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**

13th February 2023

**An Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 20th February 2023** at **6.30pm** by Multi Location

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

Prior to the commencement of the meeting there will be a presentation from Lowri Catrin Jones, Chief Officer, Menter Caerffili

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 16th January 2023. .

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 New Meeting Room Acoustics.

8.2 Events and CIL Working Groups.

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

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**

12. **MEMBERS REQUESTS FOR FUTURE REPORTS**

The 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](mailto:caerphillytowncouncil@outlook.com)

All documentation about and relating to this and any other Town Council meeting undertaken 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 16th JANUARY 2023**

**Present:**

Councillors P J Bevan, M Downes, C Elsbury, J Fussell, J Grenfell, S Kent, C Lewis, A Broughton Pettit, M Prew, D Roberts

**Apologies:**

Councillors J Pettit, P Reed

**In Attendance:**

R Collins, Gwent Police

P G Davy, Town Clerk

**64 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 21 NOVEMBER 2022**

Minutes of the Ordinary Town Council Meeting held on 21November 2022 were received and confirmed. Minutes to be signed by the Town Mayor when practical.

**65 MATTERS ARISING**

Minute 59.3 Members were advised that the new public notice board had been delivered and the Town Clerk was waiting confirmation on an installation date.

**66 COMMUNITY SAFETY MATTERS**

Gwent Police reported that homelessness was an ongoing issue at several locations in the town centre and the Police were liaising with appropriate agencies. Regular patrols were being made to ensure that there was no begging. There had been incidents of ASB on Nantgarw Road. Shoplifting was a problem at the Asda store. Regular meetings were taking place in respect of Caerphilly Pride. The Town Council was invited to send a representative to the next meeting in February.

Highway safety issues were raised around the Piccadilly / Mill Road area.

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**67 TOWN MAYOR’S DIARY**

The Mayor had attended the Twinning Association AGM, Christmas Lights switch on, started the Castle to Castle race, visited the Lantern Parade, and opened a new business at the Piccadilly.

**68 ENVIRONMENTAL MATTERS**

Following the recent bad weather there had been a number of local flooding incidents.

**69 TOWN CLERK’S REPORTS**

1 Local Government Act 1972 Section 137 Expenditure Limit 2023-24

The Welsh Government had issued notification that the maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2023-24 will be £9-93 per elector. The information was noted.

2 Events Programme 2023-24

Cadw had advised that building works are continuing at the rear of the Castle and they will be unable to confirm the availability of the hornwork for the fireworks display until later in the year. This presents a number of practical problems for advance planning of the event.

It was agreed to confirm the directly organised events programme for 2023 provisionally including the fireworks display at Caerphilly Castle and detailed operational planning was referred to the Events Working Group.

The budget allocations for the sponsored events were approved as set out in the report.

3 Risk Management

Members reviewed the Risk Assessment for 2023. The overall risk environment is low but cyber security and event management remain the highest risks for the Town Council. It is not possible to eliminate all risks, but the control environment seeks to minimise the likelihood of the risk arising and mitigate the impact if the risk does materialise.

Arising from concern raised about Members safety and security it was agreed to add to the mitigating controls under Health and Safety (ref O2) the following:

“Limit the availability of personal / private information relating to councillors”

With the above addition it was resolved to approve the Risk Assessment for 2023.

4 Community Infrastructure Levy (CIL) Update

The current position on the CIL account was noted.

In the absence of drawdown of funds against certain projects it was agreed to increase the uncommitted sum to £18072 to be utilised on appropriate projects and the CIL Working Group is convened to review projects and report back to the Town Council with recommended actions.

5 Q3 Budget Monitoring Report

Expenditure in the period 1st April 2022 to 31st December 2022 was £71744 which represents 51% of the budget estimates approved in November 2021. The report was noted.

**70 PLANNING MATTERS**

The following planning application was considered, and comments made as follows:

22/1048/FULL – no objections

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

**71 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

3 Application for Financial Assistance

Caerphilly Art Society

A grant of £150 was approved. Expenditure authorised under the Local Government Act 1972, section 137.

**72 CORRESPONDENCE**

There were no items of correspondence.

**73 MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests for future reports.

The meeting closed at 7.40 pm

**Agenda Item 8.1**

**Report to Town Council 20 February 2023**

**New Meeting Room Acoustics**

It is a legal requirement for the Town Council to hold multi location meetings. With this in mind the Town Council has invested in audio visual equipment to enable Members, officers, and members of the public to attend remotely via Zoom. Hybrid meetings have been running since February 2022 and it is commonplace for Members at varying times to join Town Council meetings remotely. Experience has shown that while the audio and video equipment works well, the acoustics in the New Meeting Room are poor resulting in considerable echo effect. This makes it difficult for those online to clearly hear what those in the New Meeting Room are saying. The company that installed the AV equipment, Drake AV Video Ltd., has carried out a number of adjustments to the equipment to improve the audio quality but this hasn’t stopped the echo. Unfortunately, the room is all hard surfaces causing sound reflections. The company has submitted a proposal to install 12 acoustic panels around the room to reduce the echo and improve the overall sound quality for remote access users. The cost is £1224 plus vat.

Given that multi location meetings are now the norm the Town Clerk is of the view that a priority should be given to improving the acoustics as there is an imperative that anyone joining the meeting remotely should be able to clearly hear what is being said. The cost of the acoustic panels has not been budgeted but can be funded from balances.

The Town Council is a tenant in the Twyn Community Centre and it will be necessary to obtain the consent from the Community Centre Management Committee prior to proceeding with any work.

Members are invited to decide whether to commit expenditure to the acoustics panels.

Phil Davy

Town Clerk

**Agenda Item 8.2**

**Report to Town Council 20 February 2023**

**Events Working Group / CIL Working Group**

The notes of the Working Group held on 6 February 2023 are appended.

The Working Group has made the following recommendations.

*Events*

Fireworks Display

Subject to a favourable decision from Cadw by June 2023 on the availability of the horn work launch site the fireworks event should proceed with a 30 minute aerial display above Caerphilly Castle on 4 November 2023. If there is no decision on the horn work by June the event will not take place in 2023 due to insufficient lead time for planning and organisation.

Floral Displays

The quotation from J S Lee in the sum of £10252-80 for the placing, watering, maintaining, and removal of the baskets and planters for the summer of 2023 is accepted.

*CIL*

In light of recent correspondence from CCBC concerning delayed invoices the position on uncommitted CIL is noted.

In respect of projects it is proposed that the plaque to keyworkers is dropped, the replacement larger capacity waste bins in the town centre continues to be pursued with CCBC, and the seats along the footpath to the north of Caerphilly Castle moat are progressed as a priority project.

Phil Davy

Town Clerk

**Notes of the Events Working Group / CIL Working Group held by remote access on 6 February 2023**

**Present:**

Councillors P J Bevan, M Downes, C Elsbury, S Kent, C Lewis, A Broughton Pettit, D Roberts

**In Attendance:**

J Mellon, Pendragon Pyrotechnics

P G Davy, Town Clerk

*Events Working Group*

1 Fireworks Display 4 November 2023

After a three year gap it was hoped to reinstate the fireworks display in 2023. This is however dependent on a decision from Cadw on the availability of the horn work launch site. Due to ongoing building and conservation works Cadw will be unable to make any decision until June 2023. Alternative launch sites had been considered in 2022 but ruled out for practical reasons. Pendragon Pyrotechnics had been the contractor over several years up to the last time the event took place in 2019 and outlined some of the launch site considerations given the scale of the event. The incorporation of laser lights and or drones into the event was explored but it was concluded this would have additional site safety issues and would be cost prohibitive given the budget. It was agreed to recommend to the Town Council that subject to a favourable decision from Cadw in June 2023 the event should proceed on the same basis as previous years on 4th November, essentially a 30 minute aerial firework display above Caerphilly Castle. Due to lead in times for planning and organisation June would be the latest date for decision by the Town Council on the 2023 event.

2 Floral Displays May to September 2023

The order for plants was placed in November 2022 with Boverton nurseries. The cost of the plants in 2023 will be £7511-76. This represents an increase of £663.76 from 2022. Quotations had been sought for the placing, watering and maintaining the baskets and planters. Only one quote has been received from J S Lee in the sum of £10252-80. This is an increase of £220-80 from 2022. It was agreed to recommend to the Town Council to appoint J S Lee for 2023 to water and maintain the baskets and planters.

3 Flower Festival 16/17/18 June 2023

There are 12 organisations that take part in the Flower Festival and to date 8 had confirmed that they will be taking part in 2023. The decision of the Town Council to increase the grant to £500 for each participating organisation had been well received. There had been some queries about whether a theme would be adopted for 2023. This had not been the practice in recent years but could be discussed. A meeting will be arranged in due course to discuss publicity.

4 Christmas Lights Switch On 17 November 2023

Planning for this event usually starts in September. Given the success of the event in 2022 the event will follow the same format in 2023.

5 Christmas Lantern Parade 2 December 2023

The Town Council funds the event but the organisation, planning and running the event is undertaken by the CCBC Events Team. In 2022 the event was combined on the same date with the Christmas food and craft market. The Town Council at the meeting in January agreed to support the same format in 2023. The budget contribution to the combined event is capped at £11000. CCBC has indicated that a review of the route taken by the lantern parade will be undertaken for 2023.

*CIL Working Group*

At the Town Council meeting in January 2023 it had been agreed that in the absence of drawdown of funds by CCBC against certain projects the uncommitted amount of CIL would be increased to £18072. However, since that decision CCBC has informed the Town Council that the outstanding invoices will be raised in the near future. It is therefore prudent to revert to the original position of uncommitted funds of £5572.

At the last project review it had been decided to prioritise a plaque to keyworkers during the pandemic; and the replacement with higher capacity waste bins in the town centre. No progress has been made with either. Due to the lapse of time and current circumstances of public sector strikes the idea of the plaque no longer seems appropriate. It was agreed to recommend that the Town Council drop the plaque but continue to press the case with CCBC for replacement waste bins. In addition priority should be given to progressing the seats to the north of Caerphilly Castle Moat on the footpath that runs parallel to Nantgarw Road.

**Agenda Item 9**

**Report to Town Council 20 February 2023**

**Planning Matters**

The following planning applications have been received:

**22/1030/FULL**

Clwyd Y Gurnos, Waunwaelod Way, Caerphilly CF83 1BD

Thermal improvements and renovations with self coloured rendered external wall insulation, some replacement triple glazed windows and doors with the addition of a small lean to timber clad store with corrugated metal sheeting roof to house plant associated with new air source heat pump sited externally alongside.

**22/1053/COU**

6A Van Road, Caerphilly CF83 1LB

Change of use from residential flat to business use, as part of ground floor vetinary surgery to provide staff accommodation / welfare area, office storage, office, clinical area.

**22/1055/COU**

Fifty Shades Hair Studio 48A, 48 Cardiff Road, Caerphilly CF83 1JQ

Change the use from hair salon to 1 bedroom self contained first floor flat

**23/0002/TPO**

Climeri, Rectory Close, Caerphilly CF83 1EQ

Lift Copper Beech tree by no more than 2m (Tree Preservation Order 49/08/CCBC)

**22/0784/RET**

8 Trem Y Castell, Caerphilly CF83 1TH

Erect rear porch

**23/0014/HH**

44 Heol Trecastell, Caerphilly CF83 1AE

Erect single storey and two storey rear extension and front porch

**23/0005/FULL**

HSBC 37 Cardiff Road, Caerphilly CF83 1WE

Replace existing outdated ATM with a new accessible ATM

**23/0006/ADV**

HSBC 37 Cardiff Road, Caerphilly CF83 1WE

Erect internally illuminated ATM sign

**23/0044/HH**

30 Bartlett Street, Caerphilly CF83 1JS

Convert loft with dormers and erect garage to rear

**23/0051/FULL**

1St Asaphs Way, Watford, Caerphilly CF83 1EX

Erect two storey side extension and single storey rear extension

**22/0997/NCC**

Austin Grange, Maes Glas South UL, Caerphilly CF83 1LN

Vary condition 2 (Approved Plans) of Planning Consent 22/0619/NCC (vary condition 02 pf planning consent 21/1090/RM (seek approval of the reserved matters in respect of appearance, landscaping, layout and scale of planning consent 20/0319/NCC (vary condition 03 of planning application 17/0304/NCC (vary condition 03 of planning consent P/05/1683) to erect a total of 74no affordable dwellings, comprising of 15no 1bed over 55s apartments, 42no social rented units (24no 1 bed apartments, 15no 2 bed apartments, 3no 4 bed houses) and 17 shared ownership units (13no 3 bed houses,4no 2 bed houses) open space, roads, footpaths, drainage infrastructure and associated works) to relocate the 1 bed apartment at Plot 12 (as approved) to within Apartment Block A, together with other associated amendments to the plans) to amend Block A by removing the podium deck and associated car parking and façade alterations

**23/0063/FULL**

Senghenydd House, Rectory Road, Caerphilly CF83 1EP

Erect front and side porches

**23/0086/FULL**

Caerphilly Castle, Castle Street, Caerphilly CF83 1JD

Refurbishment of the historic Watergate entrance to the Great Hall, including new external stairs, raised deck, gates, security grating and associated infrastructure and works

**Agenda Item 10.1**

**Report to Town Council 20th February 2023**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | EE Ltd | Mobile Phone | 22.98 |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 8.40 |
| Internet | J S Lee Services Ltd | Christmas Tree | 1140.00 |
| Internet | BT | Broadband Service | 25.45 |
| Internet | Colin Elsbury | Christmas Lights -Sundries | 39.56 |
| Internet | Elsbury Access Platforms | Christmas Lights | 5806.08 |
| Internet | Digital Systems UK | Printing | 39.02 |
| Internet | One Voice Wales | Member Training | 110.00 |
| Internet | HMRC | Income Tax & NI | 610.46 |
| Internet | Admin Assistant | Salary (January) | 427.49 |
| Internet | Town Clerk | Salary (January) | 797.88 |
| Debit Card | SLCC | Membership Renewal | 187.00 |
| Direct Debit | NEST | Pension January | 31.17 |
| 304174 | Caerphilly Art Society | Grant | 150.00 |
| Internet | Speedy Asset Services Ltd | Pedestrian Barriers | 359.38 |
| 304175 | St Martins Church | Floodlighting Energy | 96.06 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

**Report to Town Council 20th February 2023**

**Bank Account Balances**

Bank account balances as at 1st February 2023

                                                                                                £

Community Direct Plus Account (current account)                           108449.93

Corporate Instant Deposit (operational reserves)                              10,653.79

Corporate Instant Deposit (restricted reserves)                                 18,247.22

Members to note the information

**Agenda Item 11**

**Report to Town Council 20 February 2023**

**Correspondence**

11.1 Save the Children Caerphilly Branch

“I am writing to thank Caerphilly Town Council for their generous financial grant given to fund a Cheese and Wine Evening at the Tourist Information Centre.

We had a very successful evening and raised over £700 which can now be allocated and fund local projects.

Vice Chair”

11.2 Caerphilly and District Art Society

“Thank you so much for your cheque towards our running costs.

We are always very appreciative of the Town Council’s support, especially in these difficult times.

Secretary”