

**VAN COMMUNITY COUNCIL  
CYNGOR CYMUNED Y FAN**

Chairman                      Councillor Russell Deacon,                      Clerk/R.F.O.                      John Dilworth  
Vice-Chairman              Councillor John Leek.

Minutes,  
Council Meeting,  
Friday, 20<sup>th</sup> October, 2017,  
Van Community Centre.

Present:	Councillors	Russell Deacon, Linda Williams, Fay Gay, Barbara Jones, Tony Graham, Pam Nelder, Sheila Newbery, Jayne Keable, John Leek.
In attendance:	Clerk/R.F.O:	John Dilworth.

**1 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.

83/17	<b><u>To receive apologies and whether to approve the reason for absence.</u></b>
	No apologies, all nine members of the Council were present (one casual vacancy).
84/17	<b><u>Declarations of interests.</u></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).  <b><u>Chairman to read the following statement.</u></b>  <b><u>Members are referred to, and shall observe, the provisions of the Van Council's Code of</u></b>

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	<p><u>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.</u></p> <p>The Chairman read the statement.</p>
	Councillor Tony Graham declared an interest in item 15 and withdrew.
	John Dilworth, Clerk, declared an interest in item 6, Minutes of the Extraordinary meeting of the 29 <sup>th</sup> September, 2017, and withdrew from the meeting and the room. Meeting received two confidential reports concerning the barring of the Clerk from St James Primary School and the Closure of the Sports and Play Club, 2017.
85/17	<b><u>Police matters.</u></b>
	<p>The Clerk reported the apologies of CSOs Claire Eyes and Lisa Gibbs and her email providing a short report:</p> <p>Dispersal order put in place on Lansbury Park over the past couple of weeks and any children seen causing anti-social behaviour can be asked to leave the area. If they are seen in the same location within a 48 hour period, they can be arrested.</p> <p>It's been in place for a couple of weeks now, and seems to be doing the trick. No warnings or arrests have been made to date.</p> <p>Next enforcement day taking place on Monday 23<sup>rd</sup> of October.</p> <p>CSO Claire Eyles gave an open invitation to members.</p>
86/17	<b><u>To approve the minutes, Council Meeting, 15<sup>th</sup> September, 2017 (appendix 1).</u></b>
	<p>Cllr Tony Graham pointed out that the minutes are not accurate and referred to the missing emails from Mrs. Norma Graham of the 29<sup>th</sup> and 30<sup>th</sup> August, 2017, under the agenda item, correspondence. He continued, they will become pertinent when item 15 on the agenda is considered i.e. Casual Vacancy, Brynau Ward. The Clerk replied he tried his best to enter all correspondence and Cllr Graham replied, "it is all or nothing."</p> <p>The Chairman added that they are not available.</p> <p>Cllr Graham moved that item 15 be deferred. The Clerk advised you cannot defer an item until it is under consideration.</p> <p>During discussion Cllr Tony Graham replied to the Chairman that Mrs. Norma Graham is his wife and he would withdraw from the meeting.</p> <p>The Clerk sought clarification from Cllr Russell Deacon, Chairman, as to member's wishes, and was advised, correspondence to include all emails, and also emails copied to the Council,</p>

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	with brief details. The Clerk to identify emails for the attention of members (without prejudice).
	The minutes were approved with the following amendments:  Councillor Tony Graham, requested– minute 67/17, to insert emails from Mrs. Norma Graham, 29 <sup>th</sup> and 30 <sup>th</sup> August, 2017.
87/17	<b><u>Matters raising.</u></b>
	No matters were raised.
88/17	<b><u>To approve the minutes, Extraordinary Meeting called by the Chairman, 29<sup>th</sup> September, 2017 (appendix 2).</u></b>
	John Dilworth declared an interest and left the room (6.28pm to 6.51pm).  The minutes were approved and signed by the Chairman.  All councillors with the exception of Cllr Newbury were present. The following points were minuted by the Chair Russell Deacon.  Accuracy issue on previous minutes of 'Barring of the Clerk' rather than 'baring' needed adjusting.  Cllr Graham and Jones have not discussed this issue in the school and therefore the meeting felt no declaration of interest was needed.  The meeting asked for a clarification as to whether the advice given to the clerk about Miss X was given by Communities First or GAVO?  Clerk was requested to circulate the letters sent to all council members. Cllr Jones noted that she believed that too much had been put on the clerk with respect to school scheme and need to review it in future.  This matter will be reviewed again at the next meeting when correspondence is returned.  The clerk returned to meeting and the points were read to him. He was able to answer the following point on the 'Need for the council to see the DBS and whether he had seen it'- The Clerk stated he has not seen it because she was not employed.  Minutes taken by R Deacon 20:10:17
89/17	<b><u>Matters arising.</u></b>
	The Clerk returned to the meeting and in view of the discussion on which he previously disclosed an interest, he left the room at 6.48pm and returned at 7.04.
90/17	<b><u>Correspondence.</u></b>

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i	Email, 18-September-2017, Miss Helen Morgan, Snr Committee Services Officer, CCBC, in the absence of Mr. David Beecham, Electoral Services Manager, CCBC, Clerk directed to make inquiries with Miss Morgan, Notice/Election notice, however, Miss Morgan replied: "...email forwarded to Electoral Registration...Legal Department for comment. I am not covering any duties carried out by that department." Noted.
ii	Email, 18-September-2017, Mrs. Norman Graham, thanking the Clerk for advising her that casual vacancy appointment deferred for advice. (Cllr Jayne Garland, also informed and thanked). Noted.
iii	Email, 19-September-2017, Mrs. Shan Bowden, Development Officer, OVW, advice on spouse/partner voting: "It would be out advice that the Code of Conduct applies and the Councillor would have a prejudicial interest and therefore should declare and not vote." (See Clerk's Report, item A).
iv	Email, 22-September-2017, Mrs. Shan Bowden, Development Officer, OVW, agenda and papers for the RCT/Merthyr/Caerphilly area Committee, 4-October-2017. Council has not nominated a representative. Noted.
v	Email, 22-September-2017, OVW, notification of motions to Conference, 30-September-2017. Noted.
vi	Email, 23-September-2017, CSO Claire Eyles Bedwas Neighbourhood Policing Team, details for the Enforcement Day, 25th September, 2017. Chairman and Clerk attended. (See minute 94/17 I, Clerk's Report).
vii	Email, 25-September-2017, HMRC, "Paying your PAYE at the Post Office", from 15th December, 2017, facility no longer available. Clerk, Council now pays direct to "HMRC Direct."
viii	Agenda and papers, dated, 28th September, 2017, for the Caerphilly Town Centre Management Group Meeting, 3-October-2017. Clerk, Cllr Linda Williams attended and apologies given for the Chairman, Cllr Russell Deacon.
ix	Email, 27-September-2017, Community Payback Manager, Gwent, Cardiff & Vale of Glamorgan, unable to attend "Walkabout." Noted, further information to follow, Payback Team possibly deployed to clear undergrowth off Dol yr Eos Lane.
x	Letter, 28-September-2017, Corporate Director, Communities, CCBC, Proposed Caerphilly Basin Highway Improvements. Contract awarded to Walters UK Ltd., and funding. Walters Public Liaison Officer, Mr. Carl Jones on 01685 815100. Presentation at the Caerphilly Town Centre Group meeting. Contact telephone number provided.
xi	Email, 28-September-2017, Miss Helen Morgan, Snr Committee Services Officer, CCBC, Co-option Van Community Council, wrote: "Mr Dilworth - I have been advised by the Solicitor that having looked at the notice, (and following her discussions with the Electoral Services Manager) it ties in the requirements for holding an election and the expressions of interest in the co-opted member position. The notice sets a date by which prospective candidates must contact the Clerk expressing

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	<p>their interest in the vacancy which is the 23rd August 2017.</p> <p>Therefore she agrees with the view expressed by Mr Dilworth that expressions of interest in the vacancy are valid “during that period” only.</p> <p>If you require any further information please let me know.” (Copied to the Chairman and Vice-Chairman). Attached to the agenda and papers, appendix 8.</p>
xii	Email, 2-October-2017, Mrs. Shan Bowden, Development Officer, OWW, advice requested by the Chairman, role of Chairman/Clerk and attached to the agenda and papers of this meeting. Attached to the agenda, appendices 9a, 9b,9c, and 9d.
xiii	Email, 3-October-2017, Mr. Peter Morgan, Independent Internal Auditor, finally retired. Thanked the Clerk for his organization/presentation of accounts and supporting documentation in previous audits. Clerk to report on replacement at a future meeting.
xiv	Email, 4-October-2017, Miss Helen Morgan, Senior Committee Services Officer, CCBC, consultation, Land Drainage Byelaws. Noted.
xv	Email, 4-October-2017, Mr. Andrew Witchell, Information Technician, CCBC, stated: “We have still not received all the replies to the consultation on the above property. As soon as we are able to give you any further information we will contact you.” Remind members, land sold for one pound to the former RVDC and Council owns the covenant on the land. Clerk’s Report.
xvi	Email, 4-October-2017, Miss Helen Morgan, Senior Committee Services Officer, CCBC, for Miss Bethan Moss, Blackwood Cinema Tickets October/November. Noted.
xvii	Letter, 5-October-2017, Mr. T. F. Cross, Head Teacher, St Helens R C Primary School, to set up a meeting with the Head Teacher to establish a liaison between the Council and the School. Clerk to set-up meeting and report to Council on its outcome.
xviii	Letter, 8-Oct-2017, Caerphilly Disability Access Group, grant application. Clerk to forward grant application.
xix	Email, 9-October-2017, Mrs. Helena Summers, Clerical Assistant, CCBC, confirming that the DBS certificate was issued to the Volunteer (appointment not taken up). Noted, it was confirmed that the Clerk had submitted a DBS application for the Volunteer and a DBS certificate had been awarded to the Volunteer whose appointment was not taken for the Summer Sports and Play Club.
xx	Email, 10-Oct-2017, Clerk, TCCLC, agenda and papers, 18-October-2017. Noted.
xxi	Emails, 12 and 16-October-2017, Mr. Robert Campbell, Clerk, Town and Community Councils Liaison Committee, date of next meeting cannot be changed and will go forward for Wednesday, 18-October-2017, at the Moriah Church Hall, Risca. Cllr Jo Rao, Chairman, TCCLC, will pay tribute to the late Cllr Jim Criddle of Blackwood Town. Clerk unable to attend and forwarded his apologies.
xxii	Email, 12-October-2017, Mrs. Gail Williams, Interim Head of Legal Services and Monitoring

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	Officer, CCBC, wrote: "If there is no decision to be made by members there is no requirement for a dispensation. You should already have a note their employment in the upfront declaration." The advice was noted.
xxiii	Email, 17-October-2017, Miss Tammy Nelder, confirming notified School of her resignation. Members regretted that Miss Tammy Nelder had resigned but understood her reasons for her decision. Agenda item for the November meeting.
xxiv	Email, 17-October-2017, Miss Laura Price, Neighbourhood officer, UW, Apologies, unable to attend Walkabout, 17-October-2017. Noted.
xxv	Email, 19-October-2017, Miss Bethan Moss, Holiday Scheme Co-coordinator Gwent Association of Voluntary Organisations, papers for grant application. Reported to the meeting.
xxvi	Email, 12-October-2017, Miss Helen Morgan, Senior Committee Services Officer, CCBC, stated: "... Model Local Resolution Protocol that has been drawn up by One Voice Wales for use by Community and Town Councils when dealing with low level complaints. I have attached a copy of the report that was presented to the Standards Committee although I understand that the Model has previously been distributed by One Voice Wales. The Standards Committee proposed that all Community/Town Councils be requested to consider adopting the Model Resolution Protocol (or to use the Model version to develop your own protocol) and I would be obliged if you could advise me whether you have or intend to adopted the Model." The Clerk distributed copies and it was <b>resolved</b> to defer to the next meeting to allow members to give full consideration as to whether to adopt the Protocol or change it.
xxvii	Letter, October-2017 (received, 13-October), The Pension Regulator, "...minimum pension contributions will soon be increasing." "Does this apply to me? ...If you don't have any staff in an automatic enrolment pension scheme then you do not need to take any further action to implement these increases." Clerk, does not apply.
xxviii	Letter, 16-October, 2017, "The 2018 Review of Parliamentary Constituencies in Wales, Revised Proposals and link: <a href="http://www.bcomm-wales.gov.uk">www.bcomm-wales.gov.uk</a> . Closing date for representation, 11th December, 2017. The Clerk was directed to obtain a map from the Commission showing the proposed Parliamentary changes to the boundaries and to agenda for the November meeting.
xxix	Email, 16-October-2017, Planning Aid Wales, Planning Training for Community Councils, Abergavenny, 21-November-2017, 14:30 to 17:00(hrs.). Noted, too far.
xxx	Email, 17-October-2017, Miss Bethan Moss, Holiday Scheme Co-ordinator, GAVO, second grant application for the Halloween and Bonfire Project. Advised second application in financial year and provided a copy of the Financial Regulation and Section 57 which refers to "exceptional circumstances." Refer to grant application.
xxxi	Email, 17-October-2017, Miss Tammy Nelder, Minor Authority Governor, wrote: "I am Writing to you after making the difficult decision, that I will no longer be able to carry on being a goner to St Helens RC School.

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	<p>It is with deepest regret and I am very sorry to leave you to find someone else. There has been a parent position come up in my son's school and I think that is more of importance to me. With everything going on within the community centre and trying to run a hectic life, i personally think that i would not be able to give it my all.</p> <p>I am very sorry again.</p> <p>If you have any questions then please don't hesitate to ask."</p> <p>Clerk to agenda the vacancy at the next meeting and if no nominations to proceed to advertise.</p>
xxxii	Email, 18-October-2017, Royal British Legion, S. E. and Mid-Wales, the "Silent Soldier," commemorating the end of WW1 and seeking sponsorship. Memebrs supported the project.
xxxiii	Email, 18-October-2017, Planning Aid Wales, Conference, 8th November, 2017, entitled, "Community engagement in planning – making it happen," at Hen Llyfrgell, Cardiff. Cost, £40/delegate. Noted.
xxxiv	Email, 18-October-2017, series of emails referring the River Clean-up, Thursday, November, 2017, and whether going ahead (copied to Cllrs Russell Deacon, John Leek, Barbara Jones, Jayne Keable and Tony Graham, members on email). Noted.
xxxv	Email, 18-October, Miss Bethan Moss, Holiday Scheme Co-ordinator, GAVO, The British Board of Film Classification has last minute re-classified Jigsaw from a 15 to an 18 R. Therefore, we will be cancelling the showing of Jigsaw on Friday 3rd November. Noted.
xxxvi	Email, 19-October-2017, from Miss Morgan, Senior Committee Services Officer, CCBC, form Miss Bethan Moss, Holiday Scheme Co-ordinator, GAVO, Jig-saw reclassified from a 15 to an 18R, now showing Thor (Ragnorak) 12A at 6 p.m. on Friday 3rd November. Please get in touch for free tickets. Noted.
91/17	<b><u>Planning.17/0818/COU, internal and external refurbishment, Van Mansion, B &amp; B facility</u></b>
	<p>Following consideration of the two applications it was resolved to make the following comments to CCBC/Planning:</p> <p>Concerns as to the access and egress to the Van Mansion from Van Terrace and Cwrt ty Mawr, which is a lane.</p> <p>The Clerk pointed out, in the event that the applicant hosts wedding parties then there will be a real issue of overspill parking onto Van Terrace and Cwrt Ty Mawr.</p> <p>The applicant could expand on numbers, 50 to 100 guests, by installing a temporary marque.</p>
92/17	<b><u>Reports and local matters.</u></b>
	No reports were received.
93/17	<b><u>To report, the Chairman and Vice-Chairman, in consultation with the Clerk, cancelled</u></b>

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	<p><b><u>the Summer Play Club after one week under plenary powers following advice from Caerphilly County Borough Council (letter provided to all members and parents).</u></b></p> <p><b><u>In view of the reply from Councillor David Poole, Leader of the Caerphilly C. B.C. (deferred by the Chairman and Vice-chairman) as to what action to take regarding the Play Club/Play Scheme for 2018 (appendix 3a, 3b, and 3c).</u></b></p> <p>It was <b>resolved</b> to defer to the next meeting and the Clerk to write to the Leader of the Council, Cllr David Poole, that when the situation becomes clear Council will advise him of their decision.</p> <p>The Clerk pointed out to members if the CSSIW registration is taken up there may not be enough time for the procedural process (two options in the Leader/CCBC letter, 22<sup>nd</sup> August, 2017; "...Caerphilly C B C would gladly work with the Van Community Council from Septmber to ensure CSSIW registration...by July 2018...Alternatively in September Caerphilly C B C would assist the Community Council to work in partnership with an existing childcare provider...and achieve CSSIW registration."</p>
94/17	<b>Clerk's Report (appendix 4, distributed at the Council meeting.</b>
	The Clerk distributed copies of his report.

A.	Spouse/partner, voting prejudicial interest.	<p>Clerk reports, he was reminded by the Chairman, Councillor Russell Deacon, that a previous Councillor on Van Community Council, during consideration of applicants for co-option, including her partner, left the room and took no part in the proceedings.</p> <p>The Clerk offered the minute to assist members:</p> <p><i>"33/12. Matters arising from the minutes.</i></p> <p><i>Minute 17/12. Declarations of interests. Declaration made by Councillor Elaine Forehead, delete "stayed" and insert "left the room." (Recorded in minute 18/12 that, Councillor Elaine Forehead left the room.)"</i></p> <p><i>Advice has been sought from Mrs. Shan Bowden, Development Officer, OneVoice Wales, regarding voting for spouse/partner, as stated in her email of the 31<sup>st</sup> August, 2017:</i></p> <p>"Spouse/partners on councils is very common and does not cause any issues.</p> <p>"...It would be our (One Voice Wales) advice that the Code of Conduct applies and the Councillor would have a prejudicial interest and therefore should declare and not vote."</p> <p>Member's noted.</p>
B.	Former Van Terrace	Clerk reports email reply dated the 4 <sup>th</sup> October, 2017, from Mr

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	Play area land, awaiting further response from CCBC.	<p>Andrew Witchell, Information Technician, CCBC, as follows:</p> <p>"We have still not received all the replies to the consultation on the above property. As soon as we are able to give you any further information we will contact you."</p> <p>The Clerk was directed to produce a résumé for the next meeting to assist members.</p>
C.	Friday, 24 <sup>th</sup> November, 2017, 6.00pm, Soup and Carols.	<p>Report, Little Stars and The Dancing Devers will attend and perform and possibly, Aldi Stores will sponsor the hot dog rolls.</p> <p>It was raised at the last meeting that the Clerk to contact Miss Kirsty Adams Singer/Karaoke to sing littler songs. However, the Clerk advised, having consulted accordingly the children want the Top Ten songs.</p> <p>It was suggested that instead of Soup and Carols that Council organize a Christmas Party for the children. The Clerk advised that arrangements are already in place for Soup and Carols on the 24<sup>th</sup> November, 2017.</p> <p>Further consideration will be given to a Christmas Party in 2018 (Child Protection rules must apply and a Christmas Party Committee, see minute 88/17: "Cllr Jones noted that she believed that too much had been put on the clerk with respect to school scheme and need to review it in future.")</p>
D.	Grant applications.	<p>Number pending.</p> <p>Two applications on the agenda; Home-start Caerphilly Borough and Right from the Start.</p> <p>Members noted.</p>
E.	Tuesday, 17 <sup>th</sup> October, 12.00 noon, walkabout, Dol yr Eos, Dol Fran, Porset Brook, to meet at 68, Dol yr Eoes.	<p>Miss Laura Price, United Welsh, was unable to attend, however, the walkabout went ahead with Cllr Sheila Newbury and CSO Claire Eyles.</p> <p>Clerk on a previous visit to the area observed thirteen bags of waste at the Dog Fowling bin, footbridge, Porset Brook, rear of Dol yr Eos. Reported to UW and Public Health, CCBC, who advised not on their land and cannot take action even though public health risk.</p> <p>Racist sticker on the Dog Fowling bin, Dol y Eos lane reported to the Clerk by Cllr Sheila Newbury, looks like NF or National Front.</p>

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		Reported on the 17 <sup>th</sup> October, 2017, to CCBC, after delay, reference number: 214 34 16. Member's noted.
F.	Notice-board at Brynau Rd.	Clerk, action pending.
G.	Dispensation, Code of Conduct (two members).	Report reply from the Interim Head of Legal Services and Monitoring Officer, Mrs Gail Williams, and she stated:  "If there is no decision to be made by members there is no requirement for a dispensation. You should already have a note their employment in the upfront declarations."  Clerk, previously advised the Interim Head of Legal Services and Monitoring Officer, HMRC Payroll and VAT reclaim claim are contractually and legally required and not subject to decisions of the Council. The Clerk reminded members who attended the Code of Conduct 2016 order that a dispensation is subject to the Standards Committee and not easily obtainable.  Clerk has replied and thanked Mrs Williams and copied his reply to Cllrs Russell Deacon and John Leek, Chairman and Vice-Chairman respectively.
H.	Van school prom.	Cllr Barbara Jones, (Local Authority appointed governor) indicated at the last meeting she would take this up with Mrs Nikki Dargie, Head Teacher, St James Primary School.  Cllr Barbara Jones reported that she had spoken to Mrs Nikki Dargie, Headteacher and the School Prom will carry on. In reporting this matter the member suggested that all members should undergo Child Protection training which was supported by all members and the Chairman to make arrangements with the relevant officer.  Member's to attend training.
I.	Enforcement Day, 25 <sup>th</sup> September, 2017.	Clerk attended with the Chairman, Cllr Russell Deacon and several Police officers at St Helens RC Primary School, Clos Gusto.  The Police Sergeant, in attendance, noted that the School has a responsibility to the high level of traffic accessing the School and an in out flow of vehicles dropping off children.  It was clear that pedestrians, walking on the access lane from Clos Guto to the Centre car park, are at risk from traffic egressing

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		and exiting the Van Community Centre car park.  Possible solution to install gravel footway (4-5 metres in length) from Clos Guto to the pathway connecting the Multi User Games Area.  Member's noted.
J.	Council Web site and technical issues.	Issues of uploading file to the web site server required support but now resolved.  Member's noted that the issue has been resolved.
K.	Remembrance Service, Caerphilly Cenotaph Sunday, 12 <sup>th</sup> November, 2017.	The Chairman is unable to lay the Council wreath and that duty falls to the Vice-chairman, Cllr John Leek who will undertake the duty for the Council.  The Clerk will bring the wreath to the Caerphilly Cenotaph for the Vice-Chairman.  Vice-Chairman is asked to note.  The Chairman explained he will be in hospital on the 12 <sup>th</sup> November, and thanked the Vice-Chairman for taking on the duty of laying the Council wreath. He sought the support of members regarding a civil insignia. The Clerk to inquire and provide information at the next meeting.
L.	Caerphilly Basin Highway Improvements, peak times delay of one hour.	Clerk reported, work started on Monday, 9 <sup>th</sup> October, 2017 and will last for fifty-two weeks.  First week, delays of one hour at peak times and reported on the Welsh News, however, now settled down and advised by CCBC (01495235 150) that delays of ten minutes.  Clerk reported on way to Council meeting delayed by fifteen minutes.

95/17.	<b>Finance.</b>
i.	<b>To consider payment of creditors (appendix 5).</b>
	The list of credits was considered and the bills and invoices outlined be paid and cheques signed accordingly (A-H).

A.	100304	HMRC, tax for Clerk, and Play Club staff, months 4, 5, 6.	<b>1,549.79</b>
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VAN COMMUNITY COUNCIL MINUTES, 20<sup>TH</sup> OCTOBER, 2017

B.	100305	Grant, £250.00, Caerphilly Town Council, Firework Display, 2017.	<b>250.00</b>
C.	100306	Van Community Centre, room hire fees and includes the one week for the Play Club, May to July, 2017.	<b>330.50</b>
D.	100307	Town and Community Councils Joint Liaison Committee, affiliation fee, 2017/18.	<b>100.00</b>
E.	100308	John Dilworth, Clerk's net salary (less deductions), 2017/18, month 7	<b>626.80</b>
F.	100309	John Dilworth, Clerk, reimburse payment for computer maintenance, unable to upload to server for web site. Recently developed fault and prevents Clerk from maintaining web site.	<b>30.00</b>
G.	100310	John Dilworth, Clerk, reimburse for payment for Community glass award for Mr. Remo Ficci.	<b>31.50</b>
H.	100311	John Dilworth, expenses.	
		Postage	8.06
		Photocopying(Inc. Confidential Reports, pink paper)	50.86
		Ink jet cartridges (1)	28.00
		Stationary	12.00
		Post Office Phone Card	0.00
		Mileage (see breakdown)	84.99
		<b>Total claimed.</b>	<b>183.91</b>

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1.	8-Sept-2017	Travelled to Trustmark, Talbot Green, and return, photocopying.	1.11
2.	11-Sept-2017	Travelled to Van and return, delivered agenda and papers 26 + 7 miles.	14.85
3.	14-Sept-2017	Travelled to HSBC, Talbot Green, and return, copying.	1.11
4.	15-Sept-2017	Travelled to Van and return, council meeting (26 miles).	11.70
5.	22-Sept-2017	Travelled to Trustmark, Talbot Green, and return, copying.	1.11
6.	23-Sept-2017	Travelled to Van and return, delivered agenda and papers 26 + 7 miles for Extraordinary meeting.	14.85
7.	25-Sept-2017	Travelled to Van and return, Police Enforcement Day.	11.70
8.	28-Sept-2017	Travelled to Trustmark, Talbot Green, and return, copying.	1.11
	29-Sept-2017	Travelled to Van and return, council meeting (26 miles).	11.70
	3-Oct-2017	Travelled to Ty Penallta and return, Caerphilly Town Centre Management Group (35 miles)	15.75

ii.	<b>Accounts, 2017/18, accounts (appendix 6a, 6b, and 6c.).</b>
	The accounts were approved subject to audit. Members complemented the Clerk on the presentation and management of the accounts (complementary minute).
iii.	<b>Grant applications: Home-start Caerphilly Borough applying for £50 (appendix 7) and GAVO, £375.00 (pending grant application form).</b>

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

Signed:.....

17<sup>th</sup> November, 2017.

		It was <b>resolved</b> , to grant £50.00 to Home-start Caerphilly Borough of Voluntary Organisations 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.
		The Clerk tabled two copies of further supporting information to the application: Six months financial statement Exceptional circumstances document (explanation to justify the second application in the financial year) Van Community Council application form X-Scream Risk Assessment. It was <b>resolved</b> , to grant £375.00 to Gwent Association of Voluntary Organisations 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 and crime prevention.
	iv.	<b>Trevelyan Court Residents Group, bench in the name of the late Mrs. Eileen Macey and other Councilors.</b>
		Reported that CCBC are installing benches and the Clerk to contact Cllr. Barbara Jones regarding the Environmental Project and provision of a bench.
96/17		<b><u>Good youth and citizens awards (remain as an agenda item).</u></b>
		No further nominations, however, Cllr Barbara Jones raised the matter of a bursary for young persons to offset the cost of studying. The Clerk pointed out that previously Council had considered setting up an Educational Trust (outside of the Council jurisdiction). The Clerk was directed to report on the previous discussions and proposal to set up an Educational Trust.
97/17		<b><u>To consider the advice the Solicitor and Electoral Services Manager, CCBC, regarding the Notice of Election for the Brynau Ward and the cu-off date, 23<sup>rd</sup> August for expressions of interest in the vacancy (appendix 8).</u></b>
		The Chairman pointed out that there was need to clarify the wording in the Notice of Election and the Clerk was directed to advertise the vacancy, with a period for applicants to submit their applications and a cut-off date and advise Cllrs (Mrs.) Jayne Garland and Mrs. Norma Graham and further to explain the reason for the re-advertisement.
98/17		<b><u>To consider "Talk Valleys".</u></b>
		At 8.15pm it was <b>resolved</b> to suspend Standing Orders for fifteen minutes.
		It was <b>resolved</b> that members take away the document circulated by the Clerk for consideration at the next meeting.
99/17		<b><u>To consider, the legal roles of the Chairman and Clerk, requested by Cllr Russell Deacon, Chairman of the Council. The Clerk will declare a personal and prejudicial interest and leave the room (Legal duties of the Clerk forms part of his Job Description) (appendix 9a, 9b, 9c, and 9d).</u></b>

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

Signed:.....

17<sup>th</sup> November, 2017.

	Chairman drew member's attention to the legal duties.
100/17	<b><u>Items for the next agenda.</u></b>
	Parliamentary changes to the constituency boundary.
	Model Resolution Protocol.
	"Talk Valleys."
	Civil Insignia.

Meeting closed at 8.25pm.