC Royal Mail Sorting office, Trustmark, Talbot Green, and return, parcel/pendant and purchased HP301 cartridge (2.46 miles).	1.11
H.	100370	Costley & Partners Solicitors, legal fees regarding the purchase of the former play area land at Van Terrace, Caerphilly, from Caerphilly C. B. C. are £406.00 and Caerphilly C. B. C. costs, included at £901.00. On completion Costly will transfer £901.00 to Caerphilly C. B. C.	1,307.00
I.	100371	Gary Carpenter Building Contractor, base and path at Van Centre.	1,176.00

ii. **Accounts, 2018/19 (bank rec. 1st July, 2018, (appendix 4a, 4b, and 4c).**

Signed:.....

20th September, 2018.

The accounts, previously circulated to member, seven days before the meeting, were approved.

iii. **Grant applications; Caerphilly Town Council, 2018 Firework Display.**

Following a discussion to increase the grant from £250, as in previous years.

It was **resolved**, to grant £400.00 to Caerphilly Town Council (CTC) having considered the grant request. Council considered that it is in the interests of, and will bring direct benefit to, their area or a part of it and receipts will be required. The grant was made under Section 19, 3(b) Recreational facilities, LG (Miscellaneous Provisions) Act, 1976: “by way of a grant towards the expenses incurred by any other local authority in providing such facilities.” (Ref: local authority, CTC)

iiii. **Update on the 2017/18 External Audit.**

The Clerk reported that to the best of his ability and “good offices” he has provided to the External Auditor, BDO, the completed Annual Return for the year ending the 31st March, 2018, and a volume of supporting papers.

64/18 **Good youth and citizens awards (remain as an agenda item).**

The Clerk raised whether members would consider a Green Award

65/18 **To consider a carnival.**

Deferred to the September 20th meeting (bottom of the agenda).

66/18 **To consider the invitation from the Secretary, Van Centre, in respect of their Fun day, Saturday, 11th August, 2018, between 2.00 and 5.00pm. Secretary said: If members wish to attend do they require a table?**

Council to take up the option of a table and the Clerk to take appropriate action to advise the Management Committee Secretary, Van Community Centre.

67/18 **The Clerk, John Dilworth, to present the Chairman’s Pendant and Bar to Council.**

The Clerk presented the Pendant and box to members. The Clerk passed the pendant to the Chair, Cllr Tony Graham, who would pass it the Chair, Cllr Barbara Jones. (Pendant is ensured and recorded in the Asset Register).

68/18 **Minute 14/18 “If appropriate, to consider, there be no meeting in August 2018, however, and Plenary powers be given to the Chairman and Vice-Chairman in consultation with the Clerk (includes payment of creditors)....” (Chairman reverts to Chair and Vice-Chairman to Vice-Chair).**

Minute 14/18 was noted and that whilst the Clerk is on leave from the 30th July to the 31st August, 2018, had agreed in accordance to his good offices to be available in the event of an emergency. Noted that plenary powers transfer to the Chair and Vice Chair in consultation with the Clerk during the August Recess.

Signed:.....

20th September, 2018.

69/18 **Items for the next agenda.**

Safeguarding training, organised by Cllr Barbara Jones, and previously deferred.
Special award for promoting the environment.
Carnival (bottom of the agenda).

Meeting closed at 7.56pm

Signed:.....

20th September, 2018.