



Bedwas, Trethomas & Machen Community Council

Minutes of the meeting of FULL COUNCIL,
Council Offices, Newport Road, Bedwas
Thursday 5th December 2019 at 6.30pm

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

Also Present: Marcia Jones (Clerk)
PC Menna Watkins

432. Police Matters

PC Watkins apologised as no written report available to present. Asked if any Councillors had concerns. Items raised included;

- i. Anti-social behaviour of young people in Bedwas park and the mess left as a result
- ii. Recently stolen vehicles and if this has any relationship to no night-time street lighting. Vehicles in question were stolen during the daytime.

PC Watkins provided up to date information on;

- iii. Anti-social behaviour at Bedwas Workmen's Hall, which appears to have ceased with regular patrols
- iv. The progress of the Heddlu Bach/Mini Police at Graig Yr Rhacca Primary
- v. Forthcoming intergenerational lunch being held at Bedwas High school with residents from the Willows OAP housing complex.

The Chair thanked her and she left the meeting

FULL COUNCIL

433. Declarations of Interest.

NONE

434. Apologies for absence.

The apologies were noted and accepted

435. Residents Representations

NONE

436. Minutes of meeting 7th November 2019

Two amendments;

- i. 409 viii removed
- ii. Names added to 416 i

Agreed as an accurate record and to be signed by the Chair following amendment.

Councillor Lisa Phipps joined the meeting at this point

437. Matters Arising

- i. The Clerk has contacted Michael Dearden regarding updating photos and display of Chair, and he advised he would be available in the new year.
ACTION; Clerk to follow up in January 2020
- ii. Quotes for replacing windows. Councillor Davies advised that this is in hand and will have information shortly
ACTION; Cllr Davies to provide report to Clerk to include with agenda papers
- iii. The Clerk has received 2 quotes to date for outside lighting and sockets in the memorial garden which are in the region of £750 to £800. A third quote is required and currently trying to source a suitable company to provide this
- iv. Written estimates still to be provided for painting of the rear of the BTM offices
ACTION; Cllr Davies to provide report to Clerk to include with agenda papers

438. Chairs Announcements

- i. The Chair thanked Councillors for their hard work in putting on the three Remembrance Day events in Bedwas, Trethomas and Machen

439. Community Infrastructure Levy (CIL)

Cllrs Walsh, Phipps and Rosser still need to meet. A report will be provided at the next Full Council meeting.

440. Employment Panel

The Chair noted no members of the press and public were present for this session

- i. The Chair advised the Clerk's 6-month probation period had been completed and reviewed by the panel. It was proposed and AGREED that the Clerk is to be offered the post on a permanent basis
- ii. The Chair requested the Clerk leave the meeting for a confidential session with members

The Clerk returned to the meeting.

- iii. The Clerk had written to the Employment Panel and highlighted concerns in capacity in taking forward the upkeep and further re-development at BWH. The Employment Panel met to discuss this and proposed the investigation of appointing an experienced Project Manager, with a clearly defined remit, timescale and agreed budget for this work. Cllr Walsh would be willing to scope out and provide a report to council (No date given).

Cllr McConnell asked Council why this was first not brought to her attention as since being appointed Chair of Land & Buildings as it has been her role to take forward the restoration project of BWH along with Cllrs Winslade, Morgan, Havard, Phipps and two members of the BWH Management Committee namely Emma Phipps-Magill and Andrea Soulsby. Cllr McConnell was advised that the employment panel had met and discussed and it was not appropriate to disclose the content of this prior to sharing at the full council meeting

Cllr Havard left the meeting due to a prior commitment.

Cllr McConnell reminded Council of the meeting with Hurley & Davies in July 2019, the letters received outlining their fees for being the Project Manager and our Full Council Meeting in September 2019 when a full report was given and Council agreed to hold off on instructing a Project Manager in order to arrange a meeting to update Marcia on the history of the Hall. Cllr Winslade, Andrea Soulsby, & Emma Phipps-Magill met with Marcia on the 10 October.

At the meeting it was established that there was no paperwork to prove ownership and this was needed to register at The Land Registry as at present the Hall is not registered with them. Marcia agreed to contact JCP Solicitors (previously Charles, Crookes & Jones) to see if they were holding the original Ownership Documents and to also check the offices for any paperwork

A further meeting with Marcia, Andrea, Emma, Cllr Winslade & Cllr McConnell was due to take place on the 12 December and it was agreed to discuss the above further at this meeting and report back to Council at the next meeting in January.

It was also agreed that the Clerk would chase up JCP Solicitors on the whereabouts of the Deeds for BWH.

441. Clerk's report

- i. New website – Still on track for end of 2019 for new site
- ii. Clerk is to change working days to Tuesday & Wednesday with immediate effect

442. Date of Next meeting

The Clerk informed members that the next meeting is due to take place on Thursday 2nd January 2020. Several Councillors have given apologies for this date due to holidays. It was proposed to postpone by one week to 9th January 2020 at 6.30pm. This was AGREED

Finance Committee

443. Chair's Report

No Report

444. Payments since last meeting

NOTED and approved

445. Bank Reconciliation

NOTED and approved

446. Draft Budget 2020-2021

The clerk provided an outline on how the budget had been drawn up. Since this was issued to Council seven days ago there are adjustments required as a result of subsequent decisions.

A full list of all proposed items for expenditure was provided. It was AGREED that all Councillors to vote for their top 5 priorities, ranked 1 to 5, and submit to the clerk within the next seven days. The budget will then be adjusted and provided to the Finance Committee for consideration before presentation at the next Council meeting for approval.

During discussion it was AGREED to aim for a minimum of 30% of the annual precept in reserves in 2020-21, increasing to 50% over forthcoming years

447. Purchase of a Projector

It was AGREED that a projector should be purchased and used to display documents at Council meetings to assist in discussions and with the aim of going paperless

448. Ward Project Expenditure

NOTED and approved

449. Christmas Lights 2020-201

The Clerk advised that the current provider of the Christmas lighting have advised that they can roll the contract over for a further year at the same price for the last three years. The Clerk informed members this does not include the dismantle and reinstallation of the lights in the trees, which have been left during the 3 years. Therefore, the price would increase if the lights are taken down in January 2020 as scheduled. Councillors expressed their concerns with the quality as several issues have been reported during the term of the contract. The Clerk has draft figures for alternative providers where the lights are purchased rather than hired but is unable to provide exact figures until a decision on specific choice of lights is made. If purchased the Council could save money over future years, but the initial outlay may be higher. It was AGREED to end the current contract with LITE and work to getting defined quotes from 2 providers with the proposed budget circa the current budget.

450. Applications for Financial Assistance

NONE

Land & Buildings Committee

451. Chair's Report

Cllr McConnell provided a verbal report.

i. Maintenance at BWH

- **Emergency Roof Repairs**

The roof over the gent's toilets upstairs have been fixed. No further update received with regards to the top roof. Will report back at next meeting.

- **Service of Upstairs & Downstairs Boilers**

No update on whether the downstairs boiler has yet been serviced. Will report back at next meeting.

- **BWH Restoration Group**

Emma, Andrea, Jill, Amanda & Marcia will next meet on the 12 December.

- **Letters of Support for Business Plan**

Emma Phipps Magill has advised that our Clerk will now draft a letter. The Clerk advised that she had no knowledge of this

- **Business Plan for BWH**

Awaiting updated version from Emma Phipps Magill (Chair of BWH). Progress is being made. Will report back at next meeting.

ii. Works needed at Council Offices

- **Electrician to replace light bulbs to two outside lights and install new one to replace broken one on the side. This is essential now we have cctv covering the garden. They need to be automatically operating lights. Update needed.**

- **Large window behind the chair is rotting badly and needs replacing which should stop drafts. Update needed.**

- **Cllrs Chris Morgan & Dave Davies are offering to paint the back of the council offices free of charge but need to price paint and a cherry picker for safety. Update needed.**

iii. Proposed Plans for BWH

- **We are not proposing that we appoint H&D as Project Manager, as we are nowhere near that position yet.**

- **We do need to progress the plans because we are still, after 5 years, in the discussion phase of where the lift should go and what other changes require design and ultimately planning permission. Policies to be written, the Business Plan brought up-to-date and the building & land require registering with Land Registry, but the plans need to move forward at the same time as everything else is being done so that we can be in a good position to apply for funding sometime next year.**

iv. Clock at BWH

Recent investigations have highlighted that this may be valuable. A proper valuation is to be undertaken and if necessary, insurance adjusted accordingly.

v. Potential BTM office rental. Cllr Phipps informed councillors that a possible tenant has expressed an interest in taking both the vacant downstairs offices at the rate

agreed at the recent valuation. This is a beauty business. Councillors AGREED subject to approval of appropriate planning consent, written agreement insurance and security

ACTION; Clerk to progress and confirm at next meeting

Environment & Leisure Committee

452. Chair's Report

No Report

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

Awaiting correct notes from Chris as per AM email 07.01.20

454. Forthcoming Events

i. 75th VE DAY

The Task & Finish group have not yet met. However, Cllr Morgan advised that he has made provisional enquires with Caerphilly Male Voice Choir

ACTION: group to report progress to next council meeting

ii. Cllr McConnell confirmed volunteers for the forthcoming Christmas Panto on Sunday 15th December

iii. The Chairs Christmas Concert will take place at 7pm on Tuesday 10th December at the BTM CC offices. Due to the weather forecast, the event will take place inside the BTM Offices

Planning Committee

455. Planning Applications

i. Case Ref. 19/0842/COU - No Objection

ii. Case Ref. 19/0895/FULL - No Objection

iii. Case Ref. 19/0893/FULL - No Objection

iv. Case Ref. 19/0880/FULL - No Objection

v. Case Ref. 19/0892/FULL - Cllr Walsh to obtain further detail

vi. Case Ref. 19/0916/RET - No Objection

Meeting Closed 8.40 pm

Signed
Chair of Council