**CAERPHILLY CYNGOR**

**TOWN TREF**

**COUNCIL CAERFFILI**

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

**P. G. Davy Councillor**

**Mike Prew**

**MINUTES OF THE ORDINARY MEETING OF CAERPHILLY TOWN COUNCIL HELD BY REMOTE ACCESS ON MONDAY 21ST SEPTEMBER 2020**

**Present:**

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

**Apologies:**

Councillor R Bidgood

**In Attendance:**

P G Davy, Town Clerk

**24 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 20TH JULY 2020**

Minutes of the Ordinary Town Council Meeting held on 20th July 2020 were received and confirmed. Minutes to be signed by the Town Mayor when practical.

**25 MATTERS ARISING**

Minute 18 - Information had been received from CCBC that the proposed road closure on the B4623 Mountain Road would not proceed.

Minute 23 – Speed monitoring reports had been received from CCBC and circulated by email to the Members.

**26 COMMUNITY SAFETY MATTERS**

The following matters were raised:

* Dog fouling on St Martins Road
* Cigarette litter outside public houses
* Drug taking in Morgan Jones Park
* Traffic congestion on roundabout caused by queuing at Mcdonalds and Costa Coffee

As Gwent Police were not represented it was agreed to request a separate informal remote access meeting to have an update on community safety.

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

Telephone: Caerphilly 02920 888777

E-mail: [caerphillytowncouncil@outlook.com](mailto:caerphillytowncouncil@outlook.com)

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

**27 TOWN MAYOR’S DIARY**

The Mayor had been in contact with his two charities Mind Cymru and Caerffili Lions.

Mind Cymru would be undertaking a suicide prevention campaign with a particular focus on young males.

The Autism Directory would have an official opening of their new premises in Caerphilly when circumstances permit.

**28 ENVIRONMENTAL MATTERS**

There has been no action to address the extensive weed growth throughout the town centre, or the litter at Park Lane. This had been referred to CCBC after the June meeting, and again after the July meeting. An update will be requested from CCBC.

The following matters were also raised:

* The Christmas Lights on the Mountain View snack bar are left on all night
* Condition of the lane between Bonfield Park and Nantgarw Road
* Litter / fly tipping on Caerphilly Common

**29 TOWN CLERK’S REPORTS**

1 Revised Budget 2020/21

The cancellation of the Town Council’s main events together with many of the sponsored events has resulted in significant savings against the original budget. Revised estimates of income and expenditure had been used to prepare a projection of the balances at 31 March 2020. Taking account of the operational and restricted reserves will result in a balance of £53,877 in the current account. The Town Clerk advised on the need to retain £20,000 in the current account for cash flow purposes at the start of the next financial year and advocated a further £10,000 is carried forward into balances to absorb any increase in costs in 2021/22 and to avoid the need to increase the precept. This left a sum of £23,877 which potentially could be reallocated.

In addition to proposals that had been made by the CIL Working Group set out in agenda item 8.2 a further proposal was made to allocate an additional £6000 to the financial assistance (grants) budget. This was considered alongside the Working Group proposals (see minute 29.2)

2 Community Infrastructure Levy (CIL) Working Group

The Working Group had considered the budget savings and had made recommendations to the Town Council.

It was resolved:

1 To allocate an additional £8000 for the purchase of Christmas Lights to cover the

Piccadilly and the Twyn car park

2 To make donations of £2500 to each of the Mayor’s charities, Caerffili Lions and Mind Cymru as no street collection will be held this year due to the cancellation of the fireworks display

3 To make a donation of £2500 to Velindre Hospital as Megaday was cancelled this year

A sum of £4350 is still available within the financial assistance (grants) budget. The proposal to increase the budget by £6000 was put to the vote but was not carried.

Taking account of commitments yet to be paid there is an available balance of £16841 within the CIL allocation.

CCBC had provided a cost for the provision of 20mph signage outside Cwrt Rawlins Primary School and proposed that the Town Council meet 50% of the total cost of £10000.

It was resolved to allocate £5000 of CIL towards the 20mph signage at Cwrt Rawlins Primary School.

Councillor James Fussell declared an interest and took no part in the discussion or decision making on this item.

It was further agreed to invite suggestions for project ideas from the public for CIL projects via the newsletter and website.

3 Coronavirus Update

The Town Council has responsibilities as an employer under health and safety legislation and this includes taking reasonable steps to protect employees, councillors, and visitors from coronavirus. The Town Council must follow the requirements laid down by Welsh Government in the Health Protection (Coronavirus Restrictions) (No 2) (Wales) Regulations 2020.

Key considerations relate to:

* Reopening of the office at The Twyn
* Reinstatement of face to face Town Council meetings
* Reinstatement of the regular programme of activities and events

In view of the increase in the spread of the coronavirus and the need for a local lockdown in Caerphilly County Borough it was agreed:

1 Staff continue to work from home for the remainder of 2020 and the position is reviewed in December prior to the start of 2021

2 Town Council meetings for the remainder of 2020 (October and November) be held by remote access and the position is reviewed in December prior to the January meeting of the Town Council

3 The events programme is reinstated for 2021 subject to the prevailing circumstances

relating to the spread of the coronavirus and any Welsh Government Regulations

4 The risk register is updated to include Covid 19 taking into account these decisions.

4 Local Government Pay Award 2020-21

The National Joint Council for Local Government Services (NJC) has agreed new pay scales for 2020-21 to be implemented from 1st April 2020. The pay award is for a 2.75% increase. Application of the pay award will result in an increase in the annual salary cost for the Town Clerk and Administrative Assistant of £513.68. Provision was made in the budget approved by the Town Council for 2020-21 for a pay award of up to 3%.

It was resolved to approve the pay award including the backdating to April 2020.

The Town Clerk declared an interest in this item

5 Newsletter

A sum of £600 has been allocated in the 2020-21 budget for the production of a newsletter. The draft newsletter had been circulated with the agenda. A quotation of £395 has been received for the printing of a four page full colour newsletter with a print run of 7500. There will be an additional cost of £360 for the distribution. In previous years the distribution has been undertaken by Members and volunteers at nil cost. However given the current circumstances with the coronavirus epidemic it is considered prudent to outsource the distribution this year.

Objections were raised to the use of a Cardiff based distribution company and the additional cost involved.

It was resolved;

To approve the newsletter and to increase the budget to £800 to cover the cost of both printing and the distribution by the Cardiff company. Expenditure is authorised under the Local Government Act 1972 section 142.

**30 PLANNING MATTERS**

The following planning applications were considered, and comments made as follows:

20/0712/NCC – no objections

20/0717/FULL – no objections

20/0699/FULL – no objections

20/0722/ADV – no objections

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

**31 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved

2 Bank account balances were noted

3 Application for Financial Assistance

Caerffili and District Twinning Association – a grant of £250 was approved. Expenditure authorised under the Local Government Act 1972, section 137

Councillor Mike Prew declared an interest and took no part in the discussion or decision making on this item. Councillor H Jackson took the chairperson role for this item.

Councillor P J Bevan declared an interest and took no part in the discussion or decision making on this item.

4 Payroll Administration

The payroll for Town Council employees is undertaken by Playworks. Playworks has notified the Town Council that due to restructuring within the company it will no longer be possible for the company to make the salary and HMRC payments and in addition the monthly administration charge will increase to £21 per month. A number of options were outlined for the payroll administration.

It was agreed to await the outcome of discussions that were taking place to investigate whether CCBC would offer a payroll service. In the event this option was not available at an acceptable cost the administration should be brought in house accepting that this would necessitate the purchase of a HMRC approved software package.

**32 CORRESPONDENCE**

No items of correspondence had been received

**33 MEMBER REQUESTS FOR FUTURE REPORTS**

CADW to be contacted about Town Council sponsored seats on the north side of the lake.

The meeting closed at 7.50pm