**CAERPHILLY CYNGOR**

**TOWN TREF**

**COUNCIL CAERFFILI**

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

**P. G. Davy Councillor**

**Mike Prew**

12th October 2020

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 19th October 2020** at **6.30 pm** 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 Monday 21st September 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 Financial Monitoring.

9. **PLANNING MATTERS**

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

**10. PAYMENT AND FINANCIAL MATTERS**

10.1 List of Payments.

10.2 Bank Account Balances.

11. **CORRESPONDENCE**

11.1 Letter from Noah’s Ark Children’s Hospital

11.2 Email from Skateboard Academy

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)

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**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.

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**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

Agenda Item 8.1

Report to Town Council 19th October 2020

Q2 Budget Monitoring (2020/21 Financial Year)

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

30th September 2020

|  |  |  |
| --- | --- | --- |
| **Main Budget Heads** | **Q1 Actual £** | **Annual Estimate £** |
| Mayor’s Allowance | 225.00 | 900.00 |
| Members Allowances | 450.00 | 1800.00 |
| Staff Costs | 9857.00 | 20221.00 |
| Travelling Expenses | 0 | 500.00 |
| Audit Fee | 200.00 | 400.00 |
| Insurance | 1684.55 | 1586.00 |
| Office Costs | 2068.18 | 8300.00 |
| Sponsored Events | 0 | 14550.00 |
| Concessionary Hires | 0 | 0 |
| Fireworks Display | 1750.00 | 15000.00 |
| Fireworks Charity Donation | 0 | 4000.00 |
| Floral Decorations | 5119.73 | 13500.00 |
| Christmas Lights | 0 | 8500.00 |
| Lantern Parade | 0 | 8500.00 |
| Financial Assistance | 1900.00 | 6000.00 |
| Summer Sports Scheme | 0 | 5000.00 |
| Newsletter | 0 | 600.00 |
| Elections | 0 | 0 |
| Miscellaneous | 0 | 1050.00 |
| VAT | 1629.75 |  |
| CIL Projects | 0 |  |
| TOTAL | 24884.21 | 110.407.00 |

£

Budget for 2020/21 110.407

Revised estimates of expenditure 72.013

Reported to September Town Council

Expenditure to 30.09.20 24.884

(23% original, 35% revised)

Members are invited to note the report

Agenda Item 9

Report to Town Council 19th October 2020

Planning Matters

20/0741/FULL 51 Heol y Parc, Caerphilly CF83 1AY

Demolish existing single storey utility building to the side of the property and erect a two storey side extension and external alterations

20/0649/COU Units 3&4 Poplar Road, Caerphilly CF83 1LF

Change the use from car repair business to a mixed use car repair business and taxi booking office

20/0760/FULL Unit A, 6 Sir Alfred Owen Way, Pontygwindy Industrial Estate, Caerphilly

CF83 3HU

Upgrade existing industrial building and install bay roller shutter doors and access points

20/0789/FULL Tegfan 18 Underwood, Caerphilly CF83 1HW

Erect new double garage building

Agenda Item 10.1

Report to Town Council 19th October 2020

List of Payments

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | Playworks | Salaries (Admin only) | 21.00 |
| Internet | HMRC | Income Tax & NI | 527.38 |
| Internet | Admin Assistant | Salary (September) | 373.05 |
| Internet | Town Clerk | Salary (September | 700.86 |
| Direct Debit | Nest | Pension (September) | 27.21 |
| 304103 | Caerffili & District  Twinning Association | Grant | 250.00 |
| 304104 | J.S. Lee Ltd | Erection, dismantling & watering floral displays | 7929.60 |

It is recommended that Members note and approve the payments

Agenda Item 10.2

Report to Town Council 19th October 2020

Bank Account Balances

Bank Account Balances as at 1st October 2020

£

Community Direct Plus Account 109,041.18

Business Select Account 10,625.68

Business Select Account (Restricted Reserves) 22,320.98

Members to note the information

Agenda Item 11 Correspondence

11.1 Letter Noah’s Ark Children’s Hospital Charity

“ Dear Town Clerk

The Noah’s Ark Charity has come a long wat from its initial purpose to build a children’s hospital for Wales. The world class paediatric facility we have today stands as a testimony to what we can all achieve by working together.

We are asking for your support to make a very real and direct difference to the lives of thousands of children throughout Wales each year. We rely entirely on the support of people like you and organisations like yours to ensure that we can continue to fund vital equipment, support services and facilities for families at our national children’s hospital from your local community. We support the whole hospital and all of its patients through our non statutory fundraising. Noah’s Ark Charity receives no NHS funding as we are a charity that is independent of the NHS.

The Noah’s Ark Charity responds to urgent need across our national hospital, funding innovative life saving equipment and investing in technology that helps to train and develop the clinicians of tomorrow. We also provide funding for patient and family services that help alleviate anxieties, support parents and bridge the gap between home and hospital.

We are currently in much need of urgent funds to support the play specialist team. Universally treasured by the patients, families and clinical staff, these professional on one level prepare children for treatment, reduce anxiety, rehabilitate through therapeutic play and tackle and promote learning and understanding of phobias through structured play.

Play is essential to the growth and development of children and it is the centre of a healthy child’s life. From the earliest age, playing helps children learn to relate to other people and to have fun. When children or teenagers are admitted to hospital they are at their most vulnerable; not only are they ill but they are also separated from family, friends and familiar surroundings and play can really make a difference to their progress and recovery. During the Covid 19 lockdown and restricted family access, play (in its many forms) has become even more important.

The play specialist team see approximately 1,723 inpatients and 2,010 outpatients in an average month. Their therapeutic play service uses play at bedside, in the dedicated playrooms and in the external garden to help children improve, recover, understand, relieve anxiety or simply relax and to provide opportunities for staff and parents to gain more awareness of the role of play in helping children cope with illness and treatment.

Please help us to fund this invaluable team over the coming months whilst we navigate through these, the most difficult times.

Thank you for your consideration.

Yours sincerely

Kath Fisher

Community Fundraising Manager”

11.2 Email from Skateboard Academy

**“To the local town council representative,**

My name is Sam Horler and I am a Caerphilly resident and long time skateboarder frequenting many of our old and new skateparks in the borough. I am sure you are aware there is / will be a skatepark built in your local town which will generate a lot of interest from the local community and will be a fantastic asset for local people to use and enjoy.

Skateparks within Caerphilly County Borough will be:

Lansbury Park

Morgan Jones Park

Penyrheol

Risca

Gelligaer

Maesycwmmer

Cefn Hengoed

Penllwyn

Oakdale

Springfield

Bargoed

Rhymney

Phillipstown

Nelson

I am contacting you to discuss how this asset can be used to improve the communities you represent and how efforts can be made to help people use and respect the skateparks properly as well as improve the wellbeing of the young people using them. I run Skateboard Academy UK which provides skateboarding lessons, workshops, tutorials and demonstrations for community events / youth projects to help young people learn how to skateboard, use skatepark facilities properly as well as how to respect and look after their skateparks.

We run sessions across South Wales in conjunction with authorities, councils, and other organisations to target young people who may be out of education, or may have family or social difficulties, to help inspire them, give them skills on a skateboard and help raise their confidence, self esteem and connect with others in their community. We are also involved in community events and fun days where young people can come along and learn some new tricks and skills.

Skateboarding is a fantastic sport as it is physically challenging but also very liberating and individualistic activity, so can draw in from a wide group of people and does not have rules / boundaries that many people may turn away from. Skateboarding is inclusive and expressive and the skateboarding community is very supportive of all members which I think communities and young people could greatly benefit from.

I would like to know if there might be some interest in running some skateboarding courses in your area in your local skate park or in preparation for the local skate park’s completion, to upskill some young people and promote positive behaviours in our communities.

Feel free to take a look at our website or social media if you would like to see more about some of the work that we do.

Website: <https://www.skateboardacademy.uk/community-councils/>

Facebook: <https://www.facebook.com/SkateboardAcademyUK/>

Twitter: <https://twitter.com/SkateAcademyUK>

Kind regards

Sam Horler

Skateboard Academy UK Ltd”