**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**

21st April 2025

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 28th April** **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 March 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 Q4 Budget Monitoring 2024/25 Financial Year.

8.2 Budget Outturn 2024/25.

8.3 Annual Report 2024/25.

**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. **PAYMENTS AND FINANCIAL MATTERS**

10.1 List of Payments.

10.2 Bank Account Balances.

10.3 Applications for Financial Assistance.

11. **CORRESPONDENCE**

11.1 Bench Memorial Plaque Request.

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 MARCH 2025**

**Present:**

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

**Apologies:**

Councillors C Elsbury, C Lewis, P Reed, D Roberts

**In Attendance:**

P G Davy, Town Clerk

**90 MINUTES OF THE ORDINARY TOWN COUNCIL HELD ON 17TH FEBRUARY 2025**

Minutes of the Ordinary Town Council held on 17th February 2025 were received, confirmed and signed by the Mayor.

**91 MATTERS ARISING**

Minute 82 Clarification was sought on the extent of photographic evidence for the pavement parking opposite the Kings Arms. Photographs (date and time stamped) should be taken on different days and times over a period of a month to demonstrate a regular and persistent problem.

**92 COMMUNITY SAFETY MATTERS**

Gwent Police were not in attendance and no written report had been received.

The Town Council noticeboard had been vandalised and required repair.

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**93 TOWN MAYOR’S ANNOUNCEMENTS**

There were no announcements.

**94 ENVIRONMENTAL MATTERS**

Private commercial waste collection vehicles were causing traffic delays on Cardiff Road.

**95 TOWN CLERK’S REPORTS**

1 Newsletter

The draft newsletter was approved. It was agreed to accept the print and delivery quotation for a print run of 7500 copies at £1300. The expenditure will be incurred in the new financial year and a budget of £900 has been approved. It was further agreed to vire an additional £400 to the budget to cover the extra cost. Expenditure is authorised under the Local Government Act 1972, section 142.

2 Town Councillor Allowances for 2025/26 – Confirmation of Policy

The Independent Remuneration Panel for Wales (IRPW) has set out the Determinations on the 2025/26 allowances, mandatory and optional, for town and community councils. Members were reminded that mandated payments will be paid automatically unless individual Members confirm in writing that they wish to forego the payments.

It was resolved to reaffirm the previous policy decisions:

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 claw back 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.

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

The recommendations from the Senedd’s Local Government and Housing Committee on the role, governance and accountability of community and town councils were noted.

A further report will be presented when the Welsh Government decide if any of the recommendations will be implemented.

**96 PLANNING MATTERS**

A list of all planning applications received since the last Town Council meeting in February 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.

**97 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

3 Applications for Financial Assistance

1 **Forces Fitness Education CIC**

Grant not approved.

2 **Caerphilly Workmen’s Hall and Institute**

A grant of £500 was approved. The financial assistance expenditure is authorised under

The Local Government Act 1972, section 145.

Councillors M Prew and J Grenfell declared an interest and did not take part in the

decision.

**98 CORRESPONDENCE**

There were no items of correspondence.

**99 MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests.

The meeting closed at 7.00 pm.

**Agenda Item 8.1**

**Report to Town Council 28th April 2025**

**Q4 Budget Monitoring 2024/25 Financial Year**

Comparison of actual expenditure to annual estimates for the period 1st April 2024

to 31st March 2025

|  |  |  |
| --- | --- | --- |
| **Main Budget Heads** | **Q3 Actual £** | **Annual Estimate £** |
| Mayor’s Allowance | 900.00 | 900.00 |
| Members Allowances | 2288.00 | 2500.00 |
| Training | 0.00 | 1000.00 |
| Staff Costs | 24915.57 | 23990.00 |
| Travelling Expenses | 00.00 | 100.00 |
| Audit Fees | 1907.00 | 600.00 |
| Insurance | 1231.27 | 1500.00 |
| Office Costs | 5845.19 | 11550.00 |
| Sponsored Events | 13480.25 | 19800.00 |
| Floodlighting St Martins Church | 473.57 | 400.00 |
| Fireworks Display | 48.00 | 20000.00 |
| Fireworks Charity Donation | 2000.00 | 4000.00 |
| Floral Displays | 14000.00 | 17000.00 |
| Christmas Lights | 10044.82 | 10000.00 |
| Lantern Parade | 11000.00 | 11000.00 |
| Financial Assistance | 4700.00 | 6000.00 |
| Sports Scheme | 5000.00 | 9000.00 |
| Newsletter | 788.00 | 900.00 |
| Elections | 0 | 0 |
| Miscellaneous | 960.37 | 500.00 |
| VAT | 5369.20 | Included above |
| CIL Projects | 0 | 0 |
| **TOTAL** | 104951.24 | 140,740.00 |

£

Budget 140740.00

Actual expenditure to 31.03.25 104951.24

75% of original estimate

Note: £46226 has been transferred to reserves from the current account

Members to note the report

**Agenda Item 8.2**

**Report to Town Council 28 April 2025**

**Budget Outturn 2024/25**

The budget for 2024/25 was approved by the Town Council in November 2023. Activities / events reflect the pre pandemic situation. The exception is the absence of the fireworks display for a fifth year due to the ongoing building and conservation works at the Castle resulting in the non availability of the launch sites.

The original estimate of income was £108,600-00. Actual income was higher at £109,550-40. This reflects a higher CIL receipt but offset by no fireworks income (sponsorship and street collection).

The original estimate of expenditure was £140,740-00. This was revised in November 2024 to £114,364-63 to reflect the saving on the absence of the fireworks display. The outturn expenditure was £104,951-24 representing 92% of the revised estimate. The result is that income has covered expenditure with a surplus of £4,599-16 that will be added to the carry forward balances. The Town Council approved the production and distribution of a newsletter in March 2025. The cost of £1300 will be met in the 2025/26 financial year.

The balances at 31 March 2025 are summarised as follows:

Community Direct Plus Account (current) 46,342-41

Corporate Instant Deposit (operational reserves) 51,247-56

Corporate Instant Deposit (restricted reserves) 16,482-00

It has been the practice to ensure there is a minimum of £20,000 in the current account at year end for cash flow purposes as the income from the precept is received in two payments at the end of April and the end of August. Funds held in the current account above this amount and in the operational reserves (above the minimum emergency fund of £10,000) reflect savings that have accrued over the period 2020 to 2025 due to curtailed activities. The Town Council has agreed to allow the funds in the restricted reserves account (CIL) to build up in order to support a major project.

Reserved creditors are not applied to the accounts and therefore any late invoices will have to be paid in the 2025/26 financial year.

The healthy position with the balances which has been due to the circumstances prevailing since 2020 has meant that the precept has not increased for six years. When the original budget for 2024/25 was approved this was on the basis that £32,140-00 would be required from balances to achieve a balanced budget and enable the precept to be maintained at £15.50 for a Band D property. Balances can only be applied once, they are not recurring, and can only be replenished through a deliberate policy of generating surpluses via the annual budget process. As outlined there has been no call on balances in 2024/25 and the total balances carried forward are £113,571-97.

There has been the acquisition of a desktop HP computer and software offset by the return of CCBC computers resulting in a minor increase in asset value to £86,646.

The Annual Return is in preparation and following completion of the internal audit will be reported to the Town Council in May 2025.

Members are invited to note the financial outturn position for 2024/25.

Phil Davy, Town Clerk

**Agenda Item 8.3**

**Report to Town Council 28 April 2025**

**Annual Report 2024/25**

The Local Government and Elections (Wales) Act 2021 (section 52) imposed a statutory requirement for town and community councils, as soon as practicable after the end of the financial year, to prepare and publish an annual report about the council’s priorities, activities, and achievements over the previous year. The report for the financial year 2024/25 is now due.

There is no prescribed template for a community council annual report, but the format should reflect what the council does. Generally, the report is expected to provide information about the council, explain the work, reflect on the past year’s activity and look ahead to the coming year. It is for the Town Council to consider and approve the annual report, the decision cannot be delegated to a committee or officer.

It is recommended that Members consider and subject to any amendments approve the annual report in the attached appendix and publish the document on the website.

Phil Davy

Town Clerk

**Annual Report 2024/25 – Caerphilly Town Council**

**Council Organisation**

The Town Council covers the two principal wards of Morgan Jones and St Martins and includes Caerphilly town centre and Caerphilly Castle. There are 12 town councillors representing the community areas of Tonyfelin, Parcyfelin, Bryncenydd, Watford, Twyn, Castle, and Cwrt Rawlins. The last elections were held in May 2022 and the next elections will be held in May 2027. Arising from a review of community boundary arrangements undertaken by the Local Democracy and Boundary Commission the number of town councillors is expected to be increased to 14. Contact details for town councillors can be found on the website. The Town Council meets once a month (apart from August and December) and agendas and minutes can be viewed on the website. All Town Council meetings are open to the public. Since February 2022 meetings are arranged on a multi location basis enabling in person attendance at the Twyn Community Centre or remote access via the internet. For virtual attendance the Town Council uses Zoom.

The Town Council has no committees and all decisions are made by the full council. There are two working groups – Events Working Group and Community Infrastructure Levy (CIL) Working Group. They discuss operational issues and make recommendations to the Town Council when decisions are required.

Anyone wishing to contact the Town Council can do so through the Town Clerk by email or telephone. The Town Council provides no direct services to the public and staff are primarily home based. It is possible to arrange a meeting with the Town Clerk Mon to Fri in person, although most enquiries can usually be dealt with over the telephone or by email.

Email: [caerphillytowncouncil@outlook.com](mailto:caerphillytowncouncil@outlook.com)

Telephone: 07950935822

**Financial Information**

The budget for 2024/25 was approved in November 2023. The assumptions behind the budget were:

* No increase in the precept which was retained at £15.50 for Band D properties
* Inflationary pressures absorbed through use of reserves
* Mandatory allowances budgeted for all Members
* No provision for optional attendance allowance
* No provision for carers costs (mandatory if eligible claim)
* No new areas of expenditure
* No change to staff resources other than local government pay award provisionally at 3% for existing employees

Taking these assumptions into account a budget expenditure estimate of £140740 was approved. Income was projected at £108600. The excess of expenditure over income required a contribution of £32140 from reserves to achieve a balanced budget.

The outturn shows income of £109550 against expenditure of £104951. The higher income was due to a larger receipt of CIL than projected offset by no income from fireworks sponsorship and street collection. The main saving on expenditure was due to the fireworks display not taking place. The result is that income has covered expenditure with a surplus of £4599 that will be added to carry forward balances. Total reserves carried forward into 2025/26 are £113571.

The running costs for the council (staff costs, Member allowances, administration, rent, business rates, IT, insurance, audit fees) amounted to £38000. Around £60000 was spent on various activities which included the Flower Festival, the town centre summer floral decorations, the Christmas Tree, Christmas Lights and switch on event, the Lantern Parade, grants to local organisations and a donation to the Mayor’s charity (Alzheimer’s Wales). VAT on supplies and services was £5369.

Similar assumptions to those listed above were made in setting a budget for 2025/26 making it possible to hold the precept at £15.50 for a Band D property for the 6th consecutive year. However in order to set a balanced budget it was necessary to allocate £30315 from the reserves. The estimates show that if this call on reserves materialises this will result in a 29% reduction which may have implications for the precept in the future.

The Town Council does not own any land or buildings but has office equipment and other items with an asset value of £86000.

**Relationship with principal council**

A charter governing the relationship between the principal council (CCBC) and the town and community councils within Caerphilly County Borough has been agreed. This sets out the responsibilities for exchange of information, liaison, and consultation on specific subjects. There is an established Community Council Liaison Sub Committee which holds quarterly meetings. The Town Council’s nominated representative on this committee is town councillor P J Bevan.

The Town Council has not entered any discussions with CCBC in respect of asset or service transfers.

The Town Council is a statutory consultee on planning applications within the Morgan Jones and St Martins Wards.

**Training Plan**

A training plan has been published on the website and is reported annually at the AGM. No expenditure has been incurred on training during 2024/25.

**Audit**

The audit of accounts for the year ended 31 March 2024 has been completed by Audit Wales and reported to the Town Council in October 2024. The Auditor General for Wales has issued an unqualified audit opinion.

“On the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in the Annual Return:

* Has not been prepared in accordance with proper practices
* That relevant legislative and regulatory requirements have not been met
* Is not consistent with the Council’s governance arrangements
* That the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources”

The Certified Annual Return can be viewed on the website.

**Activities**

The highlights of the year have been the Flower Festival in June, a well attended Christmas Lights switch on event with entertainment from local school choirs, and the Winter Fair featuring the River of Light Lantern Parade. Sponsorship was provided to the Food Festival, Megaday, Cheese Festival, and Ffilifest.

The Town Council operates a small grants scheme to support local organisations and societies that include members / beneficiaries who are resident in the area covered by the Town Council. There is at tiered grant structure from £200 to £500.

As well as a consultee on planning applications CCBC may consult on other policies and proposals such as the development plan and the regeneration strategy for Caerphilly Town. The Town Council has met with CCBC officers and consultants to be updated on progress with the Caerphilly 2035 Plan. The town councillors liaise closely with Gwent Police on community safety and will pursue issues of concern raised by residents.

The Town Mayor attends events, launches, openings, and welcomes invitations.

The Town Council does not intend to pursue the general power of competence at the present time. Reliance will continue to be placed on specific legal powers and the general power under section 137(1) of the Local Government Act 1972.

**Priorities for 2025/26**

Due to health and safety concerns arising from large crowds, including many children, assembling in the limited space in front of the Twyn Community Centre for the Christmas Lights switch on event the Town Council will be working with CCBC to make changes for 2025. This will involve the switch on being combined with the River of Light Lantern Parade and crowd assembly moved into the Twyn car park.

There will be no Fireworks Display in 2025 due to the ongoing building and conservation works at Caerphilly Castle. There has now been a gap of 6 years since this event was last held. The long term future of this event will need consideration in relation to event management resource implications and overall cost of such a large free event in the town.

The budget estimates for 2025/26 were approved in November 2024 and did include a nominal provision for the Fireworks Display based on costs form 2019 when the event was last arranged. The estimates assumed there would be a need for a contribution of £30315 from reserves. As there will be no expenditure on the fireworks there will be a significantly reduced impact on the reserves.

There is an unallocated amount of £16482 in the restricted reserves (CIL receipts). There may be a further CIL receipt from CCBC in June 2025. The Town Council has decided to build up these reserves to support a significant project.

Mike Prew

Town Mayor on behalf of the Town Council

**Agenda Item 9**

**Report to Town Council 28 April 2025**

**Planning Matters**

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

**25/0168/LA Plasyfelin Primary School, Lewis Drive, Caerphilly CF83 3FT**

Construct a two form entry primary school that will replace the majority of the existing school facilities

**25/0163/ADV Santander, 28 Cardiff Road, Caerphilly CF83 1UB**

Install 1 no new internally illuminated projecting hanging sign and 1 no new externally illuminated fascia sign

**25/0172/COU 50 Cardiff Road, Caerphilly CF83 1JQ**

Change of use from a vacant shop (formerly a travel agency) to a nail beauty salon with installation of a new WC on the ground floor

**25/0165/CLPU Woodland, 47 St Martins Road, Caerphilly CF83 1FG**

Obtain a Lawful Development Certificate for proposed single storey side extension

**25/0186/HH 14 Bronrhiw Avenue, Caerphilly CF83 1HF**

Demolish rear extension and erect new single storey extension

**25/0063/COU 12 Waunfach Street, Caerphilly CF83 3HL**

Change the use of garage (from domestic to business use) including use of drive in, double gates, single gate and single fence panel

**25/0230/TPO 1 Redbrook Court, St Martins Road, Caerphilly CF83 1ED**

Remove Ash Tree T1 (Tree Preservation Order 61/68 RVDC)

**25/0221/HH Summerdale, 4 Underwood, Caerphilly CF83 1HW**

Convert attic with hip to gable extension including installation of rooflights

**Agenda Item 10.1**

**Report to Town Council 28th April 2025**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | SLCC | Annual Subscription | 190.00 |
| Internet | EE Ltd | Mobile Phone | 11.84 |
| Internet | BT | Broadband Service | 42.13 |
| Direct Debit | Sage (UK) Ltd | Payroll Software | 12.00 |
| Debit Card | Information Commissioner | Registration Fee | 52.00 |
| Internet | HMRC | Income Tax & NI | 676.65 |
| Internet | Admin Assistant | Salary (March) | 490.05 |
| Internet | Town Clerk | Salary (March) | 871.78 |
| Direct Debit | NEST | Pension (March) | 35.73 |
| 304254 | Caerphilly Workmen’s Hall | Grant | 500.00 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

**Report to Town Council 28th April 2025**

**Bank Account Balances**

Bank account balances as at 1st April 2025                    £

Community Direct Plus Account (current account)                          46,342.41

Corporate Instant Deposit (operational reserves)                            51,247.56

Corporate Instant Deposit (restricted reserves)                               16,482.00

Members to note the information