**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**

9th June 2025

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 16th June**

**2025** 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 19th May 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 Town Council Meetings – Remote Acces**s**

**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**

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 19TH MAY 2025**

**Present:**

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

**Apologies:**

Councillors C Elsbury, C Lewis

**In Attendance:**

D Greedy, D Soo, Gwent Police

P G Davy, Town Clerk

**14 MINUTES OF THE ORDINARY TOWN COUNCIL HELD ON 28TH APRIL 2025**

Minutes of the Ordinary Town Council meeting held on 28 April 2025 were received, confirmed and signed by the Mayor.

**15 MATTERS ARISING**

No matters arising

**16 COMMUNITY SAFETY MATTERS**

A written report had been received from Gwent Police which highlighted;

* An increase in shoplifting, a number of offenders had been caught
* Incidents of ASB and drug misuse around Castle View Lake, Castle Maen estate, park behind Bartlett Street

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* Patrols continue in Churchill Park and number of incidents of ASB has reduced
* Working with St Martins Comprehensive to tackle knife crime
* Promoting use of smart water to mark tools and bikes

Members raised the following issues:

* Individual camped close to junction from Pontygwindy Road with Kingsmead Estate, police had spoken to person
* Calling out burglaries and shoplifting on Facebook
* Drivers smoking cannabis, police advised to pass on car registration numbers
* Police patrols requested in Dafydd Williams park due to alcohol drinking

**17 TOWN MAYOR’S ANNOUNCEMENTS**

There were no announcements.

**18 ENVIRONMENTAL MATTERS**

No matters raised.

**19 TOWN CLERK’S REPORTS**

1 Annual Return for the Year Ended 31 March 2025

The Town Council is subject to a Full Audit for 2024-25.

The Town Clerk presented the Annual Return. The main variances between 2023-24 and the 2024-25 were outlined. Payments for 2024-25 were £104951. Receipts were £109550. Income has therefore covered expenditure with no call on reserves. The bank reconciliation statement shows the balances at 31 March 2025 as £113571.

There has been a minor change in the value of assets due to IT hardware changes.

No issues were raised during the internal audit.

As part of the Full Audit the following information has been requested by Audit Wales:

* Copy of the council’s Training Plan
* Link to the council’s website page where the audit completion notice for 2023-24 has been published
* Copy of the Ledger showing receipts and payments
* Audit trail between the Ledger and the Accounting Statement
* The 2024-25 and 2025-26 budgets and precept demands
* Copy of VAT claim
* Town Clerk’s contract of employment
* PAYE records
* Bank statements for 1 April 2024 to 30 June 2025 inclusive
* Invoices supporting payments made
* Asset register
* Copy of insurance schedule
* Copy of Standing Orders and Financial Regulations
* Council’s arrangements for making payments

The Accounting Statement had been certified by the Town Clerk in his capacity as Responsible Financial Officer (RFO).

It was resolved to approve the Annual Return, which comprises the Accounting Statement, the Annual Governance Statement, and the Internal Audit Report. The Town Mayor signed the Annual Return on behalf of the Town Council.

The Annual Return and additional information requested will be submitted to Audit Wales for the external audit, and the notice of the exercise of elector’s rights posted on the website and noticeboard.

2 Insurance Renewal

The three year agreement expires on 31 May 2025. Quotations had been sought from three companies specialising in the local council sector. Two quotes had been received.

It was resolved to accept the lowest premium offered through Gallagher Insurance Brokers Limited on a 3 year Long Term Agreement (LTA) with the year one premium in the sum of £1067.44

**20 PLANNING MATTERS**

A list of all planning applications received since the last Town Council in April 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 as a member of the CCBC Planning Committee.

**21 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

3 Applications for Financial Assistance

1 Menter Iaith Sir Caerffili – Ffiliffest

Financial support of £1300 had already been agreed (minute 85.1.5 CTC 17.2.25) from the Sponsored Events budget 2025/26. Expenditure authorised under the Local Government Act 1972, section 145.

Councillor J Grenfell declared an interest and took no part in the discussion and decision.

**22 CORRESPONDENCE**

There were no items of correspondence.

**23 MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests.

The meeting closed at 7.20 pm.

**Agenda Item 8.1**

**Report to Town Council 16 June 2025**

**Town Council Meetings Remote Access**

Members will be aware there have been problems with internet connectivity for remote access to Town Council meetings in the last few months. The most recent problem was a broken plug on the ethernet cable that connects the computer in the meeting room to the router in the office. Due to third party hires of the meeting room the computer is vulnerable to tampering possibly because it is assumed to be part of the equipment associated with the large TV screen. The computer is always closed down after the Town Council but there have been occasions when it has been turned on by others and left powered and or cables have been disconnected. The broken plug probably happened when the computer was lifted off the cradle to examine the connections.

In order to avoid ongoing problems and remove the vulnerabilities it is proposed to relocate the computer and cradle to the other side of the party wall from the current location and run the cables through the wall. This will mean the computer is inaccessible to third parties using the meeting room as it will be secure in the office.

Drake AV has provided a quote in the sum of £504 to reconfigure the layout as outlined and it is recommended that the work is undertaken as soon as practical and funded from the IT budget.

Phil Davy

Town Clerk

**Agenda Item 9**

**Report to Town Council 16 June 2025**

**Planning Matters**

This a list of all planning applications received since the last Town Council meeting in May 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.

**25/0247/HH St Teilo’s Way, Watford, Caerphilly CF83 1TG**

Erect two storey side extension

**25/0278/FULL 14 Heol Tyddyn, Caerphilly CF83 1TG**

Replace exiting fence with looptop wrought iron railings and extend existing external wall to meet with edge of fencing

**25/0297/FULL Dark Element Brew Co Ltd, 1 Lon-y-twyn, Caerphilly CF83 1NW**

Change the use and erect roof terrace with associated works to allow for additional seating area when public bar is open

**25/0289/HH 8 Heol Tyddyn, Caerphilly CF83 1TG**

Remove the existing fence and replace with rope fence along the west boundary side of property

**25/0321/HH The Rockery, 22 Mountain Road, Caerphilly CF83 1HJ**

Demolish shed and erect rear extension, works to include internal reconfigurations to create open plan kitchen / dining space

**25/0328/ADV Unit 8 Gallagher Retail Park, Parc Pontypandy, Caerphilly**

Erect high level sign to front elevation, loading bay sign to side elevation together with vinyls / graphics to internal face of windows /doors

**25/0330/HH Woodland, 47 St Martins Road, Caerphilly CF83 1EG**

Erect a single storey side return kitchen extension

**Agenda Item 10.1**

**Report to Town Council 16th June 2025**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| 304266 | J Fussell | Sundries Christmas Lights | 18.28 |
| Internet | CCBC | Food & Drink Festival | 500.00 |
| Internet | EE Ltd | Mobile Phone | 12.47 |
| Internet | BT | Broadband Service | 45.44 |
| Direct Debit | Sage (UK) Ltd | Payroll Software | 12.00 |
| 304267 | Van Rd URC | Grant | 500.00 |
| 304268 | Wesley Methodist Church | Grant | 500.00 |
| 304269 | St Helen’s RC Church | Grant | 500.00 |
| 304270 | Caerphilly Horticultural Society | Grant | 500.00 |
| Internet | Caerphilly & Aber Valley Ministry | Grant | 1000.00 |
| Internet | Bethel Congregational Chapel | Grant | 500.00 |
| Internet | Caerphilly Floral Society | Grant | 500.00 |
| Internet | HMRC | Income Tax & National Insurance | 848.36 |
| Internet | Admin Assistant | Salary May | 392.25 |
| Internet | Town Clerk | Salary May | 871.38 |
| Direct Debit | NEST | Pension May | 35.73 |
| 304271 | Cardiff Bonsai Club | Grant | 500.00 |
| 304272 | Menter Iaith Sir Caerffili | Grant | 1300.00 |
| Internet | Gallagher Insurance Brokers | Insurance | 1067.44 |
| 304273 | M Prew | Mayor’s Allowance (Q1) | 225.00 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

**Report to Town Council 16th June 2025**

**Bank Account Balances**

Bank account balances as at 1st June 2025

£

Charity and Community Bank Account 86308.60

Corporate Instant Deposit (operational reserves) 51,631.61

Corporate Instant Deposit (restricted reserves) 16,605.52

Members to note the information

**Agenda Item 10.3**

**Report to Town Council 16 June 2025**

**Applications for Financial Assistance**

Budget 6000

Commitment 0

Available 6000

**1 Gateway Church Caerphilly**

The application is to support a family weekend event at Owain Glyndwr Playing Fields to promote community youth activities in conjunction with 7 other churches. The cost of the weekend event is £13000 of which £12000 has already been raised. The number of beneficiaries of the event is given as 1000 to 1500. In accordance with the policy a grant of £500 could be awarded. The financial assistance expenditure would be authorised under the Local Government Act 1972 section 137. A grant of £500 was awarded to support a similar event in 2024.

**Financial Assistance – Application Form**

**Name of Organisation**

Gateway Church Caerphilly

**Purpose or Activities of Organisation**

To provide faith based activities, that are open to all and to build a greater sense of community in the local area.

**Membership of Organisation / or Beneficiaries of Activities**

1000 / 1500

**Membership Fees**

None

**Present Financial Position**

Current bank balance £57000. Net reserves currently high due to a fundraising boost at the end of 2024. Reserves will end 2025 at around £45000 the target level for statutory obligations to employees.

**Purpose for which assistance is required and estimates of costs**

The project involves strengthening links with our local primary schools by running sports workshops and teambuilding activities, followed by a family invitation to a weekend celebration at Owain Glyndwr Playing Fields. The weekend will involve activities similar to previous years (youth nights, tea parties, chat shows and funday with bouncy castle, burgers and more), plus some team challenge activities as part of the Saturday funday, helping people connect with others. Previous years have allowed us to raise awareness and successfully connect people to local youth groups, food banks, wellbeing groups and other support agencies in the town. The weekend will cost approximately £13000 of which we have already raised £12000. The project is being run in conjunction with 7 other churches in Caerphilly.

**2 Caerphilly and District Twinning Association**

The application is for assistance to support twinning visits. Expenditure is anticipated as £4-£5000. At April 2025 the Association had a bank balance of £4121. The Association has 43 members who are resident in the Town Council area. On the basis of the policy on financial assistance a grant of up to £500 could be awarded. The financial assistance expenditure would be authorised under the Local Government Act 1972, section 137. A grant of £400 was given to the Association in March 2024.

**Financial Assistance – Application Form**

**Name of Organisation**

Caerphilly and District Twinning Association

**Purpose or Activities of Organisation**

Cultural exchange, education and learning. Support to Celtic culture and languages.

**Membership of Organisation / or Beneficiaries of Activities**

43 members

**Membership Fees**

Families £24 pa

Individuals £12 pa

**Present Financial Position**

Income generated from membership subscriptions paid annually. Direct fundraising events and donations. Bank balance at April 2025 £4121.

Outgoings used to support (bi-annual) visit to and from Brittany of exchange groups and supporting activities.

**Purpose for which assistance is required and estimates of costs**

To support exchange visits and supporting events. Expenditure expected £4-£5000

**3 Caerphilly Art Society**

The application is for support towards the costs of staging the annual exhibition in the Twyn Community Centre. The principal cost is the hire of the main hall but the full cost of staging the exhibition has not been given. The number of members of the Art Society resident in the Town Council area is 15. In accordance with the policy a grant of £200 could be awarded. The Art Society received a grant of £200 in June 2024. The financial assistance expenditure would be authorised under the Local Government Act 1972, section 137.

**Financial Assistance – Application Form**

**Name of Organisation**

Caerphilly Art Society

**Purpose or Activities of Organisation**

Art appreciation, demonstrations and workshops

**Membership of Organisation / or Beneficiaries of Activities**

15

**Membership Fees**

£45.00 per annum

**Present Financial Position**

Bank account balances are x

£500 was transferred from deposit account this year to defray expenses

**Purpose for which assistance is required and estimates of costs**

To help towards costs of exhibition of members work