

## Cygnor Bro Llanfechain Community Council

Minutes of the meeting held on Thursday 26<sup>th</sup> October 2017  
at Llanfechain Memorial Hall

### Present:

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

Members of the public: 2

### In attendance:

Lindsey Richards – Clerk to the Council

1. **Apologies for Absence**  
No apologies were received.
2. **New Councillor Declaration of Acceptance of Office**  
New councillor, Mr Andrew Whitmore was welcomed by the council and asked to sign the Acceptance of Office witnessed by the Clerk. No declarations of interest.
3. **Closed Session**  
The first part of the Council meeting was held in closed session. This was due to confidentiality issues relating to employment and protection of individual identities of members of the public.
4. **Reminder for Members of the Public attending Council Meetings**  
The Chair welcomed members of the public and read out a statement reminding public present that whilst they are welcome to observe council meetings, they should not speak unless invited to do so and if so to be courteous and not mention individuals by name. The statement will be repeated at every council meeting.  
**ACTION:** Cllr G Marshall
5. **To Confirm Minutes of the Meeting held on September 28th 2017**  
The minutes were confirmed as a correct record, proposed by Cllr A Jones, seconded by Cllr G Jones and signed by the Chair.
6. **To Record Declarations of Interest in Items on the Agenda**  
None declared.
7. **Matters Arising from the Minutes Not Elsewhere on the Agenda**
  - 7.1 **Website Update**  
Cllr G Marshall presented the early stages of the new website and apologised that we are currently unable to update the old website. The plan is that it will be more developed by the next meeting. All councillors were requested to provide images for the website. A request for images will also go out in the next newsletter.  
**ACTION:** Cllr G Marshall to progress website, All councillors to provide images

## **7.2 Driving Over Path Outside Memorial Hall**

Members of the public reported that they had witnessed two more instances of vehicles driving over the path outside the Memorial Hall. Cllr S Marshall was asked to report to the Memorial Hall Committee and request that a solution be progressed as soon as possible. It was further suggested that a planter which would allow for wheelchair access whilst preventing vehicles from using the path might be a possible solution. In the meantime Cllr G Marshall would check with the Memorial Hall Committee that they would be happy to remind the community not to use the path for vehicular access in the next newsletter and on the Council Notice Board.

**ACTION:** Cllr S Marshall and Cllr G Marshall

## **7.3 Reported Highways Issues**

The Clerk had reported all highways issues raised at the last meeting to Powys County Council. The Clerk to speak to County Cllr Thomas to find out more about response times to complaints.

**ACTION:** Clerk

## **8. Report from County Councillor Gwynfor Thomas**

County Cllr G Thomas had sent a written update which was read out by the Clerk. *Dog Fouling signs* – available and if not in place by end of October will need to be chased.

*Bridge - at Glan Y Nant* – Environment Inspector will look at the bridge.

*Debris from gully emptying* – it is suggested that the debris may from manual cleaning of drains on unclassified roads – a reminder is to be sent around to operatives to be aware of the complaint.

**ACTION:** County Cllr Thomas to provide further updates on dog fouling signs and bridge

## **9. Recreation Field**

### **9.1 Inspection Sheet for October 2017**

Council noted. Cllr S Marshall was asked to raise hedge cutting of the recreation field at the next cluster meeting.

**ACTION:** Cllr S Marshall

### **9.2 Progress on Play Area**

Cllr Whitmore agreed to take the lead from the Council perspective on the Playground Project liaising with Helen Renwick on the Playground Committee to report back to council. Cllr G Marshall requested that consideration be given to future costs to the council beyond the building project.

**ACTION:** Cllr Whitmore

### **9.3 Community Asset Transfer**

Cllr G Marshall reported that whilst it had been intended to arrange a meeting with the Solicitor to raise the issues discussed at September's meeting this would be at considerable cost. She proposed that she and Cllr Evans draft an email together for Council's approval instead. All agreed. Members of the public present also agreed to comment.

**ACTION:** Cllr G Marshall

### **9.4 Safety Inspection of play equipment carried out on 7<sup>th</sup> October**

The clerk reported that the inspection had taken place which had identified a number of low risk issues. Morral Play Services had undertaken the inspection and reported that it was safe to use but that consideration should be given to the issues identified together with suggested remedial work and to consider re-development of the playground. Cllr Whitmore agreed to review the content of the inspection report and report back to Council. Cllr Evans also proposed that we enrol on the Powys ROSPA Inspection Cycle for June 2018. This was seconded by Cllr A Jones. All agreed.

**ACTION:** Cllr Whitmore and Clerk

### **9.5 Insurance Cover for Activities Under Council Auspices**

The Clerk reported that our current insurance covers us for negligence in relation to

maintenance of the field. It would not cover us for the young footballers activity which would require us to take on an official volunteer with associated policies, procedures, supervision and relevant safeguarding checks in place. Council agreed that the young footballers activity should continue as it is. Cllr I Jones was asked to brief T North and suggest that he introduce a parent/guardian disclaimer. Cllr G Marshall also requested that Cllr Evans talk to the Football Club about whether they would be prepared to take the young footballers activity on.

**ACTION:** Cllr I Jones and Cllr Evans

**10**

**Finance**

**10.1 Reserves and Balance**

It was agreed that council need to look to appointing an internal auditor.

**ACTION:** Clerk to put on agenda for November meeting.

**10.2 Financial Statement – 2<sup>nd</sup> Quarter**

The Clerk presented the quarterly financial statement which showed expenditure and income in the two quarter to 30<sup>th</sup> September 2017 and identified potential overspends. One item of expenditure had already been discussed in closed session. The clerk agreed to make some presentational adjustments to the statement to make it easier to assimilate and to chase up the election invoice. Cllr Marshall to check with the cluster on library costs and potential cluster costs for 2018/19 for November meeting. Cllr S Marshall will be attending the Cluster Meeting on 2<sup>nd</sup> November and will arrange a full briefing for the Council afterwards. County Cllr Thomas to chase whether the Council will be charged for any Cluster items in this financial year.

Current Account balance: £11241.33

Deposit Account balance: £697.71

**ACTION:** Clerk, Cllr S Marshall, County Cllr Thomas

**10.3 Newsletter Costs**

Cllr G Marshall reported there was an error relating to newsletter costs proposed at the last meeting. The amount should have been £15 a month and not £15 a quarter as stated. Cllr Evans proposed adoption of newsletter costs, seconded by Cllr G Jones. All agreed. Cllr G Marshall proposed items to be incorporated into newsletters and requested councillors come forward with ongoing suggestions.

**ACTION:** All councillors

**10.4 Approval of Payments**

The following Invoices were approved for payment. Proposed by Cllr Evans, seconded by Cllr I Jones. All agreed.

Wales Audit Office – external audit £186.75

Llanfechain Memorial Hall – Newsletter – July to December £90.00

Llanfechain Memorial Hall – meeting room costs 25/10/16 28/9/2017 £135

Clerk's Salary (September 15 hours, October 20 hours) £305.10

Clerk's Expenses £16.99

A further invoice was considered in closed session but not approved for payment at this point pending further information.

**10.5 Request for donation to Memorial Hall Committee Whist Drive**

A bottle of wine to be donated personally by Cllr G Marshall and Councillor S Marshall.

**11**

**To Review and Agree the Business Plan**

Cllr G Marshall introduced the proposed business plan which had been created with Welsh Government best practice guidelines. All reviewed the plan and were supportive of the aims and objectives but raised some concerns about some of the activities which were suggested based on past of experience of similar activities which had been tried and failed. Some adjustments were made to the examples. Cllr G Marshall explained that it was an organic document which would be constantly reviewed and amended as appropriate. Adoption of the revised Business Plan proposed by Cllr Evans and seconded by Cllr A Jones. All agreed.

**ACTION:** Clerk to circulate revised plan to councillors

**12**

**Other Matters**

**12.1 Rights of Way and Walking Groups**

To be taken forward to a further meeting.

**12.2 Dog Mess**

The Clerk reported that a teacher at the school had mentioned instances of dog mess on the school grounds. The council are likely to receive a letter in due course.

**12.3 Highways**

There were no further highways issues raised.

**12.4 Review of Correspondence Standing Order**

The Clerk had reviewed the Correspondence Standing Order and suggested that an outdated clause be removed stating that correspondence will not be available to any councillors prior to a meeting of the Community Council. Proposed by Cllr G Jones, seconded by Cllr A Jones. All agreed. The Clerk suggested it would be a good idea for Council to review all current standing orders and policies.

**ACTION:** Clerk to update Correspondence Policy and circulate current standing orders and policies to councillors for comment.

**12.5 December Meeting**

The Clerk advised that it is common practice in many councils with meetings scheduled late in the month not to have a December meeting which would fall over the Christmas period. However should council choose to adopt this approach it would be necessary to ensure that the budget was fully approved and the precept agreed at November meetings. Cllr I Jones proposed to discontinue the December meeting, seconded by Cllr Whitmore. All agreed.

**12.6 Community Bench**

A number of suggestions had been received in the Community Suggestion Box asking for a Community Bench in the churchyard. Cllr S Marshall asked Council to consider the idea in the next agenda item as part of his report from the Llanfechain Memorial Trust Committee meeting.

**13**

**Reports on Meetings**

**13.1 Llanfechain Memorial Trust Committee**

Cllr S Marshall reported that there are three events planned: School Remembrance Assembly on 8<sup>th</sup> November when Phil Williams will speak about the 14 Sons of Llanfechain; Church Service on 12/11 at 11.30a.m. Peter Cannon and Phil Williams will be involved and, a Memorial on 30/11 for Hubert Albert Watkin. All events will be advertised through the church and Councillors are invited to attend. Cllr S Marshall also reported that the Trust Committee would like to transfer responsibility for the War Memorial to the Council along with funds of £3500 to be ring-fenced for memorial purposes – for the memorial itself but also for other items including the potential for a memorial bench in the Churchyard. Council agreed that more information is needed before taking a decision.

**ACTION:** Cllr S Marshall to invite Memorial Trust Committee to attend January 2018 council meeting to present their thoughts and provide detail on what the transfer would mean for the council.

**14**

**Correspondence**

**14.1 For decision**

Council considered a request from Citizens Advice Powys for funding support. Council agreed that it did not fit with the Council's Donations policy. A further item of correspondence was considered in closed session for response since it could have identified individual members of the public.

**14.2 Correspondence previously circulated to note**

OVW: Consultation: Guidance for Principal Councils on the Review of Communities – noted.

OVW: Consultation: Draft Annual Report Independent Remuneration Panel – noted  
PCC:Planning Decision Notices – noted.  
Boundary Commission for Wales: Revised Proposals for Changes to Parliamentary Constituencies in Wales – noted.  
One Voice Wales: Burial Charges for Children – noted and to respond that Llanfechain Community Council do not have responsibility for burials and cremations.

**ACTION:** Clerk

OVW: Clustering/Partnership Response Request: to respond following Cluster.

**ACTION:** Cllr S Marshall

#### **14.3 Late Correspondence**

Planning Aid Wales: Free Planning Training – two places available to each community and town council. Cllr S Marshall attending on 21<sup>st</sup> November and will report back to Council.

Powys Teaching Health Board – update on Future Fit and delay to consultation – noted.

The Clerk reported The Public Services Ombudsman Wales had advised that a complaint had been received about a councillor. No further information can be provided as the nature of the complaint is in confidence at this stage.

#### **15**

##### **Questions to the Chair**

A member of the public commented that whilst the website was in development, once the minutes are taken down from the Council Noticeboard to make way for the agenda, there is no access to previous minutes.

**ACTION:** Clerk to put a notice on the Council Noticeboard detailing how to request copies of the minutes once taken down from the board.

**Date of next meeting Thursday 30<sup>th</sup> November 2017 at 7.30 p.m.**

Lindsey Richards  
Clerk to Llanfechain Community Council  
Plas Bach, Bwlchyddar, SY10 9LN  
01691 649124  
lindsey@thesmallwebpeople.co.uk