



Bedwas, Trethomas & Machen Community Council

Minutes of the meeting of FULL COUNCIL,
Council Offices, Newport Road, Bedwas
Thursday 5th March 2020 at 6.30pm

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

Also Present: Marcia Jones (Clerk)

510. Community Safety Matters

No Police were present at the meeting

FULL COUNCIL

511. Declarations of Interest.

NONE

512. Apologies for absence.

The apologies were noted and accepted

513. Residents Representations

NONE

514. Minutes of meeting 30th January 2020

AGREED: The minutes of the meeting were accepted as a true record for signing by the Chair.

515. Minutes of meeting 5th February 2020

AGREED: The minutes of the meeting were accepted as a true record for signing by the Chair.

516. Matters Arising

None

Cllrs Gale and Aldworth entered the meeting

517. Chairs Announcements

517.1 John Newton of Machen Rotary has contacted councillors to advise that Machen Rotary is planning to disband over the coming weeks and disburse funds. They wish to explore the possibility of BTMCC taking over the Christmas sleigh. An email with outline information was circulated, and a discussion took place. It was AGREED that further information is required so the Council can consider the full implications in terms of financial and other support required.

ACTION: Clerk to contact Mr Newton and request more detail

517.2 Cllr Morgan thanked BWH for their support with the flood fundraising event held on 1st March. It was AGREED that £100 should be granted from each ward to the flood fundraising appeal

ACTION: Clerk to arrange

517.3 The boards in the Chamber have now been brought up to date with the details of recent Chairs

518. Clerk's report

518.1 Members considered the content of the Clerk's report on the future function of Committees. This led to a lengthy discussion with no clear preference from members on the best option. It was AGREED that the Clerk and Chair would work to develop a further report to be presented at the next meeting for decision, in readiness for this to be incorporated into Standing Orders for approval at the AGM in May

ACTION: Clerk and Chair to liaise

518.2 The Clerk advised that most of the information has now been uploaded to the new website in preparation for it to go live by the end of March 2020. The web address will be www.btmcc.co.uk. Cllrs McConnell and Walsh have agreed to proofread

518.3 The Clerk presented the revised Risk Management report and outlined amendments. Cllr Phipps noted the increase under loss of key staff but proposed this was further increased. This was AGREED by members. All other matters were confirmed and AGREED.

ACTION: Clerk to adjust 'likelihood' to 3 and 'severity' to 15

518.4 The Clerk presented the revised Asset Register and outlined amendments. It was highlighted that the previous list was based on the data to calculate the insurance cover required and this included items that are not deemed as an asset e.g. bathroom fixtures and fittings. Adjustments made to reflect this
The Clerk queried a value of a clock in the Members Room. It was agreed that this was incorrect and should be removed. Following this adjustment, the Asset Register was AGREED as correct

518.5 One Voice Wales – annual membership 2020-2021. It was AGREED that this should be renewed, at a cost of £1,541 which is within budget

ACTION: Clerk to arrange

518.6 Cllr McConnell requested an update on the progress of ID cards. The Clerk confirmed that had received translation for bilingual cards and due to time constraints no further progress has been made

518.7 The clerk confirmed a VAT reclaim submission was made to HMRC for the period April 2019 to January 2020 on 19th February 2020

518.8 The Clerk confirmed that the necessary 3 yearly pension re-enrolment declaration was submitted to the Pension Regulator on 4th March 2020

519. BTMCC Youth Representative

Cllr McConnell advised that there has been little interest in the current vacancies. Only one application received to date. However, this person is 15 years old and therefore does not meet age criteria. It was AGREED to reduce the age criteria to 15 years of age and advertise the position with a closing date of 20th March 2020

ACTION: Cllr McConnell to amend information and recirculate on social media

520. Community Infrastructure Levy (CIL)

520.1 Cllr Phipps informed members that prior to this Council Meeting she, the Clerk and other council Members had met with representative of CCBC Landscape Dept. There is WHQS money earmarked to improve play facilities in the Bryn Play Park, install an outdoor gym and change one of the three tennis courts behind Bedwas Bowling green into a MUGA. The total outline cost of this is £95K. CCBC have shortfall of £20K. Cllr Phipps wished to gauge Councillor's indicative support to assist with CIL funds. This was positively received, and a report will be presented at the next council meeting for approval.

ACTION: Clerk to advise CCBC and add to next agenda

520.2 Cllr Phipps that is awaiting an update on the exact proposed location for the bench at Children's Cemetery in Bedwas

ACTION: Cllr Winslade to advise

520.3 Cllr Phipps is awaiting an update on exact locations for the planting of wild flowers on roadside verges in BTM.

ACTION: Cllr McConnell to advise

521. Employment Panel Update

521.1 Cllr Morgan advise that the Employment committee met on 3rd March. Currently in the process of reviewing the job description of the BWH Caretaker, as the current contract comes to an end on 31.03.2020. A meeting is due to take place with the Caretaker and the Chair of BWH on 10th March to progress

521.2 The Employment Committee are currently undertaking a review of the tasks of the Clerk. It is anticipated this will highlight the need for additional resources. The Committee will progress and bring a report to Full Council in due course.

522. Date of Next meeting

2nd April 2020 at 6.30pm

Finance Committee

523. Payments since last meeting

NOTED and approved

524. Bank Reconciliation

NOTED and approved

525. Ward Project Expenditure

NOTED and approved

526. Applications for Financial Assistance

526.1 2nd Bedwas Brownies. £300 AGREED. £100 from each ward

526.2 Machen Primary School PTA - 75th VE Day Event - AGREED £250. Machen Ward

526.3 Machen Cricket Club - AGREED £300. Machen Ward

526.4 Bridgend Allotment Association – AGREED £300 Bedwas Ward

526.5 Noah's Ark Children's Hospital Charity – Declined

526.6 Financial assistance to Bedwas Rugby Club. It was agreed the club could request assistance from the Flood Fundraising Fund to which the Community Council has agreed a grant

Environment & Leisure Committee

527. Biodiversity Statement

This matter was concluded at the last council meeting and no further action required

528. Dog Show

Cllr Phipps advised that a date for a dog show at the Bedwas Riverside Walk has been agreed for Saturday 25th July. It was AGREED that the necessary applications and permissions would be applied for by BTM CC with the support of Hope Rescue

ACTION: Cllr Phipps to take submit paperwork

529. 75th VE Day event

Cllr Morgan provided an update on plans to date. It was AGREED to set up a working group to take forward the arrangements. Members are Cllrs Morgan, Winslade, McConnell, Aldworth and Havard

530. Heart Screening Coffee morning

Cllr Phipps enquired if a date for this event has been set.

ACTION: Clerk to request update from Cllr Walsh

531. Great British Spring Clean

A date of April 9th was AGREED or a litter pick in the area around Bedwas High School. Cllr Phipps to coordinate

Planning Committee

532. Changes to Planning Fees

Cllr Rosser, Chair of the planning Committee, presented his report which was deferred from the last meeting. Following discussion, it was AGREED that Cllr Rosser would log an objection on behalf of the Council to the 20% increase proposed and advise that 10% is more suitable

ACTION: Cllr Rosser to take forward

533. Planning Applications

- i. Case Ref. 20/0134/FULL - No Objection
- ii. Case Ref. 20/0114/FULL - No Objection
- iii. Case Ref. 20/0146/COU - a concern had been raised by Cllr_[MJ1] Walsh. Following discussion, it was AGREED that there is to be No Objection
- iv. Case Ref. 20/0124/RET - No Objection

Land & Buildings Committee

534. Chair's Report

Please see attached

535. BTM Office

535.1 Quotes for windows in Chamber. Still only one received to date. Cllr McConnell requested if this could be undertaken by the Clerk instead and this was AGREED

ACTION: Clerk to take forward

535.2 The clerk outlined the recent issue requiring a locksmith to attend the premises. As a result, it was noted that the Fire Exit does not meet the necessary regulations. It was AGREED to obtain quotes to bring it up to standard

ACTION: Clerk to take forward

535.3 The repair of the entrance hallway is complete

535.4 It was AGREED to progress with the work required to renovate and relocate the photos. Before the installation of the photos it was AGREED that the Chamber should be painted

ACTION: Clerk to take forward

535.5 Members AGREED that draft lease was to be used for the new tenant

ACTION: Clerk to take forward

535.6 It was agreed that an Open Market Valuation at a cost of £250 should be obtained from Brinson's for the BTM Offices

ACTION: Clerk to take forward

At 8.30pm it was agreed to suspend Standing orders to permit all items on the agenda to be received

536. Bedwas Workmen's Hall

536.1 The Open Market Valuation is due to be undertake in the next few days by Brinson's for the BWH


537. Memorial Garden

Cllr Morgan circulated a report at the meeting

537.1 The clerk advised despite numerous phone calls and emails since last November to six companies only 2 quotes have been received in respect of the outside lighting. This was agreed – see minute 427.v. It was AGREED to instruct AJC Electrical Services – cost £597 plus VAT

ACTION: Clerk to take forward

Meeting Closed 8.50 pm

Signed 
Cllr C Morgan
Chair of Council