



# Cwmbran Community Council Cyngor Cymuned Cwmbrân

You are summoned to participate in the following meeting:

Cwmbran Community Council

Wednesday 24 March 2021 at 6.00 pm

*Venue: The meeting will be held remotely in accordance with the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020*

## 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, 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.*

Members of the 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.

### 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 AL Bird 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 Membership

Notice of the vacancy arising in the Lowlands & Avondale Ward following the passing of Councillor PJ Cathcart has been published.

If no election is held, the vacancy may be filled by co-option.

It is **recommended** that:

- (1) any costs incurred in filling the vacancy are met from Earmarked Reserves (Elections).
- (2) the Council identify Members to interview potential candidates for Co-option to the Council for the Lowlands & Avondale Ward, should this prove necessary.

## 7 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. (To include discussion re. off-road biking and electric bikes.)
- (ii) To receive representatives from the South Wales Fire & Rescue Service who will report to Members and answer Members' questions.

## 8 [Council Meeting 10 February 2021](#)

Enclosed are copies of the minutes of the above meeting.

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

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

- (ii) 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 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 January and February 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 \(January 2021\)](#)

(ii) [Itemised Schedule of Receipts & Payments \(February 2021\)](#)

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

## 10 Independent Remuneration Panel for Wales (IPRW) Annual Report - February 2021

In accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011, the Council has received the IPRW's Annual Report, February 2021 and a covering letter from the Chair, Mr John Bader. The report can be accessed the link below. The report will have effect for the financial year 2021 - 2022.

[Independent Remuneration Panel for Wales: annual report 2021 to 2022](#)

[Section 13 \(attached\)](#) relates specifically to Community and Town Councils. For 2021/22 the Panel is not proposing any specific changes to payments in respect of community and town councils.

The Council must discuss and vote on all of the determinations relevant to Community & Town Councils in Section 13. (Determinations 43, 44, 45, 46, 47, 48 and 49). These are summarised well in Table 9 within the report (attached) which sets out each of the determinations and explains if a decision is required by the council in respect of each one. The Council must also specify a time limit from the date on which an entitlement to travelling or subsistence allowance arises during which a claim for those allowances must be made by the person to whom they are payable.

An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to the proper officer to do so (ie the Clerk).

It is **recommended** that:

- (1) members consider whether or not to adopt the Determinations shown on the attached table and identify any members to receive the payment of £500 in recognition of specific responsibilities. (Some of the Determinations are mandatory.)
- (2) the specific responsibilities payment of £500 is paid to the four committee Chairs and Leader of the Council.
- (3) a time limit of one month is set from the date on which an entitlement to travelling or subsistence allowance arises during which a claim for those allowances must be made by the person to whom they are payable. However, this does not prevent an authority from making a payment where the allowance is not claimed within the period specified.

## 11 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.)

The Clerk will also report on discussions with Torfaen County Borough Council and Planning Aid Wales about ensuring that views expressed by Members at all stages of the application process form part of the development management process.

**12 Coronavirus Update**

The latest announcement from the First Minister relaxed some of the restrictions which had been in place. For the time being, the new arrangements are unlikely to impact on the Council's working arrangements. Staff will continue to work from home as far as possible. Council meetings will take place remotely. Details of arrangements for forthcoming events appear below.

**13 2021 Events**

To note the following and receive an oral update on progress from the Clerk.

- (1) The Schools Eco Quiz was cancelled for the current year. Suitable on-line activity for schoolchildren took place on 10 March 2021. More activity is planned.
- (2) The Community Celebration Dinner has been cancelled for the current year.
- (3) The Primary Schools Coral Festival has been cancelled for the current year. There could be scope to combine this with other events later in the year.
- (4) Cwmbran Big Event (12 June 2021) has been postponed. See confidential report below.
- (5) Other events would be kept under review as restrictions and conditions evolve.

*Requests for Financial Assistance*

**14 Grants to Voluntary Organisations:**

To consider reports on the attached applications:

- (i) [Cwmbran Lions](#)
- (ii) [Cwmbran Otters](#)

*Other Matters*

**15 Local Government and Elections (Wales) Act 2021**

Members have asked to receive a detailed report on the above Act, which received Royal Assent on 20 January 2021.

Many provisions of the Act will not have immediate effect and will be subject to statutory guidance which will be consulted upon over the coming months. The following commentary outlines key provisions within the Act and describes relevant steps already taken by the Council.

<b>Local Government and Elections (Wales) Act 2021</b>	<b>Cwmbran Community Council</b>
From April 2022 community and town councils must prepare and publish an annual report about the council's priorities, activities and achievements.	The Council already produces an Annual Reports which has been recognised as Best Practice. Annual Reports will be examined as part of the 2020/21 external audit.
From 5 May 2022 community and town councils can pass a resolution to become eligible to exercise General Powers of Competence. Welsh Government will consult on eligibility prior to introduction	The Council currently meet the anticipated eligibility criteria, which include Unqualified Audit Opinions and a "qualified" Clerk.
From 5 May 2022, community and town councils must consider training for councillors and staff and publish training	An audit of training undertaken by Members commenced in February 2021. Training records for all staff are

plans by November 2022.	also maintained.
The power of well-being is due to be repealed once the general power of competence comes into force on 5 May 2022.	<i>Activity started using the well-being power before 5 May 2022 can continue until it finishes, but no new activities can be started using this power from 5 May 2022</i>

A summary of the key provisions of the Act and details of commencement of key stages, have been circulated to Council Members. The Act will also be discussed at a joint One Voice Wales/Society of Local Council Clerks joint event on 13 May 2021.

It is **recommended** that the Clerk continue to prepare for the implementation of the above act and report progress to Members.

## 16 Date of Next Meetings

The Local Government and Elections (Wales) Act 2021 provides for the continuation of remote meetings after the end of April when the current temporary regulations expire.

The Act does not change the law relating to annual meetings contained in the Local Government Act 1972. Further, the current temporary regulations cease to operate after 30 April 2021. Therefore arrangements will return to normal in relation to the organisation of annual meetings of the Council. The requirement is that the meeting is arranged for any day in May – it will be different next year in view of the elections.

It is **recommended** that:

- (1) that the next meeting is held on 12 May 2021 at 6.00 p.m.
- (2) Annual Council is held on 19 May 2021 at 6.00 p.m.

## 17 [One Voice Wales Membership 2021/22](#)

To consider the attached letter from One Voice Wales. The letter is accompanied by an invoice for the Council's membership of One Voice Wales for 2021/22 in the sum of £5778 together with a Members' Survey and list of Frequently Asked Questions which further explains the work of One Voice Wales. Hard copies are available from the Clerk.

It is recommended that the Council renews its membership of One Voice Wales for 2021/22

## 18 [Trade & Refuse Recycling Service 2021/22 Charges](#)

To note the attached letter from Torfaen County Borough Council

## 19 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.

## 20 Council House Heating & Plumbing Update

To consider the attached report

## 21 Staffing Matters

To consider the attached report.

## 22 Renewal of Lease: Task Force Vehicle BT18GWA

To consider the attached quotation to renew the above vehicle. The current arrangement ends in June 2021.

It is **Recommended** that the lease is continued for 12 months.

**23 Cwmbran Big Event 18 September 2021**

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**

*17 March 2021 /17 Mawrth 2021*

[david@cwmbran.gov.uk](mailto:david@cwmbran.gov.uk) tel/ ffôn 01633 849070