

VAN COMMUNITY COUNCIL CYNGOR CYMUNED Y FAN

Chairman	Councillor Elaine Forehead,	Clerk/R.F.O.	John Dilworth
Vice-Chairman	Councillor Maria Hall.		

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

Present:	Councillors	Russell Deacon, Chris Forehead, Elaine Forehead, Maria Hall, David Hill, Eileen Macey, Sheila Newbury
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In attendance:	Clerk/R.F.O.	John Dilworth, Claire Robinson, CCSO 210, and Karen Hartshorn, PC 720.
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Public, any issues, and limited to ten minutes.

No members of the public were present.

75/14 **Apologies for absence.**

There were apologies for absence received from the following Council members: Barbara Jones, Fay Gay, and David Hill.

76/14 **Declarations of interests. To receive disclosures of personal interests from Members in accordance with the Code of Conduct (Note: Members are requested to give written notice of the item number and subject matters that their interest relates to and signify the nature of the personal interest).**

No declarations were made.

77/14 **Police matters (CSO Jonathan Spokes and CSW Margaret Reed).**

P.C. Karen Hartshorn gave apologies for CSW Margaret Reed and to refer any environmental issues to her. She reported on the forthcoming Intergenerational Lunch, St James Primary School, and Friday, 5th December, 2014.

Reported:

Mud throwing at the "Stretch",

Signed:.....

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Competition, to run at St James and Rudry Primary Schools for Owl (online surgery and web chat) registration (council to consider application for £100 Asda voucher later in the meeting).

Appointment of Inspector Ian Batholomew.
Question was raised on car thefts and any further leads.

The officers took their leave and left the meeting.

78/14 **To receive Ms. Rhian Kyte, Team Leader Strategic and Development Planning, Caerphilly County Borough Council, to discuss the implications of CIL and priorities for spending within the Van Community Council area.**

The Chairman welcomed Mrs. Rhian Kyte to the meeting who informed members on the Community Infrastructure Levy (CIL). She pointed out that Van is situated in a high viability area. This will generate forty pounds (£40) per square meter of new floor space created by the development on residential developments and one hundred pounds (£100) on A1 retail developments, however, Section 106 agreements will still apply to certain developments. She pointed out that it is a tax on development paid to the Planning Authority. The money is held for the Community Council and they have a duty to pass on fifteen (15%) to Van Community Council. She went on to say, there are certain exemptions to CIL; self-build, charitable developments, low cost housing etc.

CIL has to be spent in five years and the levy is designed to support infrastructure through projects which the County Borough Council will cost up and implement on behalf of Van Community Council, however, projects will be appraised according to a criteria. It will have to demonstrate that it will benefit social, and economic.

Mrs. Kyte stressed that Caerphilly County Borough Council wish to work with Van Community Council.

Mrs. Kyte went on to explain, in reply to a question, that Badgers Wood is not the last development in the Caerphilly Basin.

Before taking her leave of the meeting Mrs. Kyte left copies of the Local Development Plan, CIL agreement between Van Community Council and Caerphilly County Borough Council and several other documents passed to the Clerk.

The Chairman on behalf of everyone present thanked Mrs. Kyte for her presentation and attending the Council meeting. Mrs. Kyte left the meeting.

79/14 **To approve the minutes of the Council Meeting, 17th October, 2014 (appendix 1)**

The minutes were approved and signed by the Chairman.

80/14. **Matters arising from the minutes.**

Councillor Russell Deacon pointed out that he had moved a motion but it is not recorded under the item, "Leisure and Amenities Facilities agreement." The Clerk advised it was not seconded, therefore it was not recorded in the minutes (motion had no status).

The minute to read,

Signed:.....

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Councillor Russell Deacon moved a motion during discussion on the item, "Leisure and Amenities Agreement," Because the motion failed to receive a second vote, to progress it, no action was taken.

(Motions that fail to receive a seconder will be dealt with in the next Clerk's Report, January, 16th, 2015).

81/14. **Correspondence.**

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

- i. E-mails and letter, 21st October, 2014, Mrs. Shyam Vining, Local Government Partnership, Welsh Government, response to e-mail and attached to Clerk's Report. Noted.
- ii. E-mail, 22nd October, 2014, Miss Helen Morgan, Senior Committee Services Officer, council budget is subject to a further round of consultation and the report can be found on the Council web site. Noted.
- iii. Letter, 23rd October, 2014, Secretary, Mrs Pam Lyons, Caerphilly Community Chorus, invited members to the Christmas Concert, Friday, December, 12th, 2014. Two tickets provided. The Clerk and his wife to attend for the Council. Noted.
- iiii. Letter, 27th October, 2014, Mr Ken Williams, Town Clerk, Caerphilly Town Council, thanking Council for the donation of £250.00 towards the Firework Display, 1st November, 2014. Noted.

Concerns were expressed that Caerphilly Town Council had put on social media it had funded the firework display with no reference to Van Community Council's donation.

Accordingly, members had raised on previous grant applications that any promotional material should refer to grants (current) made by this authority. The Clerk to write to the Town Clerk for the Town Council, any further grants will only be released if Van Community Council receives recognition for its grant.

- v. E-mail, 29th October, 2014, Ms Gemma Thomas, Principal Engineer, Caerphilly C. B. C., Draft South East Wales Valleys Local Transport Plan Consultation. Document, 92 pages, and has been printed, however, consultation deadline has passed, 17th November, 2014. Noted.
- vi. Invitation from the Interim Chief Executive, 29th October, 2014, at attend the Caerphilly Town Centre Management Group Meeting, scheduled for the 4th November, 2014, agenda and papers. The Clerk attended.
- vii. E-mail, Ms Gemma Haynes, Accounts Assistant, Came and Co. Local Insurance Brokers, confirming that the Council's ERN no has been recorded in the records. Noted.
- viii. E-mails from 5th November to the 6th November, 2014, Ms Lisa Gibbs, CSO, "possible request for funding." Grant application on the agenda.
- viii. Letter, 6th November, 2014, Chairman, Llangollen International Musical Eisteddfod, Grant application. Referred to grants.

Signed:.....

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- x. Letter, 7th November, 2014, Mr. Stephen Harris, Interim Head of Corporate Finance, Caerphilly C. B. C. Attached cheque for £42,855.72 settlement for the Leisure and Amenities Fund. This follows from a request, dated 22nd October, 2014, for the Council minute for his records and then the funds will be released. Noted.
- xi. E-mail, 7th November, 2014, Miss Helen Morgan, Senior Committee Services Officer, no items for the agenda of the Community Council Joint Liaison Sub-committee, "...should be cancelled..." Clerk noted it is cancelled. Noted.
- xii. E-mail, 10th November, 2014, Ms Nicola Roberts, Group Accountant, Caerphilly C. B. C., it is acceptable to inform the precepting authority of the Council's precept for 2015/16, a week after the Council meeting of the 16th January, 2015. Noted.
- xiii. E-mail, 12th November, 2014, Ms Allison Jones, Secretary, Van Communities First Partnership, increasing participation meeting, Monday 24th November, 2014, and participation meeting, Monday, 8th December, 2014, at 6.00p.m. Noted.
- xiii. E-mail, 13th November, 2014, Miss Helen Morgan, Senior Committee Services Officer, phase two of the Council's budget consultation. Online survey at www.caerphilly.gov.uk Noted.
- xv. E-mail, 13th November, 2014, Miss Helen Morgan, Senior Committee Services Officer, passing on e-mail from Mr Lynton Jones, Acting Head of ICT and Customer Services, Caerphilly C. B. C., CCBC website is now live following the successful development and launch of this exciting new online resource. Noted.
- xvi. Letter, 14th November, 2014, National Joint Council for Local Government Services. Letter is addressed to Chief Executives, Wales etc., and advises that agreement has been reached on rates of pay and allowances for 2014/16. Two year deal and applies from January, 1st, 2015, to Local Government staff and also the Clerk to this Council. It should be noted that the lower SCP 5 is deleted and they shall progress to SCP 6 as of the 1st October, 2014.

Members instructions are requested as to whether they wish to adopt the new pay scales for 2014/16.

The Clerk left the room whilst the item was discussed. On his return he was informed that it was resolved to progress the National pay award for 2014 to 2016 (inc. of a one-off pro-rata payment, of £100.00, part of the pay award. The Clerk, following the meeting, took advice from Society of Local Council Clerk's, to confirm the pro-rata payment).

- xvii. Letter, 14th November, 2014, Llamaur (homeless charity for young people and venerable women in Wales), grant application. Seeking funding for Christmas presents. Agenda item.
- xviii. E-Mail, 19th November, 2014, Ms Stacey White, Bursar, St James Primary School, in reply to Clerk's previous messages, no issue regarding notice for the event, the Bursar is contacting the necessary staff to provide access at 5.30pm as requested. Ms Stacey will confirm with the Clerk the name of the person that is available for him to liaise with and also who will be available to operate the barrier etc. to provide all the people who require early access with access to the car park. "It is these issues that I am trying to gain definite

Signed:.....

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answers for you.” Noted.

- xviii. E-mail, Mr Gareth Hill, Reporter, Caerphilly Observer, 20th November, 2014, further to Clerk’s discussions with the Report, article amended, and link provided. Noted.
- xx. E-mail, Mr Graham Cater, Round Circle, 21st November, 2014, following requests by the Clerk they are unable to provide a Father Christmas for Soup and Carols. Noted.
- xxi. E-mail, Ms Lisa James, Senior Planner, Caerphilly C. B. C., Ms Rhian Kyte will address three questions posed by the Clerk for tonight’s presentation on CIL. Noted.

82/14. **Planning.**

No planning applications received since the last meeting.

83/14. **Reports and local matters.**

No reports were received.

Councillor Elaine Forehead, Chairman, left the meeting at 7.30p.m.

Councillor Maria Hall, Vice-Chairman, progressed to the Chair, and was Chairman for the meeting.

84/14. **Clerk’s Report (appendix 2, A, B, and C).**

The Clerk’s Report was considered.

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| A. Leisure and Amenities Facilities agreement. | The Clerk reported, following a previous correspondence of the 20 th September, 2014, requesting the refund, to Mr. Stephen Harris, Interim Head of Corporate Finance, requested by e-mail, 22 nd October, i.e. as reproduced: <i>“For my records please send me a copy of the minute of the most recent discussion on this matter and I will then release the funds.”</i> |
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On the evening of the 22nd the Clerk e-mailed Mr. Harris a copy of the minutes, 19th September, 2014, and on Monday, 10th November, he received, through the post, a cheque for £42, 855.72, payable to Van Community Council and deposited, same day, into the Council’s HSBC Business Money Manager account and will accrue interest once it has cleared

Reply from the Welsh Government Civil Servant (appendix A, B, and C).

Members noted the actions of the Clerk.

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| B. Resignation of the Clerk, Councillor Brian Hancock, Town and Community Councils Joint | Following the resignation of Councillor Brian Hancock, Clerk to the Town and Community Councils Joint Liaison Committee, that the scheduled meeting, Wednesday, 29 th October, 2014, has been postponed, however, the Minutes of the AGM and Ordinary Meeting, 25 th June, 2014, have been provided. It appears that the outgoing Clerk has some health issues. |
| | The Clerk had been informed, the two cheques (affiliation, 2013/14 and |

Signed:.....

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- Liaison Committee. 2014/15) have been paid into the account prior to the departure of the former Clerk.
- Members and Councillor Eileen Macey, Council representative, noted and Miss Helen Morgan, Senior Committee Services Officer, Caerphilly County Borough Council, will provide a schedule of meetings for 2015.
- C. Soup and Carols, Friday, 28th November, 2014.
- The Clerk reported progress and to enhance the programme the services of Mr. Dan Phelps, pianist have been engaged at a fee of £100.00 following consultation with the Chairman.
- The Bedwas High School Brass Ensemble will be performing and Mrs Julie Mewett, Operations Supervisor, Caerphilly County Borough Council has secured sponsorship from Castle Howell who will sponsor the leek and potato soup and catering for eighty.
- The Clerk has produced a flyer, for printing, to go out on either Wednesday, 26th or Thursday, 27th November, 2014, advertising the event. Councillor Chris Forehead has volunteered to distribute them. The School has been informed.
- Members confirmed the actions of the Clerk in securing a pianist at £100.00.
- D. Summer Play-scheme.
- Clerk reported, Summer Play-scheme to start on the Tuesday, 21st July, 2015. Possible Inset Day, Monday 20th July, and Head Teacher would prefer start on the Tuesday.
- Members noted the progress and the dates.
- E. Remembrance Sunday, 9th November, 2014.
- The Council's wreath was handed to the Chairman for laying at the Caerphilly Cenotaph following the processional march from St Martins Church to the Cenotaph and it was laid by the Chairman.
- The Clerk made three observations: Reference to the author of the poem, "In Flanders Fields," in the Order of Service. It is a pity that his full title is not published, "Lieutenant Colonel John McCrae, MD."
- Wearing of Poppy (taken from the internet), "The Royal British Legion spokesman says there is no right or wrong side "other than to wear it with pride".
- Purple Poppy, this can be worn alongside the red poppy and commemorates animal suffering during the wars. The Chairman is interested in wearing a purple poppy for the 2015 poppy appeal.
- Members noted.
- F. Council records & Glamorgan Archives.
- The recent discussion and concerns over the Leisure Amenities Agreement brought to the forefront that lack of Van Community Council records inherited from the former Clerk to this Council.
- The earliest papers are from April 1996 and Ledger, 1988.
- I refer you to message from Glamorgan Archives, 29th October, 2014:

Signed:.....

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"Ref: 2014/4713

Dear Mr Dilworth,

Thank you for your email regarding Van Community Council records.

We have checked our databases but do not appear to have received any material from your predecessor. The only records we hold relating to Van Council are those of the Parish Council (pre 1974 when Community Councils were brought in) which were deposited in 1975; we have not received anything since this date. The catalogue descriptions for the Parish Council records can be found on our online catalogue <http://calmview.cardiff.gov.uk/calmview/> by searching under the collection reference 'P130'. You will see that the latest minutes we hold date to 1966 and there is some correspondence up to 1972.

Sorry we could not be of more assistance in helping you to locate the records that bridge the 1970s to 1996 period. If you would like to deposit any of the post 1996 records with us we would be pleased to make arrangements for this. Our terms of deposit and collection policy can be found on the following page of our website: http://www.glamarchives.gov.uk/content.asp?nav=2,28&parent_directory_id=1."

Members noted.

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| G. ERN no.
(Employers
payroll
reference no.) | This has been provided to Came and Co., Insurance Liability check.

Members noted. |
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| H. Funding
request by
CSO Lisa
James,
OWL (Online
Watch Link). | <p>Following a conversation between CSO Lisa James and Barbara Jones the Clerk reported a request for funds:</p> <p><i>"I have spoken to Barbara Jones this morning regarding possibly requesting £200 from the council.</i></p> <p><i>Gwent police are trying to sign as many people as possible up as soon as possible to OWL (Online Watch Link).</i></p> <p><i>In order to help us do this in the St James ward we have decided we would like to do a competition in Rudry Primary and St James Primary Schools.</i></p> <p><i>The family that get the most people in St James area signed up will win £100 Asda voucher ready for Xmas.</i></p> <p><i>Do you know if there are any funds available that we could possibly have the £200 for the vouchers for the two schools please?"</i></p> |
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My reply:

Signed:.....

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"Van Community Council has a grant budget and you may wish to submit an application for funds.

Van Community Council can award grants to the benefit of residents in its area (Sect 137 LGA, 1972), Van Community Council area.

Rudry Primary School is in the DWR Community Council of the St County Borough Ward.

Any grant must be justified by the powers afforded to Community Councils by Parliament, therefore, it is a crime prevention measure which comes into that category.

You need to advise me accordingly if you wish to proceed with an application.

If the application is successful the Council would purchase the £100 voucher since the

Bedwas Neighbourhood Team does not have an account.

Please clear something up for, I was also advised by CSO Jonathan Spokes that my main police contact is CSO Margaret Reed."

The Clerk advised for audit purposes.

The Local Government and Rating Act, 1997, Sect. 31 states:

"(1) A ...community council may, for the detection or prevention of crime in their area—

(c) Assist others to install and maintain any equipment or to establish and maintain any scheme."

The "OWL (Online Watch Link)," is a crime prevention scheme and Council may make a grant.

Because of the problems faced in the past police accounts he recommended, in the event of an award being made, Council purchase the Asda Voucher and sent Special Delivery to the relevant officer.

Members to consider the application under Finance

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| I. Caerphilly
Town Centre
Management
Group
Meeting, 4 th
November,
2014. | Attended the meeting, chaired by Councillor Chris Forehead.
Apologies recorded for Councillor Maria Hall.
Discussion on Air Quality, Former Library, Morgan Jones Park,
Senghenydd Memorial, update, businesses in Caerphilly, Christmas
Market, adverts on the highway, audit, and closure of the A469.
Members noted. |
| J. Getting it
Right, Gwent | The Clerk reported his attendance and the changes to the force through
the election of the Police and Crime Commissioner, Mr. Ian Johnson, |

Signed:.....

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Police,
meeting, 6th
November,
2014.

QPM, was the main focus and the Police and Crime Commissioner's input in the proceedings.

Mr Johnson was clear when he said, there is a change of emphasis from the previous statistical approach to the adopted neighbourhood policing direction.

Mr Johnson replied to a number of questions put to him in regard the closure of police stations and he replied,

"...the reality is, not all police stations will be reopened...because the police station is not there it will not affect the level of policing..."

He went on to say that Raglan and Newbridge Police Stations will be sold off.

On the Police Precept, 2015/16, he stated, it will be sensible.

To close, Mr. Johnson on police representation at Community and Town Council meetings said:

"It is once a month and not too much to expect an officer (Inspector/Sergeant) to attend..."

Members noted.

K. Community
Council
Liaison Sub-
Committee,
Caerphilly
County
Borough
Council, 3rd
December,
2014.

Miss Helen Morgan, Senior Committee Services Officer, advised in her e-mail, following the resignation of the Clerk, Councillor Brian Hancock, cancellation of the Town and Community Council Joint Liaison Committee, and no agenda items submitted to the County Borough Sub-committee, it has been "determined... the Community Council Liaison Sub-Committee scheduled for 3rd December should be cancelled. A schedule of meetings will be prepared by Miss Morgan for 2015.

Members and Councillor Eileen Macey, Council representative, noted.

85/14. **Finance.**

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

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

A.	100065	Grant, St Johns Council for Mid-Glamorgan (minute 71/14 iii)			100.00
B.	100066	Grant, Shelter Cymru (minute 71/14 iii)			200.00
C.	100067	John Dilworth, Clerk's salary, month 8.			734.60
D.	100068	John Dilworth, expenses.			192.66
		Postage		2.03	
		Photocopying		31.50	

Signed:.....

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		Stationery (inc. ink cartridge)	34.60	
		Post Office Phone Card	10.00	
		Mileage	97.53	
		Wreath	17.00	
Journeys:				
1.	7 th October, 2014	Travelled to Trustmark, Talbot Green, photocopying (WAO Reports), and return (2.48 miles).	1.11	
2.	10 th October, 2014	Travelled to Trustmark, Talbot Green, photocopying (agenda and papers), and return (2.48 miles).	1.11	
3.	13 th October, 2014	Delivered agenda and papers to 7 members re. hard copies and last address, 35, Trevelyn Crt., and return (39 miles).	17.55	
4.	17 th October, 2014	Travelled to Van and return, council meeting (26 miles)	11.70	
5.	27 th October, 2014	Travelled to Trecenydd and return (chairman to sign minutes and form to verify DBS application) (24 miles).	10.80	
6.	3 rd November, 2014	Travelled to Caerphilly and return (purchase wreath for Remembrance Service) (27.4 miles).	12.33	
7.	4 th November, 2014	Travelled to Ty Penallta, Caerphilly Town Centre Management Group Meeting (34 miles).	15.30	
8.	6 th November, 2014	Travelled to Ty Penallta, "Getting it Right," Police Commissioner (34 miles).	15.30	
9.	9 th November, 2014	Travelled to Caerphilly and return (remembrance service, march and handed over council wreath to Chairman) (27.4 miles).	12.33	

ii. **Accounts, 2014/15 (appendix 4a, 4b, and 4c).**

The accounts were approved.

iii. **Grant applications.**

£100 (ASDA Voucher), OWL (Online Watch), Neighbourhood Police Team (see item H, Clerk's Report).

It was resolved to make a grant of £100.00 under the following powers:

The Local Government and Rating Act, 1997, Sect. 31 states:

"(1) A ...community council may, for the detection or prevention of crime in their area—

(c) Assist others to install and maintain any equipment or to establish and maintain any scheme."

The Clerk will purchase the voucher and claim back the money.

Llangollen International Musical Eisteddfod.

It was resolved to note.

Signed:.....

86/14. **Memorial Garden, St James Primary School (appendix 5a and 5b) – Councillor Chris Forehead.**

E-Mail, 19th June, 2014, Mr. Keith Fairhill, Groundwork, Caerphilly to the Clerk: "I have contacted Bethan (Mrs Bethan Jones, Eco-school Co-ordinator, Sta. James Primary School) and it looks like the project can go no further. A great shame I think. :- (But we did our best and I am very happy with the bits we did manage to achieve. And it was great working with you, the school, community payback (Probation Trust) and the volunteers (Clerk, Councillor Elaine Forehead, Mr Nathan Lloyd)."

Following a discussion the Clerk read out a draft response to the Caerphilly Observer, which was approved and the Clerk to forward accordingly to the paper:

"I write, on behalf of Van Community Council, to correct the publicised record following a recent article in your paper, "Pupil designed remembrance monument unveiled at St James Primary School."

It is not true that Van Community Council withdrew funding from the project which it started in collaboration with the School and the Healthy Villages Team, Groundwork Caerphilly. In actual fact Van Community Council paid for the hire of the dumper truck to move the stone from the School wood to the site.

This is what happened. The Council withdrew from the project since the sculpture designed by the girl was to be carved out of wood which is not a durable material. In notifying Mr Paul Samuel, Head Teacher, of the decision he was invited to comment, which he did not. Now, the design has been cut out of granite and the Council, if approached, would have helped. I am informed that the Chairman of the School Governing Body, Councillor Chris Forehead (also a member of Van Community Council), was not informed or invited to the publicised photo call.

The article also failed to give recognition to the work of the Healthy Village Team, volunteers (the Clerk to the Council, Mr Nathan Lloyd, Councillor Elaine Forehead), and the Unpaid Work Team. It was important for the project to have volunteers since the Healthy Village Team is not a work force but will work with volunteers. Unfortunately, a request by the School for volunteers produced no willing hands to help construct the Memorial Garden wall. At times I was the only volunteer.

In closing on this chapter, now history, it is great to see the design fulfilled in granite and a lasting statement of how young people perceive that terrible conflict with so much loss of life and god help us if it is ever repeated."

Noted that the Chairman had commented following consultation with the Clerk.

Further, that the child is invited to a future meeting to receive a presentation. Councillor Chris Forehead to inquire locally and pass on the address to the Clerk (Parents may possibly live outside of the Community Council area).

The Clerk was directed to write to South Wales Monuments to express the Council's appreciation on what he has done and pointing out that the money was not stopped but remains in the account and also to thank him for his efforts.

Signed:.....

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87/14. **Items for the next agenda.**

Good youth and citizens awards – Councillor Russell Deacon.

Meeting closes at 7.57p.m.

Signed:.....