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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, 17<sup>th</sup> APRIL 2014**

**Present :**

**Chair**

Cllr S Skivens (Chairman)

**Community Councillors**

Cllr W H Allen, Cllr Ms M Britton, Cllr H R Davies, Cllr R Phillips, Cllr Mrs M E Sargent,  
Cllr Ms Sian Williams, Cllr P Slarke

Clerk to the Council - Mrs Helen Treherne

156. **APOLOGIES**

Apologies were received from Cllr Mrs S ap Hywel and Cllr Mrs A Nash.

157. **MINUTES OF MEETING**

The minutes of the Council Meeting held on 13<sup>th</sup> March 2014 having been previously circulated were considered and duly accepted and signed as a true record by the Chairman.

158. **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. She was still awaiting a reply on all items.

The Chairman reported that they had not been successful in being granted a Gwent High Sherriff grant, but that the Clerk would be trying to source other funding. (Ref : Council meeting 13.03.14, item number : 140 (d)).

RESOLVED : Clerk to source other funding

- (b) The Clerk updated Councillors on the issue of the overgrown trees at Y Felin Ffrwd. She was awaiting a quote from CCBC for the cutting back of the trees and would report back to the next meeting. In the meantime, the Chairman would also go back to CCBC to see what could be done. (Ref : Council meeting 13.03.14, item number 145 (c)).

RESOLVED : Chairman to speak to officers at CCBC and report back to next meeting

- (c) The Chairman updated Councillors on the issue regarding traffic problems and said that the letter and report would be sent to CCBC within the next few days.
- (d) The Chairman asked for an update on the issue with street lighting at the top of Court Road, Energlyn. Cllr P Slarke said he would make a site visit and report back to the next meeting. The Clerk had also asked PC Steve Dyer if he could also make a site visit. (Ref : Council meeting 13.03.14, item number 148).

RESOLVED : Cllr P Slarke to make site visit and report back to next meeting

159. **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)

160. **POLICE AND RELATED MATTERS**

There was no police presence at the meeting. Cllr H R Davies said that he had attended a Police surgery in Lidl and that he had been informed that surgeries would be taking place there in the future. Also, concerns had been raised by residents regarding parking on pavements in Penybryn in Penyrheol and also the speed of traffic through Troedybryn in Penyrheol.

RESOLVED : Clerk to contact Neighbourhood Police

161. **PLANNING APPLICATIONS**

The following planning applications were considered :

- (a) 14/0160/FULL – 33 Sword Hill, Caerphilly CF83 2AG
  - Convert integrated garage into a playroom/nursery
- (b) 14/0168/FULL – Ranelagh, 4 Caer Caradog, Penyrheol, Caerphilly CF83 2AA
  - Convert garage and provide attic conversion to garage including a dormer window

The above planning applications 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 applications (a) and (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 applications be noted.

RESOLVED – Noted

- (c) An application for surface mine on land North and West of Pontlottyn and Fochriw was presented to Councillors for information.

RESOLVED - Noted

162. **REPORTS ON MISCELLANEOUS MEETINGS**

a) **Various**

Cllr Ms Michelle Britton reported that she had attended :

Gwent High Sheriff funding event;

Meeting at Cwm Ifor Primary School;

Meeting with Coal Industry Social Welfare Organisation (CISWO).

b) **Various**

Cllr H Davies reported that he had attended :

Playscheme shortlisting meeting.

c) **Various**

Cllr P Slarke reported that he had attended :

Playscheme shortlisting meeting.

d) **Various**

Cllr S Skivens reported that he had attended :

Newsletter sub-committee meeting;

Playscheme shortlisting meeting;

St Cenydd presentation evening;

Gwent High Sheriff funding event.

163. **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 Mrs M Sargent reported that the pavements in Court Road, from the bollards up to the junction of Heol Pwllypant and the road itself was disintegrating. Clerk to write to CCBC to inform them of this.

RESOLVED – Clerk to write to CCBC

(d) **Various**

Cllr Ms Michelle Britton said that she had received a complaint from a resident in Heol Tir Gibbon that trees were overhanging the cemetery and the blossoms were covering the garden.

RESOLVED – Clerk to write to CCBC

(e) **Various**

Cllr Ms Michelle Britton had received a complaint from a resident in Heol Aneurin that she had contacted CCBC on several occasions but was still waiting for them to come and do the following work : damp in the living room and hallway, downstairs toilet needed a door, bedroom window in her grandson's room (who suffers from asthma) was broken, she had also received a bill for a blocked toilet. The resident's grandsons were living with her, as she had adopted them and one of the boys had asthma.

RESOLVED – Clerk to write to CCBC

164. **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 : European Parliamentary elections across Wales on 22<sup>nd</sup> May, asking Councillors to ensure as many people as possible knew how to vote.

(c) **General correspondence**

Open invitation to Councillors to attend the anniversary of the 1901 Universal Colliery Disaster on Friday, 23<sup>rd</sup> May 2014 at the Universal Memorial Garden in Senghenydd. It was resolved that the Chairman would lay a wreath on behalf of the community

RESOLVED – Clerk to purchase wreath for Chairman to lay at Service Letter from Gwent Police re : Engagement Workshops follow-up session on 12<sup>th</sup> May.

RESOLVED – Chairman to attend

165. **QUARTERLY FINANCIAL STATEMENT, END-OF-YEAR BANK RECONCILIATION, ANNUAL ACCOUNTS FOR YEAR END 31 MARCH 2014**

The Clerk presented the above, which were all approved. The Chairman signed off the accounts and end-of-year reconciliation and also signed off the cash book. The annual accounts would now be submitted to Mazars for audit.

RESOLVED – Quarterly financial statement, end-of-year reconciliation and annual accounts approved for year end 31 March 2014 and Clerk to submit accounts for annual audit

166. **INTERNAL AUDITOR**

It was agreed that Mr Roger Williams would act as internal auditor.

167. **TO DISCUSS ANY ITEMS NOT BEING FINANCIALLY SUPPORTED BY CCBC**

- a) The Chairman asked for an update regarding dog fouling bins in Cwarrel Park. The Clerk said she would seek an update from CCBC.

RESOLVED - Clerk to seek update from CCBC

- b) The Chairman informed Councillors that he would be speaking to CCBC officers about the annual budget and what community services would and would not be covered in the 2014/15 financial year.

RESOLVED – Chairman to speak to CCBC re : budget

- c) Cllr Mrs Sargent asked if a shrub/small tree could be placed next to the bench that had been sited in Penyrheol Park in memory of Cllr Mrs Anne Collins. The Clerk said she would contact CCBC and PHS to get prices.

RESOLVED – Clerk to contact CCBC and PHS

168. **CIVIC SERVICE**

It was resolved that the Civic Service would be discussed at the May meeting.

RESOLVED – To discuss Civic Service at next meeting

169. **SUMMER PLAYSCHMES**

The Clerk reported that shortlisting had taken place and interviews would be taking place in the

near future. Due to the Penyrheol playscheme moving back to Cwm Ifor, a completely new application had to be submitted, with the Clerk and Play Leader having to go to the CSSIW offices in Merthyr Tydfil with paperwork etc.

RESOLVED – Noted

170. **NEWSLETTER**

The Clerk informed Councillors that articles for the newsletter were now being processed and would be sent to the printer as soon as possible.

RESOLVED – Noted

171. **COMMUNITY COUNCIL WEBSITE**

The Chairman reported that he and the Clerk had met with Mr Nick Rutter, CCBC IT Department and had been shown the new website, which would be going live at any time. He asked that Councillors look at the website and come back with some feedback. The Chairman also asked if Councillors would have their photo taken at the next meeting, as some backgrounds were different to others and it would look more professional to have the same backgrounds for all pics on the website.

RESOLVED – Councillors to look at website and come back with feedback and Clerk to inform Councillors who would need new pics for the website

172. **ACKNOWLEDGEMENT OF DONATIONS**

No acknowledgments had been received.

173. **DONATIONS**

a) **CCBC – Bands in the Park**

RESOLVED – even though CCBC had asked for the full amount of £331, in the interest of benefit to the community that a donation of £100 be approved;

b) **Bethel Baptist Church**

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

c) **Menter Iaith Caerffili**

RESOLVED –in the interest of benefit to the community that a donation of £100 be approved.

174. **APPROVAL OF PAYMENTS FOR APRIL 2014**

The following payments were approved by the Council :

- (a) Clerk's salary – April 2014;
- (b) Clerk's expenses – April 2014;
- (c) Inland Revenue – April 2014;

- (d) Members' expenses – April 2014;
- (e) Canon – photocopier (£107.86);
- (f) County Borough Supplies – files (£17.95);
- (g) SWALEC (festive lighting energy - £640.49);
- (h) Internal audit – Roger Williams (£200).

175. **ANY OTHER URGENT BUSINESS**

- a) The Clerk asked Councillors if she could purchase a new printer as hers had broken. At the moment she received an allowance for using her own printer but asked if she could purchase one on behalf of the Council and not receive the allowance. This would then be added to the Council's assets.

RESOLVED – Permission given for Clerk to purchase new printer and to add to Council's assets

176. **NEXT MEETING**

RESOLVED that the next meeting be held on Thursday, 15<sup>th</sup> May 2014 at Penyrheol Community Centre at 7.00 pm, following the AGM at 6.00 pm. (Date changed from former date of 8<sup>th</sup> May due to CCBC AGM).

**PLEASE NOTE**

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