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**

10th May 2021

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 17th May 2021 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 Monday 19th April 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 Annual Return for the year ended 31st March 2021.

8.2 Insurance Renewal.

8.3 Floodlighting St Martin’s Church – Safety Inspection.

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. **PAYMENT AND FINANCIAL MATTERS**

10.1 List of payments.

10.2 Bank Account Balances.

11. **CORRESPONDENCE**

12. **MEMBERS REQUESTS FOR FUTURE REPORTS**

13. **NOTICE OF MOTION**

Submitted by Councillor J. Pritchard

“Caerphilly Town Council resolves to:

(i) Support the Climate and Ecological Bill

(ii) Inform the local media of this decision

(iii) Write to the local MP asking them to support the Bill in Parliament

(iv) Write to the CEE Bill Alliance ([www.ceebill.uk](http://www.ceebill.uk)), the organisers of the campaign

for the Bill, expressing its support ([campaign@ceebill.uk](mailto:campaign@ceebill.uk))

(v) Support the Work of Climate Action Caerphilly and other local environmental

groups for their efforts to improve our local environment”

This Meeting will be held in accordance with Section 47 of the Local Government and Elections (Wales) Act 2021 by remote access. Any member of the public or media wishing to attend this meeting should contact the Town Clerk at

[caerphillytowncouncil@outlook.com](mailto:caerphillytowncouncil@outlook.com)

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

[www.caerphillytowncouncil.co.uk](http://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 Cllr Mike Prew**

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

**HELD BY REMOTE ACCESS ON MONDAY 19TH APRIL 2021**

**Present:**

Councillors P J Bevan, R Bidgood, C Elsbury, J Fussell, J Grenfell, J Hibbert, S Hodder,

H Jackson, S Kent, S Morgan, J Pritchard

**Apologies:**

Councillor M Prew

**In Attendance:**

J McDonnell, Gwent Police

P G Davy, Town Clerk

In the absence of the Town Mayor the meeting was chaired by the Deputy Town Mayor,

Councillor H Jackson.

84 **MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 15TH MARCH**

**2021**

Minutes of the Ordinary Town Council Meeting held on 15th March 2021 were received

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

Lon y Llyn noted.

85 **MATTERS ARISING**

Minute 79.3 the electrical safety inspection has been completed of the floodlights at St

Martins Church and a report will be presented at the May meeting of the Town Council.

Minute 79.4 the Town Council has taken up membership of the Caerphilly Tourism

Association.

86 **COMMUNITY SAFETY MATTERS**

The police were undertaking routine patrols in Morgan Jones and Dafydd Williams parks

where groups of youths were regularly gathering. Town Safe patrols will be reinstated

when the pubs reopen on 26th April for outdoor use. However most pubs within the town area have limited or no outdoor space.

Members raised the following:

* Catnic junction with Pontygwindy Road
* Vandalism to memorial tree in Morgan Jones park and ASB around new swings
* Recommencement of street pastors
* Social media coverage of ASB
* Twyn School traffic enforcement
* Traffic congestion due to drop off and pick up at St Martins School
* Bus / taxi layby on Castle Street being used for other parking

Police requested that residents be advised to report incidents via 101/999 due to demand led nature of prioritising resources.

Recent Your Voice survey had identified Winston Osborne House as a priority concern for residents due to its nature as halfway house for ex-offenders and homeless. Discussions ongoing to minimise impact on nearby residents.

87 **TOWN MAYOR’S DIARY**

In the absence of the Town Mayor there was no report.

88 **ENVIRONMENTAL MATTERS**

Concern raised at the extent of fly tipping and cost of clearance. Two specific areas referred to were Ruperra and turning circle on Watford Road.

Obstruction caused by recycling bins left on pavement at Nantgarw Road.

89 **TOWN CLERK’S REPORTS**

1 Q4 Budget Monitoring

The expenditure at the end of March 2021 was £72,249 against the original estimate of £110,407 (65 %). This significant underspend was due to the impact of the pandemic on the normal business of the Town Council.

Members noted the report.

2 Budget Outturn 2020/21

The report outlined variances against income and expenditure and the net impact on the balances at 31st March 2021. The total balances held in the current account, operational reserves and restricted reserves at year end is £94,397. The budget for 2021/22 approved by the Town Council in November 2020 requires a contribution from balances of £7572 to achieve a balanced budget as expenditure is projected to be in excess of income.

Members noted the financial outturn position for 2020/21 and agreed to set aside a sum of £12000 from the balances to cover the election costs for the Town Council in 2022.

3 Coronavirus Update

Coronavirus infection levels in Wales have fallen to a low level and restrictions have started to be lifted. Welsh Government guidance on working from home where this is possible remains in place. The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 that were introduced to enable meetings of local authorities to be by remote attendance lapse at the end of April 2021. With effect from May 2021 the Local Government and Elections (Wales) Act 2021 makes permanent the facility for remote access meetings. All adults are expected to have been offered a vaccine by end of July.

It was agreed:

1 Staff continue to work from home and Town Council meetings continue to be held by remote access, including the AGM, until the August recess.

2 On the assumption that normality may largely have returned by September 2021 a review is undertaken of the longer term arrangements for staff homeworking, office hours, and remote (hybrid) access to Town Council meetings and Working Groups recognising that there may be ongoing requirements for mask wearing, social distancing and Covid secure risk assessments.

3 A decision is made at the July Town Council meeting whether to proceed with the planning for the Fireworks Display and Christmas events for 2021 having regard to the Welsh Government guidance at that time.

4 A provisional booking is made with Cadw for the Fireworks Display at Caerphilly Castle on 6th November 2021.

4 National Eisteddfod Plaque

The plaque adjacent to the gates constructed to commemorate the holding of the National Eisteddfod at Crescent Road in 1950 is in poor condition. To refurbish the existing lectern and provide a replacement sign will cost £255.50 +vat. It has been agreed to share the cost 50:50 with CCBC. CCBC will arrange the work and invoice the Town Council.

It was agreed to meet the 50% contribution of £127.75 +vat for the refurbishment of the plaque and the cost recorded as miscellaneous expenditure.

5 Open Art Competition

A request has been received for sponsorship of the prizes for the Open Art Competition in 2021/22. This is an event that the Town Council has sponsored for a number of years. The Town Council has approved a budget for 2021/22 which includes an estimate of £16000 for the sponsorship of various events organised by third parties.

It was agreed to provide sponsorship of £1050 in 2021/22 to cover the prizes for the Open Art Competition.

It was noted that CCBC had advised that the Caerphilly Food Festival and the Big Cheese will not be taking place in 2021.

90 **PLANNING MATTERS**

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

21/0178/RET – no objections

21/0127/FULL – no objections

21/0227/FULL – no objections

21/0249/COU – objections raised due to lack of parking and highway safety concerns impacting on nearby school.

21/0283/NCC – no objections, but concern about junction onto Pontygwindy Road due to increased traffic generation that will result from the development

21/0259/FULL – no objections

21/0301/FULL – no objections

21/0238/FULL – no objections

21/0324/FULL – no objections

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

91 **PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

92 **CORRESPONDENCE**

1 The complaint concerning the Christmas selection packs was noted. The Town Clerk had replied to the complainant providing the relevant council minute which includes the cost.

2 The complaint concerning the lack of daffodils was noted. The Town Clerk had acknowledged receipt of the email and had advised the complainant the Town Council was not the landowner of the areas specified.

93 **MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests.

The meeting closed at 7.50pm

**Agenda Item 8.1**

**Report to Town Council 17th May 2021**

**Annual Return for the Year Ended 31st March 2021**

The following are enclosed with the agenda papers:

Appendix 1 Accounting Statements

Appendix 2 Annual Governance Statement

Appendix 3 Annual Internal Report

Appendix 4 Income and Expenditure Account (as ledger)

Appendix 5 Bank Reconciliation Statement

Appendix 6 Asset Register

With effect from the audit of accounts for 2020-21 Audit Wales had intended to introduce a new three year cycle of the council’s financial transactions with one year in three being a more in depth audit. The Town Council had been timetabled for the more in depth review in year 1. Due to a backlog of the 2019-20 audits across almost 200 local councils due to delays caused by the pandemic the Auditor General for Wales has decided to defer the introduction of the new arrangements for one year. The new arrangements will therefore apply for the audit of the 2021-22 accounts.

The Annual Return requires the normal level of information. As part of the accounting statements Audit Wales has requested an explanation of the variances between the 2019-20 and 2020-21 accounts in the Annual Return.

There was a net reduction of approximately £5000 in other receipts. There was no sponsorship or street collection income due to cancellation of the Fireworks Display. In 2019-20 a one off project grant was received of £8000 was received from CCBC (Welsh National Anthem Memorial) which was not repeated in 2020-21. These reductions in 2020-21 were offset by a higher VAT reclaim and a higher CIL payment.

The £60000 reduction in other payments was due to the cancellation of directly managed and sponsored events throughout 2020/21 due to the pandemic. The Town Council office was closed on 17th March 2020 and remained closed throughout the financial year resulting in administrative savings including a 50% abatement of office rent. The savings arising from reduced activity have resulted in the higher year end balances.

The increase of £23000 in the value of assets is due to the inclusion of the Welsh National Anthem Memorial, the revaluation of the stock of Christmas lights following purchases in 2019 and 2020, and the purchase of a laptop to facilitate homeworking during the pandemic.

To support the Annual Governance Statement Audit Wales has requested the following:

1 A copy of the Clerk / RFO contract of employment.

2 Where the Clerk / RFO salary is not specified in the contract or is set annually minutes of the meeting at which salary was agreed by the Council.

3 Payslips and tax record for Clerk / RFO for October 2020.

The annual internal audit report has been completed and no issues have been raised.

Th Town Clerk in his capacity as Responsible Financial Officer (RFO) has certified the accounting statements.

It is recommended:

The Town Council approves the Annual Return which includes the accounting statements, the annual governance statement, and internal audit report, and the Annual Return is signed by the Mayor on behalf of the Town Council. The Annual Return for the year ended 31st March 2021 will then be submitted to the external auditors and arrangements made for the notice of date appointed for the exercise of electors’ rights under the Public Audit (Wales) Act 2004 to be placed on the notice board and the website.

Phil Davy

Town Clerk

Notes

The Accounting Statements, Annual Governance Statement, and Annual Internal Report (Appendices 1,2,3) constitute the Annual Return which is enclosed with the agenda papers as a separate document.

Appendices 4,5,6 are attached to the report.

**Income and Expenditure Account (as ledger)**

**1st April 2020 to 31st March 2021**

|  |  |  |
| --- | --- | --- |
|  | **2020/21** | **2019/20** |
| **Income** | **£** | **£** |
| Precept | 97125.02 | 97053.72 |
| Refund of VAT | 12784.12 | 7142.23 |
| Fireworks Sponsorship | 0 | 2950.00 |
| Fireworks Collection | 0 | 2021.02 |
| CIL | 9344.03 | 7379.79 |
| Other | 0 | 8000.00 |
| Bank Interest | 95.44 | 115.09 |
| **Total** | 119348.61 | 124661.85 |

|  |  |  |
| --- | --- | --- |
| **Expenditure** | **£** | **£** |
| Mayor’s Allowance | 900.00 | 900.00 |
| Member Allowances | 450.00 | 450.00 |
| Staff costs (inc payroll admin) | 19995.54 | 18913.56 |
| Pension contributions | 335.51 | 326.52 |
| Travelling expenses | 0 | 0 |
| Audit Fees | 504.85 | 402.90 |
| Insurance | 1684.55 | 1586.94 |
| Office costs | 3977.15 | 10145.84 |
| Sponsored Events | 101.10 | 14501.76 |
| Fireworks Display | 1750.00 | 12448.85 |
| Fireworks Charity Donation | 5000.00 | 2200.00 |
| Floral Decorations | 12208.48 | 10591.00 |
| Christmas Lights | 12865.88 | 9714.32 |
| Lantern Parade | 0 | 7125.31 |
| Financial Assistance | 6050.00 | 2800.00 |
| Summer Sports Scheme | 0 | 4800.00 |
| Newsletter | 687.50 | 525.00 |
| Miscellaneous | 89.00 | 79.00 |
| VAT | 5649.69 | 12784.12 |
| CIL | 0 | 21000.00 |
| **Total** | 72249.25 | 131295.12 |

**Bank Reconciliation Statement**

**Caerphilly Town Council**

**Financial Year 2020/21**

Prepared by Phil Davy, Town Clerk / RFO

Balance as bank accounts at 31st March 2021

£

Community Direct Plus Account 61426.14

Business Select Account (operational reserves) 10636.51

Business Select Account (restricted reserves) 22335.10

\_\_\_\_\_\_\_\_

Balances 94397.75

Cash Book

Opening balance 1st April 2020 47298.39

Add receipts 119348.61

\_\_\_\_\_\_\_\_\_

166647.00

Less payments as per cash book 72249.25

\_\_\_\_\_\_\_\_

Closing balance as cashbook 31st March 2021 94397.75

Signed: P G Davy

Date: 6.4.21

**CAERPHILLY TOWN COUNCIL ASSETS AS AT**

**APRIL 2021 (replacement cost net of VAT)**

|  |  |
| --- | --- |
| **Item** | **£** |
| Olivetti MFP (2019) | 3490 |
| I.T. EQUIPMENT  Computers/Monitors (2019)  Printer  Laptop  Laptop and Software (2020)  Laminator 2019 | 1045  200  500  560  21 |
| CHRISTMAS LIGHTS  Existing Stock  New Stock 20 motifs (2019)  New Stock 25 motifs (2020) | 21700  4500  6504 |
| Mayor’s Chain of Office | 6000 |
| Deputy Mayor’s Chain of Office | 500 |
| P.A. System | 900 |
| Electric Cable | 700 |
| Office Furniture | 2000 |
| External Notice Board | 800 |
| Telephone/Shredder | 170 |
| Road Closure Signs | 175 |
| Flood Lighting St Martin’s Church | 4000 |
| Hanging Baskets | 1065 |
| Welsh National Anthem Memorial | 16000 |
| **TOTAL** | 70,830 |

**Agenda Item 8.2**

**Report to Town Council 17 May 2021**

**Insurance Renewal**

The Town Council’s insurance is due for renewal on 1st June 2021. In 2019 the policy was renewed through brokers Came and Company on a three year agreement that runs to 31st May 2022 with annual premiums adjusted to meet any change in circumstances.

The Town Council’s core requirements are:

* Public Liability
* Employers Liability
* Officials Indemnity
* Libel and Slander
* Fidelity Guarantee
* Personal Accident
* Money cover (limited cash)
* Commercial legal expenses

The total renewal premium, including administration fee of £50, for the 12 months commencing on 1st June 2021 is £1766-53 (compared with £1684-55 in 2020, an increase of £81-98). The quotation is based on information previously submitted and includes Employers Liability set at £10m and Public Liability set at £10m. The premium also reflects an adjustment to the Asset Register and includes the addition of the Welsh National Anthem Memorial Sculpture with a sum insured of £16000. Index linking is included at 3% for items insured against loss or damage. AXA is the insurance provider and rradar for legal expenses insurance and advice to the local council sector.

Under the Insurance Act 2015 there is a duty to provide a “fair presentation” of the risk to insurers. There has been no material change to the Town Council’s insurance requirements.

It is recommended that the insurance is renewed for 2021/22 via brokers Came and Company at the annual premium £1766-53.

Phil Davy

Town Clerk

**Agenda Item 8.3**

**Report to Town Council 17 May 2021**

**Floodlighting St Martins Church – Safety Inspection**

The floodlights at St Martins Church are owned by the Town Council and listed on the asset register. At the Town Council meeting on 19 April 2021 it was agreed to appoint BPS Facilities Ltd, Cardiff to undertake an electrical safety inspection (minute 79.3).

A site inspection has been completed and report received from the company.

The installation is in poor condition in relation to current installation standards. Most of the light fittings are in a fair condition but two are in need of replacement. The main supply cable requires added protection and the MCB downgraded or cable upgraded.

BPS Facilities Ltd has advised the following urgent corrective remedial work:

1 Floodlight FL1 requires replacing due to age and condition

2 Floodlight FL6 requires replacing due to age and condition

3 Mains supply from distribution board is undersized and inadequate

4 Cable not supported or protected in boiler house

5 Cables for 3 wall lights in archway are not to exterior standard

6 The armoured supply requires terminating in a correct unit.

A quotation has been received from BPS Ltd for the above remedial work in the sum of £1778-00 + vat. It has been agreed in principle to include the refurbishment of the floodlighting as a CIL funded project (minute 79.1 19.4.21).

Following the completion of the remedial works a new NICEIC electrical satisfactory condition report will be issued.

It is recommended that BPS Facilities Ltd be appointed to undertake the electrical remedial works to the floodlighting at St Martins Church in the sum of £1778-00 +vat.

Phil Davy

Town Clerk

**Agenda Item 9**

**Report to Town Council 17 May 2021**

**Planning Matters**

The following planning applications have been received:

21/0265/FULL 8 Long Heath Close, Caerphilly, CF83 3SD

Erect front porch and single storey rear extension

21/0231/FULL Westwinds, 12 Lon Y Llyn, Caerphilly, CF83 1BY

Erect two storey side extension

21/0354/FULL 2 Heol Ganol, Caerphilly CF83 1AS

Erect first floor side extension

21/0376/TPO Gallagher Retail Park, Parc Pontypandy, Caerphilly CF83 3GX

Carry out various tree works (TPO 63/89/RVDC)

21/0343/FULL Land at Grid Ref 316141 187583 Bedwas Road North, Caerphilly

Erect two new dwellings

21/0421/FULL 28 Rowland Drive, Caerphilly CF83 1TX

Erect conservatory to rear elevation

21/0444/FULL 8 King Edward Avenue, Caerphilly CF83 1 NE

Erect two storey and single storey rear extension and erect timber frame office in rear garden with alterations to vehicular access and parking area

**Agenda Item 10.1**

**Report to Town Council 17 May 2021**

**List of Payments**

**Cheque No Payee In Respect of Amount £**

Internet CCBC Website support 240-00

DD Sage GS Payroll software 2-52

Internet Digital Systems Printing 36-00

304120 J Pritchard Mandatory allowance 150-00

304121 M Hodder Mandatory allowance 150-00

304122 S Morgan Mandatory allowance 150-00

304123 R Bidgood Mandatory allowance 150-00

Internet CCBC NNDR 789-13

304124 BPS Facilities Electrical safety report 696-00

Internet HMRC Income tax and NI 564-21

Internet Admin Assistant Salary (April) 381-31

Internet Town Clerk Salary (April) 740-59

DD Nest Pension (April) 27-95

Internet G James Internal audit 200-00

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

**Report to Town Council 17 May 2021**

**Bank Account Balances**

Bank account balances as at 1st May 2021

£

Community Direct Plus Account 57298-43

Business Select Account (operational reserves) 10638-13

Business Select Account (restricted reserves) 22338-50

Members to note the information.

**Agenda Item 13**

**Town Council 17 May 2021**

**Notice of Motion – Councillor J Pritchard**

Councillor J Pritchard has submitted the following information in support of the Notice of Motion:

“The Welsh Government declared a Climate Emergency on 29th April 2019.

Caerphilly County Borough Council declared a Climate Emergency on 4th June 2019 with cross party support.

Caerphilly Town Council committed to support plastic free alternatives and supports Plastic Free Caerphilly in its journey towards plastic free status with Surfers Against Sewage on 16th September 2019.

There is a Bill before Parliament – the Climate and Ecological Emergency Bill (published as the “Climate and Ecology Bill”) – according to which the Government must develop an emergency strategy that:

1. Requires that the UK plays its fair and proper role in reducing greenhouse gas emissions consistent with limiting global temperature increase to 1.5 degrees C above pre industrial temperatures
2. Ensures that all the UKs consumption emissions are accounted for
3. Includes emissions from aviation and shipping
4. Protects and restores biodiverse habitats along overseas supply chains
5. Restores and regenerates the UKs depleted soils, wildlife habitats and species populations to healthy and robust states, maximising their capacity to absorb COs and their resistance to climate heating
6. Sets up an independent Citizens Assembly, representative of the UK’s population, to engage with Parliament and Government and help develop the emergency strategy

MPs from 8 political parties have signed up to the Bill. Parliamentary supporters of the Bill are listed at:

edm.parliament.uk/early-day-maotion/57374/climate-and-ecological-emergency-bill

The motion:

Caerphilly Town Council resolves to:

1. Support the Climate and Ecological Bill
2. Inform the local media of this decision
3. Write to the local MP, asking them to support the Bill in Parliament
4. Write to the CEE Bill Alliance ([www.ceebill.uk](http://www.ceebill.uk)), the organisers of the campaign for the Bill, expressing its support ([campaign@ceebill.uk](mailto:campaign@ceebill.uk))

(v) Support the work of Climate Action Caerphilly and other local environmental groups for their efforts to improve our local environment.”

**Advice from the Town Clerk**

A town (or community) council must not do anything unless it has a legal power to act. The law determines what the council must do (its duties) and what it can choose to do (its powers). If the council acts without a legal power even if it is a popular action supported by all Members and the community it could still be charged with acting unlawfully. Council resources should not be used improperly including for political purposes. The Council’s powers derive from numerous Acts of Parliament and legislation passed by the Senedd. As environmental issues have become a higher priority new duties or powers have come into force. For example, Section 6 of the Environment (Wales) Act 2016 imposes a duty on public authorities in Wales to maintain and enhance biodiversity and promote the resilience of ecosystems in the exercise of their functions; and Section 20 of the Climate Change and Sustainable Energy Act 2006 gives the power to local councils to promote local energy measures. It is not the council’s role to get involved with political campaigns to change the law. It is the Town Clerk’s opinion that the motion if approved would be ultra vires, beyond the powers of the Town Council.

However, it should be possible to draft an amended resolution to demonstrate that the Town Council is supportive of urgent action to address climate change, and where appropriate will utilise powers available under existing legislation when determining the scope of its activities.

Phil Davy, Town Clerk