

Bedwas, Trethomas & Machen Community Council

**Minutes of the meeting of FULL COUNCIL Council Offices, Newport Road,
Bedwas on Thursday 1 September 2016 at 6pm**

<u>Present</u>	<u>Apologies</u>
E Aldworth	
E Davies	
DJ Davies	
	J Gale
D Havard	
	B James
L Jones	
A McConnell (Chair)	
C Morgan	
	K Regan
M Williams	
J Winslade	

Apologies also received from: Adam Bird (Youth representative)

Also Present: Jolene Dalton (Clerk), PS Andy Elias, PC Menna Watkins

Declaration of Interest There were none.

Minutes of the Meeting of the POLICE & ROAD SAFETY COMMITTEE

61. Councillors were introduced to PC Menna Watkins and were advised that she was currently covering sickness absence and was assisting in the area.

PS Andy Elias reported that crime rates in the area were currently low, a 2% drop in non-dwelling burglaries had been seen in the previous 2 months.

A campaign was currently underway targeting speeding vehicles the in area which was seeing positive results. Anyone caught speeding during the campaign would be written to and their attendance at a road safety event in November would be compulsory.

Members raised concern over a black car repeatedly speeding in Keeble Court and a vehicle causing concern in Graig Y Rhacca. PS Elias undertook to provide an update, if one were available at the next Council meeting.

Parking remains a concern near the shops in Trethomas, it was recommended that all parking issues are reported so that when particular problem areas are identified they can be covered by patrol cars.

It was reported that the regular police presence in the area surrounding Navigation Road was most likely in response to calls about off road bikes and some issues with sheds being broken into.

Members were urged to raise any issues of concern either in person or via email.

Members thanked the police officers for their attendance at the meeting.

Minutes of the meeting of FULL COUNCIL

62. Apologies - The apologies were noted and accepted.

63. Minutes of the meeting held on 7 July 2016

Minute 60 – It was agreed that the Community Council would organise and run the annual Macmillan Coffee Morning held at Bedwas OAP Hall. The event would be held on 30 September 2016

Minute 46 – The Clerk raised concern over the wording of the minute as it did not specify which documents had been agreed and adopted by the Council and advised that the documents should be identified and a formal resolution of Council be passed to adopt them

RESOLVED: That the minutes of the meeting be accepted as a true record and be signed by the Chair.

That the Clerk re-agenda the Grievance and Harassment Policies to be formally considered for adoption at the Council Meeting in October.

64. Chair's Announcement and Report

The Chair of Council presented the report making the following points:

- 04/07/16 – Governors Meeting attended at Machen Primary School.
- Congratulations were passed to the Council's Youth Representative Adam Bird on his graduation.
- 17/07/16 – Afternoon Tea for Machen Community Road Watch. The event was a success, and thanks were passed to those Councillors who attended and those who purchased tickets to support the event.
- Tyn y Wern Primary Leavers Assembly attended and a £15 WH Smith Voucher presented to a pupil for their commitment to the Community.
- 19/07/16 – Bedwas Hall Committee Meeting attended.

- 23/07/16 – Bedwas Hall AGM attended. Thanks passed to those Councillors in attendance, disappointment expressed that more could not be there for the event. £10 Tesco voucher and a bottle donated to the raffle.
- 26/07/16 – Training provided by One Voice Wales attended with 2 other Councillors. Disappointed to note that other Councillors did not attend which cost the Council £110.00
- Organised and undertaken 7 Community Speed Watch Sessions in Machen since last Full Council. Thanks expressed for all volunteers involved. A total of 105 vehicles exceeded the speed limit.
- 02/08/16 – welcomed the new Clerk, Jolene Dalton to BTM Community Council.
- 11/08/16 – volunteered with a bag pack at Morrisons to raise money for Machen Community Road Watch.
- 17/08/16 – attended OPA Greenacre Complex Meeting
- 18/08/16 & 25/08/16 – attended meeting at Bedwas Police Station to discuss Road Safety Awareness Day. Next meeting 08/09/16
- 25/08/16 – Sally Chick's last day, attended the office to say goodbye and wish her well for her adventures in France.
- 28/08/16 – Attended Battle of the Giants, presented the Council's cheque for £300 and a £15 Tesco Voucher for the raffle. Hopefully this will become an annual event. Disappointment expressed that more Councillors did not attend.
- 06/09/16 – meeting scheduled with Jeff Cuthbert PCC for Gwent. Members asked to forward any questions they wish to be asked on their behalf.
- 17/09/16 – Picnic in the Park at the Riverside Park in Trethomas
- 30/09/16 Macmillan Coffee Morning at Machen Rugby Club between 10.00am and 1.00pm.

65. Youth Representative's Report

The Chair of Council presented the report in the Youth Representative's absence making the following points:

- A great deal of work has been done to update the website. Members were invited to forward any events/information that they wish to be added to the site.
- 23/07/16 – assisted with the running of a raffle and open day/ AGM at the Bedwas Hall
- Volunteered at a number of events at the Hall, the latest being an event for under 18s celebrating their exam results. Congratulations were passed to all students in the BTM area on their GCSE and A Level results.
- Appeared in the Caerphilly Observer as a member of the Caerphilly Fundraising trust for assisting with the raising of almost £50,000 over the past 5 years for the Marie Curie Charity.
- Designed a poster for the September 2016 Public Meeting for Machen Community Road Watch.

66. Clerks Report

The Clerk presented her report making the following points:

- She was very pleased to have joined BTM and had enjoyed being able to have a hand over period with the previous Clerk and was very grateful for the help and guidance she had provided.
- A good start had been made on examining existing policies which the Council had in place and it was recommended that the Council begins to examine the procedures needed to deal with staffing issues.
- The Council must be able to satisfy itself that all its financial regulations are adhered to and that all decision making is done in a very clear and transparent manner in the public arena.
- The governance of Community Council is likely to come under much closer scrutiny over the next few years and it is essential that all council decisions are clearly on an agenda and that the public are made aware that a discussion and decision is taking place, therefore the council must consider how it promotes its meetings and ensure it is compliant with the requirement to publicise them.
- The Clerk would like to introduce a Forward Plan of decisions so that a record is kept of when decisions will be made and gives all councillors an opportunity to have a say in agenda setting.
- The Clerk recommended that the Council consider a policy for the Chair's Allowance which sets out the amount, what the money can and cannot be spent on and what accounting procedures are required.
- The way in which the Council sets its precept needs to be carefully considered, with a more strategic approach to budget setting and a clear set of spending priorities.
- The Council could look at the number of community activities that it is involved in. The Council could consider a Chair's Charity Appeal which would raise money for a good cause during the Chair's tenure, and also a Chair's Annual Award evening to recognise community champions.

RESOLVED:

- To establish a working group to examine staffing issues, members who were interested were asked to contact the Clerk
- The November meeting would be used to discuss the Clerk's end of probation and to draw up a plan of changes to be made which would then be gradually introduced over the following months.

67. Council Insurance

The Council required clarification on a number of points which the Clerk undertook to furnish them with as soon as possible. Therefore it was:

RESOLVED: To finalise the Insurance Arrangements at the next Full Council meeting.

Minutes of the meeting of the FINANCE COMMITTEE

68. Chair's Report

There was nothing to report

69. Clerk's Report

The Clerk reported that the external Auditors have confirmed that they have completed their part of the audit and the paperwork had been passed for review.

The Direct debits for the water supply to the Workingman's Hall had been cancelled and the bills redirected to the Hall.

With regards to the gas bill for the hall, the amount invoiced and paid by the Community Council was £7,027.36. Of this Caerphilly County Borough Council reimbursed £3,307.04, the Hall reimbursed £1639.62. Therefore the total paid for by the Community Council is £2,080.70

70. Payments since the last meeting

The payments were noted and approved as set out in the paperwork

71. Ward Project Expenditure

The Ward Project Expenditure was noted and approved as set out in the paperwork

72. Applications for Financial Assistance

There were none.

Minutes of the meeting of the LAND & BUILDINGS COMMITTEE

73. Chair's Report

The Chair presented his report making the following points:

- The back office downstairs required re-decorating, 3 quotes would need to be sought before work could begin.

- There had been concern that building work had uncovered asbestos in the Hall, fortunately, subsequent testing had shown that this was not the case and now reparatory work was being carried out to make good in the area.
- The process to obtain quotes for the windows to be painted is on-going and the chair undertook to liaise with the Clerk.
- Regarding the fire alarm, 2 quotes had been received, and one more was required. A local company would be contacted.
- There had been difficulty in obtaining quotes for the painting of the Hall ceiling, therefore the Chair would have to look outside of the area
- The Remembrance Service would now be organised by the Community Council, to this end the Chair was in contact with Mr Ken Clarke and would keep members informed of discussions via email.
- Regarding the work on the Hall roof, £455.00 was required from Hurley & Davies in order to further and progress the work . The Chair would invite Andrew Thomas to a meeting to discuss and look at progress, he undertook to keep members informed about the meeting.

Members of the Council provided the following updates:

- Regarding the restoration of the wall plaques, quotes would be sought from a framing company. The Council would also need to determine if the plaque should be painted as the glue and filler used to repair it is visible as it is a different colour.
- It was reported that the local branch of the Royal British Legion was under threat of closure due to a lack of membership. Members of the Council were urged to join and to encourage others to do so in order to save this very important group.
- The MP's office had requested CCTV and lights on the Council building to improve security. This would not need to be funded by the Council.

74. Clerk's Report

The Clerk reported that she had been advised by the gardener that the man hole cover next to the Christmas Tree appeared to be in a poor state of repair and should be looked at as soon as possible.

75. Bedwas Workmen's Hall

- A meeting had been held at the Hall in July at which it was agreed that the Hall would take responsibility for all of the utility bills. In 6 months time, they would review the cleaning contract, in the interim period the Community Council would continue to pay the cleaning costs.

Minutes of the Meeting of the PLANNING COMMITTEE

As the Chair and Vice-Chair of planning were not in attendance it was

RESOLVED: that the Chair of Council Amanda McConnell would Chair the Planning Committee

Case Ref. 16/0454/FULL Site Area: 160m²

Location: 18 Lewis Street Machen Caerphilly CF83 8PP

Proposal: Erect first-floor rear extension

Applicant: Ms S Wright 18 Lewis Street Machen Caerphilly CF83 8PP

Agent: Lloyds PMS Ltd Mr D Willicombe Deall Sunnybank Machen Caerphilly CF83 8PY

Case Officer: Mrs R Amundson _ 01495 235120 _ amundrh@caerphilly.gov.uk

Ward: Bedwas, Trethomas & Machen

Map Ref: 321138 (E) 189277 (N) **Target Date:** 18.08.2016

Community Council: Bedwas Trethomas & Machen Comm. Council

Expected Decision Level: Delegated

RESOLVED; No Objection

Case Ref. 16/0544/COND Site Area: 1673m²

Location: Unit 5 Lawrence Court Greenway Bedwas House Industrial Estate Bedwas Caerphilly CF83 8DW

Proposal: Discharge condition 3 (land drainage), 4 (contamination) and 5 (imported materials) of 15/0556/FULL

Applicant: Saltown LTD 5 Lawrence Court Bedwas Caerphilly CF83 8DW

Agent: R J Morris Associates 6 Clas Yorath Whitchurch Cardiff CF14 1QG

Case Officer: Mr C Powell _ 01495 235019 _ powelc2@caerphilly.gov.uk

Ward: Bedwas, Trethomas & Machen

Map Ref: 316439 (E) 188701 (N) **Target Date:** 22.08.2016

Community Council: Bedwas Trethomas & Machen Comm. Council

Expected Decision Level: Delegated

RESOLVED: No objection

Case Ref. 16/0547/FULL Site Area: 199m²

Location: Ty Maen Farm Mountain Road Bedwas Caerphilly CF83 8ER

Proposal: Convert and extend existing old stables into a detached indoor swimming pool

Applicant: Mr & Mrs Godwin Ty Maen Farm Mountain Road Bedwas Caerphilly CF83 8ER

Agent: Stephen Hobday MBE Chartered Architect 1 Stoneyard Ninian Park Rd Riverside Cardiff CF11 6HE

Case Officer: Mr C Powell _ 01495 235019 _ powelc2@caerphilly.gov.uk

Ward: Bedwas, Trethomas & Machen

Map Ref: 317262 (E) 189845 (N) **Target Date:** 05.09.2016

Community Council: Bedwas Trethomas & Machen Comm. Council

Expected Decision Level: Delegated

RESOLVED: No objection

Case Ref. 16/0558/FULL Site Area: 315m²

Location: 10 Llanfabon Drive Trethomas Caerphilly CF83 8GJ

Proposal: Erect single storey extension to form kitchen/family room

Applicant: Mr D Singh 10 Llanfabon Drive Trethomas Caerphilly CF83 8GJ

Agent:

Case Officer: Mr C Powell _ 01495 235019 _ powelc2@caerphilly.gov.uk

Ward: Bedwas, Trethomas & Machen

Map Ref: 317555 (E) 189038 (N) **Target Date:** 31.08.2016

Community Council: Bedwas Trethomas & Machen Comm. Council

Expected Decision Level: Delegated

RESOLVED: No objection

Case Ref. 16/0622/OUT Site Area: 170m²

Location: Land To Rear Of 20 Church Street Bedwas Caerphilly CF83 8EB

Proposal: Construct a pair of semi-detached 2 bed dwellings with on-site parking facilities

Applicant: Mr P Percival 6 Black Prince Road Castell Maen Caerphilly CF83 2XP

Agent: R N Design Mr R Dobbins 4 Woolacombe Avenue Llanrumney Cardiff CF3 4TE

Case Officer: Mr C Powell _ 01495 235019 _ powelc2@caerphilly.gov.uk

Ward: Bedwas, Trethomas & Machen

Map Ref: 317039 (E) 188728 (N) **Target Date:** 12.09.2016

Community Council: Bedwas Trethomas & Machen Comm. Council

Expected Decision Level: Delegated

RESOLVED: Objection, it is over development of the site and would cause significant parking issues. If granted it could also encourage neighbouring properties to follow suit.

Case Ref. 16/0626/FULL Site Area: 1804m²

Location: Ty Yn Y Pwll Hotel Newport Road Trethomas Caerphilly CF83 8BR

Proposal: Demolish existing structures and construct a 32 bed care home facility with associated external works

Applicant: Pontcanna Development Ltd Mr Voyle 26 Park View Greyfriars Road Cardiff CF10 3AL

Agent: Varco Consultants Ltd Mr B Varma 113 Park Crescent Barry Vale Of Glamorgan CF62 6HE

Case Officer: Mr C Powell _ 01495 235019 _ powelc2@caerphilly.gov.uk

Ward: Bedwas, Trethomas & Machen

Map Ref: 318048 (E) 188743 (N) **Target Date:** 12.09.2016

Community Council: Bedwas Trethomas & Machen Comm. Council
Expected Decision Level: Delegated
RESOLVED: Objection , parking would be a significant problem and the application is out of character and too large for the site.

Case Ref. 16/0650/FULL Site Area: 210m²
Location: 21 Bryn-Gwyn Street Bedwas Caerphilly CF83 8BA
Proposal: Erect a two-storey rear extension
Applicant: Mr S Neale 21 Bryn-Gwyn Street Bedwas Caerphilly CF83 8BA
Agent: Building Design Service Mr D I Jones 8 Birchgrove New Tredegar NP24 6AH
Case Officer: Mrs R Amundson _ 01495 235120 _ amundrh@caerphilly.gov.uk
Ward: Bedwas, Trethomas & Machen
Map Ref: 316911 (E) 189191 (N) **Target Date:** 15.09.2016
Community Council: Bedwas Trethomas & Machen Comm. Council
Expected Decision Level: Delegated
RESOLVED: No objection

Case Ref. 16/0644/FULL Site Area: 527m²
Location: 15 Clos Pandy Bedwas Caerphilly CF83 8DN
Proposal: Erect a two-storey and single-storey rear extension
Applicant: Mr P Laycock 15 Clos Pandy Bedwas Caerphilly CF83 8DN
Agent: FourSix Architectural Design Mr D Kennedy 39-43 Malpas Road Newport NP20 5PB
Case Officer: Mr A Pyne _ 01495 235197 _ pynea@caerphilly.gov.uk
Ward: Bedwas, Trethomas & Machen
Map Ref: 316927 (E) 188807 (N) **Target Date:** 26.09.2016
Community Council: Bedwas Trethomas & Machen Comm. Council
Expected Decision Level: Delegated#
RESOLVED: No objection

Case Ref. 16/0639/FULL Site Area: 333m²
Location: 11 Elmgrove Trethomas Caerphilly CF83 8GT
Proposal: Erect mono-pitched porch to the front elevation
Applicant: Mr G Ball 11 Elm Grove Trethomas Caerphilly CF83 8GT
Agent:
Case Officer: Mr A Pyne _ 01495 235197 _ pynea@caerphilly.gov.uk
Ward: Bedwas, Trethomas & Machen
MapRef: 317883 (E) 188925 (N) **Target Date:** 28.09.2016
Community Council: Bedwas Trethomas & Machen Comm. Council
Expected Decision Level: Delegated
RESOLVED: No objection

Case Ref. 16/0673/FULL Site Area: 224m²
Location: Dinglewood 7 Forge Road Machen Caerphilly CF83 8PH
Proposal: Erect two-storey side extension
Applicant: Mr J Baldwin Dinglewood 7 Forge Road Machen Caerphilly CF83 8PH

Agent: Skerryvore Designs Mr S Groucott Sextons Tower 2 Caerphilly Road Bassaleg Newport NP10 8LE

Case Officer: Mrs R Amundson _ 01495 235120 _ amundrh@caerphilly.gov.uk

Ward: Bedwas, Trethomas & Machen

Map Ref:321065 (E) 189141 (N) **Target Date:** 26.09.2016

Community Council: Bedwas Trethomas & Machen Comm.Council

Expected Decision Level: Delegated

RESOLVED: No objection

Case Ref. 16/0703/NCC Site Area: 425m²

Location: Land Adjacent To 2 Rose Cottages Church Street Machen Caerphilly CF83 8PJ

Proposal: Vary condition 3 of planning consent 13/0124/OUT (Erect detached dwelling house) to extend the time period within which the development can commence

Applicant: Mr C Clarke The Croft 2 Church Street Machen Caerphilly CF83 8PJ

Agent:

Case Officer: Mr C Powell _ 01495 235019 _ powelc2@caerphilly.gov.uk

Ward: Bedwas, Trethomas & Machen

Map Ref: 321195 (E) 189368 (N) **Target Date:** 05.10.2016

Community Council: Bedwas Trethomas & Machen Comm.Council

Expected Decision Level: Delegated

RESOLVED: No objection

Minutes of the Meeting of the ENVIRONMENT & LEISURE COMMITTEE

77. Chair's Report

The Chair presented her report making the following points:

- A sum of over £800 had been raised
- She had attended the Rocka Philly event which had been very well supported.
- The BTM fun day has been well attended and over £1000 had been raised
- The MacMillan Coffee Morning would be held on 30 September, all members were invited to attend.
- A Halloween evening and Ghostbusters event was planned at the Hall. More details to follow.
- The Hall was hopeful of holding a Christmas Market.
- A glass washer would be purchased which would be of huge benefit to the Hall.

78. Clerk's Report

The Clerk reported that an incident had occurred at the play scheme in Machen. A child had been allowed to leave the play scheme and their parents had not been informed. The Clerk had been in contact with the child's mother and the Scheme organisers. An

apology had been passed to the parent and assurances were given that procedures are in place to ensure that this does not happen, although it was fully acknowledged that they were not followed in this instance. The Clerk undertook to inform Members if the matter progressed further.

After a brief discussion it was agreed that a future Council item for discussion should be the development of a Community Garden.

It was reported that children in the area had produced the best ever GCSE results. Congratulations were passed to them all.

Meeting End 8.45pm