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**

11th October 2021

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 18th** **October 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 20th September 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 Q2 Budget Monitoring (2021/22 Financial Year).

 8.2 Independent Remuneration Panel for Wales Draft Annual Report

 (February 2022)

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

**Telephone: Caerphilly 07950 935822**

 **E-mail: caerphillytowncouncil@outlook.com**

 **Office hours: By appointment Monday to Friday**

 8.3 Floodlighting St Martin’s Church Update.

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**

 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

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 20TH SEPTEMBER 2021**

**Present:**

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

**Apologies:**

Councillors J Hibbert, S Hodder, S Morgan

**In Attendance:**

L Powell, Gwent Police

S Davies, Sport Development Officer, CCBC

P G Davy, Town Clerk

**45 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 19TH JULY 2021**

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

**46 MATTERS ARISING**

Minute 38 - Caerffili Town had won a “Silver Gilt” award in the Wales in Bloom competition. Members expressed thanks to Councillor J Fussell for the organisation and planning and liaising with local groups that had been involved in submitting the entry to the competition.

**47 COMMUNITY SAFETY MATTERS**

The following matters were discussed:

* Assault on Pontygwindy Road
* Parking and highway safety issues at St Martins School
* Youth engagement programme at Morgan Jones Park
* Enforcement of the temporary road closure at The Twyn school
* Enforcement of regulations relating to electric scooters
* Parking of take away delivery drivers on double yellow lines and pavements

Police would include patrols to address issues raised as appropriate.

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

**Telephone Caerphilly 07950 935822**

**E-mail: caerphillytowncouncil@outlook.com**

**Office Hours: By appointment Monday to Friday**

**48 TOWN MAYOR’S DIARY**

The Mayor had attended a relaunch event with one of his charities The Autism Directory. The charity is working with Gwent Dragons in helping people with disabilities move into employment.

He had attended a Positive Futures youth engagement event at Morgan Jones Park, and he had launched the duck race for the charity Latch.

The Mayor paid tribute to the hard work of all the groups involved with Caerffili in Bloom and requested that letters be sent congratulating the award winners.

**49 ENVIRONMENTAL MATTERS**

Concerns were again raised about the development at Virginia Park and in particular the delays being caused by the temporary traffic lights during the junction works.

**50 TOWN CLERK’S REPORTS**

1 Revised Budget 2021/22

The pandemic has continued to have an impact on the budget for 2021/22. At the July meeting of the Town Council the decision was taken to cancel the fireworks display, Christmas lights switch on event and Christmas Lantern Parade for a second year. This resulted in savings against the original budget offset by a reduced income and by virements already approved. Revised estimates for income and expenditure were presented resulting in a net saving of £10609.

A projection was shown for the year end balances if the full saving was carried forward to illustrate the overall financial position of the Town Council. It was noted that agenda item 8.3 outlined a proposal to use part of the savings.

It was resolved:

To approve the revised budget estimates for 2021/22 which included the virements already approved and an additional allocation of £5000 to the Christmas lights budget.

In respect of the net saving of £10609 it was agreed to approve a donation of £2500 to each of the Mayor’s charities (Sense Cymru and The Autism Directory), as there would be no street collection due to the cancellation of the fireworks display. Councillor M Prew declared an interest in this specific decision. Also see minute 50.3 relating to use of the savings.

2 Newsletter

A sum of £900 was allocated in the 2021/22 budget for the production of a newsletter. The draft newsletter had been circulated with the agenda. A quotation of £413 has been received for the printing of a four page full colour newsletter with a print run of 7,500, and a quotation of £372-30 for distribution.

It was resolved to approve the newsletter. Expenditure is authorised under the Local Government Act 1972 section 142.

Councillor J Pritchard requested that his name be recorded as voting against the newsletter.

3 October Half Term Sports Scheme

A sum of £5000 was included in the budget for 2021/22 to sponsor a number of free places on the Summer Sports Scheme for children resident in the Town Council area. This year’s costs were met by Welsh Government resulting in a saving which is shown in the revised estimates presented under agenda item 8.1.

A suggestion had been received about running a sports scheme at Caerphilly Leisure Centre during the October half term. Subject to funding from the Town Council CCBC is prepared to offer a bespoke scheme that would only be open to residents of the Town Council wards.

Sean Davies, Sport Development Officer for CCBC, presented a proposal based on 20 children attending for five days.

It was agreed to support the proposal and to fund the scheme a sum of £3480 will be allocated from the savings identified in the report on the revised budget (agenda item 8.1). It was further agreed that Sean Davies would report to a future meeting on the take up and success of the October scheme.

**51 PLANNING MATTERS**

There were no planning applications for consideration.

**52 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 M 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.

**53 CORRESPONDENCE**

Employment Land Review – Replacement Local Development Plan

A letter had been received from CCBC inviting the Town Council views regarding supply and demand / need for employment sites and premises. Members commented on the need to retain existing office / industrial sites, the pressure for conversion / redevelopment of employment sites to residential uses with the consequent loss of jobs in the town, and the long term impact of changes affecting town centre retailing. On specific points of detail the redevelopment of the Tar Plant site has been outstanding for many years and the conversion of upper floors of commercial premises into flats often results in poor amenities such as bin storage.

**54 MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests for future reports.

The meeting closed at 7.45pm

**Agenda Item 8.1**

**Report to Town Council 18th October 2021**

**Q2 Budget Monitoring 2021/22 Financial Year**

Comparison of actual expenditure to revised annual estimate (approved September 2021) for the period to 1st April 2021 to 30th September 2021.

|  |  |  |
| --- | --- | --- |
| **Main Budget Heads** | **Q2 Actual £** | **Revised****Annual Estimate £** |
| Mayor’s Allowance | 450.00 | 900.00 |
| Members Allowances | 600.00 | 600.00 |
| Staff Costs | 10311.66 | 20850.00 |
| Travelling Expenses | 149.59 | 500.00 |
| Audit Fee | 200.00 | 500.00 |
| Insurance | 1766.53 | 1766.53 |
| Office Costs | 2355.09 | 15700.00 |
| Sponsored Events | 1050.00 | 10550.00 |
| Concessionary Hires | 0 | 0 |
| Fireworks Display | 0 | 0 |
| Fireworks Charity Donation | 0 | 5000.00 |
| Floral Decorations | 12398.00 | 16000.00 |
| Christmas Lights | 216.49 | 14000.00 |
| Lantern Parade | 0 | 0 |
| Financial Assistance  | 650.00 | 6000.00 |
| Autumn Sports Scheme | 0 | 3480.00 |
| Newsletter | 0 | 900.00 |
| Elections | 0 | 0 |
| Miscellaneous | 580.00 | 800.00 |
| VAT | 2696.09 | 0 |
| CIL Projects |  |  |
| **TOTAL** | 33423.45 | 97546.53 |

 £

Revised Budget 2021/22 97,546

Actual expenditure to 30.09.21 33,423

(34% of budget)

Members are invited to note the report

**Agenda Item 8.2**

**Report to Town Council 18th October 2021**

**Independent Remuneration Panel for Wales Draft Annual Report – February 2022**

Elections for principal councils and community and town councils will take place in May 2022. For the period 1 April 2022 to 8 May 2022 all of the determinations contained in the IRPW Annual Report for 2021/22 will continue to apply in respect of community and town councils. With effect from 9 May 2022 the determinations set out in the new draft report for 2022/23 will apply to community and town councils.

There are changes to the remuneration framework for community and town councils. The headline changes to note:

* There will be five groupings based on the size of the council’s electorate, replacing the three current groups
* Continuation of the mandatory payment of £150 as a contribution to costs and expenses for members of community and town councils, except for those in Group 5 where it will be optional
* The introduction of an attendance allowance which is optional for all councils

The groupings are:

**Group Size of Electorate**

1. Electorate in excess of 14,000
2. 10,000 to 13,999
3. 5,000 to 9,999
4. 1,000 to 4,999
5. Under 1,000

In addition there will be a second factor for determining which group the council will be placed. Where income or expenditure exceeds £200,000 a year, it will be moved upwards to the next group. Caerphilly Town Council will fall within Group 2 and the remuneration framework will be:

Basic Payment Mandatory for all Members

Senior Role Payment Mandatory for 1 Member, optional up to 5

Attendance Allowance Optional

Financial Loss Mandatory

Travel and subsistence Optional

Cost of Care Mandatory

Individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the IRPW. However an individual may decline to receive part, or all, of the payments if they so wish. A community or town council member wishing to decline payments must themselves write to their proper officer to do so. All payments made to individual members are published on the website in an annual Statement of Payments.

Payments for 2022/23 will be delayed until May 2022 after the elections. In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. Formal declarations will need to have been signed before any payments can be made.

A summary of the IRPW Determinations is attached.

The report is for information. It will be for the new council appointed in May 2022 to determine whether to adopt any of the optional payments such as the attendance allowance.

Phil Davy

Town Clerk

**The Panel’s Determinations for 2022/23**

**Community and Town Councils**

43 All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:

* Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced
* Informal (unregistered) care costs to be paid up to a maximum rate equivalent to hourly rates as defined by the Living Wage Foundation at the time the costs are incurred

This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.

44 Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses, with the exception of those councils in Group 5 where the payment is optional.

45 Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowance currently 45p per mile up to 10,000 miles in the year.

46 Relates to subsistence and overnight stays.

47 Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

* Up to £55 for each period not exceeding 4 hours
* Up to £110 for each period exceeding 4 hours but not exceeding 24 hours

48 Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event. Councils that intend to introduce a system of attendance allowances must out the details of the scheme and publish on their website.

49 Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if claimed.

50 Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

51 The application of the Remuneration Framework by relevant Group.

52 Members in receipt of Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.

**Agenda Item 8.3**

**Report to Town Council 18th October 2021**

**Floodlighting St Martins Church – Upgrade**

The floodlights at St Martins Church are owned by the Town Council. The condition of the floodlights has deteriorated over time and an electrical safety inspection was undertaken earlier this year which identified urgent remedial work. A report was presented to the Town Council on 17th May 2021 which listed the essential safety work.

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.

Discussion has taken place and a proposal has been received to upgrade the lighting scheme with the installation of 6 200watt multi colour floodlights with control unit and associated works and including the corrective remedial work. BPS Facilities Ltd has submitted a new quotation for the upgrade scheme of £7898-00 +vat.

Members will recall that at the Town Council meeting in September 2021 a revised budget was approved. A virement from savings has been made to cover the cost of the essential remedial works so this element no longer will need to be funded from the CIL account. However an additional allocation of £6120-00 +vat will be required to fully fund the new proposal. The CIL account currently has an unallocated amount of £10118-46.

The legal power to incur expenditure on floodlighting would be section 144, Local Government Act 1972.

Members need to determine either option 1 or 2

1 To appoint BPS Facilities Ltd to undertake the electrical remedial works to the floodlighting at St Martins Church in the sum of £1778-00 +vat

Or

2 To appoint BPS Facilities Ltd to undertake the upgrade to multi coloured lighting and including the corrective work in the sum of £7898-00 +vat and agree to allocate £7344-00 of CIL (£6120-00 +vat) to the meet the additional costs beyond that already approved for the corrective work. (Note this will reduce the unallocated CIL to £2744-00).

Phil Davy

Town Clerk

**Agenda Item 9**

**Report to Town Council 18th October 2021**

**Planning Matters**

The following planning applications have been received:

**21/0919/COU** Unit 1, 37 Sir Alfred Owen Way, Pontygwindy Industrial Estate, Caerphilly

Change the use to Class B2 industry including ancillary accommodation (office/storage/staff toilets) and associated parking

**21/0924/NCC** Land at grid ref 316176 187695 Meadowland Close, Caerphilly

Vary condition 3 of planning consent 16/0076/OUT (erect residential development) to extend the period for submission of reserved matters by 5 years

**21/0937/FULL** 5 Heol Ganol, Caerphilly CF83 1AS

Erect single storey rear extension, dormer attic conversion and garden storage unit

**21/0942/CLPU** 15 Castell y Fan, Caerphilly CF83 3JL

Obtain a Lawful Development Certificate for single storey rear extension

**21/0944/RET** Unit 2 37 Sir Alfred Owen Way, Pontygwindy Industrial Estate, Caerphilly CF83 3TH

Retain the change of use to Class B Warehousing, including ancillary office accommodation and associated parking

**21/0959/FULL** The Chalet, Rectory Road, Caerphilly CF83 1EP

Demolish existing extension and erect single storey rear extension

**21/0828/FULL** Land at 225 Bedwas Road, Caerphilly CF83 3AR

Erect 3 bedroom dwelling

**21/0969/CLPU** 57 Hazel Grove, Caerphilly CF83 3BP

Obtain a Lawful Development Certificate for proposed single storey rear extension

**Agenda Item 10.1**

**Report to Town Council 18th October 2021**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | CCBC | Stickers for planters | 108.00 |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 8.40 |
| Internet | HMRC | Income Tax & NI | 562.61 |
| Internet | Admin Assistant | Salary September | 383.31 |
| Internet | Town Clerk | Salary September | 740.19 |
| Direct Debit | NEST | Pension September | 27.95 |
| 304131 | J.S. Lee Ltd | Watering floral displays | 7929.60 |
| 304132 | J Fussell | Travelling expenses | 160.20 |
| 304133 | Caerffili & District Twinning Association | Grant | 250.00 |
| 304134 | M Prew | Mayor’s Allowance (2) | 225.00 |

It is recommended that Members note and approve the payments

**Agenda Item 10.2**

**Report to Town Council 18th October 2021**

**Bank Account Balances**

Bank Account Balances as at 1st October 2021

 **£**

Community Direct Plus Account 139,953.42

Business Select Account 10,638.13

Business Select Account 22,968.46

(Restricted Reserves)

Members to note the information