**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 17TH FEBRUARY 2025**

Councillors P J Bevan, M Downes, J Fussell, S Kent, C Lewis, J Pettit, M Prew, P Reed, D Roberts

**Apologies:**

Councillor C Elsbury, J Grenfell, A Broughton Pettit

**In Attendance:**

R Richards, Cowshed

R Collins, D Greedy, Gwent Police

P G Davy, Town Clerk

Prior to the start of the meeting there was presentation on the new branding for Caerphilly Town. Members were supportive of the themes / identity advocated by the consultants.

**80 Minutes of the Ordinary Town Council held on 20TH JANUARY 2025**

Minutes of the Ordinary Town Council meeting held on 20TH January 2925 were received, confirmed and signed by the Mayor.

**81 MATTERS ARISING**

Minute 74 information had been received from CCBC and circulated relating to the frequency of collection from dog waste bins.

Minute 78 CCBC had advised that Nant yr Aber bank erosion was a matter for the NRW.

**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**

**82 COMMUNITY SAFETY MATTERS**

A written report has been received from Gwent Police which recorded 174 logged calls in the Morgan Jones Ward and 133 logged calls in St Martins Ward during January. There had been incidents of ASB on Churchill Park with youths causing damage to gates and fences and climbing on garage roofs. Foot patrols on the estate have been increased. Investigations are ongoing to identify the individuals involved. Incidents of ASB in the town centre were at a low level.

Members raised concern about the number of incidents involving electric bikes. Gwent Police action is constrained as they are unable to give chase.

Pavement Parking

The respective powers to take enforcement action, which are shared between CCBC and Gwent Police, were discussed. Members had identified the area opposite the Kings Arm as a location where the problem is a regular occurrence, and this was endorsed by the Gwent Police. Various additional measures to control the problem such as ANPR cameras and physical barriers were discussed. The duty of the highway authority relating to “Protection of Public Rights” (Section 130 Highways Act 1980) was noted but would only be relevant if there is evidence of a regular and persistent problem. Prior to making any formal representations to CCBC (highway authority) it was agreed that photographic evidence (date and time stamped) is required.

**83 TOWN MAYOR’S ANNOUNCEMENTS**

The Mayor had attended the centenary celebration concert at the Workmens Hall. The Mayor had presented the donation cheque to his charity, Alzheimers Wales.

**84 ENVIRONMENTAL MATTERS**

No matters raised

**85 TOWN CLERK’S REPORTS**

1 Events Working Group

A meeting of the Events Working Group took place on 27th January 2025 and the recommendations arising from this meeting were considered.

It was resolved:

1 The Christmas Lights switch on event will no longer be held in front of the Twyn community Centre due to health and safety considerations arising from large numbers assembling in a limited space

2 The switch on event is merged with the CCBC managed River of Light lantern parade on 21st November 2025 and moved within the Twyn car park.

3 To confirm that the Town Council will remain directly responsible for the contract arrangements for the Christmas Lights and the Christmas Tree.

4 To note the Flower Festival will be held on the weekend of 20/21/22 June 2025.

5 To approve the following sponsorship allocations:

£

Caerphilly Food and Drink Festival 500

Pride Caerffili 400

Flower Festival 7000

Megaday 4000

Caerphilly Cheese Festival 1750

Menter Iaith Summer Event (Ffilifest) 1300

Caerphilly Sports Awards (table sponsor) 50

Christmas Lights switch on / River of Light parade 15000

(Note approved budget is fully allocated)

2 Risk Management

Members reviewed the Risk Assessment for 2025. There have been no new risks added to the 2025 assessment. The document has been updated to reflect the Town Council is fully responsible for IT management having become independent from CCBC. The overall risk environment remains low but cyber security and event management are still 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.

It was resolved to approve the Risk Assessment for 2025.

3 Welsh Translation Service

Quotations had been invited from 4 local companies to provide a Welsh translation service in order that the Town Council can maintain a fully bilingual website. Only around a third of the pages have been translated to date. There is no budget currently allocated for Welsh translation, but the cost can be met from the general reserves in 2025/26 as there is an operational need, but from 2026/27 a budget cost centre should be established.

It was resolved to accept the quotation from Cwmni2 for a fixed fee of £1840 for 12 months commencing April 2025 billed quarterly.

It was further agreed that the cost would be met from general reserves in 2025/26 and a budget cost centre established in the 2026/27 financial year for ongoing translation required to maintain a bilingual website. Translation arrangements for 2026/27 would be the subject of review.

It was noted that input of the Welsh to the website will remain the responsibility of Town Council staff following receipt of translated text.

**86 PLANNING MATTERS**

A list of all planning applications received since the last Town Council meeting in January 2025 was included on 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. No comments have been made on any of the applications listed.

Councillor J Fussell declared an interest.

**87 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

**88 CORRESPONDENCE**

There no items of correspondence.

**89 MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests.

The meeting closed at 8.00 pm.