

**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 9th January 2020 at 6.30pm.**

Yours sincerely,

Geraint Williams
Clerk to Darran Valley Community Council

Agenda

1. Apologies for absence.
2. Declarations of interest.
3. To approve and confirm the minutes of the meeting held on Thursday 7th November 2019.
4. Matters Arising from the November 2019 meeting of Council.
5. Planning Applications.
6. Community Councillor Vacancy. Opportunity for Co-Option
7. Quarter 2 and 3 Income & Expenditure Report
8. Recruitment and Selection Update. Community Council Clerk
9. To receive Community Council Correspondence.
10. Approval of Community Council Cheques / Payments.
11. To receive report from Gwent Police and / or Caerphilly CBC Community Safety Team.
12. Resident Participation

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 7th November 2019 at 6.30pm.

Present

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

Cllr. G. Matthews
Cllr. K. O'Hagan
Cllr. A. Vincent

Absent and Apologies

Cllr. H. Holifield

Cllr. P. Roberts

Apologies were also received from Gwent Police

In Attendance

Mr. G. O. Williams Clerk
Dr. D. Llewellyn Aneurin Bevan University Health Board
Mr M. Ward Tirwedd Y Comin

One local resident was also present – Mr. E. Blanche.

Cllr. D. Nicholas opened the meeting, articulating his concern regarding Councillor behaviours, in particular verbal exchanges at recent meetings of Council. Cllr. D. Nicholas provided Council with a summary of his understanding regarding the appropriate use of a 'point of order' having recently researched the subject in an attempt to both improve his chairing skills, as well as support Council to 'be better' in its duty to the electorate.

Cllr. D. Nicholas closed his statement requesting Councillors endeavour to make a 'new start.'

63 Minutes and Apologies

The minutes of the meeting held on Thursday 3rd October 2019, previously circulated to members were reviewed and the following amendment for accuracy / completeness agreed.

54.01 Cllr. K. O'Hagan questioned the accuracy of the statement in particular reference to the ceiling limit on applications. *'The Clerk agreed to this for all future papers, although highlighted agreed actions were discussed, agreed and minuted in the June, July and September meetings of Council'*.

The Clerk confirmed that this was not the case, the actions agreed in June, July and September being in wider preparation for the 2019/20 scheme.

The original record was then signed by the Chairperson Cllr. D. Nicholas. Apologies for absence were received from Cllr. H. Holifield and Cllr. P. Roberts.

64 Declarations of Interest

No declarations of interest were received.

65 Matters Arising

65.01 Minute No. 35, 43.04 and 54.02 PSPO at Cefn Brithdir

The Clerk advised Council the key safe had been installed at Fochriw Community Centre, thanking Mr. E. Blanche (present) for his support in working with and on Council's behalf. The Clerk went on to confirm the code (for use exclusively by the emergency services) had also been shared with relevant colleagues, the code and location of the key, uploaded to relevant databases.

Moved. Noted on file.

65.02 Minute No. 36, 43.05 and 54.03 Summer Scheme 2019

The Clerk updated Council that only one piece of feedback had been received following Council's attempt to illicit feedback from parents and children (users) of Council's Summer Scheme, this having been universally positive in nature. It was discussed that should Council run a similar scheme in 2020, that Council should seek to capture more immediate feedback.

Moved. Noted on file.

65.03 Minute No. 42 and 54.04 Casual Vacancy Fochriw Ward.

The Clerk advised Council that following a period of advert, no electoral interest had been forthcoming and therefore Council was now in a position to co-opt. Cllr. K. O'Hagan queried the placing and persisting of notices, bringing Council's attention to the absence of a notice on the Community Noticeboard in Fochriw. The Clerk advised Council that relevant notices were displayed throughout the community area, including at: Fochriw Community Centre; Fochriw Noticeboard; Fochriw Shop; Fochriw Fish & Chip Shop; and the Community Council website. The Clerk advised that owing to the length of posting, it was difficult to ensure displayed notices persisted throughout the period. The Clerk did however confirm he had determined posters had persisted at the Community Centre, the Fish and Chip Shop and on the Community Council website. The Clerk advised he had not had chance to determine whether the poster at the shop was in situ until the closing date.

Moved. The matter of co-option was agended for discussion.

65.04 Minute No. 60 Sheep Trespass Fochriw.

Cllr. K. O'Hagan confirmed that sheep trespass was still a prevalent issue in the community of Fochriw, with numerous instances having been observed in recent weeks, coupled with the evidence of a physical presence i.e. faeces on various pavements and walkways. Cllr. K. O'Hagan advised Council he had reviewed the boundary fencing in Fochriw, and was unable to find clear intent from those who maintain it to take trespass seriously, questioning whether Caerphilly CBC had undertaken a risk assessment relevant to the dangers associated with public health contact with sheep excreta. Cllr. K. O'Hagan went on to advise he was also yet to receive minutes from a meeting held by Officers at Caerphilly CBC, and was still unsighted on the development of a public meeting to include attendance from local farmers.

Cllr. D. Hardacre advised Council, that although minutes of the above-mentioned meeting were not yet for sharing, he would share with the Community Council as soon as available. Cllr. D. Hardacre also advised that meetings between Officers and local Farmers were private meetings, the outputs of which, would not be documented for sharing in the public domain, and that a public consultation / meeting would not go ahead based on the recommendations of Officers and the offer having been declined by local Farmers.

Moved. Cllr. D. Hardacre to report progress at the January meeting of Council.

65.05 December meeting of Council

The Clerk re-highlighted his difficulty in officiating at a meeting on Thursday 5th December 2019, then articulating similar difficulties during w/c 9th December 2019 owing to other work and personal commitments.

Cllr. A. Vincent proposed Council postpone its December meeting in favour of a meeting on Thursday 9th January 2020, December traditionally being a quiet month for Council business. This proposal was seconded by members.

Cllr. K. O'Hagan made an amended proposal, suggesting a meeting at the end of November. No seconder was received for the amendment and therefore this proposal fell. Cllr. Vincent's proposal was then put to a vote, with five of the six members present in favour of the postponement.

Moved. Clerk to prepare as appropriate for the January meeting of Council.

66 **Planning Applications**

The Clerk confirmed no applications for planning had been received since the last meeting of Council.

67 **Correspondence**

67.01 HM Revenue and Customs.

Full Payment Submission for period ending 5th November 2019.

Moved. Noted on file.

67.02 Caerphilly CBC

Minutes and papers relevant to the Community Council Liaison Sub-Committee to be held at the Council Chambers, Ty Penallta, Tredomen, Ystrad Mynach, on Wednesday 20th November 2019.

Moved. Noted on file.

67.03 Trago Mills

Notification of Pensioner' Week 2019

Moved. Noted on file.

67.04 Caerphilly CBC.

Notification of the Autumn / Winter Weed Control programme 2019/20.

Moved. Councillors to provide areas for focus to the Clerk.

Moved. Clerk to collate and respond Mr. R. Hartshorn highlighting the areas of focus prioritised by Council.

Cllr. K. O'Hagan highlighted to Council he was concerned by the continued use of glyphosate in spraying, many reports having pointed towards a cessation of use in other Councils.

Moved. Clerk to clarify the use of glyphosate in spraying.

67.05 Independent Remuneration Panel for Wales

Draft Annual Report 2020/21

The Clerk summarised the section of the report which makes particular reference to Community and Town Councils.

Moved. Clerk to review early in the new year for final recommendations and subsequent impact on financial planning and precept discussions planned for February 2020.

Moved. Clerk to agenda for AGM May 2020 to ensure Council adopt determinations as necessary.

67.06 Lloyds Bank.

Receipt of Sheet No. 37 from Account x1x4x4x9.

Moved. Noted on file and for finance file.

67.08 Caerphilly CBC

Update Report. Civil Parking Enforcement.

Moved. Noted on file.

Moved. Clerk to supply an electronic version of the report to Cllr. K. O'Hagan.

67.09 Caerphilly CBC

Outdoor Gym at Fochriw.

The Clerk advised that following various dates and subsequent postponements owing to inclement weather and people availability, a new date was yet to be agreed.

Moved. Noted on file.

67.10 Caerphilly CBC

Proposed erosion and rehabilitation work at Fochriw Common.

Cllr. K. O'Hagan provided Council with a verbal update following his attendance at the earlier arrangement consultation event held at Parc Darran Visitors Centre. Cllr. K. O'Hagan advised that he had since spoken about these proposals with a number of local residents and the fishing group, with positive feedback received. Cllr. K. O'Hagan went on to advise a contract was yet to be awarded, highlighting that in his opinion, there was wider scope for community involvement through the development of a marked walk and through the planting of trees.

Moved. Noted on file.

68 **Approval of Community Council Cheques**

The attached list of Community Council cheques was approved by members and amounted to **£00,236.18**

69 **Gwent Police**

Apologies for absence were received from colleagues at Gwent Police.

Caerphilly CBC Countryside**To receive report from Peter Lewis Senior Ranger Parc Cwm Darran.**

Visitor Centre/Café/Campsite

In spite of the bad weather throughout October the café has done much better than expected and we hope this continues on through into November and December. We have had problems with the water supply which have now been resolved.

Site Works

- Ongoing litter picking in the park and on the cycle-route.
- Blowing to paths/cycle routes
- Flailing to verges and hedgerows throughout the park.
- Various fence repairs
- Repairs to horse step over Glyn Derw.
- Dug out water pipe to repair leak.
- Removal of overhanging/dangerous trees at various locations in the park.
- High pruning to log circle woodland.
- Removal of scrub around lake.
- Checking culverts and ditches.
- Clearing ditches

School Visits

10th October Ysgol Gymraeg Gilfach Fargoed on site with 23 pupils.

Events

We have started preparing for the Christmas events in the park.

Nature Conservation

- We are busy making some bug boxes for around the centre and log circle woodland.
- Cutting to wild flower meadows
- Strimming bramble in woodlands near centre

Various

- We are still awaiting deliver of new signage.
- Fabrication of the new camping pod is ongoing.
- We are hoping to have solar panels fitted in the park in the near future to help reduce costs.

Aneurin Bevan UHB. Presentation. Integrated Wellbeing Network

Dr David Llewellyn provided Council with a PowerPoint Presentation summarising key statistical data and motivations behind the proposed / current development of an Integrated Well-Being Network in the North Rhymney and Darran Valley. Dr Llewellyn explained the Integrated Well-being Network (IWN) concept offers a framework for supporting the establishment of an integrated, place-based well-being system. Dr. Llewellyn explained this was not about creating more services or 'sticking plasters' that attempt to solve people's problems. Instead the aim is to capitalise on what is already

available locally and bring in the unique strengths and assets that are within individuals and communities - these assets existing within all communities and contribute to good health and well-being. A key feature of IWNs is that practitioners working within this system will use a person-centred and strengths-based approach to support people with care and support needs. Dr Llewellyn urged Council's support in raising awareness, potentially acting as ambassadors for change.

Cllr. D. Nicholas thanked Dr David Llewellyn for attending and presenting to Council.

72 Gelligaer and Merthyr Common. Update from the Commons Officer

The Commons Officer, Mr. Mark Ward provided Council with a verbal update of developments since his last report to Council. Within his report, Mr. Ward highlighted that:

- 25 tonnes of rubbish had been removed;
- 52 volunteers had been engaged in active support;
- Firebreaks had been developed across the common, chiefly in Trelewis and Bedlinog;
- 37 joint patrols had been undertaken with colleagues at Gwent Police;
- Three local primary schools had been engaged in activity and education; and
- A strong partnering and volunteering network had been established.

Mr. Ward went on to advise on the impact of funding for the existing project and plans already established to bid for continuation funding. Mr. Ward then took questions from Councillors, which included the matter of road ditching and banking and the potential impact on grazing animals and their inability to escape oncoming traffic.

In closing, Mr. Ward promised to share before and after photographs relevant to fly-tipping clearance, highlighting the PSPO at Cefn Brithdir had seen the area vastly improved by the prohibition of vehicle access.

Cllr. D. Nicholas thanked Mr Mark Ward for attending and presenting to Council.

73 Recruitment and Selection Update. Community Council Clerk

The Clerk discussed with Council the content of papers issued ahead of Council, including a verbal proposed timeline for recruitment. Cllr. K. O'Hagan proposed Council appoint suitably qualified and experienced staff to complete the recruitment exercise on behalf of Council. No seconder was received and therefore this proposal fell.

Timeline.

The proposed timeline shown below was subsequently agreed by members:

- Advertise. Monday 18th November 2019
- Closing date. Monday 9th December 2019 (three-week window)
- Shortlisting (date to be confirmed, preferably mid-December 2019)
- Interviews. First fortnight of January 2020
- Confirmation / progress report to Council. 9th January 2020

- Period of CRB / CRB. January / February 2020
- Appointment. February / March 2020.

Moved. Clerk to develop sift and scoring mechanism for shortlisting and to develop questions for use in the subsequent interviews.

Review of Job Description.

During the review of the draft job description, Cllr. K. O'Hagan proposed the following amendments to personal specifications, which the Clerk agreed to investigate and incorporate:

- Applicant will satisfactorily meet checking undertaken through CRB / DSB; and
- Driving licence and own transport preferred.

Advertisement.

Following discussion, it was agreed the advert would be displayed / distributed as follows:

- Community Council website (News / Events);
- Via Committee Services at Caerphilly CBC;
- Via the Society of Local Council Clerks;
- Via One Voice Wales; and
- Via Find a Job on Gov.UK

Shortlisting and Interview Panel/s.

Following discussion, it was agreed Council appoint a recruitment committee empowered to act on Council's behalf – this committee comprising of the Chair plus two (2) Members and supported administratively by the outgoing Clerk. Following a round of nominations and seconding the following committee structure was established:

- Chair. Cllr. D. Nicholas
- Member 1. Cllr. D. Hardacre.
Proposed by Cllr A. Vincent Seconded Cllr. G. Matthews
- Member 2. Cllr. Paul Roberts
Proposed by Cllr R. Chapman Seconded Cllr. D. Hardacre
- Member Substitute. Cllr. R. Chapman
Proposed by Cllr. D. Hardacre Seconded Cllr. D. Nicholas

74 **Resident Participation**

The Clerk provided Council with a verbal synopsis of general practice in place in other Councils, which generally allows for public contribution in a designated section at the start of each Community Council meeting. The Clerk advised that in most if not all Councils, uncontrolled and without permission contribution to debate was not permissible, although some best practice allowed for controlled contribution on individual items with permission gained through the Chair.

Following discussion, the Clerk agreed to prepare a proposal for consideration by Council, which if approved, would see amendment to Council's Standing Orders and website instruction.

Cllr. K. O'Hagan contended that during the exchange at the October meeting of Council there was a matter of Councillor confidentiality which had been breached during the debate. Following discussion, the Chair requested the Clerk articulate the correct complaints and escalation procedure. The Clerk duly highlighted Council's local resolution policy and other avenues, including advice from the Monitoring Officer at Caerphilly CBC or via the Ombudsman for Wales.

Moved. Clerk to agenda and provide detailed papers at the January meeting of Council.

Owing to time constraints, Council having already gone twenty-minutes beyond traditional standing orders, the following agenda items were not received:

- Community Councillor Vacancy. Opportunity for Co-Option; and
- Quarter 2 and 3 Income & Expenditure Report

Moved. Clerk to prioritise on the agenda for the January 2020 meeting of Council.

Date of Next and Future Meetings

Full Council. Thursday 9th January 2020, 6.30pm

Full Council. Thursday 6th February 2020, 6.30pm

Full Council. Thursday 5th March 2020, 6.30pm

Full Council. Thursday 2nd April 2020, 6.30pm

Meeting Closed at 8.50pm.

_____ **Chairperson**