

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 June, 2014,
Van Community Centre.

Present: Councillors Russell Deacon,
Chris Forehead,
Elaine Forehead,
Fay Gay,
Maria Hall,
Brain Jenkins,
Barbara Jones,
Eileen Macey.

In attendance: Clerk/R.F.O. John Dilworth & PCSOs Jonathan
Spokes, Joss Evans, and PC Terry
Cooper.

Public, any issues, and limited to ten minutes.

No members of the public were present.

26/14. **Apologies for absence.**

There were apologies for absence received from the following Council member: Sheila Newbury.

27/14. **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).

No declarations were made on any agenda item.

28/14. **Police matters (P.C.S.O.s Jonathan Spokes and Steve Moore).**

It was reported that W.P.C. Karan Hortshorne may be returning to the St James Neighbourhood Policing Team and a number of bicycle thefts in the area.

Towards the end of the item, PC Terry Cooper attended and introduced himself to the

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Chairman and members. He advised, he was transferred in June to the St James Neighbourhood Policing Team having served in Rhymney. He pointed out his approach to the policing in the area and the discussion developed on the cultivation and detection of illegal plants. It was noted that a meeting had taken place between the Chairman and the Inspector.

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

29/14. **To approve the minutes of the Annual General Meeting, 23rd May, 2014 (appendix 1).**

The minutes were approved as a correct record and signed by the Chairman.

30/14. **Matters arising from the minutes.**

No matters were raised.

31/14. **To approve the minutes of the Council Meeting, 23rd May, 2014, which followed the A.G.M. (appendix 2.)**

The minutes were approved as a correct record and signed by the Chairman.

32/14. **Matters arising from the minutes.**

No matters were raised.

33/14. **Correspondence.**

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

- i. Letter, 5th June, 2014, donation to the Ladies Pamper Day. Council decision to make grant of £300 but awaiting account details from the Police. Noted.
- ii. E-mail, 6th June, 2014, Planning, Caerphilly C. B. C., Consultation Event with Stakeholders on the LDP, 23rd June, 2014. Noted.
- iii. E-mail, 6th June, 2014, Brian J. Hancock, Councillor, Risca Town Council, Clerk to Town and Community Councils Joint Liaison Committee. Notification, invoices, membership fees, 2013/14, and 2014/15. Refer to Clerk's Report.
- iv. E-mail, 10th June, 2014, Mr. Paul Samuel, Head Teacher, St. James Primary School, confirming date of meeting with him (no reference to attendance of Bursar). Refer to Clerk's Report.
- v. E-mail, 10th June, 2014, Councillor Russell Deacon, member's decision to contact St. Helens RC. School, Soup and Carols and Play-scheme. Noted.
- vi. Letter, 11th June, 2014, Mayor's Assistant, Caerphilly C. B. C., launch of the Mayor's Charity Appeal.

It was resolved that the Clerk and his wife attend for the Council (approved duty), Monday 7th July, 2014. Later in the agenda a decision was taken to make a contribution to the Mayor's Charity of £150.00.

- vii. E-mail, 11th June, 2014, Came & Company, receipt and policy with Aviva. Clerk's Report.

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- viii. E-mail, 12th June, 2014, Planning Aid Wales is pleased to invite you to its 2014 Annual General Meeting. The event will be held on Monday, 7th July from 5.p.m. to 6.p.m. at the Chapter Arts Centre, Cardiff. Chairman, if anyone wishes to attend to contact the Clerk.
- viv. E-mail, 12th June, 2014, Mrs. Allison Jones, Secretary of the Van Communities Partnership, notifying next meeting, Monday, 16th June, 2014. Clerk, and Councillors Barbara Jones, and Maria Hall, (Brian Jenkins, also) attended.
- x. E-mail, 16th June, 2014, Mr. Paul Egan, One Voice Wales, training module, Devolution of services. Noted.
- xi. E-mail, 16th June, 2014, Mr. Paul Samuel, Head Teacher, St. James School, points for discussion, Summer Play-scheme arrangements:
- Attend School with the Senior Play-worker, Miss Jennifer Carbis, to talk to the children about the Summer Play-scheme. Thursday, 10th July, SPW can't but APW and Leader with Clerk.
 - Schedule of trips, when not at school. Schedule (draft) provided).
 - Registration, Friday, 18th July, 6.00 to 8.00p.m, Van Community Centre. Posters provided.
 - What room facilities we can use; hall, and staff room, cwtch, hall, and staff room.
 - Keys. Not necessary.
 - Security arrangements. Explained.
 - Toilets. Children's changing room and staff.
 - Bursar, Sports Day, Wednesday 30th July, 2014, vacate site but registration and return for parents to pick up their children. 30th July, out at 10.00a.m. back at 3.00p.m.
 - Equipment. Delivery of pool table last week before end of term.
 - Contact during the Play-scheme. Caretakers (2).

Clerk pointed out, Mr. Paul Samuel, Head Teacher, reminded the Clerk of an issue last year, the Hall door was left open when Play-scheme went swimming. It was put down to miscommunication (SPW did discuss the matter, at the time, with the Head Teacher). He also raised, use of the projector whilst a ball game was in progress. This was reported to the Head Teacher by a members of his staff. Clerk replied, as at the meeting and to members, not aware of this till recent meeting when it was raised by the Head Teacher.

If projector used and damaged, Head Teacher, pointed out at the meeting, Council pays for the repairs. In response a member queried on the relations between the Council and the School, the Clerk felt they had deteriorated.

- xii. E-mail, 18th June, 2014, Mr. Keith Fairhill, Groundwork Caerphilly, inquiring art work W.W.1. Memorial at St James School. Clerk advised of Council's decision to withdraw and to contact Mrs. Bethan Jones, Eco-Coordinator, St. James School. Noted.
- xiii. Letter, 19th June, 2014, Community Health Council, next meeting, 2nd July, 2014. Noted.
- xiv. E-mail, 19th June, 2014, Mr. Keith Fairhill, Groundwork Caerphilly. He contacted Mrs. Bethan Jones, Eco-coordinator, St James School, and looks like the project will not go ahead. Later e-mail, 19th June, 2014, response from Mr. Keith Fairhill having contacted Mrs. Bethan Jones, Eco-school Co-ordinator, "...looks like the project can go no further." Noted.

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xv. Invitation, Arms Forces Day. Noted.

34/14. **Planning.**

14/0186/FULL, erect a single storey extension to the side of the house comprising of a garage, utility room and shower room.

It was resolved to make no comments to the Planning Authority.

35/14. **Reports and local matters.**

No reports were received.

36/14. **Clerk's Report (appendix 3).**

The Clerk's Report was considered.

- a. Soup and Carols, Friday, 28th November, 2014. (Note change of date). The Clerk reported, Councillor Russell Deacon, through his good offices, has forwarded an e-mail to St. Helens R. C. School, i.e. as reproduced:
"The clerk of the council has asked me to raise the following two issues with you. They are

1. *Would you like to involve your pupils with the community councils Soup and Carols, Friday, 28th November, at 7.00p.m., held at St James Primary School? If so please let me know and I can connect you up with the clerk to discuss this further.*
2. *The Van Community Summer Play-scheme, 21st July to the 15th August, again at St. James School, is open to 8-11 year old who live in the Van Community Ward. This is open to your pupils that are in the relevant area."*

Clerk reported, delivered several copies of the Summer Play-scheme poster to the School and no response.

Members noted.

- b. Council's Bankers. The cheque for £8,000 has been paid into the Council's Business Money Manager account.

Members noted.

- c. Porset Brook, fly tipping, (eco-vandalism). Reported, the area of ground has been cleared, however, this is only a sticking plaster approach, and is not a remedy.

Member's noted.

- d. Summer Play-scheme. On behalf of Councillor Elaine Forehead, "Main Contact", the Clerk completed the End of Project Report, however, there is a surplus against projected and actual spend amounting to £413.02. The Corporate

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Assistant, National Lottery, has requested the amount is refunded and a cheque has been raised.

Copies of the Summer Play-scheme staff advert, application form, and SPW and APW job specifications were posted to Councillor Eileen Macey following the last meeting.

GAVO Officers and the Clerk did a thorough short listing of candidates for the SPW, APW, and Volunteers, Tuesday, 3rd June, which took over two and a half hours. As a consequence the Clerk was not able to attend the Caerphilly Town Centre Management Group Meeting and sent his apologies.

Interviews have taken place for a Senior Play Workers and three Assistant Play workers and appointments have been made.

The registration evening for the Summer Play-scheme is scheduled for Friday, 18th July, 2014, between 6-8p.m. at the Van Community Centre and member's cooperation in attending to assist in registration.

Further to his report he sought members decision on the purchase of a six foot pool table, cues (48"), and Giant Snakes and Ladders

Recommendation:

Contractually obliged to make the refund.

Actions of the Clerk are confirmed, and appointments for temporary Play-workers (21st July to 15th August, 2014, on payroll except volunteer):

Jennifer Carbis, SPW,
Helen Siphthorpe, APW,
Kathryn Thorne, APW,
Geraint Roberts, APW,
Emma Woodhouse, Volunteer (expenses).

Member's progressed the Clerk's recommendations; refund, appointments, and purchase of equipment for the Summer Play-scheme and also the Clerk to send a thank you e-mail to Ms. Catherin Davies, Summer Play-scheme Co-ordinator, GAVO.

- e. Year Ending Accounts, 31st 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.

Members noted.

- f. Penalties imposed by HMRC. (Previous Clerk, four years, end of year not filed). Six months has now passed since the Clerk attended the First Tier Appeal to defend Council's position on the imposition of £4,800 penalties following the failure of the former Clerk, Mr. John O'Brien, to make Annual Returns (P35) to HMRC; 2006/07, 2007/08, 2008/09, and 2009/10

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(£100/per month and 48 months)

A payment slip to discharge the penalties from HMRC has not been received. HMRC later advised, they do not waste time in sending these out and the debt is payable upon the expiry of the time limit to lodge an appeal to the Upper Tribunal. Members chose not to progress an appeal to the Upper Tribunal.

The Clerk raised a complaint against HMRC with the Case Worker, for HMRC. No reply so he contacted the Employers Office and referred to Debt Management, HMRC. Debt Management advised that their records show a debt of £2,400 (two years of penalties). The Clerk was referred back to the Employers Office who were unable to clear up the matter (takes about twenty minutes, on the phone, to be contacted by an HMRC adviser). The Clerk was advised that the Employers Office will phone the Clerk before the 20th June. To draw this saga to a close, he received a telephone call from a Mr. Andy Wilkinson, Penalty Team, HMRC, who advised:

The amount shown on their records in outstanding penalty charges is £2,400.

The Clerk emphasized he could only go by what HMRC say, and rely upon their advice.

Members resolved to discharge the debt, as advised by HMRC, £2,400.

- g. Town & Community Council Joint Liaison Committee, Administration Charges:

£100, April 2013 to March 2014

£100, April 2014 to March 2015

The Clerk reported, receipt, of a correct invoice, zero VAT rated, from Mr. Brian Hancock, Councillor, Risca Town Council, Clerk to Town & Community Councils Joint Liaison Committee, for two years affiliation; 2013/14 (first invoice received) and 2014/15. The total charge is £200 and will come out of the 2014/15 accounts.

Members instructions are requested:

a) Pay the 2013/14 affiliation fee, £100.

b) Pay the 2014/15 affiliation fee, £100.

a) and b) were resolved; affiliation for the two years (previous and current years).

- h. Annual Insurance, 2014/15.

Clerk reported, insurance has been renewed and drew member's attention to the amount of public liability under the policy.

Members noted.

- i. Grant award Neighbourhood Policing Team.

The Clerk reported receipt of a thank you letter for the funding the Ladies Pamper event and pointed out: Council awaits details of their bank

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account or invoice to the amount of £300, which has not been provided.

Members noted.

37/14. **Finance.**

i. **To consider payment of creditors (appendix 4).**

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

A.	100012	The Big Lottery Fund. Underspend on the £5,000 grant, required by them.		413.02
B.	100013	Post Office Ltd. Amount due to HMRC, Clerk's tax and N.I., months 1, 2, 3.		356.60
C.	100014	Post Office Ltd. Confirmed penalties, 2010/11, failure of Mr. John O'Brien to make return to HMRC Amount due to HMRC, Clerk's tax and N.I., months 1,2,3.		400.00
D.	100015	HMRC confirmed penalties, failure of Mr. John O'Brien to make returns to HMRC		2,400.00
E.	100016	SLCC Enterprises Ltd., the purchase of the Local Council Administration (9 th Edition). Very useful and respected publication on local government and a good friend.		63.00
F.	100017	John Dilworth, Clerk's salary, month 3.		533.60
G.	100018	John Dilworth, expenses.		158.06
		Postage	20.33	
		Photocopying	8.92	
		Stationery (inc. ink cartridge)	39.19	
		Post Office Phone Card	10.00	
		Mileage	79.62	
		Journeys:		
		1. 16 th May, 2014	Trustmark, Talbot Green, photocopying, and return (2.48 miles).	1.11
		2. 19 th May, 2014	Ty Penallta, Council Offices, Meeting with Mr. S. Harries, and Mr. A. Southcombe, Corporate Finance (34 miles).	15.30
		3. 23 rd May, 2014	Van Community Centre, Council meeting, and return (26).	11.70
		4. 30 th May, 2014	Trustmark, Talbot Green, photocopying, and return (2.48).	1.11
		5. 2 nd May, 2014	GAVO Offices, Dyffryn Estate, Ystrad	15.30

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			Mynach, short listing meeting (34 miles)		
		6. 7 th June, 2014.	Pen y Cae and return, audit notice for the 9 th (26 miles).	11.70	
		7. 11 th June, 2014	Van Community Centre and return, SPW interviews (26 miles).	11.70	
		8. 12 th June, 2014	Van Community Centre and return, APW interviews (26 miles).	11.70	

ii. **Accounts, 2014/15 (appendix 5a, 5b, and 5c).**

The accounts were approved.

iii. **Grant applications.**

It was resolved to make a contribution of £150.00 to the Mayor's Charity; Home-start Caerphilly Borough and the Poppy Appeal.

38/14. **Items for the next agenda.**

Council Web Site – Councillor Russell Deacon.

Prince's Trust – Councillor Elaine Forehead (details to be provided to the Clerk).

Meeting closed at 7.15p.m.

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