**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**

14th July 2025

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 21st July 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

Prior to the start of the meeting there will be a presentation from Cynefin Caerffili to provide an update on the Caerphilly Workmen’s Hall and Cultural Quarter project

**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 16th June 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**

**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. **TOWN CLERK’S REPORTS**

8.1 Community Infrastructure Levy (CIL) update

8.2 Q1 Budget Monitoring 2025/26 Financial Year

8.3 Environmental (Wales) Act 2016 – Biodiversity Statement Review

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 National Urdd Eisteddfod Gwent 2027 – request for financial contribution.

11.2 Proposal for Twinning Arrangement between Caerphilly Town and Dymer in

Ukraine.

11.3 Cwrt Rawlin School – Minor Authority Governor

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 16th JUNE 2025**

**Present:**

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

**Apologies:**

Councillors C Elsbury, D Roberts

**In Attendance:**

L Gibbs, Gwent Police

P G Davy, Town Clerk

**24 MINUTES OF THE ORDINARY TOWN COUNCIL HELD ON 19TH MAY 2025**

Minutes of the Ordinary Town Council held on 19th May 2025 were received, confirmed and signed by the Mayor.

**25 MATTERS ARISING**

No matters arising.

**26 COMMUNITY SAFETY MATTERS**

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

* Several break ins at B&M Bargains youths caught on CCTV and identified
* Patrols have continued on Churchill Park which have reduced no of calls

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* Youths have been gaining access to the derelict building Pendragon House on Crescent Road, the owner has been requested to improve onsite security
* Patrols have continued around Castle View Lake, a multi agency meeting has been convened
* Two reports of electric bikes on Cardiff Road but riders not identified

Members raised the following issues:

* Parked vehicles blocking access to rear lanes
* Pavement parking in Cardiff Road (photo evidence to be provided to Town Clerk to pursue matter with CCBC)
* Concern at the inability to take effective action on electric bikes

**27 TOWN MAYOR’S ANNOUNCEMENTS**

The Mayor had attended an under 16s presentation evening, he announced his charity for year would be the Gwent Cardiac Rehabilitation Trust.

**28 ENVIRONMENTAL MATTERS**

The frequency of emptying litter bins is an ongoing problem.

**29 TOWN CLERK’S REPORTS**

1 Town Council Meetings Remote Access

There have been problems with internet connectivity for remote access in the last few months due to tampering with the computer in the meeting room. In order to improve the security and restrict access to authorised users only it was agreed to reconfigure the layout by relocating the computer to the office on other side of the party wall.

It was agreed to accept the quotation of £504 from Drake AV funded from the IT budget.

**30 PLANNING MATTERS**

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

Following comments received from Councillor S Kent on application 25/0297/FULL the Town Clerk had submitted an objection to the roof terrace on the grounds of noise and overlooking. Confirmation of action was agreed. It was noted that the application had now been withdrawn.

Councillor J Fussell declared an interest as a member of the CCBC Planning Committee.

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**31 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

3 Applications for Financial Assistance

1 Gateway Church Caerphilly

A grant of £500 was awarded. Expenditure authorised under the Local Government Act 1972 section 137.

2 Caerphilly and District Twinning Association

A grant of £500 was awarded. Expenditure authorised under the Local Government Act section 137.

Councillors P J Bevan, M Prew, J Grenfell declared an interest and took no part in the decision on this application for financial assistance.

3 Caerphilly Art Society

A grant of £200 was awarded. Expenditure authorised under the Local Government Act section 137.

**32 CORRESPONDENCE**

There were no items of correspondence.

**33 MEMBER REQUESTS FOR FUTURE REPORTS**

It was agreed to invite presentations from Llamau, Cynefin Caerffili, and Cadw to future meetings.

The meeting closed at 7.20 pm.

**Agenda Item 8.1**

**Report to Town Council 21st July 2025**

**Community Infrastructure Levy (CIL) Update**

CCBC has notified the Town Council that the CIL payment for 2024/2025 will be £8,790.34 paid on 30th June 2025. Including this payment the total CIL receipts since 2016 will be £52,209.55. CIL is levied on certain types of development, CCBC as the charging authority has made provision to pass 15% of CIL receipts, subject to a maximum amount equal to £100 per existing dwelling within the Town Council area. Under the CIL regulations any levy not spent by the Town Council within 5 years of receipt must be repaid to the charging authority. The payment for 2024/2025 arises from developments at 202 Bedwas Road, and the container market at Park Lane.

To date £27,448.31 of CIL monies have been spent. At the end of June 2025 there will be an uncommitted sum of £25,395.86. Currently there are no projects under active consideration for the use of CIL monies. The Town Council has previously decided to allow the CIL funds to build up with a view to support a larger project.

The report is for information.

Phil Davy

Town Clerk

**Agenda Item 8.2**

**Report to Town Council 21st July 2025**

**Q1 Budget Monitoring 2025/26 Financial Year**

Comparison of actual expenditure to annual estimates for the period 1st April 2025 to 30thJune 2025

|  |  |  |
| --- | --- | --- |
| **Main Budget Heads** | **Q1 Actual £** | **Annual Estimate £** |
| Mayor’s Allowance | 225.00 | 900.00 |
| Members Allowances | 2288.00 | 2500.00 |
| Training | 0 | 1000.00 |
| Staff Costs | 6303.80 | 25865.00 |
| Travelling Expenses | 0 | 200.00 |
| Audit Fees | 230.00 | 1800.00 |
| Insurance | 1067.44 | 1500.00 |
| Office Costs | 2816.54 | 11450.00 |
| Sponsored Events | 7573.25 | 19000.00 |
| Floodlighting St Martins Church | 0 | 400.00 |
| Fireworks Display | 0 | 20000.00 |
| Fireworks Charity Donation | 0 | 4000.00 |
| Floral Displays | 0 | 17500.00 |
| Christmas Lights | 481.12 | 6000.00 |
| Lantern Parade/Switch on event | 0 | 15000.00 |
| Financial Assistance | 1200.00 | 6000.00 |
| Sports Scheme | 0 | 5000.00 |
| Newsletter | 1300.00 | 900.00 |
| Elections | 0 | 0 |
| Miscellaneous | 0 | 1000.00 |
| VAT | 238.99 | Included above |
| CIL Projects | 0 | 0 |
| **TOTAL** | 23724.14 | 140,015.00 |

£

Budget 140015.00

Actual expenditure to 30.06.25 23724.14

17% of original estimate

Members to note the report

**Agenda Item 8.3**

**Report to Town Council 21st July 2025**

**Environment (Wales) Act 2016 – Biodiversity Statement Review**

Under section 6 of the Environment (Wales) Act 2016 public authorities in Wales have a duty to maintain and enhance biodiversity and promote the resilience of ecosystems. To comply with the duty public authorities must prepare and publish a plan setting out what they propose to do to maintain and enhance biodiversity and promote resilience. The first plan had to be published by the end of 2019 and has to be reviewed every three years after this date. The document was reviewed and detail updated in September 2022. The next three year review is now due.

Biodiversity refers to the variety of life found on earth. It includes all species of plants and animals and their abundance and genetic diversity. Ecosystems are functioning units made up of living organisms (plants, animals, and micro organisms) in conjunction with their non living environment air, water, minerals and soil) and all the diverse and complex interactions that take place between them.

Biodiversity underpins all lives and livelihoods and supports the functioning and resilience of ecosystems in oceans, wetlands, lakes, rivers, mountains, forests, and agricultural landscapes. However biodiversity faces huge threats from:

* Climate change
* Habitat loss
* Pollution
* Invasive species
* Overexploitation
* Epidemics and infectious diseases

The threats are now so great that many thousands of plant and animal species face extinction.

The section 6 duty is about taking steps to protect nature in our towns, cities, public places and wider landscape, both through practical action on the ground and in the way all public functions are carried out.

The scope for action on the part of the Town Council is very limited especially as no land or buildings are owned or managed. Even though there is no responsibility for land or buildings decisions can still affect biodiversity for example adopting a more sustainable locally sourced procurement policy, or through funding decisions and conditions.

The activities of the Town Council remain largely unchanged since the Biodiversity Statement was first approved in 2019. It is therefore difficult to see what further actions /

commentary can be added. A copy of the Biodiversity Statement is appended which incorporates some minor editing since the last review in 2022.

Subject to any views from Members it is recommended that it is minuted that the Biodiversity Statement has been the subject of a three year review but there are no substantive changes.

Phil Davy

Town Clerk

**Biodiversity Statement**

The Town Council recognises the importance of biodiversity. Biodiversity is recognised as underpinning human health and can contribute to physical and mental well being.

The widespread reduction in species across the UK coupled with the impact of climate change threatens a major environmental disaster.

Section 6 of the Environment (Wales) Act 2016 introduces a new duty on public authorities in Wales to maintain and enhance biodiversity and in so doing promote the resilience of ecosystems in the exercise of their functions. The Town Council as a public authority will comply with this duty in relation to the scope of its activities. The Town Council owns no land or buildings, and its decisions and actions will only indirectly influence ecosystems.

The Town Council will take proactive action on the following:

1 Financial Assistance

The Town Council provides grants to local organisations for a variety of purposes. Depending on the nature of the proposal it may be appropriate to ask the applicant to incorporate biodiversity considerations, or impose conditions on the grant. Given that the maximum grant available under the financial assistance scheme is £1000 any conditions should be proportionate.

2 Floral Displays

The Town Council funds the hanging baskets and planters in the town centre which enhance the street scene between May and September. The plants are and will continue to be sourced from suppliers in South Wales and be specified as pollinator friendly.

The Town Council supports and encourages community groups and local businesses to undertake environmental initiatives and projects which encompass floral displays,

horticulture, conservation, and sustainable planting. Although primarily an urban area with green spaces, environmental projects have a positive impact on improving biodiversity across the town.

The Town Council will promote the use of nectar rich plants such as bladderwort, hollyhocks, marigolds, California poppies and salvia in all floral planting around the town.

3 Sustainable Procurement

Due to the scope of the Town Council’s activities expenditure on goods and services is very limited. Where it is practical to do so and consistent with achieving value for money the Town Council will use local suppliers (defined as within South Wales), will look to use products made from sustainable resources or that use recycled materials. In addition the Town Council has made a commitment to plastic free alternatives and supports Plastic Free Caerphilly. The Town Council will adopt arrangements to ensure packaging and end of life equipment is recycled. As Christmas Lights reach the end of their life they are replaced with energy efficient LED lights.

4 Awareness Raising

The Town Councillors have well established networks with local community groups, schools, and businesses and use social media to impart information. They can raise awareness about the serious challenge of tackling biodiversity, which is as important as climate change, plastic pollution, and net zero carbon, issues that are all interlinked.

If the scope of the council’s functions changes in the future the Biodiversity Statement will be reviewed.

Originally approved by Town Council 21.10.19

Reviewed by Town Council and detail updated 26.9.22

Reviewed by Town Council with minor editing 21.7.25

**Agenda Item 9**

**Report to Town Council 21st July 2025**

**Planning Matters**

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

**25/0367/FULL Unit 8, Gallagher Retail Park, Parc Pontypandy, Caerphilly**

Replace existing frameless glazing system and entrance doors to front elevation with curtain wall glazing and one pair of automatic opening, bi parting entrance doors

**25/0346/NOTD Plasyfelin Primary School, Lewis Drive, Caerphilly CF83 3FT**

Demolish buildings phase 1

**25/0379/HH 18 St Helen’s Court, Caerphilly CF83 1DL**

Erect garage to side of building

**25/0385/FULL Shop Unit, 192 Bedwas Road, Caerphilly CF83 3AU**

Erect single storey rear extension to be used as shop storage

**25/0370/FULL Carpetright, Unit 8, Gallagher Retail Park, Parc Pontypandy, Caerphilly**

Amend existing openings on side elevation to remove 1 no door, relocate 1 no fire door, install 1 no amended roller shutter door and erect lean to canopy

**25/0396/HH 29 Beech Tree Avenue, Watford, Caerphilly CF83 1EA**

Erect single storey rear extension with a new rear patio area

**25/0394/HH 19 Heol-yr-ysbyty, Caerphilly CF83 1TA**

Convert existing integral garage to living room, with associated front elevation works

**25/0397/NCC Unit 8, Gallagher Retail Park, Parc Pontypandy, Caerphilly**

Vary Condition 6 (Restriction of type of goods sold) of Planning Permission P/2/1280 (Construct 7000 sq m GEA retail units in three sub divisible buildings with associated parking and servicing facilities including new pedestrian crossing) in respect of Unit 8 to allow the sale of convenience goods and no more than 160 sq m (net) of ancillary and unrestricted comparison goods

**25/0400/HH 7 St Asaph’s Way, Watford, Caerphilly CF83 1EX**

Erect single storey rear extension and first floor side extension

**25/0421/HH 8 Heol Tyddyn, Caerphilly CF83 1TG**

Erection of rope fence along west boundary side of property

**25/0408/NCC 47 Cardiff Road, Caerphilly CF83 1FP**

Vary condition 03 (Hours of Operation) of planning consent 24/0334/COU (Change of Use of vacant retail unit (A1 Use Class) into restaurant and takeaway (A3 Use Class) including installation of extraction flue system to rear, new shop front and new fascia signs) to change hours of operation to 11.00am to 23.00pm on Monday, Tuesday and Wednesday and 11.00am to 01.00am on Thursday, Friday, Saturday and Sunday

**25/0434/FULL 9 Heol y Felin, Caerphilly CF83 1AU**

Erect two storey rear extension, attic dormer, part single storey and increase garden wall height

**25/0453/FULL Land at Grid Ref 315956 184975 Cefn Carnau Lane, Thornhill, Caerphilly**

Erect agricultural storage building and facility for farm holding

**25/0460/HH 22 Bronrhiw Avenue, Caerphilly CF83 1HF**

Erect a two storey side extension

**Agenda Item 10.1**

**Report to Town Council 21st July 2025**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | CCBC | Sponsorship Pride Caerffili | 400.00 |
| Internet | Connect Life Church | Grant | 500.00 |
| Internet | EE Ltd | Mobile Phone | 12.78 |
| Internet | CCBC | Flower Festival Flyer | 228.25 |
| Internet | BT | Broadband Service | 47.00 |
| Direct Debit | Sage (UK) Ltd | Payroll Software | 12.00 |
| Debit Card | Microsoft | 365 Business Subscription | 138.24 |
| Internet | HMRC | Income Tax & NI | 847.96 |
| Internet | Admin Assistance | Salary June | 392.25 |
| Internet | Town Clerk | Salary June | 871.78 |
| Direct Debit | NEST | Pension June | 35.73 |
| Internet | Note top | Printer paper | 188.64 |
| 304274 | Caerphilly & District Twinning Association | Grant | 500.00 |
| 304275 | Gateway Church Caerphilly | Grant | 500.00 |
| 304276 | Caerphilly & District Art Society | Grant | 200.00 |
| Internet | SSE Energy Solutions | Electricity Christmas Lights | 485.98 |
| Internet | Drake Av Video Ltd | Relocation of Av Pc | 504.00 |
| Debit Card | Zoom Communications Inc | Annual subscription | 155.88 |
| Internet | Twyn Community Centre | Rent and room hire | 975.00 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

**Report to Town Council 21st July 2025**

**Bank Account Balances**

Bank account balances as at 1st July 2025

                            £

Charity and Community Bank Account                         87,070.45

Corporate Instant Deposit (operational reserves)                              51,631.61

Corporate Instant Deposit (restricted reserves)                                 16,605.52

Members to note the information

(Note the current account includes the recent CIL payment of £8790.34 which has to be transferred to the restricted reserves taking the total to £25,395.86)

**Agenda Item 10.3**

**Report to Town Council 21st July 2025**

**Applications for Financial Assistance**

£

Budget 6000

Commitment 1200

Available 4800

1 Eisteddfod y Cymoedd

The application is for assistance with the running costs of the Valleys Eisteddfod which will be held on 17 October 2025 at the Gwyndy Campus of Ysgol Gyfun Cwm Rhymni. The event celebrates the Welsh language, culture and heritage. The event costs around £5000 and a grant of £500 is requested towards the costs of adjudicators, accompanists, prizes and catering. The beneficiaries are stated as 150+ and 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 145 (power to provide support to the arts including festivals). A grant of £500 was given to the event in 2024.

**Financial Assistance – Application Form**

**Name of Organisation**

Eisteddfod y Cymoedd

**Purpose or Activities of Organisation**

To hold an annual event each October which celebrates Welsh language, heritage and culture, showcasing talent from across Caerphilly County Borough.

Website: www.eisteddfodycymoedd.cymru

Facebook: www.facebook.com/EisteddfodyCymoedd

X (Twitter): Eisteddfod y Cwmoedd (@eistycymoedd) / X

**Membership of Organisation or Beneficiaries of Activities**

The event will be open to all people living in the St Martins Ward and Morgan Jones Ward. Last year saw individuals and the school choirs compete from Ysgol y Castell, Ysgol Gymraeg Caerffili, and Ysgol Gyfun Cwm Rhymni, which amounted to over 75 competitors, with over 150 family and friends in the audience to support.

**Membership Fees**

None

**Present Financial Position**

The income and expenditure account for the event shows a surplus of £885 in 2024.

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

To contribute to costs of adjudicators, accompanists, prizes and catering - £500

**Agenda Item 11**

**Report to Town Council 21st July 2025**

**Correspondence**

1 National Urdd Eisteddfod Gwent 2027

See letter circulated with the agenda papers.

Fund raising has commenced for the National Urdd Eisteddfod that will be in Gwent in 2027 and financial support is being requested from Town and Community Councils. Given the limited financial resources of the Town Council, it has been the practice in recent years to support local Welsh language and cultural events, including Ffiliffest and Eisteddfod y Cymoedd and not to give support to national events. However, Members may wish to consider an exception when the Urdd locates to Gwent.

Under the Policy on Financial Assistance Wales wide organisations are limited to a maximum grant of £150. But it would be possible to consider financial support from the Sponsored Events budget as a one off in 2027. If Members are minded to follow this course of action the amount of financial support would be finalised when setting the budget for the 2027/28 financial year in November 2026. This may mean increasing the total amount of money allocated to the Sponsored Events budget and or reducing the allocations to other events. There may be implications for the precept depending on the overall financial commitments when preparing the budget for 2027/28. An indicative sponsorship amount may be £1500 which would be similar to the sponsorship provided to Ffiliffest.

Members are invited to decide how they wish to respond to the appeal for funding for the Gwent Urdd.

2 Proposal for Twinning Arrangement between Caerphilly Town and Dymer in Ukraine

The Mayor has received a proposal for a Partnership Agreement, essentially a twinning arrangement, between Caerphilly Town and Dymer in Ukraine.

Dymer is a rural settlement in Vyshkorod Raion of Kyiv Oblast (province) with a population of 5592. Dymer is around 30 kilometres north of Kyiv and approximately mid way between Kyiv and Chernobyl.

Twinning arrangements aim to foster and develop mutual understanding and respect between residents of both council areas. This is achieved through exchange visits and cultural events. Members will be aware of the existing twinning between Caerphilly and Lannion in Brittany. The twinning programme is organised and planned by the Caerphilly and District Twinning Association which is an independent body. It has received a modest amount of financial support from the Town Council but has to fund raise to support exchange visits. There are no limits on the number of towns with which an area can be twinned.

There are no legal responsibilities which relate to town twinning agreements as such arrangements are not underpinned by any statute. The Local Government Act 1972 gives powers to councils that would allow twinning arrangements and to expend money on them. Sections 137 and 176 would be relevant to the Town Council, but the General Power of Competence would be relevant where councils that are eligible and have passed the necessary resolution.

Given the ongoing Russia / Ukraine conflict there would be some increased risk of Russian cyber attacks to the council as an ally of the Dymer local area within Ukraine, and risk to anyone visiting the area being caught in missile / drone attacks, and Russian occupying forces.

The Town Council does not have the resources to proactively engage in and promote any twinning arrangement. The matter should be referred to the Caerphilly and District Twinning Association for a decision as to whether they would wish to take on another twinning arrangement. (Note Councillors Mike Prew and Jeff Grenfell are the Town Council representatives on the Caerphilly and District Twinning Association Management Committee).

3 Cwrt Rawlin School – Minor Authority Governor

The Chair of Governors has advised that the Minor Authority Governor for Cwrt Rawlin School, Wendy Thompson, has announced her resignation effective 15th June 2025.

Councillor D Roberts has been appointed to the Governing Body as a Community Governor. It is proposed that Councillor D Roberts transitions from the community role to fill the Minor Authority role. This change will allow the community role to be offered to someone from outside the county who has expressed interest in joining the Governing Body.

It is recommended that the Town Council supports the proposal and confirms Councillor D Roberts as the Minor Authority Governor.