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 March 2023

**An Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 20th March 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 Becki Miller, Play Sufficiency Officer, CCBC

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 20th February 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 Newsletter.

8.2 Town Councillor’s Allowances for 2023/24.

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)

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**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 20TH FEBRUARY 2023**

**Present:**

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

**Apologies:**

Councillors M Downes, J Pettit, P Reed, D Roberts

**In Attendance:**

L C Jones, Menter Caerffili

P G Davy, Town Clerk

Prior to the commencement of the meeting L C Jones gave a presentation on the activities of Menter Caerffili to promote the Welsh language and culture. The services to young people, families, communities and businesses were outlined. Ffiliffest 2023 will be held on 10 June at the Owain Glyndwr playing field.

**74 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 16TH JANUARY 2023**

Minutes of the Ordinary Town Council Meeting held on 16th January 2023 were received and confirmed. Minutes to be signed by the Town Mayor when practical.

**75 MATTERS ARISING**

There were no matters arising.

**76 COMMUNITY SAFETY MATTERS**

Police representatives were not in attendance. Members raised concern about the impact

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of homelessness on the town centre and the use of entrances to empty shop premises. Relevant agencies were engaged with the individuals.

Highway safety concerns were raised about a number of major junctions where the lane markings had faded and requested this was drawn to the attention of CCBC.

Work had commenced to implement the one way system at Dol y Felin Street but the diversion signing had been poor leading to confusion for drivers.

**77 TOWN MAYOR’S DIARY**

The Mayor paid tribute to a young person that had recently died of cancer and the support that had been provided by the community to the person’s family.

**78 ENVIRONMENTAL MATTERS**

Cigarette ends and other litter was an ongoing problem outside The Cwtch public house. The mini cleansing vehicle seemed to have little impact.

The lane between Mill Road and Nantgarw Road was in poor surface condition and unsatisfactory for pedestrians.

The issues raised to be referred to CCBC.

**79 TOWN CLERK’S REPORTS**

1 New Meeting Room Acoustics

Multi location meetings are a legal requirement, and it is imperative that anyone joining the meeting remotely should be able to clearly hear what is being said. A proposal had been received for the installation of 12 acoustic panels to reduce the echo in the room.

It was agreed to proceed with the proposal received from Drake AV Video Ltd in the sum of £1224 + vat subject to the consent of the Twyn Community Centre Management Committee.

(It was noted that the Twyn Management Committee had met very recently and had agreed to the acoustics improvement being undertaken by the Town Council.)

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

Councillor P J Bevan declared an interest and took no part in the discussion or decision making on the report.

2 Events Working Group / CIL Working Group

The notes from the Working Groups held on 6 February 2023 were reported together with recommendations.

In respect of events the Town Council agreed:

1 Subject to a favourable decision from Cadw by June 2023 on the availability of the horn work launch site the fireworks display 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.

2 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 floral displays of 2023 was accepted.

In respect of CIL

3 It was noted that CCBC had informed the Town Council that the long outstanding invoices for CIL projects will be issued and reallocation of monies to other projects will no longer be possible. (The invoice for the speed warning signs at Cwrt Rawlin Primary School in the sum of £5828-31 had been received and paid from the CIL account.)

4 The current CIL priority projects were confirmed as replacement larger capacity waste bins in the town centre and seats on the footpath to the north of Caerphilly Castle.

**80 PLANNING MATTERS**

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

22/1030/FULL – no objections

22/1053/COU – no objections

22/1055/COU – no objections

23/0002/TPO – no objections

22/0784/RET – no objections

23/0014/HH – no objections

23/0005/FULL – no objections

23/0006/ADV – no objections

23/0044/HH – no objections

23/0051/FULL – no objections

22/0997/NCC – no objections

23/0063/FULL – no objections

23/0086/FULL – no objections

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

**81 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

**82 CORRESPONDENCE**

Thank you notes had been received from Save the Children Caerphilly Branch and Caerphilly and District Art Society for the financial support provided by the Town Council through the grants scheme.

**83 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**

**Newsletter**

A sum of £900 has been allocated in the 2022/23 budget for the production of a newsletter to residents. The draft of the newsletter is circulated separately with the agenda. A quotation of £480 has been received for the printing of a four page full colour newsletter with a print run of 7500. The distribution cost will be £390.

Expenditure on newsletters is authorised under the Local Government Act 1972 section 142.

The Town Council is invited to approve the newsletter and note the costs are within the budget.

Phil Davy

Town Clerk

**Agenda Item 8.2**

**Report to Town Council 20 March 2023**

**Town Councillor Allowances for 2023/24**

The Final Annual Report of the Independent Remuneration Panel for Wales (IRPW) has been published (February 2023) setting the Decisions and Determinations on pay, expenses, and benefits for elected members of principal councils, community and town councils, National Park Authorities, and Fire and Rescue Authorities for the financial year 2023/24.

There are two determinations relevant to community and town councils.

**Determination 4**

Members of community and town councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home; and councils must either pay the members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of consumables.

**Determination 6**

All other Determinations set out in the 2022/23 Annual Report of the Panel remain valid and should be applied.

Caerphilly Town Council is a Group 2 council with an electorate between 10000 and 13999 and the following mandatory and optional payments will apply:

Extra Costs Payment (as above) Mandatory for all members

Senior Role Mandatory for 1 member, optional up to 5

Mayor or Chair Optional – up to a maximum of £1500

Deputy Mayor or Deputy Chair Optional – up to maximum of £500

Attendance Allowance Optional

Financial Loss Optional

Travel and Subsistence Optional

Cost of Care or Personal Assistance Mandatory

Any individual may decline to receive part or all of the payments if they so wish. This must be done in writing to confirm to the Town Clerk their wishes. All payments made to individual members are published on the website in an annual Statement of Payments.

In relation to the additional mandatory payment for consumables introduced by Determination 4 it is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. It will be administratively far more convenient to make an annual payment at the same time as the other extra costs allowance in a single payment of £208 (£156 +£52). The council must also determine whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

In respect of mandated payments members will receive monies to which they are properly entitled as a matter of course unless they have confirmed they wish to forego the payments.

It has been the practice of the Town Council not to adopt optional payments with the exception of applying the HMRC mileage allowance of 45p per mile for travel outside of Caerphilly County Borough Council.

Budget provision has been made for Member Allowances in the 2023/24 financial year of £2500 which assumes mandatory payments of £208 to all 12 members and £900 has been budgeted as payment to the Town Mayor. No provision has been made in the budget for the cost of care / personal assistance as no claims have previously been made for this allowance.

Recommendations

1 To note the mandatory payments for 2023/24 as determined by the Independent Remuneration Panel for Wales.

2 The extra costs payments be paid as a single lump sum of £208.

3 A clawback of the annual payment based on a monthly pro rata calculation will apply to any member who leaves the Town Council during the financial year or changes role where there is a financial implication relating to allowances.

4 To confirm the annual payment to the Town Mayor of £900 for 2023/24 as budgeted.

5 In accordance with past practice not to adopt any of the optional determinations other than applying the HMRC mileage allowance of 45p per mile in respect of out of Caerphilly County Borough travel on Town Council business.

Phil Davy

Town Clerk

**Agenda Item 9**

**Report to Town Council 20 March 2023**

**Planning Matters**

The following planning applications have been received:

**23/0046/HH**

Cartrefle, 59 Pontygwindy Road, Caerphilly CF 83 3HD

Construct driveway to front garden

**23/0112/TPO**

1 Redbrook Court, St Martins Road, Caerphilly CF83 1ED

Remove Ash Tree T1 (Tree Preservation Order 61/86 RVDC)

**23/0131/HH**

1 St Teilos Way, Watford, Caerphilly CF83 1FA

Erect two storey side extension, front porch and drop kerb

**23/0118/NOTT**

Communications Mast, Caerphilly Station Park and Ride, Station Terrace, Caerphilly CF83 1LL

Replace existing 12m high Phase 1 monopole with proposed 15m high Phosco 4.5 monopole, install 3 no antennas, 1 no rack, 2 no cabinets and associated ancillary works, existing 1 no 300 dish to be relocated to proposed dish mount and existing cabin and cabinets to be removed

**23/0128/FULL**

Tafarn Y Cwrt, Cardiff Road, Caerphilly, CF83 1FN

Install 3 no timber framed pergolas with heaters and lighting, new paving types, timber cladding, new posts and festoon lighting

**23/0129/ADV**

Tafarn Y Cwrt, Cardiff Road, Caerphilly, CF83 1FN

Install hardwood painted non illuminated sign set within existing gate rail arch

**Agenda Item 10.1**

**Report to Town Council 20th March 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 | BT | Broadband Service | 24.91 |
| Internet | HMRC | Income Tax & NI | 610.86 |
| Internet | Admin Assistant | Salary (February) | 427.49 |
| Internet | Town Clerk | Salary (February) | 797.48 |
| Direct Debit | NEST | Pension (February) | 31.17 |
| Internet | CCBC | Speed signs on Cwrt Rawlin Primary School | 5828.31 |
| 304176 | Shining Stars | Charity Donation | 2000.00 |
| 304177 | Latch | Charity Donation | 2000.00 |
| 304178 | M. Prew | Mayor’s Allowance (no 4) | 225.00 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

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

**Bank Account Balances**

Bank account balances as at 1stMarch 2023

                           £

Community Direct Plus Account (current account)                           106055.58

Corporate Instant Deposit (operational reserves)                              10,653.79

Corporate Instant Deposit (restricted reserves)                                 12,418.91

Members to note the information

**Agenda Item 10.3**

**Report to Town Council 20 March 2023**

**Applications for Financial Assistance**

1 Ffiliffest

Ffiliffest is Menter Caerffili’s annual community event which will be held on the Owain Glyndwr Playing Fields on 10 June 2023. The event celebrates the Welsh language, local heritage and culture. Funding is sought to enhance the event in 2023. The total cost of the event is around £40000. To date £20000 of funding has been secured from the Arts Council for Wales and the Big Lottery. Funding is required to meet the following costs:

£

Activity and performance tipees 1300

Marquees for activities and food stalls 2200

Marketing signs and flyers 440

Local performers and artists 1800

**Total**  5740

The Town Council has approved a budget of £17600 for Sponsored Events in 2023/24. At the Town Council meeting held in January 2023 various allocations to events during 2023 were approved. Currently there is an unallocated balance of £2350, part or all of which could be considered to support Ffilifest. The financial assistance expenditure would be authorised under the Local Government Act 1972 section145.

In making a decision on this application Members may wish to take into account that there has been a preliminary enquiry about financial support for the Caerphilly Pride event on 10 June 2023.

**Financial Assistance – Application Form**

**Name of Organisation**

Menter Iaith Sir Caerffili

**Purpose of Activities of Organisation**

Menter Caerffili’s principal aim is to increase the opportunities for people of all ages to use the Welsh language within their local communities. Details of all our services can be found on the website [www.mentercaerffili.cymru](http://www.mentercaerffili.cymru)

**Membership of Organisation or Beneficiaries of Activities**

3500+

**Membership Fees**

N/A

**Present Financial Position**

The audited accounts for 2021/22 show an income of £865540 and expenditure of £735173 resulting in a net surplus of £130367. The balance brought forward was £169336 resulting in a net total of £299703 to carry forward (a combination of unrestricted and restricted reserves). We do not have a permanent annual budget for the project costs and we are applying for and therefore need to raise funds annually in order to hold Ffiliffest successfully and safely.

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

To help with the costs of the cultural and Welsh language summer festival Ffiliffest.

Supporting statement outlining funding requested is circulated with the agenda papers for the Town Council meeting.