

CAERPHILLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

TOWN CLERK:
CLERC-Y-DREF:

Phil Davy

TOWN MAYOR:
MEIR Y DREF:

Councillor
Simon Morgan

**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE CAERPHILLY
TOWN COUNCIL HELD AT THE TWYN COMMUNITY CENTRE
ON MONDAY 16TH APRIL 2018**

Present:

Councillors P.J. Bevan, S. Kent, J. Hibbert, J. Grenfell, M. Prew, H. Jackson, S. Morgan (Town Mayor), J. Fussell, R. Bidgood.

Apologies:

Councillors C. Elsbury, S. Hodder, J. Pritchard.

In attendance:

G. Clifton, R. Ennis, M. Kerswell representing Gwent Police.

P.G. Davy Town Clerk.

96. **MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY
19TH FEBRUARY 2018**

Minutes of the Ordinary Council Meeting held on Monday 19th February 2018 were received, confirmed and signed.

97. **MATTERS ARISING FROM THE MINUTES**

Minute 85 (78.1) - No money had been recovered as a result of the internet fraud.

Minute 89 - Network Rail had been contacted about the rubbish along the railway line but there had been no substantive reply.

Minute 90.1.2 - It had provisionally been arranged for a representative from One Voice Wales to attend the June meeting of the Council.

98. **COMMUNITY SAFETY MATTERS**

There was a discussion about speeding at various locations in the town including Bartlett Street, Lon y Llwyn and St. Martins Road and the impact of cruiser activities. Particular locations where the cruisers collect are the car park at the train station, at McDonalds Bedwas Roundabout and Asda car park. The Police explained actions taken to monitor and control these activities. Individuals who are served with a S59 Notice are given the opportunity to go on a training course on more responsible driving. On completion of the course the penalty notice is cancelled. Targeted operations are possible involving the Air Support Unit.

Members raised the possibility of 20MPH zones and whether the Police would support the Town Council when making representations to the Highway Authority.

Other highway matters raised were the junction at Mill Road and Dol-y-Felin Street and the ongoing problem of parking in the town centre. Civil parking enforcement is due to pass to CCBC in April 2019.

A question was asked about begging in the town but there are limited powers to move individuals on if they are not asking for money.

99. **TOWN MAYOR'S DIARY**

The Mayor had officially opened the Help for Wales charity shop; and attended a presentation of a public access defibrillator at Caerphilly Golf Club.

100. **ENVIRONMENTAL MATTERS**

Due to the amount of dog fouling it was suggested that CCBC is requested to provide additional bins. Members to identify suitable locations in order that a comprehensive list can be agreed at a future meeting.

Rubbish had been dropped on Nantgarw Road. CCBC to be notified.

The gates at Morgan Jones Park are left permanently open and it was felt that there should be arrangements to close and lock the gates at night, this would be even more important when the new skate board facility was open.

Arising from site works at Virginia Park mud was being carried onto the road.

There has been further fly tipping at the rear of Bron Rhiw.

101. **TOWN CLERK'S REPORTS**

1 Remembrance Day 2018

As this year was the centenary of the ending of the First World War it was agreed that the Town Council would arrange a commemoration at the Caerphilly Cenotaph at 11.00 am on 11th September 2018. Cllr Fussell would approach the Minister at St. Martin's Church and a letter would be sent from the Mayor to CCBC to invite their participation. There was also the possibility of inviting local schools to be involved.

2 Risk Management Update

In view of the recent internet fraud and recognising the Council regularly receives suspect emails, bogus letters and invoices, it was agreed to incorporate an additional risk to the risk register relating to cyber security together with mitigating controls. Members noted this is a high risk area for the Town Council.

3 Draft Caerphilly Basin Masterplan (DCBM)

A copy of the document that had been issued by CCBC for consultation had been circulated to Members. The general view was that this was an aspirational document but lacking in terms of implementation with no timescale for the project proposals and no committed funding (with the exception of the Pwllypant roundabout highway improvement). It was agreed that Cllr Jackson would provide specific comments to be sent to CCBC.

4 Strengthening Local Government: Delivering for People

Welsh Government had issued a consultation document on local government reorganisation based on the view that there should be a smaller number of principal local authorities. The paper had no specific recommendations for town and community councils as there is a separate review of the sector, which is due to report by October 2018. A Local Government (Wales) Bill may be introduced into the National Assembly in the autumn.

Members noted the report.

5 General Data Protection Regulation GDPR

The GDPR sets out the requirements for how organisations will need to handle personal data from 25th May 2018. There is a need to review the personal data held by the Town Council and adopt a data protection policy that reflects the new requirements relating to personal data processing and protection.

It was resolved:

1. To note the personal data held by the Town Council set out in the data audit and that this should only be held for operational requirements and in accordance with the data protection policy.
2. To approve the Privacy Notice and that it is communicated as necessary and a copy placed on the Town Council website.
3. To approve the Data Protection Policy and a copy is placed on the Town Council website. The Policy will be subject to review in the light of experience and advice and guidance from the ICO and other bodies.
4. To register with the ICO to be compliant with data protection legislation.
5. To defer a decision on the appointment of the DPO pending further information.

102. **PLANNING MATTERS**

The following applications were considered and comments made as follows:

- 18/0181/RET - No objections
- 18/0189/RET - No objection.
- 18/0191/CLPU - No objections
- 18/0206/FULL - No objections
- 18/0230/CLPU - No objections
- 18/0218/FULL - No objections
- 18/0245/FULL - No objections
- 18/0246/ADV - No objections
- 18/0255/OUT - No objections
- 18/0259/FULL - No objections
- 18/0277/FULL - No objections

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

103. **PAYMENTS AND FINANCIAL MATTERS**

1. List of payments noted and approved.
2. Bank Account Balances noted.

The Town Clerk reported that it had been necessary to move the operational reserve into the current account and as at the date of the meeting the balance in the current account was £2122 due to payments made during April including an invoice from CCBC for £10655 relating to Caerphilly in Bloom. The first tranche of the precept would not be paid until the end of April.

The updated position on the account balances was noted.

3. **Concessionary Hire of Caerphilly Castle**

Dementia Day – concessionary hire approved and the Town Council will pay the cost of the hire fee.

4. **Application for Financial Assistance**

In view of the current pressure on the Town Council finances and the updated position on balances it was agreed to defer the applications from the following three organisations:

1. 2nd Caerphilly Guides.
2. Caerphilly Miners Centre for the Community. Cllr H. Jackson declared an interest and took no part in the discussion or decision making.
3. St. David's Foundation Hospice Care.

The applications will be reported back to the Town Council meeting in June 2018 following a review of the budget. Any other applications received will also be held until the June meeting. The Town Clerk will advise the applicants accordingly.

5. Budget Management 2018/19

The report outlined the reasons why two year costs for Caerphilly in Bloom would have to be met within the 2018/19 financial year resulting in £10,655 of unbudgeted expenditure. Due to expenditure exceeding income in the 2017/18 financial year there had already been a reduction in balances. The operational reserve had been used to manage outgoings in April pending receipt of the first tranche of the precept. The Town Clerk advised that cash flow and expenditure during 2018/19 will have to be tightly managed.

It was resolved:

1. The £10,655 of unbudgeted expenditure will be met from the earmarked reserves accepting that the funds will not be released into the current account until January 2019 when the business bond matures.
2. The following areas of additional expenditure agreed in February 2018 are deferred:
 - Minute 90.3.1 Two way radios.
 - Minute 90.3.9 Phased replacement of Christmas Lights.
 - Minute 90.3.10 Laser enhancements of Christmas Lights.
 - Minute 90.3.15 Bilingual banners.
 - Minute 91 Replacement of Notice Board.
3. No new commitments will be made against the earmarked reserves until the financial position has stabilised and the operational reserve has been restored.
4. In view of the commitment to Caerphilly in Bloom in 2018 to enter the Wales in Bloom competition, Cllr J. Fussell agreed to coordinate the application.

104. CORRESPONDENCE

1. Letter from Welsh Government – Funding Joint Arrangements.

The letter was noted but it was agreed not to pursue an application.

2. Report from Wales Audit Office “Financial Management and Governance in Local Councils 2016/17”.

The report had been circulated to Members. The report highlighted various issues arising from the audit of town and community councils.

105. MEMBER REQUESTS FOR FUTURE REPORTS

There were no requests. The meeting closed at 8.00 pm