



Bedwas, Trethomas & Machen Community Council

Council Offices

Bedwas

Caerphilly

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23 April 2019

To: The Chair and Members of Bedwas, Trethomas & Machen Community Council

You are summoned to attend a monthly meeting of BEDWAS, TRETHOMAS & MACHEN COMMUNITY COUNCIL to be held in the Council Chamber, Bedwas on **Thursday 2 May 2019 at 6.30pm**

If you are unable to attend this meeting, please send your apologies to btmcouncil@btconnect.com or telephone (029) 20885734.

Yours sincerely

Cllr Lisa Phipps

AGENDA

Police & Road Safety

Chair -
Vice Chair -

1. Monthly Police Report from a Police Representative
2. Chair's report - to receive a verbal update

Full Council

1. Declarations of interest - Members who consider that they have an interest to declare are asked to state:
 - a) the item in which they have an interest and
 - b) the nature of the interest. Any Member who is unsure about the above should seek advice prior to the meeting in order to expedite matters at the meeting itself
2. Attendance list and apologies for absence
3. Residents representations (if any) - Members of the public are invited to speak
4. To consider and sign the minutes of the Meeting held on Thursday 4 April 2019
5. Chair's Announcements
6. Clerk's Report
7. Forward Plan of Council decisions
8. Financial Audit by BPU Chartered Accountants to consider the date of audit and to give notice to BPU accordingly.
9. One Voice Wales
To note membership of One Voice Wales and to consider receiving formal updates as part of the ongoing agenda.

To note the report on payments made to Members of Town and Community Members
10. To consider support of Caerphilly Volunteer Achievements Award
11. Reports of Committees:

One Voice Wales

Members are asked to note the contents of this recent email from One Voice Wales

Dear Clerk,

We have recently completed a guide in conjunction with the Independent Remuneration Panel for Wales to assist Clerks manage the process of paying allowances to Councillors based on the determinations contained in the IRPW's annual report. We hope that you find this to be of assistance.

You should be aware that One Voice Wales is continuing its efforts to seek a blanket dispensation for all Councils in respect of the payment of tax of the basic allowance of £150. We have recently been provided with a key contact in the HMRC and are awaiting contact with him so that we can present our case that the allowance should be free of any taxable liability.'

PAYMENTS TO MEMBERS OF COMMUNITY AND TOWN COUNCILS IMPLEMENTING THE DETERMINATIONS OF THE INDEPENDENT REMUNERATION PANEL FOR WALES

A Guide for Councils

1. The Panel publishes its final Annual Report prior to the commencement of each financial year. The report contains a separate section dealing with payments to members of community and town councils.

BUDGET MAKING

2. Councils are required to produce an annual budget from which it can determine the level of the precept that will be collected on its behalf from council taxpayers by the principal council. The Council should therefore consider the amount to be included in the budget for member allowances as part of this process. The draft annual report from the Panel will have been published before the deadline for finalising the annual budget and this will assist Councils in estimating the appropriate budget requirement for member allowances.

DECISION MAKING

3. When the final report for any given financial year is published, Council Clerks should ensure that its contents relating to community and town councils are included on the agenda of the next Council or appropriate Committee meeting. With the exception of the basic allowance which is currently set at £150 for 2019/20 which must be paid to members (unless they decide to opt out) and reimbursement of costs of care, the Council will need to consider the other determinations and decide which of them it wishes to adopt and what conditions will apply to the allowance adopted. Its decisions should be recorded in the minutes of the meeting.

4. Members wishing to decline to receive part, or all, of the payments should do so in writing to the Clerk. Clerks may find it helpful to design a simple 'opt out' form for use by members. It is important to note that it is inappropriate for Councils or Councillors to create a climate, or otherwise pressurise others, in order to prevent persons accessing any monies to which they are entitled.

5. It is important to note that 'dual-hatted' members receiving a Band 1 or 2 Senior salary from a principal council cannot receive a payment from any community or town council. However this does not preclude them from holding a senior role.

6. In the case of payments for **SENIOR ROLES**, Councils with income and expenditure above £200k **must** make an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities which is in addition to the £150 basic allowance. The Council must determine the rationale for granting senior allowances (e.g. Committee Chair) and the basis of the decision should be recorded in the minutes. For Councils with income and

expenditure below £200k, Councils can but do not have to make a Senior Responsibility allowance of up to a maximum of 5 members which is in addition to the £150 basic allowance.

7. In the case of all other determinations contained in the Annual Report, with the exception of those listed in the foregoing paragraphs, Councils are granted permissive authority to adopt allowances relating to travel costs, subsistence allowances, financial loss compensation, mayor/chair allowance and deputy mayor/deputy chair allowance based on the maximum amounts given under each of the determinations.

PAYMENT PROCESSING

8. Once the Council has made its decisions in relation to the allowances which are 'optional,' the responsibility rests with the Clerk/RFO to arrange for the processing of payments at appropriate intervals during the year.

9. In the case of reimbursement of expenses, payment will need to be processed after a claim has been submitted and duly authorised. The timing of payments relating to allowances can be more flexible and Councils may choose to pay them in quarterly and half yearly sums or at the end of the financial year. The basic, senior role, mayor/chair and deputy mayor/deputy chair allowances are taxable and in order to reduce the costs of processing the allowances, it may be more cost effective to pay the allowances in one sum rather than at regular intervals during the year. This is however, a matter for Councils to determine.

10. In the case of members taking up office during a financial year or those that leave during a financial year, the Council should adopt a policy as to how allowances should be paid in such circumstances. The policy should be documented in the minutes of the meeting where the policy was adopted.

PUBLICITY AND REPORTING

11. After the end of the financial year, Councils must arrange for details of all payments made to members to be published on their noticeboards and website. By no later than 30 September following the end of the previous financial year, the Independent Remuneration Panel for Wales must be informed of the payments made during the year. A monitoring return (pro forma) will be circulated from One Voice Wales to all Clerks shortly after the end of the financial year for completion and submission to the Panel by the statutory deadline. This pro forma can be downloaded from the Panel's website <https://gov.wales/town-and-community-councils-pro-forma> and amended each year.

Members are asked to note the process of nominations to One Voice Wales and to complete the nomination form.

Dear Clerk

Welcome Letter - Membership of One Voice Wales for 2019-20

I am very pleased to note that your council has returned its One Voice Wales membership form for 2019-20 and thank you for your payment.

Your support is very much appreciated and we look forward to working with you over the coming year and representing your council at national, regional and county levels. I can confirm that we have added your contact details to our database for the distribution of newsletters, bulletins and meeting notifications, etc. Should any of these details change, please let us know as soon as possible to ensure we can continue to provide a full service.

Your council should also ensure it has nominated a councillor to represent it at the quarterly Area Committee meetings. You may send up to two representatives if you so wish, but please note that there is only one vote per council. We would appreciate if you

would provide full contact details of your representative(s) on the attached form and return it to us. Also, if your council has a website, please give the address where indicated on the form.

Should you require assistance with a particular query, please note that your Development Officer is:

**Shan Bowden who can be contacted on 01269 595400 or email
sbowden@onevoicewales.wales**

Thank you again for your council's support.

Wendi Patience
Administration Officer Swyddog Gweinyddol
One Voice Wales Un Llais Cymru
24c College Street 24c Stryd Y Coleg
Ammanford Rhydaman
Carmarthenshire Sir Gaerfyrddin
SA18 3AF SA18 3AF

Tel/Ffon 01269 595400

Fax/Ffacs 01269 598510

Website: www.onevoicewales.org.uk /Gwefan: www.unllaiscymru.org.uk

One Voice Wales - Area Committee Meetings

Dear Clerk

Please provide contact details of your nominated councillor to represent your council at the One Voice Wales quarterly Area Committee Meetings.

You may send up to two representatives if you so wish, but please note that there is only one vote per council.

Please note unless we are notified otherwise papers will be sent electronically. If your member wants hard copies provide their full address including postcode.

Clerks do not include your details on this form as you will automatically get copies

NAME OF COUNCIL

Name of 1st Representative

e-mail

Tel

Mobile

Name of 2nd Representative:

e-mail

Tel

Mobile

Name of Larger Local Councils Representative (if applicable)

e-mail

Tel

Mobile

To Consider the opportunity to support Caerphilly Volunteer Achievements Awards

Thursday 10th October 2019, Blackwood Miners Institute

I am emailing to introduce your Community Council to our Annual Volunteering Award which will be held this Autumn at Blackwood Miners Institute.

These awards are an annual partnership between GAVO and Caerphilly County Borough Council and provide us with an opportunity to recognise and give thanks to local people who freely give their time to help others.

We are hoping that our Awards evenings might be of interest to you as an opportunity to support a great Caerphilly-wide event and promote the work of your local Community Council.

The events attract attention across all media platforms, including local press and radio, social media and websites of the various organisations involved. Any support is identified on all of the documentation associated with the process, press and media releases.

There are seven key Awards which include Young Volunteer, Adult Volunteer, Environmental Volunteer(s), Group, Trustee, Personal Journey, Corporate Social Responsibility and Inspirational Volunteer of the Year. To provide you with an indication of the numbers involved, an average of 100 nominations across the categories, are received in each area and this number has increased year on year.

Winners of the Awards are also nominated by GAVO for other accolades and Regional and National Awards, such as the Wales Council for Voluntary Action Volunteer of the Year Awards and The Queens Award. They are also nominated to attend the Queens Garden Party at the Palace, each Summer.

Our current available support packages are:

1. Sponsorship of 1 award, at the Awards evening - £250
(This will ensure that a nominated guest from your company would be in attendance on the evening to present the Award sponsored)
2. General Sponsorship of the Awards evening – Any amount can be considered towards the costs of the Awards evening
(Please get in touch to discuss your available budget)

To give you a flavour of the Awards evening, please view this short video of a typical Awards evening

<https://www.facebook.com/CaerphillyVolunteerCentre/videos/533370357051102/>

We hope that you will be able to consider supporting our event and look forward to hearing from you. Please get in touch if you require further information.

Kind regards

Angela Tillcock Volunteering Officer (Caerphilly) | Swyddog Gwirfoddoli (Caerffili)

Finance

Chair -
Vice Chair -

1. Chair's report - to receive a verbal update
2. Accounts summary
3. Ward Project Expenditure - to note
4. Applications for Financial Assistance - to determine grant requests:

Land & Buildings

Chair -
Vice Chair -

1. Chair's report - to receive a verbal report
2. Hall Maintenance - to provide an update since the last meeting
3. Emergency Lighting at Bedwas Workmen's Hall
4. To receive a verbal update on progress of the Memorial Garden

Planning

Chair -
Vice Chair -

1. Chair's report - to receive a verbal report
2. Planning Applications - to consider the Community Council's response to the planning applications in the Bedwas, Trethomas and Machen area

Bedwas, Trethomas & Machen Community Council

Meeting of the Planning Committee to be held at the Council Offices, Bedwas on Thursday 2nd May 2019

1. MATTERS TO BE RAISED BY THE CHAIRMAN

2. Town & Country Planning Act 1990

Applications for Planning Approval – New Applications received up to 3rd April

Location: 70 Commercial Road Machen (UPRN 000043174763)
Proposal: Install an ATM machine through the shop front glazing and install plant to the rear of the building in existing timber fenced enclosure
Case Officer: Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk
Ward: Bedwas, Trethomas & Machen **Map Ref:** 321273 (E) 189140 (N)

Community Council: Bedwas Trethomas & Machen Comm. Council **Expected Decision Level:** Delegated

Case Ref. 19/0234/FULL **Site Area:** 152m²
Location: 17 Napier Street Machen Caerphilly CF83 8PR (UPRN 000043062065)
Proposal: Remove existing parking provision to rear of property and replace with a detached garage
Case Officer: Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk
Ward: Bedwas, Trethomas & Machen **Map Ref:** 320984 (E) 189275 (N)

Community Council: Bedwas Trethomas & Machen Comm. Council **Expected Decision Level:** Delegated

10th April 2019

Case Ref. 19/0166/FULL **Site Area:** 1305m²
Location: Tradesmans Arms 45 Chatham Machen Caerphilly CF83 8SB (UPRN 000043065190)
Proposal: Convert existing public house to 1 No. 3 bedroom dwelling and 1 No. 4 bedroom dwelling with first floor rear extension and erect three garages
Case Officer: Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk
Ward: Bedwas, Trethomas & Machen **Map Ref:** 321620 (E) 189043 (N)

Community Council: Bedwas Trethomas & Machen Comm. Council **Expected Decision Level:** Delegated

Case Ref.	19/0052/FULL	Site Area:	11167m²
Location:	Land At Grid Ref 316419 188486 Bedwas Road Bedwas Caerphilly (UPRN 000043174868)		
Proposal:	Erect 14 industrial units		
Case Officer:	Mr C Powell	☎ 01443 864424	✉ powelc2@caerphilly.gov.uk
Ward:	Bedwas, Trethomas & Machen	Map Ref:	316419 (E) 188487 (N)
Community Council: Bedwas Trethomas & Machen Comm. Council		Expected Decision Level:	Delegated

Case Ref.	19/0204/FULL	Site Area:	962m²
Location:	Garth View Lower Glyn-Gwyn Street Trethomas Caerphilly CF83 8GA (UPRN 000043051751)		
Proposal:	Erect a single dwelling		
Case Officer:	Mr A Pyne	☎ 01443 864523	✉ pynea@caerphilly.gov.uk
Ward:	Bedwas, Trethomas & Machen	Map Ref:	318470 (E) 188777 (N)
Community Council: Bedwas Trethomas & Machen Comm. Council		Expected Decision Level:	Delegated

Applications received up to 16th April 2019

Case Ref.	19/0253/FULL	Site Area:	224m²
Location:	29 Wyndham Street Machen Caerphilly CF83 8PU (UPRN 000043062264)		
Proposal:	Erect single storey side/rear extension, alter rear ground levels and create new patio and steps		
Case Officer:	Mr A Pyne	☎ 01443 864523	✉ pynea@caerphilly.gov.uk
Ward:	Bedwas, Trethomas & Machen	Map Ref:	320972 (E) 189312 (N)
Community Council: Bedwas Trethomas & Machen Comm. Council		Expected Decision Level:	Delegated

Case Ref.	19/0009/OUT	Site Area:	977m²
Location:	202 Bedwas Road Caerphilly CF83 3AU (UPRN 000043034968)		
Proposal:	Erect 4 new semi-detached dwellings with associated car parking and amenity space		
Case Officer:	Mr C Powell	☎ 01443 864424	✉ powelc2@caerphilly.gov.uk
Ward:	Morgan Jones	Map Ref:	316301 (E) 187760 (N)
Community Council: Caerphilly Town Council		Expected Decision Level:	Delegated

3. PERMISSION FOR DEVELOPMENT – FOR INFORMATION ONLY
4. REFUSAL OF PERMISSION – FOR INFORMATION ONLY

Environment & Leisure

Chair -
Vice Chair -

1. Chair's report - to receive a verbal report

Employee Panel

Chair -
Vice Chair -

1. Chair's report – to receive a verbal report
2. Bedwas Workmen's Hall Caretaker Contract Review
3. Bedwas Trethomas and Machen Community Council Clerk appointment