

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 March, 2015,
Van Community Centre.

Present:	Councillors	Chris Forehead, Elaine Forehead, Fay Gay, Brian Jenkins, Eileen Macey.
In attendance:	Clerk/R.F.O.	John Dilworth.
	Gwent Police	Inspector Gareth Jones, PC Carl Morgan.

Public, any issues, and limited to ten minutes.

No members of the public were present.

115/15. **Apologies for absence.**

There were apologies for absence received from the following Council members: Russell Deacon, Barbara Jones, Maria Hall, and Sheila Newbury.

Further apologies, Gwent Police, CSW Margaret Reed and CSO Claire Robinson

116/15. **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).

Declarations on planning were made by Councillors Fay Gay and Brian Jenkins (Planning no:15/0138/FULL).

117/15. **Police matters.**

The Clerk circulated copies of the Police Report, dated, 20th March, 2015, received that afternoon (18:30), i.e. as reproduced (*italics*):

- *OWL competition has been launched in St. James school. The winner will be drawn on 25th March. If you'd like to attend the assembly, please contact Lisa Gibbs*
lisa.gibbs@gwent.pnn.police.uk

Signed:.....

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- *Paul Samuel and John Poyner have started discussions about setting up the fortnightly Intergeren lunches at St. James again. We're hoping to re-start this after Easter.*
- *Speed checks have been done with the Digital Speed Display on Brynau road, Castle Park. 3 slots of 1.5 hours each have been carried out at different times of the day. The results will be passed to the Safety Camera Partnership team to review, however our findings showed that whilst the volume of traffic was relatively high in the evenings, the average speed of cars was within the legal limit. Checks were done at rush hour in the morning and evening, and also between 8pm and 9.30pm on a Saturday when residents were concerned about taxis and other vehicles going to and from the town centre.*
- *Leaflets will be distributed shortly, making visitors aware of the 'Except for Access' traffic regulation in place on Brynau Road. It is hoped this may reduce the amount of vehicles parked on the road during the day.*
- *We've started conducting Your Voice Surveys around the area. CSOs and officers will be talking to people face to face, as well as sending the electronic link to various partners to share. If the council would be willing to post the link on their website, it would be very useful. John Dilworth has previously been sent the details for this.*
- *We will shortly be advertising the next 'Your Voice' public meeting. This will take a similar format to the PACT meetings. Insp Gareth Jones will also be holding a 'Meet your Inspector' surgery at the Van Community Centre on Thursday the 23rd of April between 8pm and 9.30pm.*

The Clerk raised with members the request from CSO Claire Robinson for a link from the Council's web site to <https://www.gwent.police.uk/yourvoicesurvey/>

Members approved the request and the Clerk to take up the matter with the Website Editor.

Inspector Gareth Jones and PC Carl Morgan were in attendance and thanked members for donating the £100 Asda Voucher.

The following matters were reported in addition to the written report:

New tablets have been issued and the police will focus on community involvement, i.e. "face to face."

Forty-two officers for shift pattern.

In reply to a question from Councillor Elaine Forehead on staffing levels the Inspector replied that they are recruiting but more information will be available on May 5th.

Concerns were expressed to the officers that children are crossing the Mornington Meadows relief road without care (they are not looking when crossing the road) the fastest section of that road, bordering Lansbury Park.

The Chairman thanked the officers for attending and they took their leave of the meeting.

118/15. **To approve the minutes of the Council Meeting, 20th February, 2015, (appendix 1.)**

Signed:.....

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The minutes were approved and signed by the Chairman.

119/15. **Matters arising.**

No matters were raised.

120/15. **Correspondence.**

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

- i. Letter, Mazars, LLP, 27th February, 2015, change of address and key contact. Mr. Suresh Patel for Mazars, the appointed external auditor, has informed Council that Mr. Gareth Davies is the partner responsible along with Mr. Suresh Patel and Ross Woodley for the review of the Councils accounts following the retirement of Mr. Simon Christopher and the audit will be undertaken at the Durham office. Clerk's Report.
- ii. Letter, 2nd March, 2015, Mrs Lisa James, Senior Planner, Caerphilly C. B. C., attaching the signed copy of the CIL agreement, signed by both authorities. Noted.
- iii. E-mail, 3rd, March, 2015, Mrs. Allison Jones, Secretary, Van Partnership, dates of meetings. Next Partnership meeting, 13th April, 2015. Clerk's Report.
- iiii. Letter, 6th March, 2015, Office of National Statistics, quarterly vacancy survey. Replied, 6th March, and response successful. Noted.
- v. E-mail, 10th March, 2015, Local Government Finance and Public Service Performance Division, Welsh Government. Attachment, Accounts and Audit (Wales) Regulations, 2014. Clerk's Report. Noted.
- vi. E-mail, 10th March, 2015, Miss Helen Coates, Administrative Assistant, Caerphilly C. B. C., Bands in the Park Concert Programme, 2015, if required, cost per council, £369.15. Noted.
- vii. Letter, 11th March, 2015, Mr Terry Shaw, Head of Engineering Services, Attention of Mr. Dean Smith, Principal Engineer (Traffic Management), Caerphilly C. B. C., requesting site meeting with the Clerk regarding notified highway issues at Mardy Crescent and Farm Road, Castle Park, following two correspondence. Clerk replied, decision of Council for attendance and e-mails setting up site meeting with Councillor Elaine Forehead (motion sponsor), Monday, 30th March, 2.00p.m. at the Farm Road round about. Copies of correspondence forwarded by Royal Mail and e-mail to the member. Dealt with under minute 126/15.
- viii. E-mail, 13th March, Welsh Government, invitation to Mrs. Lesley Griffith, Minister, response in seventeen days. Noted.
- ix. E-mail, 13th March, 2015, CSO Claire Robinson, Bedwas Neighbourhood Policing Team. Advising that there will be something called "Your Voice" to replace PACT meetings. Seeking permission for a link from the Council web site. Clerk recommends. Noted.
- x. E-mail. 17th March, 2015, Councillor Elaine Forehead, inquiring response from Mr. Terry Shaw, Head of Engineering Services. Forwarded copy of Mr. Dean Smith's reply on

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behalf of Head of Engineering services, and her request for a site meeting with the officer. Dealt with under minute 126/15.

- xi. E-mail. 17th March, 2015, Councillor Elaine Forehead, inquiring response from Mr. Terry Shaw, Head of Engineering Services. Forwarded copy of Mr. Dean Smith's reply on behalf of Head of Engineering services, and her request for a site meeting with the officer. Dealt with under minute 126/15.
- xii. E-mail. 17th March, 2015, Miss Helen Coates, Administrative Assistant, Caerphilly C. B. C., cost of Bands in the Park, £346. Noted.
- xiii. E-mail, 17th March, 2015, Miss Rebecca Burden, Team Support. To Mr Leighton Andrews AM, Minister for Public Services and letter of the 17th. Unable to accept invitation to Council but OVW for members to explain changes. Clerk attending SLCC event, organized for Clerk's, in Pencoed. Clerk replied, as Council not in OVW membership how do they access events to explain changes?

Clerk reported his attendance, as a member of the SLCC, and Clerk to Van Community Council and gave an overview of the proceedings.

- xiii. E-mail, 17th March, 2015, Clerical Assistant, Caerphilly C. B. C., new verification forms under the umbrella agreement with the authority. Noted.
- xv. Letter/invitation and agenda and papers, 17th March, 2015, Mr Chris Burns, Interim Chief Executive, Caerphilly C. B. C., to the Caerphilly Town Centre Management Group, at the Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach, Tuesday, 24th March, 2015, at 2.00p.m. Noted.
- xvi. E-mail, 18th March, 2015, Mr. James Davies, Planner and Case Manager, Planning Aid Wales, free planning training workshops. Welsh Assembly Government in conjunction with Caerphilly C. B. C., training at Ty Penallta on Tuesday, 7th April, 2015, at 5.00p.m. Two places.

Councillor Eileen Macey volunteered to attend and the Clerk (approved duties.)

- xvii. E-mail, 19th March, 2015, Miss Helen Morgan, Senior Committee Services Officer, consultation on how leisure services are delivered. Noted.

121/15. **Planning.**

The Clerk reported the following application received since the last meeting:

Planning no:15/0138/FULL Site Area: 716m² Location: Halt Farm Pentwynwgwyn Road Rudry Caerphilly CF83 3DG

Proposal: Erect two-storey side and single-storey rear extension

Applicant: Mr H Richards Halt Farm Pentwynwgwyn Road Rudry Caerphilly CF83 3DG

Agent: Mr J Pugh 12 Castle Fields Rhymney Tredegar NP22 5NJ

Case Officer: Mr C Powell (01495 235019 powelc2@caerphilly.gov.uk)

Ward: St James Map Ref: 317695 (E) 187942 (N)

Expected Decision Level: Delegated

Councillors Fay Gay and Brian Jenkins declared interests and took no part in the decision (declaration form was not made out).

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It was resolved to make no comments.

122/15. **Reports and local matters.**

No reports were received.

123/15. **Clerk's Report (appendix 2).**

The Clerk's Report was considered.

- A. Update, Community Infrastructure Levy (CIL). The Clerk reported, in his report, the CIL agreement between Van Community Council and Caerphilly County Borough Council has been signed by representatives of both authorities and has been received.
- He had received clarification, if CIL balances (15%) equal the total cost, of instance a minor highway project, then the full CIL balances can be used, however, CIL in the first few years of operation will not generate significant balances.
- The 15% funding is destined for Community Council projects in the Community Council area but the 85% will be for projects in the County Borough or outside of the County Borough through regional schemes.
- The Clerk, in his report, advised that he had forwarded to Mrs. Lisa James, Senior Planner, the Infrastructure Delivery Schedule and Ordnance Map showing the location of the Van Terrace Play Area, and also Council's request for costings.
- Members noted.
- B. Adventure Play area, Trevelyan Court. Attended an exhibition at the Council Housing Office, Lansbury Park, on Monday, 2nd March, 2015, and several undertakings were agreed to take this matter forward.
- Members noted.
- C. Site meetings, Mardy Crescent and Farm Road, Monday, 2nd March, and Tuesday, 3rd March, 2015. The Clerk reported, in his report, the purpose of the site meeting was to acquaint members with the typography of the respective areas in consideration of drop kerbstones on Mardy Crescent roundabout and reducing Farm Road roundabout.
- Because of the availability of members and the reason for the site meeting for member information only two site meetings were arranged; Monday, 2nd March and Tuesday, 3rd March. Three members attended the Monday meeting and three attended the Tuesday meeting with the Clerk in attendance at both meetings and one apology was received.
- As instructed he (Clerk) wrote to Mr Terry Shaw, Head of Engineering Services, and that communication has been received and passed to Mr Dean Smith, Principal Engineer (Traffic Management). A further letter was forward to Mr Shaw asking for the costings by the 20th March, 2015.

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See minute 126/15.

D. Town and
Community
Council Liaison
Committee, 28th
January, 2015.

The Clerk reported, in his report, attended the Liaison meeting and Sub-Committee, ex-officio capacity, with Councillor Eileen Macey.

The Chairman, Councillor Joe Rao opened proceedings, pre meeting, and called for a vote to confirm the appointment of Mr. Bob Campbell, as Clerk to the Liaison Committee. This was duly seconded and voted on and Mr. Campbell's appointment was confirmed.

Councillor Howard Llewellyn, Bargoed Town Council, accompanied by Councillor Tudor Davies (observer) raised CLURV funding; Cancer Lifeline Upper Rhymney Valley (CLURV has been disbanded). The importance of the service provided by volunteer drivers was explained. Funding has now ceased due to a lack of funding and the service is no longer available. (Note: CLURV was set-up in 2005 to meet the transport needs of people in the Upper Rhymney Valley area who are living with cancer and have no transport.) Further discussions will ensure at a future meeting to be attended by its Chairman, Councillor Alan Higgs.

Mrs. Lisa James, Senior Planning Officer, gave an update on CIL and pointed out that not all Community Councils have signed up to the CIL agreement. A time limit has been given, at the end of April.

CIL funding will not be significant for a number of years.

Members noted.

E. Soup and Carols,
Friday, 27th
November, 2015.

The Clerk reported, in his report, the venue for the event remained undecided from my report to Council on Council, 16th January, 2015 (see minute 96/15).

At the previous meeting it was agreed to hold it on, Friday, 27th November, 2015, at 4.30p.m., and an undertaking was given to Councillor Eileen Macey (diary holder and in attendance at the meeting) to hire the Hall and kitchen for the event and meet the hire costs.

The Clerk advised, in his report, the title is Soup and Carols so there needs to be discussion on catering arrangements, entertainment and other issues. The Clerk understood that members want a mix of carols and other music. He (Clerk) pointed out, we did have a pianist who played some light music at Soup and Carols, 28th November, 2014.

The Clerk, contacted Mr Dan Phelps, pianist, and he is available for the earlier start time of 4.30p.m. and he recommends his appointment.

The Clerk requires guidance from members, even though it may seem early, as to what is required for Soup and Carols, 2015, regarding the following headings:

Catering – Caerphilly Caterers were available at St James School, if not available at the Van Centre, then private caterers or members will have to prepare the soup or other refreshments. The Clerk can obtain catering supplies from Mackro.

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Entertainment – earlier time, this may cause problems, last year Bedwas School Brass Ensemble, travelled from BTM and we were lucky they arrived at about 6.15p.m., because of their commitments, however, you have a recommendation to appoint Mr. Dan Phelps, pianist.

Father Christmas, previously deferred.
Chocolate for the children or good bags,
Start time, 4.30p.m.

Following a discussion it was resolved:

Confirm Mr. Dan Phelps, pianist for the evening.

Start time, 6.30p.m.

Councillor Elaine Macey and Mrs Cath Grant (volunteers) to prepare the soup (both hold Food Hygiene Certificates but the Clerk will have to see them).

Clerk to purchase on behalf of the Council from Mackro ingredients, packet or tin soup, bread, tea, coffee, and milk (Clerk to be informed of quantities).

- F. Summer Play-scheme. The posts will be advised and the Clerk will advise members but interviews will follow after Easter.
- Members noted the progress.
- G. OWL Competition. Further to members concerns, the Clerk is now advised, the OWL competition at St James Primary has been arranged. The Police will be attending the St James School Assembly on the 18th March to explain the Competition, to the children, and when it will start. The winner/s will be chosen and given the prize/s in another assembly on 25th March. I am further advised that the Police will forward photographs when it is completed (parent permission).
- Members noted.
- H. Anti-virus and firewall. Advisory, the P.C. used for Council work is fully protected with the latest AVG software and Firewall.
- Members are asked to note.
- I. Mazars (appointed external auditor by the Wales Audit Office) Change of address and key contact. Mr. Suresh Patel for Mazars, the appointed external auditor, has informed me in writing that Mr. Gareth Davies is the partner responsible along with Mr. Suresh Patel and Ross Woodley for the review of the Councils accounts following the retirement of Mr. Simon Christopher and the audit will be undertaken at the Durham office
- Members noted.
- J. Meeting dates. Caerphilly Town Centre Management Group Meeting, Tuesday, March 24th, 2015, 2.00p.m., at Ty Penallta offices.

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Van Partnership meeting will be Monday, April 13th, 2015 at the Van Community centre at 6.00pm

- K. The Accounts and Audit (Wales) Regulations 2014, February, 2015. The Regulations come in to force on 31st March 2015, and will apply to the current financial year, 2014/15. The Welsh Government has published guidance on the regulations which seek to emphasize that internal control, financial and risk management are responsibilities of the council as a corporate legal entity therefore the Council embraces that responsibility as a whole

Members instructions are requested.

124/15.

Finance.

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

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

A.	100080	Councillor Eileen Macey (cheque payable Mrs. Eileen Macey), members allowance, 2014/15.	50.00
B.	100081	Councillor Sheila Newbery (cheque payable Mrs. Sheila Ann Newbery), members allowance, 2014/15.	50.00
C.	100082	John Dilworth, Clerk's salary, month 12 (new rate, National Agreement).	545.16
D.	100083	John Dilworth, Clerk, Half Yearly Office Accommodation Allowance. Use of space, lighting, heating and electricity due to working from the private Clerk's address the registered office of the Council.	250.00
E.	100084	John Dilworth, expenses.	
		Postage	7.44
		Photocopying	
		Stationery (inc. ink cartridge)	
		Post Office Phone Card	
		Mileage	

Journeys:			
1.	13 th February, 2015	Travelled to Trustmark, Talbot Green, photocopying agenda and papers. (2.48 miles).	1.11
2.	16 TH February, 2015	Delivered agenda and papers to 7 members re. hard copies and last address, 35, Trevelyan Crt., and return (39 miles).	17.55
3.	20 th February, 2015	Travelled to Van and return, council meeting (26 miles)	11.70
4.	2 nd March, 2015	Travelled to Van and return, site meeting, Mardy Crs.	11.70

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5.	3 rd March, 2015	Travelled to Van and return, site meeting, Mardy Crs.	11.70	
6.	4 th March, 2015	Travelled to Ty Penallta, Town and Community Councils Liaison Committee (34 miles).	15.30	
7.	13 th March, 2015	Travelled to Trustmark, Talbot Green, photocopying agenda and papers. (2.48 miles).	1.11	
		Total claimed.		77.61
F.	100085	Post Office Ltd., PAYE months 10, 11, and 12 (tax deducted and NI) Not payable till after 5 th April, 2015 (see 2015/16 accounts)		378.98

ii. **Accounts, 2014/15, accounts close on the 31st March, 2015 (appendix 4a, 4b, and 4c).**

The accounts were approved.

iii. **Grant applications.**

No applications were received since the last meeting.

125/15. **Good youth and citizens awards.**

Several names were put forward and names to come in, however, Mr Geraint Evans, Darren Close, was submitted.

126/15. **To consider, funding required for Mardy Crescent and Farm Road, Councillor Elaine Forehead.**

This matter of carrying out the work had been discussed at the February meeting in the context of funding, following a member raising the matter. However, in reply it was pointed out that Council had agreed to the following:

Support the residents

Seek costings for the work

Members site meeting, to gain a perspective of the relevant areas (two were organized).

Further, Council can't meet all the cost and further funding would have to be provided.

The Clerk went on to advise that Councillor Russell Deacon had provided comments on the highway issues in an e-mail (see correspondence) The Clerk read out the e-mail. The Chairman asked if any members supported the position stated in the correspondence. In the absence of members support for Councillor Deacon's suggestions the discussion moved on and a point was raised regarding the proposal to reduce the size of the roundabout (ease movement of emergency vehicles) and whether it should be removed, at Farm Road. In response, it was pointed out, as to what is under the roundabout, in reply a member stated, the drains are on the other side of the road.

The Clerk went on to report, in reply to his letters of the 23rd February and 2nd March, 2015, to Mr Terry Shaw, Head of Engineering Services, no costings had been received from him, however, the matter had been referred, by Mr Terry Shaw, to Mr Dean Smith, Principal Engineer (Traffic Management), (electronic copy provided to Councillor Elaine

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Forehead). He (the Clerk) advised, Mr Dean Smith, had sought a site meeting: “... *to fully understand the background to the requests and investigate the feasibility of making the requested changes,*” in his letter to the Clerk, dated the 11th March. The Clerk explained he could not add further to the information provided to Mr Dean Smith since Councillor Elaine Forehead was in a better position to advise Mr Dean Smith, following her discussions with residents.

Accordingly, to move matters forward, the Clerk had made arrangements for Mr Dean Smith and Councillor Elaine Forehead, in response to an e-mail from the member, to meet at the Mardy Road roundabout, Monday, 30th March, at 2.00p.m. (Confirmed previously in an e-mail).

It was **resolved** to refer the matter to the next meeting (motion sponsored by Councillor Elaine Forehead) following the Councillor Elaine Forehead’s meeting with Mr Dean Smith.

127/15. **Items for the next agenda.**

To consider, funding required for Mardy Crescent and Farm Road, Councillor Elaine Forehead.

Good youth and citizens awards.

Meeting closed at 8.00p.m.

Signed:.....

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