

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, 20th February, 2015,
Van Community Centre.

Present:	Councillors	Russell Deacon, Chris Forehead, Elaine Forehead, Maria Hall, David Hill, Eileen Macey.
In attendance:	Clerk/R.F.O.	John Dilworth.
	Gwent Police	Claire Robinson, CSO 210 and Margaret Reed, CSW106.

Public, any issues, and limited to ten minutes.

No members of the public were present.

101/15. **Apologies for absence.**

There were apologies for absence received from the following Council members: Barbara Jones, Fay Gay, and Sheila Newbury

102/15. **Declarations of interests.** To receive disclosures of personal interests from Members in accordance with the Code of Conduct (**Note:** Members are requested to give written notice of the item number and subject matters that their interest relates to and signify the nature of the personal interest).

No declarations were made.

103/15. **Police matters (P.C.S.O.s Jonathan Spokes and Steve Moore).**

To receive an update on the Owl Competition at St James Primary School (Council provided a £100 Asda voucher to the Police, 28th November, 2014).

Claire Robinson, CSO 210 was reported:

- OWL Completion, not possible to hold the Completion before Christmas and awaiting a reply from the e-mail to Mr Paul Samuel, Head Teacher, St James Primary

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School. To achieve maximum impact it must be introduced in the School Assembly and a reply is awaited from Mr Samuel.

- Intergenerational lunches are to be restarted and awaiting a response from Mr Samuel regarding use of the Bistro.
- First Aid school courses.
- Brynau Road, speeding vehicles, however, recorded on Speed Camera, average 22mph.
- Brynau Road parking, notices (advisory) put on offending cars
- PACT meetings have been discontinued and replaced with quarterly meetings, "Your Voice".
- Push against drugs.
- Off road bike offences.
- Dog fouling.

Chairman thanked both officers for their report and they took their leave of the meeting.

104/15. **To approve the minutes of the Council Meeting, 16th January, 2015, (appendix 1.)**

The minutes were approved and signed by the Chairman.

105/15. **Matters arising.**

No matters were raised.

106/15. **Correspondence.**

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

- i. Letter, 19th January, 2015, Mr. Ken Williams, Town Clerk, Caerphilly Town Council, in reply to Council's letter of the 15th January. Town Clerk points out, "...Town Council did not use social media as a means of giving credit to anyone who made a contribution towards the cost of the display (2014, Firework Display), He advises further that credit was given to Van Community Council's contribution on the night of the display (PA system), Presentation Evening, and the advertising leaflets. Noted.
- ii E-mail, 19th January, 2015, Ms Catherine Forbes-Thompson, Scrutiny Research Officer, Caerphilly C. B. C. Changes to public and key stakeholders consultation. Noted.
- iii Invoice, 20th January, 2015, Head of Corporate Finance, Caerphilly County Borough Council. Unless the invoice no. 082923931 is not paid immediately then it will be

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referred to either a Collection Agency or the Council's Solicitor and also the debt may progress to the County Court.

The cheque was posted on the 20th January, and Council had no meeting in the month of December. The officer raising the invoice was contacted on the 8th January, to advise that payment will be late. Noted.

- iii E-mail, 27th January, Ms. Denise Goodway, Clerical Assistant, Caerphilly County Borough Council, regarding account number SD0004469 – invoice 082923931 the account is now clear and requests for receipts for your invoices is being dealt with and will arrive shortly. They were not aware contacted Mrs. Julie Evans so the recovery was not halted.

The debt has been cleared, however, receipt invoices; 082915010 and 082914823 have not been received even though they were asked for via covering letters. This matter has now been resolved and receipts have been provided by Corporate Finance for the two invoices. Noted that the matter is resolved.

- v Email, 28th January, 2015, Miss Helen Morgan, Senior Committee Services Officer, council budget proposals, 2015/16 and medium term financial strategy, 2015/18. Clerk printed document, 91 pages. Noted.
- vi E-mail, 30th January, and 13th February, 2015, Miss Helen Morgan, Senior Committee Services Officer, Caerphilly County Borough Council, asking for contact details of the Council representative to the Community Council Liaison Subcommittee. Responded to original e-mail but some Clerk have not responded. Noted.
- vii E-mail, 30th January, and 13th February, 2015, Miss Mandy Sprague, Older Person Development Officer, Caerphilly County Borough Council. Advising, 50+Positive Action have an account on Twitter @50plus_Agewell. Noted.
- viii E-mail, 3rd February, 2015, Mrs. Mandy Betts, Tenant and Community Involvement Manager, Caerphilly C. B. C., trees in Lansbury Park and safety issues. This matter has not been formally discussed by Council report received). Noted.
- viii Letter, 5th February, 2015, One Voice Wales, membership. Clerk's Report.
- x Letter, 6th February, 2015, Kidney Wales Foundation, Walk for Life, 2015. Noted.
- xi Letter, 6th February, 2015, HM Revenue and Customs, UBODS no. on form 126. Councillor Russell Deacon inquired on the matter. The Clerk explained that the number was normally inserted on the hard copy (form 126 to reclaim VAT). Now only available on line so the number is inserted.
- xii Letter, 11th February, 2015, Mr. Paul Elliot, Head of Regeneration and Planning, Caerphilly C. B. C. Public consultation on the Development Plan up to 2031. Exhibition, at Caerphilly Library, 16th and 21st February, 2015, from 10.00a.m. to 3.0p.m. Noted.

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- xiii E-mail, 18th February, 2015, WG, consultation on the Devolution, Democracy and Delivery White Paper – Reforming Local Government: Power to Local People. Clerk printed copy, 106 pages. Invitation to the Minister.
- xiii E-mail, 19th February, 2015, Lisa James, Senior Planning, Caerphilly C. B. C., both copies of the CIL agreement are with her and await Pauline Elliott's signature. Clerk's Report.

107/15. **Planning.**

14/0841/OUT

Location: Land South Of Glendale Van Road Caerphilly

Proposal: Erect a residential development of eleven houses Applicant: Greenwood

Development (Wales) Ltd Mr P Weedon Greenwood Rhyd Y Gwern Lane Machen CF83 8UH

Delegated.

It was resolved to make no comments.

108/15. **Reports and local matters.**

Chairman: Welsh Government resources for Lansbury Park in Caerphilly ranked as 'most deprived'.

Clerk to contact and invite to a meeting.

109/15. **Clerk's Report (appendix 2).**

The Clerk's Report was considered.

- A. Update, Community Infrastructure Levy (CIL). The Clerk reported, in his report, the Community Infrastructure Levy (CIL) agreement (two copies) have been signed by the Chairman, Councillor Elaine Forehead, on the 2nd February, 2015, and posted (first class) 5th February. Both authorities will have a signed original document (not a copy) and retain one copy.

To recap, CIL is mandatory, has income implications for Community Councils and on the 1st July, 2014, when it came into force. In 2014/15, CIL will not generate significant income to council but in 2015/16 it will be more promising.

It is important for CIL that a number of planning applications will have to come back for approval and then CIL will apply (planning application fee will be much higher).

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There are exemptions' self-build properties, developments under 100 square metres, charitable institutions, industrial, etc.

The Caerphilly County Borough Council area has been split into three zones for the purpose of CIL charges, but this ward is in the high viability zone.

Existing floor area is not included in the CIL calculation only the area for development (see Reg. 40(7) as amended).

CIL doesn't apply to outline planning application but at detail application stage and may be paid in instalments but the "charging authority" has powers to issue a notice if it is not paid in time and apply a 20% surcharge. If CIL cannot be reclaimed from the developer then recourse to the owner of the land.

Further points:

Council would receive 15% of the CIL charges payable every year and the money has to be spent within five years or it goes back to the "charging authority."

CIL can provide funding for infrastructure within and outside the area;

- Roads and other transport facilities,
- Flood defences,
- Schools and other educational facilities
- Sporting and recreational facilities
- Open spaces

It would appear that the money has to be spent on 123 list of infrastructure, designated by the "charging authority," I would assume that additions could be made through representations by this Community Council. CIL (Caerphilly C. B. C. 85%) can be spent in lower viability areas and can be pooled with other authorities and fund, for example, a major highway project. It is important to flag up that money (15%) raised in the Van Community Council area must be used in this area for the benefit of the community.

Regulation 123 does not give a definition of infrastructure but a children's play area will come within the remit (see 123 Green Infrastructure list).

Caerphilly County Borough Council Regulation 123 list of Infrastructure:

"Physical Infrastructure

Policy TR5 Transport Improvement Schemes- Northern Connections Corridor.

Policy TR6 Transport Improvement Schemes – Caerphilly Basin.

Policy TR9 Highway Corridor Safeguarding – Caerphilly South East Bypass.

Policy TR8.1 Regeneration Led Highway Improvements – Heads of the Valleys Area.

Strategic public transport infrastructure (excluding site-specific links to

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the strategic network, for example a short length of cycle path to link a site to a local or national route, a new bus stop within a new Development to make it accessible).

Waste transfer / recycling bulking infrastructure.

Upgrade of existing Civic Amenity Sites.

Strategic Drainage Network.

Air Quality Action Plan Schemes (excluding air monitoring stations).

Network Connections – Superfast Broadband.

Social Infrastructure

Education Provision (Schools).

Youth and Community Facility Provision & Upgrade to existing facilities.

Cemetery Provision.

Leisure Centre Provision & Upgrade to existing facilities.

Green Infrastructure

Off-Site Formal Leisure Facilities (Playing pitches and associated changing facilities, Multi-use games areas, Neighbourhood Equipped Areas for Play)”

However, the Caerphilly South East Bypass is scheduled as outstanding Infrastructure, funded through CIL, £25,000,000.

I assume, if this Council spends CIL money (15% allocation) on a project, not listed and with the agreement of the “charging authority,” it would have to pay the money back.

Community Councils will have to produce annual returns showing income and expenditure and I assume that the “charging authority” will produce an agreement between it and the Community Councils in its area.

Recommendation:

This authority informs Caerphilly County Borough Council

It wishes to spend CIL on re-installing the Van Terrace Play-area

It requests costings for the project.

It was resolved to progress the Clerk’s recommendations.

- B. Council Web site. To access web site enter the Council’s name into the search engine; Van Community Council and access to it will follow.

Members noted.

- C. Town and Community Council Liaison Committee, 28th January, The Clerk, in his report, attended the Liaison meeting, ex-officio capacity, with Councillor Eileen Macey, which was not quorate (two members, including the Chairman and three clerks (ex-officio). He understand it was agreed following a discussion too appoint Mr. Bob Campbell, who was the only volunteer, to the post of Clerk to the Town and

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2015. Community Council Liaison Committee.

Mr Campbell will now be in contact with the seventeen members of the Committee to inform them of his appointment but is unable to attend the Liaison committee and sub-committee of the 4th March, due to a prior engagement.

A meeting of the Town and Community Councils Liaison Committee is scheduled for Wednesday, 4th March, 2015, at 6.30p.m., and will be followed by the County Borough Community Council Joint Liaison Sub-committee at 7.00p.m.

Two items will go forward to the Liaison Sub-committee; CIL update and the large tree sections at Trevelyan Court.

Councillor Chris Forehead, pointed out that a petition for the removal of the logs in Trevelyan Court has been raised and gathered 130 signatures. The Forestry place them on the Court without permission and action will soon be taken for their removal.

D. Soup and Carols, Friday, 28th November, 2014.

The Clerk reported, in his report, at the previous meeting it was agreed to hold it on, Friday, 27th November, 2015, at St James Primary School and it was mooted that an approach be made to "Phil" to attend as Santa's deputy. Before he formally contact "Phil" (Santa's Deputy) he recommend, that a DBS, is required and funded by this council and for insurance purposes he is a volunteer but under the instruction of this council at the event

Members deferred the matter (Father Christmas Deputy) to a future meeting.

It was raised that there were too many carols (called Soup and Carols) and there should be diverse mix.

It was resolved:

- Hold it earlier (4-30p.m.)
- Venue: Van Community Centre, and pay for the hire.

E. Summer Play-scheme.

The Clerk reported, in his report, the following positions will be advertised, earlier than last year; one Senior Play-worker and three Assistant Play-workers, 9.00a.m. till 4.00p.m.

Regarding CSSIW registration for the purpose of extending the age range of eligible children for the Play-scheme. It appears that the Clerk would have to be the "Responsible Person" and the "Person in Charge."

If registration goes through the age range will be 6-11 years but if not then the Play-scheme will be previous years, 8-11 years.

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Recommendation.

Work to achieve registration but advertise the age range 8-11 years. If registration goes through then the age range can be offered at the Registration evening, 6-11 years.

Members progressed the Clerk's recommendations.

- F. Van Partnership meetings, Monday, 2nd February, 2015. The Clerk reported, in his report, Attended the AGM and followed by the Ordinary meeting. Chairman's Report and reference to the Phil and Wendy at Trevelyan Court for all their hard work and to the proposed recreation and play area. Election of officers, no change. Financial Report, balances of £616.83. On completion of the AGM the Chairman moved to the business of the Ordinary meeting and reports. Members will be interested to know that on Wednesday, 27th May, 2015, a community event is planned to take place on the "Stretch." Meetings may in the future be held in the day but the meeting of the 2nd March, is scheduled for the evening. Next meeting, Monday, 2nd March, 2015, at 6.00p.m. Members noted.
- G. Caerphilly C. B. C. Budget, and for 2015/16. The Report (electronic) is ninety-one pages long and he printed one copy, however, the Clerk, in his report, summarized the Report for members information. The bottom line, council tax for Caerphilly C. B. will raise by 3.9%. The Report explains that Welsh Government Final Settlement and the Outcome Agreement grant has been reduced by £29 million. Savings have been made and contingencies put in place to address pressure on the budget during the financial year. The full Report is available for members perusal. It was raised:
- No redundancies, at the moment.
 - Front line services are protected.
- H. Membership of One Voice Wales The Clerk, in his report, reported receipt of an invitation to join OVW at a reduced fee of £306, normally, he reported, he would report this under correspondence but for the fifty per cent reduction.

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(OVW),
2015-2016.

The reduced fee represents a one-off fifty per cent reduction in the membership fee, for 2015-2016, on the actual full price of £612. They advise that the figure is derived from 2219 chargeable dwellings at £0.276 per dwelling (£612.44). The Association is providing this reduction to councils who have not been in membership for the last three years and applies to this council.

They offer free legal advice and representation, however, there are additional costs for training and other services, as this council is aware. He pointed out, in his report, on representation that this council is represented, as part of the Assembly and Parliamentary Constituencies by Mr. Jeff Cuthbert, AM, and Mr. Wayne David, MP. The Council is also represented on the County Borough Council Joint Liaison Committee, by Councillor Eileen Macey, and the three St James County Borough Ward members are also members of this authority.

Members noted.

- I. Welsh Government White Paper, Reforming Local Government: Power to Local People.

The Clerk reported, in his report, the paper attempts to provide a remedy for local government in Wales and its ever increasing costs and departs from reorganization of the twenty two unitary authorities and seven hundred and thirty-four Community and Town Councils, never the less has important implications.

The present structure stems from the Local Government (Wales) Act, 1994, which set-up the present structure but left Community and Town Councils undisturbed.

The paper is about principal authorities but recognizes the role and importance of Community and Town Councils and also an enhanced role for the future. But, the size of community councils is important to achieve a significant role. It places a responsibility upon the principal authorities to review the role, structure and governance of the community councils in the respective county boroughs, to reduce the number of community councils by joining smaller ones together to make larger councils. Didn't local government go through the same exercise by reducing the size of larger community councils by splitting them from the larger Community Councils?

This has to be completed by 2022.

The White Paper is subject to consultation and the deadline is the 28th April, 2015.

He advised, in his report, printed one copy of the White Paper for members perusal and electronic copies can be made available.

The Clerk was directed to contact the Minister to attend a meeting of Van Community Council to explain to the members what measures

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Welsh Government plan to take regarding the reform of Local Government (next meeting is scheduled at the Van Community Centre, Clos Guto, Caerphilly, on Friday, 20th March, at 6.30p.m., and the thereafter on Friday, 17th April, 2015).

110/15. **Finance.**

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

The Clerk reported payments (A-B) and it was resolved to sign cheques accordingly.

A.	100078	John Dilworth, Clerk's salary, month 11 (new rate, National Agreement).	545.16
B.	100079	John Dilworth, expenses.	
		Postage	11.36
		Photocopying	20.00
		Stationery (inc. ink cartridge)	76.37
		Post Office Phone Card	0.00
		Mileage	59.58

Journeys:			
1.	9 th January, 2015	Travelled to Trustmark, Talbot Green, photocopying agenda and papers. (2.48 miles).	1.11
2.	12 th January, 2015	Delivered agenda and papers to 7 members re. hard copies and last address, 35, Trevelyn Crt., and return (39 miles).	17.55
3.	16 th January, 2015	Travelled to Van and return, council meeting (26 miles)	11.70
4.	28 th January, 2015	Travelled to Ty Penallta, Town and Community Councils Liaison Committee and Makro (stationary) (34 miles).	15.30
5.	30 th January, 2015	Travelled to Trustmark, Talbot Green, purchased ink jet cartridge (2.48 miles).	1.11
6.	2 nd February, 2015	Travelled to Van and return, Van Partnership AGM (26 miles)	11.70
7.	11 th February, 2015	Travelled to Trustmark, Talbot Green, purchased ink jet cartridges (2.48 miles).	1.11
Total claimed.			167.31

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

Councillor Chris Forehead raised the payment of £100 (cheque no. 100071), listed on the accounts, "voucher for St James Police," and pointed out, she had raised the matter with the Head Teacher regarding the OWL Competition, which has not taken place and he had no knowledge of it. The member asked, what happens to the voucher if the completion doesn't take place and a time limit on it? The Clerk replied, in the event the Competition does not take place then he will request the return of the voucher and a member suggested it would then be used for the Summer Play-scheme. It was noted that the voucher could be used for goods by anyone, however, the Clerk advised, voucher was signed for by the CSO.

The Clerk to contact the relevant Police Officer to advise accordingly.

Councillor Eileen Macey requested the fifty pound Members Allowance and the Clerk to contact members if they wish to receive the allowance for 2014/15.

It was resolved to approve the accounts.

iii. **Grant applications.**

No grant application(s) received since the last meeting.

111/15. **Good youth and citizens awards.**

Following a discussion it was resolved:

Members nominate suitable person.

Advertise on Council notice-board and web site.

Award a glass trophy.

112/15. **Community Infrastructure Levy, agreement (see Clerk's Report, item A).**

The Clerk reported the agreement has been signed by the Chairman and forwarded to the Senior Planner, Caerphilly County Borough Council, and awaits their signature.

113/15. **To consider, Mardy Crescent and Farm Road, Councillor Elaine Forehead.**

Councillor Elaine Forehead pointed out that she had been approached by residents over parking in Mardy Crescent and the roundabout in Farm Road. Work had been carried out to the roundabout in Mardy Crescent by installing drop curbs (one end of the roundabout) but never completed by Caerphilly County Borough Council. Following approaches to Mr Terry Shaw, Head of Engineering Services, Caerphilly C. B. C., it was understood by the member, there was no funding to carry out this work and she reminded members, CIL provides for minor highway projects (CIL has only recently come in force and limited receipts are expected).

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Councillor Chris Forehead, referred to the recent refund Leisure amenities fund, £42,855.72 and council's significant balances.

Reference was made to access problems around the Farm Road whereas emergency vehicles cannot get around it and a resident had a heart attack had to be carried to the ambulance.

The Chairman moved (in line with the agenda item) Council support the resident and seconded by Councillor Chris Forehead.

The Clerk advised, Community Councils, may engage in highway projects and may make a contribution but cannot discharge the full cost (see minutes 119/14 Sect. 27A, Highways Act, 1980, "...council contribute but not the full cost.") He referred to a NALC "Legal Topic Note", LTN July 2012, referring to the limited powers open to Community/Parish Councils in England and Wales (no reference to funding drop curbs). The Chairman replied that CIL provides for highway projects. The Clerk responded that funding is through Council's budget and reiterated, it is a contribution to the full cost. The Clerk advised, it is for members to decide if they wish to contribute or meet the full cost, the latter of which he could not advise (full cost).

Councillor Russell Deacon, pointed out that he was not clear on the typography of the area and the Chairman responded that a site meeting be arranged for members and the Clerk to take this forward.

The Clerk to write to Mr. Terry Shaw, Head of Engineering Services (copy requested by Councillor Elaine Forehead) on the following:

Chairman, a site meeting for members. Residents have been talking about this for a very long time.

- A. Mardy Crescent, to provide additional drop curbstones to enable parking on the roundabout.
- B. Farm Road, to reduce the roundabout (diameter) to allow vehicular access, i.e. emergency vehicles.

To request costings for the work.

Councillor Elaine Forehead gave notice of the following motion:

Funding required for Mardy Crescent and Farm Road

114/15. **Items for the next agenda.**

Funding required for Mardy Crescent and Farm Road, Councillor Elaine Forehead.

Meeting closed at 8.15p.m.

Signed:.....