

Bargoed Town Council
Annual Meeting Wednesday 1st July 2020

Minutes

This meeting was held on a remote basis in accordance with the provisions of the Local Authorities (Coronavirus)(Meetings)(Wales) Regulations 2020.

COUNCILLORS PRESENT Councillors J Bissex, H Llewellyn, R Carroll, D Price,
V Stephens, A Higgs, J Halvey, L Harding, D Morgan, S Horton

IN ATTENDANCE: - Mrs Helen Williams, Town Clerk

CHAIRMAN: - Cllr Llewellyn chaired the first item on the agenda.

1. To elect a Mayor for the Council Year 2020/21.

In accordance with the Local Authorities (Coronavirus)(Meetings)(Wales) Regulations 2020, Council RESOLVED not to elect a new Mayor with the serving Mayor continuing in office until May 2021.

2. **To receive the Mayor's Declaration of Acceptance of Office**

Mayor Carroll signed the Mayor's Declaration of Acceptance of Office in the presence of the Proper Officer. Mayor Carroll took the chair of the meeting from this point onwards.

3. To elect a Deputy Mayor for the Council Year 2020/21

Council RESOLVED for Councillor Llewellyn to continue in office until May 2021.

4. To elect a Leader of the Council 2020/21.

Council RESOLVED for Councillor Stephens to continue as Leader until May 2021.

5. To receive a report from the Leader of the Council for the year 2019-20.

The Leader, Councillor Viv Stephens, gave a report of the activities of Town Council throughout 2019-20. Council instructed the clerk to make the report available via the Town Council website.

6. Apologies for Absence

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk.

Cllr Higgs; Cllr O'Halloran; Cllr Hamer-Thomas gave apologies

The clerk gave a report to Council regarding personal difficulties being experienced by Cllr O'Halloran and Cllr Hamer-Thomas and requested council consider approving both Members continued absence. Council RESOLVED to suspend the six months rule as per the Local Government Act 1972 S85(1) on the grounds of personal difficulties.

7. To receive annual declarations of interest.

All relevant declarations were updated.

8. To appoint Committees and approve terms of reference:

1. Policy and Resources committee (8 members)

RESOLVED to appoint the following Members to the committee:

Cllrs Llewellyn (chair); Price (vice-chair); Bissex; Carroll; Horton; Halvey; Collis; Morgan.

RESOLVED to approve the committee terms of reference.

2. Staffing sub-committee (5 members)

RESOLVED to maintain the existing membership of the committee with Cllr Carroll (chair);

Stephens; Llewellyn; Collis; Halvey. RESOLVED to approve the committee terms of reference.

3. Events & Environment committee (8 individuals)

RESOLVED to adopt the committee terms of reference and to appoint the following Members: Cllr Stephens (chair); Price (vice-chair); Horton; O'Halloran; Bissex; Hamer-Thomas; Carroll; Llewellyn.

9. To appoint Members of the Information Management Working Group (5 Members)
RESOLVED to delegate this project to the Policy and Resources Committee.
10. Council RESOLVED To appoint the following Members as Town Council representatives on outside bodies:
 1. Town & Community Council Liaison committee – Councillors Llewellyn and Carroll, with the clerk also attending whenever possible.
 2. CCBC Joint Liaison committee – Councillors Llewellyn and Carroll (as alternative), with the clerk also attending whenever possible.
 3. One Voice Wales area committee – Councillors Morgan and Harding
 4. Gwent Integrated Wellbeing Network – Councillors Morgan and Bissex
 5. Crime prevention panel – Councillors Stephens and Llewellyn
 6. Town Centre Management - Members will consider their representation upon receipt of up to date information from Caerphilly County Borough Council
 7. Aneurin Bevan community health council – Councillors Horton and Stephens
 8. Bryntirion management committee – Councillor Stephens
 9. St Gwladys primary school – Councillor Stephens
 10. Gilfach and Park combined primary schools – Councillors Llewellyn; Carroll and Price
 11. Ysgol Gymraeg Gilfach Fargoed – Mrs Carolyn Corbin will continue to represent town council for 2020-21
 12. Ysgol Gymraeg Bro Sannan – Councillor Higgs
 13. Aberbargoed Primary School – Councillor Collis
11. To confirm banking arrangements, Bank Mandate signatories and regular payments schedule. Council RESOLVED the following: to confirm continuation of existing banking provision with Lloyds Bank Ltd; to continue with the existing signatories and to confirm the regular payments schedule. The schedule was signed by the Mayor at the meeting.
12. To confirm the Clerk as the Council's Responsible Financial Officer as required by Section 151 of the Local Government Act 1972.
RESOLVED to confirm the Clerk as RFO.
13. To appoint the Internal Auditor for the financial year 2020-21 and approve the terms of reference.
RESOLVED to appoint Mr D Phillips as the internal auditor for 2020-21. Clerk to send the approved terms of reference to the auditor.
14. To consider the Mayors Allowance for 2020-21 and requests made by Members who have refused the Members Allowance for 2020-21.
Council RESOLVED in light of the impact of the coronavirus on council activities the Mayors allowance will be forgone for 2020-21. Requests made by Members who rejected the personal allowance for 2020-21 will be considered by the Policy and Resources Committee.
15. To consider the cycle of meetings for 2020-21 (as circulated to Members by email)
RESOLVED to approve the cycle of full council meetings.
16. Council reviewed and RESOLVED to approve the following documents:
 - (i) Standing Orders – next review due May 2021
 - (ii) Financial Regulations – next review due May 2021
 - (iii) Code of Conduct – next review due May 2021
 - (iv) Risk Management Plan – next review due May 2021
 - (v) Asset Register – to be reviewed by the Policy and Resources Committee January 2021
 The next Annual Meeting to be held in May 2021 (date yet to be determined)
Ordinary Meeting
17. Declaration of interests or dispensations on any item(s) on this Agenda, if appropriate.
Councillors and Officers 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, and the Code of Conduct for both Councillors and Clerk.
18. To approve and sign Minutes of Full Council 17th June 2020.
Members RESOLVED to approve the Minutes of full council 17th June 2020. The Mayor signed the minutes at the meeting.

19. Items from the clerk:

(i) To receive and approve the bank reconciliation and payments list

RESOLVED to approve the bank reconciliation and payment list; both documents signed by the Mayor at the meeting.

(ii) To consider annual grants for 2020-21

Councillor Price declared an interest in this item and did not participate in the discussion.

Council RESOLVED to make a £200 donation to the A&A club in Gilfach, the Cartref Ladies OAP group in Bargoed, and the Aberbargoed OAP club in lieu of the old age party that was cancelled because of the coronavirus. Clerk instructed to write to the three groups, and to confirm other OAP groups still running.

(iii) To receive a verbal report from the clerk

The Clerk reminded Members of the time sensitive traffic orders that were emailed to them for consideration. Members RESOLVED to instruct the clerk that no objections were to be raised. The Clerk advised Members of updated information received from the CCBC sports development team confirming no Summer sports programme would be developed. The team will be happy to work with council to discuss potential opportunities for the October half-term break if council would be interested in doing so. RESOLVED clerk to facilitate a working group meeting with CCBC for early September. The clerk also advised Members of no update from the CCBC Events team as yet.

Email communication was received from a Bargoed resident seeking support from a councillor with concerns about a local issue. The clerk advised she asked the Leader to contact the resident. The Leader reported to council on the concerns raised and a request from the resident for town council to facilitate a meeting between himself and the police inspector to discuss his ongoing concerns. Councillor Bissex declared an interest and took no part in discussions. Members discussed the issue and instructed the clerk to contact the police inspector in order establish how best to facilitate a meeting in current circumstances.

The clerk reported a site meeting has been arranged by the festive lighting working group with the CCBC engineer for 11am Tuesday 14th July.

The clerk advised Members of regular difficulties in accessing the storage container due to its location within the secure fencing of the police station. Members RESOLVED to instruct the clerk to liaise with Gwent Police facilities team to investigate the possibilities of moving the container.

The clerk advised of annual leave week commencing 6th July 2020 and week commencing 3rd August 2020.

20 **Case Ref.** 20/0450/OUT **Site Area:** 164m²
Location: Land Within Curtilage Of 45 Sannan Street Aberbargoed Bargoed CF81 9BH
 (UPRN 000043003401)
Proposal: Erect a detached 2-bed dormer bungalow
Case Officer: Mr J Cooke ☎ 01443 864347 ✉ cookej1@caerphilly.gov.uk
Ward: Aberbargoed **Map Ref:** 315554 (E) 200493 (N)

Community Council: Bargoed Town Council

Expected Decision Level: Delegated

RESOLVED – neighbours views

Date of next ordinary full council meeting 29th July 2020