**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**

14th October 2024

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

**2024** at 6.30 pm **by Multi Location**

Any Member requiring further information on any item should contact me before the Meeting.

Prior to the Town Council meeting there will be a presentation from Rhian Richards from the Consultants, WeareCowshed, in relation to their work on the Caerphilly Town Regeneration Plan.

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 16th September 2024. . .

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 Q2 Budget Monitoring 2024/25 Financial Year

8.2 External Audit Report 2023-24

8.3 Flag Flying Calendar

8.4 Independent Remuneration Panel for Wales – Draft Annual Report 2025 to 2026

8.5 Minor Authority Governor – Ysgol Gymraeg Caerffili

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 Request for Bench Memorial

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

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 REMOTE ACCESS ON 16TH SEPTEMBER 2024**

**Present:**

Councillors P J Bevan, M Downes, C Elsbury, J Grenfell, S Kent, C Lewis, J Pettit, M Prew, D Roberts

**Apologies:**

Councillors J Fussell, A Broughton Pettit, P Reed

**In Attendance:**

P G Davy, Town Clerk

**44 MINUTES OF THE ORDINARY TOWN COUNCIL HELD ON 15TH JULY 2024**

Minutes of the Ordinary Town Council meeting held on 15th July 2024 were received and confirmed. As the meeting was held by remote access the minutes will be signed by the Mayor as soon as practical.

**45 MATTERS ARISING**

Minute 35 There had been no response from the PCC in respect of off road bikes and in view of latest reports of problems at Gallager Retail Park it was agreed to write again to the PCC.

There had been no response from CCBC concerning the future of the flagpoles adjacent to the Cenotaph. However Members had made an informal arrangement to have access for flag flying. Councillor J Grenfell agreed to produce a calendar of flag days and a list of new flags that would need to be purchased for the consideration of the Town Council.

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**46 COMMUNITY SAFETY MATTERS**

A written report had been received from Gwent Police. There had been an increase in ASB at Gallager Retail Park and Pontygwindy Road involving off road bikes. Patrols have been increased in these areas and information has been sought from the public to identify the riders / bikes. An individual has been repeatedly begging and harassing customers outside Home Bargains and has been issued with a Community Protection Notice preventing the person from returning.

Members raised the following:

* RTA on Nantgarw Road
* Parking on the pavement adjacent to the Kings Arms, to be referred to CCBC

**47 TOWN MAYOR’S ANNOUNCEMENTS**

The Mayor outlined his recent engagements:

* Twinning Event
* Twinning Association Meeting
* Megaday
* Kick boxing fund raising event at Asda
* Mount Carmel 150 years celebration
* Castel to Castel fund raising event for Velindre
* Presentation of prizes at Wales Strongest Man at Caerphilly Rugby Club
* Visit to Church View Home

**48 ENVIRONMENTAL MATTERS**

Concern was again raised about the state of the Virginia Park development and the amount of rubbish that had collected. Other locations where litter was a problem was the pedestrian footpath between Bronrhiw Avenue and Mountain Road and around the Castle View lake. There was ongoing pollution issue on the Nant Aber which was being dealt with by Welsh Water / CCBC.

**49 TOWN CLERK’S REPORTS**

1 Combined CIL / Events Working Group

It was noted that the planning for the Christmas Lights switch on was underway. The ESAG notification form and application for road closure of the Twyn had been submitted to CCBC. The 5 local primary schools had been contacted to confirm whether their choirs would be participating in this year’s event. It was noted that the ice skating rink at Owain Glyndwr playing fields would open on the same evening as the Christmas Lights switch on.

It was resolved:

1 To approach CCBC about delaying the opening of the ice skating rink until Saturday

16th November, or alternatively to provide additional stewards in the town centre for the

Friday evening and to contribute to any additional traffic management requested by ESAG.

2 To accept the recommendation from the Working Group that the annual CIL receipts should continue to accrue in the restricted reserves pending new project proposals.

3 Having regard to a gap of 5 years it was agreed in principle that the fireworks display at Caerphilly Castle should be reinstated in due course subject to agreement with Cadw. It was further agreed that the resource implications for planning and managing a large scale event would have to be reviewed and reflected in future budget planning, and that this would be referred to the Events Working Group.

**50 PLANNING MATTERS**

A list of all the planning applications received since the last Town Council in July 2024 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.

**51 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

**52 CORRESPONDENCE**

A request had been received to put a memorial plaque on a bench in Crescent Road originally provided by the Town Council. It was agreed to support the request subject to the applicant meeting all costs with the plaque and its installation on the bench.

**53 MEMBER REQUESTS FOR FUTURE REPORTS**

There was a request to invite the Cowsheds to present their consultation findings to a future meeting of the Town Council.

The meeting closed at 7.25 pm

**Agenda Item 8.1**

**Report to Town Council 21st October 2024**

**Q2 Budget Monitoring 2024/25 Financial Year**

Comparison of actual expenditure to annual estimates for the period 1st April 2024 to 30th September 2024

|  |  |  |
| --- | --- | --- |
| **Main Budget Heads** | **Q2 Actual £** | **Annual Estimate £** |
| Mayor’s Allowance | 450.00 | 900.00 |
| Members Allowances | 2288.00 | 2500.00 |
| Training | 0.00 | 1000.00 |
| Staff Costs | 11911.44 | 23990.00 |
| Travelling Expenses | 00.00 | 100.00 |
| Audit Fees | 1700.00 | 600.00 |
| Insurance | 1231.27 | 1500.00 |
| Office Costs | 3347.39 | 11550.00 |
| Sponsored Events | 11680.25 | 19800.00 |
| Floodlighting St Martins Church | 0 | 400.00 |
| Fireworks Display | 0 | 20000.00 |
| Fireworks Charity Donation |  0 | 4000.00 |
| Floral Displays | 0 | 17000.00 |
| Christmas Lights | 529.29 | 10000.00 |
| Lantern Parade | 0 | 11000.00 |
| Financial Assistance  | 3200.00 | 6000.00 |
| Sports Scheme | 0 | 9000.00 |
| Newsletter | 788.00 | 900.00 |
| Elections | 0 | 0 |
| Miscellaneous | 418.37 | 500.00 |
| VAT | 469.76 | Included above |
| CIL Projects | 0 | 0 |
| **TOTAL** | 38,013.77 | 140,740.00 |

 £

Budget 140,740.00

Actual expenditure to 30.09.24 38,013.77

(27% of original estimate)

In addition, £46226.76 has been transferred to reserves from the current account

Members to note the report

**Agenda Item 8.2**

**Report to Town Council 21 October 2024**

**External Audit Report 2023-24**

The external audit of the Annual Return for the year ending 31 March 2024 has been completed by Audit Wales. 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 this 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; and
* That the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.”

There were no other matters drawn to the Council’s attention.

A copy of the Certified Annual Return together with the full text of the Auditor General’s report and opinion is separately circulated with the agenda papers.

The Notice of Conclusion of Audit and Right to Inspect has been published on the website and noticeboard together with a copy of the Certified Annual Return and Audit Opinion.

It is recommended that the Town Council approves and accepts the Certified Annual Return.

Phil Davy

Town Clerk

**Agenda Item 8.3**

**Report to Town Council 21 October 2024**

**Flag Flying Calendar**

At the September 2024 meeting of the Town Council it was agreed to consider a calendar of flag flying days and to consider the establishment of a budget to purchase flags where required.

The following suggestions have been made:

All Year Round Cymru flag x 4 (already acquired)

1st March St David’s Day

June Pride Flags

16th September Owain Glyndwr (already acquired)

November Remembrance Sunday

December Llewellyn Day

There is no established budget for the purchase of flags. However if Members wish to support the proposal for flag flying days and the purchase of new flags where required, it is recommended that £1000 is vired from savings in the 2024-25 budget to “Miscellaneous” to enable new flags to be purchased.

Phil Davy

Town Clerk

**Agenda Item 8.4**

**Report to Town Council 21 October 2024**

**Independent Remuneration Panel for Wales – Draft Annual Report 2025 to 2026**

The IRPW has published draft proposals for 2025 -26. The Panel continues to mandate payments to community and town councils for the extra costs of working from home. There is no change to the Determination made last year.

Determination 7

All community and town councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

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 members to claim full reimbursement for the cost of their office consumables.

The Town Council has opted to pay £52 consolidated in one payment with the £156.

Cost of care or personal assistance remains mandatory, but no claims have been made and currently is not budgeted. Payments to Mayor, Deputy Mayor, Attendance Allowance, Financial Loss, Travel and Subsistence are all optional.

Following an independent review the Panel’s functions will transfer to the Democracy and Boundary Commission Cymru on 1 April 2025. This is as a result of the Elections and Elected Bodies (Wales) Act being passed in July 2024.

The report is for information.

Phil Davy

Town Clerk

**Agenda Item 8.5**

**Report to Town Council – 21 October 2024**

**Minor Authority Governor – Ysgol Gymraeg Caerffili**

A request has been received to confirm the Minor Authority representative to the governing body of Ysgol Gymraeg Caerffill. Town Councillor P J Bevan has been a representative on the governing body and has indicated he would like to continue with this role.

It is recommended that Councillor P J Bevan is reappointed as the Minor Authority Governor at Ysgol Gymraeg Caerffili.

Phil Davy

Town Clerk

**Agenda Item 9**

**Report to Town Council 21 October 2024**

**Planning Matters**

This is the list of all planning applications received since the last Town Council meeting in September 2024. 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.

**24/0663/HH 60 Heol Trecastell, Caerphilly CF83 1AD**

Erect a two storey rear extension

**24/0679/FULL BT Telephone Exchange, Florence Grove, Caerphilly**

Remove glass panes from window on east elevation of the exchange, install aluminium louvre

**24/0604/ADV Unit 11 Castle View Shopping Centre, Cae Meillion, Caerphilly**

Erect fascia signage and glazing panels

**24/0688/FULL The Courthouse, Cardiff Road, Caerphilly CF83 1FN**

Form a new electrical cupboard to the front elevation of the building

**24/0689/LBC The Courthouse, Cardiff Road, Caerphilly CF83 1FN**

Form a new electrical cupboard to the front elevation of the building

**24/0694/HH 85 Bartlett Street, Caerphilly, CF83 1JU**

Demolish rear single storey, erect two storey extension with and extended single storey and convert loft

**24/0701/HH 37 Windsor Street, Caerphilly CF83 1FW**

Erect extension to rear of property

**24/0709/NCC Cwm Ffrwd, Blackbrook Road, Caerphilly CF83 1NF**

Vary conditions of planning 5/5/85/0529 (Erect bungalow – pig farming) (that the occupation of the dwelling shall be limited to a person solely or mainly employed, or last employed in the locality in agriculture as defined in Section 290 of the Town and Country Planning Act 1971, or in forestry, or a dependent of such person residing with him or her, or a widow or widower of such person) to amend the wording of the condition

**24/0732/TPO 10 Castell Morgraig, Caerphilly CF83 3JH**

Decrease height of Oak Tree to the rear of property for safety TPO (63/89/RVDC)

**24/0733/HH 9 Lon y garwa, Watford, Caerphilly CF83 1NL**

Erect single storey wrap around side / front extension

**Agenda Item 10.1**

**Report to Town Council 21st October 2024**

**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 Global Services Ltd | Payroll Software | 12.00 |
| 304247 | M Prew | Mayors Allowance No 2 | 225.00 |
| Internet | HMRC | Income Tax & NI | 650.64 |
| Internet | Admin Assistant | Salary (September) | 464.95 |
| Internet | Town Clerk | Salary (September) | 841.59 |
| Direct Debit | NEST | Pension (September) | 33.90 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

**Report to Town Council 21st October 2024**

**Bank Account Balances**

Bank account balances as at 1st October 2024

 £

Community Direct Plus Account (current account) 112,779.88

Corporate Instant Deposit (operational reserves) 50,865.68

Corporate Instant Deposit (restricted reserves) 16,370.15

Members to note the information.

**Agenda Item 10.3**

**Report to Town Council 21 October 2024**

**Applications for Financial Assistance**

Budget 6000

 Commitment 3200

 Available 2800

Eisteddfod y Cymoedd

The application is for assistance with the running costs of the Valleys Eisteddfod which will be held on 18 October 2024 at the Gwyndy Campus of Ysgol Gyfun Cwm Rhymni. The event celebrates the Welsh language, culture and heritage. The event costs around £4000 and a grant of £500 is requested towards the costs of ajudicators, 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 £400 was given to the event in 2023.

**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.eisteddfodcymoedd.cymru](http://www.eisteddfodcymoedd.cymru)

Facebook: [www.facebook.com/EisteddfodyCymoedd/](http://www.facebook.com/EisteddfodyCymoedd/)

X (Twitter): Eisteddfod y Cymoedd (@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 £316 in 2023.

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

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