

Bedwas, Trethomas & Machen Community Council

**Minutes of the meeting of FULL COUNCIL Council Offices, Newport Road,  
Bedwas on Thursday December 7<sup>th</sup> 2017 at 6.30pm**

<b><u>Present</u></b>	<b><u>Apologies</u></b>
	E. Aldworth
E. Davies	
DJ. Davies	
J.Gale	
D.Havard (from 7.15pm)	
L. Phipps	
A McConnell	
C Morgan (Chair)	
	K.Regan
P.Rosser	
	J. Walsh
J. Winslade	

**Also Present:** CSO Lisa Gibbs, PC Menna Watkins , Jolene Dalton (Clerk), Gill Howells (Deputy Clerk)

**Declarations of Interest:** Councillors

**POLICE & ROAD SAFETY COMMITTEE**

137. PC Menna Watkins has joined the Bedwas Neighbourhood Team as Lawrence Carrington has moved on as a Sergeant to Newport. CSO Lisa Gibbs has joined the team as the new Community Support Officer for Bedwas.

Officers advised that the 'Your Voice' priority for the BTM area is currently the Pandy Road / Bedwas House area for inconsiderate parking relating to the roadworks ongoing in the area. Members were advised that any community parking issues arising in the community need to be reported to 101 at the time at which they occur. If possible officers can attend at the time and deal with the matter. There are no resources to simply patrol the areas to identify any issues.

An issue was raised with the officers with regard to the parking around Graig View in Machen in the evenings which recently caused a real problem when a fire engine could not pass through. CSO Lisa Gibbs advised that they could provide leaflets with regard to parking which she would distribute with Councillor McConnell in the local area.

A sensitive issue was raised with officers in regard to what action has been taken/ advice has been given in relation to a sex offender recently convicted in the local area as result of correspondence from local residents raising

concerns. The Member was asked to contact the Officer in writing who could advise what information was possible to be shared.

Problems with youths at the Bedwas Workmen's Hall are actively being dealt with by the Officers and the individuals have been identified and are known to the Officers. The Officers are also going to attend the Youth Club and Bedwas High School Assembly to communicate information around Anti Social Behaviour.

As part of #blueshirtweek for CSO Awareness the Officers undertook promotion via the Cracker and Crime Events which were very successful.

Members raised the possibility of putting on a joint event in the summer at the Station which is not going to be possible however the Officers are willing to join and support other events being organised. Discussion took place around the possible support for the dog show in May 2018 in conjunction with Hope Rescue.

A member raised a query around a drugs raid which was understood to have taken place in Bedwas recently. Officers were able to confirm that the police activity was not in relation to drugs and related to a search for two individuals.

Members thanked the officers for their attendance at the meeting. Officers then left.

## **FULL COUNCIL**

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

**139. Minutes of the meeting held on 7<sup>th</sup> November 2017**

Item 130 - was noted that the amount to be paid to Machen Monkeys is to be amended to £315 as per the application. The figure was misheard by a member.

Item 132 – Minutes amended to reflect the fact that quotes had **not** been obtained

Item 135 – Minutes should read Councillor McConnell not McDonnell

Item 136 – Date of the service was 12<sup>th</sup> November and the resolution should refer to a Silent Soldier

**Resolved:** That the minutes of November 2<sup>nd</sup> are updated and are accepted as a true record for signing by the Chair.

#### **140. Chair's Announcement and Report**

Most matters for update are included on the agenda. Additional points included the Chair's concern that he had not been able to progress the Peace Garden further at this present time but will look to develop further plans in the new year.

A planting session for bluebells and garlic will be taking place in Redbrook Woods on the 18<sup>th</sup> December in association with Trethomas Allotments.

#### **141. Clerk's Announcement**

During the last month an audit has been carried out of all contracts. A new contract has been negotiated for the photocopier and progress is being made for a new contract for the telephone and internet provision. Progress is also being made with gathering quotes for the emergency lighting and an improved fire alarm system in the Council Offices. The Clerk was confident that as we move into the 2018/19 financial year that we would be able to say that we have made savings where possible and that all contracts demonstrate a careful and considered use of public money.

During the past month Christmas lights have been installed and more recently the 5 Christmas trees have been planted and the feedback has been largely positive. The Clerk would be emailing all of the schools informing them of the location of the trees and inviting the children to decorate them if they would like to.

In the New Year staff plan to have a sort out of all the paperwork in the office to file what we need in a more user friendly way, to safely dispose of unwanted paperwork we will need to purchase a new shredder. The office shredder is broken and is more suitable to a home office set up rather than a working office. Suitable machines and the best price is somewhere in the region of £200. We also need to purchase new telephones as they are very crackly and do not hold their charge. This means the Clerk regularly uses her personal mobile to make calls. Prices for 3 replacement handsets and answer phone and they are in the region of £100.

The Clerks and Councillor McConnell have completed Rialtas training on the finance system and the Clerk has completed a First Aid at Work course.

The Clerks have met with the Chair and Treasurer from the Hall Management Committee to begin work on a job description and requirements for a Caretaker/Cleaner at the Hall. They have undertaken to produce a list of tasks and an idea of the hours required. They are aware that the cost of this post will come from the current cleaning budget and they are looking at ways in which they can provide some additional funding for the post. It could be some time before this comes back to full Council as it was passed to the Employment group at the last meeting for consideration prior to discussion by Council

**Resolved:**

1. That the Council note the update.
2. The Clerk purchases a new shredder and telephones for the office.

**142. Local Resolution Protocol**

The report drawn up by One Voice Wales outlining a protocol for dealing with low level complaints about members was provided for endorsement by the Council.

**Resolved :** The Council adopted the protocol.

**143. Minor Authority Governor Vacancy for Bedwas Infants School**

**Resolved :** Councillor Phil Rosser to be put forward as a nomination for the LA Appointment Panel

**144. Caerphilly County Borough Council Budget Proposals**

**Resolved :** Joint and individual responses would be provided in relation to the Budget Proposals. Consideration would be given after Christmas to compiling the joint response.

**145. Forward Plan**

**Resolved:**

1. Dog Show to be added to March meeting
2. Big Breakfast for Prostate Cancer Awareness to be added to September meeting
3. Alzheimers Bake Sale to be added to May meeting

**FINANCE COMMITTEE**

**146. Chair's Report**

The Chair advised that she attended the financial system training.

**147. Budget 2018/19**

The 2016/17 financial year ended with the Council having a significant underspend of some £25,000. Members undertook to spend some of this money and have successfully done so. The Council has purchased equipment for schools, a new notice board, Christmas trees and the Christmas lights. Therefore moving into 2018/19 the council needs to be mindful of its budget to

ensure that with increased staffing costs and the ongoing commitment to provide Christmas lights that it does not overspend. The reserve account still holds £20,000 and there is £35,000 left in the current account to last until the end of March. Work has begun to look at the budget and precept requirements for next year. It is hopeful that with the savings which have made and the underspend in certain areas that the precept can remain largely unchanged for the running costs of the office, although this will depend on the projects that members decide they wish to pursue.

A list of projects from Councillor McConnell was circulated for information and suggestions for the following were provided from other members at the meeting.

- An Events budget of £1,000 is put aside for Macmillan events to cover publishing and promotion and undertaking such events
- £3,000 as a contribution towards the Peace Garden
- A sum to be determined to undertake printing of promotion material to support local police work
- An annual Christmas Lights budget
- A Chairs Awards budget to continue the event year on year
- £500 budget for the work of Machen Viaduct Community
- £500 budget for Graig Y Rhacca / Redbrook Woods activity
- £300 for Litter Champions for future years
- £600 to work with Keep Wales Tidy to support a 'BTM in Bloom' event
- A Maintenance Budget for the Council offices to include consideration for work to paint the office and renew windows at the rear of the building.

**Resolved:** Councillor Davies to provide name of companies to the Clerk to obtain quotations for potential building works to consider what budget would be required for the works.

#### **148. Payments made since last meeting**

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

#### **149. Ward Project Expenditure**

**Resolved:** To note the expenditure

#### **150. Applications for Financial Assistance**

Councillor Phipps declared an interest in the applications for Bedwas & Trethomas Community Hall, Dance Unity and Bedwas Theatre Group.

Councillors Dave and Emma Davies declared an interest in BTM Community Hall. Councillor Jill Winslade declared an interest in Dance Unity

**RESOLVED:**

1. To award £160 toward the paint and sundries costs for Bedwas and Trethomas Community Hall (£80 from both Bedwas and Trethomas Wards)
2. To award £150 toward Dance Unity. (£50 from each ward)
3. To award £300 toward Bedwas Theatre Group (£100 from each ward)
4. To request further information from CCBC Access Group with regard to the usage of any grant funding provided as it was deemed insufficient information was provided.

**LAND & BUILDINGS COMMITTEE**

**151. Chairs Report**

Matters for discussion were included on the agenda

**152. Bedwas Workmen's Hall Maintenance Procedure**

A procedure was proposed to put in place separate financial regulations for dealing with the Hall. Currently the process is adhoc and can at times be slow and the procedure proposed is intended to speed up and streamline the process and at the same time increase accountability and put in place strict governance to ensure the correct use of public money.

The document sets out a procedure to be followed in the event of emergency work and a reporting procedure for when routine or general works are required. It also sets limits on the work that can be done via delegated powers and who has those powers.

**Resolved :** The procedure will be adopted and progress reviewed for any improvements where necessary.

**153. Workmen's Hall – Urgent Refurbishment of the Toilets**

**Resolved:** Quotations to be obtained for information for the (a) refurbishment and (b) painting for further discussion.

**154. Workmen's Hall – Replacement Boiler**

**Resolved:** Three quotations to be obtained for a replacement boiler

**155. Workmen's Hall – Work to the Drains**

Quotations had been received from Chubb and Brumble Security to replace and fix the three security lights at the Hall

**Resolved:** Work to be awarded to Brumble Security as the provider of the cheapest quotation for £270 plus VAT.

An update was requested on the work previously requested to erect a handrail at the Hall.

**Resolved:** Quotations for the work to be chased up.

## **PLANNING COMMITTEE**

### **156. Chairs Report**

Matters for discussion included on the agenda

### **157. Planning Applications**

**Application 17/0910/ADV** – No objection  
**Application 17/091/FULL** – No objection  
**Application 17/0943/FULL** – No objection  
**Application 17/0960/FULL** - No objection

It was noted for information that an application is currently with Caerphilly County Borough Council for the erection of 2 wind turbines at a farm in Energlyn to which the Council are objecting.

Councillor Havard advised that the condition of the Royal Oak in Machen has been raised with the Council following resident concerns about the disrepair of the building. Building Regulations will be reviewing this case in the New Year.

Councillor Morgan raised a query with regard the status of 'The Pike' in Trethomas and was advised that the Council are currently in talks with a Housing Association about the usage of the land and buildings.

### **158. Permission for Development**

No matters raised

## **ENVIRONMENT & LEISURE COMMITTEE**

### **159. Chair's Report**

The Chair thanked all the volunteers who supported the Bedwas Workmen's Hall Panto last week and despite a few technical sound issues was very pleased with the event. Some refunds were given due to the sound issues and some negative comments had been received on social media and in

person however this was very much outweighed by the positive comments. A financial statement for the event itself will be provided at the next meeting.

The Christmas Lights and Christmas Trees which have been erected in the community have received very positive responses.

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

**Resolved** : Consideration will be given to the following :-

- a) Clean Up Event in Graig Y Rhacca in conjunction with Keep Wales Tidy.
- b) Film Show / Pop Up Cinema at Bedwas Workmen's Hall

#### **161. Community Cleansing**

**Resolved** : Redbrook Woods in Lower Graig y Rhacca to be put forward to Caerphilly County Borough Council for inclusion on their programme of works.

#### **162. Planned Christmas Events**

Tuesday 12<sup>th</sup> December 2017 - Chairs Carol Service to take place at the Council Offices. Machen Rotary Father Christmas will be in attendance. Refreshments will be provided and selection boxes for the children.

Friday 8<sup>th</sup> December 2017 – Ty Hafan Coffee Morning at Machen Village Hall in memory of Mrs Rosaria Hicks

Saturday 9<sup>th</sup> December 2017 – Christmas Fayre at Bedwas and Trethomas Community Hall

Saturday 9<sup>th</sup> December 2017 – BTM Brass Band / BTM Next Generation Christmas Concert at Bedwas Workmen's Hall

Sunday 10<sup>th</sup> December 2017 – Christmas Market at Bedwas Workmen's Hall

Friday 15<sup>th</sup> December 2017 – Caerphilly Community Chorus presents 'A Christmas Celebration' at Bedwas Workmen's Hall

Friday 22<sup>nd</sup> December 2017 – Machen Primary School Choir at Machen Rugby Club

Sunday 31<sup>st</sup> December 2017 – New Years Eve Show at Bedwas Workmens' Hall

Christmas Cheques for the local School and OAP Groups are available for collection by Councillors from the Clerk.

The Chair wished all Members a Merry Christmas and Happy New Year

Meeting End : 8.45pm

.....CHAIR OF COUNCIL