C A E R P H I L L Y T O W N C O U N C I L

**C Y N G O R T R E F C A E R F F I L I**

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

**P. G. Davy Cllr Mike Prew**

8th March 2021

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 15th March** **2021** 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 15th February 2021. . .

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 CIL Working Group.

8.2 Local Government and Elections (Wales) Act 2021.

8.3 Floodlighting St Martin’s Church – Safety Inspection.

8.4 Caerphilly Tourism Association

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 9.30 a.m. to 12.30 p.m.

9. **PLANNING MATTERS**

10. **PAYMENTS AND FINANCIAL MATTERS**

10.1 List of Payments.

10.2 Bank Account Balances.

11. **CORRESPONDENCE**

11.1 Velindre Cancer Centre.

11.2 Caerffili Lions Club.

11.3 Friends of Aneurin Bevan University Health Board

11.4 Caerphilly Borough Mind

12. **MEMBERS REQUESTS FOR FUTURE REPORTS**

There were no requests.

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 Authorities 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

C A E R P H I L L Y T O W N C O U N C I L

C Y N G O R T R E F C A E R F F I L I

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

**P. G. Davy Councillor Mike Prew**

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

**HELD BY REMOTE ACCESS ON MONDAY 15TH FEBRUARY 2021**

**Present:**

Councillors P J Bevan, R Bidgood, J Fussell, J Grenfell, J Hibbert, S Hodder, H Jackson,

S Morgan, M Prew, J Pritchard

**Apologies:**

Councillors C Elsbury, S Kent

**In Attendance:**

P G Davy, Town Clerk

G Thomas, Supervisor, Waste Strategy and Operations, CCBC

64 **MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 18TH JANUARY 2021**

Minutes of the Ordinary Town Council Meeting held on 18th January 2021 were received

and confirmed. Minutes to be signed by the Town Mayor when practical.

65 **MATTERS ARISING**

There were no matters arising.

66 **COMMUNITY SAFETY MATTERS**

No matters raised.

67 **TOWN MAYOR’S DIARY**

The Mayor had been in contact with Tom James, Ambassador for Mind.

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Telephone: Caerphilly 02920 888777

E-mail: caerphillytowncouncil@outlook.com

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

68 **ENVIRONMENTAL MATTERS**

No matters raised.

69 **TOWN CLERK’S REPORTS**

1 Litter and Collection Arrangements

The Waste Strategy and Operations Supervisor, CCBC attended the meeting to discuss concerns about overflowing litter bins and dog waste bins and the emptying frequency. There was a wide ranging discussion on the operational issues, location and capacity of waste bins, problems with commercial waste bins and possible improvements. It was noted the mechanical sweeper would be suspended for a period due to personal circumstances of the operator. Members appreciated the efforts made by the cleansing team to respond to identified litter and waste dumping.

It was agreed:

1 To investigate the replacement of the pole mounted cast iron bins on Cardiff Road

with a larger suitable receptacle.

2 To review the location of the dog waste bins, any gaps in provision and whether

they are in best positions.

3 To encourage CCBC to reinstate education programmes as soon as practical.

2 Cyber Security

Cyber security is one of the highest risks facing the Town Council. Scam emails are received on a daily basis and are regularly deleted. Many are easy to spot but some can appear to be authentic and there is the constant threat of been caught out. It was agreed that the Town Clerk should attend the e learning course on Cyber Awareness offered by the Society of Local Council Clerks, at a cost of £49 + vat.

70 **PLANNING MATTERS**

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

21/0033/FULL – no objections

21/0040/COU – no objections

21/0021/FULL – no objections

21/0064/FULL – no objections

21/0069/FULL – no objections

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

71 **PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

72 **CORRESPONDENCE**

Information had been received from the Friends of Aneurin Bevan University Health Board about a fundraising campaign to enhance the new Unified Breast Unit which is due to open at Ysbyty Ystrad Fawr in late 2021. The capital cost of the new unit is around £10 million. The Friends group aims to raise £200,000 for additional facilities the NHS is unable to provide. It was agreed to make a donation of £1000.

73 **MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests.

The meeting closed at 7.30pm

**Agenda Item 8.1**

**Report to Town Council 15th March 2021**

**CIL Working Group**

The notes of the CIL Working Group held on 8th February 2021 are appended. The Working Group noted the available unallocated CIL funds, discussed a list of suggestions that had been submitted by members of the public, and considered proposals from the Members.

The Working Group agreed to recommend that in principle the following projects should be supported subject to further detailed consideration, consultation with CCBC as appropriate, and cost estimates.

1 Memorial / plaque to Llewellyn Bren, Lord of Senghenydd, who led a rebellion against

the Normans in 1316.

2 Memorial / plaque to acknowledge the contribution of all key workers during the

coronavirus pandemic.

3 Additional seats to the north of Caerphilly Castle moat including Town Council

sponsorship plaques.

4 Refurbishment of floodlighting at St Martins Church.

5 Barrier to prevent vehicular access at Pontypandy Lane (Aldi end adjacent to

Kingsmead Estate).

6 Additional and / or higher capacity replacement general waste and dog waste bins.

7 Explanatory plaque incorporating braille on Welsh National Anthem Memorial at the

Twyn.

Phil Davy

Town Clerk

**Notes of Community Infrastructure Levy (CIL) Working Group held on 8th February 2021 by remote access**

**Present:**

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

**Apologies:**

Councillors R Bidgood, J Hibbert, S Kent, S Morgan, J Pritchard

**In Attendance:**

P G Davy, Town Clerk

CIL funds are held as restricted reserves and are used to fund projects that will benefit the town and residents. The unallocated balance of CIL is £11,985 at February 2021.

At the Town Council meeting in September 2020 it was agreed to invite suggestions for CIL project ideas from the public via the newsletter and website. The Working Group discussed the ideas that had been received.

1 Bartlett Street park – renew play equipment and seating

CCBC own the playground and has a responsibility to ensure the equipment is safe. CIL funds could be used to make a capital contribution to renew equipment but each piece of equipment can cost several thousand pounds and there are a number of playgrounds within the Town Council area. CCBC views to be sought before considering this further.

2 Better indoor facilities for 11-18 age group

The Town Council is unable to take a direct initiative but could consider a capital contribution to a suitable project and local youth organisations can apply for a grant. Members referred to the possibilities of the former golf centre at Virginia Park that had been acquired by CCBC.

3 Audio for Welsh National Anthem Memorial and Tommy Cooper statue

It was suggested that this could be explored by use of the QR codes which link to a website. Currently the WNAM doesn’t have a QR code. It had previously been suggested that there should be a plaque on the WNAM and it was requested that this should be suitable for visually impaired by incorporating braille.

4 Enhanced environmental maintenance of town centre

Reference was made to the work of the Caerffili in Bloom group which undertakes weed and litter clearance and maintains various planters which complement the floral decorations funded by the Town Council. It was noted there would be an item on the agenda for the next Town Council on 15th February 2021 on litter and collection arrangements.

5 Retain and maintain public toilets

The town centre has the benefit of two public toilets at the station and the Twyn Coffee Shop. No further action required at this time.

6 Keep streetlighting on all night

CCBC had made decisions to reduce the time periods for streetlighting as a budget saving. It was not considered appropriate to pursue this using the limited CIL funds.

Members had identified a number of proposals for CIL funding and it was agreed to recommend to the Town Council that in principle they are all supported subject to further detailed consideration, consultation with CCBC as appropriate, and cost estimates.

* Memorial / plaque to Llewellyn Bren, Lord of Senghenydd, who led a rebellion against the Normans in 1316
* Memorial / plaque to acknowledge the contribution of all key workers during the coronavirus pandemic
* Additional seats to the north of Caerphilly Castle moat including Town Council sponsorship plaques
* Refurbishment of floodlighting at St Martins Church
* Barrier to prevent vehicular access at Pontypandy Lane (Aldi end adjacent to Kingsmead Estate)
* Additional and / or higher capacity replacement general waste and dog waste bins
* Explanatory plaque incorporating braille on Welsh National Anthem Memorial at the Twyn

**Additional Matter**

The Town Council had agreed to refer a request from a Member to consider additional Christmas activities for 2021 such as best dressed shop front and best dressed street / house to this meeting for informal discussion. The Working Group was supportive of the suggestions and it was agreed that this should be considered further when the events programme is being planned for the Christmas period. It was further noted that the events programme for 2021 will be dependent on the lifting of restrictions by Welsh Government. As happened during 2020 there will be a need to have cut off dates when decisions will have to be taken in respect of events dependent on the prevailing circumstances and Welsh Government regulations.

Phil Davy

Town Clerk

**Agenda Item 8.2**

**Report to Town Council 15th March 2021**

**Local Government and Elections (Wales) Act 2021**

Further to the report presented to the Town Council on 18th January 2021 the Local Government and Elections (Wales) Act 2021 received Royal Assent on 20th January 2021. The Act provides for a phased approach to introducing various provisions and reserves powers to Welsh Ministers to issue more detailed regulations and guidance.

The following provisions within the Act are to be noted:

**Elections**

The Act provides for the extension of the local government franchise to allow 16 and 17 year olds to be able to register to vote in Welsh local government elections and any poll in Wales which uses the local government franchise such as mayoral elections and referendums. In May 2021, 16 and 17 year olds and legally resident foreign citizens will be able to vote in the Senedd elections, and in the 2022 local government elections. The voting system for town and community councils will remain First Past the Post.

*Five Year Terms*

The Act changes the electoral cycle of principal councils, and town and community councils from four to five year terms.

**General Power of Competence**

From 5 May 2022 town and community councils will have the power to pass resolutions to become eligible to exercise General Powers of Competence. The conditions which town and community councils must meet are:

* At least two thirds of the total number of members of the council have been declared to be elected whether at an ordinary election or at a by-election
* The clerk to the council holds such qualification or description of qualification as may be specified by the Welsh Ministers by regulations
* The council satisfies the audit condition, which requires that in the preceding 2 years of the date of the resolution the council’s accounts have been unqualified

There will be further guidance and regulations specifying a relevant professional qualification for the clerk which may be sector specific such as the Certificate in Local Council Administration (CiLCA).

The benefit of the general power is that it moves away from current position where a council has to identify a specific legal power in order to undertake a particular activity, to one in which it is assumed they can do something unless there is a statutory restriction preventing it.

The well-being power, provided in the Local Government Act 2000, is due to be repealed once the general power comes into force on 5 May 2022. This will have no effect on the Town Council as the well-being power has not been utilised.

**Access to Meetings**

The Act makes it easier for meetings to take place through a variety of arrangements, including multi location meetings where all individuals are attending virtually and hybrid – where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote access meetings and electronic publication of documents, currently provided through The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 and it is intended to have effect from 1 May 2021 to dovetail with the expiry of the 2020 Regulations.

The electronic publication of documents extends to include making available key information as soon as reasonably practicable, and within seven working days of the town and community council meeting taking place, and must include the names of members who attended, apologies for absence, declarations of interest, and decisions taken and the outcome of any votes. This would not apply to any decisions taken in private, or where disclosure of the information would be contrary to any enactment. The Town Council already complies with this requirement as draft minutes are published on the website within two or three days of the council meeting.

**Public Participation**

From 5 May 2022 people presiding over town and community council meetings that are open to the public must give members of the public in attendance reasonable opportunity to make representation about any business being discussed at the meeting, unless this is likely to prejudice the effective conduct of the meeting.

**Annual Reports**

From April 2022 town and community councils will have a duty to prepare and publish a report about the council’s priorities, activities, and achievements. The first report must relate to the financial year April 2021 to March 2022 and be published as soon as reasonably practicable after April 2022.

**Training of Members and Staff**

Town and community councils will have a duty to consider training from 5 May 2022 for councillors and staff and publish the first training plans by November 2022.

It is not the intention to ensure that every councillor necessarily receives training on the same subjects but to seek to bring about a situation where the councillors as a group, and the staff collectively, possess the knowledge and awareness they need to operate effectively. This takes into account the limited staff resources of town and community councils.

The report is for information but Members should note the new duties and timescales that are required by the legislation which will have budgetary implications.

Phil Davy

Town Clerk

**Agenda Item 8.3**

**Report to Town Council 15th March 2021**

**Floodlighting St Martins Church – Safety Inspection**

The floodlighting scheme at St Martins Church was installed many years ago. The floodlights belong to the Town Council and are included on the asset register. The Town Council funds the annual energy costs. There was a significant reduction in the 2020 bill and it is evident that a number of lights have failed. The refurbishment of the floodlighting scheme has been identified as a potential CIL project (see agenda item 8.1). However, the immediate requirement is to undertake an electrical safety inspection of the installation.

Four South Wales based electrical contractors have been invited to submit quotations to undertake the inspection and testing of the floodlighting and provide a written report on the condition with recommendations for repair and maintenance.

Two quotations have been submitted:

Company A - £580 + vat

Company B - £580 + vat

However only one company has submitted evidence of current public liability insurance and that they are certified as an approved contractor with NICEIC (National Inspection Council for Electrical Installation Contracting a body which regulates the training and work of electrical enterprises in the UK).

It is recommended that BPS Facilities Ltd, Cardiff is appointed to undertake the inspection and testing, and to provide a written report on the floodlighting installation.

Phil Davy

Town Clerk

**Agenda Item 8.4**

**Report to Town Council 15th March 2021**

**Caerphilly Tourism Association**

A proposal has been received that the Town Council should join the Caerphilly Tourism Association (CTA). The main function of the CTA is to bring tourism operators together in a representative body for the tourism industry in Caerphilly County Borough. A primary aim is to increase visitors to the benefit of the local economy. As a consequence of the impact of the coronavirus pandemic the CTA has decided that all new and current members will receive free membership until 31st March 2022. After this date the membership fee of £50 for two years will be reinstated.

The CTA membership is primarily aimed at hospitality, accommodation, and attractions although organisers of medium to large scale events would also be eligible. The CTA believes a coordinated approach with businesses working together will be beneficial to the revival of the tourism and hospitality sector following the dramatic impact of the pandemic on this sector.

Clearly the Town Council is not a tourism operator. However, the legislation does provide a wide range of discretionary powers to town and community councils. Under the Local Government Act 1972 section 144 there is the power to contribute to the encouragement of tourism. The Town Council does have a legitimate interest to encourage and support the local economy and perhaps even more so given the need to rebuild and encourage visitors to return once the lockdown restrictions have been lifted.

Members are invited to consider whether they wish to take up membership of the CTA and if appropriate appoint a councillor as the Town Council’s representative to attend CTA meetings.

Phil Davy

Town Clerk

**Agenda Item 9**

**Report to Town Council 15th March 2021**

**Planning Matters**

The following planning applications have been received:

**20/1068/FULL Brynmelyn 94 St Martins Road, Caerphilly CF83 1EN**

Erect single storey rear extension, loft conversion with rear dormer and balcony, alterations to vehicular access and provision of parking space to front of property.

**21/0067/FULL 35 Bryngwyn, Watford, Caerphilly CF83 1ES**

Erect single storey rear extension with mono pitched roof and first floor side extension on top of existing single storey building.

**21/0103/COU Unit 10, 6 Sir Alfred Owen Way, Pontygwindy I E, Caerphilly CF83 3HY**

Change the use from existing office space into dog grooming parlour.

**21/0154/FULL 60 Heol Ysgubor, Caerphilly CF83 1SR**

Erect single storey rear extension and external alterations.

**Agenda Item 10.1**

**Report to Town Council 15th March 2021**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Direct Payment | Sage Global Services | Payroll Software | 2.52 |
| Direct Payment | BT | Telephone Service | 41.69 |
| Internet | Playworks | Salaries Admin only | 21.00 |
| Internet | HMRC | Income Tax & NI | 547.21 |
| Internet | Admin Assistant | Salary (February) | 381.10 |
| Internet | Town Clerk | Salary (February) | 719.79 |
| 304117 | ABUHB | Donation | 1000.00 |
| Debit Card | SLCC | e Learning Course | 58.80 |
| Direct Payment | NEST | Pension (February) | 27.96 |

It is recommended that Members note and approve the payments.

**Agenda 10.2**

**Report to Town Council 15th March 2021**

**Bank Account Balances**

Bank Account Balances as at 1st March 2021

£

Community Direct Plus Account 66,321.19

Business Select Account 10,636.51

Business Select Account (Restricted Reserves) 22,335.10

Members to note the information

**Agenda Item 11**

**Report to Town Council 15th March 2021**

**11.1 Letter from Velindre Cancer Centre**

“Dear Councillor Mike Prew

On behalf of Velindre Cancer Centre, I would like to thank you for your kind donation of £2500 in lieu of sponsorship to Caerphilly Megaday. We are ever so grateful for your generosity, your donation is welcomed during these challenging times. We would be more than happy to publicise Caerphilly Town Council on our social media whilst we wait for life to return to some normality. If you have any pictures, feel free to send them to us.

Your support is sincerely appreciated and makes a huge difference to patients and their families.

Velindre, the *Hospital of Hope* has been providing specialist treatment and supportive care to cancer patients in Wales for over 60 years.

Money raised for us funds ground breaking research and clinical trials, cutting edge treatments, specialist nurses, support services, therapies, equipment and so much more which are above those provided by the NHS – so donations really do have a significant impact on patients and their families. More people than ever are living with cancer and survival rates have doubled in the last 40 years through better treatments and earlier detection.

Your donation will allow us to continue to provide hope for the future.

Without any imposition of trust, we will attempt to comply with your wishes as to the use of the donation. Unless specified, your donation will be paid into our general Donations Fund which is used to support all our services, projects and appeals. We hold your details to keep a record of your donation, managed in accordance with Data Protection legislation. We will never share your details.

We aim to provide the best care when people need us most.

Thank you.

Andrew Morris

Head of Fundraising”

**11.2 Letter from Caerffili Lions Club**

“Dear Mr Davy

On behalf of Caerffili Lions Club we were delighted to receive your generous donation of £2500 and we look forward to the photo opportunity by Town Mayor Cllr Mike Prew when this dreaded pandemic is over and Caerffili Lions can resume their support of the Town Council.

Yours sincerely

Ray Hughson”

**11.3 Letter from Friends of Aneurin Bevan University Health Board**

“Dear Caerphilly Town Council

I want to sincerely thank the Town Council for the donation of £1000 to the Breast Unit Fund. We are also grateful to Cllr James Pritchard for bringing forward for your attention our local cause.

We are humbled by your donation, for our new breast care unit. Because of you we can ensure our breast care patients will have a comfortable waiting room, a place to digest their diagnosis in our custom designed counselling rooms and additional services up and above what the NHS can provide. Donations from caring people such as the Town Council help us get one step closer to our goal.

Aneurin Bevan University Health Board are at the forefront of delivering ground breaking progress in the diagnosis and treatment of breast cancer. We want every breast care patient to have the best possible experience when they come too our hospitals. That’s why we are committed to building a modern breast care unit where state of the art care can be delivered to all our patients “A Centre of Excellence”.

The Friends of the ABUHB Breast Unit are a voluntary group recently set up to raise funds for the additional items that the NHS are unable to provide. An ambitious fundraising campaign that aims to raise £200,000 towards the unit’s restoration has been set up. The donation will ensure the breast unit will provide enhanced facilities for thousands of women, men and their families for years to come. The donation and support have played an important role in our campaign ‘s success – thank you.

Kind regards

Emma Wilkins

Fundraising Manager for Breast Services”

**11.4 Letter from Caerphilly Borough Mind**

“Dear Mike Prew

Thank you for the donation of £2500 to Caerphilly Borough Mind as one of the Town Mayor’s charities. The money will be used towards our continuing support for mental health and well being to individuals in Caerphilly.

Kind regards

Jill Lawton, Director”