

CAERPHILLY
TOWN
COUNCIL



CYNGOR
TREF
CAERFFILI

TOWN CLERK:
CLERC-Y-DREF:
K. Williams

TOWN MAYOR:
MEIR Y DREF:
Councillor
Phil Bevan

9th November 2015

An Ordinary Meeting of the Caerphilly Town Council will be held at the Twyn Community Centre on Monday 16th November at 6.30 p.m.

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 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 19th October 2015.
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
 - a) Extended Leave of Absence.
 - b) On Line Survey.
 - c) Revenue Estimates 2016/2017.

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

9. PLANNING MATTERS (see list attached)
10. PAYMENTS AND FINANCIAL MATTERS
 - a) List of Payment.
 - b) Bank Account Balances.
 - c) Application for Financial Assistance
Caerphilly Community Chorus.
 - d) Fireworks Collection.
 - e) Band D Properties.
 - f) Caerphilly in Bloom.
11. CORRESPONDENCE
12. ANY OTHER BUSINESS

CAERPHILLY

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CLERC-Y-DREF:

Ken Williams

TOWN MAYOR:
MEIR Y DREF:

Councillor
P. J. Bevan

**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE CAERPHILLY TOWN
COUNCIL HELD AT THE TWYN COMMUNITY CENTRE
ON MONDAY 19TH OCTOBER 2015**

Present:

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

Apologies:

Councillors M. Newman, Gareth Pratt and James Pritchard.

47. **MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY 21ST
SEPTEMBER 2015**

Minutes of the Ordinary Council Meeting held on Monday 21, September 2015 were received, confirmed and signed.

48. **MATTERS ARISING FROM THE MINUTES**

Minute 406 – Mill Road is included in Your Voice.

Minute 40g – Members asked when the lane was put into private ownership. The clerk was asked to contact Land Registry to find this information.

49. **COMMUNITY SAFETY MATTERS**

a. Crime has reduced by approximately 10% overall although there has been an increase in criminal damage.

St. Martin's Ward – Increase in violence with injury crimes although there is an overall decrease of 15%.

Morgan Jones shows an overall increase of about 5% with shoplifting being the main cause of the increase.

b. One assault in Courthouse pub, an assault in Railway Terrace and one in Windsor Street. Arrests have been made and the persons are on bail.

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- c. Fire in Masons Arms on Mill Road is under investigation.
- d. Travellers at Caerphilly Station have now moved on.
- e. Initiatives run by police include Hate Crime Week; Anti-Slavery Week.
- f. Body cameras are being rolled out and will be active by next month.
- g. Dispersal notices still active around town and Mill Road.

Issues Raised by Members

- h. Following the closure of the Police Station an officer will be situated in Caerphilly Library.
- i. Use of mobile phones when driving.
- j. Graffiti along St. Martin's Road.

50. **TOWN MAYOR'S DIARY**

14th October 2015 – Universal Colliery Memorial Service.

51. **ENVIRONMENTAL MATTERS**

- a. Bags of clothes, curtains, hangers being opened and littered around town centre.
- b. Members asked why engine oil is no longer being collected from properties.

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

Independent Remuneration Panel for Wales

The clerk presented the draft Annual Report of the I.R.P.W. to members.

Members resolved not to claim the allowance of up to £100 for costs incurred by them in respect of telephone, I.T. or consumables or to make payments for senior roles.

53. **PLANNING MATTERS**

Councillors J. Fussell and C. Elsbury declared an interest and took no part in the discussions or decision making.

Councillors S. Kent and S. Morgan declared an interest in 19/10/15 and took no part in the discussions or decision making.

15/0574/FULL – Plans requested.

54. **PAYMENT AND FINANCIAL MATTERS**

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

Councillor Bevan declared an interest and took no part in the discussions or decision making on Ruperra Castle. The item was taken by Councillor S. Kent.

	£
i. Ruperra Castle Preservation Trust	400
ii. <u>Llangollen International Music Eisteddfod</u>	

Members support local schools or organisations taking part in the competition as opposed to making a donation to the Eisteddfod.

55. **CORRESPONDENCE**

The clerk informed members of a request from Tidal Lagoon Power to come along to the January 2016 meeting.

56. **ANY OTHER BUSINESS**

Members mentioned the change in the amount guaranteed by banks. It was agreed to review the Guaranteed Investment Account when it matures.

Meeting closed at 7.15 p.m.

Next meeting Monday 16th November 2015.

Extended Leave of Absence – Councillor Mark Newman

Members will be aware Councillor Mark Newman has been seriously ill and has not been able to attend a Town Council Meeting since 20th July 2015.

If a Councillor does not attend an official meeting for a 6 month period they will be disqualified as a Councillor unless the Council grants them an extended leave of absence.

Because Councillor Newman's absence is caused by ill health it is recommended members agree to an extended leave of absence for him.

On Line Survey

Following members decision to seek council tax payers views on the services we provide, an on line survey was launched on the website.

53 people completed the survey with the following results:

	For	Against
Fireworks Display	21	31
Christmas Lights	28	25
Playscheme	23	29
Flower Festival	18	35
Donations	26	26

Members are asked to consider these results.

CAERPHILLY TOWN COUNCIL

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ESTIMATES 2016/2017 - SUMMARY OF BALANCES

	2014/2015 Actual £	2015/2016 Estimates £	2015/2016 Revised Estimates £	2016/2017 Estimates £
Balances B/F	56759	58915	58915	60180
Excess of Expenditure over Income	-	2325	-	160
Surplus of Income over Expenditure	2156	-	1265	-
Balances c/forward	58,915	56,590	60,180	60,020

CAERPHILLY TOWN COUNCIL

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ESTIMATES 2016/2017 – INCOME STATEMENT

	Actual Received 2014/2015	Estimate 2015/2016	Revised Estimate 2015/2016	Estimate 2016/2017
	£	£	£	£
Precept	77726	78000	78650	79000
Bank Interest	479	480	480	300
V.A.T.	5347	4000	5500	5000
Christmas Lighting Grant	830	800	1000	-
Flower Festival Grant	1500	-	1500	-
Fireworks Sponsorship	2700	2900	3300	3000
	88582	86180	90430	87300
<u>Miscellaneous</u> Fireworks Collection	4129	4000	4000	5000
TOTAL INCOME	92,711	90,180	94,430	92,300

K. Williams
TOWN CLERK

CAERPHILLY TOWN COUNCIL
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ESTIMATES 2016/17 - EXPENDITURE

	Actual 2014/2015	Gross Estimate 2015/2016	Revised Gross Estimate 2015/2016	Gross Estimate 2016/2017
	£	£	£	£
<u>Members</u>				
Town Mayor's Allowance	900	900	900	900
Civic Regalia/Travelling	-	5	5	10
	900	905	905	910
<u>Election Costs</u>	2569	-	-	-
<u>Staff</u>				
Salaries/Statutory Deductions	18438	18500	18690	18700
Travelling	102	200	200	200
	18540	18700	18890	18900
<u>Audit Fee</u>	550	650	620	620
<u>Insurance</u>	2531	2600	2530	2530
	3081	3250	3150	3150
<u>Administration</u>				
Office Rental	4187	4100	4100	4100
Telephone/Postage/Stationery	646	600	500	500
Furniture/Equipment/Rates	1000	1000	1000	1200
	5833	5700	5600	5800
Carried Forward	30,923	28,555	28,545	28,760

	Actual 2014/2015	Gross Estimate 2015/2016	Revised Gross Estimate 2015/2016	Gross Estimate 2016/2017
	£	£	£	£
Brought Forward	30923	28555	28545	28760
Subscriptions	374	200	250	250
Concurrent Functions/Projects	-	3000	3500	5000
Tourism/Town Centre	-	3000	1000	3000
Christmas Lights	7543	8000	8000	8000
Caerphilly in Bloom/Flower Festival	5214	7000	7500	8100
Floodlighting - Castle	-	400	-	-
" - St. Martin's Church	345	350	350	350
	13102	21750	20350	24450
Mega Day/Sponsored Events	7688	3000	3420	3400
Fireworks Display	12984	13000	13000	13000
Twinning	611	300	300	300
Urdd Eisteddfod	5000	5000	6000	-
Morgan Jones Park - Gate attendant	-	1100	1000	1000
Splash Pool Equipment	-	2000	1500	1500
	-	3100	2500	2500
Financial Assistant Grants	6223	10000	10000	10000
Junior Recreation Scheme	3600	3600	4800	4800
Fireworks Charity Donation	4500	4000	4000	5000
VAT	5550	(included in above figures)		
TOTAL EXPENDITURE	90,555	92,505	93,165	92,460

Case Ref. 15/0614/LA **Site Area:** 16707m²
Location: Twyn Primary School East View Caerphilly CF83 1UT
Proposal: Erect extension to existing module building
Applicant: CCBC Mr B Hopkins Ty Penallta Ystrad Mynach Hengoed CF82 7PG
Agent: CCBC (Building Consultancy) Directorate Of The Environment Unit 1 Woodfieldside
Business Park Woodfieldside Pontllanfraith Blackwood NP12 2DG
Case Officer: Mr C Powell ☎ 01495 235019 ✉ powelc2@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 315882 (E) 186882 (N) **Target Date:** 15.12.2015

Case Ref. 15/0627/FULL **Site Area:** 262m²
Location: 48 Half Acre Court Caerphilly CF83 3SU
Proposal: Convert integral garage into habitable room
Applicant: Mr S Wells 48 Half Acre Court Caerphilly CF83 3SU
Agent:
Case Officer: Mrs R Amundson ☎ 01495 235120 ✉ amundrh@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 315847 (E) 188002 (N) **Target Date:** 10.12.2015

Case Ref. 15/0651/CLPU **Site Area:** 250m²
Location: Caerphilly Vets 4 Pets Ltd Unit 1 Piccadilly Square Caerphilly CF83 1PB
Proposal: Obtain a Lawful Development Certificate for the proposed use of part of the premises
as a pet grooming facility
Applicant: Caerphilly Vets 4 Pets Ltd Unit 1 Piccadilly Square Caerphilly CF83 1PB
Agent: Savills (UK) Limited Mr P Marsden 33 Margaret Street London W1G 0JD
Case Officer: Mr C Powell ☎ 01495 235019 ✉ powelc2@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 315667 (E) 187386 (N) **Target Date:** 09.12.2015

Case Ref. 15/0653/FULL **Site Area:** 314m²
Location: 9 Waun Ganol Street Caerphilly CF83 3HJ
Proposal: Erect two-storey rear extension
Applicant: Ms S Olson 2 Osband Flats Brynhyfyrd Caerphilly CF83 2QQ
Agent: Mr K Bateman Appin Fairview Merthyr Tydfil CF48 1HW
Case Officer: Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 315533 (E) 187895 (N) **Target Date:** 17.12.2015

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Case Ref. 15/0638/FULL **Site Area:** 498m²
Location: 13 Lon Isaf Caerphilly CF83 1BT
Proposal: Erect a single-storey rear extension, reduce width of existing bungalow, replace main roof structures to create accommodation at first floor level and provide a rear dormer construction and gable wall construction
Applicant: Mr M Parker Old Bakery Rear Of 53 Shingrig Road Nelson Treharris CF46 6DY
Agent:
Case Officer: Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 314776 (E) 186846 (N) **Target Date:** 21.12.2015

Case Ref. 15/0646/FULL **Site Area:** 147m²
Location: 107 Bartlett Street Caerphilly CF83 1JU
Proposal: Erect first floor bedroom extension
Applicant: Mr M Frost 107 Bartlett Street Caerphilly CF83 1JU
Agent:
Case Officer: Mrs R Amundson ☎ 01495 235120 ✉ amundrh@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 315920 (E) 186648 (N) **Target Date:** 15.12.2015

Case Ref. 15/0787/LA **Site Area:** 26874m²
Location: Plasyfelin Primary School Lewis Drive Caerphilly CF83 3FT
Proposal: Erect a modular building for Flying Start provision
Applicant: Caerphilly County Borough Council Building Consultancy Mr J Geraint Jones Unit 1 Woodfieldside Business Park Pontllanfraith Blackwood NP12 2DG
Agent:
Case Officer: Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 315218 (E) 187689 (N) **Target Date:** 28.12.2015

Case Ref. 15/1078/ADV **Site Area:** 147m²
Location: Unit 18 Castle Court Caerphilly CF83 1NU
Proposal: Erect fascia and projecting signs
Applicant: Millcliffe Ltd Mr J Constable 1 Delta Terrace Masterlord Office Village Ransomes Europark Ipswich Suffolk IP3 9SX
Agent: Britsch Design Mr A Britsch The Annex 33 Dillingburgh Road Eastbourne East Sussex BN20 8LU
Case Officer: Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 315806 (E) 187096 (N) **Target Date:** 14.12.2015

Case Ref. 15/1090/FULL **Site Area:** 635m²
Location: Westways St Martin's Crescent Caerphilly CF83 1ER
Proposal: Erect hydrotherapy pool room and decking
Applicant: Ms F Bowen Westways St Martin's Crescent Caerphilly CF83 1ER
Agent: Roger North Long And Partners Mr R North 5 Neptune Court Vanguard Way Cardiff CF24 5PJ
Case Officer: Mrs R Amundson ☎ 01495 235120 ✉ amundrh@caerphilly.gov.uk

LIST OF PAYMENTS

CHEQUE NO.	PAYEE	IN RESPECT OF	AMOUNT £
303590	Playworks	October Salaries	1556.76
303591	Caerphilly County Borough Council	Summer Scheme	4800.00
303592	Twyn Community Centre	Lease of Building	1032.00
303593	Caerphilly County Borough Council	Bands in Park	346.00
303594	K. Williams	Travelling & Expenses	155.13
D/D	1.2.3. Reg	Domain Name	17.96
303595	A Sign 4 U Ltd	Hi Viz Jackets Printing	27.00
303596	Ruperra Castle Preservation Trust	Donation	400.00
D/D	British Telecom	Telephone Account	59.95
303597	County Borough Supplies	Stationery	30.86
303598	Cash	Stewards	150.00

Bank Account Balances as at 26th October 2015

£

Community Direct Plus Account	13074.89
14 Day Business Select Account	43507.80
Business Select 14 Day Gratuity Account	5039.55
Guaranteed Investment Account	31015.71

CAERPHILLY TOWN COUNCIL
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FINANCIAL ASSISTANCE

APPLICATION FORM

1. NAME OF ORGANISATION and Headquarters and principal area or place of operation.
CAERPHILLY COMMUNITY CHORUS AND CAERPHILLY YOUTH SINGERS
HQ - VANGUARD CENTRE, VAN ROAD, CAERPHILLY - PLACE OF OPERATION - CAERPHILLY AREA
2. NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION
GARETH MORRIS, 95, ST. MARTINUS ROAD, CAERPHILLY, CF83 1EH - CHAIRMAN
3. PURPOSE OR ACTIVITIES OF ORGANISATION - if possible attach copy of Constitution
THE PURPOSE OF THE CHORUS IS TO PROMOTE THE ART + SCIENCE OF CHORAL
MUSICIANSHIP IN ALL ITS ASPECTS - COPY CONSTITUTION BUREAU SUPPLIED IN PAST
4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES: 60 ADULTS
70 ADULTS
Total No. 40 YOUTH Number Resident in Town Council area (see attached map) 35 YOUTH
5. MEMBERSHIP FEES, if applicable ADULTS £60 p.a. YOUTH £30 p.a.
6. PRESENT FINANCIAL POSITION:- This should be as full as possible, but should at least detail funds held and outstanding debts and credits; if possible attach latest Financial Statement of Organisation.
SEE COPY STATEMENT. WE RECEIVED ONE-OFF DONATIONS OF £800 + £500 LAST
YEAR WHICH WILL NOT BE REPEATED.
7. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:
TO PROVIDE VOICE COACH LESSONS FOR YOUTH SINGERS, - TOTAL COST £44 PER CHILD
EACH CHILD TO PAY £10 + COMMUNITY CHORUS THE BALANCE. WE WOULD APPRECIATE
FINANCIAL ASSISTANCE OF £200 - £5 PER CHILD.

This form should be returned to: Town Clerk, Caerphilly Town Council, The Twyn Community Centre, The Twyn, Caerphilly CF83 1JL.

N.B. If insufficient space is provided for the information requested, please continue on another sheet.

Caerphilly Community Chorus
Annual Accounts (Year Ending 31 March 2015)

	2014-15	2013-14	2012-13	2011-12
Receipts				
Balance at Bank b/fwd	3,651	2,679	3,892	3,056
Subscriptions	6048	5,331	3,788	3,140
Donations	2350	1,180	1,387	1,200
Ticket Sales	3059	1,887	1,130	1,906
Fees Rec'd	250	220	450	522
Clothing	1317	552	1,877	1,611
Misc Sales	97	319	87	7
Special Funds	539	0	135	2,042
Events	655	544	200	560
	14,314	10,032	9,054	10,988
 Payments				
Rehearsal room hire	368	395	120	110
Clothing Sales	1081	331	2,689	1,837
Publicity	221	115	139	474
Admin	145	668	281	680
Rehearsal costs	5103	4,323	2,980	1,160
Music	543	809	701	1,196
Social Events	47	40	0	831
Concert costs	2940	1,337	1,393	1,361
Special Funds	0	0	0	2,063
Misc.	2471	1,042	1,963	439
	12,918	9,060	10,266	10,152
Balance at bank c/fwd	5,047	3,651	2,679	3,892

Miscellaneous Includes

Pisek visit and concert	821	<i>(Covered by grant and donation of £900)</i>
Singing workshop	183	<i>(Covered by ticket sales £160 & collection of £20)</i>
Donation for Olwen Rees	125	<i>(Covered by collection £118)</i>
Course fees for conductor	150	
Van Rd Church donation	130	<i>(Covered by collection at Bandstand £130)</i>

Children's Choir (Included above)

Payments	2,911
Includes:	
Accompanist	1,726
Conducting	370
Room Hire	116
Bus trip	195
Tuition	372
 Receipts	 1,330
Includes:	
Subs	995
Tuition fees	105
Bus trip receipts	165
Performance fee	100
 Net cost of children's choir	 £1,581

Gwyn Smith (Treasurer)

Fireworks Display

This year's fireworks display was another great success with crowds in excess of 10,000 attending the event.

The only disappointment was the number of volunteer collectors who turned up on the night. In total there were 19 collectors out but despite this they collected £3,152.61.

In past years the Town Council made up the collection to £3,500 which is then divided equally between the Mayor's two charities.

Members are asked to consider this report and decide if the collection should be made up to £3,500.

Band D Properties – Caerphilly Town Council area

The Town Council has received notification that the number of Band D equivalent properties in its area is 6121.31 for 2016/2017.

If members set a Council Tax of £12.00 for each Band D equivalent property tax 2016/17 it will raise a Council Tax of £73455.72.

Members are asked to determine the Council Tax for 2016/17 and the amount of precept it wishes to raise.

Re Floral town centre displays.

As you are aware from our past conversations the County council is proposing as part of its MTFP savings to not undertake the floral displays in 2016.

At the locations we have undertaken these in the past, I have written to the 4 clerks to outline the position and in your town councils area provided above a few options for your council to consider.

The above spread sheet is based on the past number of baskets we used in Caerphilly, two other options are outlined for your councils consideration.

You may wish due to the cost to consider others, if so, please as a matter of urgency advise me on this. Our plant supplier and watering contractor have recently provided costs for 2016, these are for existing locations where existing brackets are fitted.

The plant Nursery has asked we confirm the position as to progressing the projects as soon as possible, before the end of November due to him having to order/ pay for seed etc.

The area parks officer will organise the works, Simon Beacham, the colour combinations have been set by his co officer, Amanda Noden who has completed this exercise in past years with very good results.

I would also confirm any vandalism or vehicle damage to the displays once sited in the town will fall to the community council to fund such repairs or replacements.

Any changes or deletions would need to be with me as soon as possible, I would be happy to discuss any points you may have.

Payments for the displays and maintenance work / watering would be 50% in May and the final payment in September 2016.

Finally, in option 3, I have quoted the use of plastic baskets, our plant supplier has confirmed he has been asked to sell off over a 100 plastic self watering baskets, these being 2/3 year old on behalf of Merthyr Tydfil borough Council, we are informed the council are not doing displays any more.

We have these same baskets at our other locations and the benefit from the use of these is on the watering costs, it basically reduces the watering costs by 50%. The cost of these cup and saucer baskets when new is around £30 each, we have been offered the ones at the nursery supplier on behalf of the council at £15 each.

Can you consider this option and or give me or Simon a ring to discuss any issues you may have.

CAERPHILLY		
Option 1 – Existing Provision.		
Provision of 71 No. 16" Round Wire planted up Baskets to Morgan Jones	£1,334.80	£18.80 each
Provision of 45 No. Planted up Rail Planters to Morgan Jones	£1,711.80	£38.04 each
Erection of all to sites from Morgan Jones Park	£700.00	
Removal and clean from sites to Morgan Jones Park (including required Traffic Management Works)	£700.00	
Watering to baskets/troughs, Week commencing 30 th May to Week ending 18 th September 2016		
Baskets 71 x 112 days x £0.67p = £5,327.84	£5,327.84	
Troughs 45 x 56 days x £0.67 = £1,688.40	£1,688.40	
Feed for basket/troughs	£55.00	
Total	£11,517.84	
Minus:-		
6 Rail Planters on bridge (Provision + Watering) £228.24 + £225.12 = £453.36	£453.36	
35 baskets to Castle Court = £658.00	£658.00	

Option 2		
Provision of 71 No. 16" Round Wire planted up Baskets to Morgan Jones	£1,334.80	£18.80 each
Erection of all to sites from Morgan Jones Park	(Est) £428.00	
Removal to Morgan Jones Park	(est) £428.00	
Watering 71No. X 112 days x 0.67	£5,327.80	
Total	£7,518.60	

Option 3		
Provision of 71 No. 16" Round Wire planted up Baskets to Morgan Jones	£1,334.80	£18.80 each
Erection of all to sites from Morgan Jones Park	(Est) £428.00	
Removal to Morgan Jones Park	(est) £428.00	
Watering 71 No. x 56 days x 0.67 (saving on watering £2,663.92)	£2,663.92	
Total	£4,854.72	

* Purchase of 2nd hand Plastic Baskets @ £15 each = 71 No. x £15.00 = £1,065

Derek Price – November 2015