



Bedwas, Trethomas & Machen Community Council

Minutes of the meeting of FULL COUNCIL,
Council Offices, Newport Road, Bedwas
Thursday June 6th 2019 at 6.30pm

Present	Apologies
Elizabeth Aldworth	June Gale
David Davies	Emma Davies
Derek Havard	
Amanda McConnell	
Lisa Phipps	
Jill Winslade	
Phil Rosser	
Chris Morgan (Chair)	

Also Present: Marcia Jones (Clerk), Inspector Gavin Clifton – Gwent Police, PC Menna Watkins – Gwent Police, Mike Jeffs – member of the public

Before the start of the meeting a minute silence was observed to mark the 75th anniversary of D Day

POLICE & ROAD SAFETY COMMITTEE

301. Inspector Gavin Clifton provided an outline of recent and ongoing operations in the area, including car theft, off road biking, shoplifting, travelling criminals and forthcoming plans for school holiday schemes

- Menna Watkins advised that she had appealed to the public to provide information on off road biking concerns but had had little response. It was agreed that this could be circulated on the BTMCC Facebook page.
- It was noted parking enforcement is now the responsibility of the local authority and this has assisted police to pursue other areas of work. It was noted that if parking is dangerous or causing an obstruction that this will still be dealt with by Gwent police if necessary.
- Overall trends in the area remain positive with no escalation in reported crime, unlike similar areas.
- A recent incident possible domestic incident was discussed. Insp Clifton advised that police had no knowledge if the incident and any similar concerns in the future should be reported using 999
- There is a 'Behind the Badge' emergency services open day on Sunday 16th June at the police headquarters in Cwmbran

- It was noted that following the installation of a defibrillator at Bedwas police station, the one currently positioned at the Post Office in Bedwas will be moved to Graig Y Rhacca. The Police Commissioner's office has agreed to cover the cost and Amanda McConnell to contact to arrange
- Community engagement is positive with recent events such as the MAMS group in Graig-y-Rhacca
- Amanda McConnell enquired if could undertake another 'ride along'. Insp Clifton advise that would this would need to be arranged through the usual application process
- Insp Clifton highlighted that PC Watkins had chosen to attend the council meeting on her day off. Councillors offered their thanks.

FULL COUNCIL

The Chair welcomed Marcia Jones, the new clerk to the council, to the meeting

302. Declarations of Interest:

- i. Derek Harvard – Application for financial assistance from Machen School - Inter School Sports
- ii. Liz Aldworth – A member of CCBC Planning Committee. Will exclude herself from all planning applications discussion until April 2020
- iii. Dave Davies – Friend of organiser ?????
- iv. Philip Rosser – Application for financial assistance from Machen Mountain Race
- v. Chis Morgan - Application for financial assistance from Machen RFC/ LGYR Community Association/ Machen School

303. Apologies for absence.

The apologies were noted and accepted. Councillors were advised that Cllr Emma Davies has today written to the clerk with her immediate resignation as a councillor of Bedwas ward. The chair suggested that a letter of thanks should be sent to Cllr Davies, and this was agreed. The council requested the clerk to take advice from David Beecham at CCBC and to issue notice of vacancy

304. Residents Representations

None

305. Minutes of meeting 2nd May 2019

Amanda McConnell advised that has provided written report of updates to the clerk. These were noted and agreed. Minutes to be brought to next meeting with revisions for approval.

Request for minutes to contain full names.

Proposed; Derek Harvard, Seconded; Lisa Phipps.

306. Chairs Announcements

- Attended presentation day at Machen RFC
- Successful day painting of Block C at Bedwas High School with volunteers, pupils, teachers and ACT training

- Dram delivery from Big Pit, Blaenavon
- Induction and support to the new clerk

307. Employment Panel Update

- i. The clerk and chair met with the Caretaker of BWMH on 4th June to discuss future contract.
RESOLVED: Contract to be extended to 31st March 2020 and hours increased from 14 to 15 per week with effect from 1st June 2019. Clerk to issue letter to confirm
- ii. The clerk is still awaiting a contract.
RESOLVED: A date to be agreed for the employment panel to meet, finalise contract and issue to clerk as soon as possible

308. Clerk's Report

- i. Domain Name. Current issues with Email names and GDPR discussed
RESOLVED: to proceed with Syntech to purchase domain name and set up email accounts for all councillors
- ii. The clerk outlined the current IT issues including software that will shortly become unsupported due to version in use, speed and storage
RESOLVED: purchase of new PC, screens and peripherals up to a cost of £700. Existing primary PC to be used as secondary. Current second PC to be decommissioned.
- iii. Clerk wishes to undertake recognised community clerk training to further knowledge and ensure fully fulfils job requirements. Proposed that all resources i.e. time and cost of courses to be shared with Van CC
RESOLVED: training to be undertaken and time split between BTM CC & Van CC. VAN CC will invoice BTM CC for 50% of fee (subject to agreement by Van CC)
- iv. Overtime. The clerk reported has undertaken 20 hours in addition to usual 16 hours per week during first 3 weeks. It is expected that this will increase due to the current backlog and forthcoming audit.
NOTED: update at next meeting
- v. Playworks Ltd. This company has been instructed to undertake payroll responsibilities for the time being. It is on a monthly rolling contract. Liz Aldworth expressed her concerns in using this company as had a previous negative experience.
RESOLVED: Playworks would continue to be used for this service for time but they will be instructed not make payments directly to staff, HMRC or pension providers at this current time. To be reviewed in 3 months' time
- vi. Banking. Change of signatories completed. Still awaiting confirmation of online banking facilities.
- vii. Request for pantomime tickets from Machen school
RESOLVED: Clerk to contact all primary schools in BTM area to offer up to 10 tickets in total for the 2 forthcoming shows – Motel Transylvania & Alice in Pantoland

viii. Confidential Waste. Need to ensure storage and disposal meets GDPR legislation. Clerk has approached 4 different companies and 3 have responded. Cheapest is Restore. Possibility that may be able to share costs with VAN CC
RESLOVED: to ascertain position with VAN CC and then proceed with cheapest option.

ix. Costs of Clerk Support. During the period when the clerk post was vacant support was provided by Bob Campbell, Clerk to Risca Town Council and secretary of TLCC. He has submitted an invoice for 36 hours at £10.40 per hour
RESOLVED: to pay invoice to Bob Campbell and clerk to send thanks for assistance

309. Forward Plan of Council Decisions

Not presented

Item to be added – Chair's Carol concert. Tuesday 10th December 2019. Clerk to contact Caerphilly Ladies Choir and BTM band to confirm they can attend

Finance Committee

310. Chair's report

No update

311. Accounts Summary.

Noted. Lisa Phipps queried the amount to British Gas. Clerk to clarify

312. Ward Project Expenditure

No report presented

313. Update on Audit

The internal audit is scheduled to take place from Wednesday 19th June. In order to meet audit timescales an additional council meeting will be required after the completion of the internal audit and before submission to the external auditors on 30th June.

RESOLVED: Additional meeting to be held on Monday 24th June at 6pm for the purpose to certify the Audit fir 2018-2019

314. Re-budget exercise

Chair proposed a prebudget exercise be undertaken in August 2019 for the half year September 19 to March 20

NOTED

315. Applications for Financial Assistance

- i. Lower Graig Y Rhacca Community Association - £250
APPROVED
- ii. BTM Primary Schools - £200
APPROVED. Request to be sent for Chair/Vice Chair to make presentation at event; Thursday 4th July.
- iii. Bedwas Mountain Race - £ 200
APPROVED – subject to production of recent bank statement

Land & Buildings Committee

▶ **316. Chair's Report**

Verbal and written report provided by Amanda McConnell
NOTED

317. Hall Maintenance

Verbal and written report provided
NOTED

318. Review of Caretaker Role

See 307 i

319. Update on Memorial Garden

Chris Morgan provided a verbal update. Progress has been slower than expected due to work commitments of Keep Wales Tidy. Hopefully the work will accelerate in next few weeks. Most hard landscaping complete. Topsoil due shortly. Signage, gates and benches in design and order stage. Official opening date to be confirmed

Planning Committee

320. Chairs Update

No Update

321. Planning Applications

- i. Case Ref. 19/0349– no objection
- ii. Case Ref. 19/0335- Cllr Rosser to raise query with CCBC
- iii. Case Ref. 19/0361– no objection
- iv. Case Ref. 19/0410– no objection
- v. Case Ref. 19/0431– no objection
- vi. Case Ref. 19/0432– no objection

Environment & Leisure Committee

322. Chair's Report

- i. Liz Aldworth advised that has been in contact with Steve Pugh, CCBC Media Department. He can offer services to BTM CC in the future
- ii. Chris Morgan advised that volunteers of GE Aviation in conjunction with parents, pupils and teachers at Bedwas Juniors will be painting areas of the school on 2nd August.

323. Dog Show

Lisa Phipps advised date to be confirmed but looks to be 17th August. Working with Ceri Galey at CCBC and Hope Rescue

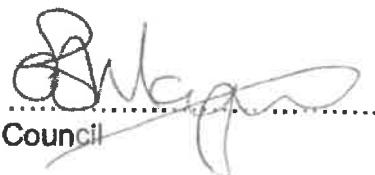
Next Meetings;

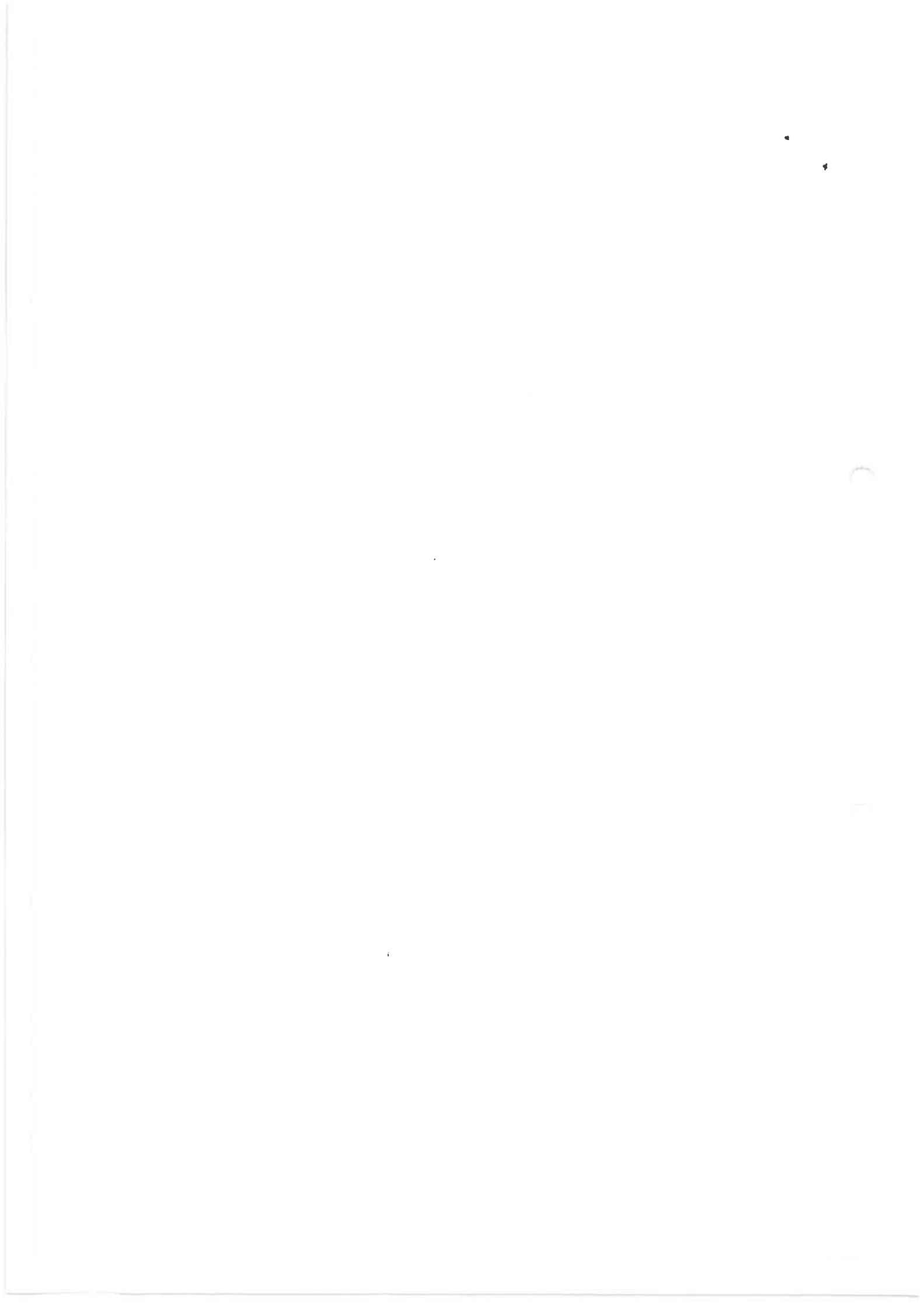
Monday 24th June, 2019 6pm

Thursday 4th July 2019, 6.30pm

Meeting Closed 8.55pm

Signed
Chair of Council





Land & Buildings Committee – 6 June 2019

The **BWH Restoration Group** met recently for the first time since myself being elected as Chair and Cllr Jill Winslade being Vice Chair of the L&B Committee.

Extensive amendments were made to the following Reports and sent via email to Ryan Williams of Hurley & Davies on the 29 May:

1. Building Condition Survey (Updated) March 2019
2. Fire Risk Assessment - 18 December 2014 by Ray Claridge
3. Feasibility Study - March 2019 : Version 1

We are awaiting suitable dates to meet with both Ryan & Jim of H&D (who put together the main design work for the feasibility study).

The Group felt that Options 1, 2, 3 & 4 in the Report would not work for the Committee. We have asked H&D to bring with them the original plans drafted 4 years ago.

We also sent to H&D a copy of the Cadw letter dated 16 May 2019 regarding our Expression of Interest which was unsuccessful.

All the H&D Survey invoices have now been paid to date. I believe we are awaiting one more invoice in the sum of £2,000.

Cllr Lisa Phipps will contact Glen Cooper of Urban Regeneration with an update in the Grants situation.

Letters of Support for Business Plan

At the last BWH Committee Meeting it was confirmed that unfortunately Emma Phipps Magill & Cllr Derek Havard have been unable to meet to start drafting the letter. ***Cllr Derek Havard do you have an update?***

Electrical Survey at BWH

DALE Electrical was due to start the remedial electric works on Monday 20th May. Dale Electrical have done some of the work but don't know if he's been back since the bank holiday weekend - he was in for couple of days before the bank holiday. ***Clerk do you have an update?***

Painting of Fire Doors

Informed our Caretaker that we would like her to undertake the painting of the fire doors. She is happy to do this but advised that we must be mindful that there will be less time for her to do her normal duties (ie cleaning). Colours agreed: cream inside and mulberry on the outside.

Rat Issue at BWH

BWH Management Committee instructed Ecolab to inspect the Hall due to high rat activity.

The 10 Page Ecolab Report dated 10 May 2019 was sent via email to our Clerk and all Councillors on the 13 May 2019.

It was agreed at the BWH Committee Meeting last month, that BWH will instruct and pay Ecolab for the 3 week process (trapping & baiting of the rats) and the Contract of 1 year. Total cost £1,450.00 plus VAT.

It was further suggested that due to BTM Community Council being the landlord, they should take ownership on the water drains being blocked/damaged. ***Clerk do you have an update?***

Entertainment at BWH

The Hall has been extremely busy with various events namely BWH Nightshelter, Michael Williams Fundraiser for Community Garden, Haydn Atwood Fundraiser to help bring a Trethomas Resident home, quite a variety of Tribute Bands, Local School Concerts, Classes & Workshops etc.

Thank you to the dedicated volunteers of BWH who work tirelessly to provide these various events in the BTM area.

The AGM of BWH Committee will be on Tuesday the 9 July at 7pm, so please support by attending and also spread the word as they are always looking for more volunteers to join TeamBWH.

Upcoming events:

- **8 June – Big Mac’s Wholly Soul Band**
- **29 June – BTM Brass Band Summer Concert**
- **6 July - Waterloo Live**
- **3 August - It’s SKA night with “The Special Brew”**
- **14 September - The Dreamers : Formerly Freddie & The Dreamers**
- **20 September - Access All Areas**
- **12 October - OKTOBER Fest : Die Heidelberger Boys**
- **25 October - Aber Valley Male Voice Choir Annual Concert**
- **31 October - Motel Transylvania Family Halloween Pantomime by Wize Productions BTM Community Council Event**
- **25 October - 4 November "Bedwas Arts Festival"**
- **23 November - Meet the Beatles : The Ultimate Fab Forgery**
- **14 December - BTM Brass Band Christmas Concert**
- **15 December - Alice in Pantoland Family Pantomime by Wize Productions BTM Community Council Event**
- **31 December - New Year’s Eve ‘2019 at BWH**

Bedwas Arts Centre (downstairs)



Auditorium



