

CAERPHILLY
TOWN
COUNCIL



CYNGOR
TREF
CAERFFILI

TOWN CLERK:
CLERC-Y-DREF:

P. G. Davy

TOWN MAYOR:
MEIR Y DREF:

Councillor
Mike Prew

13th January 2020

An Ordinary Meeting of the Caerphilly Town Council will be held at the Twyn Community Centre on Monday 20th January 2020 at 6.30 p.m.

Any Member requiring further information on any item should contact me before the Meeting.

P. G. Davy

Phil Davy
TOWN CLERK

A G E N D A

1. To note Members' attendance and to receive any apologies for absence.
2. Declarations of Interest in any item.
3. To receive and if thought fit to confirm the Minutes of the Ordinary Council Meeting held on 18th November 2019.
4. Matters arising from the Minutes if not covered by the Agenda.
5. COMMUNITY SAFETY MATTERS
6. TOWN MAYOR'S DIARY
7. ENVIRONMENTAL MATTERS
8. TOWN CLERK'S REPORT
 - 8.1 Representation on Governing Body Twyn Primary School.
 - 8.2 Risk Management.

Address: The Twyn Community Centre The Twyn Caerphilly CF83 1JL
Telephone and Fax: Caerphilly 02920 888777
E-mail: towncouncil@tiscali.co.uk
Office Hours: Monday, Tuesday and Wednesday mornings 9.30a.m. to 12.30p.m

- 8.3 Q3 Budget Monitoring (2019/20 Financial Year).
- 8.4 Section 137 Expenditure Limit for 2020-21.
- 8.5 Local Government and Elections (Wales) Bill.

9. **PLANNING MATTERS** (see list attached)

10. **PAYMENTS AND FINANCIAL MATTERS**

- a) List of Payments.
- b) Bank Account Balances.
- c) Application for Financial Assistance.

11. **CORRESPONDENCE**

12. **MEMBER REQUESTS FOR FUTURE REPORTS**

CAERPHILLY

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MINUTES OF THE ORDINARY COUNCIL MEETING OF CAERPHILLY
TOWN COUNCIL HELD AT THE TWYN COMMUNITY CENTRE
ON MONDAY 18TH NOVEMBER 2019

Present:

Councillors P J Bevan, C Elsbury, S Kent, J Grenfell, M Prew, S Hodder, H Jackson, J Fussell

Apologies:

Councillors J Hibbert, S Morgan, J Pritchard, R Bidgood

In Attendance

G Clifton, I Adams, J Spokes, Gwent Police

P G Davy, Town Clerk

Representatives from Caerphilly County Borough Taxi Drivers Association gave an update on the toilets at Caerphilly Bus Station. The disabled toilet is currently closed due to misuse as this is not coin entry controlled. Some urgent refurbishment is required of the toilets. In order to raise additional income for maintenance and introduce coin entry to the disabled toilet the entry charge will be raised from 20p to 50p with effect from 1st December 2019.

Representatives from HOPE (Helping open people's eyes) gave a presentation on their work. Hope is a voluntary community group (not currently registered as a charity) funded through donations of money food and clothes. The group has regularly been feeding homeless people in Newport. Sufficient funds have been raised to purchase and to convert a double decker bus to a mobile homeless shelter. The group wants to work with other bodies involved with the homeless to maximise use of the bus which will include agreeing suitable locations where it can be parked overnight or for longer periods. Members were impressed with what had been achieved by the group.

68 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 21ST
OCTOBER 2019

Minutes of the Ordinary Town Council Meeting held on 21st October 2019 were received, confirmed, and signed.

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E-mail: towncouncil@tiscali.co.uk
Office Hours: Monday, Tuesday and Wednesday mornings 9.30a.m. to 12.30p.m

69 MATTERS ARISING

There were no matters arising.

70 COMMUNITY SAFETY MATTERS

There was a discussion concerning the homeless couple who had recently relocated to the area adjacent to the obelisk opposite Sports Direct. Various offers of accommodation had been made but had been declined as they only wanted joint accommodation. There is ongoing engagement between the couple and the police and Cornerstone (the referral agency).

The police are undertaking a targeted approach to youth activity in the town centre and other locations where there have been recent problems. Action is being taken with a particular group of suspects.

In response to concerns raised by residents with Members the police advised there is no evidence of an increase in crime as a result of the street lights being turned off at night.

Councillor S Kent arrived at 6.45pm during the discussion on community safety.

71 TOWN MAYOR'S DIARY

The Mayor reported he had attended the following:

- Launch of the 2019 Poppy Appeal with the British Legion
- Help the Heroes event
- Fireworks Display
- Remembrance Day services

The Mayor placed on record his thanks to Councillors C Elsbury, J Fussell, and S Kent who had worked hard through atrocious weather to ensure the Fireworks Display went ahead as normal.

72 ENVIRONMENTAL MATTERS

With the very wet weather flooding problems had occurred at Nantgarw Road and Castle Street which were longstanding problems.

73 TOWN CLERK'S REPORTS

1 Budget Estimates 2020/21

There had been a minor adjustment to the draft estimates presented to the October meeting to reflect the decision to increase the sponsorship of the Summer Sports Scheme to £5000 in 2020. The estimated total expenditure for 2020/21 is £110,407. (Note as expenditure on CIL projects is now being incurred this will need to be incorporated within the budget. This will have the effect of reducing the balances as the CIL projects are funded from the restricted reserves). The budget assumptions were as previously agreed.

It was resolved:

- 1 To approve the budget estimates for 2020/21 as attached to the report
- 2 The Council Tax for Band D properties (precept) is set at £15.50 for 2020/21
- 3 The budget is updated following completion of the year end accounts in April 2020 including the estimated expenditure on CIL projects

2 Representative on Governing Body Twyn Primary School

A decision on the nomination of a representative was deferred to the January meeting of the Town Council.

3 Fireworks Display 2019

In view of difficulties encountered as a result of bad weather and shortage of helpers for the set up and clean up there was a discussion about the continuation of the event. Two complaints had been received by the Town Clerk, one relating to noise and the other expressing the view that the fireworks are a waste of money. This is a popular and well attended event with some visitors travelling long distances. The unanimous view was the event should continue. Operational issues will be discussed at the Events Working Group, the debrief meeting on 2019 events will be held in January 2020.

It was resolved:

- 1 To round up the street collection to £2200 (Town Council contribution £178-98) with £1100 being presented to each of the Town Mayor's charities.
- 2 The Fireworks Display in 2020 to take place on 31st October 2020.
- 3 The contract for the fireworks is retendered for 2020.

74 PLANNING MATTERS

The following planning applications were considered and comments made as follows:

19/0770/LA – no objections

19/0877/RET – no objections

19/0881/FULL – no objections

19/0866/RET – no objections

19/0899/FULL – no objections

19/0900/COU – no objections

Councillor J Fussell declared an interest, and took no part in the discussion or decision making on any of the applications.

75 PAYMENTS AND FINANCIAL MATTERS

- 1 List of payments were noted and approved.
- 2 Bank account balances were noted.
- 3 Applications for financial assistance.

Save the Children – Caerphilly Branch

A grant of £150 was approved. Expenditure authorised under the Local Government Act 1972, section 137. Councillor H Jackson declared an interest and took no part in the discussion or decision making on this application.

Caerphilly Art Society

A grant of £250 was approved. Expenditure authorised under the Local Government Act 1972, section 145.

76 CORRESPONDENCE

There were no items of correspondence.

77 MEMBER REQUESTS FOR FUTURE REPORTS

There were no requests.

The meeting closed at 7.40pm

Agenda Item 8.1

Report to Town Council 20th January 2020

Representative on Governing Body Twyn Primary School

This report was deferred from the Town Council meeting on 18th November 2019.

A request has been received from the Education Achievement Service for South East Wales (EAS) for the Town Council to confirm the representative on the Governing Body of Twyn Primary School.

Members are invited to nominate the representative.

Phil Davy

Town Clerk

Agenda Item 8.2

Report to Town Council 20th January 2020

Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled.

The Town Council is under an obligation to identify and manage risks to public money arising from all activities. Risk management is an essential part of good governance and applies to all aspects of the Council's work.

The risk assessment is undertaken on an annual basis and was last reviewed in February 2019. There has been no significant change in the scope of activities undertaken by the Town Council and the risk assessment for 2020 is appended. It is not possible to eliminate all risks but the control environment seeks to minimise the likelihood of the risk arising but also to mitigate the impact if the risk does materialise.

The Town Clerk, as the Proper Officer and Responsible Finance Officer, is responsible for the effective implementation of the control environment to manage risks on a daily basis. However it is the Town Council's responsibility to ensure there is a strategy for risk management, to monitor and review the risk assessment on an annual basis, and consider, and if appropriate endorse the Annual Governance Statement.

Recommendation

Members are invited to review the likelihood and impact of risks occurring and approve the annual review of the risk assessment.

Phil Davy

Town Clerk

Caerphilly Town Council Risk Assessment 2020

Risk Scoring

Likelihood of risk occurring is scored from 1 to 5 where 1 is very unlikely and 5 very likely.

Impact of risk is scored from 1 to 5 where 1 is minimal to 5 major in terms of cost, impact on health, safety etc.

By multiplying the two scores together will give a score between 1 and 25. Scores below 10 are viewed as low risk, 11 to 15 medium risk, 16 to 25 high risk.

Note as part of the risk assessment review two new risks have been added.

C5 New duty under Section 6 Environment (Wales) Act 2016.

O12 Website Accessibility – to meet requirements of “The Public Sector Bodies (Websites and Mobile Applications) No 2 Accessibility Regulations 2018”

Caerphilly Town Council Risk Assessment 2020

Strategic Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
S1	Reputational damage due to Conduct of Council, Councillors or Staff; or mismanagement of Council affairs	2	5	10 Low	Code of Conduct adopted and copies provided to Councillors and Staff. Members advised by Town Clerk or Monitoring Officer. Control procedures met to avoid mismanagement or unlawful activities.
S2	Loss of public confidence	1	5	5 Low	Council conducts business in open transparent manner, meetings open to public and press. Agendas and minutes published on Council Website. Accessibility to Councillors with published telephone numbers and email addresses.
S3	Poor Event Management resulting in adverse publicity, public safety and accidents	4	5	20 High	Events Working Group to plan and debrief events. Risk assessments for each event. Event Management Plans. Compliance with statutory requirements.
S4	Communications	1	5	5 Low	Up to date in formation maintained on Council Website. Nominated spokesperson to respond to media enquiries or provide media statements (note: The Council does not have Facebook or Twitter accounts).

Caerphilly Town Council Risk Assessment 2020

Strategic Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
S5	Agenda, minutes, statutory documents, reports	1	3	3 Low	Fully documented and easily accessible. Council decision making is open and transparent.
S6	Conflict of Interest	1	3	3 Low	Maintain a Register of Members Interests. Procedure in place to record any Members interest in items on Council agenda and to publish on Council website. Where interest declared Members do not take part in the debate or decision making.
S7	Member Training – lack of knowledge could lead to poor decision making	2	4	8 Low	Suitable training will be arranged where a need is identified.
S8	Changes to responsibilities of Town Council; or merger proposals emanating from Welsh Government review of sector	2	4	8 Low	Respond to any proposals from Welsh Government to change responsibilities of Town Council. Indications that changes will be incremental and dependent on individual councils. Action plan and budget review if necessary.
S9	Brexit	5	1	5 Low	Due to scope of Town Council activities minimal direct impact.

Caerphilly Town Council Risk Assessment 2020

Compliance Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
C1	Failure to set a balanced budget	1	5	5 Low	Procedures in place to ensure annual budget setting is undertaken, precept determined and CCBC informed. Budget will be balanced through combination of balances (reserves) and precept.
C2	Employment law, legal action by employees	1	5	5 Low	Employees have contracts of employment. Council applies terms and conditions for local government staff (Note: Council employs 2 part time staff, does not have its own HR policies but use CCBC policies for guidance in any dispute that arises with staff).
C3	Unlawful activities leading to audit investigation	1	5	5 Low	Comply with local government legislation. Ensure Standing Orders and Financial Regulations are followed.
C4	Complaint from electors that Council has failed to comply with law or breached its Standing Orders and Financial Regulations leading to public interest report	3	4	12 Medium	Ensure all activities are lawful and within scope of Town Council responsibilities. Comply with Standing Orders and Financial Regulations, review as necessary to meet changes in legislation or Council’s operational needs.
C5	New duty under Section 6 Environment (Wales) Act 2016	5	2	10 Low	Publish Biodiversity Statement setting out proactive action. Submit report to Welsh Government prior to end 2019. Keep actions under review. Further report to Welsh Government 2022.

Caerphilly Town Council Risk Assessment 2020

Financial Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
F1	Failure to submit Annual Return	1	3	3 Low	Procedure and timescale for completing Annual Return is followed by Town Clerk.
F2	Failure to set precept and agree budget	1	5	5 Low	Budget approval process in place. Budget prepared for Council meeting in November. Precept determined and CCBC notified
F3	Expenditure not in accordance with budget	1	5	5 Low	Quarterly budget monitoring Variances reported and approved
F4	Unlawful expenditure resulting in public interest report	1	5	5 Low	Compliance with legislation. S137 expenditure is not exceeded. Internal and external audit.
F5	Loss of cash	1	3	3 Low	Council has no petty cash. All payments authorised by Town Clerk, recorded in cash book or equivalent and reported to Council on monthly basis.
F6	Adequacy of Reserves	1	3	3 Low	Council has approved policy for general, earmarked and restricted reserves. Reserves are part of medium term financial planning and integral to budget planning.
F7	Poor Management of Finances	1	5	5 Low	Quarterly budget monitoring. Monthly reporting of payments. Reconciliation of bank accounts to cash book. Internal and external audit.

Caerphilly Town Council Risk Assessment 2020

Financial Risks				
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity
F8	VAT requirements not met resulting in loss of income	1	3	3 Low
F9	Incorrect salary payment/deductions	1	4	4 Low
F10	Payment of allowances/expenses	1	4	4 Low
F11	Financial assistance grants	3	4	12 Medium
<p>Mitigating Controls</p> <p>Maintain VAT invoices. Annual VAT claim made in timely manner at end of financial year.</p> <p>Monthly salary, NI and tax deductions for staff prepared by Accountant. (PAYE) Monthly statement. Annual increments within approved pay scale. Annual salary review in accordance with Local Government pay award.</p> <p>Mayors allowance which is approved as part of budget paid quarterly. Provision made for mandatory allowances, some members may opt out. Expenses claims supported by receipts and authorised by Town Clerk. Included in monthly reporting of payments.</p> <p>In accordance with S137 and other legislation. Awards should be in accordance with criteria set by Council policy. Reasons recorded in minutes if there is a departure from policy. Monitoring of budget.</p>				

Caerphilly Town Council Risk Assessment 2020

Operational Risks				
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity
O1	Annual Risk Assessment	3	5	15 Medium
O2	Health & Safety Non compliance	4	4	16 Medium
O3	Maintenance and security of records – minutes, financial records, leases	4	4	16 Medium
O4	Register of members interests, gifts, hospitality rigorously acknowledged and recorded	3	3	9 Low

Mitigating Controls

Up to date risk assessment and evidence of regular review as risks change over time and new risks may be identified

Maintain adequate procedures and document as necessary.
Council occupies rented accommodation but will inform building manager of any concerns identified.
Council managed events to have separate risk assessments and event plans to include health and safety.

Hard copy record of minutes and financial information stored in locked area.
Council owns no land or buildings but has lease on office.
Migration of accounts from cash book to spreadsheet will need to be backed up.

Register maintained by Town Clerk.
Declaration of Office signed and copies held by Town Clerk.
Declaration of interest in any item on Council agenda recorded at each meeting and published on website.

Caerphilly Town Council

Risk Assessment 2020

Operational Risks				
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity
O5	Events management to address detailed matters for individual events organised directly.	4	5	20 High
				<p>Application for road closures made to Highway Authority.</p> <p>Application for street collection permit made to Licensing.</p> <p>Consultation with police in respect of crowd safety.</p> <p>Employment of stewards.</p> <p>Publicity.</p> <p>Placing orders with appropriate suppliers.</p> <p>Maintain register of office equipment.</p> <p>Insurance cover as appropriate (Note: The Council owns no land or buildings).</p> <p>The Council business is dependent on reliable and secure IT.</p> <p>Maintain pc virus security, delete suspect scams.</p> <p>Renew support agreement with CCBC.</p>
O6	Maintenance of assets	1	2	2 Low
O7	Reliability of IT	3	5	15 Medium
O8	Business Continuity Affected by prolonged absence of staff.	3	5	15 Medium
				<p>Long term absence of one or both part time employees would require temporary cover to maintain business continuity.</p> <p>Consider the possibility of formal arrangement with adjacent Community Council or use of locum via SLCC.</p>

Caerphilly Town Council Risk Assessment 2020

Operational Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
O9	Equalities	3	5	15 Medium	Council will conduct business in a manner to ensure no discrimination arises to any individual with protected characteristics under the equalities legislation.
O10	Welsh Language	4	5	20 High	Policy to be put in place when advised by Welsh Government. Action plan to provide information/services in Welsh as necessary.
O11	Cyber Security	5	5	25 High	Vigilant staff to spot suspect emails, bogus invoices, scam letters. Compromised email accounts to be closed. Dedicated Town Council Business email accounts for use by members. New internet bank beneficiaries account details subject to secondary checks with organisation or individual. Supplier change of details subject to secondary checks with organisation. Maintain up to date understanding of cyber threats. Take prompt action when internet fraud suspected. Report to bank, insurer, Action Fraud, police as appropriate.
O12	Website Accessibility	5	3	15 Medium	Comply with Accessibility Regulations 2018 by Sept 2020. Implement new website and ensure can be used by those with disabilities. Respond to feedback from users.

Agenda Item 8.3
 Report to Town Council 20th January 2020
 Q3 Budget Monitoring (2019/20 Financial Year)

Main Budget Heads	Q3 Actual £	Annual Estimate £
Mayors Allowance	450.00	900
Member Allowances	450.00	1800
Staff Costs	14430.06	19300
Travelling Expenses	0	500
Audit Fee	402.90	400
Insurance	1586.94	2000
Office Costs	9040.99	8330
Sponsored Events	11128.02	14550
Concessionary Hires	330.00	2970
Fireworks Display	12371.05	15000
Fireworks Charity Donation		4000
Floral Decorations	5601.50	12000
Christmas Lights	5756.03	10533
Lantern Parade		8500
Financial Assistance (inc S137)	2880.00	6000
Summer Sports Scheme	4800.00	4800
Newsletter	525.00	600
Elections	0	0
Miscellaneous	39.00	1050
VAT	7579.23	
CIL Projects	7000.00	
TOTALS	84,370.72	113,233

Budget for 2019/20 £113,233
 Expenditure to 31.12.19 £84,370.72 (75% of budget)

Phil Davy
 Town Clerk

Agenda Item 8.4

Report to Town Council 20th January 2020

Section 137 Expenditure Limit for 2020-21

Section 137(1) of the Local Government Act 1972 permits each Community and Town Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Community and Town Councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2020-21 will be £8.32 per elector (£8.12 in financial year 2019-20).

The report is for information.

Phil Davy

Town Clerk

Agenda Item 8.5

Report to Town Council 20th January 2020

Local Government and Elections (Wales) Bill

The Welsh Government has published a new Bill relating to local government provisions in Wales. Subject to completing Committee stages the Bill is likely to become law by the summer of 2020.

The Bill includes provisions for:

- Reforming electoral arrangements for local government, including extending the voting franchise to 16 and 17 year olds and foreign citizens legally resident in Wales, changes to voter registration, and enabling a principal council to choose between the "first past the post" or the "single transferable vote" voting systems
- A general power of competence for principal councils and eligible community councils
- Reforming public participation in local democracy
- The leadership of principal councils, including to encourage greater diversity amongst executive members and establishing a statutory position of chief executive
- The development of a framework and powers to facilitate more consistent and coherent regional working mechanisms
- A new system for performance and governance based on self assessment and peer review including the consolidation of the Welsh Ministers support and intervention powers
- Powers to facilitate voluntary mergers of principal councils and restructuring a principal area
- Local government finance including non domestic rating and council tax
- Miscellaneous provisions relating to information sharing between regulators, abolition of community polls, fire and rescue authorities, the Local Democracy and Boundary Commission for Wales, and Public Service Boards

There are a number of provisions that directly impact on community councils.

General Power of Competence

The Bill provides principal councils and eligible community councils with a general power of competence. The general power will allow qualifying authorities to act in their communities' best interests, generate efficiencies, and secure value for money outcomes. They will also be able to raise money by charging for discretionary services and to trade in line with existing powers. It is considered the general power will allow qualifying authorities to be more innovative and move away from a position where they have to identify a specific power in order to undertake a particular activity, to one in

which it is assumed they can do something unless there is a statutory restriction preventing it.

In relation to “eligible community councils” the general power will empower this tier of local government so it is better placed to be part of the Welsh public service in the future and can better contribute to local well-being and community resilience. The Bill advocates that access to the general power will enable them to be ambitious and innovative.

Community councils would need to demonstrate that they could meet a number of criteria relating to professionalism, good governance, and financial controls before being eligible to use the general power. It is considered that providing them with this opportunity will empower them to take a more prominent community leadership role and be more ambitious in responding to local need and opportunity.

The proposed conditions are:

- A minimum proportion of councillors on the community council must have been declared elected
- The community council's clerk must hold relevant qualifications as specified by the Welsh Ministers in regulations
- The council's accounts must not have been qualified in the two most recent audit opinions

Guidance will be issued by Welsh Ministers to assist community councils achieve these criteria.

Promoting Access to Local Government

The Bill makes provision for public participation at community council meetings which are open to the public. The provision will give members of the public in attendance a reasonable opportunity to make representations about any business to be transacted at the meeting.

Community Council Annual Reports

The Bill requires community councils as soon as reasonably practicable after the end of each financial year to prepare and publish an annual report about the council's priorities, activities and achievements during that year.

The report is for information.

Agenda Item 9 Council Meeting 20.1.20

Case Ref. 19/0926/TPO **Site Area:** 796m²

Location: Land At Grid Ref 315019 186498 (Former Railway) Lon-Y-Llyn Caerphilly (UPRN 000043085985)

Proposal: Carry out various tree works (TPO No. 88/19/CCBC)

Case Officer: Mr J Cooke ☎ 01443 864347 ✉ cookej1@caerphilly.gov.uk

Ward: St Martins **Map Ref:** 315019 (E) 186498 (N)

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Agenda Item 9 Council Meeting 20.1.20

Case Ref. 19/0937/FULL **Site Area:** 405m²
Location: Yearsley And Sons Maes Glas South UL Caerphilly CF83 1LL (UPRN 000043026069)
Proposal: Demolish existing building and erect a pair of semi-detached bungalows
Case Officer: Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 315947 (E) 186581 (N)

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Case Ref. 19/0940/COU **Site Area:** 10m²
Location: St Helens Roman Catholic Church St Helen's Church Access Caerphilly (UPRN 000043166720)
Proposal: Change the use of land from a D1 use, to a mixed use of D1 and sui generis for the temporary siting of 2 homeless pods, for a period of 5 years
Case Officer: Mr J Cooke ☎ 01443 864347 ✉ cookej1@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 315264 (E) 187363 (N)

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Agenda Item 9 Council Meeting 20.1.20

Case Ref. 19/0941/ADV **Site Area:** 93m²
Location: Casino Slots 38 Cardiff Road Caerphilly CF83 1JP (UPRN 000043026073)
Proposal: Erect shop signage
Case Officer: Mr J Cooke ☎ 01443 864347 ✉ cookej1@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 315547 (E) 186817 (N)

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Case Ref. 19/0945/FULL **Site Area:** 170m²
Location: 92 Pontygwindy Road Caerphilly CF83 3HA (UPRN 000043026943)
Proposal: Demolish existing garage and erect a new detached garage
Case Officer: Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 315648 (E) 187679 (N)

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Agenda Item 9 Council Meeting 20.1.20

Case Ref. 19/0950/FULL **Site Area:** 412m²
Location: 117 Pontygwindy Road Caerphilly CF83 3HH (UPRN 000043027004)
Proposal: Erect two storey rear extension and new front porch
Case Officer: Mr J Cooke ☎ 01443 864347 ✉ cookej1@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 315522 (E) 187978 (N)

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Case Ref. 19/0952/FULL **Site Area:** 189m²
Location: 6 St Helen's Court Caerphilly CF83 1DL (UPRN 000043013180)
Proposal: Erect a two storey side extension
Case Officer: Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 314923 (E) 186518 (N)

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Agenda Item 9 Council Meeting 20.1.20

Case Ref. 19/0955/FULL

Site Area: 1929m²

Location: **Caerphilly Castle Castle Street Caerphilly CF83 1JD** (UPRN 000043024407)

Proposal: Replace footpaths, drainage and associated structural and electrical works to Caerphilly Castle Inner Ward

Case Officer: Mr C Powell

☎ 01443 864424

✉ powelc2@caerphilly.gov.uk

Ward: Morgan Jones

Map Ref: 315526 (E) 187051 (N)

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Case Ref. 19/0966/TPO

Site Area: 74m²

Location: **Gallagher Retail Park (Land To Rear Of 10 Castell Morgraig) Parc Pontypandy Caerphilly** (UPRN 000043085321)

Proposal: Cut back 25% of the crown on Oak tree overhanging property

Case Officer: Mr A Pyne

☎ 01443 864523

✉ pynea@caerphilly.gov.uk

Ward: Morgan Jones

Map Ref: 315881 (E) 188667 (N)

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Agenda Item 9 Council Meeting 20.1.20

Case Ref. 19/0978/RM **Site Area:** 169485m²

Location: Land At Virginia Park Golf Course Virginia Park Caerphilly (UPRN 000043089756)

Proposal: Seek approval of the reserved matters in respect of appearance, landscaping, layout and scale reserved under planning consent 17/0804/OUT (Erect up to 350 homes, public open space, a local centre and community building, new vehicular, cycle and pedestrian accesses, associated engineering works and seek approval of access)

Case Officer: Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk

Ward: Morgan Jones **Map Ref:** 316189 (E) 187954 (N)

Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

Case Ref. 19/0982/ADV **Site Area:** 181m²

Location: H S B C 37 Cardiff Road Caerphilly CF83 1WE (UPRN 000043025971)

Proposal: Replace 1 No. existing external ATM signs with 1 No. new external ATM sign

Case Officer: Mr J Cooke ☎ 01443 864347 ✉ cookej1@caerphilly.gov.uk

Ward: St Martins **Map Ref:** 315516 (E) 186836 (N)

Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

Case Ref. 19/1002/FULL **Site Area:** 288m²

Location: 27 Caerbragdy Caerphilly CF83 3AN (UPRN 000043027081)

Proposal: Erect single storey rear extension

Case Officer: Mr J Cooke ☎ 01443 864347 ✉ cookej1@caerphilly.gov.uk

Ward: Morgan Jones **Map Ref:** 315834 (E) 187467 (N)

Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

Agenda Item 9 Council Meeting 20.1.20

Case Ref. 19/0958/FULL **Site Area:** 387m²
Location: 2 Lon Y Rhedyn Caerphilly CF83 1DR (UPRN 000043013337)
Proposal: Replace existing elevated wooden decking with a block and beam floor and new concrete steps to garden with balustrade
Case Officer: Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 314521 (E) 186798 (N)

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Case Ref. 19/1006/FULL **Site Area:** 843m²
Location: Cwmwbwb Mountain Road Caerphilly CF83 1HL (UPRN 000043024400)
Proposal: Re-model existing dwelling; including the demolition of existing lean to conservatory and ancillary accommodation in order to consolidate dwelling entrance and provide new living/dining space with associated landscaping works adjacent to the dwelling
Case Officer: Mr J Cooke ☎ 01443 864347 ✉ cookej1@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 315677 (E) 185636 (N)

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Agenda Item 10. 1
Report to Town Council 20th January 2020
List of Payments

CHEQUE NO.	PAYEE	IN RESPECT OF	AMOUNT £
304063	Tip Top Toilets	Portable toilets for Fireworks	459.60
Internet	Pendragon Fireworks	Fireworks Display	6000.00
304064	Rubin Eynon	Stage payment WNA Memorial	8400.00
Direct Debit	Nest	Pension (November)	27.21
Debit Card	Argos	Laminator	24.99
304065	Wales Audit Office	External audit fee	202.90
304066	1223 Air Cadets	Command tent at Fireworks	350.00
304067	C. Elsbury	Sweets for Christmas Lights	15.00
304068	J. Fussell	Sundry items Fireworks	15.06
304069	Save The Children Caerphilly Branch	Grant	150.00
304070	Caerphilly Art Society	Grant	250.00
304071	Sound Media Solutions	PA System Christmas Lights	714.00
304072	City Illuminations Ltd	Purchase new Christmas Lights	5412.00
304073	Tenovus Cancer Care	Grant	330.00
Internet	Playworks	Salaries (December)	1576.13
Internet	Welsh Government (Cadw)	Sponsorship (Ice Rink)	600.00
Direct Debit	Nest	Pension (December)	27.21
Internet	Twyn Community Centre	Rent and room hire	948.00
Internet	Caerphilly County Borough Council	Christmas Market	1000.00
304075	J S Lee Ltd	Christmas Tree	960.00
304076	Digital Systems UK	Printing	37.42

It is recommended that Members note and approve the payments

Agenda Item 10.2
Report to Town Council 20th January 2020
Bank Account Balances

Bank Account Balances as at 6th January 2020

	£
Community Direct Plus Account	57029.44
Business Select Account	10599.25
Business Select Account (Restricted Reserves)	18553.10

Members to note the information