

VAN COMMUNITY COUNCIL CYNGOR CYMUNED Y FAN

Chairman	Councillor Eileen Macey	Clerk/R.F.O.	John Dilworth
Vice-Chairman	Councillor Elaine Forehead		

Minutes,
Full Council Meeting,
Friday, 21st February, 2014,
Van Community Centre.

Present: Councillors Russell Deacon,
Chris Forehead,
Fay Gay,

David Hill,
Brian Jenkins,
Eileen Macey,
Sheila Newbury.

In attendance: Clerk/R.F.O. John Dilworth.
Police P.C. Karen Hartshorne,
P.C.S.O.s Emily Iles, Joss Evans, Jon Spokes.

Public, any issues, and limited to ten minutes.

No members of the public were present.

109/14. **Apologies for absence.**

There were apologies for absence received from the following Council members: Elaine Forehead, Maria Hall, and Barbara Jones.

The Clerk reported that Councillor Barbara Jones has missed four meetings which raises Standing Order 2 and the member has health issues. Following a telephone conversation with the member he suggested a three months dispensation be approved.

Standing Order 2 "...It will also be incumbent upon the Clerk to draw the Council's attention to any members who have not attended any meetings for a period of four months."

It was resolved that Councillor Barbara Jones, due to health issues, be granted a three months dispensation.

110/14. **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

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the personal interest).

No declarations were made on any items.

111/14. **Police matters (P.C.S.O.s Jonathan Spokes and Steve Moore).**

P.C. Karen Hartshorne reported on the Intergeneration Events, every two weeks, and sought the support of members in contributing to the costs (£500). Through these events it is hoped to engage the youth with the senior members of the community. The first commenced today, and 17 to 20 turned up at St. James Primary School. The Clerk pointed out that in the event Council made a contribution that for audit purposes and transparency an e-mail requesting a contribution would be required together with the name of the bank account

E-mail to follow confirming request for donation and the bank details (i.e. Gwent Police or a separate account under the Neighbourhood Policing Team).

112/14. **To approve the minutes of the Council Meeting, 17th January, 2014, (appendix 1.)**

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

113/14. **Matters arising.**

No matters arising.

114/14. **Correspondence.**

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

- i. Letter, 17th January, 2014, 21st School, CCBC, Secondary Rationalization Phase 1 – additional information. Noted.
- ii. E-mail, 20th January, 2014, The Report of the Commission on Public Service Governance and Delivery (Williams Report). I have not printed the document, 506 pages. Members instructions. . Noted.
- iii. Letter, 20th January, 2014, letter of thanks, Vancam, £500 grant. . Noted.
- iiii. E-mail, 21st January, 2014, GAVO, amended Van Partnership Constitution. . Noted.
- v. E-mail, 23rd January, 2014, Miss Helen Morgan, Senior Committee Clerk, attachments; final budget proposals and twenty-one attachments. . Noted.
- vi. E-mail, 24th January, 2014, Mrs. Stacey White for Mr. Paul Samuel, St. James Primary School, school available on Monday, 21st July, Summer Play-scheme (inset day). . Noted.
- vii. E-mail, 24th January, 2014, Mr. Rhodri Lloyd, Manager, Waste Management, CCBC, advising that two tonnes of waste was collected on the 23rd January and thanked the Clerk for helping in the clean-up. Noted.

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- viii. Letter, 27th January, 2014, Walk for Life, to organize a walk on Sunday, April 27th, 2014, or make a donation. Noted.
- viii. Letter, 27th January, 2014, CCBC, County Borough Employment Sites Supply and Market Appraisal. Noted.
- x. E-mail, 28th January, 2014, Scrutiny, Democracy & Participation Team, Welsh Government. Advise on members allowances. Clerk's Report.
- xi. E-mail, 28th January, 2014, Caerphilly Town Centre Management Group, advance notification of the meeting on 11th February, 2014. Noted.
- xii. Letter, 5th February, 2014, Interim Chief Executive, CCBC, agenda and papers, Caerphilly Town Centre Management Group meeting, 11th February, 2014. Clerk attended. Noted.
- xiii. E-mail, 10th February, 2014, Mr. Paul Samuel, St. James Primary School, replying to e-mail of the 28th January regarding Referee Report for grant application, High Sheriff Fund and sculpture at the Memorial Garden. Responded that contacted the Community Foundation in Wales and not too late but as soon As possible. Referee Report now received and await response from them. Clerk's Report
- Xiii. E-mail, 11th February, 2014, Communications and Twinning Office, CCBC, Welsh Field Hospital Parade, Risca Town Centre, 1st March, 11.45a.m. Noted.
- xv. Letter, 11th February, 2014, Mrs. Zoe Williams, GAVO, reschedule, Caerphilly Basin Forum meeting, 18th March (no time given). Noted.
- xvi. Letter, 14th February, 2014, One Voice Wales, membership, 2014/15 at a free of **£594**. Noted.
- xvii. E-mail, 13th February, 2014, CCBC, invitation to "Heroes Welcome," display sticker in shop windows. Noted.
- xviii. E-mail, 13th February, 2014, Mr. Rhodri Lloyd, Manager, Waste Management, CCBC, ownership of the Porset Brook bank (rear of Dol yr Eos). CCBC does not own the land and referred to Ms. Laura Price, United Welsh Housing. Clerk's report.
- xviii. E-mail, 17th February, 2014, Mr. Paul Samuel, St. James Primary School, replying to e-mail of the 13th, regarding, Soup and Carols. Date approved, Friday, 5th December, 2014, at 7p.m. Clerk's Report.
- xx. Letter, 17th February, 2014, HSBC (Talbot Green), arrangements for Clerk and bank signatories to meet with Mr. Kevin Maddox, HSBC, Caerphilly. Clerk's Report.
- xxi. E-mail, 20th February, 2014, Community and Leisure Services, CCBC, Weed Control

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Team in the St. James Ward, the week commencing, 10th March, 2014. Noted.

115/14. **Planning.**

14/0083/RET – erect single storey extension at 16, Darren Close, Porset, and Caerphilly. No comments to the Planning Authority.

14/0088/FUL – erect two storey two side and single storey rear at Halt Farm extension at Pentwynwyn Road, Rudry. No comments to the Planning Authority.

116/14. **Reports and local matters.**

No reports were received.

117/14. **Clerk's Report (appendix 2).**

The Clerk's Report was considered.

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|----|---|--|
| a. | Educational Trust. | <p>Report, down loaded draft constitution off the Charity Commission web site and reviewing Educational Constitution, to follow.</p> <p>The Clerk tabled copies of the Educational Constitution for members perusal and it was resolved to defer approval to the next meeting.</p> |
| b. | Soup and Carols, December, 2014. | <p>Reported, the Clerk contacted the School to book the Hall for Friday, 5th December, 2014, at 7p.m., and to invite the School Choir to sing some carols. Arrangements confirmed (minute 114/14 xviii).</p> <p>To contact a local choir to see if they would attend.</p> <p>Members note the progress...</p> |
| c. | Van Partnership AGM. | <p>Reported, the Clerk attended, the accounts were presented and approved together with amendments to the Constitution.</p> <p>Members noted.</p> |
| d. | Contribution to the paddling pool, Morgan, Jones, Park. | <p>The Clerk reported he had received an invoice for £900, covering Van Community Council's share of the annual maintenance costs. Council's records, indicate that in 2003, the cost was covered by the Leisure Service Agreement (£3,705.36 per year) and that has apparently continued.</p> <p>The issue is now under investigation by Mr. Simon Beecham, Manager, and I am advised that the contribution is separate from the Leisure Services amenities Agreement.</p> <p>The contribution has surfaced and the Clerk referred the matter to Council.</p> <p>The Clerk updated members from his report.</p> |

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He added, there appears to have been agreement, in principle, to continue paying for the running costs (letter from the former Clerk to C.T.C., May 2nd, 2000), following the initial start-up payment (convert to splash pad). The accounts for; 1999/2000, 2004/2005, 2005/2006, and 2006/2007, show annual payments of £500 per year to Caerphilly C. B. C. Invoice, dated the 9th January, 2003, for £389.00, with the following note: "Paid via agreement Alan Morgan Accounts-CCBC 14/01/03."

From 2007 to 2013 no further payments made.

Following an exchange of telephone calls with Parks he was informed by Mrs. Justine Hammond for Mr. Simon Beecham, Area Parks Officer, Caerphilly C. B. C., the invoice for £900 has been cancelled for Van and Penyrheol Treceenydd, Energlyn Community Councils. Discussions will follow and if Van is in agreement then a formal agreement will be made.

Agenda for next meeting.

- e. Van Partnership. The Constitution has been approved with the following amendment:

"E Membership

- 1. Membership of the Partnership shall be open to residents from Landsbury Park, Porset Park and Mornington Meadows with up to six members from each community who may represent a voluntary organisation, community council (the community council will be represented by the clerk who will have no voting rights) or a local business. Any such body being called in this constitution, a member organisation."*

Members noted.

- f. Council's bankers, Cooperative Bank. The Clerk reported that he had made inquiries with HSBC to open a current and savings account, but progress is difficult (forty-eight hour turn around for telephone inquiries and internet progress, no face to face). However, he reported progress, a meeting had been arranged for Monday, 3rd March, 2014, with the three signatories, himself and Mr. Kevin Maddox, HSBC Business Manager, at 37th Cardiff Road, Caerphilly (see minute 106/14, 17th January, 2014, Clerk's Report).

The Clerk passed a letter to the two signatories attending, who confirmed the arrangements and the Clerk to deliver letter to the third signatory who was not present.

- g. Porset Brook, fly Attended and helped clean up the brook banking with CCBC, Councillor

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tipping, (eco-vandalism).

Sheila Newbury on Thursday, 23rd January, 2014. He added, that amongst the rubbish were bags of contaminated waste, i.e. baby's nappies.

A positive response has been received from Probation Services to clear the undergrowth, however, CCBC, position:

I have been advised:

"...this area doesn't not form part of the Authority's statutory cleansing work. Nevertheless, you will appreciate that we deployed three teams and thanks to their efforts and yours too, the area is much cleaner. There was over 2 tonnes of rubbish collected Yesterday.

Please appreciate that we cannot be expected to deploy our resources to this location every time a local resident decides to dump their rubbish here. It is very disheartening for our teams picking up masses of bagged nappies and pet food cans selfishly discarded by a thoughtless Minority.

Now that it is tidy once more, can I respectfully request our environmental enforcement team undertake a patrol in this area and also for the United Welsh Team to do their bit too.

The Clerk reported, e-mailed to Miss Laura Price, Neighbourhood Officer, United Welsh Housing, but no reply.

The Clerk was directed to write to the Chief Executive, United Welsh Housing on the matter and express the Council's grave concerns Council's concerns.

h. Memorial Garden, St. James Primary School.

Reported, no response from Mrs. Bethan Jones, St. James Primary School, however, Mr. Paul Samuel, Head Teacher, requests further information concerning members concerns on Council input to the design and material.

"On a different matter, please can you provide an update on where we're at with the memorial garden. I've spoken to Beth about it and understand that there's been some concerns raised by the Community Council about the design of the structure and more so, the material that we were hoping to have it made from. Please can you explain what these concerns are, what the Community Council are doing about it and what the timescale is going forward?"

The Clerk to request a copy of the children's design and to inquire how durable is the wood for the sculpture.

i. Members Allowances.

The Clerk reminded members that it was agreed at the last meeting to pay £50 per members, upon request to the Clerk, for expenses in the financial year, however up to £100 could have been made.

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The accounts have now been amended and set a budget heading of £500 (£50 times 10 members) out of reserves to cover the expenditure.

He considered that not all members will be making a claim so the budget will, he suspected, be under spend at year end.

He reproduced the advice from the Remuneration Panel to his questions (bold), i.e. as reproduced:

Van Community Council will not be taking up the full members Allowance (up to £100) and resolved to award £50 per member upon their application to the Clerk, in the relevant financial year.

Thank you for advising that Van community Council will be awarding £50 costs only to their members for costs incurred in respect of telephone usage, IT, consumables etc. This is within your discretion and receipts for these costs are not necessary.

Is the allowance to be treated in the same way as the Chairman's Allowance (undeclared income)?

I am sorry but it is not clear what you mean here. Treated by whom Do you mean HMRC, if so this is a matter for the councillor concerned not the Panel. (The reference refers to HMRC).

Can the allowance be carried over to another financial year and back claims made?

No the allowance cannot be carried over to the next financial year and no 'back claims ' can be made. The allowance is to be paid for the year in question.

If receipts are required, then some expenditure items will be subject to VAT and the Council will have to claw it back, causing unnecessary work (times number of members).

Receipts are only required for claims for travel and subsistence, arrangements for claiming back VAT are not the Panel's responsibility.

Councillor Sheila Newbury indicated that she would be making a claim and the Chairman would not take up the option in the current year but commencing, 2014/15 financial year.

Councillor Brian Jenkins asked if the expenses could be paid to a charity. The Clerk responded, it is for the member to make the claim and if he so wishes to donate the fifty pounds to a charity of his choosing...

j. Summer Play-scheme.

Mr. Paul Samuel, the Head Teacher, St. James Primary School, has advised that we can run the Play-scheme from Monday, 21st July, to Friday, 15th August, 2014 (four weeks).

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A grant application for £3,400 has been made to the High Sherriff Community Fund and Mr. Paul Samuel, Head Teacher, St. James Primary School, will provide a reference).

Members noted.

- k. Caerphilly Town Centre Management Group Committee
- Reported, the Clerk attended the committee meeting which considered a number of agenda items.
- Viewing, Bedwas Junior School film on the late Tommy Cooper, which was greatly appreciated, and I have to report, "Just like that."

A decision has not been taken on the former Library premises but further progress in two weeks.

Changes to disabled parking in the Town.

Malcolm Uphill (T.T. road racer) fund has disposed of its liabilities.

St. David's event, free admission to the Castle.

Heol Trecasdtle Parking, issues discussed and the resident representative requested a reduction in events to alleviate the matter.

Members noted.

118/14. **Finance.**

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

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

A.	101563	Grant, Lamau, homeless charity.			100.00
B.	101564	John Dilworth, Clerk's salary, month 11.			521.21
C.	101565	John Dilworth, expenses.			
		Postage		0.00	
		Photocopying		25.75	
		Stationery		5.00	
		Mileage		92.58	
		Journeys:			
		1. 10-Jan-14	Trustmark, Talbot Green, photocopying (2.48).	1.12	
		2. 13-Jan-14	Van and return, delivered agenda and papers (39).	17.55	

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		3. 17-Jan-14	Van and return, council meeting (26).	11.70	
		4. 20-Jan-14	Van and return, partnership meeting (26).	11.70	
		5. 23-Jan-14	GAVO offices, Ystrad Mynach, meeting, play-scheme (33.80).	15.21	
		6. 28-Jan-14	Castell Coaches, Trecenydd, and return, coach estimate (24.44).	11.00	
		7. 30-Jan-14	Cardiff and return, delivered grant application (26.60).	11.97	
		8. 11-Feb-14	Ty Penallta, Offices, return, Caerphilly C.M.Grp. (34.20)	15.30	
					123.33

ii. **Accounts, 2013/14 (appendix 4a, 4b, and 4c.**

The accounts were received.

iii. **Grant applications;**

Neighbourhood Policing Team.

It was resolved that, to grant £300 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 in providing opportunities for the youth and senior citizens.

There being no other powers to incur this expenditure the Council approved the request under the Local Government Act, Section 137.

Note: Written confirmation of application and bank details (cheque, payable to), awaited.

Walk for Life.

It was resolved that, to grant £50 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.

There being no other powers to incur this expenditure the Council approved the request under the Local Government Act, Section 137.

119/14. **To consider, roundabout at Maerdy Crescent, Castle Park, Councillor Elaine Forehead.**

Councillor Chris Forehead reported, drop curb stones where previously installed on one side of the Crescent round about to promote parking. The member indicated that the Highways Officer at the site meeting (County Borough), estimated the work at £4,500, and the Highway Authority cannot fund it.

It was raised:

- this may set a precedent and further requests may follow

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- precept for 2014/15 should have been increased

The Clerk advised that no documentation had been received from the Highway Authority in respect of this matter and reported:

Section 274A, Highways Act, 1980:

“Contributions by parish or community councils.

A parish council or community council may contribute towards any expenses incurred or to be incurred by a highway authority in constructing, removing or maintaining—

(a) traffic calming works, or

(b) other works (including signs or lighting) required in connection with traffic calming works, if, in the opinion of the council, the expenditure is or will be of benefit to their area.”

Council may contribute but not the full cost.

It was resolved to defer the item to the March meeting for further consideration (motion, sponsor, Councillor Chris Forehead).

120/14. **Items for the next agenda.**

To consider, roundabout at Maerdy Crescent, Castle Park, Councillor Chris Forehead, and its financial implications (drop curbstones).

Meeting closed at 8.05p.m.

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