**C Y N G O R T R E F C A E R F F I L I**

**C A E R F F I L I T O W N C O U N C I L**

**CLERC Y TREF: MAER Y TREF:**

**TOWN CLERK: TOWN MAYOR:**

**P G Davy Cllr M Prew**

8th January 2024

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 15th January 2024** 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**

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 November 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**

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

**Telephone: 07950 935822**

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

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

8. **TOWN CLERK’S REPORTS**

8.1 S137 Expenditure Limit for 2024 – 25

8.2 Minor Authority Governor Representative

8.3 Q3 Budget Monitoring 2023/24 Financial Year

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**

**C A E R F F I L I T O W N C O U N C I L**

**CLERC Y TREF: MAER Y TREF:**

**TOWN CLERK: TOWN MAYOR:**

**P G Davy Cllr M Prew**

**MINUTES OF THE ORDINARY MEETING OF THE CAERPHILLY TOWN COUNCIL HELD BY MULTI LOCATION ON 20TH NOVEMBER 2023**

**Present:**

Councillor P J Bevan, M Downes, J Fussell, J Grenfell, C Lewis, A Broughton Pettit, M Prew, D Roberts

**Apologies:**

Councillor C Elsbury, S Kent, J Pettit, P Reed

**In Attendance:**

R Collins, M Kerswell, D Greedy, Gwent Police

P G Davy, Town Clerk

**66 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 16TH OCTOBER 2023**

Minutes of the Ordinary Town Council Meeting held on 16th October 2023 were received, and confirmed, and signed by the Mayor.

**67 MATTERS ARISING**

No matters arising.

**68 COMMUNITY SAFETY MATTERS**

Gwent Police had provided a written report which had been circulated to Members.

The following issues were highlighted:

* Shoplifting with WH Smith being a particular target. An operation order for shoplifting is in place in the run up to Christmas.

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

* Engagement session alongside Threshold Charity on 25.11.23
* Three CSOs were in attendance at the Christmas Lights switch on and there had been no issues
* Police surgeries will be introduced at the Police station
* Two RTCs in Nantgarw Road

Members were advised that there had been no issues within the Town Council area on Halloween or Bonfire Night.

R Collins was moving to another area and advised on the key contacts for St Martins and Morgan Jones Wards.

Members thanked R Collins for all her support.

**69 TOWN MAYOR’S DIARY**

The Mayor had attended the Twinning Association, Christmas Lights Switch On, Bowling Club presentation evening, and the Remembrance Day service. He recorded his thanks to everyone involved in the organisation of the events

**70 ENVIRONMENTAL MATTERS**

The following were discussed:

* Operation of one way system at Dol y Felin Street and the need for double yellow lines at the Mill Street end
* Future of pedestrian bridge across the railway, options under consideration by CCBC
* Flooding at Pontypandy
* Future of existing leisure centre site at Virginia Park

**71 TOWN CLERK’S REPORTS**

1 Review of Community Arrangements County Borough of Caerphilly

The Local Democracy and Boundary Commission had published a Draft Proposals Report. The Commission proposes to apply 4 changes to the existing internal community boundaries. There would be no change to the total electorate within the Town Council area. The area would be represented by 14 community councillors with Tonyfelin and Watford wards each gaining an additional member.

It was resolved to support the Draft Proposals.

2 Budget Estimates 2024/25

The Town Clerk outlined the assumptions on which the budget estimates were based

drawing particular attention to the impact of inflation. A budget expenditure of £140,740 is proposed for 2024/25 which is an increase of £24,912 on the revised projected expenditure for the current financial year.

Income is projected at £108,600 resulting in a contribution from balances of £32,140 to

achieve a balanced budget. This represents an unusual set of circumstances due to the build up of balances during and since the pandemic and will avoid the need to increase the precept.

Members were advised that the level of expenditure proposed for 2024/25 cannot be sustained in future years without an increase in the precept or alternatively reducing expenditure through savings.

It was resolved:

1 To approve the budget estimates for 2024/25 as set out in the tables attached to the report.

2 To set a precept of £15-50 for Band D properties for 2024/25

3 To update the budget following completion of the year end accounts in April 2024

4 There had been no street collection as the fireworks display did not take place but the budget for 2023/24 had included for donations to the Town Mayor’s charities. It was agreed to make a donation of £2000 to AP Cymru.

The Mayor declared an interest in the donation to his charity and took no part in the decision on this matter.

3 Independent Remuneration Panel for Wales – Draft Annual Report

The proposed Member payments (mandatory and optional) for 2024 were noted. There are no significant changes with the payments remaining at the same level as 2023.

The report was for information.

4 Local Government Pay Agreement 2023/24

The National Joint Council for Local Government Services (NJC) has reached agreement on rates of pay applicable from 1April 2023 involving a flat rate payment of £1925 on each scale point. If the new pay scales are adopted by the Town Council the annual increase in salary costs will be £1352.70 (based on pro rata hours of the Administrative Assistant and Town Clerk). Provision had been made in the budget for a 3% pay increase which equates to £638.92. The pay agreement will therefore require an additional £713-78 virement to salaries to meet the full costs in 2023/24.

It was resolved:

To implement the local government pay agreement effective from 1 April 2023 as agreed by the NJC (back pay to be paid in December 2023) and including the virement of the necessary additional monies to the salaries budget.

The Town Clerk declared an interest and offered no advice on the matter.

**72 PLANNING MATTERS**

A list of all the planning applications received since the last Town Council in October 2023 was included in the agenda as confirmation of consultation by the Local Planning Authority. The applications are now circulated as soon as received on an individual basis from CCBC and it is for Members to identify any matters they wish to raise before the expiry of the 21 day consultation period.

23/0771/Full - Caerphilly Train Station – the application to demolish and redevelop the Caerphilly Station was subject to consultation. It was agreed that Councillor J Grenfell would circulate his comments on the application to all Members prior to any representations being sent to CCBC.

Councillor M Prew and J Grenfell declared an interest in application 23/0759/Full – Creazione Fitness but no comments were made on the proposed development.

Councillor J Fussell declared an interest and did not take part in the decision making on this agenda item.

The Town Clerk reported that a number of applications that appeared on the weekly list had not been circulated following registration in accordance with the new procedure.

**73 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

3 Applications for Financial Assistance

Caerphilly and District Floral Society

A grant of £150 was approved. The financial expenditure is authorised under the Local Government Act 1972 section 137.

**74 CORRESPONDENCE**

Cul de sac signage at Castell Y Fan

It was noted that the request from a local resident for cul de sac signage at Castell Y Fan had been referred by the Town Clerk to CCBC for a response.

**75 MEMBER REQUESTS FOR FUTURE REPORTS**

There was a request for CCBC officers to give an update on the Caerphilly 2035 Plan at a future meeting.

The meeting closed at 7.40 pm

**Agenda Item 8.1**

**Report to Town Council 15 January 2024**

**Local Government Act 1972 Section 137 Expenditure Limit for 2024-25**

Section 137(1) of the Local Government Act 1972 permits each Community and Town Council to incur expenditure for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure incurred. Community and Town Councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2024-25 will be £10-81 per elector (£9-93 in 2023-24).

The report is for information.

Phil Davy

Town Clerk

**Agenda Item 8.2**

**Report to Town Council 15 January 2024**

**Minor Authority School Governor Vacancies**

The Town Council, classed as a Minor Authority, is able to appoint representatives to the governing bodies of local primary schools. The representative does not necessarily need to be a Town Councillor.

The Chair of the Governors at Cwrt Rawlin Primary School has contacted the Town Council to advise that Mrs Wendy Thompson’s term of office ends in February 2024. She is serving as the Minor Authority appointed governor and is the Vice Chair of the governors. The request is that she is reappointed for a further term of 4 years as the Minor Authority appointed governor.

Separately CCBC has advised that there are Minor Authority vacancies on the governing bodies at Plasyfelin Primary School and at Twyn School.

Members are invited to consider appointing suitable representatives to the respective governing bodies.

Phil Davy

Town Clerk

**Agenda Item 8.3**

**Report to Town Council 15th January 2024**

**Q3 Budget Monitoring 2023/24 Financial Year**

Comparison of actual expenditure to annual estimates for the period 1st April 2023 to 31st December 2023.

|  |  |  |
| --- | --- | --- |
| **Main Budget Heads** | **Q3 Actual £** | **Annual/Estimate £** |
| Mayor’s Allowance | 675.00 | 900.00 |
| Members Allowances | 2288.00 | 2500.00 |
| Training | 0.00 | 1000.00 |
| Staff Costs | 17915.10 | 22811.06 |
| Travelling Expenses | 41.68 | 500.00 |
| Audit Fees | 455.00 | 600.00 |
| Insurance | 1149.22 | 1500.00 |
| Office Costs | 5283.42 | 11500.00 |
| Sponsored Events | 14038.24 | 17600.00 |
| Floodlighting St Martins Church | 0 | 400.00 |
| Fireworks Display | 0 | 18000.00 |
| Fireworks Charity Donation | 0 | 4000.00 |
| Floral Displays | 14803.80 | 18000.00 |
| Christmas Lights | 5995.49 | 10000.00 |
| Lantern Parade | 0 | 10000.00 |
| Financial Assistance | 2850.00 | 6000.00 |
| Sports Scheme | 5000.00 | 9000.00 |
| Newsletter | 805.00 | 900.00 |
| Elections | 0 | 0 |
| Miscellaneous | 124.99 | 500.00 |
| VAT | 4647.03 | (included above) |
| CIL Projects |  |  |
| **TOTAL** | 76071.97 | 135711.06 |

£

Budget 135711.06

Actual expenditure to 31.12.23

(56% of original estimate)

Members to note the report

**Agenda Item 9**

**Report to Town Council – 15 January 2024**

**Planning Matters**

This is a list of all planning applications received since the last Town Council meeting in November 2023. The applications were circulated to Members as soon as received from CCBC. They are included on the agenda as confirmation of consultation by the Local Planning Authority. No further discussion is required as in most cases the deadline for any response has already passed. Where representations have been made on planning application they are noted.

**23/0771/FULL Caerphilly Train Station, Station Terrace, Caerphilly**

Demolish and redevelop Caerphilly Station to create a new integrated and accessible interchange buildings which seamlessly connects rail, bus, taxi and active travel transport modes including the increase of bus stands from 11 to 12 and layover bays from 3 to 4 alongside new public conveniences, active travel and retail facilities.

Comments have been submitted about the design, incorporation of the existing ticket office, management of public toilets, and the eastern footbridge.

**23/0769/CLPU 32 Llwybr Y Coetir, Caerphilly CF83 3SS**

Obtain a Lawful Development Certificate for proposed single storey rear extension.

**23/0759/FULL Creazione Fitness Co Unit A, Block E, Sparks House, Western Industrial Estate**

Erect a two storey extension to the rear of the property

**23/0699/CLPU 3 Park View, Caerphilly CF83 3TR**

Change of use of integral garages to plots 3,4,5 for residential accommodation

**23/0774/NCC 2 Cae Uwchllyn, Caerphilly CF83 1TY**

Remove condition 5 of planning application 18/0501/FULL (Erect single storey side extension, increase garage height to create room above and alter rear extension roof from orangery to pitched) to use garage as embroidery business

**23/0797/COU 69-71 Cardiff Road, Caerphilly CF83 1FP**

Change the use of existing commercial property into 3 separate apartments and a smaller commercial A1/A2/A3 assessed from the main street

**23/0767/COU Halifax Property Services, Unit 32, Castle Court, Caerphilly**

Change the use from bank to restaurant Class A2 (Financial Services) to Class A3 (Food and Drink)

**23/0874/HH 35 Heol Ynys Ddu, Caerphilly CF83 1SD**

Erect a single storey rear extension and first floor side extension above existing office

**23/0852/COU Land at Grid Ref 315705/187386, Pontygwindy Road, Caerphilly**

Change the use of current vacant site into commercial vehicle compound (Class B8) for the exclusive use of a local vehicle hire branch for the storage of hire vehicles

**23/0849/COU 3-9 Mill Road, Caerphilly CF83 3FD**

Change the use of vacant site to vehicle hire branch office with internal and external alterations, partial demolition of existing buildings, erection of wash bay and equipment store with associated external works

**23/0850/ADV 3-9 Mill Road, Caerphilly CF83 3FD**

Propose an illuminated wrap around fascia sign

**23/0830/ADV 260 Nantgarw Road, Caerphilly CF83 1BW**

Erect a non illuminated billboard

**24/0010/HH 40 Sir Stafford Close, Caerphilly CF83 3BA**

Erect single storey rear extension

**Agenda Item 10.1**

**Report to Town Council 15th January 2024**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | EE Ltd | Mobile Phone | 11.12 |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 9.60 |
| Internet | BT | Broadband Service | 49.04 |
| Internet | HMRC | Income Tax & NI | 610.46 |
| Internet | Admin Assistant | Salary (November) | 427.49 |
| Internet | Town Clerk | Salary (November) | 797.88 |
| Direct Debit | NEST | Pension (November) | 31.17 |
| Internet | C Elsbury | Sundries Christmas Lights | 19.83 |
| Internet | First Defence | Traffic Management Christmas Lights | 1374.00 |
| 304215 | Caerphilly Floral Society | Grant | 150.00 |
| 304216 | M Prew | Mayor’s Allowance Q3 | 225.00 |
| Internet | Drake AV Video Ltd | 2 year maintenance | 1071.00 |
| Internet | EE Ltd | Mobile Phone | 11.12 |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 9.60 |
| Internet | Elsbury Access Platforms | Christmas Lights | 2521.08 |
| Internet | BT | Broadband Service | 27.64 |
| Internet | T & CC Liaison Committee | Subscription | 100.00 |
| Internet | HMRC | Income Tax & NI | 972.92 |
| Internet | Admin Assistant | Salary (December) | 764.62 |
| Internet | Town Clerk | Salary (December) | 1195.67 |
| Internet | Twyn Community Centre | Rent & Room Hire | 912.00 |
| Debit Card | Amazon Business | Stationary & Dongle | 67.49 |
| Internet | Speedy Asset Services Ltd | Pedestrian Barriers | 501.34 |
| Direct Debit | NEST | Pension (December) | 55.75 |
| Internet | Audit Wales | Audit fees 2022/23 | 255.00 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

**Report to Town Council 15th January 2024**

**Bank Account Balances**

Bank account balances as at 1st January 2024

£

Community Direct Plus Account (current account) 112,643.51

Corporate Instant Deposit (operational reserves) 10,777.87

Corporate Instant Deposit (restricted reserves) 10,061.42

Members to note the information.