

Cygnor Bro **Llanfechain** Community Council

Minutes of the meeting held on Thursday 25th January 2018
at Llanfechain Memorial Hall

Present:

Cllr G Marshall (Chair)	Cllr S Marshall
Cllr B Ellis (Vice Chair)	Cllr Whitmore
Cllr A Jones	
Cllr G Jones	

Apologies: Cllr I Jones, County Cllr Thomas

Members of the public: 1

In attendance:

Lindsey Richards – Clerk to the Council

1. **Apologies for Absence**
Apologies were received from Cllr I Jones and County Cllr Thomas who were unable to attend due to conflicting engagements.

2. **Public Observer Statement**
The public observer statement was read out by the Chair.

3. **Declarations of interest in items on the agenda**
None declared.

4. **To Confirm Minutes of the Meeting held on November 30th 2017 and January 4th 2018**
The minutes were confirmed as a correct record, proposed by Cllr Ellis, seconded by Cllr G Jones and signed by the Chair.

5. **Matters Arising from the Minutes Not Elsewhere on the Agenda**
 - 5.1 **Website Update**
Cllr G Marshall reported that there had been no responses about the website. The website continues to develop and Cllr G Marshall is looking at a grant for further development beyond what is planned. The next stage is for continued development and for council email addresses to be set up linked to the web domain.
ACTION: Cllr G Marshall to progress website and grant opportunities.

 - 5.2 **Brongain Bridge**
The Clerk had obtained an update on Brongain Bridge from Countryside Services. Stage 1 to sure up the banks is now complete. Engineers in the Highways Department are now working on a suitable design for the bridge to complete Stage 2.

 - 5.3 **Young Footballers**
Councillors agreed that there should be a single point of contact on the Council to progress this issue.
ACTION: Cllr Ellis to get all parties together to discuss how to take forward.

Report from County Councillor Gwynfor Thomas

In his absence County Cllr Thomas had sent a report:

Pot Holes - desperation has been expressed by County Councillors about roads across Powys. The public must continue to report problems at www.powys.gov.uk.

Pothole machines are now up and running and hopes are that they will come to our area soon. *Dog Fouling signs* - dog fouling signs are in place and either a site meeting or a map where other signs to be considered

Bridge - at Glan Y Nant – has passed on from local highways department to the next level where it is being given consideration

County Cllr Thomas also reported that he been contacted by residents about the state of the back lanes towards and around Bodynfoel. These are to be inspected shortly and hopefully there will be some remedial action.

ACTION: County Cllr Thomas to provide update at next meeting; Clerk to contact County Cllr Thomas to arrange site visit in relation to dog fouling signs. Councillor A Jones to create report of road issues.

7.

Recreation Field

7.1 Inspection Sheet for October 2017

The inspection sheet was noted by Councillors.

7.2 Progress on Play Area

Cllr Whitmore reported that he and Cllr G Marshall had now met with the Playground Committee and wished to be recorded the phenomenal amount of background work that had been done on the project so far. As previously reported the process for lottery funding has now changed and Cllr Whitmore will be contacting them for advice. Areas of immediate work will include:

- review of demographic data to add weight to the bid,
 - contacting potential contractors,
 - reviewing height of existing play equipment to look at how future equipment might impact on neighbours and
 - ideas around the design of the playground including involvement with the school.
- to investigate possible new funding streams.

Cllr Whitmore reminded council that there will be four months to put the bid in once initiated and the Project Committee and Council are currently looking at an installation date of May 2019 with an event to formally open it. Cllr G Marshall reported that she has taken on the role of Chair for the Playground Committee as a temporary measure whilst a new Chair is recruited.

ACTION: Cllr Whitmore to report back to council once he has carried out some initial work.

7.3 Community Asset Transfer

Powys County Council had been chasing our solicitors for an update and Cllr G Marshall had responded with Council's previous agreement that want to provision:

1. That the playing field is not used for development, i.e. building, but remains in community use. As Powys (Section 12) have stated they can take ownership back for educational purposes we want to ensure that a school is not built on the land.
2. To protect the playing field from the possible eventuality that Powys could take back ownership for educational use, i.e. build a new school on the playing field and sell off the old school site for development and reiterating that the Council would like the playing field to remain as a playing field.

The Clerk reported that there was a Way Leave Agreement in place and had received a plan from Scottish Power showing underground electricity lines. A new Way Leave agreement would need to be negotiated with the power supplier once the sale of the recreation ground had gone through. Councillor G Marshall suggested a charge could be levied on the power company. Clerk to investigate. Cllr Whitmore noted that that the power supply would need to be considered within the context of the playground project.

ACTION: Cllr Whitmore to contact Scottish Power. Clerk to investigate potential wayleave charge.

7.4 Hedge on Recreation Field

To be carried forward to next meeting

ACTION: Cllr Ellis to report back at next meeting

8. Cluster Update

Cllr S Marshall reported that the Cluster Secretary had resigned and that the Chair would be meeting with the Powys legal representative on the 31 January, to state what would be offered and determine what the costs are. Following this meeting the Cluster will meet on 6th February. An assessment of costs had previously been done which appeared excessive and will be raised at this meeting together with a request for schedules of work not included. Powys have stated that if we were not to go forward with the Powys County Council would carry out the minimum service only. Cllr G Marshall pointed out that the Council needed to make a decision whether to go forward with the Cluster and what that would mean. Cllr G Marshall also requested that Cllr S Marshall obtain the Constitution of the Cluster Company. All Councillors raised concerns about the services already provided by Powys, pointing out that that very little had taken place in the previous year and a question regarding the use of the funding for the last year was raised. It was agreed County Councillor Thomas to request an update from Powys regarding the fact that we did not have any services last year nor refunds. Also that we have serious concerns for the coming year to enable the Council to update the Community.

ACTION: Cllr S Marshall to take to next Cluster Meeting; County Cllr Thomas to ask PCC to provide a report to the Council.

9. Finance

9.1 Third Quarter Budget Statement

Noted with one correction

ACTION: Clerk to amend and circulate to Councillors

9.2 Approval of Payments

The following invoices were approved for payment

Llanfechain Memorial Hall – Newsletter Costs £45.00

Clerk, Lindsey Richards, December/ January 20 hours per month £348.68

Proposed by Cllr G Marshall and seconded by Cllr Ellis

The Clerk reported that she was not submitting expenses since she already had a stock of her own items such as paper, print and envelopes. Council also discussed how much time was spent on activity by Councillors and that members should record activity as this was in the public interest to note the service they were being provided with free of charge since Llanfechain Community Councillors do not take determinations.

A further invoice from Powys County Council in relation to the recreation field was considered and deferred as an invoice for the full year has been received from Powys. Clerk to check with Powys re payment/part payment as the playing field will come into Council ownership during this period.

ACTION: Clerk to contact Powys County Council concerning the recreation field invoice; All Councillors to record their Council activity.

9.3 Current Bank Balances and Signing of Bank Statements

Current Account Balance: £10,525.04

Deposit Account Balance: £697.78

Bank statements were signed by the Chair

9.4

Budget and Precept Update

The Clerk advised that the final budget agreed at the previous meeting had been tallied and a precept of £10000 had been submitted and received by Powys County Council.

9.5

Asset Register

The Clerk had located an asset register for the Council and had done some work to identify assets. Council noted that the values of items on the register hadn't depreciated and therefore more work needed to be done to update the register. Cllr G Marshall agreed to do more work on the register to bring it up to date.

ACTION: Cllr G Marshall

9.6

Donations Policy and S137

Following the budget conversations at the previous meeting Cllr G Marshall has been reviewing the Donations Policy. Following advice from OVW Cllr G Marshall has been working updating the policy to include an application form to be handed out when people/organisations apply for a donation.

The Clerk advised that all policies need to be agreed at the AGM and that therefore it would be useful for all policies to be reviewed before then. Cllr Whitmore agreed to review the Communications policy. A full policy review will take place prior to the AGM.

S137 was noted by Councillors

ACTION: Cllr G Marshall to circulate Donations Policy for approval at next meeting; Cllr Whitmore to review Communications Policy; All Councillors to agree to review a current Council Policy.

10.

Beacon Project & War Memorial Trust

10.1

Beacon Project

Cllr S Marshall reported that the next meeting to discuss the Beacon Project would be led by the Memorial Trust on 20th February followed by an Open Meeting for the community in the Memorial Hall on 3rd March.

ACTION: Cllr S Marshall to attend and obtain timeline; Cllr G Marshall to advertise community event on website

10.2

War Memorial Trust update including correspondence circulated 4th December

Correspondence from the War Memorial Trust requesting the Council provide a wreath representing the community at future events was fully supported.

Proposed by Cllr Whitmore and seconded by Cllr Ellis. All agreed.

ACTION: Cllr S Marshall to advise Memorial Trust proposal fully supported

11.

Highways and Pavements

Correspondence from a member of the public in relation to Maes Mechain together with verbal communication received in relation to Maes Dinas, entrance to the village and Maes Derw were discussed. The Chair urged Councillors to continue to ask members of the community to report issues via the Powys website. Cllr A Jones was tasked to write a paper pulling all the issues together and the clerk to re-take photographic evidence to include a ruler to submit to Powys County Council via County Cllr Thomas.

ACTION: Cllr A Jones, All Councillors and Clerk

12.

Planning Application P/2018/0043 Erection of Agricultural Building The Gables, Llanfechain

The Clerk had circulated planning application details prior to the meeting and updated Councillors on responses received. No issues were raised and therefore there would be no comment to Powys County Council.

The Clerk also provided updated information on previous planning applications.

- 13. Other Matters**
- 13.1 Special Interest Groups**
Cllr G Marshall reported that there had been some interest in Walking Groups from the Ramblers Association and the Community. Cllr Whitmore advised that there were grants available for, for example, community heritage trails and memorial walks.
ACTION: Cllr G Marshall to progress
- 13.2 Data Protection**
Cllr G Marshall reported that Council are required to have Data Protection Registration and that ahead of the GDPR coming in in May more work was required. GDPR to be placed on next agenda.
ACTION: Cllr G Marshall to progress, Clerk to put on agenda for next meeting
- 13.3 Formal Appointment Request to Internal Auditor**
The Clerk reported that she and the Internal Auditor, Mr Holmes had been in communication about the upcoming Internal Audit. Mr Holmes had provided details of the items required to complete the audit. Councillors agreed that a formal request based on Mr Holmes' criteria should be sent and proposed items be submitted at the end of the financial year.
ACTION: Clerk to write to Internal Auditor to confirm request to carry out audit.
- 13.4 Council Annual Cycle**
The Clerk had created a Council Annual Cycle Document to assist the Clerk and Council to understand the statutory requirements required of the council. This had been added to include items that Council wished to undertake. Council noted.
ACTION: Clerk to update and circulate to Councillors
- 14. Correspondence**
- 14.1 For Decision**
Montgomeryshire Village of the Year Award: Council considered but deemed that due to the lack of services provided by Powys County Council that this was not the right time to enter. To be considered at a later date.
Russell George Request: Council decided it was appropriate to advertise details of Russell Georges' surgery dates and events on the council noticeboard as requested.
ACTION: Clerk
- 14.2 Correspondence Previously Circulated**
Council noted correspondence circulated previously.
Cllr Whitmore to take on the Community Governor role and will be attending first meeting in February.
- 14.3 Late Correspondence:**
PCC: Open Apace Assessment: detail of allotments: **ACTION:** Clerk to respond
PCC: General Dispensations: **ACTION:** Clerk to circulate, councillors to read: for discussion at next meeting
PCC: Powys Archives: Councillors noted. **ACTION:** Clerk to circulate; Cllr S Marshall to put on website
- 15. Questions to Chair**
Cllr Whitmore raised the issue of the Community Safety Partnership and how the Council could look at representation on the group and how we could access it.
ACTION: Cllr Whitmore to progress
Cllr G Marshall advised that there will be a Montytrax Meeting on 31st January in the village and suggested that Cllr I Jones attend on behalf of the council.
ACTION: Cllr A Jones to request Cllr I Jones attend
Cllr G Marshall requested that Sports Day be put on the agenda for the next meeting
ACTION: Clerk

Date of next meeting Thursday 22nd February

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Approved by Council as a correct record:

Proposed: _____

Seconded: _____

Signed: _____ Chair

Date: _____