



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

C/o C Mortimer, Clerk to the Council
38 Nant Fawr Road, Cyncoed. Cardiff CF23 6JR
Email: mortic1@caerphilly.gov.uk Tel: 07933 725094

1st October 2026

Dear Chair and Members of Llanbradach & Pwllypant Community Council

You are summoned to an **ORDINARY FULL COUNCIL MEETING** of Llanbradach & Pwllypant Community Council held on **MONDAY 12th OCTOBER 2026, 6.15pm** at Llanbradach Community Centre.

The meeting will be in MULTI-LOCATIONAL format in accordance with the provisions of the Local Government and Elections (Wales) Act 2021.

Members of the press and public are permitted to attend our meetings electronically via the Microsoft Teams meeting link below, or in person at the community centre.

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/3354262115295?p=3aD5CnrJHIMuX1iUtA>

Meeting ID: 335 426 211 529 5

Passcode: fw3RV2bm

If members of the public wish to raise a matter at the meeting, please contact the Clerk, 7 days before the meeting date, to ensure that the item can be included on the agenda for discussion.

The business to be transacted is set out in the agenda below.

Yours sincerely
C Mortimer
Clerk to the Council

AGENDA

1. Declarations of Interest

Councillors are 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.

2. Apologies

3. Police Update (to be tabled)

4. Public Participation

5. Chair's Announcements

6. Minutes

To receive, and if approved, to confirm and sign the **Minutes of the Ordinary Council meeting held on 14/09/2026** as an accurate record.

7. Matters Arising_

8. Finance to 28th September 2026

(i) Balance of Funds

To receive, confirm and approve 'Balance of Funds' document.

(ii) Bank Statements

To receive and approve bank statements 280 & 006

(iii) Virement – Earmarked Reserves

Council is requested to transfer £500 from the Contingency Fund subject heading, under Earmarked Reserves, to the Land at 17 Dewinton Terrace subject heading, for the purpose of tidying and planting.

A council resolution is required

9. Casual Vacancy in Pwllypant Ward

Following the recent resignation of Nicola Hewer, a vacancy exists in the Pwllypant Ward. Electoral Services have been notified, and the Casual Vacancy has been published and displayed on the noticeboards, social media and website for 14 days ending today, 12th October 2026. In the event of an election not being called, the clerk will proceed to advertise a Co-option Vacancy until 7th November 2026.

10. Torfaen LGPS – Appointment of Lead Officer & Adjudicator

To receive and note correspondence from LGPS to appoint

- (a) A Lead Officer
- (b) An Adjudicator

11. Financial Assistance/Grants 2026/27 (late applications will be tabled).

12. Projects 2026/27

(i) Project Summary - to receive and note

(ii) Royal British Legion Poppy Appeal – please see silhouette quotes deferred from last meeting

(iii) Land to the s/o 17 De Winton Terrace – quote to be tabled

(iv) Wooden planter in the village near the noticeboard is beyond repair – quotes to be tabled

(v) Post Box

Llanbradach Community Centre Management Committee have agreed to the installation of a post box to the external wall alongside the noticeboard – quotes to be tabled.

(vi) Christmas Pantomime Saturday 5th December 2026 1pm & 3pm

a. Chair/Box Office has received tickets for selling at £2.50 each

b. Posters and box office details are on social media and noticeboards throughout the villages

c. Kitchen helpers have been approached

d. Confirmation of members prepared to help for the 1pm and 3pm performances – to set up chairs, clean between and after both performances and putting chairs away.

e. Risk Assessment (R/A)

To receive, approve and adopt R/A

A council resolution is required.

(vii) Santa's Sleigh Monday 30th November 2026

An update in relation to

a. Vehicle to transport the sleigh

b. Decorating the sleigh

c. Police presence

d. Sweets

e. Christmas lights to be switched on – Clerk has informed Elsbury.

f. Posters – times – routes

g. Oakdale Silver Band – clerk to confirm

h. Risk Assessment

To receive, approve and adopt R/A

A council resolution is required

(viii) Erection/dismantling of Lamp post poppies

a. Risk Assessment

To receive, approve and adopt R/A

13. Armistice – Sunday 8th November 2026

(i) Wreaths

To receive wreaths for distribution:

2 x Community Council

Pwllypant Village Hall £23

Llanbradach Community Centre £23

Llanbradach OAP £23

Llanbradach Welfare £23

Plaid £30.50 (plus £2.50 owing from 2025 due to underpayment)

Welsh Guards £30.30 – Clare Hughes

(ii) Service

Orders of Service – newly printed with Cllr Norma Cabbie

PA System – Mr John Cabbie has kindly agreed to set it up.

Road Closures & Public Liability – this event is covered by CCBC.

14. Model Standing Orders 2026 (Wales)

- (i) To receive and note Advice Note from One Voice Wales (OVW) regarding Procurement Advice
- (ii) To receive note and adopt Model Standing Orders 2026 (Wales) Final, following amendments to pages 3 and 22 – Financial Controls & Procurement.

15. Martyn's Law – Key Provisions for Community and Town Councils

To receive, note and adopt OVW Practice Development Note 23

16. Training

To receive and note Training Plan

17. Llanbradach Library

To receive and note updates

18. Llanbradach Community Centre

To receive and note updates

19. Active Travel Network Map Review – Consultation

Caerphilly County Borough Council is undertaking a public consultation on its draft Active Travel Network Map (ATNM). The consultation will help shape proposals to expand and improve active travel routes across the county borough, making it easier for people to walk, wheel and cycle for everyday journeys.

Have Your Say

CCBC welcomes your views on their existing Active Travel Network Map.

Before completing the survey, please take some time to review the map using the link below:

[Active Travel Network Map \(ATNM\)](#)

Once you have opened the map, select the green "Display in Map Viewer" button to enlarge it. This will open a larger version of the map and display the map key on the left-hand side, explaining the different colours and symbols used.

If the map does not load immediately, please refresh the page or try opening the link in a different web browser.

Comments can be submitted via the survey using the link below:

[Active Travel Network Map Review 2026 | The Caerphilly Conversation](#)

In addition, a series of consultation drop-in sessions will be held at libraries across Caerphilly County Borough, providing an opportunity for you to view the proposals, ask questions and provide feedback in person, as detailed below.

- Tuesday 22nd September: Caerphilly (10am-1pm)
- Wednesday 23rd September: Bargoed (10am-1pm) / Ystrad Mynach (2pm-5pm)
- Thursday 24th September: Blackwood (10am/1pm) / Newbridge (2pm-5pm)
- Wednesday 30rd September: Risca (10am-1pm) / Abercarn (2pm-5pm)
- Thursday 1st October: Rhymney (10am-1pm)

Consultation Closes: 24th November 2026.

20. Christmas Lighting 2026

(i) To receive and note CCBC Festive Lighting Guide and completed application for LLPCC.

(ii) To receive and note correspondence from Elsbury in relation to increased costs for 2026.

(iii) To receive, note and if agreeable, to approve festive lighting installation, dismantling, PAT and storage costs for 2026.

A council resolution is required

(iv) To receive and note correspondence and costs in relation to new Christmas tree lighting for the square, due to last year's tree lighting failure and their unsuitability (in the event of being pulled from the tree by youths)

A council ratification is required for the agreed spend of £1,800 for the purchase of warm white tree lighting (3 trees x £600) and installation costs of £450.

(v) To receive and note correspondence from Elsbury in relation to figurines failing their PAT.

Members are requested to consider either purchasing, renting or a combination of both, 9 figurines. Please see costings

A council resolution is required.

- 21. Planning Applications, Determinations & Appeals** (additional applications will be tabled at meeting)
To receive & discuss planning applications. Comments or enquiries must be emailed to planadmin@caerphilly.gov.uk within 21 days of receipt of the email date. Further details on all applications can be found on the following link: <https://planningonline.caerphilly.gov.uk/>
- 22. Next meeting Date: Ordinary Council Meeting on Monday 9th November 2026 6.15pm**