

CAERPHILLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

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**TOWN CLERK:  
CLERC-Y-DREF:**

**K. Williams**

**TOWN MAYOR:  
MEIR Y DREF:**

**Councillor  
James Fussell**

5th May 2015

An **Annual General Meeting** of the **Caerphilly Town Council** will be held at the **Twyn Community Centre** on **Monday 11th May 2015** at **6.30 p.m.** to be followed immediately by the **Ordinary Meeting** of **The Town Council** to consider the following matters.

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

K. Williams  
TOWN CLERK

## A G E N D A

1. To elect the Town Mayor for the year 2015/2016.
2. To receive the Town Mayor's Declaration of Acceptance of Office.
3. To elect the Deputy Town Mayor for the year 2015/2016.
4. To receive the Deputy Town Mayor's Declaration of Acceptance of Office.
5. To receive and if thought fit to confirm the minutes of the Annual General Meeting held on Wednesday 19th May 2014 (herewith).
6. Matters arising from the minutes.
7. To determine the Town Mayor's Allowance for 2015/2016.
8. Dates of Future Meetings.

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

9. To appoint representatives (plus Town Clerk) to:
  - a) The Town and Community Council Liaison Committee - Caerphilly County Borough (two members).
  - b) The Caerphilly County Borough Council Community and Town Councils Liaison Sub Committee (one member).
10. To appoint two representatives of the Council to serve on the following:-
  - a) Caerphilly County Borough Council Town Centre Management Group.
11. To appoint a representative to the Twyn Community Centre Management Committee.
12. To appoint representatives to the Caerphilly and District Twinning Association Management Committee (two members).
13. Events Sub Committee - to appoint a chairman and to determine representation to this sub committee together with co-opted persons.
14. To confirm or otherwise the Co-operative Bank plc as the Bankers for this Council. To nominate the members who, with the Town Clerk, be authorised to sign cheques drawn or issued on behalf of the Council (any two empowered to act at anyone time) and to approve allied arrangements.
15. To confirm the Clerk as the Council's Responsible Financial Officer as required under Section 151 of the Local Government Act 1972 and to authorise him to give instructions (e.g. transfer between accounts), request information and obtain answers to queries on the Bank Account on behalf of the Council.
16. To re-appoint Mr. Roger Barrie Williams as the internal audit for the Council for 2015/2016 year.

## ORDINARY MEETING OF CAERPHILLY TOWN COUNCIL

### 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 Monday 20th April 2015 (herewith).
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. **PROJECTS AND TOWN CLERK'S REPORT**

Annual insurance renewal 2015/2016.  
Summer Scheme - Caerphilly Leisure Centre.

9. **PLANNING MATTERS** (see list attached)
10. **PAYMENTS AND FINANCIAL MATTERS**
  - a) List of Payment.
  - b) Bank Account Balances.
  - c) Application for Financial Assistance.

11. **CORRESPONDENCE**

Ombudsman - Revised Guidance on the Code of Conduct.  
Invitation from the Urdd Eisteddfod.

12. **ANY OTHER BUSINESS**

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**TOWN CLERK:**  
**CLERC-Y-DREF:**  
Ken Williams

**TOWN MAYOR:**  
**MEIR Y DREF:**  
Councillor  
Mr. James Fussell

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE CAERPHILLY TOWN  
COUNCIL HELD AT THE TWYN COMMUNITY CENTRE  
ON MONDAY 19TH MAY 2014**

**Present:**

Councillor M. Newman, Mrs. Olwen Rees, Mr. C. Elsbury, Mr. E. Talbot, Mrs. J. Hibbert, Mr. R. Williams, Mr. G. Pratt, Mr. M. Thomas, Mr. S. Kent, Mr. P. J. Bevan, Mr. James Fussell.

**Apologies:**

Councillor J. Pritchard and Inspector Gareth Jones.

**In attendance:**

Mr. K. Williams (Town Clerk) and PCSO Matthew Pearce.

Councillor Elsbury thanked everyone for the opportunity of being Mayor, the highlight of which was his attendance at the Centenary Service for the Universal Colliery Disaster in Senghenydd.

1. **ELECTION OF TOWN MAYOR 2014-2015**

Councillor Fussell was elected Town Mayor with 8 votes for and 2 abstentions and duly read out and signed the Declaration of Acceptance of Office.

2. **ELECTION OF DEPUTY TOWN MAYOR 2014-2015**

Councillor M. Thomas was nominated for the post of Deputy Town Mayor with 8 votes for and 2 abstentions and duly read out and signed the Declaration of Acceptance of Office.

3. **MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 20TH MAY 2013**

Minutes of the Annual General Meeting of the Caerphilly Town Council held on Monday 20th May 2013 were received, confirmed and signed.

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4. **MATTERS ARISING FROM THE MINUTES**

No matters arose from the minutes.

5. **TOWN MAYOR'S ALLOWANCE**

The Town Mayor's Allowance for 2014-2015 was agreed at £900.

6. **DATE OF FUTURE MEETINGS**

A list of future meetings was presented to members. An amendment was put forward to have a meeting in December but this was rejected by 6 votes to 3. The report was then unanimously accepted.

7. **APPOINTMENT OF REPRESENTATIVES**

a) **Town and Community Council Liaison Committee**

Councillors Olwen Rees and Jenny Hibbert together with the Town Clerk were appointed to this committee.

b) **Caerphilly County Borough Community Town Liaison Sub Committee**

Councillor Jenny Hibbert together with the Town Clerk was appointed to this Sub Committee.

c) **Caerphilly County Borough Council Town Centre Management Committee**

Councillor Mark Newman and the Town Clerk were appointed to this committee.

d) **Twyn Community Centre Management Committee**

Councillor P. Bevan was appointed to serve on this committee.

e) **Caerphilly and District Twinning Association Management Committee**

Councillors J. Fussell and Phil Bevan were appointed to serve on this committee.

f) **Events Working Group**

The Town Mayor, Deputy Mayor, Councillor P. Bevan together with co-opted members.

Any member who wished to help organise various Town Council events were welcome to join this group.

8. **Councils Approved Bankers and Cheque Signatories**

The Co-op Bank were confirmed as the Councils Bankers. Councillors P. J. Bevan, Mark Newman and the Town Clerk, Mr. K. Williams were authorised to sign cheques (any two from three). The clerk was authorised to give instructions, request information and obtain answers to

queries on behalf of the Town Council.

9. The Town Clerk, Mr. K. Williams was confirmed as the Council's Responsible Financial Officer under Section 151 of the Local Government Act 1972.
10. Mr. R. B. Williams was confirmed as the Council's Internal Auditor for 2014/15.

## Town Council Meeting 2015/2016

Meetings of the Caerphilly Town Council are traditionally held on a Monday each month with the exception of August, December and Bank Holidays.

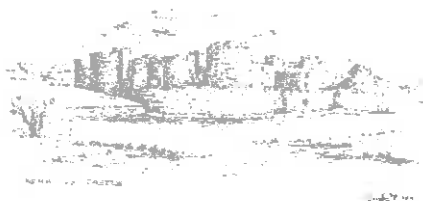
If members agree to this for the upcoming year, meetings will be held on:

15TH JUNE 2015  
20TH JULY 2015  
21ST SEPTEMBER 2015  
19TH OCTOBER 2015  
16TH NOVEMBER 2015  
18TH JANUARY 2016  
15TH FEBRUARY 2016  
21ST MARCH 2016  
18TH APRIL 2016

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Ken Williams

TOWN MAYOR:  
MEIR Y DREF:

Councillor  
Mr. James Fussell

**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE CAERPHILLY TOWN  
COUNCIL HELD AT THE TWYN COMMUNITY CENTRE  
ON MONDAY 20TH APRIL 2015**

**Present:**

Councillors C. Elsbury, Mr. E. Talbot, Mrs. J. Hibbert, Mr. R. Williams, Mr. S. Cook, Mr. G. Pratt, Mr. S. Kent, Mr. P. Bevan, Mr. J. Fussell (Town Mayor) and Mr. J. Pritchard.

**Apologies:**

Councillors M. Newman.

**In attendance:**

Mr. K. Williams (Town Clerk).

99. **MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY 23RD  
MARCH 2015**

Minutes of the Ordinary Council Meeting held on Monday 23rd March 2015 were received, confirmed and signed.

100. **MATTERS ARISING FROM THE MINUTES**

The Clerk informed Members that the Borough did not now need the £60 to site the cast iron litterbins in Morgan Jones Park.

Minute 93a - there are no floodlights at the school and there is no caretaker. New streetlights have been installed and it's possible these have caused the problems.

101. **COMMUNITY SAFETY MATTERS**

Beggar around Castle View shops. Now being taken care of by proper bodies.

Homeless sleeper at rear of Tesco's. Police are confiscating any alcohol found on him.



Fab Fridays have been running for about 6 months. A.S.B. down by 40% to 50%. Football and golf down Virginia Park and Rugby cage will operate in Morgan Jones. PCSO doing tremendous work with the children and this has a direct bearing on reducing anti social behaviour.

**Issues Raised by Members**

- a. Disturbances in Morgan Jones Flats - Brick through window and pellets being fired. Police are patrolling the area.
- b. Parking enforcement on Bartlett Street requested by residents.**
- c. Rough sleeper back of Tescos using lane as a toilet and throwing empty bottles over garden walls. Police are taking the appropriate action.
- d. Parking on yellow lines outside Twyn School.**

102. **TOWN MAYOR'S DIARY**

St. Cenydd School Presentation.  
Walk for Life - Kidney Research.

103. **ENVIRONMENTAL MATTERS**

- a. Bin by Martin's Farm damaged (left side leaving Caerphilly).
- b. Barrier fencing along demolition work on Park Lane down. This has been remedied by contractor. Members asked if fencing will be taken down when work is completed.
- c. Gully off White Street, uneven surface - needs resurfacing.
- d. Old Post Office Site on Pontygwindy Road - write to Brinson's, Estate Agent.
- e. Cars parking on grass on Crescent Road (castle side).
- f. Entrance to Caerphilly Rugby by Speedfast Plant Hire is covered in mud.

104. **PROJECTS AND TOWN CLERK'S REPORT**

Councillor S. Kent, J. Hibbert and J. Fussell declared an interest as school governors.

a. **Caerphilly Animates**

The request for funding for the Caerphilly Animates project was received by members. The clerk informed them that as two of the primary schools was in the Town Council area the cost of funding would be £166.

Members agreed to meet the cost of £166.

105. **PLANNING MATTERS**

Councillor Fussell declared an interest and took no part in the discussions or decision making. The clerk took members through the planning proposals.

No objections raised.

106. PAYMENTS AND FINANCIAL MATTERS

- a. List of Payments - Noted and Approved.
- b. Bank Account Balances - Noted.
- c. Application for Financial Assistance

	£
i) St. Martin's Neighbourhood Watch Members asked the clerk to write to Highways and seek its view.	Deferred
ii) Aber Valley Wolves - Caerphilly RFC	250
iii) Caerphilly Horticultural	250
d) Receipts and Payments A/c 2014/2015 and Associated Documents - Noted.	
e) Annual Governance Statement and Accounting Statement for Year Ending 31st March 2015.	

Members approved the Annual Governance Statement and Accounting Statement for year ending 31st March 2015 and authorised the Town Clerk and Town Mayor to duly certify the document.

f) Workplace Pensions

The clerk informed members that the Town Council had been informed by the Pension Regulator that the Staging Date for Caerphilly Town Council is 1st April 2016 and by that date all staff must be assessed for eligibility.

Members approved the report and agreed to an employers contribution of 1% to 30/09/17; 2% from 01/10/17 to 30/09/18 and 3% from 01/10/18 onwards.

107. CORRESPONDENCEa) Velathon Wales

Members were extremely concerned that Caerphilly Town will be blocked off for all of Sunday 14th June and residents, particularly the infirm will be trapped in their homes.

The clerk was instructed to write to the Borough Council expressing members displeasure.

b) Anti Social Behaviour - Consultation on Proposed Public Space Protection Order - Bus Stations and Bus Shelters

Members were given a copy of a letter received from the Caerphilly County Borough Council.

Meeting closed at 7.30 pm.

### **Annual Insurance Renewal**

The Town Council has received notification from its insurance company that the renewal premium for 2015/2016 is £2531.47. This is the same amount as last year.

If the Town Council enters a long term agreement with AON there is a 5% reduction which would reduce the premium to £2405.17.

Members are asked to consider the report and decide which renewal, if any, they would like to take up.

### **Summer Scheme - Caerphilly Leisure Centre**

The Town Council has for a number of years financed 30 places at the Caerphilly Leisure Centre through the 6 week summer holiday period.

The cost of the scheme has been £5 per child per day and last year this cost the Town Council £3,600.

The council has been notified that the borough has increased the daily cost from £5 a day to £8 a day which will increase the total cost of the scheme to £5,760.

When the revenue budgets were prepared there was no mention of the increase and as a result only £3,600 was included.

Members are asked to decide if they still want to fund this scheme in full or reduce the number of children who can take part.

**Case Ref.** 15/0202/FULL **Site Area:** 164m<sup>2</sup>  
**Location:** 62 St Christopher's Drive Caerphilly CF83 1DD  
**Proposal:** Erect single-storey shower room extension to rear of house  
**Applicant:** Mr N Morgan 62 St Christophers Drive Caerphilly CF83 1DD  
**Agent:**  
**Case Officer:** Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 314950 (E) 186668 (N) **Expected Decision Level:** Delegated  
**Community Council:** Caerphilly Town Council

**Case Ref.** 15/0263/FULL **Site Area:** 248m<sup>2</sup>  
**Location:** 18 Heol Tyddyn Caerphilly CF83 1TG  
**Proposal:** Convert integral garage and erect a porch  
**Applicant:** Ms S Osmond 18 Heol Tyddyn Caerphilly CF83 1TG  
**Agent:**  
**Case Officer:** Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 313691 (E) 186255 (N) **Expected Decision Level:** Delegated  
**Community Council:** Caerphilly Town Council

**Case Ref.** 15/0293/RET **Site Area:** 1394m<sup>2</sup>  
**Location:** 48 Mountain Road Caerphilly CF83 1HL  
**Proposal:** Retain alterations as constructed and contrary to previously approved planning application 14/0076/FULL (Re-model and extend existing property)  
**Applicant:** Mr G Bradley 48 Mountain Road Caerphilly CF83 1HL  
**Agent:** Arden Kitt Associates Ltd Mr C Brimble 7 Warren Drive Caerphilly CF83 1HQ  
**Case Officer:** Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 315722 (E) 185988 (N) **Expected Decision Level:** Delegated  
**Community Council:** Caerphilly Town Council

**LIST OF PAYMENTS**

<b>CHEQUE NO.</b>	<b>PAYEE</b>	<b>IN RESPECT OF</b>	<b>AMOUNT £</b>
303528	Pendragon Fireworks & Pyrotechnics	Fireworks Display	6000.00
303529	Playworks	April Salaries	1574.01
Direct Debit	1.2.3. Reg	Domain Name	17.96
303530	Twyn Community Council	Lease of Offices	1032.00
303531	Caerphilly County Borough Council	Non Domestic Rates & Printing	1263.90
303532	Welsh Government	Hire of Castle	275.00
303533	Wales Kidney Foundation	Donation	200.00
303534	R. B. Williams	Internal Audit	200.00
303535	Aber Valley Wolves	Donation	250.00
303536	Caerphilly Horticultural	Donation	250.00
Direct Debit	British Telecom	Telephone Bill	61.50
303537	Glynderi Bonsai Club	Flower Festival	350.00
303538	Caerphilly Players	Flower Festival	350.00
303539	St. Catherine's	Flower Festival	350.00
303540	Van Road URC	Flower Festival	350.00
303541	Windsor Road Presbyterian	Flower Festival	350.00
303542	Mount Carmel	Flower Festival	350.00
303543	St. Martin's Church	Flower Festival	350.00
303544	Caerphilly Horticultural	Flower Festival	350.00
303545	St. Helen's Church	Flower Festival	350.00
303546	Wesley Church	Flower Festival	350.00
303547	Caerphilly Floral Society	Flower Festival	350.00
303548	Bethel Chapel	Flower Festival	350.00

**Bank Account Balances as at 25th April 2015**

£

<b>Community Direct Plus Account</b>	<b>12382.57</b>
<b>Business Select 14 day Account</b>	<b>3492.27</b>
<b>Business Select 14 day Gratuity Account</b>	<b>4037.54</b>
<b>Fixed Term Investment Account</b>	<b>30558.59</b>

Our ref: NB/KS

 01656 641150

Date: 21 April 2015

 ask@ombudsman-wales.org.uk

Mr Ken Williams  
Clerk  
Caerphilly Town Council  
The Twyn Community Centre  
The Twyn  
Caerphilly  
CF83 1JL

Dear Mr Williams

### Revised Guidance on the Code of Conduct

I am pleased to confirm that I have issued revised Guidance on the Code of Conduct for members. Since taking up my office I have become increasingly concerned about the number of low level complaints that I am receiving from community and town council members. In view of this, I have revised the two stage test that I use when deciding whether to investigate a complaint that the Code has been breached or to continue with an investigation to the stage of referring the matter to a standards committee or the Adjudication Panel for Wales, to include consideration of any public interest factors that may apply to a case. This is to ensure that I continue to investigate serious complaints to maintain public confidence in standards of public life. Further information about the revised test and the public interest factors that I may apply is included in Section 1 of the revised Guidance. Other changes include further guidance on the use of social media and political expression and a flowchart which has been designed to provide members with assistance and clarity on the issue of interests.

No hard copies of the Guidance will be produced. However, copies can be downloaded from my website at [www.ombudsman-wales.org.uk](http://www.ombudsman-wales.org.uk) There is a separate version available for town and community councillors. I would appreciate it if you could bring this to the attention of your members so that they can familiarise themselves with the changes that I have made. I hope that the Guidance will continue to be a useful resource to both you and the members when considering their obligations under the Code.

Yours sincerely



Nick Bennett  
Ombudsman