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 January 2022

An Ordinary Meeting of the Caerphilly Town Council will be held on 17th January 2022 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 15th November 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 Coronavirus (Covid 19) update.

8.2 Community Council Clerk Qualifications Regulations.

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

Telephone: 07950 935822

E-mail: caerphillytowncouncil@outlook.com

Office hours: By Appointment Monday to Friday

8.3 Consultation on the Local Government and Elections (Wales) Act 2021:

Community and Town Councils Statutory Guidance.

8.4 Events Programme 2022

9. **PLANNING MATTERS**

10. **PAYMENT AND FINANCIAL MATTERS**

10.1 List of Payments.

10.2 Bank Account Balances.

11. **CORRESPONDENCE**

11.1 Freedom of Information request

12. **MEMBERS REQUESTS FOR FUTURE REPORTS**

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 15th November 2021**

**Present:**

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

**Apologies:**

Councillors S Morgan and J Pritchard had technical problems in connecting to the meeting.

**In Attendance:**

J Mcdonnell, Gwent Police

S Davies, Sport Development Officer, CCBC

P G Davy, Town Clerk

**65 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 18TH OCTOBER 2021**

Minutes of the Ordinary Town Council Meeting held on 18th October 2021 were received and confirmed. Minutes to be signed by the Town Mayor when practical.

**66 MATTERS ARISING**

There were no matters arising

**67 COMMUNITY SAFETY MATTERS**

Inspector Gavin Clifton had left Gwent Police after four and half years at Bedwas Police station. He was taking up a two year position in the Falkland Islands. Members recorded thanks to Gavin and offered their best wishes in his new role. It was expected a new Inspector would be appointed in December.

The following issues were discussed:

* Period of disorder involving criminal damage in Bloomfield Street and Windsor Street

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* Reduction in ASB in Morgan Jones and Dafydd Williams parks
* Police resources redirected around events in the run up to Christmas
* Pontygwindy Road incident had been downgraded
* Reference was made to the ongoing investigation following the tragic incident in Penyrheol and source of advice concerning dangerous dogs
* Local implications of the terrorist threat level being raised to severe
* Indiscriminate parking at St Martins School and congestion on the junction
* Difficulty of enforcing the traffic management measures at the Twyn School as police do not have resources to do this on a regular basis
* Apparent homeless individuals outside Iceland and Home Bargains, they are known to the authorities.

**68 TOWN MAYOR’S DIARY**

The Mayor had presented a donation cheque to one of his charities, Autistic Minds.

He had attended the Remembrance Day service at the cenotaph which was well attended. He thanked those councillors that had been involved in the organisation, including the PA system.

**69 ENVIRONMENTAL MATTERS**

No matters raised.

**70 TOWN CLERK’S REPORTS**

1 October Half Term Sports Scheme

As a result of savings on the Summer Sports Scheme it was agreed at the September meeting of the Town Council to sponsor the costs of a half term sports scheme at Caerphilly Leisure Centre meeting the cost equivalent to 20 children attending for five days.

Sean Davies, Sport Development Officer for CCBC, attended to provide feedback on the half term scheme which had only been open to residents of the Town Council wards. In total 14 children had accessed the scheme and were able to try a range of activities. A number of suggestions were made to improve the scheme take up. Members were supportive of the scheme, possibly in an amended format, continuing at the autumn half term in 2022.

2 Budget Estimates 2022-23

The Town Clerk outlined the assumptions on which the budget estimates were based and in particular that it will be possible to resume normal activities from April 2022 with no limiting restrictions. A budget expenditure of £135,520 is proposed for 2022-23 which is £16,783 higher than the original projected expenditure for the current financial year. However the estimate includes a budget provision of £12,000 to cover the cost of the Town Council elections in May 2022. Income is projected at £111,396 resulting in a contribution from balances of £24,124 to achieve a balanced budget.

It was resolved:

1 To approve the budget estimates for 2022-23 as set out in the tables attached to the

Report.

2 To set a precept of £15-50 for Band D properties for 2022-23.

3 To update the budget following completion of the year end accounts in April 2022.

4 In light of the discussion under minute 70.1 to increase the budget allocation for “Autumn / Summer Sports Scheme” to £9000 to enable the continuation of an autumn half term half term sports scheme in 2022 subject to the detailed arrangements being agreed with CCBC. (Note this increase will require the contribution from balances to be increased to £28,124 to achieve a balanced budget).

**71 PLANNING MATTERS**

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

21/1019/FULL – no objections

21/1036/FULL – no objections

21/1042/FULL – no objections

21/1060/FULL – no objections

21/1065/COU – no objections

21/1083/FULL – no objections

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

**72 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

**73 CORRESPONDENCE**

There were no items of correspondence.

**74 MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests for future reports.

The meeting closed at 7.40pm

**Agenda Item 8.1**

**Report to Town Council – 17th January 2022**

**Coronavirus (Covid-19) Update**

From 6.00am on 26th December 2021 the Welsh Government introduced new measures to control the spread of the omicron variant. The measures are a revised version of alert level 2.

A summary of the measures:

* A general requirement of 2m social distancing in all premises open to the public and workplaces, where reasonable
* The rule of 6 will apply to gatherings in regulated premises, such as hospitality, cinemas, and theatres
* All licensed premises will need to take additional measures to protect customers and staff, including table service and collecting contact details
* Face coverings will be required in hospitality settings at all times apart from when seated
* Large events will not be allowed indoors or outdoors. The maximum number of people who can gather at an indoor event will be 30 and 50 outdoors
* There will be an exception for team sports, up to 50 spectators will be able to gather, in addition to those taking part. There is also an exception for events involving children
* Nightclubs will close on Boxing Day
* Work from home where you can

Advice was also issued to help stay safe in your own home

* Limit the number of people visiting your home
* If people are visiting, make sure they take a lateral flow test in the morning before the visit
* Meeting outdoors is better than indoors. If you are meeting indoors make sure it is well ventilated
* Space out any visits
* Implement social distancing and washing your hands

There will be a separate offence for large gatherings – more than 30 people indoors or 50 people outdoors – in private homes and gardens.

In light of these new restrictions, it is recommended:

1 Town Council meetings continue in 2022 by remote access using Zoom. The introduction of hybrid meetings will be delayed until these latest restrictions are lifted.

2 Staff are already working from home under the flexible working arrangements adopted by the Town Council in June 2021 (minute 30.1) and currently are only attending the office infrequently and for essential purposes and therefore the work from home is already in place and will continue.

3 Event planning for 2022 to commence on the assumption that the restrictions will be short lived and that by the start of the new financial year there will be no impediment to the Town Council’s normal programme of events (see agenda item 8.4).

Phil Davy

Town Clerk

**Agenda Item 8.2**

**Report to Town Council 17th January 2022**

**The Community Council Clerk Qualifications Regulations**

A report was presented to the Town Council meeting in July 2021 on a consultation from Welsh Government in respect of specifying the qualifications the clerk to a town or community council must hold to enable the council to exercise the general power of competence.

The Town Council resolved to make representations about the importance of taking experience into account recognising there are a wide range of backgrounds amongst clerks. However, the Minister for Finance and Local Government has stated:

“While I acknowledge and value experience, I am not persuaded that it can be objectively measured to provide assurance that a clerk is suitably equipped to support a council in exercising the general power of competence.”

The Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021 have been laid before the Senedd and will come into force on 5 May 2022. The regulations are unchanged from the consultation draft.

Section 24 of the Local Government and Elections (Wales) Act 2021 (LGE Act 2021) gives “qualifying local authorities” a general power of competence. The general power gives these authorities the power to do anything that an individual can do, provided they act rationally and within the law. An eligible community council is a council which meets the conditions set out in section 30 of the LGE Act 2021, or in regulations made by Welsh Ministers under section 35 of the LGE Act 2021 and passes a resolution that it meets the conditions.

The conditions a community council must satisfy in order to resolve itself an eligible council 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 of the council holds such qualification or description of qualification as may be specified by the Welsh Ministers by regulations
* The council has received unqualified auditor’s opinions from the Auditor General for Wales for two consecutive financial years. The latest unqualified auditor’s opinion must have been received during the 12 months preceding the day on which the council’s resolution is passed

The regulations that will come into effect on 5 May 2022 specify the following qualifications and awarding bodies.

* The Certificate in Local Council Administration (CiLCA) accredited by Ascentis
* The Certificate of Higher Education in Community Governance validated by De Montfort University
* The Certificate of Higher Education in Community Engagement and Governance awarded by University of Gloucestershire
* The Certificate of Higher Education in Local Policy awarded by University of Gloucestershire

Obtaining any of the qualifications listed above would be considered to demonstrate a sound understanding of the operation of local government and principles of good governance. The clerk to the council must hold one or more of the above qualifications at the time, or before the council passes a resolution that it meets the criteria for an eligible community council. It would be insufficient to declare that the clerk is currently undertaking one of the qualifications or is intending to undertake one at a future date. The Town Council’s Clerk does not currently hold any of the qualifications listed.

A community council does not have to meet the conditions for the general power of competence unless it wishes to resolve itself an eligible council. The qualification requirement detailed in the regulations is only for councils, regardless of size, that wish to resolve themselves an eligible community council for the purposes of exercising the general power of competence.

The lack of the general power does not affect any of the activities currently undertaken by the Town Council. Reliance can continue to be placed on specific legal powers which already cover a wide range of discretionary activities. The general power under section 137 (1) of the Local Government Act 1972 has been retained for community councils that do not wish to resolve themselves to become an eligible community council, or are not yet able to satisfy the eligibility conditions. The benefit of the general power of competence is that it avoids the need to check whether a specific legal provision has been enacted.

The report is for information, but Members may wish to consider the issues to achieve the eligibility conditions should they wish to pursue resolving the general power of competence.

Phil Davy

Town Clerk

**Agenda Item 8.3**

**Report to Town Council 17th January 2022**

**Consultation on the Local Government and Elections (Wales) Act 2021: Community and Town Councils statutory guidance**

The statutory guidance in the consultation supports the provisions of the Local Government and Elections (Wales) Act 21 (LGE 21). The guidance provides information to help town and community councils discharge their duties in relation to the following requirements:

* Supports town and community councils to consider the requirements should they wish to become eligible councils for the purpose of resolving a general power of competence
* Accessing meetings from multiple locations
* Providing opportunity for public participation at public council meetings
* Preparing and publishing an annual report
* Preparing and publishing a training plan to support training for councillors and council staff
* Other provisions which impact on town and community councils

*Chapter 1 General Power of Competence*

Currently the Town Council does not meet all the qualifying conditions to be eligible to resolve a general power of competence (see agenda item 8.2). The guidance covers issues such as doing something for a commercial purpose, and power to trade in ordinary functions, boundaries of the general power, annual review, and ceasing to be eligible.

*Chapter 2 Multi Location Meetings*

The 2021 Act requires that community councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements councils will need to take reasonable steps to allow meetings to be held from multiple locations. The minimum requirement is that members are able to hear and be heard by others. The Town Council has already addressed the technical requirements to hold hybrid meetings offering all attendees the option of attending in person at the Twyn Community Centre or joining the meeting by remote access. As soon as the position with coronavirus restrictions allow hybrid meetings will be introduced as the norm. Arrangements will be published in due course on the website.

*Chapter 3 Public Participation at Full Council Meetings*

The 2021 Act makes provision for public participation at full community council meetings or those parts of the meeting which are open to the public. The person presiding over the meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting. The guidance recommends that in the interests of transparency, impartiality, and resolving potential misunderstandings that the rules about public participation in council meetings should be set out and published in the council’s standing orders and made available on the council’s website.

*Chapter 4 Annual Reports*

The 2021 Act requires community councils, as soon as reasonably practicable after the end of each financial year, to prepare and publish an annual report about the council’s priorities, activities and achievements over the previous year. The first annual report will be required for the 2021-2022 financial year and will be due for publication as soon as practicable after 1st April 2022.

There is no formal template, but it is advocated that councils may wish to consider the information set out in the appendix. The full Town Council will need to approve the report prior to publication on the website.

*Chapter 5 Training Plans*

The 2021 Act requires community councils to make and publish a plan about the training provision for its members and staff. The first training plan must be ready and published by 5th November 2022, six months after the duty comes into force. The training plan should reflect on, and address, whether the council collectively has the skills and knowledge it needs to deliver its plans effectively. There are areas which all councils should ensure that they have sufficient skills and understanding. These are:

* Basic induction for councillors
* The Code of Conduct for members of local authorities in Wales
* Financial management and governance

The training plan should reflect the training needs of the council and its plan for addressing those needs. The plan must be approved by the full council prior to publication. The plan should provide, as a minimum, information about:

* The type of training
* Numbers participating
* The timeframe over which the training is expected to be completed
* The overall cost of the training

Training costs must be met by the councils themselves. In some circumstances bursary schemes may be available to subsidise costs. Councils should take account of the training costs when setting their budgets.

*Chapter 6 Other provisions in the Act*

Information is provided to make community councils aware of changes to legislation regarding:

* Notices of meetings of community councils for example the time and place for giving notice of council meetings
* Proceedings of council meetings for example a new requirement to publish key information within a week of council meetings
* Community petitions and where they replace community polls
* The electoral cycle of community councils

*Important Dates*

The coming into force dates are:

* Duty on councils to publish annual reports 1st April 2022
* Eligibility to be able to exercise the general power of competence for the local council sector 5th May 2022
* Duty to make opportunity for public to participate in council meetings 5th May 2022
* Duty to consider training for councillors and council staff 1st April 2022, with first training plan to be published by November 2022

The consultation closes on 17th March 2022 and the final statutory guidance is expected to be published in advance of the local government elections in May 2022. It is not anticipated there will be any substantive changes to the guidance as a result of the consultation and Members can expect the duties to come into force as outlined. The main concern is the additional administrative burdens and costs that will be imposed by Welsh Government as a consequence of the new duties. There seems to be very little understanding of the very limited staff resources available to town and community councils. The vast majority only employ one part time clerk often limited to just a few hours a week.

The report is for information and Members should note the additional time commitments that will arise from the new duties affecting both the Town Clerk and all town councillors.

Phil Davy

Town Clerk

***Appendix***

The statutory guidance advises the following information should be considered for inclusion in the annual report.

*Context*

Information on the organisation of the council

* Councillors
* Sub Committees
* Key contact information

Basic financial information

* Income (including precept)
* Running costs, spend on local services and activities
* Outstanding expenditure from the previous year
* Payments to or from reserves

Relationship with principal council

* Status of formal charters or protocols to work with principal council
* Progress update on any potential assets or service transfers

Training Plan (the council may wish to reflect its training plan in this document)

Audit (outcome and dates of the latest internal audit and the external audit by the Auditor General for Wales)

Response to a Standards Committee annual report (where any recommendations are made to that community council)

*Activities*

Key council objectives for the year

* Progress against objectives

Assets and services

* Assets and services managed
* Asset transfers in progress or completed

The activities undertaken and planned to engage with its community

Other community council reports

* Well being of Future Generations (Wales) Act 2015
* Environment (Wales) Act 2016
* Report on meeting the biodiversity duty

*Achievements*

High points of the year including the outputs and outcomes of key services or activities delivered during the year

Reflection on what worked well and not so well

Confirmation of eligibility to exercise the general power of competence (if relevant)

* How the council has used the power

*Priorities*

Planned activities for subsequent year

Future budget requirements and how the priorities will need to be met eg from precept, reserves or commercial activities through the general power of competence (if exercising it)

In preparing the annual report it is good practice to consider how the work undertaken in the past year – and planned for the following year – reflects the five ways of working as set out in the Wellbeing of Future Generations (Wales) Act 2015.

**Long term –** the importance of balancing short term needs with the needs to safeguard the ability to meet long term needs

**Integration –** considering how the council’s objectives link with the local well being plan

**Involvement –** the importance of involving the community and ensuring that those people reflect the diversity of the area which the body serves

**Collaboration –** acting in collaboration with any other person that could help the body to meet its well being objectives

**Prevention-** how acting to prevent problems occurring or getting worse may help public bodies meet their objectives

There is flexibility on the structure, format and medium of published annual reports. Your council will want to consider how to make it engaging and accessible for its community.

**Agenda Item 8.4**

**Report to Town Council 17th January 2022**

**Events Programme 2022**

*Note: This report was drafted prior to the introduction of restrictions during December 2021 to control the spread of the omicron variant. The measures are a revised version of alert level 2 (see agenda item 8.1). Whilst these remain in force large events will not be allowed indoors or outdoors. It is assumed that the measures will have a short duration and there will be a return to alert level 0 within a few weeks as the omicron risks decline. The following report should therefore be read as a return to the pre December position.*

The coronavirus pandemic has resulted in the Town Council’s events programme being cancelled for the last two years. In addition all the events where the Town Council provides financial support have also been cancelled with the exception of the Caerphilly Arts Competition which did take place in 2021.

In approving the budget for 2022-23 it has been assumed that all events /activities organised directly or financially supported will resume in 2022. In undertaking advance event planning a critical question is when will the pandemic considered to be over and all restrictions lifted.

*Pandemic Considerations*

It is understood that the UK government has 3 working scenarios for how the last months or even years of the pandemic might unfold – optimistic, middle, and pessimistic – depending on the ongoing effectiveness of vaccines, new anti viral treatments and the threat of new variants and surges of cases in the UK and other countries.

Under the optimistic scenario the pandemic would become an endemic between 2022 and 2023 and would be kept in check with testing, vaccines and anti virals, it would not cause any excess pressure on the NHS.

The middle scenario would see the pandemic become an endemic between 2023 and 2024. Under this scenario Covid would add to winter pressures for the next 2 years, but not during the rest of the year.

The worst case is considered unlikely as it would see vaccines losing effectiveness and anti virals failing. This would see the return of lockdowns until as far away as 2026.

Under both the optimistic and middle scenarios it seems likely that the Welsh Government restrictions in force under the alert level zero may remain in place for some time, in particular mask wearing in shops and public transport and Covid pass for various venues and large scale events.

At alert level zero the following apply:

* Businesses, employers and other organisations must continue to undertake a specific coronavirus risk assessment and take reasonable measures to minimise exposure to, and the spread of, coronavirus
* Everyone must continue to self isolate for 10 days if they test positive for Covid-19 (*changed to 7 days from 31st December 2021* )
* Adults and children aged 11 and over must continue to wear face coverings in indoor public places, with the exception of hospitality settings

On 17th September 2021 the Welsh Government announced that people attending large events and nightclubs have to prove they are either fully vaccinated or have had a negative Covid test. This was extended to cinemas, theatres, and concert halls on 15th November 2021.

The introduction of the requirement to check evidence of vaccination or testing status, which will ordinarily be achieved by means of the Covid pass, becomes one of the reasonable measures that are specifically required be taken in certain premises and circumstances. This will include any outdoor event with over 4000 unseated. This potentially catches the Firework Display at Caerphilly Castle which can attract in excess of 5000 people. However in the guidance on the Covid pass published on 10th November there are exemptions to the requirement. This includes an outdoor event that does not require an entrance fee or ticket to attend and where the event site has multiple points of entry – this would cover for example a free fireworks display in a public park.

It is concluded on the basis of the guidance (before omicron) that all the directly organised events (Fireworks Display, Christmas Lights switch on, Lantern Parade) will be able to proceed in 2022 without the need to apply checks as they are unticketed, being held in an open space, there are no fixed entry or exit points, and /or numbers attending are below the threshold for outdoor events.

*Town Council Directly Organised Events*

1 Fireworks Display at Caerphilly Castle Saturday 5th November 2022

Budget £16000

Members will recall that the contract for the supply, set up and management of the fireworks was the subject of a tender exercise at the beginning of 2020 but was abandoned when it became clear that the event would have to be cancelled in that year. It is suggested that the tender process is recommenced for 2022 and the normal advance planning is undertaken with booking the castle and obtaining quotations from various suppliers essential to the running of the event.

Particular Issues

* Cadw requirements
* Tender specification for fireworks
* Recruitment of volunteer stewards
* Traffic management including Caerphilly Mountain

2 Christmas Lights Switch On 18th November 2022

Budget £10000

In reinstating the event there will be the opportunity to consider whether to change the location and format or continue with similar arrangements to previous years.

Particular Issues

* New supplier for PA system
* Weather protection for performers
* Commitment of primary schools
* Volunteer stewards

3 Christmas Lantern Parade December 3rd December 2022

Budget £10000

The event in 2019 was fully funded by the Town Council but the organisation, planning and running the event was undertaken by the CCBC Events Team.

Particular Issues

* CCBC staff resources

*Town Council Sponsored Events*

Budget £16000

In 2019 the following events were supported:

£

Food Festival (May) organiser CCBC 500

Flower Festival (June) organiser local churches 5750

Big Cheese (July) organiser CCBC 1750

Megaday (August) organiser private 4000

Christmas Market (December) organiser CCBC 1000

Castle Ice Rink (December) organiser Cadw 500

Caerphilly Arts Competition organiser Y galeri 1050

Members are invited to consider whether they wish to continue to support all the above events in 2022 on the basis of similar amounts assuming they all proceed. There may be other new events that request financial support. Y galeri has closed and a new organiser will be needed if the event is to take place in 2022.

At this time it is anticipated that events will be able to take place in the same way as pre pandemic. However circumstances can change and this may cause a review. Should there be a need to consider any cancellations of the directly organised and funded events this will need to take place in July 2022.

Recommendations

1 To confirm the events programme for 2022 and refer the detailed operational planning including the particular issues identified to the Events Working Group

2 To endorse the budget allocations to the sponsored events

Phil Davy

Town Clerk

**Agenda Item 9**

**Report to Town Council 17th January 2022**

**Planning Matters**

The following planning applications have been received:

**21/1184/FULL - Land at Ryland, 12 Underwood, Caerphilly CF83 1HW**

Erect residential dwelling and associated works

**21/1216//LBC – Caerphilly Castle, Castle Street, Caerphilly CF83 1JD**

Refurbish the Great Hall, convert the existing visitor centre to a shop and erect a new Welcome Centre and associated site wide access improvements

**21/1210/FULL – 16 Lon Uchaf, Caerphilly CF83 1BR**

Demolish existing car port and detached garage and erect single storey rear extension

**21/1221/ADV – Asda Stores Ltd, Pontygwindy Road, Caerphilly CF83 3SX**

Alter 2 existing totem signs

**21/1232/NMA – 17 Lon Y Gors, Caerphilly CF83 1DP**

Seek approval of a non material amendment to planning consent 20/0599/FULL (Erect a single storey extension to rear, side and front) to amend the roof material to modern interlocking concrete tiles

**21/1228/LA – Caerphilly Castle, Castle Street, Caerphilly CF83 1JD**

Erect extension to existing coach layby, construct ramped access from footway to top footpath and install second bus shelter in line with extension

**Agenda Item 10.1**

**Report to Town Council 17th January 2022**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | EE Limited | Mobile Phone | 21.20 |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 8.40 |
| Internet | HMRC | Income Tax & NI | 562.21 |
| Internet | Admin Assistant | Salary November | 383.31 |
| Internet | Town Clerk | Salary November | 740.59 |
| Direct Debit | NEST | Pension November | 27.95 |
| Internet | BPS Facilities Ltd | Floodlight St Martins Church | 9477.60 |
| Internet | J.S. Lee (Services) Ltd | Watering Floral Displays | 7929.60 |
| Internet | EE Limited | Mobile Phone | 21.20 |
| Internet | CDS Ltd | Office door security | 2316.00` |
| Internet | CCBC | Autumn Sports Scheme | 3480.00 |
| Internet | Drake AV Ltd | Video Conference Kit  Stage Payment | 638.66 |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 8.40 |
| Internet | Drake AV Ltd | Video Conference Kit Maintenance Agreement | 1071.00 |
| Internet | Drake AV Ltd | Video Conference Kit  Final Payment | 1916.00 |
| Internet | HMRC | Income Tax & NI | 562.21 |
| Internet | Admin Assistant | Salary December | 383.31 |
| Internet | Town Clerk | Salary December | 740.59 |
| Direct Debit | NEST | Pension December | 27.95 |
| Internet | Twyn Community Centre | Rent Q2/Q3 | 1333.34 |
| 304140 | M. Prew | Mayor’s Allowance No 3 | 225.00 |

It is recommended that Members note and approve the payments

**Agenda Item 10.2**

**Report to Town Council 17th January 2022**

**Bank Account Balances**

Bank Account Balances as at 1st January 2022

**£**

Community Direct Plus Account 93,155.24

Business Select Account 10,639.83

Business Select Account 22,972.09

(Restricted Reserves)

Members to note the information

**Agenda Item 11**

**Report to Town Council 17th January 2022**

**Correspondence**

A Freedom of Information request was received by email dated 30th December 2021 relating to the fireworks display in 2019.

“I have been liaising with one of the Plaid Cymru town councillors. I don’t have a name as the messages are all headed with Plaid Cymru banner and not signed by an individual councillor.

During my messages back and for I requested under the Freedom of Information the emissions from the 2nd November 2019 fireworks display held at Caerphilly Castle.

I was told by the councillor to contact the Caerphilly Town Council Clerk for the details.

I am formally requesting under the Freedom of Information the emissions from the above mentioned display. The amount of particulates, metal oxide, organic compounds, polycyclic aromatic hydrocarbons, dioxins, furans and CO2.

I trust you will be able to provide these details when your office reopens after the festive season”

The Town Council does not hold the information requested and a response to this effect was sent on 30th December 2022. A further request was received 1st January 2022 to obtain the information from the fireworks company. It should be noted that this further request falls outside the scope of the Freedom of Information Act. However an enquiry has been made with the fireworks company in respect of information on emissions.