



cwmbran community council cyngor cymuned cwmbrân

You are summoned to participate in the following meeting:

Cwmbran Community Council

Wednesday 15 September 2021 at 6.00 pm

The meeting will commence at 6.00 pm at the Council House (Annex), Ventnor Road, Cwmbran NP44 3JY.

Members of the Council, members of the press and the public may attend in person.

The meeting will also take place remotely using a video conferencing facility in accordance with the Local Government and Elections (Wales) Act 2021.

Members of the Council, press or public wishing to attend on a remote basis should notify the Clerk to the Council in advance so that guidance can be provided on how to attend the video conference.

AGENDA

To: Councillors: SWJ Ashley, RM Bennett, AL Bird, SJ Brooks, LJ Chaney, JS Davenne, M Day, LG Johnston, PM Johnston, F Jones, RD Kemp, KK Manneh, S Morgan, J Rees, LM Ryan, M Villars, WJ Walker, DH Williams and LE Williams

For meetings of the Full Council, the Quorum shall be at least a third of the total membership.

1 Apologies for absence

To receive any apologies for absence from members.

Apologies must be submitted in advance by the Member concerned.

(Members are reminded that failure to attend at least one relevant meeting within six months will result in automatic disqualification from holding office unless the absence is approved.)

2 Declarations of Interest

Members are asked to declare any personal and/or prejudicial interests they may have to give details of the nature of the interest.

3 Voting

To agree that the manner of any voting at this meeting will be by calling each name alphabetically with a response of 'for,' 'against' or 'abstain.'

4 Chair's Announcements and Vice Chair's Announcements

To receive any announcements from Councillor SJ Brooks and Councillor LG Johnston.

5 Public Question Time

In accordance with the Council's Standing Orders, the opportunity for public questions is hereby included as an item on each Council agenda. Details of any questions submitted will be reported.



(Note: Questions must be submitted to the Clerk in writing within 3 clear working days of the date of the meeting by 12 noon. The period designated for public participation shall not exceed 10 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and not for more than 10 minutes. A speaker may ask a supplementary question. A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.

The Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response. A record of any public participation session will be included in the minutes of the meeting.)

6 Gwent Police Update/ South Wales Fire & Rescue Service Update

- (i) To receive representatives from Gwent Police who will report to Members and answer Members' questions.
- (ii) To receive representatives from the South Wales Fire & Rescue Service who will report to Members and answer Members' questions.

Members are requested to submit any questions to the Clerk in advance,

7 [Council Meeting 21 July 2021](#)

To receive and, if approved, confirm the above minutes (attached).

The Chairman will be asked to sign and initial or authenticate the minutes of the above meetings in accordance with the Local Government Act 1972, Schedule 12 paragraph 41.

8 Delegated Powers

To report details of decisions taken by the Clerk under delegated powers (Minute CL20/022 (3 refers.) It is **recommended** that these delegated powers remain in place until the next Council meeting. (Note: under this delegation powers any reference to a specific statute includes any statutory extension or modification or re-enactment of such statute and any regulations, orders or bylaws made there under.)

9 Receipts & Payments June and July 2021

Financial Regulations require details of receipts & payments and comparisons of expenditure against budget to be reported to the Council's Policy & Finance Committee. The regulations also require that bank reconciliations are verified by a member (Councillor M Villars) and that details are reported to the Council's Policy & Finance Committee. (Financial Regulations 4 and 2 refer.) Councillor Villars has verified and signed the information.

Due to the current Covid-19 outbreak, Council is recommended to confirm the suspension of these regulations to allow these matters to be reported direct to Council for the foreseeable future. This avoids the risk of the activity not being reported to Members in a timely manner. The risk of not doing so would cause a delay and a risk accountability, sound financial management and effective scrutiny.

A schedule of receipts & payments and bank reconciliation is attached as follows:

- (i) [Itemised Schedule of Receipts & Payments June 2021](#)
- (ii) [Itemised Schedule of Receipts & Payments July 2021](#)

It is **recommended** that the information is approved.

10 Internal Audit

On 1 September 2021, the Council's internal auditor, Mr Lyn Llewellyn, announced his retirement from undertaking the audit of larger councils. Arrangements are being introduced to identify a successor. Details will be reported to a future meeting

11 Room Hire 23 August. Invoice 1173

On 23 August 2021, the meeting room of the annex at the Council House was used by Torfaen Community Transport for an interview. This assisted Torfaen Community Transport but also allowed the Council to test procedures in terms of Covid measures in preparation for a return to hiring of the Council's premises by outside bodies. The interview went ahead safely and successfully.

An invoice was raised to cover the cost of the booking (£30.00 Invoice 1173).

In view of the community benefits arising from the work of Torfaen Community Transport however (and the co-operation received in "piloting" the Council's safety measures) it is **recommended** that the invoice is cancelled.

12 [Standing Orders](#)

It is important that the Council keeps its internal systems, such as Standing Orders under review. Draft Standing Orders are therefore attached.

The only significant changes confirm the arrangements for hybrid meetings and a change to reflect staff appraisal in accordance with the Council's new business arrangements.

It is **recommended** that the attached draft Standing Orders are approved.

13 Torfaen Replacement Local Development Plan.

Following the closure of the Preferred Strategy consultation, Torfaen County Borough Council is taking time to reflect on the responses received and conduct further work based on the issues raised.

This will assist in preparing the Initial Consultation Report and next stage of the plan, which is the preparation of the Deposit Replacement Local Development Plan.

Due to the delays associated with the Covid19 pandemic and the further work required there is a need to develop a new timetable for the plan preparation. This timetable will be part of a revised delivery agreement which will be presented to Torfaen County Borough Council for agreement this November.

It is **recommended** that the information is noted.

14 Planning Consultations

To deal with any outstanding planning consultations from Torfaen County Borough Council. (Details of recent planning decisions taken by Torfaen County Borough Council are sent to Members separately.)

Events & Community Projects

15 [Play Provision 2021](#)

To consider the attached report.

16 [Cwmbran "Virtual" Big Event 18 September 2021](#)

To consider the attached report on progress and a notional format for the above.

17 Remembrance Sunday 14 November 2021

On 1 September 2021, the Council received confirmation from Gwent Police that Remembrance event organisers would be required to factor into their plans their own traffic management/staffing of road closures this year and that it is the responsibility of the event organiser to undertake the actions required to plan and hold the event safely and with minimum disruption to other highway users.

This is the position across Gwent and is as a result of ongoing demands on policing.

As the Council does not have the capacity to support these arrangements no arrangements will be made by the Council in relation to a parade this year.

Discussions will take place with veterans' group etc. on 15 September 2021 at 4.00 pm about the laying of wreaths, military presence etc. other activities and any act of remembrance.

It is **recommended** that:

- (1) the Council does not make any arrangements in relation to a parade this year.
- (2) the Council will lay wreaths at Cwmbran Park on Remembrance Sunday and lay a wreath at 11.00 am on 11 November 2021.
- (3) flags are flown at the Council House on each occasion.
- (4) in pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfies the requirements of that section, expenditure up to £2,250 is approved in relation of the above events (Code L10 Remembrance), to include the costs of hiring a PA system (if required), wreaths, Event Poppies and any other associated expenditure.

18 Forthcoming Events

- (1) To determine Members' preferred way forward for the Senior Schools Choral Festival, currently provisionally due to take place on 14 October 2021.
- (2) To agree the following arrangements for Christmas 2021:

It is recommended that the events take place on the dates indicated below at 6.00 pm. A report will be submitted to a future meeting on the detailed arrangements for each event, which will reflect any restrictions in place in relation to Coronavirus.

Wednesday 1st December – Pontnewydd Tree Lighting

Friday 3rd December – The Council House Tree Lighting

Other Matters

19 Care of Former Police Dogs

At a meeting held on 23 June 2021, Members were disappointed to learn that there was no financial support provided for retired police dogs and that no forces in the UK had retirement funds for dogs. It was understood that a similar position existed in relation to police horses. Minute CL21/028 refers.

The Clerk was instructed to write to the local MP to express concern about the arrangements to support retired police dogs and police horses. (Minute CL21/028 refers.)

The MP has advised that there are benevolent funds which exist for police forces to look after retired animals and some national charities had been established. He has confirmed however that there is no systematic Government funding for the specific purpose of caring for retired animals across all police forces.

The MP has thanked the Council for emphasising the concerns that exist around this and reassures members that he will bear this in mind when holding the Government to account in the House of Commons.

It is **recommended** that the information is noted.

20 **Governing Body Vacancy**

There is a Minor Authority Governor vacancy for the Federation of Blenheim Road and Coed Eva Governing Body following the resignation of Councillor Davenne. The Council has been invited to select another representative and inform the school, Chair of governors and Southeast Wales Education Achievement Service of the new appointment.

Councillor Bennett has indicated that she would like to be considered for the position.

It is **recommended** that Councillor RhM Bennet is appointed to fill the above vacancy.

21 **Installation of Traffic Speed Signs**

To consider the attached report.

22 **Date of Next Meeting**

It is **recommended** that the next Council meeting is held on 27 October 2021 at 6.00 p.m. The meeting to take on a hybrid basis, remotely via Zoom and in person.

23 **Exclusion of the Press & Public**

In view of the confidential nature of the business to be transacted, it is **recommended** that the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

24 **Staffing**

To consider the attached report.



David Collins DMS
Clerk to the Council/Clerc i'r Cyngor (Proper Officer / Swyddog Priodol)
Cwmbran Community Council/Cyngor Cymuned Cwmbrân

8 September /8 Medi 2021
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