



**CYNGOR CYMUNED  
LLANBRADACH & PWLL-Y-PANT  
COMMUNITY COUNCIL**

**Minutes of the Ordinary Full Council Meeting held on  
Monday 14th October 2019, 6.15pm at Llanbradach Community Centre.**

**Present**

Councillors:

W Good, C Mann, V Noble, A Reed, D Rees (Chair), and C Thomas (Vice).

Clerk: C Mortimer.

In Attendance:

PCSO Menna Watkins, CSO John McDonnell of Gwent Police

Ms Kylie McKee Deputy Head Fundraiser at Velindre Hospital

Mr Terry Coombes and Mr Wayne Evans members of Llanbradach Horticultural Society

Ms Sarah Negus, local resident and defibrillator fundraiser

*Chair Cllr David Rees welcomed everyone to the meeting.*

**73 Police Update – 14/10/2019**

The following report was presented and noted:

CRIMES logged between– 09/09/2019 to 13/10/2019:

107 calls

Crimes/other include

Criminal damage

Domestic incidents

Concern for safety

Criminal / vehicle Damage

Violence with/without injury

Theft

Missing persons

Commercial break

Malicious communication

Cannabis cultivations

15 transport related incidents which include, minor RTC's, persons walking on the carriageway, off road bikes, fallen tree, dangerous driving, obstruction and abandoned vehicles.

ASB INCIDENTS recorded between 09/09/2019 and 13/10/2019:

One incident reported involving ASB, youths interfering with traffic lights.

Incidents of note / other:

A number of calls relating to an attempted theft of machinery and damage to gate locks and chains at a premise on Colliery road were received. No CCTV available, however Police have been informed that the business will shortly be relocating. Due to the amount of items at the business location, it cannot be confirmed if any theft had taken place.

It was noted that this year's Santa parade would take place on Monday 2<sup>nd</sup> December. The Clerk will notify PCSO Beverley Coggan so that arrangements can be made to escort the Santa's sleigh and Elsbury Plant instructed to switch on the Christmas lighting.

Matters raised by members were off road bikes to the rear of Rees Terrace and youths on bicycles deliberately swerving out onto the wrong side of the carriageway which the officers noted and will report back to the station.

*CSO Menna Watkins and CSO John McDonnell were thanked for their report and subsequently left the meeting*

**74 Cheque presentation**

Velindre Hospital

Mr Terry Coombes and Mr Wayne Evans presented the generous sum of £505 to Ms Kylie McKee, Deputy Fundraiser to Velindre Cancer Hospital, on behalf of Llanbradach Horticultural Society, which were monies raised over several years from the Annual Horticultural Exhibition.

*Photographs were taken*

*Ms Kylie McKee thanked members of the Horticultural Society Mr Terry Coombes and Mr Wayne Evans for the generous donation and all three subsequently left the meeting.*

Village Defibrillators

Chair Cllr Dave Rees presented a cheque to the sum of £500 to Ms Sarah Negus as a contribution towards the defibrillators for the villages.

Training would be provided at the Community Centre. Dates are to be confirmed.

*Photographs were taken*

*Members were thanked for the cheque and they in turn thanked Ms Sarah Negus for her fundraising efforts.*

*Ms Negus subsequently left the meeting.*

**75 Apologies** – were received from Cllr B Newton due to work commitments, Cllr Adrian Stone due to other commitments and Cllr Steve Taviner due to a family holiday.

**76 Declarations of Interest**

Councillors were 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, the Council's Constitution, and the Code of Conduct for both Councillors and Clerk.

Cllr Ann Reed declared an interest in minute no.85 (e)

**77 Chairman's Announcements** – there were no announcements

**78 Minutes**

FULL COUNCIL MEETING held on 9th September 2019 as an accurate record.

Minutes of the ORDINARY FULL COUNCIL MEETING held on 9<sup>th</sup> September 2019 were received approved and signed as an accurate record.

**79 Finance**

**(i) Balance of Funds**

Balance of Funds document was received, approved and signed as an accurate record.

**(ii) Reconciliation**

Reconciliation document was received, approved and signed as an accurate record.

**80 RESOLVED:** Council agreed motion to exclude the press and public

**81 (i) Bank Statements** - tabled on pink paper

Bank statement no.196 & 197 were received, approved and signed as an accurate record.

82 **Financial Applications 2019/20** – there were no applications received.

83 **RESOLVED:** Council agreed motion to reopen the meeting to the public

84 **Audit for the year ended 31 March 2019**

- (i) A letter and report from our external auditors BDO confirming that the audit is now complete was received and noted.
- (ii) Matters which came to our attention from our internal auditor, and noted at our June 2019 meeting, were raised by BDO but have been actioned by us as follows:
- a) No budget was approved for 2018/2019, although the Council had been picked up on this as an issue in prior External Audit reports. The Council has however a new Clerk has been appointed and a budget has been set for 2019/2020. The precept and budget have however been approved for 2019/2020.  
**To note the Community Council remedied this matter in January 2019 for 2019/20. Minute no.77**
  - b) Although adopted, both Financial Regulations and Standing Orders have not been reviewed since 2002.  
**To note the Community Council remedied this matter through the adoption of new Standing Orders and Financial Regulations at its Annual Meeting in May 2019. Minute no. 7 A and C**
  - c) Prior to the appointment of a new Clerk no financial reconciliations were taken to Council for approval and sign off.  
**To note the Community Council remedied this matter from December 2018. Minute no. 63**  
**Financial reconciliations are now approved at each monthly Ordinary Council Meeting.**
  - d) A Risk assessment is in place with the new Clerk but has not yet been adopted by the Council.  
**To note the Community Council remedied this matter by adopting a Risk Assessment document at its Annual Council Meeting in May 2019. Minute no.7 E**
  - e) A document retention schedule was not found to be in existence but has been noted by the Clerk who is in the process of developing one.  
**To note the Community Council remedied this matter by adopting a Retention Policy document at its Ordinary Council Meeting held in June 2019. Minute No.36 H**
  - f) It has been brought to our attention by BDO that Council incorrectly stated “No” to Trust Funds disclosure in Section 2 of the Annual Return  
**Action – in future Council is to state “N/A” in this section.**
- (iii) **RESOLVED:** Council approved the Annual Return for year ended 31 March 2019
- (iv) Council noted that the Notice of Conclusion of Audit was displayed on our external notice boards from 30<sup>th</sup> September 2019 for 14 days and on our website (indefinitely).

## 85 Project Update / New Project Proposals

- a) **Summer Activities Scheme** – completed for 2019
- b) **Newsletter** – to be prepared in January 2020
- c) **Floral Competition** – Chair Cllr Dave Rees had delivered the gift vouchers and letters in relation to the winners of the competition. Some of the receipts from the winners had been received by the Clerk.

### d) **Christmas lighting/ sleigh**

#### Figurines:

It was noted that the Christmas lighting installations were starting on Wednesday 9<sup>th</sup> October.

Sleigh: (i) Dai Ink to undertake art work to sleigh next year due to busy workload  
(ii) Clerk to arrange all sleigh lights to be PAT tested (iii) Risk assessment to be drafted by Cllr B Newton.

RESOLVED: Council agreed that Cllr Ann Reed purchase confectionery to the same value as last year or thereabouts and suitable “Santa Stop” signs to be purchased.

*Cllr Anne Reed declared an interest in the next item and played no part in the ensuing discussions.*

### e) **Community Awards (Sporting Achievement/Community Volunteer/ Young Citizen)**

There were four nominations received and approved.

RESOLVED: Council agreed that 4 x £40 vouchers be purchased for the Wingfield Hotel and 1 x £40 voucher be purchased for Sadie’s Hair & Beauty Base.

It was also agreed that framed certificates and vouchers to be presented at the start of our matinee pantomime performance. Members are to invite the winners.

*Cllr Ann Reed returned to discussions*

#### **New projects:**

- f) **Bird, bat and hedgehog boxes/habitats** – Deferred for Cllr Stone to provide an update.
- g) **Defibrillator** – fund raising is progressing really well. Clerk to liaise with Sarah Negus.
- h) **Pantomime** – tickets and posters were distributed. Volunteers are required to assist with both performances. Cllr Dave Rees to purchase food from Chair’s allowance.

## 86 **Armistice Service Sunday 10<sup>th</sup> November 2019**

Cllr Ann Reed to purchase wreath for the Community Council. Clerk to place notices of the Remembrance Service on the notice boards and Facebook page.

RESOLVED: Council agreed to fund the purchase of 15 extra lamp post poppies for the community.

- 87 **Community Centre** – it was noted that volunteers are very much needed to help with the running of the centre.

## 88 **Planning Applications**

The following application was received and discussed.

Comments or enquiries must be emailed to [planadmin@caerphilly.gov.uk](mailto:planadmin@caerphilly.gov.uk) within 21 days of receipt of the email date.

Case Ref. 19/0729/LA Site Area: 2284m<sup>2</sup>

Location: Ty Isaf Caerphilly Road Ystrad Mynach Hengoed CF82 7EP (UPRN 000043018244)

Proposal: Change the use from house to Childrens Care Home and conversion of detached

garage to habitable studio. Associated works to provide access and parking improvements and provision of a shed for storage

Case Officer: Mr A Pyne \_ 01443 864523 \_ pynea@caerphilly.gov.uk

Ward: Llanbradach Map Ref: 314773 (E) 192666 (N)

Community Council: Llanbradach & Pwllypant Community Council

Expected Decision Level: Committee

RESOLVED: No objection

## 89 **Next meeting date: Ordinary Full Council Meeting on Monday 11th November at 6.15pm**

Meeting closed at 8.00pm

Signed: \_\_\_\_\_ Chair      Date: 11<sup>th</sup> November 2019