

Cygnor Bro Llanfechain Community Council

Minutes of the meeting held on Thursday 22nd February 2018
at Llanfechain Memorial Hall

Present:

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

Apologies: Cllr G Jones, County Cllr Thomas

Members of the public: 3

In attendance:

Lindsey Richards – Clerk to the Council

1. **Apologies for Absence**

Apologies were received from County Cllr Thomas who was in full council and Cllr G Jones was unable to attend due to family commitments.

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 A Jones, seconded by Cllr Whitmore 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 some interest from the village which she was following up. The website continues to develop but work on it now needs to be prioritized.

ACTION: Cllr G Marshall

5.2 **Young Footballers**

Cllr Ellis had contacted Llanfechain Football Club but had not heard anything back at this point.

ACTION: Cllr Ellis to get all parties together to discuss how to take forward.

5.3 **Highways**

Councillor G Marshall offered to work with Cllr A Jones to produce a paper on recently reported highways issues around the Village with the intention that the report goes to Powys via County Cllr Thomas.

ACTION: Cllr G Marshall and Councillor A Jones

6. **Appointment of New Clerk**

The Chair welcomed the newly appointed Clerk, Ruth North who was attending the meeting as a public observer. The Clerk explained the handover would take place

over the next few days until 28th February but that mentoring support would continue to be available beyond the end of her employment.

ACTION: Clerk

7. Report from County Councillor Gwynfor Thomas

In his absence County Cllr Thomas had sent a report:

Pot Holes - There are numerous potholes and we must continue to them. County Cllr reported that the weather had not been suitable as yet for the new pothole vehicles to commence work. Councillors were keen to understand why this was the case.

Dog Fouling signs – the officer concerned with contact Cllr G Marshall directly to arrange a site visit. County Cllr Thomas happy to attend also.

Bridge - at Glan Y Nant – Bridges in the area have been inspected but County Cllr Thomas had not yet had sight of any recommendations.

Roads surrounding *Bodynfoel* – County Cllr Thomas has working to try to get some attention for this area and believes some action has been taken in respect of road drainage but much more needs to be done.

ACTION: County Cllr Thomas to provide update at next meeting; Clerk to raise pothole vehicle issue with County Cllr Thomas.

8 Recreation Field

8.1 Inspection Sheet for February

An inspection sheet had not been received for February. Cllr Whitmore agreed to undertake inspections during the months in which Phil Williams was unavailable.

ACTION: Cllr Whitmore

8.2 Progress on Play Area

Cllr Whitmore reported that he had now had conversations with The Big Lottery. He had been advised that a bid for the play area on its own is unlikely to be successful and that a multi-themed approach that considered the whole community was more likely to achieve support. He further reported that bids over £100,00 were also more likely to achieve support. Cllr I Jones raised concerns around future on-costs for such a large scale project. The Big Lottery had further advised that Project Committee should be separate from the Council and that it should not be chaired by a council member. An individual was suggested by Cllr Ellis who may interested and Cllr G Marshall suggested garnering interest through the newsletter.

ACTION: Cllr Ellis and Cllr G Marshall

8.3 Community Asset Transfer

Cllr G Marshall reminded councillors that the council had agreed they wanted to prevent the recreation ground being built on and had asked the solicitor to make provision for this. The solicitor had reported back to the council having received a response from Powys County Council stating that the clause was specifically included as a condition in order to preserve Powys' options re educational provision to safeguard any future school development. The solicitor suggested a compromise, for example to put a time limit on Powys' option to have the land transferred back to them and make it subject to providing alternative field space. Council considered the issues and requested Cllr Marshall respond stating that council do not want house built on the land, suggesting a time limit of 25 years, asking what is meant by educational requirement and being clear about what an alternative field space would mean. Councillors also suggested that the football club be consulted.

ACTION: Cllr G Marshall to write back to solicitor and Cllr Ellis to consult football club.

8.4 Hedge on Recreation Field

Further clarity required. Cllr I Jones and Cllr Ellis to investigate and report back at next meeting.

ACTION: Cllr I Jones and Councillor Ellis

8.5 Recreation Field Gate

The Chair had received a call about the gate on the field. The post is loose and the gate won't close properly. Cllr I Jones and Cllr Ellis to investigate and report back at next meeting.

ACTION: Cllr I Jones and Councillor Ellis

9

Cluster Update

Cllr S Marshall had attended a meeting on 6th February. The Chair of the Cluster Group and the legal representative have had meetings with Powys. Discussions are ongoing but service delivery is due to commence on 1st April. As a council we need to decide whether to have a Group Maintenance Agreement or go our own way. As things stand there will be £20,000 across 11 councils to cover maintenance of verges, hedges and so on within the 40MPH zone. There is still interest within the Cluster Group to proceed and to put pressure on Powys. PCC have awarded £4000 to the Cluster. There will be a further meeting with the Grant Application Local Partnership Group to agree what is going to happen before April 1st. Councillors raised ongoing concerns and questions and Cllr G Marshall agreed to write a paper to put round to councillors to articulate Council's concerns with focused questions that require an answer. There will be a further Cluster meeting on 6th March. Cllr S Marshall and Cllr I Jones will attend. There is a Memorandum of Agreement for contribution to the library which is £817 for Llanfechain based. The contribution is based on the number of people who use the library from each council area. Cllr S Marshall was requested to find out how many people from the Llanfechain area use the library. Councils are asked to agree a flat rate for a 5 year period equal to this year's contribution or to opt for a year by year. Councillors considered and agreed to the year by year option. Proposed: Cllr Whitmore and seconded by Cllr Ellis.

Cllr A Jones asked for an update for an action from the last meeting to request that County Cllr Thomas ask Powys for a report about the lack of services and no refunds this year. The Clerk reported that County Cllr Thomas had responded in his update that he needed to develop this further before approaching the authority and would contact Cllr G Marshall for clarification.

ACTION: Cllr G Marshall to write paper and circulate to councillors; Cllr S Marshall and Cllr I Jones to attend next Cluster Meeting; Cllr S Marshall to find out library numbers; County Cllr Thomas and Cllr G Marshall to follow up on report requested from Powys

10

Finance

10.1 Approval of Payments

The following invoices were approved for payment

Clerk, Lindsey Richards, February 20 hours per month £174.34 Proposed by Cllr Ellis and seconded by Cllr A Jones

Powys County Council recreation field lease 1st January – December 2018 £100.00 Approved on the basis that proportional amount will be refunded once the asset transfer has taken place. Proposed by Cllr Whitmore and seconded by Cllr I Jones
One Voice Wales renewal subscription £77.00. Proposed by Cllr A Jones and seconded by Cllr Ellis

A further request had been received from the Memorial Hall for an annual £600 contribution towards the Memorial Hall and Post Office. Cllr G Marshall explained the historical background to this request. Cllrs noted this together with considerations for the future about the proposed new Donations Policy and the 50% budget cut agreed for donations in the forthcoming financial year. Councillors agree to honour the request for the current financial year but to arrange a meeting with the Chair of the Memorial Hall Committee to discuss funding in line with Council procedures and constraints going forward. Proposed by Cllr Ellis and seconded by Cllr Whitmore.

ACTION: Cllr G Marshall and Cllr Whitmore to arrange meeting with the Chair of the

Memorial Hall Committee.

10.2 Current Bank Balances and Signing of Bank Statements

A current bank statement had not yet been received by the Clerk. Therefore current balances remained as per the previous month

Current Balance: £10,525.04

Deposit Account Balance: £697.78

A member of the public questioned whether some funds could be transferred to accrue interest. Council agreed that the interest would be minimal but would be continue to be monitored in the light of forthcoming budget constraints.

10.3 Asset Register

Cllr G Marshall reported that she had not been able carry out the work to update the Asset Register in consideration of the depreciation of those Assets. The Clerk advised that an updated Asset Register would be important in determining the insurance requirement for the forthcoming year. Item to be deferred to the next meeting.

ACTION: Cllr G Marshall

10.4 Donations Policy

Although a Donations Policy had been in place for some time it has not been used when donations are requested. Following advice from OVW, Cllr G Marshall presented an updated Donations Policy and application form to be handed out when people/organisations apply for a donation. With amendments, councillors agreed that the policy should be adopted and reviewed again January 2019. Proposed by Cllr A Jones and seconded by Cllr Ellis

ACTION: Cllr G Marshall to make agreed amendments and circulate to councillors and the Clerk.

10.5 Grass Cutting Requirement for Quotes

Councillors considered the grass cutting requirement for 2018 and determined interested parties should be invited to quote for a minimum of 15 cuts over the season to commence at the beginning of April on a call off contract basis depending on whether the grass needed cutting. Tenders should include a cost per cut and the option to add more cuts to the minimum as required on the cost per cut basis. Andy Ellis, the existing provider will be invited to quote together with Clive Heaton and Gareth Thomas. Quotes to be considered and an agreed provider to be determined at next meeting.

ACTION: Clerk to draw up tender requirement and send to agreed providers, with responses required for next meeting.

10.6 Insurance Requirement for Quotes

Deferred to next meeting to allow time to update the Asset Register and determine any further insurance requirements needed over and above existing policy.

ACTION: Clerk for next agenda

10.7 Bank Mandate

The Clerk advised that a new mandate was required as a result of the appointment of the incoming Clerk. A mandate form had already been signed by existing councillor signatories and this would be finalised by the incoming Clerk with her information and taken to the bank. The incoming Clerk will also need to complete a change of address form so that future bank statements are directed appropriately.

ACTION: Clerk

11 Beacon Project & War Memorial Trust

Cllr S Marshall had attended a meeting of the Memorial Trust on 21st February. He had received a cheque for £3411.00 to go into Council funds after 26th February. There is no longer any requirement to consult on use of these funds.

Cllr S Marshall stated that funds are available for memorials going forwards. The Council agreed that these monies should be ring fenced for memorial related activities. A suggestion received from the village was a new bench. This is to be discussed at a future meeting.

There will be an Open Meeting on Tuesday 6th March at 6pm, run by Phil Williams for the community to come along and invited to contribute what they would like to see during the War Memorial Weekend. Phil already has lots of ideas to start the ball rolling to include activities including painting poppies, displaying family medals, digging a trench, singing songs from the war. A PA system will be required and Cllr I Jones will take this forward with Cllr Marshall to progress. Cllr S Marshall will continue to take this forward with Phil Williams and will attend the meeting.

ACTION: Cllr S Marshall, Cllr I Jones, All Council members to support

12

Sports Day

Cllr G Marshall presented early ideas for Sports Day planned for Summer 2018. The event will include activities for every age group and include both outdoor and indoor activities. A proposed list of activities had been received from Alfie Richards, a pupil at Llanfechain Primary School and this would be considered alongside other suggestions from councillors and others interested parties. Tony North has agreed to be the Sports Officer for the event. The Clerk reminded council that the agreed Council Risk Assessment would be undertaken and Cllr S Marshall further advised that a risk assessment would need to be conducted for each event adopted. An agreed date for the event is still needed to be determined and Council agreed that this needed to be determined by the availability of the proposed Sports Officer. The end of June/beginning of July were the suggested dates from the Council.

ACTION: Clerk to agree potential dates with Sports Officer to finalise date in March and make ready risk assessments to be completed.

13

Planning Application P/2016/1154

Cllr S Marshall and Cllr Ellis had attended a Powys Planning meeting to consider the outline application submitted in 2016 for up to 7 dwellings opposite Wesley Terrace. The Powys planning officer appointed to this application had recommended approval for the application. However Cllr S Marshall and Cllr Ellis had made representations based on the council's previous representations and in particular the conservation area. Powys County Council planning members raised concerns with the outline plans which did not define the housing proposed in a conservation area and on that basis it was rejected. The applicants can now apply for full planning permission and council agreed to keep a watching brief on developments.

ACTION: All Councillors and Clerk

14

General Dispensations

Councillors were minded that Council Meetings should not exceed 2 hours and given that this was a weighty issue to be considered but was not urgent deferred this item to the next meeting.

ACTION: All Councillors to read document before next meeting. Clerk to put on next agenda

15

Other Matters

15.1 Special Interest Groups

Cllr G Marshall reported that she had received a response from the Ramblers Association regarding the track beside the old chapel which had confirmed that the route was along the field and not along the track. More work needs to continue to develop Special Interest Groups and to pick up interest received to develop those groups.

ACTION: Cllr G Marshall to progress, Clerk to put on agenda for next meeting

15.2 GDPR

Councillor G Marshall will present and circulate the issues around GDPR before the next meeting

ACTION: Cllr G Marshall

15.3 Council Annual Cycle

The Clerk had now updated and circulated to councillors

15.4 Community Safety Partnership

Cllr Whitmore had contacted the Community Safety Partnership but had yet to receive a response.

ACTION: Cllr Whitmore to report back at next meeting.

15.5 Community Hall Bollards

Cllr S Marshall advised that no update was currently available. To report back at next meeting.

ACTION: Cllr S Marshall

15.6 Council Keys

The Clerk raised the issue of Council keys. In preparation for preparation of the Financial Risk Assessment due to be discussed in March the Clerk had identified that council keys should be held by both the Clerk and a member of the council to ensure continued council activity in the absence of the Clerk. However no member of the council had a set of keys and a new separate set should be organised.

ACTION: Clerk to arrange a separate set of keys to be cut to be assigned to a council member

14 Correspondence

14.1 For Decision

Montytrax – Clerk to send adopted Correspondence Policy and application form to Shan Mayor

Patient Participation Group – Council noted

ACTION: Clerk

14.2 Correspondence Previously Circulated

Council noted correspondence circulated previously.

14.3 Late Correspondence

Given the time constraints on the meeting and there being no urgent business, the Clerk agreed to circulate late correspondence after the meeting.

15 Questions to Chair

None received

Date of next meeting Thursday 29th March 2018

Minutes taken by clerk to 28th February 2018

Lindsey Richards

Please direct any enquiries to new Clerk from 1st March 2018

Ruth North

Address: Preswylfa, Llanfechain

Tel: 01691 829142

Email: ruthnorth@gmail.com