



Bedwas, Trethomas & Machen Community Council

Minutes of the meeting of FULL COUNCIL,
Council Offices, Newport Road, Bedwas
Thursday 9th January 2020 at 6.30pm

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

Also Present: Marcia Jones (Clerk)
PC Menna Watkins
CSO Lisa Gibbs

456. Police Matters

PC Watkins advised that had no written report to present and provided a verbal update; Asked if any Councillors had concerns. Items raised included;

- i. The priority from the last 'Your Voice' survey was off-road biking. This is now coming to an end. It has not had as much impact as hoped due to the limited powers of the police and changes in their pursuit policy. The 'Your Voice' survey is due to be circulated shortly to agree the next priority and off-road biking is still a key concern to the police who would like to extend the off-road bike initiative. The officers encouraged councillors to respond to the survey with their areas of concern and promote resident participation.
- ii. The intergenerational lunch held at Bedwas High School with residents from the Willows OAP housing complex was not as successful as hoped. Several residents and staff who had confirmed did not attend, and the young people were disappointed following their hard work to prepare the meal.
- iii. No night street lighting - Officers confirmed that there is no trend evident of an increase in crime due to this, but detection is harder

- iv. The removal of CCTV cameras throughout CCBC due to Council budget cuts was highlighted to the police. Of particular concern is the loss of the CCTV at Graig yr Rhacca. Officers advised they were unaware of this and would report to Inspector Clifton urgently so a response can be submitted under the CCBC budget consultation process which comes to end on Monday 13th January

The Chair thanked them, and they left the meeting

FULL COUNCIL

457. Declarations of Interest.

NONE

458. Apologies for absence.

The apologies were noted and accepted

459. Residents Representations

NONE

460. Minutes of meeting 5th December 2019

Cllr McConnell circulated an email to all councillors and the Clerk on 7th January suggesting several revisions. The following were AGREED for amendment

- i. Date of meeting incorrect
- ii. Item 440. To be changed as per email with the addition of clarity regarding the employment panel meeting
- iii. Item 446. Typo – change 'fir' to 'for'
- iv. Item 451. To be changed as per email
- v. Item 453 – Cllr Morgan to provide rewording

It was AGREED that amendments would be made accordingly and brought to the next council meeting for agreement

ACTION; Clerk to revise and circulate

461. Matters Arising

- i. Quotes for replacing chamber window. Councillor Davies advised the Clerk during the meeting that has made contact with a local window company and is expecting a quote shortly
- ii. A third quote is required is still required for outside lighting and sockets in the memorial garden
- iii. During the meeting Councillor Davies provided the Clerk with a draft cost for the painting require at the rear of the BTM Office building

462. Chairs Announcements

- i. The Chair confirmed that LITE have been advised that BTM CC do not plan to rollover the existing contract for Christmas lighting and requested volunteers for a small task & finish (T&F) group to discuss the reconfiguration for 2020. Members are Cllrs Phipps, McConnell, Winslade, Llewellyn. The Clerk will

attend if time allows. The Clerk advised that is due to meet with Elsbury on 21st January for outline information, costings and light options. Members agreed that this should proceed, and feedback provided to the group to consider. Once preferred configuration is agreed, 2 additional companies will be approached for quotations.

ACTION; Date to be arranged by T&F group members to meet

- ii. Cllr Morgan confirmed that Keep Wales Tidy have sourced suitable benches made from recycled materials for the memorial garden. The Machen Rotary have donated £250 to BTM CC for the cost of one bench. It was AGREED to send a letter of thanks

463. Clerk's report

- i. New website – Some delay in piloting the new website, but will hopefully be ready to progress shortly
- ii. Closure of Payphones. Cllr Phipps proposed that BTM CC contact BT to enquire if the boxes in Shelley Court and Church Street can put into the ownership of BTM CC for the next 12 months. They would then be trailed as a community drop off/information area. Cllr Phipps advised she would be happy to progress. All AGREED to take forward
ACTION: Cllr Phipps to contact BT to discuss options and report at future Council meeting
- iii. The Clerk confirmed that the Documentation relating to Bedwas Workmen's Hall had been located in the safe keeping of JCP Solicitors. Cllr McConnell proposed JCP solicitors be instructed to undertake the formal registration with the Land Registry for the property. Costs to be confirmed. This was AGREED unanimously
- iv. ACTION: Clerk to contact JCP Solicitors
- v. Lease of office space to Beauty Within. The Clerk provided an update outlining response to queries raised at the last meeting. No change in BTM CC insurance is required. A copy of the 'Memorandum of Understanding' for previous tenants has been located and will be issued to the new tenant in due course. The alarm company have confirmed that individual access codes can be programmed into the system. This is the preferred option. Costs to be confirmed. Following reference to the planning at CCBC, it is confirmed that 'Change of Use' of use is required. Cllr Davies noted is reservations of this type of business being located within the building, but Cllr Phipps stated the space had been vacant for some time and she welcomed the revenue it will generate to the Council. It was AGREED by majority vote that the tenant should make the necessary application for change of use and be offered a 3-year initial lease with a break clause after 18 months
ACTION; Clerk to contact potential tenant to update and progress
- vi. The Clerk confirmed that 33 additional hours had been worked up to 31.12.19 and payment of overtime was AGREED. The Clerk advised members that she is no longer in a position to work in excess of contracted hours and in future will

now plan workload with priority given to tasks to meet the statutory and legal requirements as Clerk /RFO.

464. Employment Panel

No update

465. Youth Representative on BTM CC

The Clerk confirmed that had contacted the current BTMCC youth representative, Alec Crane. He believed he had resigned as no longer lives in the area. It was unanimously AGREED to recruit a replacement and Cllrs McConnell and Llewelyn to coordinate ACTION; Cllrs McConnell and Llewelyn to progress. The Clerk to provide contract details for Bob Campbell, Risca TC and Nikki Taylor, CCBC Youth team

466. Community Infrastructure Levy (CIL)

The sub-group met on 8th January and had a positive meeting. Cllr Walsh provided a verbal update outlining the discussions to identify;

- General Principles for distribution of CIL money to BTM
- A procedure for managing and tracking CIL money within BTM
- A list of eligible capital projects for recommendation to Full Council A draft outline of the still need to meet.

A report will be provided with the papers for the next Full Council meeting for decision.

ACTION: Cllr Walsh to submit final report to Clerk for inclusion in papers

467. Caerphilly County Borough Council – Draft Budget 2020-2021

Following discussion, BTM CC AGREED to respond to the CCBC consultation on the draft budget proposal to oppose the following;

- i. The introduction of a £20 charge for rat treatments inside and outside. Also object to charging for bedbugs and cockroach treatments
- ii. Decommission of the CCTV in GYR.
- iii. Increase charging levels for the 'Bulky Waste Collection Service' charge from £16 to £25 for 1-3 items.
- iv. Closure of Trehir Household Waste Recycling Centre
- v. The removal of the School Crossing Patrol site at Tyn y Wern Primary School

This was unanimously AGREED

ACTION: Cllr Morgan to submit a response on behalf of BTM CC to CCBC prior to the consultation deadline of 13th January 2020

468. Date of Next meeting

6th February 2020

Finance Committee

469. Payments since last meeting

NOTED and approved

470. Bank Reconciliation

NOTED and approved

471. Purchase of Chrome books for BTM Primary Schools

The Chair proposed that this be deferred until the next meeting to allow for consideration with item 469. AGREED

472. Ward Project Expenditure

NOTED and approved

473. Income & Expenditure reports from Halloween and Christmas Pantos

NOTED

474. Pension Contribution for 2020-21 to 2023-2024

Pension valuations and information from the actuaries, Hymans Roberts, had been circulated to members by the Clerk. The recommended minimum rate required by the fund is a primary rate of 20.8% from 18.5% plus an additional secondary rate of 6.6% rate. This was unanimously AGREED

ACTION: Clerk to confirm to Torfaen LGPS and Playworks accordingly

475. Draft Budget and Precept 2020-2021

The Clerk apologised for the late notice of the precept paper (issued 07.01.20). This is due to the receipt of the letter from CCBC of the Council Tax Base Notification letter after the start of annual leave in December. In addition, having not prepared this information previously the Clerk had to seek advice and guidance. The Chair proposed that this be deferred until the next meeting to allow for a meeting of the Finance Committee to consider in more detail before presentation and decision at Council. The Clerk noted this may cause a delay in the receipt of the initial precept payment from CCBC for 2020-21. It was AGREED to defer the decision to February

ACTION; Clerk to arrange meeting to be arranged with Finance Committee

476. Applications for Financial Assistance

- i. Ruperra Social over 50's Tuesday Club - £100. Cllr Rosser proposed to be agreed from Trethomas Grant Fund. AGREED
- ii. Machen RFC U16's - £300. It was AGREED subject to the production of Machen RFC bank statement and the cheque being issued to Machen RFC. To be allocated from Machen grant fund

A discussion followed regarding the decision process and issue of grants. Concern was highlighted that several teams/groups within the same organisation could apply and be granted assistance which may leave no availability of funding for other organisations. It was AGREED that further consideration should be given to this and a draft set of principles should be drawn up

ACTION: Clerk to take forward

Planning Committee

477. Planning Applications

- i. Case Ref. 19/0957/FULL - No Objection
- ii. Case Ref. 19/0895/FULL - Cllr Phipps declared an interest. The permission sought refers to the removal of trees which has already taken place. Whilst an objection will not have an impact on the action already taken by the contractor, Council felt it was important to register their concerns on this matter
ACTION; Cllr Rosser to contact the Planning department

Environment & Leisure Committee

478. Bio-diversity duty of Community Council contained in the Environment (Wales) Act 2016.

A re-drafted report was not submitted for consideration. Cllr Davies proposed the original report submitted by Cllr Aldworth in December be approved. Cllr Walsh advised she had worked with Cllr McConnell to incorporate some additional elements into this report. Still not finalised but confirmed it would be ready for inclusion with papers for next Council meeting. It was AGREED to defer to the next meeting
ACTION; Cllr Wash to submit to Clerk for inclusion in papers for next council meeting

479. Planning a 'Community Led Renewable Energy Project' Workshop

Cllrs Phipps and Rosser had expressed an interest but are now no longer able to attend. The cost of £30 for Cllr Havard was approved if he is still able to attend
ACTION; Clerk to contact Cllr Havard to confirm and book accordingly

480. Forthcoming Events

- i. Cllr Phipps proposed that BTM CC hold a coffee morning/afternoon tea at the BTM offices on 20th March to support Welsh Hearts. This was AGREED
ACTION; Cllr Walsh to coordinate
- ii. Cllr Morgan advised that he has approached BTM Band, Caerphilly Male Voice Choir and a Punch and Judy artist to perform at the VE day event

Land & Buildings Committee

481. Chair's Report

Please see attached

- i. A discussion took place on the way forward with regards to the redevelopment and refurbishment of Bedwas Workmen's Hall. It was AGREED that Cllr McConnell as Chair of L&B Committee and lead on the restoration project will call a meeting of the Restoration Group and report at a future Council meeting with recommendations. The members of the restoration group are Cllrs McConnell, Havard, Phipps, Winslade with the Chair and treasurer of the BWH management Committee

ACTION; Cllr McConnell to progress

482. Repair of the BTM Office Hallway Floor

The Clerk advised Council that it had come to her attention that the entrance hallway tiling needs repair and is currently a trip hazard. Has approached three specialised tiling companies for quotations. Only one received to date for the sum of £600. Members AGREED that if no further quotes are forthcoming in the near future to proceed with quotation received for £600

ACTION; Clerk to Progress

Meeting Closed 8.25 pm

Signed 
Chair of Council

