



Bedwas, Trethomas & Machen Community Council

Minutes of the meeting of FULL COUNCIL,
Council Offices, Newport Road, Bedwas
Thursday July 4th 2019 at 6.30pm

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

Also Present: Marcia Jones (Clerk)
Lisa James – Planning Officer, CCBC
Carl Skingley – member of the public
G Bracey - member of the public

POLICE & ROAD SAFETY COMMITTEE

328. No Representation or report from Gwent Police

FULL COUNCIL

329. Item 2 - Finance Committee

This item was taken first. Chair Cllr Morgan welcomed Lisa James of CCBC Planning Department to the meeting. She provided background information in the Community Infrastructure Levy (CIL) which came into effect in 2014, how it is calculated and information on the level of income generated to CCBC and community councils since this date. Outline estimates of future income for the next 2 financial years were provided to BTMCC

A community Council must spend its income from the CIL, which is paid in June annually, within 5 years of receipt. If unspent it must be returned to CCBC. Lisa outlined the criteria and considerations required for allocation of CIL monies. A discussion took place and several questions raised.

Cllr Morgan thanked Lisa James for her attendance, and she left. Following her departure further discussion took place. It was suggested that all

councillors need to consider further and it may be necessary to set up a sub-committee to take this forward.

RESOLVED; All councillors to submit up to 5 proposals to the clerk by the end of August in preparation for the council meeting in September, and to be included on the agenda.

330. Declarations of Interest:

- i. Lisa Phipps – Homelessness Champion for CCBC

331. Apologies for absence.

The apologies were noted and accepted. It was noted that Cllr Regan has not attended the last 6 consecutive council meetings and the issue of disqualification was raised.

RESOLVED: clerk to CCBC Electoral officer to confirm position and take necessary action

332. Residents Representations

Mr C Skingley and Mr G Bracey highlighted residents' concerns regarding the lack of street lighting from approximately 11.45pm to 5.30am each morning. It was noted that many residents walk in these areas during this time to go/return from work and this is a safety issue. In addition, there has been an increase in crime since this has come into effect, with damage and burglary of vehicles.

Cllr Aldworth outlined CCBC policy and strategy in this respect and advised she would take this forward with the CCBC and bring their response back to BTM Community council.

The residents were thanked for bringing the matter to the attention of BTMCC and they left the meeting

333. Minutes of meeting 6th June 2019

The minutes were agreed as an accurate record and signed by the chair, Cllr Morgan

334. Minutes of meeting 24^h June 2019

The minutes were agreed as an accurate record and signed by the chair, Cllr Morgan

335. Minutes of meeting 2nd May 2019

The minutes were agreed as an accurate record and signed by the chair, Cllr Morgan

336. Chairs Announcements

- Will attend Machen Agricultural Show 6th July 2019
- Thanked councillors who attended the event at Parklands Care Home in Bedwas on 29th June to mark care home day
- Thanked Vice Chair for attending BTM interschool sports event on 4th July to present awards

337. Employment Panel Update

i. Cllr Morgan informed Councillors the employment panel had met with the clerk to discuss contract and pension arrangements. The panel recommended the current clerk, and all future employees of BTM CC, should be offered the opportunity to join the Greater Gwent (Torfaen) Pension Fund, in line with previous employees. This will satisfy the Community Council's duties as an employer under autoenrollment legislation. All agreed. In addition, it was agreed that membership for the clerk should be backdated to her start date of 20th May 2019 if allowable by the LGPS to ensure pensions obligations have been met

RESOLVED: All employees of BTM CC to be admitted to the Greater Gwent (Torfaen) Pension Fund

ii. The clerk is currently working to clear backlog as a result of three months with no clerk or deputy in post. This is difficult during usual working hours. Cllr McConnell proposed an additional 6 hours per week, subject to clerk availability and capacity to September 2019 when position to be reviewed. Seconded by Cllr Havard and all in agreement

iii. Closed Session

All press and public were excluded from this item on the agenda. Confidential papers circulated and matter recorded accordingly

338. Clerk's Report

i. Domain Name. Now purchased and all Cllrs have been issued with details of their *btmcc.co.uk* email address. Cllr Rosser advised that cannot recall. Clerk to reissue. Clerk advised Cllrs that with effect from 24.07.19 will only correspond via the *btmcc.co.uk* email address. If any Cllr requires assistance to activate their email address they should contact the clerk ASAP to arrange.

ii. Purchase of new PC, screens and peripherals - under budget t £655. Previous primary PC now being used as secondary and old PC decommissioned. Asset Register to be updated
NOTED.

iii. Van CC have agreed to pay costs for training and will invoice fir reimbursement by BTM CC as agreed

iv. Volunteers Awards. Clerk provided an update. Request from GAVBO to sponsor the 'Personal Journey Award. Cllr Winslade to take place on judge's panel and to attend ceremony with Cllr McConnel. All agreed.

v. Audit update. In order to complete end of year process specialised support was required from Rialtus. This was at a cost of £275. Due to short timescale, authorisation for cost of this was requested and agreed by the Vice Chair. Retrospective agreement confirmed. Audit submitted by post on 26.06.19 to external auditors for 30th June deadline.

Information received from auditors regarding fee increase. To Agenda for September 2019

NOTED

- vi. Overtime for clerk
Overtime to 30.06.19; 39.5 hours. Request to pay in July salary payment. Agreed
- vii. Banking
Paperwork submitted to allow internet access and online banking – still not actioned by Coop. Complaint made. Compensation of £50 to be paid to account. Should have access by 08.07.19
- viii. Purchase of tablets. Clerk has proposed suitable tablet in budget to be able to make bulk purchase. Requests have been received from Cllrs requiring a variety alternative models etc. It was agreed that Cllrs to receive their full allowance (unless opting out) with written acceptance that tablet suitable for the Cllrs needs will be purchased from allowance
RESOLVED: clerk to issue Allowance opt-in/out letters to all councillors
- ix. Timeline for election of Vacancy in Bedwas ward issued for Cllrs
NOTED
- x. TLCC meeting - 10th July 2019 At Ty Penallta 6.30pm pre meeting for 7pm – representative?
- xi. Request for Pantomime Tickets - Machen school have been issued with tickets. All other schools in area have been sent an email with offer and waiting response

339. Forward Plan of Council Decisions

Not presented

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

Finance Committee

340. Chair's report

No update

341. Accounts Summary.

Noted. Cllr Phipps advised that salaries to be shown as one figure for reporting to Council

NOTED

342. Ward Project Expenditure

No report presented

343. Petty Cash

The Clerk outlined the case for the use of petty cash and the procedures that will be in place to ensure safety.

RESOLVED: Petty Cash to be held. Maximum general float to be £50. Standing orders to be updated to reflect

344. Applications for Financial Assistance

- | | | | |
|-----|------------------------------------|---------|----------|
| i. | Shelter Cymru - | £289.29 | DECLINED |
| ii. | Caerphilly Town Council Fireworks- | £150 | APPROVED |

- iii. Machen Seniors AFC - £150 APPROVED

Land & Buildings Committee

345. Chair's Report

Cllr McConnell advised the defibrillator at Bedwas Post office has now been relocated GYR Neighbourhood Housing Office with cost being met by Police Commissioner's Office. BTM CC to register s with Welsh Ambulance Service and maintenance costs to paid by BTM CC. Vote of thanks to the Traceys at GYR and Bedwas Post office fur their assistance
NOTED

346. Bedwas Workman's Hall (BWMH) Maintenance

Written report provided

- i. Emergency work carried out by Dyno rod on 20.06.19. Cost £336. Cost met by BWMH. Reimbursement by hall from BTM CC requested
AGREED
- ii. Dyno rod recommend a full camera survey of the whole drain system at BWMH. All agreed that this should be dealt with in conjunction with the Restoration Project of BWMH
- iii. Letters to support Business Plan. Cllr Havard reported that has tried to arrange a meeting with the chair of BWMH, without success. Cannot progress until response for meeting received.
- iv. Remedial electrical works now complete. Certificate of works required. Clerk to follow up

347. Update on Memorial Garden

Cllr Morgan provided a verbal update. Initial delivery of topsoil delivered. Official opening date to be confirmed
NOTED

Environment & Leisure Committee

348. Chair's Report

No Update

349. Champion Tree Nomination

Following discussion, the suggestions to be taken forward by the clerk to the Woodland Trust are;

- Ash tree – Bedwas River walk
- Oak tree – in field at the bottom of St David's Drive, Lower Graig Y Rhacca
- Alder tree – Ridgeway, Lower Graig yr Rhacca
- Horse Chestnut tree (Conker) – Craig View, Machen

350. Remembrance Day

Arrangements outlined by Cllr Davies
NOTED

- 351. Dog Show.** Cllr Phipps is hoping to arrange in conjunction with Hope Rescue for Sunday 17th August at Bedwas Riverside walk
NOTED
- 352. Picnic in the Park.** This will take place on Saturday 14th September at Bedwas Riverside walk whatever the weather.

Planning Committee

Cllr Aldworth excluded herself due to her role on CCBC Planning Committee

- 353. Chairs Update**
No Update

354. Planning Applications

- i. Case Ref. 19/0488– no objection
 - ii. Case Ref. 19/0492- Cllr Rosser to raise query with CCBC – parking concerns
 - iii. Case Ref. 19/0494– no objection
 - iv. Case Ref. 19/0499– no objection
 - v. Case Ref. 19/0501– no objection
 - vi. Case Ref. 19/0524– no objection
- 355.** Councillors were advised of recent revisions to planning - Case ref 017/0411. This is not in the BTM area but it was agreed that this development is likely to have a considerable negative impact on the BTM area and councillors were encouraged to submit their concerns to CCBC planning
- 356. Summer Arrangements**
Proposal from Cllr Havard for the Clerk and Chair to have delegated powers through the summer recess. Seconded by Cllr Phipps. All agreed

Next Meeting;

Monday 5th September 2019 6.30pm

Meeting Closed 8.55pm

Signed
Chair of Council