**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**

12th February 2024

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 19th February 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

Prior to the start of the meeting CCBC officers will attend to present an update on progress with the Caerphilly 2035 Plan as requested by the Town Council in November 2023 (Min 75

**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 15th January 2024 and the Extraordinary Council Meeting held on

5th February 2024. .

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 Risk Management.

 8.2 Events Working Group

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**

13. **NOTICE OF MOTION**

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

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 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 CAERPHILLY TOWN COUNCIL HELD BY MULTI LOCATION ON JANUARY 15TH 2024**

**Present:**

Councillor P J Bevan, M Downes, C Elsbury, J Fussell, J Grenfell, S Kent, A Broughton Pettit, J Pettit, M Prew, P Reed

**Apologies:**

Councillor C Lewis, D Roberts

**In Attendance:**

P G Davy, Town Clerk

**76 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 20TH NOVEMBER 2023**

Minutes of the Ordinary Town Council Meeting held on 20th November 2023 were received and confirmed and signed by the Mayor when practical.

**77 MATTERS ARISING**

No matters arising.

**78 COMMUNITY SAFETY MATTERS**

A written police report highlighted:

* Theft of drainage covers on Nantgarw Road and Bedwas Road
* ASB at Asda
* Number plate thefts Bedwas Road and Mill Road

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Members raised the following:

* Car break ins
* Parking issues outside Premier shop on Nantgarw Road
* Vehicle speeds on 20mph roads
* Highway safety issues on Mountain Road due to closure of St Martins Road

**79 TOWN MAYOR’S DIARY**

The Mayor had attended Caerphilly Golf Club presentation evening, the Lantern Parade and Winter Wonderland.

**80 ENVIRONMENTAL MATTERS**

Members requested the following matters be referred to CCBC:

* Incidents of flash flooding due to lack of gulley cleansing
* Reinstatement of Owain Glyndwr playing fields following the Winter Fair
* Update on Virginia Park development and flooding

**81 TOWN CLERK’S REPORTS**

1 S137 Expenditure Limit for 2024-25

The Welsh Government has issued notification that the maximum expenditure that can be incurred under both section 137(1) and 137(3) for the financial year 2024-25 will be £10-81 per elector. The information was noted.

2 Minor Authority Governor Representative

The Town Council 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.

It was resolved to appoint:

Wendy Thompson as governor at Cwrt Rawlins Primary School.

Colin Elsbury as governor at Twyn Primary School.

It was agreed to make contact with Plasyfelin School to see if they wished to recommend an individual who could be appointed as the Minor Authority representative.

Councillor C Elsbury declared an interest in the appointment at Cwrt Rawlins Primary School and did not take part in the decision making.

3 Q3 Budget Monitoring 2023/24 Financial Year

Expenditure in the period 1 April 2023 to 31 December 2023 was £76,071.97 which represents 56% of the annual estimate approved in November 2022.

The report was noted.

**82 PLANNING MATTERS**

A list of all the planning applications received since the last Town Council in November 2023 was included in the agenda as confirmation of consultation by the Local Planning Authority. The applications are circulated as soon as received from CCBC on an individual basis 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

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

**23/0852/COU**

It was agreed to raise an objection on the grounds of highway safety due to an increase in traffic movements close to a road junction.

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

**83 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

**84 CORRESPONDENCE**

There were no items of correspondence.

**85 MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests.

The meeting closed at 7.05 pm

**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 EXTRAORDINARY MEETING OF THE CAERPHILLY TOWN COUNCIL HELD BY REMOTE ACCESS ON 5TH FEBRUARY 2024**

**Present:**

Councillor P J Bevan, M Downes, J Fussell, J Grenfell, S Kent, C Lewis, A Broughton Pettit, M Prew

**Apologies:**

Councillor C Elsbury, J Pettit, P Reed, D Roberts

**In Attendance:**

P G Davy, Town Clerk

**86 Declarations of Interest**

There were no Declarations of Interest.

**87 Caerphilly County Borough Council – Draft Budget Proposals for 2024/25**

The meeting had been convened to consider the CCBC draft budget proposals for 2024/25 which were the subject of public consultation until 13 February 2024.

A copy of the draft savings proposals had been circulated. There were proposed permanent and temporary savings totalling £30.984m and proposed one off use of reserves of £11.394m. To enable the CCBC to set a balanced budget for the 2024/25

financial year an increase in Council Tax of 6.9% had been proposed. The final budget

will be presented to Cabinet and Council for approval on 27 February 2024.

It was noted that further potential savings of £46.7m may be required in the two year period 2025/26 and 2026/27.

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Following discussion it was resolved to make the following representations to CCBC:

**EE 10 Close Coffi Vista**

This is a public funded building of unique design at a strategic location in the heart of the town adjacent to the cenotaph and with spectacular views of Caerphilly Castle. It was originally conceived as the Caerphilly Visitor Centre and had a central part in the tourism strategy for the County Borough. As a public / community asset the Town Council believes there should be a thorough review of alternative options including use, management arrangements and income and expenditure. To this end the closure of Coffi Vista should be deferred to allow time to explore the possibilities for community asset transfer, community interest company, social enterprise, or joint venture. Any future arrangements should maintain the public toilets and the continuation of Y Galeri.

**SS10 Home Assistance and Reablement.**

The Town Council queried the extent to which this would impact on individuals waiting to leave hospital and the knock on consequences to the NHS, and whether there is coordination with Aneurin Bevan Health Board.

**ELL 24 Schools Budgets**

The further pressure on school budgets will result in insufficient resources to fully fund all teaching staff.

**Council Tax**

The County Borough Council should consider using more of its reserves to reduce the increase in Council Tax for 2024/25 given the pressures on household budgets with many struggling to cope with large increases to all domestic bills.

The meeting closed at 7.30 pm

**Agenda Item 8.1**

**Report to Town Council 19th February 2024**

**Risk Management**

Risk is the threat that an event or action will adversely affect an organisation’s ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated, and controlled.

The Town Council is under an obligation to identify and manage risks to public money arising from all activities. Risk management is an essential part of good governance and applies to all aspects of the Council’s work.

The risk assessment is undertaken on an annual basis and was last reviewed in January 2023. Covid 19 was included as an operational risk in the risk register from 2022 but is now considered as low risk and has been deleted as a separate risk. However the impact of Covid, flu, or other viruses circulating in the general population on business is now included under risk 02, Health and Safety.

The risk assessment for 2024 is included as a separate document with the agenda papers. It is not possible to eliminate all risks, but the control environment seeks to minimise the likelihood of the risk arising but also mitigate the impact if the risk does materialise.

The highest risks continue to be cyber security and event management.

The Town Clerk, as the Proper Officer and Responsible Financial Officer (RFO) is responsible for the effective implementation of the control environment to manage risks on a daily basis. However, it is the Town Council’s responsibility to ensure there is a strategy for risk management, to monitor and review the risk assessment on an annual basis, and consider, and if appropriate endorse the Annual Governance Statement.

Recommendation

Members are invited to review the likelihood and impact of risks occurring and approve the annual review of the risk assessment.

Phil Davy

Town Clerk

**Agenda Item 8.2**

**Report to Town Council 19 February 2024**

**Events Working Group**

A meeting of the Events Working Group was held on 22 January 2024. The notes from the meeting are attached. The following recommendations arise from the Working Group:

1 To note there will be no fireworks display at Caerphilly Castle in November 2024 due to the unavailability of the launch site on the horn work as a consequence of the continuing building and conservation works at the Castle.

2 The Christmas Lights to continue as a separate event on Friday 15 November 2024 subject to addressing all the issues arising from the debrief during the preparation of the risk assessment and event plan for this year.

3 To approach CCBC on relocating the Christmas Lights switch on event into the Twyn car park following the large numbers attending in 2022 and 2023. This will involve locating the entertainment from the front of the Twyn Community Centre to the northern end of the building overlooking the car park. The car park would need to be closed all day.

4 To support the continuation of the Lantern Parade combined with the Winter Food and Craft Fair on an ongoing basis, and to note the Lantern Parade will be on 30 November 2024.

5 To approve the sponsorship allocations as set out in the notes of the Working Group.

In addition to the above better planning is required in relation to the attendance of stewards at Town Council organised events. It is no longer practical to rely solely on Members due to the numbers of people attending. When the fireworks display was last held in 2019 a number of volunteer stewards were engaged from outside the Town Council. This had been a regular group over a number of years. In 2019 a lump sum payment of £30 was paid to each person (excludes Members) on the night which basically covered 3 hours of stewarding. In view of the time that has elapsed the list needs to be updated and additional volunteers recruited. The payment also needs to be updated to reflect inflation.

A further recommendation is added for Members determination:

6 To update the list of volunteer stewards, to advertise on the website for additional volunteers and to update the payment based on the real living wage which is currently £12 per hour and to agree that the payment should increase as the real living wage increases.

Phil Davy,

Town Clerk

**Notes of Events Working Group held on 22 January 2024 by remote access**

**Present:**

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

**In Attendance:**

P G Davy, Town Clerk

**Debrief of Christmas Lights 2023**

The following matters were discussed:

* PA system / performers shelter
* Stewards
* Road closures and traffic management
* ESAG
* Crowd attendance
* Location / space
* Opening of Winter Wonderland on same evening as switch on

There will be a need to review and address changes / improvements as part of the risk assessment and event plan for 2024.

**Town Council Directly Organised Events 2024**

1 Floral Displays (May to September 2024)

Following a tender process J S Lee had been appointed to provide and maintain the floral displays in 2024.

2 Fireworks Display at Caerphilly Castle (Provisional date 2 November 2024)

Cadw had confirmed that the horn work launch site will not be available in November 2024. Alternative locations had been considered in 2023 but discounted due to practical concerns. The Working Group felt it would be useful to have a separate meeting to discuss the event in anticipation that it may be reinstated in 2025 and having regard to the Town Clerk’s comments about insufficient staff resources to adequately plan and manage a large scale event alongside other responsibilities.

3 Christmas Lights Switch On (Provisional date 15th November 2024)

The Working Group agreed to recommend to the Town Council that this should remain a separate event but the matters raised in the debrief would need to be addressed for 2024. Due to the large numbers attending in both 2022 and 2023 it was agreed that there should be an approach to CCBC to use the Twyn car park and to move the

entertainment from the front of the community centre to the northern end of the building overlooking the car park.

It was noted that the Town Council has entered a three year contract with Elsbury Access Platforms for the Christmas Lights / Christmas Tree. The second year (2024) will be subject to negotiating an uplift in costs to reflect inflation.

4 Christmas Lantern Parade

For the last two years the Lantern Parade has been combined on the same date as the Winter Food and Craft Fair. The Working Group supported the continuation of the combined event on a regular basis which will take place this year on 30 November 2024.

**Town Council Sponsored Events**

A budget of £19,800 has been approved for 2024/25. The Working Group agreed to recommend the following sponsorship amounts:

 £

 Caerphilly Food and Drink Festival (April – organiser CCBC) 500

 Pride Caeffili (June – organiser CCBC) 400

 Flower Festival (June – organiser local churches) 7000

 Megaday (August – organiser private) 4000

 Little Cheese Festival (Aug /Sept – organiser CCBC) 1750

 Menter Iaith Summer Event 1300

 Caerphilly Arts Competition (organiser tbc) 1050

 Caerphilly Sports Awards (table sponsor) 50

 Unallocated 3750

Councillor M Prew declared an interest in the sponsorship for Megaday.

Councillor J Grenfell declared an interest in the sponsorship for Menter Iaith.

Phil Davy

Town Clerk

**Agenda Item 9**

**Report to Town Council 19 February 2024**

**Planning Matters**

This is a list of all planning applications received since the last Town Council meeting in January 2024. 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 response has already passed. Where representations have been made on any planning application they are noted.

**24/0015/HH** The Hollies, 264 Pontygwindy Road, Caerphilly CF83 3HY

Erect gable roof extension with raised ridge and new front and rear dormers.

**20/0197/NCC** Land at Grid Ref 315705 187386 Land at 2,4 and former Beulah Methodist Church, Pontygwindy Road.

Vary condition 1 of planning consent 14/0045/NCC (Vary condition 01 of planning consent 08/0900/FULL (Construct commercial development, ground floor retail, first floor offices with external works) to extend the period within which the development can commence by five years.

**23/0104/HH 56** Meadowland Close, Caerphilly CF83 3SB

Convert internal garage into study / living space

**24/0022/COU** 31-33, 31-35 Cardiff Road, Caerphilly CF83 1FN

Change the use from office space / storage into residential flat.

**24/0074/FULL** Clive Gospel Hall, Claude Road, Caerphilly

Erect rear extension and carry out internal alterations.

**24/0083/HH** 10 Southern Street, Caerphilly CF83 1LH

Convert basement to provide additional living space and demolish existing and replace garage.

**24/0077/HH** 70 Hazel Grove, Caerphilly CF83 3BP

Erect a double detached garage.

**Agenda Item 10.1**

**Report to Town Council 19th February 2024**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | EE Ltd | Mobile Phone | 11.12 |
| Internet | BT | Broadband Service | 43.50 |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 9.60 |
| Internet | Digital Systems UK | Printing | 51.18 |
| Internet | SLCC | Annual Subscription | 188.00 |
| Internet | St Martins Church | Floodlighting – Energy | 126.52 |
| Internet | HMRC | Income Tax & NI | 650.24 |
| Internet | Admin Assistant | Salary (January) | 464.95 |
| Internet | Town Clerk | Salary (January) | 841.99 |
| Direct Debit | NEST | Pension (January) | 33.90 |
| Internet | EE Ltd | Mobile Phone | 11.12 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

**Report to Town Council 19th February 2024**

**Bank Account Balances**

Bank account balances as at 1st February 2024

 £

Community Direct Plus Account (current account) 109,822.51

Corporate Instant Deposit (operational reserves) 10,777.87

Corporate Instant Deposit (restricted reserves) 10,061.42

Members to note the information.

**Agenda Item 13**

**Report to Town Council 19 February 2024**

**Notice of Motion**

Councillor J Pettit has submitted the following Notice of Motion:

“A proposal be put and considered by Caerphilly Town Council at the next appropriate meeting that Caerffili become a City.

If a town wishes to obtain the title of a city the proper method of procedure is to address a petition to the King through the Home Office. It is the duty of the Home Secretary to submit such petitions to his Majesty and to advise his Majesty to the reply to be returned. It is a well established principle that the grant of the title is only recommended in the case of towns of the first rank in population, size and importance, and having a distinctive character and identity of their own. At the present day, therefore, it is only rarely and in exceptional circumstances that the title is given.

The Castle alone seems to weigh well in this.

A town can now apply for city status by submitting an application to the Lord Chancellor, who makes recommendations to the sovereign. Competitions for new grants of city status have been held to mark special events, such as coronations, royal jubilees or the Millenium.”

**Advice Note from Town Clerk**

City status confers no additional benefits. Fundamentally it is about patronage to local government. There can be an element of local pride in becoming a city.

There are no particular criteria that have to be met, the cathedral requirement having long since been abandoned. Population was a key factor in the decision to award city status from the 1900s and the unofficial figure was 300,000 but this has not always been applied. However the Town Council could only make an application that relates to its area of responsibility, that is the two wards of St Martins and Morgan Jones which have a population of circa 15,000.

In Wales, Cardiff, Newport and Swansea are principal areas that have city councils. Wrexham was awarded city status in 2022. The city councils of Bangor, St Asaph and

St Davids are community councils with limited powers.

To make any credible submission would require a significant amount of work. There would need to be a well presented document with information about the town, including history and cultural life and reasons to justify the award of city status. There would need to be evidence of support from residents, local organisations, the business community and the principal authority. Typically, such submissions run to many pages and are well illustrated with photographs and plans.

A BBC report from 2012 indicated that the average cost for local authorities making bids for city status was £10000. Some towns have incurred more costs by making multiple attempts at securing city status.