



## Bargoed Town Council

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### Minutes of the Special Council Meeting 24<sup>th</sup> May 2022.

Present: Councillors H Llewellyn; J Bissex; R Price; R Carroll; T Williams; S Hamer-Thomas; D Ingram-Jones; P Edwards; J Davies; P Collins; C Andrews; A Collis; D Price (remotely via MS Teams).

Also in Attendance: Mrs H Williams, Town Clerk; Mr G Davies, Assistant Town Clerk.

Chair: Councillor H Llewellyn (Mayor)

#### 1. Mayor's welcome

General housekeeping information was shared with all present providing Members with instruction in the event of fire alarms, toilet location, meeting protocols such as going through the chair, raising hands to speak, mobile telephones to be kept on silent and off the table. The Mayor asked everyone to introduce themselves.

#### 2. To receive Apologies for Absence

No apologies – all 13 members were present.

#### 3. To receive Declaration of Interests or dispensations on any item(s) on this Agenda, if appropriate.

Cllr IngramJones declared an interest in item 22.

#### 4. To receive, approve and sign Minutes of the monthly meeting of Council 27<sup>th</sup> April 2022.

The mayor drew members attention to a typo on item 4 and sought members approval to deal with reviewing the minutes of the previous meeting dated 18<sup>th</sup> May 2022.

Councillor Andrews joined the meeting at this point.

Members RESOLVED to approve the minutes as an accurate record of the last meeting of 18<sup>th</sup> May 2022 (Councillor Carroll proposed, Councillor Williams seconded).

#### 5. Press and Public Participation Session.

No requests received

#### 6. To receive a verbal briefing from the clerk.

The Clerk confirmed receipt of 13 signed Member declarations of acceptance of office and also the Mayors declaration and moved on to provide members with reminders about their responsibilities for meeting attendance, tendering apologies, six months non-attendance and automatically disqualified, annual allowance of £150, the register of members interests.

The clerk confirmed the team is working on Training which will be rearranged as soon as possible and a request for members to monitor their emails Tuesday, Wednesday and Thursday.

Activities already underway:

Bryntirion surgery first visit for 3 members in June.

Geocache demonstration –Bargoed Urban park 26<sup>th</sup> May 1pm.

Heolddu school production of Matilda in the miners institute Blackwood Tuesday 21<sup>st</sup> June. Members to give Gareth their names if they would like to attend.

Flowers – JS Lee have confirmed the flowers will start going out shortly. Members must remember the planting has all been done with pollinator friendly plants this year except for the two-tier wellbeing planters which are the attractive Surfinas etc. To complement the growing flowers, the community have been encouraged to get involved with knitting/crochet flowers, butterflies etc for netting which will be fixed to the

posts outside old Spar, railings on Lowri Plaza etc. This will continue for the foreseeable future until Members advise otherwise. More social media coverage will come over coming weeks.

Wales in Bloom competition entry for 2023 needs to be in by end March 2023. We have arranged for their team to come to take a walk around with Members to look at what is currently being done and give advice on opportunities for improvements. This will take place Weds 1<sup>st</sup> June 11am meet at town hall. Biodiversity working group to report back to Members via the committee.

Memorial Clock & Replacement of Clock in Aberbargoed –new date is 31<sup>st</sup> May. Unfortunately, the manufacturer is unable to give us a time for the site meeting. Gareth will advise asap.

Tomorrow – 11am – Jubilee event working group to finalise preparations.

Clerk on leave next week.

## **7. Mayor's address to Town Council.**

The Mayor advised members that this is the point in the meeting that he would usually report to council on his activity in the community, however due to the elections there has been no presence at other groups. There is one appointment in the diary for Aberbargoed in the coming week, so it is looking promising for engagement.

## **8. To appoint committees and working groups as follows:**

### **8.1 Policy & Resources Committee (8 Members)**

Councillors Carroll (chair), Edwards, Davies, Williams, D Price, IngramJones, Llewellyn, Andrews.

### **8.2 Human Resources & Staffing sub-committee (5 Members, Mayor to chair)**

Councillors Llewellyn (chair), Carroll, Andrews, Davies, Williams

### **8.3 Events & Environment Committee (8 Members, committee chair also to be appointed)**

Councillors Bissex, D Price (chair), Williams, Collins, Carroll, Davies, R Price, IngramJones, Collis – 9 Members.

### **8.4 Biodiversity working group (4 Members, reporting to the events & environment committee)**

Councillors Carroll, Collins, Davies, Williams, IngramJones

### **8.5 Community Engagement Committee (5 Members, committee chair also to be appointed)**

Councillors Davies, HamerThomas, Edwards, Andrews, R Price

### **8.6 Dementia Friendly Bargoed working group (4 Members, reporting to full council)**

Andrews, Collis, Bissex, Llewellyn

### **8.7 Planning sub-committee (4 members, reporting to full council)**

Councillors Williams, Edwards, R Price, Carroll

### **8.8 Jubilee Event working group.**

Councillors HamerThomas, R Price, D Price, Williams, Collins, Carroll, Bissex, Davies, Llewellyn

## **9. To review and re-approve committee terms of reference.**

RESOLVED to reapprove committee terms of reference.

## **10. To re-adopt Town Council Standing Orders.**

RESOLVED to re-adopt standing orders.

## **11. To re-adopt Town Council Financial Regulations**

RESOLVED to re-adopt financial regulations.

## **12. To Appoint an Internal Auditor for 2022/23.**

RESOLVED to appoint Mr M Fisher as the internal auditor for the financial year 2022-23. Clerk instructed to send Mr Fisher a letter of appointment in due course.

## **13. To delegate quarterly scrutiny of accounting records.**

RESOLVED to appoint Cllr Collins.

## **14. To confirm Town Council banking arrangements and account signatories.**

RESOLVED to re-approve banking arrangements as follows:

### **Banking Arrangements 2022-2023**

Business Banking Current Account with Lloyds Bank Ltd.

Business Current Account (Online) with Unity Trust Bank Ltd.

The current signatories: Cllr Bissex, Cllr Carroll, Cllr Llewellyn, Jacky Davies.

Unity trust requirement – two stage authorisation – Cllr Llewellyn and the RFO

Wherever possible, all invoices made via BACS.

**15. To consider and approve the payment of direct debits and other regular payments.**

RESOLVED to approve the payments list as follows:

Regular Payments: [made by Direct Debit]

British Telecom (BT) – Quarterly Payment in respect of Telephone & Broadband Services

Vodafone – 2 monthly telephone contracts

Unity Trust & Lloyds Banks - fees

Regular Payments:

Staff Salaries to payroll provider, HMRC, TCBC Pension Contributions, Staff Expenses;

Information Commissioners Office – ICO Registration Annual Payment, Gwent Police and Crime

Commissioners Office – in respect of town hall rent, rates, service charges, cleaning & electricity/gas,

James Hallam Insurance, SSE – in respect of unmetered supply of electricity for festive lighting, M fisher –

internal audit, Fooks – payroll provision, Circuit compliance – pat testing at town hall

Other Invoices from regular suppliers:

JS Lee ; CCBC; SLCC; One Voice Wales; Elsbury Access Platforms; LITE; John Bailey Barrels; Amberol.

**16. To review Bargoed Town Council expenditure limit under the Local Government Act 1972 s137.**

RESOLVED to note Welsh Government guidance in respect of the Local Government Act 1972 Section 137 (4)(a) expenditure limit of £8.82 per elector. The clerk reported the electorate number as at 1<sup>st</sup> December 2021 of 8589 which equates to a total expenditure limit of £75,754.98 using this power.

**17. To consider and approve Member allowances in accordance with the Independent Remuneration Panel Annual Report**

RESOLVED to approve three senior role payments to committee chairs at a rate of £400, £1,500 allowance for the Mayor to include presentation bouquet expenditure.

RESOLVED to approve an attendance allowance payment of £20 per member per full council meeting.

Financial loss and travel expenditure also to be reimbursed as appropriate.

**18. To consider the Town Council Insurance arrangements and provide instruction regarding renewal.**

The Clerk explained the current arrangements for town council insurance advising new members they can view the policy schedules at the town council office whenever they wish. Members

RESOLVED to instruct the clerk to undertake quotation exercise six months prior to renewal.

**19. To re-adopt the Town Council Risk Assessment**

Members reviewed the risk assessment noting the amendments to the coronavirus risk assessment at the town hall. Members discussed the document at length and RESOLVED to re-adopt the risk assessment.

**20. To appoint representatives to:**

20.1 Bargoed Integrated Wellbeing Network

Councillors Andrews and Llewellyn.

20.2 CCBC and Town Councils Liaison Committee

Councillors Llewellyn and Carroll.

20.4 Ysgol Bro Sannan, Aberbargoed

Councillor Edwards

20.5 St Gwladys Bargoed Primary School

Councillor IngramJones

20.6 One Voice Wales Area Committee

Councillors Williams and Llewellyn

20.7 One Voice Wales Larger Councils Committee

Councillor Llewellyn with Councillor Williams as reserve.

**21. To discuss provisions of the Local Government & Elections (Wales) Act 2021 in respect of young people and consider youth representation at Town Council meetings.**

Members received information from the Assistant Clerk about recent communications with Heolddu School about sixth form students and some of the projects currently being developed at the school. Members

RESOLVED to move forward with developing youth representation at town council. The Assistant Clerk

was instructed to work with the Engagement Committee to arrange for Members to visit the sixth form at

Heolddu and to write to both Ysgol Gymraeg Cwm Rhymini and Lews School Pengam sixth form leads to advise of expressions of interest being sought for youth representatives.

The Assistant Clerk advised Members of five students from Heolddu agreeing to volunteer at the Gilfach and Aberbargoed Jubilee Afternoon Tea events. Als Members considered the recent expression of interest from a young person in respect of the vacancies in Aberbargoed ward. RESOLVED to instruct the chair of the Engagement Committee (once appointed) to contact the young person about becoming involved in committee activities on a volunteer basis.

Councillor IngramJones left the meeting at this point.

The Mayor advised members of standing orders about meeting length of two hours maximum explaining that as there was ten minutes and one agenda item remaining, the mayor requested standing orders be suspended to allow completion of the business to be transacted. RESOLVED to temporarily suspend standing orders.

## **22. To consider planning applications as follows:**

### **Week ending 26<sup>th</sup> April 2022**

Case Ref. 22/0335/COU Site Area: 404m<sup>2</sup>

Location: Emporium Building 41 High Street Bargoed (UPRN 000043032490)

Proposal: Change the use and renovate existing commercial building and apartment into smaller A1/A2/A3 commercial property and separation of existing commercial building into 6 new apartments, retention of an existing apartment to provide 7 apartments

Case Officer: Elizabeth Rowley ☐ 07850 916862 ☐ rowlee@caerphilly.gov.uk

Ward: Bargoed Map Ref:315076 (E) 199900 (N)

Community Council: Bargoed Town Council Expected Decision Level: Delegated

RESOLVED no objections.

Case Ref. 22/0342/FULL Site Area: 148m<sup>2</sup>

Location: 47 South Street Bargoed CF81 8SU (UPRN 000043023471)

Proposal: Erect first floor rear extension and enlarge existing rear garage

Case Officer: Joshua Burrows ☐ 07874 641749 ☐ burroj1@caerphilly.gov.uk

Ward: Bargoed Map Ref: 314887 (E) 199781 (N)

Community Council: Bargoed Town Council Expected Decision Level: Delegated

Councillor Williams advised of significant fly tipping in the rear lane near this property and having reported this to CCBC for attention.

RESOLVED no objections.

### **Week ending 3<sup>rd</sup> May 2022**

Case Ref. 22/0210/FULL Site Area: 92m<sup>2</sup>

Location: Land At Grid Ref 314943 199214 Park Drive Bargoed (UPRN 000043178804)

Proposal: Extend existing garages and erect an additional garage

Case Officer: Joshua Burrows ☐ 07874 641749 ☐ burroj1@caerphilly.gov.uk

Ward: Bargoed Map Ref: 314943 (E) 199214 (N)

Community Council: Bargoed Town Council Expected Decision Level: Delegated

RESOLVED no objections.

Councillor IngramJones returned to the meeting at this point.

The mayor thanked everyone for their input and for a positive meeting. This concluded business and the meeting was closed at 8.10pm.