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**CYNGOR CYMUNED  
PENYRHEOL TRECENYDD ENERGLYN  
COMMUNITY COUNCIL**

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**MINUTES OF THE COUNCIL MEETING HELD AT PENYRHEOL COMMUNITY CENTRE  
ON THURSDAY, 19<sup>th</sup> OCTOBER 2017**

**Present :**

**Chair**

Cllr W H Allen

**Community Councillors**

S Dickens, G Ead, S ap Hywel, T ap Hywel, A Pennington,  
J Scriven, S J Skivens, S L Skivens

Clerk to the Council - Mrs Helen Treherne

87. **WELCOME AND APOLOGIES**

The Chairman welcomed Councillors to the meeting. Apologies were received from Cllrs P Owen-Griffiths and L Whittle. The Chairman introduced and welcomed the Community Council's new Youth Ambassador, George Rees to the meeting. Georgie had been appointed at the sub-committee preceding this meeting.

RESOLVED - Noted

88. **MINUTES OF MEETING**

The minutes of the Council Meeting held on 21<sup>st</sup> September, having been previously circulated, were considered. The minutes were accepted and signed as a true record by the Chairman.

89. **MATTERS ARISING**

(a) The Clerk gave an update on the list of items from the previous meeting that she had been asked to raise with Caerphilly County Borough Council.

(b) A reply had been received from CCCB re : problems with litter in First Avenue, Trecenydd and a work instruction had been issued for a bin to be erected. (Minutes 16.02.17, item 150 (c)).

RESOLVED – Noted

(c) A reply had been received from CCBC re : potholes in road adjacent to Trecenydd Snooker Club to inform that as this was a private road.

RESOLVED – Noted

90. **CODE OF CONDUCT FOR MEMBERS**

**Declarations of Interest – Public Register**

The Clerk reminded Members that it is their responsibility and duty to declare any interest they may have in matters that come before meetings of the Community Council.

RESOLVED – Noted (to comply with requirements of the Local Government Act 2000)

91. **POLICE AND RELATED MATTERS**

As per agreement, there was no Police presence at this meeting.

RESOLVED – Noted

92. **PRESENTATION BY HCTP GROUP 99**

Mr Mike Halford of HCTP Group 99 attended the meeting to give a presentation on their trip to Lourdes. He thanked Councillors very much for the kind donation and said that children from the community had benefited greatly from the donation.

RESOLVED – Noted

93. **APPOINTMENT OF NEW YOUTH AMBASSADOR**

The Chairman welcomed Miss Georgie Rees, who said that she was very much looking forward to her role as Youth Ambassador.

RESOLVED – Noted

94. **MEMBERS ITEMS**

(a) **Various**

The Clerk gave an update of matters that have been resolved and matters that are still under discussion with CCBC.

RESOLVED – Noted

(b) **Various**

The Clerk requested Members to advise her of any matters they have previously requested to be raised with CCBC that are still unresolved or outstanding.

The Clerk advised Members that if they report any matters to the Customer Care Line of CCBC that they obtain the log number as this is very important in following up matters.

RESOLVED – Noted

(c) **Various**

Cllr A Pennington said that he had served many years as Governor to St Cenydd Community School and said that he would now be stepping down. Cllr G Ead was nominated to take over as Governor on behalf of the Community Council and this was unanimously agreed.

RESOLVED – Clerk to inform CCBC of the above

- (d) Cllr Mrs S Skivens said that the issue of off-road motorbikes (with no number plates and riders not wearing helmets) travelling up Heol Las, Energlyn, was becoming a problem again and that she had been informed that there had been several near-misses with cars/pedestrians. She had rung 101 but asked if the Clerk could also report to the Police.

RESOLVED – Clerk to report to Police

- (e) Cllr Mrs S Skivens reported that she had been asked if a bus shelter could be provided for the bus stop in Penybryn, Penyrheol, which was also a school bus stop.

RESOLVED – Clerk to contact CCBC

- (f) Cllr Ms S Dickens reported that cars were parking on the green in Bryn Heulog, Penyrheol, which was being turned up by vehicles and the green was being used as access by vehicles.

RESOLVED – Clerk to report to CCBC

- (g) Cllr Mrs S ap Hywel reported that the banking going up to Hendredenny had not been done and also there were overgrown trees in Groeswen Drive.

RESOLVED – Clerk to report to CCBC

- (h) Cllr T ap Hywel asked if Councillors had heard anything about the Common. It was resolved that the Clerk would write to the Chief Executive of CCBC to seek clarification about what was happening

RESOLVED – Clerk to write to Chief Executive

- (i) Cllr S Skivens reported that he had written to Stagecoach regarding lack of buses running to the Royal Gwent Hospital and that he would be doing a video diary to highlight the problems local residents have trying to get to the hospital via public transport.

RESOLVED – Noted

PTE10/2017  
– bus shelter  
Penybryn

PTE10/2017  
– cars  
parking on  
green in Bryn  
Heulog

PTE10/2017  
– overgrown  
trees  
Groeswen  
Drive

- (j) Cllr W H Allen said that the cost of the CCTV equipment and fitting to go outside the Top Shops in Penyrheol would be £998.33. Cllr S Skivens advised caution with regards to RIPA regulations. It was resolved that the Clerk would contact CCBC and find out what had to be done before CCTV would be installed and Councillors agreed that the equipment could then be purchased and fitted.

RESOLVED - Noted

- (k) Cllr Ms S Dickens asked if the Clerk could contact CCBC re : overgrown trees/hedges etc on the old Cwm Ifor Primary School site.

RESOLVED – Clerk to contact CCBC

PTE10/2017  
– overgrown  
trees old  
Cwm Ifor  
site

95. **REPORTS ON MISCELLANEOUS MEETINGS**

a) **Various**

Cllr W H Allen reported that he had attended :

CAT meeting at St Andrew’s Church;  
Senghenydd Memorial Service;  
Defibrillator training;  
Memorial Service at Penyrheol Cemetery.

- b) Cllr Ms S Dickens reported that she had attended :

Defibrillator training;  
Planning training.

- c) Cllr G Ead reported that he had attended :

Planning training.

- d) Cllr Mrs S ap Hywel reported that she had attended :

Interview for the Youth Ambassador position

- e) Cllr T ap Hywel reported that he had attended :

Interview for the Youth Ambassador position

- f) Cllr S J Skivens reported that he had attended :

Interviews for the newsletter;  
Interview for Youth Ambassador position

- g) Cllr Mrs S L Skivens reported that she had attended :

Meeting re : Pwllypant roundabout

96. **WHQS ENVIRONMENTAL PROGRAMME**

The Clerk reported that there was no news at present on the WHQS programme for Penyrheol, but a walkabout with Councillors would be taking place in the near future for Trecenydd.

RESOLVED - Noted

97. **PLANNING APPLICATIONS**

The following planning applications were considered :

- (a) 17/0750/COU – Unit 4A and 5 (Unit 1-5), Trecenydd Business Park, Trecenydd, Caerphilly CF83 2RZ
- (b) 17/0794/FM – Land at Cae Nant Gledyr, Caerphilly CF83 2BB

The above planning applications/appeals were considered by the Council.

RESOLVED – in the general interest of the community that :

having been previously circulated to Members and having received no comments or objections in respect of application (b), the Clerk's action in informing the Planning Authority that the Council does not wish to make any comments or raise any objections to the application be noted.

With regards to (a) Councillors asked the Clerk to report to CCBC that they had concerns about change of use within the industrial park and did not want this to set a precedent.

98. **ANNUAL RETURN FOR 2016/17**

The annual return for 2016/17 had been returned from the external auditors, with one minor issue. The Council had included some of the staff costs in box 6, other payments. Therefore, other payments are overstated and salary costs are understated. The Clerk explained that this was due to the fact that the playworkers' salaries had always been recorded separately, hence why it was in other payments. She said that in future years the playworkers' salaries would be recorded in box 6, staff costs, as advised by the external auditor. Also, the internal auditor had ticked n/a under 'asset and investment registers were complete and accurate and properly maintained' as he mistook it to mean that there were no risks. These checks had in fact been carried out by the internal auditor.

RESOLVED – That in the future Clerk should record all salaries in staff costs box, internal auditor should tick correct box and to accept the audited annual return for 2016/17 as a true record

99. **QUARTERLY FINANCIAL STATEMENT AND REVIEW OF BUDGETS**

The quarterly financial statement for July to September 2017 was discussed and accepted as a true record. A review of the budgets was also carried out and it was decided that another budget head would be made, to include skate park funding.

RESOLVED – Clerk to insert budget head for skate park

100. **SUMMER PLAYSCHEMES**

The Clerk presented a full report prepared by herself and also reports prepared by both play leaders, including a breakdown of costs. An inspection had been carried out by CSSIW of the Treceenydd playscheme and the Clerk explained any comments/recommendations, which would be implemented the following year. The Chairman congratulated the Clerk on another successful playscheme and thanked her for her hard work.

RESOLVED – Noted

101. **PURCHASE OF DEFIBRILLATORS**

The Clerk, Cllrs W H Allen, S Dickens and L Whittle had attended the defibrillator training. All three defibrillators, with cabinets had now been received. The Clerk would be meeting with CCBC officer to arrange fitting of cabinets at both community centres,

RESOLVED – Clerk to arrange fitting of cabinets

74 **REPORTS ON MISCELLANEOUS MEETINGS**

102. **NEWSLETTER**

The Clerk reported that she was currently working on the newsletter and the articles would soon be submitted to the printer.

RESOLVED – Noted

103. **SKATE PARK**

The Clerk had been informed that the proposal for the skate park would be going to the next WHQS panel in November.

RESOLVED – Noted

104. **CHRISTMAS EVENTS**

The Clerk informed Councillors that the dates for the Christmas events were as follows : Community Christmas Concert – Friday, 8<sup>th</sup> December, starting at 7.30 pm; Santa event at Penyrheol Community Centre – Saturday, 16<sup>th</sup> December, starting at 6.00 pm; Santa event at Treceenydd Community Centre – Sunday, 17<sup>th</sup> December 2017, starting at 6.00 pm. A sub-committee meeting would be held shortly to discuss details.

RESOLVED – Clerk to arrange sub-committee meeting

105. **MODEL LOCAL RESOLUTION PROTOCOL**

Councillors considered the model Local Resolution Protocol and it was resolved that the Council would adopt the model policy.

RESOLVED – To adopt the model policy

106. **CORRESPONDENCE**

(a) **Press Items**

The Clerk outlined press cuttings of interest that affected the Council's area.

RESOLVED – Noted

(b) **Caerphilly County Borough Council**

Email received from CCBC re : the consultation exercise by Highways Operations to consider the implementation of Land Drainage Byelaws.

RESOLVED – Noted

(c) **General correspondence**

Email received from One Voice Wales re : the written statement on the Review Panel and the formal call to evidence.

RESOLVED – Noted

Email received from Welsh Government re : the Independent Remuneration Panel draft annual report 2018/19.

RESOLVED – Noted

Email received from One Voice Wales re : the new budget for Wales and Welsh Tax Policy Report.

RESOLVED – Noted

Email received from Welsh Government re : the Independent Review Panel's consideration on the future role of Community and Town Councils. A reply had already been forwarded from the Community Council on this issue.

RESOLVED – Noted

107. **ACKNOWLEDGEMENT OF DONATIONS**

No acknowledgements had been received.

108. **DONATIONS**

(a) **Pleasant Place OAP's**

RESOLVED – in the interest of benefit to the community that a donation of £200 be approved

(b) HCPT Group 99

RESOLVED – in the interest of benefit to the community that a donation of £500 be approved

109. **APPROVAL OF PAYMENTS FOR OCTOBER**

The following payments were approved by the Council :

- (a) Clerk's salary – October 2017
- (b) Clerk's expenses – October 2017;
- (c) Inland Revenue – October 2017;
- (d) Members' expenses – October 2017;

Bank reconciliation : Current account - £3516.59; Deposit account - £1967/48;  
14-day account - £63285.38.

110. **ITEMS TO BE DISCUSSED AT NEXT MEETING**

Pwllypant Roundabout;  
Issues regarding the Common.

RESOLVED – Noted

111. **NEXT MEETING**

RESOLVED that the next meeting be held on Thursday, 16<sup>th</sup> November 2017

**PLEASE NOTE**

Should there be any queries relating to these minutes would Members kindly contact the Clerk.