

## Bedwas, Trethomas & Machen Community Council

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7<sup>th</sup> May 2025

**To: All Councillors of Bedwas, Trethomas & Machen Community Council**

You are summoned to attend the 'ORDINARY MEETING' to be held at the Council Chamber, Bedwas on **Wednesday 14<sup>th</sup> May 2025 at 6.30pm**

If you are unable to attend this meeting, please send your apologies to [clerk@btmcc.co.uk](mailto:clerk@btmcc.co.uk) or telephone (029) 20885734 prior to the meeting.

*In line with legislation, community council meetings are open to members of the public and press to attend.  
Please contact BTM Council Offices in advance to request joining instructions.  
Members of the press and public can attend on an observation basis only and  
are not permitted to speak during the meeting.*

The business to be transacted is set out in the agenda below. If any member requires further information on any item, please contact BTM Council Offices prior to the meeting.

Yours sincerely,

*Ann Butler*

Ann Butler  
Clerk to BTM CC

# **Full Council Meeting**

## **AGENDA**

### **1. Police Matters**

CSO Lisa Gibbs or CSO Rhiannon Collins from Bedwas Police Station will give a report and answer any queries

### **2. Bedwas Workmen's Hall**

The Chair of BWH Management Committee will offer a monthly update

### **3. To Receive and Note Declarations of Interest - Code of Conduct**

Councillors are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Community Councils Standing Orders and the Code of Conduct. If a councillor has a prejudicial interest, they must, unless a dispensation been granted, withdraw from the meeting and take no part in the discussion or vote.

### **4. To note Member attendance and to receive and agree apologies for absence**

### **5. To consider, and if correct, arrange for the Chair to sign the minutes of the Ordinary Full Council Meeting held on 10<sup>th</sup> April 2025 to confirm as a true and accurate record**

### **6. Clerk's report**

### **7. Finance Matters**

7.1 To note and approve the reconciliation to bank as at 30<sup>th</sup> April 2025

7.2 To note and approve April payments

7.3 Financial requests - None this month

### **8. Annual Report**

To review and consider the Annual Report and, if agreed, give permission for it to be added to the website

### **9. Audit year ended 31<sup>st</sup> March 2025**

9.1 To receive and note internal auditor's report in respect of the audit for year ended 31<sup>st</sup> March 2025

9.2 To receive and note bank reconciliation which verifies box 9 of the annual return

9.3 To receive and approve the annual return

A Council resolution is required for approval and agree arrangements for the Presiding Chair to sign the Annual Return to certify

### **10. Events & Leisure (EL) Committee**

10.1 To receive update from meeting held 28<sup>th</sup> April

10.2 Next meeting arranged for 28<sup>th</sup> July 2025

### **11. Finance, Employment & Policies (FEP) Committee**

11.1 Next meeting 23<sup>rd</sup> June 2025

### **12. Environment & CIL (ECIL) Committee**

12.1 Next meeting 26<sup>th</sup> May 2025

### 13. Land & Buildings Management (LBM) Committee

13.1 Next meeting 19<sup>th</sup> May 2025

### 14. Planning Applications

To consider the following Caerphilly County Borough's planning applications in the Bedwas, Trethomas and Machen area received since the last full council meeting and the Community Council's response to those planning applications. Any comments or enquiries to be emailed to: [planning@caerphilly.gov.uk](mailto:planning@caerphilly.gov.uk) within 21 days of receipt of the email date. Late applications may be submitted at the meeting

**Case Ref.** 25/0206/RET

**Site Area:** 108m<sup>2</sup>

**Location:** 37 Mary Street, Trethomas CF83 8HN (UPRN 000043056914)

**Proposal:** Retain the change of use of existing outbuilding to nail and beauty therapy room

**Case Officer:** Lorna Berrow **Tel:** 01443 864429 [berrol@caerphilly.gov.uk](mailto:berrol@caerphilly.gov.uk)

**Map Ref:** 318227 (E) 188891(N)

**Decision Level:** Delegated

**Case Ref.** 25/0207/HH

**Site Area:** 539m<sup>2</sup>

**Location:** 69 & 71 Bryn y Fran Avenue, Trethomas CF83 8GS  
(UPRN 000043050428)

**Proposal:** Erect first storey rear extension across both properties

**Case Officer:** Josie Millson **Tel:** 01443 864708 [milsoj@caerphilly.gov.uk](mailto:milsoj@caerphilly.gov.uk)

**Map Ref:** 317745 (E) 188970(N)

**Decision Level:** Delegated

**Case Ref.** 25/0244/RET

**Site Area:** 354m<sup>2</sup>

**Location:** 25 Chatham, Machen CF83 8SB  
(UPRN 000043064966)

**Proposal:** Retain garage

**Case Officer:** Josie Milson **Tel:** 01443 864708 [milsoj@caerphilly.gov.uk](mailto:milsoj@caerphilly.gov.uk)

**Map Ref:** 321531 (E) 189127(N)

**Decision Level:** Delegated

### 15. Date of next meeting

Next meeting is scheduled Thursday 5<sup>th</sup> June 2025 at 6.30pm at the Council Chamber, Bedwas