

VAN COMMUNITY COUNCIL MINUTES, 21ST MARCH, 2014.

VAN COMMUNITY COUNCIL CYNGOR CYMUNED Y FAN

Chairman
Vice-Chairman

Councillor Eileen Macey,
Councillor Elaine Forehead

Clerk/R.F.O.

John Dilworth

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

Present: Councillors Russell Deacon,
Chris Forehead,
Elaine Forehead,
Fay Gay,
Barbara Jones,
Brian Jenkins,
Maria Hall,
Sheila Newbury.

In attendance: Clerk/R.F.O. John Dilworth.

In the absence of the Chairman, Councillor Elaine Forehead progressed to the Chair, for the meeting.

Public, any issues, and limited to ten minutes.

No members of the public were present.

The Clerk reported e-mails from John Beer who was not present.

121/14.	<u>Apologies for absence.</u>
	There were no apologies for absence.
122/14.	<u>Declarations of interests.</u> To receive disclosures of personal interests from Members in accordance with the Code of Conduct (Note: Members are requested to give written notice of the item number and subject matters that their interest relates to and signify the nature of the personal interest).
	No declarations were made on any items.
123/14.	<u>Police matters (P.C.S.O.s Jonathan Spokes and Steve Moore).</u>
	In the absence of a police representative no report was received, however, it was raised that the Police Inspectors have signed up to attend Community and Town Council meetings. The Clerk to write to the Inspector on the matter.
124/14.	<u>To approve the minutes of the Council Meeting, 21st February, 2014, (appendix 1.)</u>

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	The minutes were approved as a correct record and signed by the Chairman.
125/14.	<u>Matters arising.</u>
	Minute 111/14 Neighbourhood Policing Team, grant application. Clerk reported, no communication from P.C. Karen Hartshorne.
126/14.	<u>Correspondence.</u>
	The Clerk circulated a list of correspondence received since the last meeting.
i.	Letter, no date and received on the 22 nd February, 2014, Community Health Council, notification meeting of Aneurin Bevan Community Health Board, 6 th March, 2014. Noted.
ii.	Letter, 19 th February, 2014, Caerphilly Miners Centre for the Community, grant application. Agenda item.
iii.	Letter 21 st February, 2014, 21 st Century Schools Caerphilly C. B. C., further information, Secondary Rationalization: Phase 1, Islwyn West. Noted
iv.	E-mail, 23 rd January, 2014, Miss Helen Morgan, Senior Committee Clerk, attachments; final budget proposals and twenty-one attachments. Noted
v.	E-mail, 24 th February, 2014, Community Planning Coordinator, CCBC, Consultation Event, LDP, 9 th May, 2014. Noted
vi.	Letter, 26 th February, 2014, Interim Chief Executive, Caerphilly C. B. C., agenda and papers, Community Council Liaison Sub-committee, 5 th March, 2014. Noted
vii.	E-mail, 28 th February, 2014, Ethics & Regulation, Welsh Government, consultation on the disposal of Playing Fields. Noted
viii.	Letter 3 rd March, 2014, Llamau (homeless charity) thanking Council for the £100 donation. Noted
ix.	E-mail, 5 th March, 2014, Administrative Assistant, CCBC, grant application, Bands in the Park, 2014. Agenda item.
x.	Letter, 7 th March, 2014, United Welsh, referring to the Cleanup day, 23 rd January, 2014. Clerk has replied and reaffirming request to bring in the Unpaid Works Team. Agenda item.
xi.	Letter, 7 th March, 2014, Cancercareline, grant application. Grant applications.
xii.	Letter, received 8 th March, 2014, GAVO, invitation to the Caerphilly Basin and Aber

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	Valley Voluntary Sector Forum, 18 th march, 2014. Noted.
xiii.	Letter, received on the 10 th March, 2014, Cooperative Bank, thanking Council for its loyalty (Council currently banks with the Cooperative Bank). Agenda item.
xiv.	E-mail, 10 th March, 2014, Miss Sarah Lakeman, Scrutiny and Democracy ..., Welsh Government, clarifying pint on members allowance, Clerk's Report.
xv.	Letter, 11 th March, 2014, Caerphilly Community Chorus, and invitations to members to the next two concerts, Spring Concert (2 tickets) and Sborissimo (2 tickets). It was resolved that the Clerk and his wife attend and represent the Council.
xvi.	E-mail, 17 th March, 2014, Mr. Paul Samuel, St. James Primary School, replying to e-mails of the 7 th and 17 th March, 2014. Mrs. Bethan Jones, Eco-coordinator under the impression, sent to the Clerk (the design of the statute for the memorial garden) and will do so on her return to School, next weekend. If Council wishes the statue made from more durable material then Council to "source it." Clerk's Report.
xvii.	Letter, no date and received on the 19 th March, 2014, Community Health Council, notification meeting of Aneurin Bevan Community Heath Board, 2 nd April, 2014. Noted.
xviii.	Letter, received, 14 th March, 2014, GAVO, Best Kept Garden Competition. Noted.
xviii.	Letter, 18 th March, Mrs. Zoe Williams, Senior Community Development Officer, GAVO, apologizing for the cancellation of the Caerphilly Basin and Aber Valley Voluntary Sector Forum, 18 th March, since the Van Community Centre was not open, however, Mrs. Williams advises the booking was made. Noted.
xx.	E-mail, 20 th March, 2014, Mrs. Pam Lyons, Caerphilly Community Chorus, able to perform but change of date. Offer the 28 th November, 2014. Noted.
xxi.	E-mail, 20 th March, 2014, Community Planning Coordinator, CCBC, Caerphilly Local Service Board Standing Conference, 13 th June, 2014. Noted.
xxii.	E-mail, 20 th March, 2014, Administrative Assistant, CCBC, Bands in the Park 2014, whether Council wishes to sign up by the extended date, 8 th April, 2014. Noted.
xxiii.	Letter, Development Control Manager, CCBC, Application, 13/0732/MIN, Surface mine on land North and West of Pontlloftyn and Fochriw. Officer, unlikely to go to committee before May, 2014. Noted.
127/14.	<u>Planning.</u>
	14/0110/FULL, extend small two bedroom bungalow into three bedrooms, rearrange existing

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	layout with extension providing new kitchen, lounge, living area, hallway and integral garage at 27, Rhyd y Gwern Close, Porset.
	It was resolved to make no comments.
128/14.	<u>Reports and local matters.</u>
	No reports were received.
129/14.	<u>Clerk's Report (appendix 2).</u>
	The Clerk's Report was considered.

a.	Soup and Carols, December, 2014	<p>No further progress to report but to contact a local choir and further, Caerphilly Community Choir not available for the 6th December, and offer, Friday, 28th November, 2014.</p> <p>Members noted.</p>
b.	Council's Bankers.	<p>The Clerk reported, attended a pre-arranged meeting with Mr. Kevin Maddox, Business Adviser, HSBC Bank, and Councillors Elaine Forehead, Eileen Macey and Sheila Newbury, on Monday, 3rd March, 2014, at the HSBC Bank in Caerphilly.</p> <p>The three signatories to the accounts have now informed the Cooperative Bank, to transfer balances from the Business Select Instant Access Account, and the Business Select 14 Day Account (53), to the Community Direct Plus Account (00) (cheque account) and the letter was received on Friday, 7th March, 2014 (tracked).</p> <p>It was recommended, at the meeting, by Mr. Maddox, that the Clerk/RFO be a signatory to the accounts so there is no problem in HSBC recognizing my position to receive the bank statements, to manage the accounts. However, he made it perfectly clear that he would not sign cheques since he is a creditor to the Council.</p> <p>The Clerk awaits bank statements so that a cheque can be raised, payable to Van Community Council, to clear the balances less outstanding cheques, which in turn will be paid into the new HSBC account.</p> <p>The switch date is the 31st March, 2014, and Caerphilly C. B. C. has been informed of Council's new bankers and finally, Appendix A, for members information.</p> <p>Further to his report, no bank statements have been received by todays post and he recommended the following action:</p> <p>i. Transfer, by cheque, £18,000.00 from the Community Direct Plus Account to the ne HSBC account.</p>

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		<p>ii. Instruct the Cooperative Bank to close its accounts (3) and transfer all monies to the HSBC account.</p> <p>The Clerk's recommendations were approved and a special journey to the residence of Councillor Eileen Macey to sign the letter of instruction to close down the accounts.</p>
c.	Porset Brook, fly tipping, (eco-vandalism).	<p>As directed the Clerk wrote to the Chief Executive and received a reply from Miss Vicki Miller, Neighbourhood & Participation Manager, United Welsh (Appendix B), and he revisited the Council's request for permission to bring in the Unpaid Works Team, Probation Trust.</p> <p>Councillor Sheila Newbury reported further waste has been dumped on the site and the Clerk to follow up his correspondence.</p>
d.	Memorial Garden, St. James Primary School.	<p>Reply is awaited from St. James Primary School.</p> <p>Members noted and in the event the design is not received the Clerk to inform the School that Council withdraws from the project.</p>
e.	Summer Play-scheme.	<p>Application to the High Sherif Community Fund. Decision awaited following panel meeting.</p> <p>Members noted.</p>
f.	Members Allowances and Chairman's Allowance.	<p>The Clerk reported clarification on members allowance and the response from Welsh Government:</p> <p>"It is a matter for your council to decide whether your member should receive an allowance and it is also for your council to decide whether the Chair should receive a higher allowance.</p> <p>It is important that your council appreciate that the Determination in Chapter 10 of the Final Report has statutory force and so long as you stay within the confines of those determinations you should not have any difficulty with your auditors.</p> <p>Sarah Lakeman Scrutiny, Democracy & Participation Team, Democracy, Ethics & Partnership Division, Welsh Government."</p> <p>Members noted.</p>

130/14.	<u>Finance.</u>
i.	To consider payment of creditors (appendix 3).
	The Clerk reported payments and it was resolved to sign cheques accordingly (A-F).

A.	101566	Post Office Ltd., PAYE months 10,11,12 Clerk's salary (Tax, no N.I.)	398.77

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B.	101567	John Dilworth, Clerk's salary, month 12.			521.41
C.	101568	John Dilworth, expenses.			
		Postage		9.82	
		Photocopying		14.40	
		Stationery		00.00	
		Mileage		74.69	
					98.91
		Journeys:			
		1. 14-Feb-14	Meeting at Council Offices, Ty Penallta, Ystrad Mynach (34).	15.30	
		2. 16-Feb-14	Delivered agenda and papers to 7 members re. hard copies and last address, 35, Trevelyn Crt., and return (39).	17.55	
		3. 17-Feb-14	Trustmark, Talbot Green, HSBC, and return (2.48).	1.12	
		4. 21-Feb-14	Trustmark, Talbot Green, photocopying, and return (2.48).	1.12	
		5. 21-Feb-14	Van Community Council Meeting and return (24).	11.70	
		6. 03-Mar-14	Meeting, 3 signatories, myself, Mr. K. Maddox, HSBC, Caerphilly, and return (26)	11.70	
		7. 05-Mar-14	Round trip for cheque re. HMRC, lift to Cllr. Macey, and finished off at Ty Penallta, Liaison Meeting (36).	16.20	
D.	101569	John Dilworth, Clerk's, Office Accommodation Allowance, 6 months.			225.00
E.	101570	Mrs. S. A. Newbury (Cllr. Sheila Newbury, members Allowance, 2013/14).			50.00
F.	101571	Van Community Council (paid in to the HSBC new account)			18,000.00

	ii.	Accounts, 2013/14 (appendix 4a, 4b, and 4c.
		The accounts were received.
	iii.	Grant applications; Caerphilly Miners Centre and Cancercareline.

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		Caerphilly Miners Centre
		It was resolved that, to grant £200.00 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.
		Caerphilly Miners Centre
		It was resolved that, to grant £100.00 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.
	v.	To confirm the Clerk as a signatory to the Council's accounts (the Clerk as the Responsible Financial Officer, request that he be not requested to sign cheques, since he is a creditor to the Council).
		It was resolved that the Clerk be a signatory to the bank accounts and in accordance to his advice will not sign cheques.
131/14.		<u>To consider, roundabout at Maerdy Crescent, Castle Park, Councillor Chris Forehead, and its financial implications (drop curbstones).</u>
		Councillor Chris Forehead referred to an e-mail from Mr. Terry Shaw, Head of Engineering Services, and CCBC (copy passed to the Clerk). Mr. Shaw calculated that the work would cost £4,400, however, the cost does not reflect "...possible statutory undertaker's diversions."
		It was resolved to defer to a future meeting for more information.
132/14.		<u>To consider annual maintenance payments, through an agreement with Caerphilly C. B. C., towards the Morgan Jones, Splash Pad.</u>
		Clerk, no further developments.
133/14.		<u>Educational Trust constitution (copies provided at the last meeting).</u>
		It was resolved to defer to the next meeting for members comments on the constitution.
135/14.		<u>Items for the next agenda.</u>
		Council web site – Councillor Russell deacon.

Meeting closed at 7.30p.m.

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