

## **VAN COMMUNITY COUNCIL CYNGOR CYMUNED Y FAN**

Chairman	Councillor Elaine Forehead,	Clerk/R.F.O.	John Dilworth
Vice-Chairman	Councillor Maria Hall.		

Minutes,  
Full Council Meeting,  
Friday, 19<sup>th</sup> September, 2014,  
Van Community Centre.

Present:	Councillors	Russell Deacon, David Hill, Fay Gay, Maria Hall, Brian Jenkins, Barbara Jones, Eileen Macey.
----------	-------------	--

In attendance:	Clerk/R.F.O.	John Dilworth & CSOs Jonathan Spokes, and Joss Evans.
----------------	--------------	--

**In the absence of the Chairman, Councillor Elaine Forehead, the Vice-Chairman presided (for only this meeting), Councillor Maria Hall.**

**Public, any issues, and limited to ten minutes.**

No members of the public were present.

**47/14. Apologies for absence.**

There were apologies for absence received from the following Council member: Chris Forehead, Elaine Forehead, and Sheila Newbury.

**48/14. Declarations of interests.** To receive disclosures of personal interests from Members in accordance with the Code of Conduct (**Note:** Members are requested to give written notice of the item number and subject matters that their interest relates to and signify the nature of the personal interest).

The Clerk, John Dilworth, declared personal interest, Clerk's Report 8A (wife cooption on to the Summer Play-scheme interview panel).

**49/14. Police matters (C.S.O. Claire Robinson).**

**The CSOs reported on the latest crime figures and a discussion ensued on local matters. In**

Signed:.....

## VAN COMMUNITY COUNCIL MINUTES 19<sup>TH</sup> SEPTEMBER, 2014

Councillor Barbara Jones requested that the item on the Leisure and Amenities Facilities agreement be brought forward which the Chairman, Councillor Maria Hall progressed.

### 50/14. **To approve the minutes of the Council Meeting, 18<sup>th</sup> July, 2014 (appendix 1.)**

The minutes were approved and signed by the Chairman.

### 51/14. **Matters arising from the minutes.**

No matters were raised.

### 52/14. **Correspondence.**

The Clerk circulated a list of correspondence (i. to xxiii.)

- i. Letter, 23<sup>rd</sup> July, 2014, Interim Chief Executive, Agenda and Papers, Liaison Committee Meeting. Noted.  
Letter, 30<sup>th</sup> July, 2014, Mayor of Caerphilly C. B. C., thanking members for £150 donation. Noted.
- ii. Letter, 31<sup>st</sup> July, 2014, CSWO, service provided by CSWO and seeking e-mail addresses of members. Noted.
- iii. E-mail, 4<sup>th</sup> August, 2014, Miss Helen Morgan, Senior Committee Clerk, Caerphilly C. B. C., Well-being Bill Briefing Paper for Caerphilly Borough Community and Town Councils. Applies to Councils with a financial income and expenditure threshold £200,000 or more. Noted.
- iv. E-mail, 5<sup>th</sup> August, 2014, Patients Voice, May/June/July ed. Noted.
- v. Letter, 6<sup>th</sup> August, 2014, Caerphilly Town Council, seeking contribution towards the cost of the Firework Display (2013/14, Council donated £250). Grant of £25.00 awarded (Council in the past has made annual donations).
- vi. Letter, 7<sup>th</sup> August, 2014, St John Council for Mid-Glamorgan, grant application. Progress to Finance for consideration.
- vii. E-mail, 13<sup>th</sup> August, 2014, Developing a National Marine Plan, link:  
<http://wales.gov.uk/topics/environmentcountryside/fisheries/marine/marine-planning/latest-news/?skip=1&lang=en>. Noted.
- viii. Letter, received on the 16<sup>th</sup> August, 2014, Mazars, year ending accounts, 31<sup>st</sup> March, 2014. Completion of audit. Notice has been published and Client Satisfaction Survey, Clerk recommends that this is referred to the Chairman for filling in. Noted, that the Clerk has carried out the instructions of the External Auditor.
- ix. Letter, August, 2014, Shelter Cymru, grant application. Progress to Finance for further consideration.
- x. <http://wales.gov.uk/topics/environmentcountryside/fisheries/marine/marine-planning/latest-news/?lang=en> Noted.
- xi. E-mail, 12<sup>th</sup> August, 2014, Cllr. Brian Hancock, Clerk to Town and Community Councils Joint Liaison Committee. Confirming receipt of Council's cheques but detail due to change of signatories. Delay noted.
- xii. Letter, 20<sup>th</sup> August, 2014, Mr Stephen Christopher, Partner, External Auditor, Mazars.

Signed:.....

## VAN COMMUNITY COUNCIL MINUTES 19<sup>TH</sup> SEPTEMBER, 2014

Referring to the error in their fee note to Van Community Council brought to their attention by the Clerk/RFO:

*"We do not understand why the VAT part did not print out, but I attach a revised fee note for your attention."*

Actions of the Clerk noted in referring External Auditor's error to Mazars (External Auditor).

- xiii. E-mail, 28<sup>th</sup> August, 2014, Mr Paul Samuel, Head Teacher, St James School, acknowledging Clerk's e-mail and "...glad we could be of help....There's a bit of a mess by the bins at the back of the School..." See Clerk's Report.

Clerk to be accompanied by a Governor at future meetings with the Head Teacher (accompanied by his Bursar); Councillor Chris Forehead (minor Authority), Maria Hall and Barbara Jones (LEA).

- Xiii. E-mail, 28<sup>th</sup> August, 2014, Ms Patricia Martin, reference to "Van House" will be amended in the Council's Conservation Strategy, 2014-19 to read "Van Mansion." Also e-mail of the 2<sup>nd</sup> September, to Cadw, will pass on to the Inspector of Historic Buildings for consideration. Noted.
- xv. E-mail, 26<sup>th</sup> August, 2014, Mr Caerwyn Williams, Democracy, Diversity and Remuneration Team, Welsh Government, thanking the Clerk for providing: Community Council has taken up the option of the £500 Welsh Government Web Site grant and has no long term vacancies. Previously, E-mail of the 14<sup>th</sup> August, 2014, from Miss Helen Morgan, Senior Committee Clerk, to respond to Caerwyn Williams direct with the information (web site information provided) and attaching two Welsh Government letters. Noted the actions of the Clerk in providing the information.
- xvi. E-mail, 26<sup>th</sup> August, 2014, Ms Patricia Martin, Principle Conservation and Design Officer, will change the name to "Van Mansion".
- xvii. Letters, 28<sup>th</sup> August, 4<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> September, 2014, Ms. Carol Smith, Community Developing Officer, GAVO, Caerphilly Basin meeting of the Voluntary Sector has been cancelled and will now be held on 25<sup>th</sup> November, 2014. Noted.
- xviii. Letter, 3<sup>rd</sup> September, 2014, Mr Steven O'Donoghue, Director of Finance, Wales Audit Office. Noted that the Wales Audit Office will pay all Community and Town Council (Wales) £30 (money received in the Council's account)
- xviii. E-mail, 10<sup>th</sup> September, 2014, Mr. Derek Price, Parks & Outdoor Facilities Manager, Caerphilly C. B. C. Attached letter, same date, referring to the their proposal:

*"Reduction in playing field maintenance to remove fertilizers application and cease end of season renovation works, £30,000 savings."*

Caerphilly is seeking the views of Van Community Council on their proposal as to whether Council would make a contribution.

They require a prompt response from this authority. Noted.

- xx. E-mail, 8<sup>th</sup> September, 2014, Mr Darren Williams, Holiday Scheme Coordinator, GAVO, introducing himself as the newly appointed Holiday Scheme Coordinator. He will be attending the October meeting to make contact with the Council. Noted, Clerk's actions.

Signed:.....

## VAN COMMUNITY COUNCIL MINUTES 19<sup>TH</sup> SEPTEMBER, 2014

- xxi. E-mail, 8, 12, 15<sup>th</sup> September, 2014, Ms L. James, Planner, concerning CIL presentation. Invite to the November meeting.
- xxii. E-mails, 17<sup>th</sup> September, 2014, Ms Sarah-Kate Ackerman, Events & Marketing Officer, Caerphilly C. B. C. Copied to the Clerk from Ms Ackerman and also copied to Councillor Russell Deacon. Sponsorship for the 2014 River of Light. Clerk replied and advised to send in an application and questioned benefits to the people of the Van. Noted that the Clerk provided contact address for application (what benefits to the people of the Van?) an application will be forwarded to a later meeting.
- xxiii. E-mail, 17<sup>th</sup> September, 2014, Ms Tracy Gilmartin-ward, One Voice Wales, conference, Saturday, 4<sup>th</sup> October, 2014. Noted.
- xxiii. E-mail, 18<sup>th</sup> September, 2014, Mr. Darren Williams, Holiday Scheme Coordinator, GAVO, found a place for the Clerk to attend Safeguarding Training course (free). Clerk seeks approved duty.  
Noted, and resolved that it be an approved duty of the Clerk.

### 53/14. **Reports and local matters.**

Councillor David Hill reported on the previous Play area at Van Terrace (item for the next agenda).

### 54/14. **Clerk's Report (appendix 2).**

The Clerk's Report was considered.

#### A. Leisure and (Previous report circulated in italics)

Amenities  
Facilities  
agreement.

*Notwithstanding the sponsored resolution on this matter the Clerk reported, a decision is required (e-mail copied to the Clerk from the Temporary head of Corporate Finance, Caerphilly County Borough Council) as to whether the balances held by Caerphilly County Borough Council are*

*i. Held in trust and drawn upon for Council projects*

*or*

*ii. Balances are paid to Council.*

*He informed members that he will have to enter the balances in Box 3, Total other receipts, Annual Return, 2014/15.*

*He anticipated, both the Independent and External Auditors will require some explanation on this fund dating from 1997 till 2014 (17 years).*

*He went on to report, if the balances are held by Caerphilly County Borough Council, then subject to withdrawal for approved Council projects, the only way he envisaged that Council, External Auditor and the public will be aware of the balances, for Caerphilly County Borough Council to*

Signed:.....

## VAN COMMUNITY COUNCIL MINUTES 19<sup>TH</sup> SEPTEMBER, 2014

*issue a credit note following each withdrawal upon the fund.*

*He also suggested, an agreement is reached (prepared a draft agreement, which he displayed to members) with Caerphilly County Borough Council stating:*

*A. Monies are held in trust subject to the decision of Council.*

*B. The current state of balances are shown as a credit to the Council.*

*C. Interest is paid upon the balances.*

*D. Before year end, 31<sup>st</sup> March, 2015, and thereafter till the fund is exhausted that Council receives from Caerphilly C. B. C. an account showing the state of the fund.*

*In concluding this point, he pointed out, he had Clerked on eight Community and Town Councils, including six Community Councils and two Town Councils, in three County Borough areas; Caerphilly, Bridgend and Cardiff and if you take the two he serviced twice, it is ten. Over that period this is the first time he had come across such an agreement.*

### **What follows is further information given by the Clerk, the ensuing discussion and decision:**

The Clerk suggested to the Chairman, Councillor Maria Hall, that item 13 be taken in conjunction with item A of his report:

(“To consider, whether or not to request, Caerphilly C. B. C. retaining the significant balances due to Van Community Council resulting from the Leisure and Amenities Facilities Agreement, 1997-2014, until they are required for specific purposes. Councillor Chris Forehead.”)

The Chairman, Councillor Maria Hall progressed the Clerk’s suggestion in bringing together the two related agenda items.

A detailed discussion followed and the discussion moved to retrieving the balances from Caerphilly C. B. C. rather than Caerphilly retaining the balances for the Council and an independent audit requested by the Community Council of Caerphilly’s accounts.

The Clerk advised that Council can adopt the motion and vote accordingly or amend it.

A vote was taken on the motion, i.e. as reproduced, and it was defeated.

“To consider, whether or not to request, Caerphilly C. B. C. retaining the significant balances due to Van Community Council resulting from the Leisure and Amenities Facilities Agreement, 1997-2014, until they are required for specific purposes.”

Signed:.....

## VAN COMMUNITY COUNCIL MINUTES 19<sup>TH</sup> SEPTEMBER, 2014

Councillor David Hill dictated a new motion to the Clerk, i.e. as reproduced:

Following members full awareness of the matter it was **resolved** that the Clerk/RFO write to the Acting Head of Head of Corporate Finance to request that the money, held on deposit, (resulting from payments made under the Leisure and Amenities Facilities Agreement, less deductions for projects, amounting to £42, 855.72, be returned to Van Community Council. Moreover, paid into the Council's HSBC Savings Account (no. 01452789, and sort code 40 16 03) and to be drawn upon for projects approved by Full Council for the Van Community Council area.

Addendum to the resolution: Full audit of the fund (held by Caerphilly C. B., C.) by an independent auditor.

The motion was unanimously passed.

### B. Summer scheme.

Play- The Clerk reported, the Summer Play-scheme ran for four weeks, 21<sup>st</sup> July, to the 15<sup>th</sup> August, 2014, at St. James Primary School, and Council employed one Senior Play-worker and three Assistant Play-workers with one volunteer on expenses.

The Play-scheme was well organized and for that reason could sustain unforeseen issues. The Play-scheme organization takes account of the lack of experience and confidence in the Play-workers and where required he provided support and that level of support depends on the caliber of the Senior Play-worker. It is interesting to note that on this scheme the Senior Play-worker advised the Clerk in advance of the commencement of the scheme:

*"I'll probably be bugging you a lot asking you for different resources etc. so I apologize in advance."*

The Play-scheme was a success over the four weeks overcame a number of issues and he referred to the two most significant.

### **Walking Bus, St James School to the Caerphilly Leisure Centre:**

Both he and the Chairman had to intervene. The result was that he walked with the Volunteer and the Walking Bus on two occasions to the Caerphilly Leisure Centre. Why? The Senior Play-worker and another Play-worker considered, the volunteer was walking too slowly which caused problems in supervising the children and they thought, came short of a Health and Safety issue.

### **Child Protection:**

The Senior Play-worker alerted the Clerk child's concerns, 13<sup>th</sup> August, 2014, who was registered on the Play-scheme. Council has a responsibility to report child abuse, however, he was assured there were

Signed:.....

## VAN COMMUNITY COUNCIL MINUTES 19<sup>TH</sup> SEPTEMBER, 2014

no marks on the child. Following a number of telephone calls it was established that the child was not under Caerphilly Social Services but Newport Social Services as advised by the Chairman who registered the child. With that knowledge, he was able to, eventually, locate the social worker in Newport Council, who visited the child at the School and spoke to her. The child remained on the Play-scheme for its duration and no further issues.

### Other issues:

The female Play-workers wouldn't go in the swimming pool, however, the female volunteer did. The Senior Play-worker advised, they do not have swimming costumes and supervision was provided at the pool, all three are required in the changing room to supervise the children, however, Geraint Roberts (APW) and Emma Woodhouse (Volunteer) went in the pool for the four sessions and he for the latter two. He pointed out, the three female Play-workers on the third swimming session sat in the canteen and watched the proceedings, which lead to the Clerk e-mailing the SPW and he received the above enlightenment.

If the Play-scheme goes ahead for 2015 then the Clerk recommended, the Registration Form, if the child is under a social worker, requires the contact details of the appointed social worker are provided, for that child.

It was resolved to progress the Clerk's recommendations I. to iii...

- i. Attendance at Child Protection Training is compulsory as part of the employment contract, £15 expenses is payable.
- ii. Attendance of the Senior Play-worker is compulsory at Registration, £15 expenses is payable.
- iii. Involvement in all activities is compulsory unless for medical reasons

In concluding this item I refer to a complaint raised by the Head Teacher, Mr. Paul Samuel.

Subject	RE: Van Community Council 2014 Summer Play-scheme
From	jdilworth49+john
To	Samuel, Paul
Date	Wed 16:23

### Message at the School:

Hi Paul:

That is good news.

When we started all the bins were full, and the Caretaker made room for us in one of the Wheelie Bins. There was a mess around the bins, because they were

Signed:.....

## VAN COMMUNITY COUNCIL MINUTES 19<sup>TH</sup> SEPTEMBER, 2014

overflowing, when we got there.

The Play-staff were asked to bin all rubbish in black bags provided.

Best wishes and I am sure you are looking forward to the new school year.

John Dilworth,  
Clerk to the Council,  
Van Community Council.

I was informed on the 20<sup>th</sup> August, 2014, by e-mail, by the Head Teacher that "All seems fine in the School. There's a bit of a mess by the bins at the back."

In reply I advised the Head Teacher that on arrival the bins at the back of the School were overflowing and I referred the matter to the Chairman, Vice-Chairman, and Leader during the August Recess in the following e-mail:

"I have received an e-mail from the Head Teacher, St James Primary School, concerning an alleged mess by the bins.

I have corresponded to him, however, I have a duty to draw your attention to the complaint during the August Recess.

When we turned in for the first day of the Play-scheme, I was ashamed at the state of the bins and the fact that the sink in the Staff Room was full of dishes and cutlery. The Play-staff loaded the Dish Washer with the items and informed me, which made me even more ashamed. However, the caretaker tidied the bin area so that we could use one of the bins because they were all full and overflowing with rubbish around them.

We supplied sixteen toilet rolls, sanitizer, black bags, brush, mop, and brush and pan, to ensure that the premises, we used, was left clean and tidy.

It appears to me, no matter how hard we try we are still criticised."

Member noted.

### **Decisions on Clerk's recommendations:**

- i. Whether to run Summer Play-Scheme, 2015.
- ii. Four weeks, Monday, 20<sup>th</sup> July, or Tuesday, 21<sup>st</sup> July, till Friday, 14<sup>th</sup> August, 2015.
- iii. Venue, if St James School, Chairman, or Vice-Chairman, or Leader, or member (whoever is available) attends with the Clerk, meeting with Head Teacher and Bursar.
- iv. Numbers, forty-five children.
- v. Drop the minimum age to 6 years.
- vi. Children, Van Community Council area, unless exceptional circumstances.
- vii. If the registered child is suspected of vandalism to the Centre on Registration night, automatic exclusion from the Summer Play-scheme.
- viii. No increase in salaries offered.
- ix. One Senior Play-worker and three Assistant Play-workers, 9.00a.m. Till 4.00p.m.
- x. All Play-staff participate in activities, ice-skating, and exception.
- xi. All Play-staff attend Child Protection Training, £15 expenses.

Signed:.....

## VAN COMMUNITY COUNCIL MINUTES 19<sup>TH</sup> SEPTEMBER, 2014

- xii. Senior Play-worker attends Registration, £15 expenses.
- xiii. Mrs. Julie Dilworth, is co-opted on to the interview panel to contribute her experience and she has to live with the Clerk (Clerk declares personal interest)

It was **resolved** to progress the Clerk's recommendations i, ii, iii, iv, v, vi, vii, viii, ix, x, xi, xii, xiii.

C. What the Clerk does to secure a successful Summer Play-scheme.

- i. Liaise with the St James Primary School to secure the venue and advise on occupancy.
- ii. Liaise with the St James Primary School to secure the venue and advise on occupancy.
- iii. Receive complaints from the Head Teacher and sometimes these can take a twelve month to surface.
- iv. Organize trips, liaise with outside bodies and look for new ones.
- v. Organizes transport.
- vi. Organize the staff advert; CCBC and Play Wales.
- vii. Dispatch application forms and receive completed forms.
- viii. Participate in the short listing and final interviews for Play-staff also involves agreement with applicants on a convenient time slot for the interview.
- ix. Organize Child Protection Training.
- x. Support the Senior Play-worker in the event of a child abuse allegation and one occurred during the 2014 Play-scheme.
- xi. Liaise with Play-staff, sometimes straight forward sometimes difficult.

This year's Play-scheme, received 57 e-mails from the former Senior Play-worker and I answered every e-mail, started, 16<sup>th</sup> June, to the 14<sup>th</sup> August, 2014. Play-scheme finished on the 15<sup>th</sup> August, 2014.

- xii. Pay for resources and trips out of my personal credit card.
- xiii. Review policies with the SPW.
- xiv. Provide photocopying for the SPW, activity sheets etc.
- xv. Purchase large resource items to be delivered to the School and overcome communication issues with the staff.

Member's noted.

D. Mr. Darren Williams, newly appointed Holiday Scheme Coordinator, GAVO.

Mr. Williams wishes to attend a meeting of Council and the Clerk progressed this since Council and pointed out, Council has received substantial support from the previous officer and he was sure members have questions they wish to ask Mr. Williams.

The Clerk's actions were confirmed and Mr. Williams will attend the Council meeting, 17<sup>th</sup> October, 2014.

Signed:.....

## VAN COMMUNITY COUNCIL MINUTES 19<sup>TH</sup> SEPTEMBER, 2014

- E. Year Ending Accounts, 31<sup>st</sup> March, 2014. A copy of the Annual Return and supporting documentation have been forwarded to Mazars, External Auditor and the notice was posted on the Pen y Cae noticeboard.

The Annual Return has been received and THE Clerk raised the following points with Mr. Stephen Christopher, Mazars L.L.P., Appointed Auditors:

*"1 Fee of £295.00 "...in connection with external audit work undertaken on behalf of the Wales Audit Office for the year ended the 31<sup>st</sup> March."*

*If the VAT is added the fee would be £354.00 but last year's fee, including VAT, was £180.00.*

*2. The VAT of 20% has not been computed on the fee which would produce a figure of £354.00, including VAT of £59.00."*

Mr. Christopher replied:

*"...please accept my apologies for the error with the fee note."*

*"As I confirmed with you, the actual fee (less VAT) is correct. The reason for the increase over 2012/13 is that your council fell into the £3,001 to £60,000 fee band on 2013/14 (having previously been in the band below). The fee set by the Wales Audit Office for that band in 2013/14 is £295, plus VAT. (Previously it would have been £310, plus VAT)."*

Members noted the actions of the Clerk.

- F. Penalties imposed by HMRC. (Previous Clerk, four years, end of year not filed). Further on from the last meeting's report.
- The Clerk was dismayed to report on how HMRC has handled the matter of the £2,400 penalties which was the sum advised by Debt Management, HMRC.

He spent thirty-five minutes on the phone to HMRC, which is not unusual, since HMRC allocated the £2,400, not to penalties outstanding but Payroll. The result, Council was then £2, 162.40 over paid. Thus, back to the thirty-minute phone call to Debt Management, HMRC. He requested that the £2,400 is reallocated to Penalties. This may occur either shortly or hopefully in the tax year, 2014/15.

Had HMRC provided a notice and paying in slip then perhaps this may not have occurred even though the cheque was attached to covering letter explaining what the payment was for but clearly ignored by HMRC. But he was previously advised that HMRC would not waste its time in sending out a notice and paying in slip.

The Clerk may be excused that his confidence in HMRC has been shaken.

Signed:.....

## VAN COMMUNITY COUNCIL MINUTES 19<sup>TH</sup> SEPTEMBER, 2014

Members noted the actions of the Clerk.

- G. Launch, Mayor's Charity, Councillor David Carter, Caerphilly C. B.C.
- Attended for the Council with my wife Julie the event on Monday, 7<sup>th</sup> July, 2014.
- Pledged, £150 (member's decision) for the Council towards the Mayor's nominated charities; R.B.L. Poppy Appeal, and Home-start Caerphilly Borough. (Why is it Caerphilly Borough and not Caerphilly County Borough?)

Mrs. Gillian Jarwis, Scheme Manager (temporary, covering maternity leave), for Home-start Caerphilly Borough gave a short presentation on the work of the charity. This was followed by a presentation from Mr. Ken Terry, for the RBL.

Members are asked to note.

- H. Community Council Liaison Sub-committee, Wednesday, 30<sup>th</sup> July, 2014, Consultation, "Reforming L.G., deadline 1<sup>st</sup> October, 2014 (appendix A).
- Prior to the meeting there was a meeting of the Town and Community Councils Liaison Committee. The Clerk (Secretary) reported a possible conflict between his role as a Councillor and Clerk to the Community Councils Liaison Committee. He advised he had taken advice from Ovw, SLCC, and Miss Helen Morgan, Senior Committee Clerk, and also he will be seeking advice from Mrs. Gail Williams, Monitoring Officer. The Committee to await clarification on the matter.
- Received presentation from Ms Rhian Kyte, Team Leader, Strategic Development, who gave a detailed presentation on the financial; implications of CIL. Ms Kyte wishes to attend a meeting of the Council.

Mr. Jonathan Jones, Democratic Services Manager, CCBC, gave an overview on the Williams Report and referred to Section 49 which gives a broad hint for Community and Town Councils.

*"49. We agree with the Commission about the need for reform and improvement. We agree some Town and Community Councils are too small, and lack capacity and capability. As an initial step, we will consider whether any Principal Authority Areas in Wales would benefit from a review of their Communities and arrange for either the Principal Council or the Local Democracy and Boundary Commission for Wales to conduct these. However, we believe the role of Town and Community Councils must be considered in the context of larger Principal Authorities and the role of ward Councillors within those Authorities. We do not want to recreate a two-tier system of Local Government in Wales. Our proposals in the Well-being of Future Generations (Wales) Bill for local well-being plans, and the many other ways in which communities come together to create an effective voice for their needs and concerns, must also be considered. Therefore, we will issue a further paper this Autumn in order to consult with stakeholders and communities on options for strengthening community governance so it is effective and fit for purpose for the 21st Century."*

Signed:.....

## VAN COMMUNITY COUNCIL MINUTES 19<sup>TH</sup> SEPTEMBER, 2014

Welsh Government is offering up a different variation for local organisations to grow and Community and Town Councils will have to split up in the future. He went on to refer to a second consultation paper, Autumn publication, to strengthen community government.

The Clerk asked the following question: The 1994 Local Government (Wales) Act left Community Council untouched. It would appear that this legislation will follow suit. In reply the Officer stated that there is a big hint that a White Paper will be published in the Autumn and he indicated that it will contain provision to strengthen Community Government. Mr. Jones replied, there will be a substantial White Paper from Welsh Government and that will bring about changes.

### **Responses by the 1<sup>st</sup> October, 2014.**

Mr Steve Thomas, (former) Head of Policy & Central Services, Caerphilly County Borough Council (1996-2000) and Chief Executive, WLGA, stated in a recent article in response to the Welsh Government White Paper, "Reforming Local Government," in the publication, "Clerk":

*"...In linking the fate of town and community councils to the unitary authorities, the Williams Commission and the White Paper fails to provide a vision for either. It may be that some town and community councils are very small but surely that is because they often are the voice of rural communities who would have no local democratic forum if they didn't exist? Certainly there is much to be done in terms of ensuing stronger political legitimacy for town and community councils and the regular debate about devolving functions, badly needs reconciliation..."*

I would agree with Mr. Thomas that the functions of Community and Town Councils are long overdue. I would add that there was an opportunity, in the past, for a Royal Commission to investigate and recommend to Parliament on the roles and functions of Community and Town Councils. To talk of merging local councils, with the carrot and stick officer of enhanced functions would be to undermine the spirit of the Local Government Act, 1972 (land piece legislation for local democracy) and reframe the community voice.

Member's directed the Clerk to respond to the White Paper on its behalf.

Signed:.....

## VAN COMMUNITY COUNCIL MINUTES 19<sup>TH</sup> SEPTEMBER, 2014

- I. Grant, Neighbourhood Policing Team, minutes 11/14 and 118/14 iii.
- The Clerk reminded members, a grant of £300 was made to the Neighbourhood Policing Team, subject to account details being supplied to the Clerk. These details were never supplied and he suspect they do not have an account separate from Gwent Police. Basically the money could not be released, however, on the 22<sup>nd</sup> March, 2014, the Clerk received a telephone call from CSO Lisa Humphries advising that he would receive either the bank details or the invoice. The invoice becomes significant in this saga. The way forward, to pay the invoice, so long as it did not exceed the £300 grant.

Months passed, then on the 16<sup>th</sup> August, 2014, he received an e-mail from CSO 13 Lisa Gibbs, Bedwas Police Station, if Council would accept the invoice and following my reply she supplied the invoice. He immediately concentrated on this matter and discharged the debt of £216.00 within several days.

The cheque was received by Oscar's (Wales) Ltd, on the 23<sup>rd</sup> August, 2014 and the latest statement, shows it has not been presented to the Council's Bank (presented on the 4<sup>th</sup> September, 2014).

Members confirmed the actions of the Clerk and defusing a possible embarrassment for the Neighbourhood Policing Team.

- J. Conservation Strategy for the Historic Environment, 2014/19
- At the last meeting the Clerk reported on the consultation document and it was pointed out that Van Mansion is referred as "Van House". As you may be aware Caerphilly C B C are consulting over their Conservation Strategy for the Historic Environment, 2014/19 and my members flagged up the reference to "Van House", and on revisiting your e-mail, your reference.

Following correspondence Caerphilly will make the change and Cadw will consider it further.

Members note the progress.

- K. Soup and Carols, Friday, 28<sup>th</sup> November, 2014.
- The Clerk reported, after several telephone calls, awaiting confirmation of an instrumental group.

Member's instructions are requested.

- L. Member not received agenda and papers.
- Clerk confirmed papers posted through her letter box and witnessed by his wife. Clerk to write to the member.

Standing Orders Suspended for fifteen minutes.

### 55/14. Planning.

The Clerk reported the following applications and planning decisions:

**14/0500/FULL** 18 Tollgate Close Porset Caerphilly CF83 3AY.

Signed:.....

## VAN COMMUNITY COUNCIL MINUTES 19<sup>TH</sup> SEPTEMBER, 2014

Proposal: Demolish conservatory and replace with single-storey extension.

- 14/0547/COU** Bevan House 3 Caerphilly Business Park Caerphilly CF83 3ED.  
Proposal: Change the use from Class B1 (Business) to mixed Class B1/Class D1 (Sui Generis) use.
- 14/0554/FULL** Caerphilly Health Services Ltd Penty-Newydd 5A Caerphilly Business Park, Caerphilly CF83 3GS  
Proposal: Enlarge existing single-storey offices and associated car parking
- 14/0566/CLPU** 17 Darren Close Porset Caerphilly CF83 3BZ,  
Proposal: Obtain a Lawful Development Certificate for the proposed rear dormer extension.

The above application, no comments, Chairman and Vice-Chairman, plenary powers during August Recess.

### Decisions:

- 14/0301/FULL** Permission granted, to demolish existing garage, at 124, Porset Drive, Caerphilly, CF83 1PN.
- 14/0186/FULL** Permission granted, erect single storey extension to the side of the house comprising of a garage, utility room and shower room at 47, Brynau Road, Caerphilly, CF83 1PF.
- 08/1112/FULL** Permission granted, separate five bedroomed detached property to provide two dwellings at 57, Pen y Cae, Caerphilly.
- 14/0302/RET** Permission granted to retain conservatory to rear of property at 48, Gwaun-Hyfyrd, Caerphilly, CF83 3BR.

It was resolved to note the decisions.

### 56/14. Finance.

#### i. **To consider payment of creditors (appendix 3).**

The Clerk reported payments made during the August Recess under Plenary Plenary Powers (A-R) and it was resolved to sign cheques accordingly (S-W).

A.	100038	Miss Kathryn Thorne, expenses for attending Child Protection Training.	<b>15.00</b>
B.	100039	Miss Kathryn Thorne, APW, salary, month 5.	<b>809.38</b>
C.	100040	Miss Jennifer Carbis, SPW, salary, month 5.	<b>956.10</b>
D.	100041	Miss Helen Siphthorpe (signed Helen Wride on the P46 and DBS certificate), APW, month 5.	<b>809.38</b>
E.	100042	Mr. Geraint Roberts, APW, salary, month 5.	<b>809.38</b>

Signed:.....

VAN COMMUNITY COUNCIL MINUTES 19<sup>TH</sup> SEPTEMBER, 2014

F.	100043	Miss Emma Woodhouse, volunteer.	<b>300.00</b>
G.	100044	John Dilworth, Clerk, payment to Noah's Ark Zoo Farm, 25 <sup>th</sup> July, 2014, Summer Play-scheme trip.	<b>189.00</b>
H.	100045	John Dilworth, Clerk, payment to Planet Ice, 8 <sup>th</sup> August, 2014, Summer Play-scheme trip.	<b>115.70</b>
I.	100046	Castell Coaches, coaches hire for the Summer Play-scheme.	<b>1,170.00</b>
J.	100047	John Dilworth, Clerk's salary, month 5.	<b>533.80</b>
K.	100048	John Dilworth, expenses.	<b>510.66</b>
		Postage	13.84
		Photocopying	27.75
		Stationery (inc. ink cartridge)	89.22
		Play-scheme, resources, confectionaries.	255.34
		Post Office	10.00
		Phone Card	
		Mileage	114.51
		Journeys:	
1.	17 <sup>th</sup> July, 2014	Trustmark, Talbot Green, photocopying, and return (2.48 miles).	1.11
2.	18 <sup>th</sup> July, 2014	Van Community Centre, and return, Summer Play-scheme Registration and Council meeting.	11.70
3.	21 <sup>st</sup> July, 2014	St James School, and return, Summer Play-scheme, delivered resources.	11.70
4.	21 <sup>st</sup> July, 2014	What/Caerphilly and return to St James School, purchased resources and delivered.	3.60
5.	23 <sup>rd</sup> July, 2014	St James School, and return, Summer Play-scheme, delivered resources.	11.70
6.	25 <sup>th</sup> Jul, 2014	St James School, and return, Summer Play-scheme, caught coach for Noah's Ark Zoo Farm, pay admission bill.	11.70
7.	28 <sup>th</sup> July, 2014	St James School, and return, Summer Play-scheme, delivered resources.	11.70
8.	28 <sup>th</sup> July, 2014	Van Community Centre, and return, Partnership Meeting.	11.70
9.	30 <sup>th</sup> July, 2014	Parc Bryn Bach, Blainau Gwent, and return, ensure Play-scheme admission	24.30

Signed:.....

VAN COMMUNITY COUNCIL MINUTES 19<sup>TH</sup> SEPTEMBER, 2014

		and activities.	
10.	30 <sup>th</sup> July, 2014	Ty Penallta Council Offices, CCBC, and return, Community Council Liaison Committee.	15.30
L.	100049	Oscar's (Wales) Ltd., decision to grant £300.00 to Neighbourhood Police Team and paid invoice since they did not provided details of their account.	<b>216.00</b>
M.	100050	John Dilworth, Clerk, payment to Pont y Clun Van Hire, collecting Summer Play-scheme resources.	<b>59.00</b>
N.	100051	John Dilworth, Clerk, payment to Bowlplex, additional payment for entry to Bowlplex, Summer Play-scheme.	<b>17.50</b>
O.	100052	John Dilworth, Clerk, payment, Showcase Cinema Nantgarw, Summer Play-scheme.	<b>163.35</b>
P.	100053	Caerphilly C. B. C., DBS check, Miss Helen Wride, APW.	<b>54.00</b>
Q.	100054	Caerphilly C. B. C., DBS check, Miss Jennifer Carbis and Kathryn Thorne, CPW, and APW.	<b>88.00</b>
R.	100055	Mazars, audit of accounts, 20013/14.	<b>354.00</b>
S.	100056	Caerphilly County Borough Council, two coaches, Summer Play- scheme.	<b>120.00</b>
T.	100057	John Dilworth, Clerk's salary, month 6.	<b>533.60</b>
U.	100058	Post Office Ltd., PAYE months 4, 5, 6 (Play workers (Tax and N.I.) and Clerk's (Tax, no N.I.)	<b>1,806.07</b>
V.	100059	John Dilworth, Half Yearly Office Accommodation Allowance. Use of space, lighting, heating and electricity due to working from the private premises of the Clerk.	<b>250.00</b>
W.	100060	John Dilworth, expenses.	<b>141.85</b>
		Postage	10.12
		Photocopying	28.00
		Stationery	15.98
		Play-scheme, film developed	6.99
		Post Office	0.00
		Phone Card	
		Mileage	80.76
		Journeys (8):	

Signed:.....

## VAN COMMUNITY COUNCIL MINUTES 19<sup>TH</sup> SEPTEMBER, 2014

1.	4 <sup>th</sup> August, 2014, 20.14	St James School, and return, Summer Play-scheme, meeting with Chairman, SPW, and the Volunteer (26 miles).	11.70
2.	5 <sup>th</sup> August, 2014, 2014	St James School, and return, Summer Play-scheme, meeting with Chairman, SPW, and the Volunteer (26 miles).	11.70
3.	6 <sup>th</sup> August, 2014, 2014	Morgan Jones Park, and return, Play-scheme/Family Fun Day (24 miles).	10.80
4.	8 <sup>th</sup> August, 2014	Trustmark, Talbot Green, photocopying, and return (2.48 miles).	1.11
5.	8 <sup>th</sup> August, 2014	Iceplanet, Cardiff Bay, and return, Summer Play-scheme, pay bill (27 miles).	12.15
6.	12 <sup>th</sup> August, 2014	St James School, and return, Summer Play-scheme, walk with Volunteer to Caerphilly Leisure Centre, to avoid Health and Safety issue.	11.70
7.	14 <sup>th</sup> August, 2014	Mackro, Nantgarw, and return, to purchase further resources for Summer Play-scheme (22 miles).	9.90
8.	15 <sup>th</sup> August, 2014	St James School, and return, Summer Play-scheme, paid off Play- staff and collected resources (26 miles).	11.70

### ii. **Accounts, 2014/15 (appendix 4a, 4b, and 4c).**

The accounts were approved.

### iii. **Grant applications.**

Caerphilly Town Council, Firework Display

It was resolved that, to grant £250.00 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.

There being no other powers to incur this expenditure the Council approved the request under the Local Government Act, Section 137.

57/14. **Council Web Site.** Councillor Russell Deacon.

The Clerk updated members on the web site but access still through Caerphilly C. B. C. link.

Signed:.....

## VAN COMMUNITY COUNCIL MINUTES 19<sup>TH</sup> SEPTEMBER, 2014

58/14. **Prince's Trust.** Councillor Elaine Forehead.

Deferred in the absence of Councillor Elaine Forehead (motion adopted by Council).

59/14. **To consider, whether or not to request, Caerphilly C. B. C. retaining the significant balances due to Van Community Council resulting from the Leisure and Amenities Facilities Agreement, 1997-2014, until they are required for specific purposes.** Councillor Chris Forehead.

This was dealt with under item A of the Clerk's Report.

60/14. **Items for the next agenda.**

**Play area, Van Terrace – Councillor David Hill.**

**Leisure and Amenities Facilities Agreement (Clerk's Report).**

**Prince's Trust.**

Meeting closed at 8.30p.m. (Standing orders previously suspended for fifteen minutes)

Signed:.....