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**

14th June 2021

An **Ordinary Meeting** of the **Caerphilly Town Counci**l will be held on **Monday 21st June 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 17th May 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 Review of Working Arrangements for Town Council.

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.

10.3 Applications for Financial Assistance

11. **CORRESPONDENCE**

11.1 Confidential Item

Public Bodies (Admissions to Meetings) Act 1960

Under the terms of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted the public and press be excluded from the meeting during consideration of this item.

Request to support a community recognition St David’s Award.

12. **MEMBERS REQUESTS FOR FUTURE REPORTS**

There were no requests.

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 Meetings 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 17TH MAY 2021**

**Present:**

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

**Apologies:**

Councillor R Bidgood, S Morgan

**In Attendance:**

G Clifton, Gwent Police

J McDonnell, Gwent Police

L Gazal, Climate Action Caerphilly

P Jones Jenkins, Climate Action Caerphilly

P G Davy, Town Clerk

**14 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 19TH APRIL 2021**

Minutes of the Ordinary Town Council Meeting held on 19th April 2021 were received and confirmed. Minutes to be signed by the Town Mayor when practical.

**15 MATTERS ARISING**

There were no matters arising.

**16 COMMUNITY SAFETY MATTERS**

Gwent Police gave an update on Morgan Jones and Dafydd Williams Parks which have

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been the subject of regular patrols. They were keen to engage young people in positive activities and raised the possibility of financial support from the Town Council. A proposal would be submitted to the Town Clerk.

Members raised the following:

* Deployment of mobile CCTV in Morgan Jones Park.
* A number of bus shelters had been vandalised on Nantgarw Road and Watford Road.
* There was a discussion about the 101 service and whether there were statistics to show the extent residents were calling the number. Data is not readily available.
* Parking congestion outside St Martins School.
* Action had been taken to enforce traffic arrangements at Twyn School.
* Criteria for use of GoSafe speed cameras.
* Use of social media to demonstrate high visibility policing.

**17 TOWN MAYOR’S DIARY**

The Mayor thanked the Town Council to be re elected to serve a fourth term and he hoped it would be possible to have a more active year in office. He announced his charities would be the Autism Directory and Sense Cymru.

He had undertaken the judging of the Caerphilly Open Art Competition and presented the prizes, sponsored by the Town Council, to the winners.

He had been interviewed by a pupil from Cwrt Rawlin school, “Molly Meets with the Mayor” and she will be presenting the interview back to the school.

**18 ENVIRONMENTAL MATTERS**

There was a proposal to approach Cadw about planting daffodils within part of the castle grounds.

There will be a litter pick organised on Caerphilly Mountain at end of May but numbers will be limited.

Reference was made to tree planting schemes by Tesco, Cadw, and the “tiny forest” in Morgan Jones Park.

**19 TOWN CLERK’S REPORTS**

1 Annual Return for the year ended 31 March 2021

The Town Clerk presented the Annual Return. The main variances between 2019-20 and 2020-21 were outlined. There was a net reduction of approximately £5000 in receipts and a reduction in expenditure of £60000 as a consequence of the impact of the pandemic on the Town Council’s normal activities. The savings arising from reduced activity resulted in higher year end balances. The additional information requested by Audit Wales relating to the Town Clerk’s contract of employment was noted. There were no issues raised during the internal audit.

It was resolved to approve the Annual Return, which includes the accounting statements, the annual governance statement, and the internal audit report. Arrangements will be made for the Town Mayor to sign the Annual Return on behalf of the Town Council as soon as practical, and the Annual Return and requested supporting documents will then be submitted to Audit Wales.

2 Insurance Renewal

The Town Council’s insurance is due for renewal on 1st June 2021. The Town Council has entered a three year agreement which runs to 31st May 2022 via brokers Came and Company. The premium quotation is based on information previously submitted and has been adjusted to reflect changes to the Asset Register including the addition of the Welsh National Anthem Memorial with a sum insured of £16000, and index linking of 3% for items insured against loss or damage.

It was resolved to renew the policy for 2021-22 via Came and Company at the annual premium of £1766-53.

3 Floodlighting St Martins Church – Safety Inspection

The floodlights at St Martins Church are owned by the Town Council. An electrical safety inspection has been undertaken and urgent remedial work is required.

It was agreed in principle 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 and in accordance with minute 79.1 19.4.21 the work would be funded from CIL, but implementation of this decision would be deferred pending a discussion between BPS, St Martins Church and the Town Council about possible enhancements, and if appropriate a further report.

**20 PLANNING MATTERS**

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

21/0265/FULL – no objections

21/0231/FULL – no objections

21/0354/FULL – no objections

Councillor J Grenfell declared an interest and took no part in the discussion or decision making on this application.

21/0376/TPO – no objections

21/0343/FULL – no objections

21/0421/FULL – no objections

21/0444/FULL – no objections

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

**21 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

**22 CORRESPONDENCE**

There were no items of correspondence.

**23 MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests.

**24 NOTICE OF MOTION**

Councillor J Pritchard outlined the purpose of the Notice of Motion and indicated that he wished to present a revised version as follows:

“Caerphilly Town Council resolves to:

(i) Support the Climate and Ecological Bill

(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”

The motion was seconded by Councillor S Hodder.

Representatives from Climate Action Caerphilly were invited to address the Town Council.

Further clarification was sought from the Town Clerk on legal powers.

An amendment to the motion was proposed by Councillor J Grenfell and seconded by Councillor C Elsbury.

Councillor J Pritchard closed the debate and indicated he would support the amendment. The amendment was put to the vote and carried.

It was resolved:

“To support the Climate and Ecological Bill and support the work of Climate Action Caerphilly on a case by case basis”

The meeting closed at 8.00pm

**Agenda Item 8.1**

**Report to Town Council 21June 2021**

**Review of Working Arrangements for Town Council Post Pandemic**

At the Town Council meeting held on 19th April 2021 it was agreed to undertake a review of the working arrangements once the coronavirus restrictions have all been lifted. It is anticipated that with the roll out of the vaccination programme a return to normal working may be possible from September 2021 although this may still be dependent on Covid 19 secure risk assessments and implementation of protective measures. The risk assessment for the community centre has resulted in limitations on the numbers in various rooms. The New Meeting Room is restricted to a maximum number of 2 persons and the Main Hall 10 persons. The Covid 19 secure measures will need to be relaxed before in person meetings will be possible in the community centre.

Member views were sought on three aspects:

* Meetings
* Town Council Office
* Homeworking

There has been a limited response making it difficult to draw any conclusions about a consensus amongst Members on the best way forward that takes account of the experience gained over the last 15 months.

One view expressed is a return to the arrangements pre pandemic. Although concern was raised about the adequacy of the New Meeting Room due to the limited space especially when accommodating visitors to the meetings, and notwithstanding the lift to the first floor, the accessibility for those with disabilities is poor. An option to address these concerns would be to relocate the Town Council meetings to the Main Hall on the ground floor. However, this would be dependent on availability and may involve changing the day and time. In addition, there will be an increase in cost of hire (£12 per hour for the Main Hall compared with £8 per hour for the New Meeting Room).

Another view felt there was an opportunity for a more flexible approach to make better use of the office allied to ongoing homeworking arrangements.

**Points to consider:**

The Town Council’s office was closed in March 2020 and remote access meetings commenced in May 2020. The working arrangements during the pandemic have had a positive environmental benefit and a reduction in carbon footprint. There has been minimal travelling to the office and a reduction in use of printing / paper as all members have received electronic copies of agendas, minutes, and reports. Although the office is rented there have been savings in heating and lighting and other sundry office costs. Attendance at the remote access meetings has been higher than pre pandemic physical meetings.

**Meetings**

There is now a legal requirement to ensure that anyone wishing to attend a meeting of the Town Council can do so remotely. Section 47 of the Local Government and Elections (Wales) Act 2021 states:

“(1) A local authority must make and publish arrangements for the purpose of ensuring that local authority meetings are able to be held by means of any equipment or other facility which

1. Enables persons who are not in the same place to attend the meetings, and
2. Satisfies the conditions in sub section (2)

(2) The conditions are that the equipment or other facility enables persons to speak and be heard by each other (whether or not the equipment or facility enables those persons to see and be seen by each other).”

The legal requirements for town and community councils are limited to remote audio access. However it would seem more beneficial to continue to make available video access.

Even if all Members want to return to in person meetings it will still be necessary to ensure that the provision exists for anyone to attend by remote access. The law now dictates that hybrid meetings will be the standard arrangement. It will be necessary to ensure that appropriate equipment is available in whichever meeting room is used.

**Town Council Office**

The fixed opening hours for the office on 3 mornings a week offer no particular benefit to the public. The Town Council does not deliver direct services, and experience over the last 4 years has shown there is no demand / purpose for residents to visit the office. The Town Council pays rent for an under used facility. The land line telephone is largely dependent on an answerphone due to the limited hours the office is staffed. A diary and appointment system could enable the office to be used more flexibly by staff and Members. If members of the public do want to meet with officers an appointment system would offer more convenience than fixed hours.

**Homeworking**

Staff have been homeworking since 17th March 2020. The vast majority of the council’s business is done electronically. Correspondence via mail is very limited. Continuity of the Town Council business has been achieved for over a year without the staff having to be in the office. The Town Clerk has met regularly with the Administrative Assistant via Zoom. There are occasions when work needs to be in the office to access the printer and files not held at home, and in relation to organising events and attending in person meetings when they resume. The Town Clerk has found it more beneficial not to be tied to fixed office hours. As well as the saving in travel time a more flexible service can be provided over 7 days working from home. The Administrative Officer has indicated a preference to continue with homeworking and part office working according to need.

The following recommendations reflect the views of staff and take account of those comments received from Members:

1 Hybrid Town Council meetings are adopted from September 2021 (dependent on any ongoing Covid 19 restrictions) enabling both in person and remote access to comply with the LGE Act 2021, and subject to making appropriate IT arrangements.

2 Members to determine whether to pursue relocating the Town Council meetings to the Main Hall subject to availability.

3 Fixed office opening hours are discontinued and replaced by an appointment system operating over five days a week (with both daytime / early evening appointments when required).

4 The office landline is discontinued and replaced with an office mobile phone.

5 The office is made available for use by both staff / Members using an electronic diary / booking system, and subject to implementing the electronic office door control as previously approved. (The latter will enable Members to be given a passcode when wishing to book the office).

6 A flexible approach to homeworking / office working is introduced allied to the wider use of the office in recommendation 5.

Phil Davy

Town Clerk

Footnote

Since the report was drafted advice has been received that the capacity in the Main Hall has been increased to 22.

**Agenda Item 9**

**Report to Town Council 21 June 2021**

**Planning Matters**

The following planning applications have been received:

21/0387/COU Part of 6 Sir Alfred Owen Way, Pontygwindy Industrial Estate, Caerphilly

Change the use to class A1/A3 bakery, provision of outside seating area, bin store plus installation of plant.

21/0397/FULL Hillsborough, 70 St Martins Road, Caerphilly CF83 1EN

Erect a single storey extension.

21/0454/FULL 27 Heol-Y-Parc, Caerphilly CF83 1AY

Erect two storey side extension and attic conversion with hip to gable amendment and a detached fitness room in the garden.

21/0462/FULL 72 Heol Ysgubor, Caerphilly CF83 1SR

Erect single storey rear extension and convert garage to family room.

21/0470/ADV Part of 6 Sir Alfred Owen Way, Pontygwindy Industrial Estate, Caerphilly

Erect three fascia signs and two promotional screens.

21/0487/FULL 109 St Martins Road, Caerphilly CF83 1EH

Erect two storey rear extension and proposed garage to replace existing garage.

21/0469/FULL 7 Beech Tree View, Caerphilly CF83 1DX

Convert loft and erect 2 front dormers and velux window to rear.

21/0477/RM Virginia Park Golf Course, Virginia Park, Caerphilly

Seek approval of the reserved matters in respect of appearance, landscaping, layout and scale of planning consent 17/0804/OUT (Erect up to 350 homes, public open space, a local centre and community building, new vehicular, cycle and pedestrian accesses, associated engineering works and seek approval of access) to erect 174 no dwellings, open space, roads, footpaths, drainage infrastructure and associated works in respect of phase 1.

21/0509/COU 92 Van Road, Caerphilly CF83 1LD

Change the use to HMO from domestic dwelling.

21/0445/FULL 18 St Julian’s Court, Caerphilly CF83 1DN

Erect two storey and single storey side extensions.

21/0452/FULL Former Caerphilly Police Station, Mountain Road, Caerphilly

Erect residential development of 37no dwellings with associated vehicular and pedestrian accesses, car parking, amenity areas, cycle and bin store, landscaping and ancillary development.

21/0485/FULL 1 Hazel Grove, Caerphilly CF83 3BN

Demolish existing rear single storey extension and replace with new single storey extension.

21/0520/FULL 126 Heol-Y-Ddol, Caerphilly CF83 3JN

Erect two storey rear extension and external alterations.

**Agenda Item 10.1**

**Report to Town Council 21st June 2021**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Direct Debit | BT | Telephone | 41.69 |
| Direct Debit | Sage Global Services | Payroll Software | 2.52 |
| 304125 | T Lewis | Prize Winner Art Competition | 750.00 |
| 304126 | G Jones | Prize Winner Art Competition | 250.00 |
| 304127 | I Mackenzie | Prize Winner Art Competition | 50.00 |
| Internet | HMRC | Income Tax & NI | 560.21 |
| Internet | Admin Assistant | Salary (May) | 385.31 |
| Internet | Town Clerk | Salary (May) | 740.59 |
| Internet | Comet Company | Insurance Renewal | 1766.53 |
| Direct Debit | NEST | Pension (May) | 27.95 |

It is recommended that Members note and approve payments

**Agenda Item 10.2**

**Report to Town Council 21st June 2021**

**Bank Account Balances**

Bank Account Balances as at 1st June 2021

**£**

Community Direct Plus Account 107,101.46

Business Select Account 10,638.13

Business Select Account (Restricted Reserves) 22,338.50

Members to note the information

**Agenda Item 10.3**

**Report to Town Council 21st June 2021**

**Applications for Financial Assistance**

**£**

Budget 2021/22 6000

Commitment 0

Available 6000

1 Aber Valley Wolves Rugby League Club

Rugby League is a summer sport The application for financial assistance is to support the pitch hire fees for four new age groups. The club has 50 members resident within the Town Council area. In accordance with the policy a grant of £400 could be awarded. The financial assistance expenditure would be authorised under the Local Government Act 1972, section 137. The club previously received a grant of £250 in July 2017.

**Financial Assistance – Application Form**

**Name of Organisation**

Aber Valley Wolves Rugby League Club

**Purpose or Activities of Organisation**

Rugby League Club – [www.abervalleywolves.com](http://www.abervalleywolves.com)

**Membership of Organisation / or Beneficiaries of Activities**

Number of members who are resident in the Town Council area 50

**Membership Fees**

£50 includes match shorts and socks

**Present Financial Position**

Bank account has a balance of £4014, but £3500 has already been spent on jerseys for new teams, barrier ropes for pitch, balls, cones, stretcher, corner posts, Covid material, PPE, first aid bags for new teams.

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

Pitch hire for four new age groups. Rugby League is a summer sport and is becoming more popular. Club needs to add new teams every year. Girls now eligible to play for u10s.

**Agenda Item 11.1**

**Report to Town Council 21st June 2021**

**Correspondence – Confidential Item**

A request has been received for the Town Council to support a proposal for a community recognition St David’s Award. The potential recipients of the award are unaware of the proposal and the person making the request has asked for the matter to be kept confidential. The correspondence is circulated separate from the agenda papers.