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 March 2022

An Ordinary Meeting of the Caerphilly Town Council will be held on Monday 21st March 2022 at 6.30 pm by Multi Location.

Any Member requiring further information on any item should contact me before the Meeting.

Phil Davy

Town Clerk

**A G E N D A**

Prior to the start of the meeting there will be a presentation on Caerphilly Town 2035 by CCBC officers.

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 21st February 2022. .

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 Community Infrastructure Levy (CIL) Update.

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

8.2 Local Government Pay Award 2021/22.

 8.3 Coronavirus Update Pandemic to Endemic.

 8.4 Events Working Group.

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**

This Meeting will be held in accordance with Section 47 of the Local Government and Elections (Wales) Act 2021 by multi location.

Any member of the public or media wishing to attend this meeting by remote access should contact the Town Clerk at:

caerphillytowncouncil@outlook.com

Anyone attending the meeting in person at The Twyn Community Centre will need to observe the Covid 19 precautions in force at the time. Masks will be required.

All documentation about and relating to this and any other Town Council Meetings undertaken either by hybrid format or fully 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 MULTI LOCATION ON MONDAY 21ST FEBRUARY 2022**

**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,

**Apologies:**

Councillor J Pritchard

**In Attendance:**

CSO Rhiannon Collins, Gwent Police

P G Davy, Town Clerk

**85 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 17TH JANUARY 2022**

Minutes of the Ordinary Town Council Meeting held on 17th January 2022 were received and confirmed. Minutes to be signed by the Town Mayor when practical.

**86 MATTERS ARISING**

Minute 80.4 Noted that the December ice rink at Caerphilly Castle will not be reintroduced in future years after the works are completed.

Minute 83 Request that information that had been received on the emissions from the fireworks display in 2019 is circulated to Members.

**87 COMMUNITY SAFETY MATTERS**

Police reported on activity across Morgan Jones and St Martins Wards

* Calls re ASB were at a low level but regular patrols included Morgan Jones Park, Crescent Road, Park Lane, and town centre public houses at weekends
* Incidents of ASB at Half Acre Court
* Increase in RTAs during bad weather and fallen trees
* Shoplifting at Morrisons

**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**

* Engagement events including community litter picks, events with schools, and

drop ins for the LGBTQ+ community

Members raised the following:

* CCTV camera in Morgan Jones Park
* Enforcement of parking restrictions outside schools and pavement parking
* ASB at Pontypandy

Request made that engagement events organised by police are circulated to all Members.

**88 TOWN MAYOR’S DIARY**

There were no engagements to report.

**89 ENVIRONMENTAL MATTERS**

Concern was raised about the cost of dealing with fly tipping which fell on council tax payers. CCBC was commended on swift action in dealing with emptying of dog wates bins following a request, and dealing with fallen trees where they caused highway obstructions.

**90 TOWN CLERK’S REPORTS**

1 Q3 Budget Monitoring 2021/22 Financial Year

Expenditure in the period 1st April 2021 to 31st December 2021 was £72,132 which represents 74% of the revised budget estimate approved in September 2021.

Members noted the report.

2 Risk Management

Members reviewed the Risk Assessment for 2022. Covid 19 was included as an operational risk in 2021. Appropriate precautions may be necessary for as long as there is a community transmission risk. It is anticipated that all restrictions may be lifted during 2022 and therefore Covid 19 has been downgraded to a low risk. The highest risks relate to cyber security and event management.

It was resolved to approve the risk assessment for 2022.

3 Events Working Group

Members noted the discussions that had taken place at the Events Working Group. Members were updated on meetings that had taken place with Cadw to agree alternative arrangements for the fireworks display in view of the extensive works taking place at Caerphilly Castle during 2022. The horn work and access from the Grove had been ruled out and an alternative area along the footpath below the curtain walls facing Cardiff Road had been suggested by Cadw. However in view of the scale of the event this was considered unsuitable. A further possibility was under consideration on the Crescent Road side of the castle.

Since the Working Group met CCBC has advised that it will not be pursuing an alternative event to the Big Cheese in 2022 and instead will be concentrating on the Caerphilly Food Festival which takes place in May. CCBC has requested the Town Council to transfer the £1750 of sponsorship agreed for the Big Cheese to the Food Festival to help cover increased costs for the event.

The practicality of merging the Lantern Parade with the Christmas Market was discussed.

Members agreed

1 That if it is not possible to hold the fireworks display at Caerphilly Castle an alternative site within the town should not be pursued. The Events Working Group to report back to the Town Council when investigation of possible launch sites had been completed.

2 To approve the transfer of £1750 from the Big Cheese to the Caerphilly Food Festival taking the total sponsorship for this event in 2022 to £2250 subject to CCBC giving recognition to the sponsorship in all publicity and providing details on how the funding contribution will be utilised.

3 CCBC is invited to attend a meeting of the Events Working Group to discuss the Lantern Parade / Christmas Market.

**91 PLANNING MATTERS**

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

 21/1215/FULL – no objections

22/0024/FULL – no objections

22/0033/FULL – no objections

22/0038/FULL – no objections

22/0042/RET – no objections

21/1227/FULL – no objections

21/1235/FULL – no objections

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

Councillor P J Bevan declared an interest in application 21/1235/FULL and took no part in the discussion or decision making on this application.

**92 PAYMENTS AND FINANCIAL MATTERS**

1 List of Payments were noted and approved

2 Bank account balances were noted

3 Applications for Financial Assistance

C2Cycling, a group of amateur cyclists, had applied for sponsorship for a charity bike ride from Cardiff to Edinburgh to raise funds for Velindre Cancer Centre and Latch Children’s Cancer Charity. The application was outside the scope of the Town Council’s grant scheme and it was agreed that no financial support could be offered.

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

The Town Clerk drew attention to receipt of a number of round robin letters from various

charities seeking donations. The Town Mayor identifies one or more charities each year and these are the ones which should receive financial support from the Town Council.

4 External Audit Report 2020-21 – Annual Return

The Auditor General for Wales has issued an unqualified audit opinion and has concluded:

“On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

* has not been prepared in accordance with proper practices
* that relevant legislation and regulatory requirements have not been met
* is not consistent with the Council’s governance arrangements, and
* that the Council does not have proper arrangements in place to secure economy, efficiency, and effectiveness in its use of resources.”

No other matters were raised for the Council to consider.

**93 CORRESPONDENCE**

1 Letter from Virginia Park Community Group / Caerphilly Castle Ladies and Girls FC

The letter outlined the history and current position of the CC Ladies football club and described the proposal for a community asset transfer of the Virginia Park playing field as a permanent base. Members recognised the huge demand for playing pitches and securing a permanent pitch was seen as a higher priority than changing facilities. It was noted that the letter was addressed to the Assembly Member and the CCBC Cabinet Member and copied to the Town Council for information.

Councillor S Kent declared a non pecuniary interest and took part in the discussion.

2 Letter from Wayne David MP re Parliamentary Boundary Review – Caerphilly Constituency

The Parliamentary Boundary Commission has proposed that the current constituency of Caerphilly be split four ways. It is proposed that the southern part of the current Caerphilly constituency (Caerphilly town, Aber Valley, Llanbradach, Bedwas, Trethomas and Machen, Rudry, Waterloo, and Draethen) are joined to western Newport to form a new constituency known as Newport West and Caerphilly. Wayne David is seeking the support of the Town Council to oppose this proposal. He has advocated an alternative proposal which better reflects the geography and community links of a Caerphilly constituency and Newport West and Newbridge constituency. Members agreed to support the alternative proposal and agreed that a letter is sent to the Parliamentary Boundary Commission.

**94 MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests for future reports.

The meeting closed at 8.10 pm.

**Agenda Item 8.1**

**Report to Town Council 21st March 2022**

**Community Infrastructure Levy (CIL) Update**

Since 2016 the Town Council has received £35,821 in CIL receipts. CIL is levied on certain types of development. CCBC as the charging authority has made provision to pass 15% of CIL receipts, subject to a maximum amount equal to £100 per existing dwelling within the Town Council area. Under the CIL Regulations any levy not spent by the Town Council within 5 years of receipt must be repaid to the charging authority.

To date CIL funds have been spent on three projects:

* Welsh National Anthem Memorial sculpture
* EV charge points in Twyn car park
* Upgrade to floodlights at St Martins Church

CIL expenditure on the above three projects totals £19,120.

In addition there are commitments as follows

 £

* Bus station public toilets (door entry controls) 7500
* 20mph signage Cwrt Rawlin Primary School 5000

The available uncommitted CIL is therefore £4201. A further CIL payment will be due in June 2022 but the annual sums can be significantly different from a few hundred pounds to several thousand pounds depending on development within the town.

A number of project proposals for use of CIL were identified in March 2021. The floodlighting at St Martins Church has been completed, and the barrier at Pontypandy Lane is not being pursued. The following remain as subject to further consideration:

1 Memorial / plaque to Llewellyn Bren, Lord of Senghenydd, who led a rebellion against the Normans in 1316.

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

3 Seats to the north pf Caerphilly Castle moat.

4 Additional and / or higher capacity replacement general waste and dog waste bins

5 Explanatory plaque incorporating braille on Welsh National Anthem Memorial at the Twyn.

It is recommended that Members note the position on CIL expenditure and a meeting of the CIL Working Group is convened later in the year when the June 2022 payment has been confirmed to review potential projects and progress as appropriate.

Phil Davy

Town Clerk

**Agenda Item 8.2**

**Report to Town Council 21st March 2022**

**Local Government Pay Award 2021/22**

The National Joint Council for Local Government Services (NJC) has agreed the new rates of pay applicable from 1st April 2021. The settlement is based on an increase of 1.75% on spinal column points. If the new pay scales are adopted by the Town Council the annual increase in salary costs will be £343-04 (based on pro rata hours for the Town Clerk and Administrative Assistant). Provision was made in the budget for 2021/22 for a pay increase of 2.5% (minute 49.1 16.11.20).

Members are invited to determine whether they wish to implement the local government pay award effective from 1st April 2021 as recommended by the NJC. (Note the back pay will have to be paid in the new financial year in April 2022 due to the late agreement and notification of the annual pay award).

Phil Davy

Town Clerk

**Agenda Item 8.3**

**Report to Town Council 21 March 2022**

**Coronavirus Update – Pandemic to Endemic**

Welsh Government has published the document:

“Together for a Safer Future: Wales Long Term Covid 19 Transition from Pandemic to Endemic”

This envisages the most likely scenario as “Covid Stable” with Wales expected to encounter new waves of infection but they are not expected to put unsustainable pressure on the NHS thanks to the effectiveness of vaccines and other pharmaceutical treatments such as the new Covid 19 anti virals.

Legal rules on wearing masks and self isolation are expected to end on 28th March 2022. Masks will no longer be a legal requirement in shops, health and social care settings, or on public transport although guidance is likely to remain in place for individuals to make their own decisions. From the same date most people with symptoms will no longer be able to get PCR tests and free lateral flow tests will end from June 2022.

Although all emergency regulations relating to coronavirus will end the Town Council will need to continue to apply its legal duties under health and safety law to manage occupational risks from coronavirus which are created in the workplace. Health and safety law places general duties on employers to continue to ensure their premises are sufficiently clean, have sufficient ventilation and enable good hand hygiene.

Welsh Government has advocated there are good reasons to continue with home working where this is practicable as this can help to meet climate change commitments and targets on carbon reduction with less time spent of commuting. There is a long term aim for 30% of Welsh workers to work flexibly at or near home.

The Town Council has already implemented flexible working arrangements and multi location council meetings were introduced in February 2022. From April 2022 the mandatory requirement for mask wearing for those attending council meetings in person at the Twyn will be removed.

The report is for information.

Phil Davy

Town Clerk

**Agenda Item 8.4**

**Report to Town Council 21 March 2022**

**Events Working Group**

A further meeting of the Events Working Group was convened on 7th March 2022. CCBC attended to discuss the proposal to merge the Lantern Parade and Christmas Market into one event. There was also discussion on the Fireworks Display and the Flower Show. The Town Clerk provided information on actions required by the council’s insurers when organising events.

The notes of the Working Group are appended for information.

Phil Davy

Town Clerk

**Notes of Events Working Group held on 7th March 2022 by remote access**

**Present:**

Councillors P J Bevan, C Elsbury, S Kent, J Hibbert, J Fussell, M Prew

**In Attendance:**

P Hudson, CCBC

P G Davy, Town Clerk

1 Christmas Lantern Parade / Christmas Market

P Hudson explained the thinking behind holding the two events on the same date 3rd December 2022. Concerns were raised about congestion and crowd capacity, start and finish points for the parade. It may not be possible to end the parade with a fireworks display due to the extensive works at the castle. (See notes below). Members accepted the principle of merging the two events and P Hudson agreed to prepare more definitive proposals for further discussion.

2 Fireworks Display 5th November 2022

Cadw had ruled out the use of the horn work and any access from the Grove as the area would be under the control of the contractor carrying out works at the castle which were expected to go into 2023. Any alternative launch site at Crescent Road appeared to have significant crowd management issues. Cadw had suggested a site on the east side of the castle below the curtain walls facing Cardiff Road. This equally presented significant crowd and traffic management issues and launch suitability. Further investigation of this location will continue as to its practicability.

3 Flower Festival

The Town Clerk had canvassed views from the churches and other organisations that had previously been involved in this event and there had been a very positive response. It was therefore agreed that the event would go ahead on the weekend of 18 / 19 June 2022. A meeting will be convened in due course with the participants to discuss general arrangements and publicity.

4 Insurance for Events

The Town Clerk drew attention to information received from the council’s insurers. For events to be insured under the Town Council’s insurance policy, the Council, a working party, or a sub committee of the Council must be the sole organiser of the event.

Any event with more than 1000 attendees has to be separately notified. All third parties such as catering vans and fairground rides must have their own public liability insurance evidenced to the Council. All permits and licences must be in place for road closures, street collections etc and the police and fire brigade notified if appropriate.

All events require a documented risk assessment and in particular the location should be suitable for the event. There should be sufficient marshalls / stewards for the number of people attending. A qualified first aider should be in attendance and they must be able to call the emergency services. Safety measures should be in place where electrics are involved.

Phil Davy Town Clerk

**Agenda Item 9**

**Report to Town Council 21 March 2022**

**Planning Matters**

The following planning applications have been received:

22/0130/NCC Cefn Carnau Hospital, Cefn Carnau Lane, Thornhill, Caerphilly CF83 1LX

Vary condition 2 (Approved Plans) of planning consent 18/0571/FULL (Erect a 22 bed, low secure, locked rehabilitation facility on land to the rear of the existing buildings together with the reconfiguration of the car park to create 60 spaces and associated landscaping)

22/0134/NMA 201A Bedwas Road, Caerphilly

Seek approval of a non material amendment to planning consent 13/0456/FULL (Erect two flats) to amend wording of condition 10 to the materials used to construct the external surfaces have been carried out in accordance with the details submitted on 20 May 2015

22/0137/FULL 4 Clos Enfys, Caerphilly CF83 1SB

Erect single storey rear extension

22/0144/ADV Currys-PC World, Unit 9, Gallagher Retail Park, Parc Pontypandy, Caerphilly CF83 3GX

Erect 1 no internally illuminated econoflex box and install 2 no non illuminated flex face box

22/0153/RM 202 Bedwas Road, Caerphilly CF83 3AU

Seek approval of reserved matters in respect of access, appearance, landscaping, layout and scale of planning consent 19/0009/OUT (Erect 4 new semi detached dwellings with associated car parking and amenity space)

22/0172/TPO Climeri, Rectory Close, Caerphilly CF83 1EQ

Carry out various works to trees (Tree Preservation Order 49/08/CCBC)

22/0173/ADV Starbucks, Asda Stores Ltd, Pontygwindy Road, Caerphilly CF83 3HH

Erect 16 signs

22/0178/FULL The Shambles, 5 Mountain Road, Caerphilly CF83 1HG

Demolish part single storey extension and erect single storey front extension

22/0189/FULL 11 Herons Way, Caerphilly CF83 1SW

Erect first floor side extension front porch and create new front car parking space

22/0194/FULL 32 Nantgarw Road, Caerphilly CF83 3 FA

Demolish existing single storey extension and erect single storey rear extension with part two storey extension

22/0195/FULL 70 St Davids Way, Watford, Caerphilly CF83 1EZ

Raise ridge height to front and rear dormers and replace garage

**Agenda Item 10.1**

**Report to Town Council 21st March 2022**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | J.S Lee Ltd | Christmas Tree |  1020.00 |
| Internet | EE Limited | Mobile Phone | 21.20 |
| Internet | Amberol Ltd | 3 Tier Planter | 539.40 |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 8.40 |
| Internet | BT  | Broadband  | 21.00 |
| Internet | HMRC | Income Tax & NI | 562.61 |
| Internet | Admin Assistant | Salary February | 383.31 |
| Internet | Town Clerk | Salary February | 740.19 |
| Direct Debit | NEST | Pension February | 27.95 |
| Internet | BPS Facilities Ltd | Storm damage St Martin’s Church, Floodlights | 198.00 |
| 304142 | M. Prew | Mayor’s Allowance 4 | 225.00 |
| Internet  | EE Limited | Mobile Phone | 21.20 |

It is recommended that Members note and approve the payments

**Agenda Item 10.2**

**Report to Town Council 21st March 2022**

**Bank Account Balances**

Bank Account Balances as at 1st March 2022

 **£**

Community Direct Plus Account 87872.77

Business Select Account 10639.83

Business Select Account 16852.09

(Restricted Reserves)

Members to note the information