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

C A E R P H I L L Y 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**

10th March 2025

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 17th March** **2025** at 6.30 pm **by Mult 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 17th February 2025. . .

4. Matters arising from the Minutes if not covered by the Agenda.

5. **COMMUNITY SAFETY MATTERS**

6. **TOWN MAYOR’S ANNOUNCEMENTS**

7. **ENVIRONMENTAL MATTERS**

8. **TOWN CLERK’S REPORTS**

8.1 Newsletter

8.2 Town Councillor Allowances 2025/26 Confirmation of Policy.

**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**

8.3 Role, governance and accountability of the community and town council sector in Wales

9. **PLANNING MATTERS**

10. **PAYMENTS AND FINANCIAL MATTERS**

10.1 List of Payments

10.2 Bank Account Balances

10.3 Applications for Financial Assistance

1. Forces Fitness Education CIC
2. Caerphilly Workmen’s Hall & Institute

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 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.

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**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.

**Agenda Item 8.1**

**Report to Town Council 17 March 2025**

**Newsletter**

A draft of the newsletter was circulated to Members in January 2025. No comments have been received. The draft newsletter is circulated separately with the agenda papers. Varying quotes have been received for the printing of a four page full colour newsletter with a print run of either 6500 or 7500. The print costs range from £416 (7500 copies) to £840 (7500 copies). The lowest print quote is on a par with the cost last year albeit from a different company. It has not been possible to obtain a separate quote for distribution. However one company has offered a print and delivery option (7500 copies) for £1300. This company is the highest cost for printing but the delivery component would match the cost last year. In recent years the Town Council has opted to pay for delivery of the newsletter to in excess of 6000 households to ensure distribution is undertaken within a reasonable timescale.

The invoices for the last newsletter were received and paid in May 2024 which means the budget allocation for the current financial year has been spent. A budget of £900 has been approved for a newsletter in 2025/26. By the time the invoices are received the expenditure will be incurred in the new financial year.

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

The Town Council is invited to approve the newsletter and determine which of the following options to pursue:

1 To accept the cheapest quotation from Helloprint for a print run of 7500 copies at £416.15 and agree to self delivery by Town Councillors. There are no budget implications.

Or

2 To accept the print and deliver quotation from LDP Services for a print run of 7500 copies at £1300. As this exceeds the budget, and if this option is pursued, it will be necessary to vire an additional £400 to the budget for the newsletter.

Phil Davy

Town Clerk

**Agenda Item 8.2**

**Report to Town Council 17 March 2025**

**Town Councillor Allowances for 2025/25 – Confirmation of Policy**

The Independent Remuneration Panel for Wales has mandated that 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 their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable to claim full reimbursement for the cost of their office consumables.

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 members are published on the website in an annual Statement of Payments

Budget provision has been made for Members Allowances in the 2025/26 financial year of £2500 which assumes mandatory payments of £208 to all 12 Members and £900 has been budgeted for 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.

It is recommended that the previous policy decisions in respect of Member Allowances are reaffirmed, namely:

1 To note the mandatory payments for 2025/26 as determined by the Independent Remuneration Panel for Wales.

2 The extra costs payments be paid as a single lump sum of £208 in April 2025.

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 2025/26 as budgeted (paid quarterly).

5 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 8.3**

**Report to Town Council 17 March 2025**

**Role, governance and accountability of the community and town council sector in Wales**

The Senedd’s Local Government and Housing Committee has published its report on the role, governance, and accountability of community and town councils in Wales.

The committee is recommending to the Welsh Government improvements to the implementation of the standards and audit regimes, a review of the model charter between principal and community councils, and a more consistent approach to principal council led boundary reviews.

The report recommendations to the Welsh Government are:

1 To work with the sector and the Auditor General for Wales to produce a new bespoke audit system for town and community councils.

2 To explore using statutory guidance via the Local Government and Elections (Wales) Act 2021 as a vehicle for introducing mandatory code of conduct training for town and community councillors and formally consult with the sector on the proposal.

3 To continue the bursary scheme via One Voice Wales for delivery of its code of conduct training, maintained at existing levels.

4 To explore options to facilitate greater use of local resolutions to disputes.

5 To explore mechanisms to enable the town and community council sector to access support from local authority monitoring officers and HR services.

6 To work with the Democracy and Boundary Commission Cymru and review evidence to inform sizing policies to ensure a nationally consistent approach to principal council led community reviews.

7 To engage with the local council sector to explore greater opportunities for clustering and to share good practice.

8 To review the model charter between principal and community councils.

9 To update the implementation of the digital health of community and town councils.

10 To work with the WLGA and One Voice Wales to encourage local authorities to

* Provide IT support to town and community councils through service level agreements
* Share facilities for use by town and community councils to hold hybrid meetings

11 To make the necessary legislative changes so that community councils eligible to exercise the General Power of competence should only be required to affirm their eligibility once during an electoral term.

The Welsh Government has not yet responded to the recommendations, but the majority are likely to be of limited significance to the Town Council, other than perhaps any changes that may be introduced to the audit regime.

The report is for information.

Phil Davy

Town Clerk

**Agenda Item 9**

**Report to Town Council 17 March 2025**

**Planning Matters**

This is the list of all planning applications received since the last Town Council meeting in February 2025. 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.

**25/0082/HH Nantycalch Cottage, 2 Warren Drive, Caerphilly CF83 1HQ**

Demolish exiting conservatory and rebuild a single storey extension

**25/0081/CLPU 30 Bartlett Street, Caerphilly CF83 1JS**

Obtain a Lawful Development Certificate for proposed loft conversion with dormer

**24/0920/COU 44 Bedwas Road, Caerphilly CF83 3AS**

Retain and complete works including demolition of rear garage and entrance lobby, works to change the use of the existing first floor residential into 3 no flats with 3 no dormer extensions and 1 no rooflight, and works to change part of the rear to office space complete with rear extensionT1

**25/0095/HH 36 Meadow Way, Caerphilly CF83 1TQ**

Erect single storey garden room with flat roof

**25/0109/TPO 8 Redbrook Court, St Martins Road, Caerphilly CF83 1ED**

Carry out tree works on large Oak tree T1 to re pollard previous pruning points (TPO 61/86 RVDC)

**25/0068/HH 71 Waun Draw, Caerphilly CF83 3 SL**

Install an air source heat pump

**Agenda Item 10.1**

**Report to Town Council 17th March 2025**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | EE Ltd | Mobile Phone | 11.84 |
| Internet | BT | Broadband Service | 42.13 |
| Direct Debit | Sage (UK) Ltd | Payroll Software | 12.00 |
| Internet | HMRC | Income Tax & NI | 677.05 |
| Internet | Admin Assistant | Salary (February) | 490.05 |
| Internet | Town Clerk | Salary (February) | 871.38 |
| Direct Debit | NEST | Pension (February) | 35.73 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

**Report to Town Council 17th March 2025**

**Bank Account Balances**

Bank account balances as at 1st March 2025

                                                                                        £

Community Direct Plus Account (current account)                           50,724.59

Corporate Instant Deposit (operational reserves)                              51,247.56

Corporate Instant Deposit (restricted reserves)                                 16,482.00

Members to note the information

**Agenda Item 10.3**

**Report to Town Council 17 March 2025**

**Applications for Financial Assistance**

£

Budget 6000

Commitment 4200

Available 1800

1 Forces Fitness Education CIC

The application is for grant funding of £500 to run a free to access session of team building, games and a health and well being workshop for young people aged 7-25. The number of beneficiaries is given as 40 to 50.

Forces Fitness Ltd is a private company providing paid for education and training using the outdoors to companies, schools and colleges. Forces Fitness Education CIC (not for profit) has been established to work within the community to deliver fun activities that provide benefit to local youth groups, children who are at risk of becoming NEET, and school age children. The CIC is not based within the Town Council area and operates across England and Wales and in accordance with the policy would only be eligible for a maximum grant of £150.

The Town Council funds similar activities with local partners which includes sponsorship offering free places on the CCBC summer sports scheme, and has given grants to fun days at Morgan Jones park organised by Gwent Police.

It is recommended that this application is not supported.

**Financial Assistance – Application Form**

**Name of Organisation**

Forces Fitness Education CIC

**Purpose or Activities of Organisation**

We provide benefit to local youth groups and young people in the community who are at risk of being NEET. We are an all inclusive provider that delivers sessions to minority groups, including children and young adults in deprived areas across South Wales and Gwent. Our sessions include free to attend health and well being education, team building, leadership and employability skills development.

**Membership of Organisation or Beneficiaries of Activities**

No membership, 40-50 attendees children and young people aged 7-25

**Membership Fees**

There are no fees, sessions are free to attend

**Present Financial Position**

The CIC had a bank balance of £2957 in January 2025

**Purpose for which assistance is required**

To fund a day session involving military style command tasks, team building activities, games and a health and being workshop. Delivery will be conducted by qualified and DBS checked military veterans.

2 Caerphilly Workmen’s Hall and Institute

The application is for financial support towards the cost of a free concert to celebrate the Workmen’s Hall centenary. No specific amount is requested. The concert has already taken place and the application is therefore retrospective. The organisation had a bank balance of £7016 in February 2025. The income and expenditure account shows a surplus of £1800 included within the bank balance. The Town Council supports a variety of one off events and having regard to the numbers attending the free concert a grant of £500 could be approved within the terms of the policy. The financial assistance expenditure would be authorised under the Local Government Act 1972, section 145.

**Financial Assistance – Application Form**

**Name of Organisation**

Caerphilly Workmen’s Hall and Institute

**Purpose or Activities of Organisation**

To act as a central point for arts and entertainment, plus community organisations

**Membership of Organisation Beneficiaries of Activities**

No membership but open to all in area, seating for 400 for concert

**Membership Fees**

Not applicable

**Present Financial Position**

The organisation had a bank balance of £7016 in February 2025

**Purpose for which assistance is required**

Provision of a free concert to celebrate the centenary of the Workmen’s Hall open to public and invited guests. Grant request is to meet costs of artistes, publicity, printing, hire costs for staging / chairs