

**VAN COMMUNITY COUNCIL  
CYNGOR CYMUNED Y FAN**

Chair  
Vice-Chair

Councillor Barbara Jones,  
Councillor Tony Graham.

Clerk/R.F.O.

John Dilworth

Minutes,  
Council Meeting,  
Thursday, 20<sup>th</sup> September, 2018,  
Van Community Centre.

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Present:	Councillors	Fay Gay, Norma Graham, Tony Graham, Barbara Jones, Jayne Keable, John Leek, Pam Nelder, Sheila Jones, Sheila Newbury, Linda Williams.
In attendance	Clerk/RFO	John Dilworth.
	Sarah Mutch and Bev Jones, CCBC.	

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

**Clerk's advice, Arnold Baker, 9<sup>th</sup> Edition on Access to Council Meetings states:**

***"Many local councils set aside a period when the public can ask questions or even make statements. This is an excellent practice as long as the period is defined, and is clearly understood that the public must not take part at any other time."***

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

*No members of the public were present.*

70/18	<b><u>To receive apologies and whether to approve the reason for absence.</u></b>
	No apologies.
	Cllr Sheila Newbury gave her apologies for future meetings due to an operation and the Chair, Cllr Barbara Jones, wished her a speedy recovery.
71/18.	<b>Declarations of interests.</b> To receive disclosures of personal interests from Members in accordance with the Code of Conduct ( <b>Note:</b> 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).

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	<p><b>Chair read the following statement.</b></p> <p>Members are referred to, and shall observe, the provisions of the Van Council's Code of Conduct. If a Councillor has a Disclosable Prejudicial Interest he/she must, unless a dispensation has been granted, withdraw from the meeting room and take no part in the discussion or vote and it shall be incumbent upon members who know of that interest to disclose it to the meeting and if another member present believes that there may be a conflict of interest with another member(s) present they should notify the meeting of this fact. This in order that the potential interest is clarified before the meeting proceeds.</p> <p>No declarations were made on any item of business.</p>
72/18.	<p><b>Police matters (CSO Sarah Mey, sends her apologies and report to be distributed).</b></p>
	<p>The Clerk/RFO reported the apologies of CSO Sarah Mey and circulated copies of the Police Report, i.e. as reproduced which was considered by members:</p> <p style="text-align: center;"><b><u>“Van Community Council Police Update – 22/09/2018</u></b></p> <p><i>The summer demand was quite high with general ASB issues and Youths lighting fires. We will be working closely with the fire service going into Halloween and Bon Fire night. We will be doing joint patrols with the fire service over the period. The Police and fire service will be delivering Bon fire safety leaflets this week.</i></p> <p><i>The Van community Centre are going to be holding a UV party for Youths on Halloween in order to help divert their attention elsewhere.</i></p> <p><i>Drug warrants are still ongoing in the Park and the Neighbourhood Enforcement team have been working hard to get more going forward.</i></p> <p><i>The intergeneration club will be starting up again in October. If councillors would like to join us for the engagement, please contact Sarah via email or phone to arrange a place. Spaces are limited due to the child / adult ratio.</i></p> <p><i>The residents group is still meeting once a month and we had 10 residents attend in August. The issues being brought up are all relevant and we are finding it a good chance to engage with the residents in the Park and hopefully iron out a few concerns which don't immediately warrant a 101/999 court.</i></p> <p><i>Along with the support of the Regeneration office, we will be starting up a bike service scheme in Atlee court where the children/youths can learn how to service their bikes and possibly open this up weekly. We are trying to make arrangements so that the scrap collectors donate the bikes they collect, the children do them up and then they can upgrade their own bikes to a newly serviced one if needed. PC Moore and CSO MEY will be doing a bike service course in order to assist with this scheme.</i></p> <p><i>Just a reminder about the Your Voice Priority – Off Road Bikes. The demand has been very low over the summer but we are continuing to monitor and patrol the areas they ride to on the weekends. If there are any sightings or identifications made if you could please contact -</i></p>

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	<i>CO141 McDonnell – 07788328901 john.mcdonnell@gwent.pnn.police.uk or CO303 Mey - 07464647476 sarah.mey@gwent.pnn.police.uk”</i>
	Cllr John Leek raised the recent incident involving children setting fire to the bushes at the Morrisons Supermarket fuel station (occurred first week of the Summer holidays).
73/18.	<b><u>To receive Safeguarding training organized by the Chair, Cllr Barbara Jones.</u></b>
	<p>Bev Jones accompanied by Sarah Mutch circulated a copies; CCBC “Introduction to Safeguarding, Raising Awareness of Abuse and Neglect in Children.” Members and Clerk/RFO signed a sheet she circulated that thy attended the training. (The circulated documents are attached to the agenda and papers in the minute Arch Lever.)</p> <p>Bev Jones took members through the presentation and followed by questions:</p> <p>Cllr Tony Graham, Vice-Chair, raised a question on what patterns do you recognize leading to intervention.</p> <p>The Clerk/RFO pointed out that council recently awarded a grant to a body concerned with children and should council have requested a copy of their safeguarding policy. In replay he was informed that the safeguarding and recruitment policies should be provided as part of the grant application.</p> <p>Both officers took their leave of the meeting and left the room.</p> <p>The Clerk/RFO advised contacting OVW for advice and sought permission from Council to seek advice from OVW on the following:</p> <p><b>When an outside body involved with children and vulnerable adults (persons) applies for a grant, under the expenditure powers, that council should require a copy of their Safeguarding and Recruiting Policies.</b></p> <p>The Clerk/RFO was requested to seek advice from OVW.</p>
74/18.	<b><u>To approve the minutes, Council Meeting, 19<sup>th</sup> July, 2018 (appendix 1).</u></b>
	The Minutes were approved as an accurate record of the proceedings and signed by the Chair, Cllr Barbara Jones.
75/18	<b><u>Matters arising.</u></b>
75/18.2	<b>Minute 57/18 Flyer, Cllr Barbara Jones, Chair.</b>
	Cllr Barbara Jones, Vice-Chair, advised, she is working on the “flyer” and suggested that it included the Council’s new logo. The Chair’s suggestion was adopted by members (note, the logo “cut/paste” from the summons).
75/18.4	"By virtue of the Public Bodies (Admission to Meetings) Act, 1960, the press and public are excluded from discussions on the following item, minute 58/18, on the basis that

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	disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted." THE CLERK DECLARES HIS INTERESTS IN THE ITEM AND WILL LEAVE THE MEETING AND THE ROOM (minute 43/18 ii).
	The aforementioned resolution was proposed and seconded and resolved.  The Clerk/RFO left the meeting and the room.
75/18.6	<b>Minute 58/18</b> Employment Committee report; Clerk's hours and pay settlement, 2017 and 2018. THE CLERK WILL LEAVE THE MEETING AND ROOM.
	The Clerk/RFO returned to the room and the meeting.  He was informed of the decision:  It was resolved to back date the National Salary Awards (1st April, 2017 and 1st April, 2018 and 2018) to the 1st April, 2017.  Cllr Tony Graham, Chair of the Employment Committee and Cllr John Leek, member of the Committee, to meet with the Clerk/RFO before the next scheduled meeting of Van Community Council, 18 <sup>th</sup> October, 2018.  In response to Cllr Tony Graham's request for a computation of the areas arising from the back dated National Pay Award from the 1st April, 2017, the Clerk/RFO provided the computed figures.
75/18.8	<b>Minute 59/18 xxvii</b> Correspondence, Defibrillator and cabinet for the Van Community Centre; A. Council would underwrite the cost of the defibrillator less monies raised at the Fun Day. B. Council would pay (invoiced) for the defibrillator case and claim the VAT. A and B to be placed on the agenda (Matters Arising) of the September meeting.
	Following a discussion it was <b>resolved</b> upon receipt of confirmation from the Van Community Centre on the following:  1. Confirmation of the defibrillator (whether free or purchased).  2. Confirmation that CCBC will commission the defib cabinet for free.  With 1 and 2 in place, the Clerk/RFO proceeds to order the defib cabinet from "The Defibpad," at a cost of five hundred and twenty-six pounds and eighty pence (£526.80) plus VAT and consists of; LED light, heater, and key pad.
75/18.9	<b>Minute 60/18 Planning (Land at GwernyDomen Farm Lane, 17/0411/OUT)</b>
	The Clerk/RFO advised in reference to the email of the 6 <sup>th</sup> August, 2018 (vii correspondence) that the previous notification from Planning had been sent to the wrong address which has been corrected. Nevertheless the Clerk/RFO, at short notice, composed a letter drawing the Planning Authority to; study commissioned by the

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	<p>Working Group for the Objection to Gwern-y-Domen Candidate site, 2015, outside of the well-defined settlement Boundaries and represents a linear extension to an existing settlement which is not acceptable in planning terms nor in accordance with Planning Policy Wales, etc.</p> <p>The Clerk/RFO's actions were confirmed in submitting a second tier of objections following previous objections by council to the proposed development.</p> <p>Cllr Barbara Jones, Chair, to investigate with Planning on the matter of the email dated the 6<sup>th</sup> August, 2018.</p>
76/18.	<b><u>Correspondence.</u></b>
	<b>The Clerk/RFO circulated a list of correspondence</b> (Clerk's Specific responsibilities, correspondence: "6.To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.")
	The Chair, Cllr Barbara Jones, pointed out to members, to raise any correspondence on the list.

i	Email, 23-July-2018, Welsh Hearts, more about defibrillators, contact and offer of CPR training.
ii	√Email, 26-July-2018, Editor of the "The Eye," information request, Van councillor addresses and the area the council covers. Clerk provided the request for information. The Clerk/RFO explained information request by the Editor of "The Eye Wales." (Factual information, also on the council web site.)
iii	√Letter, 27-July-2018, Costley & Partners Solicitors, attached TR1 for signing.
iv	√Email, 31st July-2018, CCBC, consultation on the diversion of footpath 10 "Parish/Rudry."
v	Email, 2-August-2018, Area Regeneration Co-ordinator, CCBC, launch of the Boxing Club, 22-August-2018. Forwarded to members.
vi	Email, 4-August-2018, Cllr Tony Graham, Vice-Chair, read: "As a matter of courtesy I wanted to send you a copy of the letter that the Labour group on Van CC have sent to the planning department regarding the land at Gwern Y Domen. We would of course be happy for you to give your support to our letter."
vii	√Email, 6-August-2018, WAO, survey on Independent Auditors and the Council chosen was chosen to participate in the study as part of the Annual Audit. The Clerk/RFO has addressed the survey and provided the information. The Independent Auditor for the Council has also provided his workings to the WAO.

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viii	<p>√Email, 6-August-2018, Administrative Assistant, CCBC, attaching copy of a letter, dated the 18-July-2018 sent to Van Community Council, 5, Edward Thomas Close, Rudry, regarding additional information on application no. 17/0411/OUT. "Erect residential development with strategic open spaces including play facilities and pedestrian and cycle networks...additional comments within 21 days of the date of the letter (letter dated the 18th July, 2018). Reply to the Clerk's query that notification had not been received of the additional information and timeline for comments. This is relevant for item 6.5. The Clerk/RFO has responded, in the reduced timeline provided by planning and trusts that he has not misrepresented Council in this matter in conveying council's concerns on the development.</p> <p>Refer to minute 75/18.9.</p>
ix	<p>√Email, 7-August-2018, Cllr Barbara Jones, Chair, requested a list of awards made by the council, Clerk/RFO responded; Community Champion, Good Youth Citizen, Honourary Freeman and Freewoman.</p>
x	<p>Letter, 7-August-2018, MP for Caerphilly, plastic free initiatives, letter attached to agenda and papers.</p>
xi	<p>√Email, 11-August-2018, Cllr Tony Graham, Vice-Chair, advising family bereavement "...and will be out of action/communication for a few days. Perhaps post the form (TR1, requires the signature of the Vice-Chair) through our door and I'll drop it off later in the week?" (Brackets inserted by the Clerk). Clerk posted TR1 through the Vice-Chair's door, Sunday, 12th August. Clerk/RFO replied, expressed his condolences for the family loss.</p>
xii	<p>√Email, 16-August-2018, BDO, Annual Audit, 2018, outstanding points; "Analysis of the reserves held at 31 March, 2017 and 31st March 2018, between revenue earmarked, designated, capital or other and an explanation of the purpose of these reserves and when it is anticipated they will be used." Clerk/RFO has replied to the Auditors outstanding points.</p>
xiii	<p>Email, 20-August-2018, Cllr Tony Graham, Vice-Chair, and his wife, Cllr Norma Graham, on holiday from the 6th to the 13th September, 2018.</p>
xiv	<p>√Email, 20-August-2018, Cllr Tony Graham, Vice-Chair, refers to Clerk/RFO's request to attend the LG Finance training, 10th October, 2018, "Is this something that Council will need to approve?" Clerk/RFO made an error in dates and notified OVW that he was unable to take up the place but the booking would have been subject to member's approval. The information was sent out to members on email and modules; Information Management, LG Finance, Code of Conduct, Mediation and Conciliation, Advance LG Finance.</p>
xv	<p>Email, 21-August-2018, Office of Mandy Jones, AM, replying to the Clerk/RFO regarding invitation to the Widow of the late Cllr Sam Gould, Leader of the Council. Advising that trained volunteer and available to give awareness raising talks/presentations on bowel cancer.</p>
xvi	<p>√Email, 23-August-2018, Review of C &amp; T Cs in Wales read: "... the Independent Review Panel are currently putting their final report together for launch in early October. Within</p>

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	<p>this report they would like to include a few case studies.          Could your Town or Community Council have a case study for the following: and be willing to share with the rest of the sector in the Panel's final report?</p> <ul style="list-style-type: none"> <li>•Place Based Service (small or large)</li> <li>•Good Engagement (engagement events rather than community events)</li> <li>•Do you buy services from another council?</li> <li>•Do you supply a service for another council?</li> <li>•How have you encouraged participation / increased awareness in elections</li> <li>•How have you encouraged people from wider diversity to stand?</li> <li>•Do you regularly report action to your community whether that's through annual report or regular newsletters?</li> </ul> <p>If your council can give examples of just one of the above please send your stories on how they have benefitted the community and any lessons learnt, in to me. Giving permissions to be used in the final report and published....asking for this within 7 days if at all possible.”</p>
xvii	√Email, 29-August-2018, Costly & Partners Solicitors, read: "...position to return the signed TR1..." Delivered to the office, 29th August, and Clerk hand delivered to Costly Partners Solicitors, 31st August, 2018.
xviii	Email, 29-August-2018, Cllr Tony Graham, Vice-Chair, confirmation TR1 posted through letterbox, Council office.
xix	√Email, 29-August-2018, CCBC, remittance advice £11,500 (half precept).
xx	<p>√Email, 30-August-2018, Env. Officer, CCBC, consultation in Porset Park. I was wondering if it would be possible to share the link below with the Community Councillors etc</p> <p>English: <a href="https://www.snapsurveys.com/wh/s.asp?k=153002350012">https://www.snapsurveys.com/wh/s.asp?k=153002350012</a>          The survey will be open for about 2 weeks.</p>
xxi	√Email, 7-Septmebr-2018, CCBC, consultation on the Local Toilet Strategy for CCBC, comments by the 28-Septmber-2018, and link for comments: <a href="https://www.caerphilly.gov.uk/involved/Consultations/Local-toilet-strategy-consultation">https://www.caerphilly.gov.uk/involved/Consultations/Local-toilet-strategy-consultation</a> .
xxii	√Email, 10-Septmebr-2018, Town Clerk, CTC, read: "I have received no information relating to this feasibility study, nor has any member of the Town Council raised the matter to date. It is not on the agenda for the Town Council on 17th September 2018."
xxiii	Email, 10-September-2018, CSO, attaching report for Council meeting of the 20th September, and apologies for non-attendance.
xxiv	Letter, 10-Septmber-2018, CCBC, Byelaws, Drainage.
xxv	Email, 10-September-2018, "Connecting Communities in Wales" project being delivered by the Community Transport Association. This project is supported by the Welsh Government Rural Communities Development Fund – Rural Development Programme 2014 – 2020, which is funded by the Welsh Government and European Union. Swansea,

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	18-September-2018, link: SOUTH WALES – <a href="https://www.eventbrite.co.uk/e/transport-innovation-network-south-wales-registration-48798584881">https://www.eventbrite.co.uk/e/transport-innovation-network-south-wales-registration-48798584881</a>
xxvi	√Email, 11-September, Ruperra Castle Preservation Trust, Open Doors Day, September, 23rd, 2018, £5 per head.
xxvii	√Email, 12-September-2018, Internal Auditor, To Members of Van CC, read: “During an examination of my working papers for release to the Wales Audit Office, I was reminded of an issue which although not covered by the audit is one that gives cause for concern of a moral nature. I noticed that the Clerks rate of pay had not been updated on an annual basis for sometime. Therefore the Clerk has been underpaid for his duties against the recommended rates of pay for a Town and Community Council Clerks. I would recommend to you that this situation should be rectified as soon as possible in order that any arrears do not build up to unacceptable levels. I look forward to noting the rectification in this years accounts (2018/2019) if I am reappointed as your internal auditor for this period.” Clerk/RFO declares interest but offers the following: arrears from 1st April, 2017 to October, 2018, £205.67.
xxviii	√Emails, 12-September-2018, Costley & Partners Solicitors, CCBC have sealed the TR1 and permission to transfer their fee of £901. Action by the Clerk/RFO in accordance to previous decisions of council.
xxix	Email, 13-September-2018, Cllr Sheila Jones, agenda and papers received at residents.
xxx	Email, 14-September-2018, CCBC, “Cabinet Agree Vision for Housing.”
xxxi	√Email, 17-September-2018, Brinsons, replying to the Clerk/RFO inquiry whether Brinsons could undertake the valuation of the land at Van Terrace and fee. Subject to members decision.
xxxii	Letter, 19-September-2018, Royal Mail, scam mail.
xxxiii	Letter, 19-September-2018, Community Health Council.

77/18	<b><u>Planning.</u></b>
	No planning applications.
78/18	<b><u>Reports and local matters.</u></b>
	Cllr Sheila Jones tabled copies of her report, i.e. as reproduced:  <i>“Report Opportunity Knocks Launch The Stretch 22<sup>nd</sup> August Opportunity Knox provides opportunities for local unemployed residents to take part in non-contact boxing, whilst building the skills and confidence they need to help them into employment. The project is being led by the teams delivering Welsh Government funded employment support programmes Communities for Work Plus and Legacy at Caerphilly</i>

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County Borough Council , in partnership with Empire Fighting Chance .  
 I really enjoyed going to this inspiring event. It was well attended and gave me the opportunity to meet the people who work in partnership to support the community.  
 Present were  
**Sean Rees** Caerphilly CCBC Area Regeneration Co-ordinator for Lansbury.  
**Ben James**, Communities FOR Work CCBC. He works with employment mentors to improve mental health re drugs, alcohol, smoking. He advises on nutrition and on ways to build confidence.  
**Kath Bradley** is a Youth Mentor for Caerphilly CCBC. She is currently mentoring Brooke. He played a big part in the event and is hoping to go professional next year. Kath instigated the use of the scheme with Ben after reviewing her caseload.  
**Sean Rees** put them in touch with Jamie Parry a few months ago. They went to Bristol on a fact finding trip. There are coaches in Wales based in Wales. The scheme will run on a Tuesday afternoon. They hope it will bring new people in and will break down barriers.  
**Jamie Parry** from Empire Fighting Chance .Jamie wants to engage with young people, help improve their mental health, stop antisocial behaviour and get them to re- engage in education and employment. He started in Bristol in 2016.  
**Sal West** working in Community Development on the Legacy project. This involves a skill swap between young and old. Projects are in operation in Fochriw, Rhymney, Philipstown, Bargoed, Cefn Hengoed, Ty Sign, Graig y Rhacca and Lansbury.  
**Mark Davies** Employment Mentor, Communities for Work. He has been seconded to work from Caerphilly CBC, on the Joint Enterprise Project with DWP and Welsh Government. He works with people from 25+ to retirement. There is Welsh Government funding till March 2020. Antipoverty is the biggest thing at the moment.  
**Nicola Green and Carolyn Beddis** who are both based in the Community First office are with Communities First Plus and cover the Caerphilly basin. They work with Back to Work for 24+. They support looking for work, upskilling, CVs, training. They offer a bespoke service.  
**Beverley Hughes Communities for Work** Parent employment adviser, does better in work calculations, job search skills, training in Personal Track Safety. The Personal Track Safety qualification leads to better paid jobs. Quite a few have done /are waiting to do this. She works on a 1-1 basis in local office or libraries. She holds a Work Club, I.C.C. funded at Communities First from 10-12.30.  
**Claire Quince** Groundworks not for profit charity. The charity provides environmental traineeships for 6 months for 16-19 year olds in partnerships with ACT funded by Welsh Government. This is running in 6 boroughs.  
 Traineeships are in  
 Woodwork  
 Grass cutting and trimming  
 Light construction  
 River restoration work  
 Furniture revival  
 The traineeship is £30 a week plus travel  
 Wonderful people all working in different areas to improve the lives of those in the community. A really worthwhile visit to a very worthwhile project. It was good to see the engagement of the young people who attended.  
 Follow up  
 I spoke to Ben James today to ask how the very recently started project was going. He said it was early days. So far no take up from the 16+ group as yet. There are plans to involve yr5 and 6 and St James Primary will be contacted to promote this.

	<b><i>Cllr Sheila Jones 20/09/2018</i></b>
79/18.	<b><u>Clerk's Report (appendix 2).</u></b>
	The Clerk/RFO distributed copies of his report and took members through it.

A.	Former Van Terrace Play area land and the TR1, Property Transfer Deed, to transfer ownership of the land from Caerphilly County Borough Council to Van Community Council for one pound (£1).	<p>Report, the Clerk/RFO has received the signed TR1 from Cllr Tony Graham, Vice-Chair, and delivered it to the Conveyancer, <i>Costley and Partners Solicitors</i>, acting for the Council in the transference of the land, Friday, 31<sup>st</sup> August, 2018.</p> <p>Clerk/RFO contacted by email (12<sup>th</sup> September, 2018), Costley and Partners Solicitors for the transfer of the funds to complete the land transfer, between parties (CCBC legal costs, nine hundred pounds (£900) and the purchase price of one pound (£1) included in the cheque payable to Costley and Partners Solicitors for one thousand, three hundred and seven pounds (£1,307) no. 100370 and referenced by minutes; 176/18, April 20<sup>th</sup>, 2018, and 63/18, July, 19<sup>th</sup>, 2018 (instructions, by email, to Costley and Partners Solicitors copied to the Chair, Cllr Barbara Jones, and the Vice-Chair, Cllr Tony Graham).</p> <p>Clerk/RFO contacted Brinsons, reputed to be a specialist in valuation in such matters, and they will do a "Red Book Valuation," report and signed by a Chartered Surveyor and the fee is six hundred and fifty pounds (£650) plus VAT. This is an ongoing matter in the transaction of the land to the ownership of council and it is matter of public record. It is prudent that Council seek a valuation of the land to;</p> <ul style="list-style-type: none"> <li>• Ascertain is value as a public asset of the "public purse".</li> <li>• Recorded in the Asset Register for audit and insurance purposes.</li> </ul> <p><b>Recommendations:</b></p>
		i. To authorise the Clerk/RFO to proceed and instruct Brinsons to act for council in the valuation of the land at a fee of six hundred and fifty pounds (£650) plus VAT.
		ii. Members site meeting to review the land and options including consultation with the residents of Van Terrace and Cwrt ty Mawr.
		Members are asked to confirm the actions of the Clerk/RFO and instructions are requested.
		Item i. The Clerk/RFO, pointed out that this was a specialist area and one quote could be accepted, however, the Clerk/RFO was directed to obtain a second quote.

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		Item ii. To be progressed.
B.	Review of expenditure powers, Sections 137, 142 (2A) LGA, 1972, and Section 19 LG (Misc. Provisions) Act, 1976.	<p>Clerk/RFO, grants made to voluntary and charitable bodies are referenced in the minutes accordingly:</p> <p><i>“It was <b>resolved</b>, to grant £.... To..... 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 <u>and receipts will be required</u>. The grant was made under Section 19, 3(b) Recreational facilities, LG (Miscellaneous Provisions) Act, 1976:</i></p> <p><i>“by way of a grant towards the expenses incurred by any other local authority in providing such facilities.”</i></p> <p>The legislation provides for powers to make donations and the appropriate powers; Sections 137, 142 (2A) LGA, 1972, and Section 19 LG (Misc. Provisions) Act, 1976, etc. must be raised to authorise payments which are recorded in the Receipts and Payments (R&amp;P) accounts under Section 137 grants or Grants with explanation in the narrative and on the cheque stub to show the powers of authorisation.</p> <p>The Clerk/RFO offers the following advice on the matter which has come to his recent attention, the legislation prohibits Parish Councils and similar bodies in Wales i.e. Community and Town Councils from grant aiding places of worship under Section 8(1) (i) Local Government Act, 1894 is still in place and it has not been amended by any subsequent legislation, i.e. as reproduced:</p> <p><i>“(i) to execute any works (including works of maintenance or improvement) incidental to or consequential on the exercise of any of the foregoing powers, or in relation to any parish property, not being property relating to affairs of the church or held for an ecclesiastical charity; and...”</i></p> <p>Members noted.</p>
C.	Walkabouts, 23 <sup>rd</sup> July, 2018, and 10 <sup>th</sup> September, 2018, Dol yr Eos, Dol Fran, and Porset Brook.	<p>Clerk/RFO reports, attended Walkabout with Cllr Sheila Jones, and Miss Laura Price, Neighbourhood officer, UW, on the 23<sup>rd</sup> July, however the officers were unavailable on the 23<sup>rd</sup> September, 2018.</p> <p>Both the Clerk/RFO and Cllr Sheila Newbury walked the sites and were disappointed as to the state of it since the departure of the former officer over a year ago.</p> <p>The Clerk/RFO has advised the replacement officer of the concerns and reported illegally dumped waste on the site.</p> <p>The Clerk/RFO moves on to another relevant matter.</p> <p>Over a number of years there have been several river clean-ups to remove rubbish on the banks of the Porset Brook and its bed. This year nothing has been organised and so the Clerk has taken the imitative to consult with Cllr</p>

		<p>Sheila Newbury and various agencies for a river clean-up during the month of August which proved unsuccessful to gain support even from NRW. However, voluntary support including, Youth Club, Morrison's Super Market, Waste Management, CCBC. The Clerk has "kick started" it for Saturday, 22<sup>nd</sup> September, 2018, 10.30am to 1.00pm and members have been invited to attend; Cllrs Sheila Newbury and Sheila Jones have indicated that they will attend.</p> <p>The Clerk/RFO will attend and support the volunteers in a voluntary capacity and according to his "good offices."</p> <p>The Clerk/RFO recommends that the Youth Club volunteers receive a signed Certificate by the Chair for attending and supporting the community as diligent persons.</p> <p>Member's noted that the Clerk/RFO would be acting as a Volunteer at the River Clean-up and Cllr Sheila Newbury would be attending.</p>
D.	<p>Memorial bench, Van Centre, presentation of cheque to the widow of the Sam Gould (minute 56/17 v).</p>	<p>Clerk/RFO, in a voluntary capacity, applied one coat of varnish to the bench. However, Sam's widow moved to England which the Clerk/RFO ascertained following several inquiries, so the cheque for two hundred pounds (£200) has been forwarded to Bowel Cancer UK.</p> <p>Further to the Clerk/RFO's inquiries he was contacted by a friend of Sam's widow who is a volunteer for Bowel Cancer UK and will provide a presentation to council which has been forwarded to members of the Town and Community Council liaison Committee.</p> <p>The Clerk/RFO offered his "good offices" to "the dear friend" and took it upon himself to forward copies of the Council minute at which the late Cllr Sam Gould was appointed Leader of the Council, and his Declaration of Acceptance form and a covering letter to the "the dear friend" for Sam's parents.</p> <p>The Clerk/RFO was contacted by Sam's mother and spoke at length who is interested to see the Memorial Bench.</p> <p>Clerk/RFO seeks confirmation of the brass plaque wording:</p> <p>"VAN COMMUNITY COUNCIL FOR THOSE WHO SERVED THE COUNCIL."</p> <p>Members reaffirmed the wording on the plaque to be made out of brass.</p>
E.	<p>Defibrillator and cabinet for the Van Community Centre.</p>	<p>Email, Van Centre, 14-August-2018, advised:</p> <p>"Van Community Council will underwrite the cost of the defibrillator estimated between £700 to £900, less money raised at the Fun Day on the 11<sup>th</sup> August, 2018, which comes to Council, by cheque.</p>

		<p>Council will pay for the defibrillator cabinet and claim the VAT.</p> <p>A formal decision will be made at the Council meeting of the 20<sup>th</sup> September, since it is a financial decision;</p> <ul style="list-style-type: none"> <li>• Underwriting cost.</li> <li>• Cost of the defibrillator cabinet.</li> </ul> <p>I will need to know the specifications of the defibrillator for the cabinet...”</p> <p>Clerk/RFO made inquiries with “The Defibpad” company and was advised:</p> <p>Heating essential for external cabinet and LED lighting.</p> <p>Cost, inc. VAT range from £466.80 to £526.80, that latter comes with a wing handle and pad and recommended by the Clerk/RFO.</p> <p>Noted, refer to minute 78/18.4.</p>
F.	<p>Van Castle (Castell yr Fan) or Van Mansion, historic reminder for members.</p>	<p>The Pontypridd Chronical and Workmen’s News, 10<sup>th</sup> July, 1896, THE VAN CASTLE CAERPHILLY, Historical Sketch By H. Lloyd, “Castellydd.”:</p> <p><i>“... The affix “fan” is a derivation of “Van”, high, lofty conspicuous; that is evidently the meaning of Van. .There is a tradition in the district that a man and a woman were in search of a place to build a house, and they came to this neighbourhood, and that the woman named Neat said, “Dyma’r fan I ni adeilialu; gwnawn ein trigfa yma” (this is the place for us to build a house, let us make our dwelling place here). The place, together with circumstances connected with the place claims the attention of the bard, the antiquarian, and the learned historian. The first has had a fair representation within its precincts, and antiquity has clothed the place with facts that remain like mighty pillars that have withstood the storms of many ages, and survived generations. The numerous and various connections that belong to the Van sheds a lasting fame on the family that dwelt in centuries gone by. Their praise is conveyed on the wings of history for centuries that set a crown of greatness on their descendants.</i></p> <p><i>When gazing within and without, the following descriptive line came to our minds:</i></p> <p><i>Illuminating the vaulted roof, ...when gazing within and without, the following descriptive line come to our minds:</i></p> <p><i>A thousand torches flamed aloof; From many cups with golden gleam, Sparkled the red metheglin stream...”</i></p>

		<p>The first Eisteddfod, before Caerphilly, was held at Van Mansion in 1580 and Meurig Dafydd, a leading literary figure in Glamorgan won the bardic chair. Later Eisteddfods were held at Caerphilly Castle and the whereabouts of the bardic chair are not known.</p> <p>It has been claimed that the Lewis's (1580) "robbed" the stone from Caerphilly Castle to enhance their manor house at Van. In fact permission was given to Thomas Lewis, in 1580, who leased Caerphilly Castle from the Earl of Pembroke, to use stone from the Castle and part of which decorated the windows and porticoes in Van Mansion.</p> <p>Referenced, "A History of Caerphilly," by H. P. Richards, 1975, wrote:</p> <p>"...in 1583, Thomas Lewis and his two sons with the permission of the Earl Pembroke began taking stone from the Castle (Caerphilly) to extend their Van mansion".</p> <p>Mr. Richards goes on to record in the 17<sup>th</sup> century Caerphilly Castle "...was rapidly becoming a ruin, (it had become a quarry for stone used in local buildings)..."</p> <p>Member's noted.</p>
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80/18.	<b>Finance.</b>	
	i.	<b>To consider payment of creditors (appendix 3).</b>
		The list of credits was considered and the bills and invoices outlined be paid and cheques signed accordingly (A-H).

A	100372	Bowel Cancer UK, grant following the sad loss of Cllr Sam Gould, Leader of the Council. (Note, Clerk unable to contact Sam's widow for the presentation of the cheque, who had moved to England).	<b>200.00</b>
B	100373	John Dilworth, Clerk's net salary (less deductions), 2018/19, month 5.	<b>626.80</b>
C	100374	John Dilworth, expenses.	
		Postage	18.03
		Photocopying	28.25
		Ink jet cartridges (1	28.00
		Stationary	25.63
		Post Office Phone Card	10.00
		Memorial bench, varnish (external), brush, spirits, and sanding pads.	14.87
		Mileage (see breakdown)	40.47
		<b>Total claimed.</b>	<b>165.25</b>

**Clerk's advice: Longfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision.**

Journeys/breakdown:		Charged at the HMRC rate of 45pence per mile.		
1	12-July-2018	Travelled to Trustmark, Talbot Green, and return, copying.	1.11	
2	12-July-2018	Travelled to Van and return, delivered agenda and papers 26 + 7 miles (including Castle Park, Cllr J. Keable)	14.85	
3	19-July-2018	Travelled to Trustmark, Talbot Green, and return, copying.	1.11	
4	19-July-2018	Travelled to Van and return, council meeting (26 miles).	11.70	
5	23-July-2018	Travelled to Van and return, Walkabout, Dol yr Eos (26 miles).	11.70	

D	100375	Caerphilly Town Council, grant towards firework display, 2018.		<b>400.00</b>
E	100376	John Dilworth, Clerk, first half of the Office Accommodation Allowance, as per the budget, 2018/19 at £600.00 (use of the Clerk's home as the office of the Council).		<b>300.00</b>
F.	100377	John Dilworth, Clerk's net salary (less deductions), 2017/18, month 6.		<b>627.00</b>
G.	100378	John Dilworth, expenses.		
		Postage		3.79
		Photocopying		25.80
		Ink jet cartridges (1)		28.00
		Stationary		10.59
		Post Office Phone Card		10.00
		Sympathy card		2.50
		Mileage (see breakdown)		23.40
		<b>Total claimed.</b>		<b>104.08</b>
1.	12-Aug-2018	Travelled to Van and return, cheques signed, and delivered sympathy card to 2, Van Road (26 miles). This duty was undertaken during leave.	11.70	
2.	31-Aug-2018	Travelled to Costly Solicitors, Caerphilly, and return to deliver the TR1 for. Solicitors pressing council for completion, hence journey (26 miles).	11.70	
H.	100379	HMRC, tax due following deductions from Clerk's salary for months 4, 5, and 6 and payable by the 5 <sup>th</sup> October, 2018 to HMRC, Direct.		<b>503.98</b>

ii.	<b>Accounts, 2018/19, bank rec. 1<sup>st</sup> August, 2018, (appendix 4a, 4b, 4c) and bank rec. 1<sup>st</sup> September, 2018 (appendix 4d, 4e, and 4f).</b>
	Accounts (appendix 4a to 4f) noted and confirmed.
iii.	<b>Grants and the legislative powers authorizing them (members should be aware that this is a possible recommendation of the External Auditor for the WAO).</b>
	Noted and to be looked at in detail at a future meeting.

**Clerk's advice: Longfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision.**

	<p>iv. <b>Update on the 2017/18 External Audit, BDO query on reserves, Clerk/RFO will report.</b></p>
	<p>The Clerk/RFO reported his response, dated the 3<sup>rd</sup> September, 2018, to BDO (Binder Dijker Otte &amp; Co), External Auditor (RFO is obliged in law to respond to the External Auditor who acts for the Auditor General for Wales).</p>
	<p><i>“BDO (Binder Dijker Otte &amp; Co), Aten. Of: Mr. Ebb Webb, Arcadia House, Maritime Walk, Ocean Village, Southampton, SO14 3TL.</i></p> <p style="text-align: right;"><i>Recorded delivery</i></p> <p><i>Dear Mr. Webb,</i></p> <p><i>I refer to your email of the 16<sup>th</sup> August, 2018, and query on reserves, however, as you are aware from my reply I was unable to exceed to your request at that time since I was on Annual Leave but I informed you by email, dated the 16<sup>th</sup> August, 2018 that I would attend to the your request on my return from Leave.</i></p> <p><i>Today is my first day back and I respond to your queries:</i></p> <p><i>“Please provide an analysis of the reserves held at 31 March 2017 and 31 March 2018, between revenue earmarked, designated, capital or other and an explanation of the purpose of these reserves and when it is anticipated they will be used.”</i></p> <p><i>I should like to call your attention, before I address your query further in this letter, to the delay of one month from Miss Jade Sax’s email of the 17<sup>th</sup> July, 2018, requesting a copy of the Independent Internal Report for accounts, year ending the 31<sup>st</sup> March, 2018, and no other queries. This was then followed by your email, one month later of the 16<sup>th</sup> August, raising further queries during August Recess. Would you also note that I spoke to Miss Louise Caplen following receipt of the email of the 17<sup>th</sup> July, 2018? Further, I regret the tone of your inquiry which suggests financial impropriety, which I am sure was not your intention but to bear in mind for future correspondence and appropriate wording.</i></p> <p><i>My comments to your query are as follows:</i></p> <p><i>The reserves held at the 31<sup>st</sup> March, 2017 and 2018, year ending, reflect spend against budget.</i></p> <p><i>The budget predicts expenditure but on some of the headings represent significant underspend; Special Projects, Play-scheme, and Section 137 grants.</i></p> <p><i>Prior to 2014 when Caerphilly County Borough Council refunded to Van Community Council £42, 855.72, an amenity fund paid in by the Community Council from 1996 to 2014 to fund various projects from balances held by CCBC has overshadowed the accounts. Prior to the refund the main source of income to the council was its small precept of £20,444.00</i></p>

*In 2014/15 received the refund and the balances have run down 27.5% over four years. The timescale is dependent on projects being realised and two to four years.*

<i>Year ending accounts, precept £20,444.</i>	<i>£(rounded up)</i>
<i>31<sup>st</sup> March, 2014 Amenity Fund added to account, £42,856</i>	<i>26,176</i>
<i>31<sup>st</sup> March, 2015</i>	<i>64,664</i>
<i>31<sup>st</sup> March, 2016</i>	<i>56,455</i>
<i>31<sup>st</sup> March, 2017</i>	<i>50,575</i>
<i>31<sup>st</sup> March, 2018</i>	<i>46,894</i>

*In the volume of papers provided to BDO (Binder Dijker Otte & Co), was the budget for 2017/18 and actual spend to 2018.*

*I have provided an additional copy of the accounts (appendix 1), and Balance Sheets (appendix 2 and 3) for the 31<sup>st</sup> March, 2017 and 2018.*

*2017/18 budget.*

- Special Projects, £30,000 and underspend £29,468.02.*
- Play-scheme, £10,000 and underspend £4,999.47.*
- Section 137, £4,000 and underspend £2,525.00.*

*Underspend in the three budgets £36,992.49.*

*Had the projects gone ahead the significant budgets would show 100% spend by the 31<sup>st</sup> March, 2018?*

*Why?*

*Special Projects, council has negotiated with CCBC the transference of the former play area land, Van Terrace, for one pound and legal costs which are spend for 2018/19. I expect further expenditure in line with member's decision in 2018/19. Members have to resolve what they intend to do with the land but subject to public consultation with the residents of Van Terrace where the land is located.*

*The Summer Play-scheme failed to run the full four weeks and may not run for 2018/19 but it has a budget if members chose to run it.*

*I trust I have provided you with the information to address your concerns but understand that I am not an accountant which is not usual amongst Community and Town Councils in Wales.*

*Copies of this letter will be made available to members at the Council meeting of the 20<sup>th</sup> September, 2018."*

vi.

**“Audit General for Wales’s study on the effectiveness of internal audit at Town and Community Councils in Wales.” Clerk/RFO will report.**

		Clerk/RFO reported that Van Community Council was selected for the survey by the WAO and he has cooperated in addressing their requests for information. Also the Independent Internal Auditor has been contacted by the WAO and provided his workings. The Clerk/RFO stressed that Council will not be billed for the survey.
	vi.	<b>To consider making a contribution towards the cost of a feasibility study for the Caerphilly Community Farm (shared cost with CTC and possibly other councils).</b>
		Members discussed making a contribution to the Feasibility Study and the email, 10 <sup>th</sup> September, 2018, Town Clerk, CTC, received by the Clerk/RFO (minute 76/18 xxii), i.e. as reproduced was raised:  <i>"I have received no information relating to this feasibility study, nor has any member of the Town Council raised the matter to date. It is not on the agenda for the Town Council on 17<sup>th</sup> September 2018."</i>  It was <b>resolved</b> to take the matter "off the table" till more concrete proposals are received.
81/18.		<b><u>Letter, Mr. Wayne David, MP for Caerphilly, for Van Community Council to make representation to CCBC as to the possibility of it becoming a "Plastic Free Community" and consider contributing to the "Plastic Free Campaign," (appendix 5).</u></b>
		Deferred.
82/18.		<b><u>To consider a carnival.</u></b>
		Deferred.
83/18.		<b><u>Special award for promoting the environment.</u></b>
		Deferred
84/18.		<b><u>Items for the next agenda.</u></b>
		To consider "Policies, grants bodies involved with children and venerable adults." (Council has in place, Financial Regulations, Standing Orders, relevant legislation, grant application form in dealing with grant applications such as PFA St James Primary School).

Meeting closed at 8.20pm and Standing Orders suspended at 8.15pm, for ten minutes.

**Clerk's advice: Longfield Parish Council v Wright (1918), item not the agenda. Council may discuss but may not make a decision.**