**CAERPHILLY CYNGOR**

**TOWN TREF**

**COUNCIL CAERFFILI**

**TOWN CLERK: TOWN MAYOR: CLERC Y DREF: MAIR Y DREF:**

**P. G. Davy Councillor**

 **Mike Prew**

13th July 2020

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 20th July 2020**

**Immediately following** the **Annual General Meeting** by **Remote Access**

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

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 15th June 2020.

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 REPORTS**

 8.1 Events 2020.

 8.2 Q1 Budget Monitoring (2020/21 Financial Year)

Address: The "Twyn Community Centre The Twyn Caerphilly CF83 IJL

Telephone: Caerphilly 02920 888777

 E-mail: caerphillytowncouncil@outlook.com

Office hours: Monday, Tuesday and Wednesday mornings 9.30a.m. to 12.30p.m

9. **PLANNING MATTERS**

10. **PAYMENT AND FINANCIAL MATTERS**

 10.1 List of Payments.

 10.2 Bank Account Balances.

 10.3 Application for Financial Assistance

11. **CORRESPONDENCE**

 11.1 Letter from Llamau dated 28.5.20

 11.2 Email from Peachkey Ltd 2.7.20

12. **MEMBERS REQUESTS FOR FUTURE REPORTS**

 This Meeting will be held in accordance with the Local Authorities (Coronavirus)

(Meetings) (Wales) Regulations 2020. The Regulations make temporary provision in relation to local authority meetings during the Covid 19 pandemic. Statutory requirements placed on local authorities by existing legislation to admit the public and press in person to certain meetings and to provide facilities to inspect certain documents in person at offices of the authority are relaxed for the duration of the Regulations.

All documentation about and relating to this and any other Town Council Meeting undertaken by remote access will be made available on the Town Council Website.

[www.caerphillytowncouncil.co.uk](http://www.caerphillytowncouncil.co.uk)

 **CAERPHILLY CYNGOR**

 **TOWN TREF**

 **COUNCIL CAERFFILI**

**TOWN CLERK: TOWN MAYOR**

**CLERK Y DREF MEIR Y DREF**

**Phil Davy Cllr Mike Prew**

**MINUTES OF THE ORDINARY MEETING OF CAERPHILLY TOWN COUNCIL**

**HELD BY REMOTE ACCESS ON MONDAY 15TH JUNE 2020**

**Present:**

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

S Morgan, J Fussell, J Pritchard

**Apologies:**

Councillor R Bidgood

**In Attendance:**

P G Davy, Town Clerk

**115. MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 18TH MAY 2020**

Minutes of the Ordinary Town Council Meeting held on 18th May 2020 were received and confirmed. Minutes will be signed by the Town Mayor when practical.

**116. MATTERS ARISING**

Minute 113 - A letter was sent with the donation to Llamau requesting information as to how the financial support will be directed to work within Caerphilly town. No response had been received to date.

**117. COMMUNITY SAFETY MATTERS**

 Questions were raised as to how social distancing will be organised and enforced in Cardiff Road when non-essential retail businesses re open. Enquiries will be made with CCBC as to any measures that are being considered.

Concerns raised in respect of speeding on Mill Road.

**118. TOWN MAYOR’S DIARY**

 All Town Mayor’s activities remain on stop due to lockdown.

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**119. ENVIRONMENTAL MATTERS**

 The following issues were raised:

* Litter outside fast food establishments. Members requested that a letter is sent to businesses asking that clientele be encouraged to dispose of waste in a responsible manner.
* Weed growth on pavements.
* Weeds and litter on vacant site at Park Lane.
* Mess caused by geese in Dafydd Williams Park and green adjacent to Crescent Road.

Matters will be referred to CCBC.

**120.** **TOWN CLERK’ REPORTS**

 1 Minor Authority Representative Ysgol Gymraeg Caerffili

 Two nominations had been received. It was resolved to appoint Cllr PJ Bevan as the Minor

 Authority Representative on the governing body of Ysgol Gymraeg Caerffili.

 It was further suggested that the other nominee should be referred to the governing body as there

 may be other opportunities for co-option.

 Cllr P J Bevan did not take part in the discussion or voting.

 Cllr J Fussell declared an interest and took no part in the discussion or decision making on this

 matter.

 2 Additional IT Provision

Arising from an extended period of homeworking for the Town Council’s employees and that the Town Council meetings are being held by remote access the report outlined proposals to enhance and formalise the arrangements.

 1 It was agreed to purchase the following items:

 Dell Inspiron 15 5593 Laptop

 Dell wireless mouse

 Microsoft 365 office software

 Zoom Pro annual subscription

 2 To comply with financial regulation 3.2 a sum of £1100 is vired to the IT budget from savings

 identified in the budget for 2020/21 arising from the cancellation of the Flower Festival, Food

 Fair and Big Cheese to fund the cost of the items listed in 1 above.

**121. PAYMENTS AND FINANCIAL MATTERS**

1. List of payments were noted and approved.

 2. Bank account balances were noted.

**122. CORRESPONDENCE**

 No items of correspondence had been received.

**123. MEMBERS REQUESTS FOR FUTURE REPORTS**

 There were no requests for reports.

 The meeting closed at 7.05 pm

**Agenda Item 8.1**

**Report to Town Council 20th July 2020**

**Events 2020**

It was agreed at the Town Council meeting held on 18th May 2020 that it would be necessary to make decisions on the remaining events for 2020 at the July meeting. Due to the advanced planning and organisation required for the Fireworks Display, Christmas Lights switch on, and Lantern Parade it was felt that July would be the cut off point for a final decision.

The lockdown restrictions have been eased across a wide range of activities albeit that the pace at which this has happened has been different across the four home nations. Wales has generally adopted a more cautious approach than England. Where restrictions have been lifted this has been subject to social distancing requirements, enhanced hygiene regimes, and Covid-19 risk assessments.

Under the Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020 – the Coronavirus Regulations (as amended), there are restrictions on gathering with other persons. During the emergency period no person may participate in a gathering outdoors except in specified circumstances.

Regulation 8.1 states:

“During the emergency period no person may, without a reasonable excuse

1. Gather outdoors with any other person apart from
2. Members of their household or of no more than one other household
3. Their carer, or
4. A person they are providing care to”

In addition to the above legal requirement the Welsh Government has issued guidance to minimise the spreading of the virus by

* Staying 2 metres away from other people in all circumstances
* Washing your hands regularly

The 2 metres distance has been relaxed in England down to 1 metre plus mitigations where the 2 metres is not practical. Several other European countries have adopted the 1 metre distance which is in line with World Health Organisation recommendations. In Wales various restrictions will be relaxed during July, in particular lifting the stay local requirement and allowing the hospitality and tourism industry to begin to reopen. However, at the time of writing the report Welsh Government has not indicated whether the 2 metres distance will be relaxed in Wales.

The Coronavirus Regulations were enacted on an emergency basis which lasts until the Welsh Ministers revoke the provisions or 26th September 2020, whichever happens first. The Regulations have already been amended 7 times to reflect the easing of restrictions. Depending on the circumstances the emergency regulations may be enacted for a further period of time, especially if there is a second wave of the coronavirus.

It is the anticipation that the number of new cases of the virus will continue to decline to the point where the social distancing requirements can be removed altogether. This would mean that large scale gatherings can lawfully resume. It is speculative as to the timing when this will become possible. There are pointers to suggest that October is the key date in current official planning for the end of the epidemic. For example, the furlough scheme will come to an end and the Dragon’s Heart Hospital at the Principality Stadium is due to be decommissioned. However, none of the four home nations have indicated when large scale gatherings can resume.

The Town Council can only make lawful decisions. Having determined that July has to be the cut off point concerning the Fireworks Display, Christmas Lights switch on, and Lantern Parade the decision has to be based on the current Coronavirus Regulations, which make such events unlawful. Therefore, these events will have to be cancelled for 2020, notwithstanding that at the time these events are scheduled to take place there may no longer be any restrictions in force.

Arising from the cancellation there will be budget savings mainly from the Fireworks Display and Lantern Parade. It is expected that expenditure will still be incurred on the Christmas Lights / Christmas Tree but without the actual switch on event. Projected savings are circa £22,000 (excluding other savings from the Flower Festival, Food Fair and Big Cheese). It is suggested that £10,000 is used to support balances to avoid the need to consider any increase in the precept for 2021/22. Consideration could be given to vire £6000 to double the budget for financial assistance, perhaps with the idea of introducing a recovery grant for local organisations of a fixed amount of £200 to help them kick start activity as soon as this becomes practical. The other £6000 could be used in conjunction with CIL monies to support any new project proposals, again with the town recovery theme in mind, or for an enhanced events programme in 2021. In respect of the latter there has been an approach to the Town Council about a community music event in the summer of 2021.

In addition to the budget implications orders have already been made with some suppliers for the events that will need to be cancelled for 2020.

Recommendations

1 Having regard to the Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020 (as amended) and that due to advanced planning requiring that a decision is made now, the following events are cancelled for 2020

 Annual Fireworks Display

 Christmas Lights switch on

 Lantern Parade

For the avoidance of doubt this does not include the erection of Christmas Lights / Christmas Tree which should proceed as normal

2 Where orders have been issued to suppliers for these events, they are notified of the Town Council’s decisions

3 The budget savings due to the cancellation of these events are utilised as follows:

 £

 Increase balances to offset any precept increase in 2021/22 10,000

 Virement to Financial Assistance 6,000

 CIL projects or enhanced events programme 2021 6,000

4 Information is posted on the website explaining why the 2020 events have been cancelled

Phil Davy

Town Clerk

**Footnote**

The First Minister announced a range of relaxations to the coronavirus restrictions on 10th July 2020 that will take place through July and into early August. There will be changes to the Coronavirus Regulations to allow larger gatherings of up to 30 people outdoors when these are organised and supervised by a responsible person for sports and other leisure activities and classes. This will allow sports and leisure activities such as fitness and dance classes to take place outdoors, as well as collective worship. None of the relaxations outlined on the 10th July 2020 change the recommendations in the report.

**Agenda Item 8.2**

**Report to Town Council 20th July 2020**

**Q1 Budget Monitoring (2020/21 Financial Year)**

Comparison of actual expenditure to annual estimate for the period 1st April 2020 to

30th June 2020

|  |  |  |
| --- | --- | --- |
| **Main Budget Heads** | **Q1 Actual £** | **Annual Estimate £** |
| Mayor’s Allowance | 0 | 900 |
| Members Allowances | 450.00 | 1800 |
| Staff Costs | 4918.50 | 20221 |
| Travelling Expenses | 0 | 500 |
| Audit Fee | 200.00 | 400 |
| Insurance | 1684.55 | 1586 |
| Office Costs | 2003.44 | 8300 |
| Sponsored Events | 0 | 14550 |
| Concessionary Hires | 0 | 0 |
| Fireworks Display | 1750.00 | 15000 |
| Fireworks Charity Donation | 0 | 4000 |
| Floral Decorations | 5119.73 | 13500 |
| Christmas Lights | 0 | 8500 |
| Lantern Parade | 0 | 8500 |
| Financial Assistance  | 1500.00 | 6000 |
| Summer Sports Scheme | 0 | 5000 |
| Newsletter | 0 | 600 |
| Elections | 0.00 | 0 |
| Miscellaneous | 0 | 1050 |
| VAT | 1616.80 |  |
| CIL Projects | 0 |  |
| **TOTAL** | 19.243.02 | 110.407 |

Budget for 2020/21 £110.407

Expenditure to 30.06.20 £19.243(17% budget)

Members are invited to note the report

**Agenda Item 9**

**Report to Town Council 20th July 2020**

**Planning Applications**

20/0468 FULL 11 Ffordd Erw, Caerphilly CF83 1RY

Convert loft, including new full width dormer to north elevation (rear of property) to existing detached dwelling

20/0473 TPO Cilmeri, Rectory Close, Caerphilly CF83 1EQ

Carry out various tree works (Tree Preservation Order 49/08/CCBC)

20/0503 COU Manchester House, 1Clifton Street, Caerphilly CF83 1HA

Change the use form A1/A2 to A3

20/0421 FULL 10 Mountain Road, Caerphilly CF83 1HJ

Erect garage extension and partially convert to a garden room

20/0495 FULL 20 Clos Gwynie, Caerphilly, CF83 1TU

Erect detached garage and new crossover

20/0529 FULL 8 Heol Erw-Y-Rhos, Caerphilly CF83 3QX

Erect single storey rear extension to provide a separate dining and living room area

20/0540 FULL Caerphilly Rugby Club, Virginia View, Caerphilly CF83 3JA

Erect a raised outdoor terrace and external seating area to the east elevation of the clubhouse

**Agenda Item 10.1**

**Report to Town Council 20th July 2020**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | Playworks | Salaries (June) | 1612.29 |
| Direct Debit | Nest | Pension (June) | 27.21 |
| Internet | Boverton Nurseries | Floral Displays | 6087.30 |
| 304100 | J Fussell | Planter Spares | 14.38 |
| Internet | Amberol | Planter Spares | 42.00 |
| Debit Card | PC World Business | Wireless Mouse | 12.62 |
| Debit Card | PC World Business | Microsoft 365 Software | 59.98 |
| Debit Card | PC World Business | Laptop | 598.99 |
| Debit Card | Zoom Video Communications | Annual Subscription Zoom Pro | 143.88 |
| Direct Debit | BT | Telephone | 41.69 |
| Internet | CCBC | Traffic Management Fireworks 2019 | 2100.00 |

It is recommended that Members note and approve the payments

**Agenda Item 10.2**

**Report to Town Council 20th July 2020**

**Bank Account Balances**

Bank Account Balances as at 1st July 2020

 £

Community Direct Plus Account 66,019.86

Business Select Account 10,625.68

Business Select Account (Restricted Reserves) 22,320.98

Members to note the information

**Agenda Item 10.3**

**Report to town Council 20th July 2020**

**Application for Financial Assistance**

 £

Budget 2020/21 6000

Commitment 1500

Available 4500

Note the two donations to Caerphilly Food Bank and Llamau have been funded from this budget as no virement from savings has been approved. However, see Agenda Item 8.1 which subject to acceptance of the recommendations will result in this budget being increased.

1. Ruperra Castle Preservation Trust

 The application is for Financial support towards a simultaneous translation facility at

proposed Ruperra Conference that will be held in 2021. The translation facility is

estimated at £300. The Trust only has 6 members who live within the Town Council

area, although it is stated many Caerphilly residents benefit from events and activities

organised by the Trust. In accordance with the policy a grant of £150 could be

awarded. In January 2020 the Trust had a balance of £3000 in their account. The

financial assistance expenditure would be authorised under the Local Government Act

1972, Section 145.

The Trust received a grant of £150 from the Town Council in June 2018.

**Financial Assistance – Application Form**

**Name of Organisation**

Ruperra Castle Preservation Trust

The Trust is a building preservation trust recognised by the Charity Commission and a company limited by guarantee. The Trust does not own Ruperra Castle and operates from a registered address in Kenfig.

**Purpose or Activities of Organisation**

The organisation was formed to rescue Ruperra Castle. Its aims and objectives correspond closely with the objectives of the Well Being of Future Generations Act.

Aims of RCPT constitution:

* To improve understanding and appreciation of Ruperra Castle, its heritage, its natural and designed setting, and biodiversity
* In partnership and for the benefit of the people of Caerphilly, and the nation and future generations
* To preserve and to enhance the character and appearance of the designated heritage areas of Ruperra and the historical, architectural, cultural, and constructional heritage of Ruperra Castle in both its essential setting and its built and natural landscape beyond, which are of particular beauty or historical interest
* To promote public access and sustainable training and employment and appeal to people of all backgrounds and ages

**Membership of Organisation or Beneficiaries of Activities**

Although RCPT has only six paid up members resident within the town boundary, many Caerphilly residents benefit from events and activities of RCPT eg Open Doors days and in 2019 a very well attended event was held at Caerphilly Fire Station to inform about the fire at Ruperra Castle in 1941. There are over 70 members from all over Wales and the UK who are concerned that nothing is being done by the authorities to rescue Ruppera, its buildings and landscape.

**Membership Fees**

Annual adult membership is £10-00.

**Present Financial Position**

At January 2020 RCPT had a balance of £3013 in the bank account.

**Purpose for which assistance is required and estimates of costs**

In October 2019 RCPT were delighted to obtain a grant of £1000 from HLF 25 Years Celebration Fund to hold a Ruperra Conference. The aim was to raise awareness in the Caerphilly area of the plight of Ruperra Castle and of its significance in our heritage. Furthermore RCPT has recently been accepted by the Coop Local Causes community scheme. The coronavirus epidemic now prevents us from gathering communities safely together and so the conference is postponed until 2021. We have asked the HLF whether they can hold over the award.

The HLF stipulated that we must not prevent people in poverty from attending the conference by charging an entry fee or asking for donations. Therefore the grant will need supplementing so that we can provide an attractive conference offering the people of the town of Caerphilly and surrounding area a pleasant time hearing heritage experts talk about the great estate that played such an important part in our history. Ruperra Castle is so overshadowed by the great historic Norman Castle at Caerphilly, so it is not realised that it was built by the local very influential Welsh speaking Morgan family.

Two of the morning lectures will be given in Welsh and we will need a person to give a simultaneous translation. We feel it is important to promote the knowledge that this was the language spoken at Ruperra when it was first built. There are now children educated in Welsh in Caerphilly who will hopefully bring their parents to the conference. We want to provide this experience for them. The translation facility will be costly and we would be pleased if Caerphilly Town Council could provide some funding towards this which is estimated at £300.

**Agenda Item 11**

**Report to Town Council 20th July 2020**

**Correspondence**

(Technical IT issues have prevented correspondence from been scanned into the agenda but the text is set out below)

11.1 Letter from Llamau dated 28.5.20

“Dear Mr Davy

On behalf of the homeless young people and vulnerable women that Llamau support, thank you to Caerphilly Town Council for your generous donation of £750 to Llamau. I can confirm that this money will be used to further the work of Llamau in the Caerphilly area.

As the global Covid 19 situation continues to evolve rapidly, we know that this is a difficult time for many, so we are especially grateful that you have chosen to make a donation to us now. This is likely to be an extremely difficult time for the people we support, many simply won’t have the support of friends and family and sadly for others home is not likely to be a safe place. Our top priority is to continue our essential services – 24 hour staffed young people’s accommodation, domestic abuse refuges and advice and crisis support services for young people and women who are at risk of homelessness or domestic abuse, including our Youth Homeless Helpline. We are working tirelessly to meet the increase in demand for information and support at the moment, not only is this a significant logistical challenge for us, but one which will inevitably come at additional cost. Therefore, we are so grateful for kind donations such as yours and truly thank you for thinking of us at this time.

Thank you so much once again.

With very best wishes

Jacky Williams

Fundraising Finance Officer”

11.2 Reply dated 2.7.20 in response to letter sent to Takeaways

“Working to Improve the Attractiveness of Caerphilly Town

Good afternoon Mr Davy

Many thanks for your recent letter regarding litter. We understand that its frustrating when litter is disposed of irresponsibly and the issue is one we take very seriously. We were the first restaurant group to introduce litter patrols in 1982. The restaurant in Caerphilly carries out three daily litter patrols where they collect all litter, not just McDonald’s branded litter. In addition we are a major partner of Keep Wales Tidy and our restaurant teams support a number of their events throughout the year including “Spring Clean Cymru” and the “Marine Clean Up”. McDonald’s in partnership with Keep Wales Tidy has also funded research projects on anti litter messaging and the delivery of lessons in Welsh schools to educate pupils on the environmental impact of littering.

Your correspondence is very timely as it allows me to update you on our campaign #GetintheBin / #MewnlBinaFi which launches on Friday 1st July. This social media campaign is purposely directed towards young people, particularly young men, asking them to take more responsibility in their community. We will be releasing a collection of social media memes, gifs and video content encouraging our customers to responsibly dispose of their litter and #GetintheBin will be a platform that can be used to call out those who continue to litter. With #GetintheBin we are encouraging our customers to take personal responsibility for their litter. Over the years McDonald’s has shown leadership and taken responsibility for litter in our communities, but we know that we cannot win the battle against litter alone.

We’ve worked hard to ensure that most of our packaging can be recycled so whilst our business is takeaway only, we urge everyone to dispose of the packaging after enjoying our food in any bin or recycling unit.

As well as asking our customers to do more, we are continuing to show leadership and tackle litter directly in the communities we serve. We have invested heavily in recent years in introducing recycling bins across all of our restaurants and are committed to investing in new infrastructure to support paper cup recycling in the UK. But we know that encouraging our customers to be more responsible is key to tackling the issue.

I hope this information is helpful and please do get in touch if I can be of any further assistance.

Kind Regards

David Balcombe

Company Director

Peachkey Ltd.”