

## Bedwas, Trethomas & Machen Community Council

Council Offices  
Newport Road  
Bedwas  
Caerphilly  
CF83 8YB  
Tel: (029) 2088 5734  
E-mail: [clerk@btmcc.co.uk](mailto:clerk@btmcc.co.uk)



29<sup>th</sup> January 2026

### **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 **Thursday 5<sup>th</sup> February 2026 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 Ellie Morgan from Bedwas Police Station will give a report and answer any queries

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

A copy of the minutes from the committee meetings will be sent out as soon as possible after each meeting. The Chair of committee will update quarterly. Please email for any specific queries between these updates

## **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 Thursday 15<sup>th</sup> January 2026 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 31<sup>st</sup> January 2026

7.2 To note and approve January payments

7.3 Financial requests – none this month

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

8.1 Next meeting arranged for 9<sup>th</sup> February 2026

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

9.1 Next meeting arranged for 23<sup>rd</sup> March 2026

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

10.1 Next meeting arranged for 23<sup>rd</sup> February 2026

## **11. Land & Buildings Management (LBM) Committee**

11.1 Next meeting arranged for 16<sup>th</sup> February 2026

## 12. 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.** 26/0029/HH

**Site Area:** 311m<sup>2</sup>

**Location:** 24 Commercial Road, Machen CF83 8NA (UPRN 000043062285)

**Proposal:** Convert and erect extension within residential curtilage to provide an ancillary annexe

**Case Officer:** Joe Simmons **Tel:** 01443 8644289 [simmoj1@caerphilly.gov.uk](mailto:simmoj1@caerphilly.gov.uk)

**Map Ref:** 320997 (E) 189184 (N)

**Decision Level:** Delegated

## 13. Date of next meeting

Next meeting is scheduled Thursday 5<sup>th</sup> March 2026 at 6.30pm at the Council Chamber, Bedwas