

Bedwas, Trethomas & Machen Community Council

**Minutes of the meeting of FULL COUNCIL Council Offices, Newport Road,  
Bedwas on Thursday 6<sup>th</sup> July 2017 at 6pm**

<b><u>Present</u></b>	<b><u>Apologies</u></b>
E. Aldworth	
E. Davies	
DJ Davies	
J.Gale	
	D.Havard
	L.Phipps
A McConnell	
C Morgan (Chair)	
	K Regan
P.Rosser	
J. Walsh	
J. Winslade	

**Apologies:** Derek Havard, Lisa Phipps & Keith Regan,

**Also Present:** PC Laurence Carrington, Jolene Dalton (Clerk)

**Declarations of Interest:** Councillors Phil Rosser, David Davies and Emma Davies declared an interest in the application by the Mountain Race as they were associates of the applicant. Councillors David Davies and Phil Rosser did not participate in the discussion or the decision making on the agenda item.

Councillor Liz Aldworth is a voting member of the County Borough Planning Committee, she left the room during the Planning Committee taking no part in the discussions or decision making.

## **POLICE & ROAD SAFETY COMMITTEE**

### **53. Monthly Report**

Inspector Gavin Clifton had sent his apologies for the meeting as he had been unavoidably called away.

PC Carrington reported that there had been 40 recorded crimes and 196 incidents. There had been a number of events in the area such as Machen Show and Bedwas Rocks, all had passed without any incidents.

The Pike was still causing a problem, with children entering the site, it was hoped that the owner would soon resolve the security issues at the site.

Graig-y-Racca resource centre funding had been cut by 30% which would leave the centre struggling.

Regarding the incident where a youth was attacked in Bedwas Park, it was requested that the witness email the police.

A suspect had been arrested for carrying out a violent burglary. It was believed that he had been involved in a number of violent incidents.

An arrest had been made on the charge of supplying drugs which had resulted in the sad loss of a life on the mountainside.

Members noted the points presented and thanked PC Carrington for his attendance at the meeting.

## **FULL COUNCIL**

**54. Apologies for absence-** The apologies were noted and accepted.

**55. Minutes of the meetings held on 1<sup>st</sup> June 2017**

It was reported that the Workmen's hall AGM would be held on 31<sup>st</sup> July in the Council Chamber.

The Alzheimer's Cupcake Day had raised £184 which had been rounded up to £200 with a donation from the Chair's allowance.

**RESOLVED:** 1. That the minutes be accepted as a true record for signing by the Chair.

**56. Chair's Announcement and Report**

The Chair reported attending the following events:

- Two Alzheimer cupcake events and had provided raffle prizes.
- The BTM Band concert and made a donation of £30 to the organisation.
- The Vice Chair had attended the Trethomas Bluebirds event and had donated a bottle of Westminster whiskey as a raffle prize.
- The Basin Strategy Meeting which was well attended and would be very positive for the area.
- The Borough Mayor's Charity Launch. £50 had been donated from the Chair's Allowance.
- Machen Show had been attended by many of the Councillors and congratulations were passed to Councillor Jan Walsh for her role in organising the show which all agreed was a wonderful event. £19 had been raised for the Lift Appeal but the main objective of attending the show was to raise awareness of the work of the Council, the speed watch scheme and events at the Hall and to listen to concerns of residents. The Council thanked Councillor Jan for providing the pitch free of charge.
- Art exhibition at the Comprehensive School, the Chair had taken the opportunity to speak to teaching staff about pupil involvement in a mural for the memorial garden.

- Deardons would be attending a future Council meeting to take photographs of the Council, the Chair would also arrange for the missing proofs of past Chair's to be replaced.

## **57. Clerk's report**

The Clerk reported the following points:

- Audit information had been submitted within the required deadline, the notice for Public Inspection of Accounts had been displayed as required by law but no members of the public had carried out an inspection.
- The play equipment purchased by the Council was due for delivery before the end of term.
- All schools have been contacted regarding the purchase of a defibrillator, 4 schools have them in place, 1 has requested an additional machine and 1 has not responded.
- The Clerk had been informed that the cost of producing flyers for the Sports Scheme had risen from £100 to £182. The Clerk had not agreed to pay the cost and requested member advice.
- The Clerk had renewed the membership of the SLCC as requested by Council. The Clerk had signed up for the CILCA training.
- The film crew currently based in the Workmen's Hall had visited the offices with a view to using the Members Lounge for a day or two in September. More information would be provided as and when it was received.
- A meeting with Pat Martin, Glenn Cooper and Luke Hurley had been scheduled to take place on the following Monday at the Council Offices. An update would be provided at the next meeting.

**Resolved:** 1. That the Council would not pay the additional costs of the Sports Scheme flyer

## **58. Protocol for invitations to the Chair**

The Chair requested that the Council produce an Etiquette Form which would be sent to organisations to complete when they invite the Chair and/or Vice Chair to an event, the form would ask for details such as expected dress code and any requests that the Chair be asked to make a donation or say a few words at the event. It was felt that this form would avoid any confusion or the Chair being put in an awkward situation at an event.

**Resolved:** That the Chair and Clerk work together to produce a suitable form.

## **59. Recruitment Policy**

The Clerk explained that the Council did not have a recruitment policy and that one should be in place prior to any recruitment campaign taking place.

**Resolved:** That the Community Council adopt the Recruitment Policy as set out in the agenda papers.

## **60. Job Description and advert for Deputy Clerk**

The Clerk presented the item making the following points:

- In May Council asked the Employment Group to meet to consider the need for additional staffing resources.
- In June Members were informed that the Group were due to meet and a report would be presented to Council in July
- Members of the Employment group considered and agreed a job description, person specification and a job advert, all based on examples produced by One Voice Wales.
- Previously the Council has, at times, employed 2 members of staff in the position of Assistant Clerk.
- The second person was necessary if the Council wished the Clerk to take on the additional responsibilities which would arise from the planned development work of the Hall.
- The recommendation of the Employment Group was that the documents being presented to Council were a completed piece of work and that subject to agreeing the number of hours to be worked and the salary offered that the Council undertake a recruitment campaign through the Summer.

**Resolved:** That the Community Council advertise for the position of Deputy Clerk as set out in the paperwork, but that the hours be reduced to 15 per week and that the contract be amended to a temporary one year contract with the option to extend in the future.

## **61. Gazebo and promotional signs**

The Chair presented the item explaining that the items were necessary for the promotion of the Community Council at events such as the Machen Show

**Resolved:** That the Community Council allocate £100 for the purchase of a gazebo and that the Chair looks at the best place to purchase the flags to a maximum of £150. It was agreed that the information could be fed back to Councillors via email if necessary given the August recess.

## **62. Audited Accounts for the Workmen's Hall Bedwas**

The Clerk presented the item asking the Council to consider the accounts which had undergone an audit process.

The Council were unanimous in their praise for all volunteers at the Hall and felt that their work should be recognised.

**Resolved:** 1. That the Council note and accept the contents of the accounts.  
2. That a letter is sent to the Committee thanking them for their hard work and their achievements.

**63. Provision of Defibrillators in the BTM area.**

Members discussed the need for greater provision of defibrillators in the area that were available to members of the public at all times. Members discussed locations for the equipment and the possibility of them being located within phone boxes. This would be explored further.

**Resolved:** That be provided for the following areas: telephone box in Machen, telephone box in Bedwas, Tesco in Trethomas, either the shops or resource centre in Graig-y-Rhacca. That Bedwas Junior School be contacted again with the offer of a defibrillator.

**FINANCE COMMITTEE**

**64. Chair's Report**

The Chair reported that it time to carry out a 6 month review of the Council's financial responsibilities for the Workmen's Hall, it was agreed that this should be discussed at the September Council meeting

**65. Payments made since last meeting**

**Resolved:** That the payments be noted and approved as set out in the paperwork.

**66. Ward Project Expenditure**

**Resolved:** 1. To note the expenditure 2. To move the grant to the Machen Show to the General Funds budget

**67. Applications for Financial Assistance**

**RESOLVED:** 1. To award £300 to Trethomas Bluebirds AFC. 2. To award £150 to Bedwas Mountain race and the Clerk write to the organisers requesting that the Chair be invited to future events and that applications be made in time for the grant to be given prior to the event

**68. CIL Money**

Members discussed the permitted and best uses for the CIL money which the Council had been allocated. Member were informed that the money must be used within 5 years, so far 2 payments had been made.

**Resolved:** To defer allocating the CIL money until additional funds had been allocated to the Council.

**69. Quarterly budget monitoring 2017/18**

The Clerk presented the quarterly budget figures for each cost centre. Total expenditure to date was £13,054. Members raised no concerns over any areas of expenditure.

**Resolved:** To note the budget spending to date.

**LAND & BUILDINGS COMMITTEE**

**70. Chair's Report**

The Chair reported that the working group were due to meet with a number of representatives who, it was hoped, would assist the Council with the grant applications. An update would be provided at the September meeting. It was agreed that during the summer recess the Chair would have plenary powers to carry out emergency works to the maximum of £500. Members would be notified of any spending that was required above this amount.

**71. Fire Safety at the Workmen's Hall.**

The Clerk reported that there was an issue with the fire safety system at the Workmen's Hall as the systems upstairs and downstairs were not linked. A single contract was needed to cover both systems. The Chair undertook to assist the Clerk in resolving the issue over the summer.

**PLANNING COMMITTEE**

**72. Application 17/0414/FULL 46 Graig View Machen – No objection**

**Application 17/0426/Full Sunny Cottage Mountain Road, Bedwas – No objection.**

**Application 17/0437/full 23 St David's drive, Graig-y-rhacca – No objection**

**Application 17/0443/OUT The Hawthorns, New Road, Machen**

The Clerk read an email regarding the application from a concerned resident. The Chair informed members that he had viewed all available documents relating to the applications. Members raised concerns regarding privacy as existing properties would be overlooked and issues over the distance between existing properties and any new developments. Members also felt that the whole infrastructure of the area is already under pressure.

**Application 17/0449/COU Royal Oak Inn, Bedwas** – Members recognised that there were no planning objections that they could make but they expressed their disappointment that the area was going to lose another local pub which was part of the heritage of Bedwas.

## **Minutes of the Meeting of the ENVIRONMENT & LEISURE COMMITTEE**

### **73. Chair's Report**

The Chair reported that upcoming events included Leigh Gamerson Clairvoyant and the Eagles Tribute band.

### **74. Planned Events for 2017/18**

- It was hoped that a charity Dog Show could be arranged in partnership with Hope Dog Rescue.
- Picnic in the Park – 2<sup>nd</sup> September
- 12<sup>th</sup> December – Chair's Carol Concert 7pm, Rotary Sleigh 7.30pm
- March 2018 – Chair's Awards. Categories to be decided
- Newsletter to be produced in September/October
- Remembrance Service
- Councillor Photographs to be taken after the September meeting.

### **75. PSPO relating to dog control in the area**

Councillor Phipps presented the item explaining that this was an important issue to residents and concerns over dog mess were regularly raised. The original proposal was to impose a blanket ban on all sports field in Caerphilly, following discussion the proposal was removed for a period of 12 months after which time it would be reviewed. Although it was recognised that more bins were needed in Parc Penallta they could not be provided as vehicles could not get to many of the areas in order to empty them.

At the end of the meeting Council wished the Chair a very Happy 50<sup>th</sup> Birthday!

Meeting End 9.20pm

.....CHAIR OF COUNCIL