

CAERPHILLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

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TOWN CLERK:  
CLERC-Y-DREF:

**Phil Davy**

TOWN MAYOR:  
MEIR Y DREF:

**Councillor  
Mike Prew**

**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE CAERPHILLY  
TOWN COUNCIL HELD AT THE TWYN COMMUNITY CENTRE  
ON MONDAY 21<sup>ST</sup> MAY 2018**

**Present:**

Councillors C Elsbury, S Kent, J Hibbert, J Grenfell, M Prew, S Hodder, H Jackson, S Morgan, J Fussell, J Pritchard, R Bidgood

**Apologies**

Councillor P J Bevan

**In Attendance**

P G Davy Town Clerk

**14 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY  
16<sup>TH</sup> APRIL 2018**

Minutes of the Ordinary Council Meeting held on Monday 16<sup>th</sup> April 2018 were received, confirmed, and signed, noting the correction of Lon y Llyn.

**15 MATTERS ARISING FROM THE MINUTES**

Minute 100 - Members were to identify suitable locations for additional dog waste bins in order that a request could be made to CCBC. Members to e-mail Town Clerk with suggested locations.

Minute 101.1 - It was unlikely that the Mayor of CCBC would be able to attend a Remembrance Day commemoration on the morning of 11<sup>th</sup> November 2018, although confirmation was awaited from the Mayor's Assistant.

Minute 101.5.5 - It had been reported that an amendment will be included in the Data Protection Bill that will exempt Town and Community Councils from the requirement to appoint a Data Protection Officer.

**16 COMMUNITY SAFETY MATTERS**

It was agreed to report the following matters to the Police;

- 1 Vehicles regularly going the wrong way in Goodrich Street especially between the hours of 3 p.m. and 5 p.m. The rear lane is also being used causing damage to property.
- 2 Alcohol is being consumed in Dafydd Williams Park

**17 TOWN MAYOR'S DIARY**

Councillor Prew had attended the Three Choirs event (Caerphilly Male Voice, Aber Valley Male Voice, Caerphilly Ladies) which had been arranged to raise money for the Mayor of CCBC charity.

Councillor Prew advised that his charities for the year would be The Autism Directory and Noah's Ark.

**18 ENVIRONMENTAL MATTERS**

Members commented on the amount of litter, and in particular plastic bottles that had been left in various locations around the town following the Caerphilly 10k event. There was a slow response to clean up.

Similarly following the May Day Bank Holiday there had been litter left around the Castle.

It was noted that the fly posting advertising the recent fun fair in the town had not been removed, locations noted were St Fagan's Street and Clive Street.

The fly tipping at Bron Rhiw reported at the April meeting of the Council had not been removed and further tipping had occurred. As well as the removal of the fly tipping the request should be made again to CCBC for measures to prevent access.

Safety concerns were raised about work at the Wheatsheaf building.

**19 TOWN CLERK'S REPORTS**

**1. Local Government Pay Award**

The Town Clerk declared an interest and left the room while the item was discussed.

The employer's side and trade unions had agreed a two year pay offer covering the period April 2018 to March 2020. The key features of the pay offer are a 4% increase over 2 years for those above the current Spinal Column Point (SCP) 29 and an increase of between 15% and 4.3% for those on the current SCPs 7 to 28. There will be a new pay spine from 2019 with new scale points.

The Town Clerk and Administrative Assistant work part time hours and applying the pro rata calculations to the relevant SCP will result in an increase in the salaries bill for 2018/19 of £473 and a further £388 in 2019/20.

It was resolved to implement the pay award in accordance with the national agreement.

## 2 Document Retention Policy

The review of personal data associated with the introduction of the GDPR identified that personal data that is no longer required for legal reasons or business purposes should be deleted. A document retention policy is required for all forms of documentation held by the Town Council. A schedule attached to the report set out the minimum length of time of retention for various types of records and the action that should be taken when it is of no further administrative use.

It was resolved to approve the document / record retention schedule.

## 3 Financial Accounts 2017/18

The Town Clerk presented Members with the accounting statements including the certified Annual Governance Statement, the Internal Audit Report, the Income and Expenditure Account, Bank Reconciliation, and Section 137 Expenditure.

The covering report explained a number of financial management issues that had arisen during the course of the year.

It was resolved to approve the annual return including the accounting statements and the accounts were signed by the Mayor on behalf of the Town Council. The approved accounts will be submitted to the external auditor.

## 4 Insurance Renewal

The Town Council's insurance is due for renewal on 1<sup>st</sup> June 2018. The insurance has previously been arranged through Aon UK Limited. However, the company gave notice in July 2017 that it would be withdrawing from the Local Council's market. It has therefore been necessary to seek quotations via other insurance brokers that provide for this sector of the market.

The lowest quotation received will provide the necessary cover required by the Town Council, is within budget, and offers a saving over the premium paid in 2017.

It was resolved to renew the insurance with Inspire (via brokers Came and Company) at a cost of £1718-21.

## **20 PLANNING MATTERS**

The following applications were considered and comments made as follows:

18/0256/OUT – No objections  
18/0279/FULL – No objections  
18/0285/FULL – No objections  
18/0293/FULL – No objections  
18/0308/FULL – No objections  
18/0287/FULL – No objections  
18/0343/FULL – No objections  
18/0356/FULL – No objections  
18/0364/FULL – No objections  
18/0370/FULL – No objections

18/0371/FULL – No objections  
18/0384/FULL – No objections  
18/0400/FULL – No objections  
18/0416/FULL – No objections

Cllr C Elsbury declared an interest and took no part in the discussion or decision making on any of the applications.

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

**21 PAYMENTS AND FINANCIAL MATTERS**

1. List of payments were noted and approved
2. Bank account balances were noted

**22 CORRESPONDENCE**

There were no items of correspondence

**23 MEMBER REQUESTS FOR FUTURE REPORTS**

A query was raised as to when the discussion will take place on the use of the CIL funds. A working group of all Members will be convened by the Mayor in the near future.

The meeting closed at 7.30pm