

**DARRAN VALLEY COMMUNITY COUNCIL  
CYNGOR GYMUNED CWM DARRAN**

Mr. G. O. Williams  
Clerk to the Council / Clerc Y Cyngor

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Dear Member,

Your attendance is requested at the next meeting of the above Community Council which will be held at Parc Cwm Darran Visitor's Centre, Deri, on **Thursday 5<sup>th</sup> March 2020 at 6.30pm.**

Yours sincerely,

Geraint Williams  
Clerk to Darran Valley Community Council

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### **Agenda**

1. 18:30 to 18:40. Public Session
2. Apologies for absence.
3. Declarations of interest.
4. To approve and confirm the minutes of the meeting held on 23<sup>rd</sup> January 2020.
5. Matters Arising from the 23<sup>rd</sup> January 2020 meeting of Council.
6. Planning Applications.
7. Community Councillor Vacancy. Opportunity for Co-Option
8. To receive Community Council Correspondence.
9. Approval of Community Council Cheques / Payments.
10. To receive report from Gwent Police and / or Caerphilly CBC Community Safety Team.
11. Community Council Precept 2020/21
12. Sheep Trespass (Fochriw)
13. Fochriw Primary. Crime Damage

## DARRAN VALLEY COMMUNITY COUNCIL

Minutes of the last meeting held at Parc Cwm Darran Visitor's Centre, Deri, of the above Community Council on Thursday 23<sup>rd</sup> January 2020 at 6.30pm.

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### **Present**

Cllr. D. Nicholas (In the Chair)  
Cllr. R. Chapman

Cllr. D. Hardacre  
Cllr. A. Vincent

### **Absent and Apologies**

Cllr. H. Holifield  
Cllr. G. Matthews

Cllr. P. Roberts  
Cllr. K. O'Hagan

### **In Attendance**

Mr. G. O. Williams Clerk  
PCSO. R. Childs Gwent Police  
PCSO. R. Griffiths Gwent Police

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### **75 Minutes and Apologies**

The minutes of the meeting held on Thursday 7<sup>th</sup> November 2019, previously circulated to members were accepted as an accurate record and signed by the Chairperson Cllr. D. Nicholas.

Apologies for absence were received from Cllr. H. Holifield, Cllr. G. Matthews, Cllr. P. Roberts and Cllr. K. O'Hagan.

### **76 Declarations of Interest**

No declarations of interest were received.

### **77 Matters Arising**

77.01 Minute No. 60 and 65.04 Sheep Trespass Fochriw.

Cllr. Hardacre advised Council that sheep could still be seen in the community of Fochriw and that work was ongoing with colleagues at Caerphilly CBC to review / repair the perimeter fence.

77.02 Minutes No. 67.04 Caerphilly CBC – Use of Glyphosate

Response attached separately.

Moved. Noted on file.

### **78 Planning Applications**

The Clerk confirmed one application for planning had been received since the last meeting of Council.

Planning Application 18/1008/FULL

Location. Chapel Cottage, Mill Road, Deri, Bargoed, CF81 9HG.

Proposal. Erect two storey extension to rear at Chapel Cottage, Mill Road, Deri, Bargoed, CF81 9HG.

Moved. Council raise no objections to this proposal.

**79 Correspondence**

79.01 HM Revenue and Customs.

Full Payment Submission for period ending 5<sup>th</sup> December 2019.  
Moved. Noted on file.

79.02 HM Revenue and Customs.

Full Payment Submission for period ending 5<sup>th</sup> January 2020.  
Moved. Noted on file.

79.03 Lloyds Bank.

Receipt of Sheet No. 38 from Account x1x4x4x9.

The Clerk reported receipt of the second Wind Turbine Community Benefit Fund Payment of £2,560.72. The Clerk confirmed that in addition to monies held at GAVO for use with the current round of funding, that Council now hold £4,560.72 for use in 2020/21.

Moved. Noted on file and for finance file.

79.04 Caerphilly CBC.

Request for Council to agree its Community Council Precept for 2020/21.

Moved. Clerk to agenda for discussion at the March meeting of Council.

79.05 Welsh Government. Local Government Democracy Division.

Letter regarding the Playing Fields (Community Involvement in Disposal Decisions) (Wales) Regulations 2015.

Moved. Noted on file.

79.06 HM Revenue & Customs.

Notice to employer of employee's tax code (or amended code).

Moved. Noted on file.

79.07 Wales Audit Office.

Invoice for Audit of Accounts 2018/19.

Moved. Payment.

Wales Audit Office – End of Year Audit

Completion and Certification of the Annual Audit for the year ended 31<sup>st</sup> March 2019.

The Clerk advised Council that the external auditor's report stated that on the basis of their review, the information contained in the annual return is in accordance with the Auditor General for Wales' requirements and no matters of concern have been highlighted.

Moved. Clerk to conclude associated activities, including satisfaction survey and notification of audit timescale for 2019/20.

79.08 Welsh Government.

Notification of the appropriate sum under Section 137(4)(A) of the Local Government Act 1972. The limit per elector for 2020/21 having been set at £8.32.

79.09 Victim Support.

General letter to Town & Community Councils seeking financial / granting support.

Moved. Noted on file.

79.10 Elsbury Access Platforms.

Invoice for installation, removal, testing and storage of Council's Christmas Lighting.

Moved. Payment.

79.11 The Local Democracy and Boundary Commission for Wales.

Review of the Electoral Arrangements of Caerphilly County Borough Council.

The Clerk advised Council that there were no proposals impacting the Community Council area.

Moved. Noted on file.

79.12 Caerphilly CBC.

Road resurfacing programme 2020 – Press Notice (Temporary Prohibition of Driving Order 2020)

The Clerk highlighted five areas within and around the Community Council area for resurfacing over the next eighteen months:

- C611 PARC CWM DARREN TO BAILEY STREET/BAILEY STREET DERI
- CORONANTION CRESCENT, FOCHRIW
- HILL ROAD TO FOCHRIW ROAD, PONTLOTTYN
- HILL ROAD, PONTLOTTYN
- BOGEY ROAD, CWM BARGOED

Moved. Noted on file.

79.13 Caerphilly CBC

Letter from Mr. Carl Nesling Assistant Community Safety Officer regarding the annual review of the surveillance camera located at Fochriw.

The Surveillance Camera Commissioner has put a responsibility on Local Authorities to justify any deployment of surveillance cameras via a Privacy Impact Assessment (PIA). Such assessments are now required before deploying any new cameras and for assessing the continuing need for existing cameras. PIA's consider whether there is a justified need for the deployment of cameras, for example serious, frequent antisocial behaviour. It also considers the impact on those subjected to the surveillance, whether such actions are proportionate to the problem they aim to address and if other less intrusive measures have been considered. Within his narrative, Mr. Nesling made reference to the following statistics relevant the Fochriw camera in the period 01/12/2018 to 30/11/2019:

- 2333 targeted CCTV patrols carried out by Operators; and
- 01 incidents monitored not requiring police attendance.

Following discussion, Council agreed to support the continuation of this facility chiefly as a deterrent measure.

79.14 Short report from Cllr. D. Hardacre

Short report from Cllr. D. Hardacre regarding income and expenditure associated with the organisation of Armistice Day in Fochriw (supporting Mr. P. Price). Balance carried forward for use in 2020. £78.33.

Moved. Noted on file.

79.15 **Caerphilly CBC.**

Update on the Gwent Regional OLEV (Office for Low Emission Vehicle) on street electric vehicle charge point project.

Moved. Noted on file.

80 **Approval of Community Council Cheques**

The attached list of Community Council cheques was approved by members and amounted to **£02,590.01.**

81 **Gwent Police**

PCSO Griffiths and PCSO Childs provided Council with a brief update of developments throughout the Community Council area. Within their report PCSO Griffiths and PCSO Childs brought Council's attention to the following statistics.

	October 2019	November 2019	December 2019
Total Calls	33	17	30
Deri	16	08	12
Fochriw	17	09	18
Total Crime	10	08	06
Deri	07	04	02
Fochriw	03	04	04
Total Anti-Social Behaviour	00	00	03*

\*ASB. All related to youths at Fochriw Community Centre.

PCSO Griffiths and PCSO Childs highlighted continued work on the Common in partnership with the Commons Officer, which has resulted in a number of Section 59s having been issued.

PCSO Griffiths and PCSO Childs then took questions / areas of concern from Councillors.

Cllr. D. Nicholas thanked PCSO Griffiths and PCSO Childs for their report and for attending the meeting.

82 **Caerphilly CBC Countryside**

**To receive report from Peter Lewis Senior Ranger Parc Cwm Darran Visitor Centre/Café**

The centre and café have been really busy over the Christmas period and we are very happy how the café is being developed. Park Services have also been using the Ogilvie Room a lot for training staff. We have had all our lighting in the centre replaced for LED and solar panels fitted as part of a grant program to help reduce our energy usage and carbon footprint.

Site Works

- Ongoing litter picking in the park and on the cycle-route.

- Clearance to cycle route at rear of Bailey St after floods.
- Ongoing fence repairs.
- Wintered campsite.
- Checking culverts.
- Clearing ditches.
- Cut dead alder southern entrance.
- Clearing mud from cycleway prices yard.
- Re-fitting bristles to wild boar in amphitheatre.
- New field gate fitted to campsite.
- New interpretation signs fitted to Amphitheatre and Memorial Garden.

#### Events

Our three Christmas events went very well this year and were full to capacity. Sue in the café also ran some activities which were well attended. We now are starting to develop our summer events program.

#### Nature Conservation

- The bug boxes for around the centre and the log circle woodland are ready to be fitted.
- We have been ground feeding the birds since October ready for surveying.

#### Various

- Fabrication of the new camping pod is ongoing.
- This week I am busy working on updates to the Green Flag management plan.
- There are a lot of sections of fencing which have been cut on top tip which will have to be repaired in the next couple of weeks.

### 83 **Recruitment and Selection Update. Community Council Clerk**

The Clerk updated Council on progress made in the recruitment of a new Community Council Clerk. Within his report, the Clerk highlighted:

- An extension to the initial closing date, in an attempt to attract additional applicants;
- A change to the shortlisting and panel composition, Cllr. R. Chapman (Member Substitute) replacing Cllr. P. Roberts owing to a potential conflict of interest.
- The number of applications received – totalling three (3).
- The decision of the panel to interview all applicants, not to shortlist, but to include the review of CV and performance at interview in the overall judgement of suitability.
- The outcome of the interview day, held on Tuesday 21<sup>st</sup> January 2020. Highlighting that only two of three applicants attended interview, with one considered as suitable.

Council received the Clerks report, and moved for the Clerk to:

- Notify all applicants of the outcome of interview / application.

- Complete pre-employment checks i.e. DBS and References with a view to formally appoint from Monday 24<sup>th</sup> February 2020 and in readiness for Council on March 5<sup>th</sup>.
- Prepare necessary paperwork for formal sign-off at the March meeting of Council.
- Organise an appropriate induction and handover, to include training for website management and familiarisation visits with colleagues at Caerphilly CBC.

It was acknowledged that owing to a short period of handover that Council would be liable for two salaries for the period 24/02/2020 to 29/02/2020.

It was also acknowledged that owing to the volume of work required to support transition, and a period of unused annual leave needing to be used during February, coupled with a question regarding the appropriateness for Council to meet three times in six-weeks, that Council moved to postpone the February meeting of Council. This decision allowing the Clerk the opportunity to take leave (03/02/2020 to 10/02/2020) and complete the above-mentioned administrative functions and handover within contracted hours.

#### 84 **Resident Participation**

Supported by a narrative previously circulated to members, Council moved to adopt the following principles and approach associated with public participation at Council Community meetings.

##### *Guidance to Members*

*Meetings of the Community Council are not public meetings but members of the public have a statutory right to attend meetings of the Council as interested observers.*

*Members of the public have no legal right to speak unless the Community Council Chairperson authorises them to do so. However, as part of its community engagement, Community Councils can set out a time for public participation at an agreed time when members of the public are invited to speak.*

*Members of the public should not be involved in the decision-making of the Council. The Council should not make any instant decisions at the behest of members of the public on items that are not included in the agenda.*

*As a matter of best practice, the public forum will be kept separate from the debate of the Councillors. If matters raised are not on the agenda for the meeting these can be used to form part of the agenda for a future meeting at the discretion of the Council.*

*Members of the public are welcome to stay for the Council meeting after the public session as observers, but will not be able to join in the discussion unless invited to do so by the Chairperson. Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence (e.g. staffing matters, tenders for contracts, some legal issues).*

### *General Principles*

*This session will be limited to a maximum time as set by Council. The time allotted by Darran Valley Community Council being the first 10-minutes of each meeting of Council – traditionally 18:30 to 18:40.*

*The time for each member of the public to speak is limited to 2-3 minutes.*

*If more than one member of the public wishes to speak on the same topic then they should nominate one person to speak on their behalf. This will avoid duplication and make the best use of the public participation period.*

*Written statements must be received by the Clerk at least 3 days prior to the meeting.*

*Public Forum is an opportunity for members of the public to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted.*

*The Chairman has the right to say that any question or statement is inappropriate and will not be accepted.*

*Neither Councillors nor the Clerk should be put under pressure to respond immediately to comments made under public participation.*

*Members of the public do not have a right to force items onto the Council agenda nor to insist on how matters are recorded in the minutes.*

*A question raised by a member of the public during a public speaking session shall not require a response and there should be no debate or discussion between the Council and the public.*

*A brief record of topics raised at public participation will be included in the minutes of that meeting. But libellous, offensive and discriminatory comments will not be recorded.*

*If the issue is on the agenda then it will be discussed under the appropriate item. Members of the public are therefore requested to leave their contact details with the Clerk before leaving the Council meeting if they wish to receive a reply to their query.*

*All persons present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her. All statements, questions and responses, challenges to statements, complaints or criticisms must be made politely.*

*All statements, questions and responses must be related to the facts of the matter and not be personal in nature. There should be no reference to personal views on any person.*



*Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting the Council reserves the right to curtail the contribution of that person and exclude a disorderly person.*

Moved. Clerk to agenda for inclusion from the next meeting of Council.

Moved. Clerk to make necessary amendment to Council's website.

## 85 **Quarter 2 & 3 2019/20. Expenditure Review**

The Clerk provided Council with a detailed report of the financial expenditure incurred during Quarter 2 & 3 of 2019/20 (July to December 19). Quarter 3 cumulative is shown below.

Moved. Noted on file.

<b>Expenditure Heading</b>	<b>Budget</b>	<b>Quarter 3 Expenditure</b>	<b>Percentage of Budget</b>	<b>Variance with Budget (Explanation)</b>
Clerk's Salary & On Costs	£04,500.00	£03,337.47	74.16%	On Profile.
Chairperson's Allowance	£00,300.00	£00,300.00	100%	On Profile.
Out of Office	£00,250.00	£00,125.00	50%	Second payment due in October 2019 not claimed by the Clerk
Telephone & B/band	£00,200.00	£00,184.46	92.23%	Projected underspend of £15.54
Room Hire	£00,200.00	£00,264.00	132%	Projected overspend of £64.00.
Insurance & Subscription	£00,450.00	£00,483.14	107.36%	Projected overspend of £33.14.
Stationery & Postage	£00,300.00	£00,106.89	35.63%	Projected underspend of £150.00.
Website	£00,600.00	£00,600.00	100%	On Profile.
Section 19/137 Grants	£01,500.00	£00,000.00	0%	Scheme not yet agreed / arranged. Pending outcome of Casual Vacancy
Section 19/137 Trip	£01,000.00	£00,000.00	0%	Trip not yet agreed / arranged. Pending outcome of Casual Vacancy
Schools 19/137	£00,500.00	£00,000.00	0%	Award not yet agreed / arranged. Pending outcome of Casual Vacancy

Christmas Lighting	£01,500.00	£00,022.04	1.47%	Majority to be awarded in Quarter 4.
Audit	£00,600.00	£00,200.00	33.3%	Internal Audit Paid. External Audit. To be awarded in Quarter 4.
Councillor Expense / Allowance	£00,450.00	£00,210.00	46.67%	Projected underspend of £150.00. £90.00 profiled for Councillor Travel. Line includes £60.00 (Chairs Training).
Wind Turbine CBF	£04,582.50	£04,582.50	100%	On Profile.
Summer Scheme	£02,000.00	£02,000.00	100%	On Profile.
Council IT	£00,500.00	£00,408.00	81.60%	Projected underspend of £92.00

#### **Date of Next and Future Meetings**

Full Council. Thursday 5<sup>th</sup> March 2020, 6.30pm

Full Council. Thursday 2<sup>nd</sup> April 2020, 6.30pm

Full Council. Thursday 7<sup>th</sup> May 2020, 6.30pm (AGM)

Full Council. Thursday 4<sup>th</sup> June 2020, 6.30pm

**Meeting Closed at 8.20pm.**

\_\_\_\_\_ **Chairperson**