

Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council

Chair Cllr Wyn Williams Vice Chair Cllr Ian Davies
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7th February 2021

To All Llanfair Town Councillors

From the Town Clerk

Dear Councillor,

You are hereby invited to attend a meeting of the Full Council to be held on Monday 14th February 2022 at 7pm in the Youth Room of the Institute Bridge Street Llanfair Caereinion Station

Yours sincerely,

Robert Robinson

**Robert A Robinson MBE FRICS FSLCC
Town Clerk & RFO**

Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council

AGENDA

For a meeting of the Full Council to be held on
Monday 14th February at 7pm
in the Youth Room of the Institute Llanfair Caereinion

1. Welcome by the Chair

To receive a welcome from the Chair.

2. Record of attendance

To record attendance and record any apologies for absence.

3. Declarations of interest

Members are asked to receive declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

4. Public Question Time and Participation

Members of the public are advised that they are welcome to ask questions about items on the Agenda or matters about the town itself. It is not always possible to give a verbal response at the meeting and questions may receive a written reply. No resolution can be made under this item. Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

5. Minutes of the last meeting

To consider and approve the minutes of the last Meeting – issued separately with Agenda.

6. Actions taken since the last meeting

To note the actions to be taken from the last meeting – see appendix A.

7. Planning application

To consider the following planning consultations:

Oakwood Valley Lodges, Llanfair Caereinion

To consider a pre-application consultation regarding this project.

Proposed extension to Oakwood Valley Lodges to accommodate 25 holiday lodges, together with environmental improvements

See appendix B.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

Lle Hyfryd (The Graig), Llanfair Caereinion

To consider an informal request to consider a pre-application consultation as follows. To provision of a small school as an addition to the centre. The school to be available for those with special needs (resident on the site and from other locations) both from within Powys and from other areas. The numbers are likely to be no more than 6 in total and will be children who cannot be cared for in the main stream schools. The reason for taking some youngsters from other areas is a viability issue.

8. St Mary's Churchyard Report

To consider :

8.1 Lychgate

The Lychgate is in need of some attention. The stabilising timbers to one side are missing and the timberwork is in need of preservatives. The maintenance budget can cover these works as they are minor but good practise.

8.2 Wall along High Street and Broad Street

The wall along the churchyard boundary between Brynteg and the Methodist Church has areas of pointing which has failed. Most of the wall is sound. The best way to keep the wall in good order is to some work to it each year. The suggested path is to employ a local contractor to do a day's work on the wall this year and again next year. This can come out of the maintenance budget.

9. Church Clock

To receive a report on the Church Clock and progress towards its repair.

10. Playground

To note that the order has been placed for the new playground with Wicksteed. The Junior School also expressed a preference for a trim trail via their consultation. This could be grant funded and the Council is asked if this is a scheme to be progressed. The equipment could be located in Deri Woods.

11. Deri Woods

To consider the Pumping Station and walls to the covered open area. The original plan was to paint the walls a neutral colour and then a mural on it in a woodland and wildlife theme. The combined cost of the wall and mural (by a single contractor) is £1,000.

12. Youth Club provision

To receive a short report on progress towards preparing a proposal for consideration.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

13. Tourism and sustainability project

To consider a report on progress towards completion of this project.

- a) New maps with services adverts around them for locations at the WLLR, Market Square, by the High Street phone box and Deri Woods pump house.
Will be ready for installation by late February.
- b) Three/four flagpoles along the main street behind the churchyard wall.
Will be ready for installation by late February.
- c) Q Codes with video links at each board.
We are using the Town Trail ones which are ready.
- d) Planning for Real session for the public to take part in a regeneration plan. (Invited residents and businesses from the Community).
Completed and report being prepared for Council.
- e) A consultant to advise on content and delivery.
All in place.
- f) Tourist booklets in both Welsh and English to guide people from the WLLR to the town.
Aiming to be in place for Half Term in February.

14. Queens Jubilee

To consider a report regarding the Queens Jubilee Celebrations. See appendix C.

15. Christmas Lights

To consider a report regarding the Christmas Lights. See appendix D.

16. Climate Change Policy

Following the discussion at the last meeting to consider and approve the formal Climate Change Policy as set out at appendix E.

17. Llanfair Hockey Club

To consider a request from the Llanfair Hockey Club to place a container on Mount Field.

18. Powys County Councillor

To receive an update on County Council activities affecting Llanfair Caereinion.

19. Town Clerks Report

To consider any matters from the Town Clerk.

In particular a report on the future of the Llanfair Partnership meetings.

20. Elections and Purdah

To note the rules regarding the pre-election called 'Purdah'. See appendix F.

Revised meeting dates leading to the elections

28th February

14th March

11th April

9th May (annual meeting)

23rd May

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

APPENDIX A

Actions taken since the last meeting

No	Details	Status
1	Publish minutes of 10 th January meeting	Completed
2	Circulate minutes of 24 th January meeting	Completed
3	Complete Climate Change Plan	On agenda
4	Complete Allotments investigations	Under way
5	Complete Church Clock investigations	Under way
6	Take forward playground scheme	Order placed
7	Report on young person's comments on play scheme.	Children's available at this meeting.
8	Respond to PCC planning consultations	Completed
9	Advertise for Chronicle delivery persons	Issued via social media and to be in next Chronicle
10	Town Clerk training to be taken forward	Arranged.
11	Take forward Councillors training plan after elections	Arranged.
12	Take forward for consideration Youth Club proposals	On agenda.
13	Complete defibrillator plan.	Completed.
14	Arrange for defibrillator panels for Watergate Street phone box	Completed.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

APPENDIX B

Oakwood Valley Lodges, Llanfair Caereinion

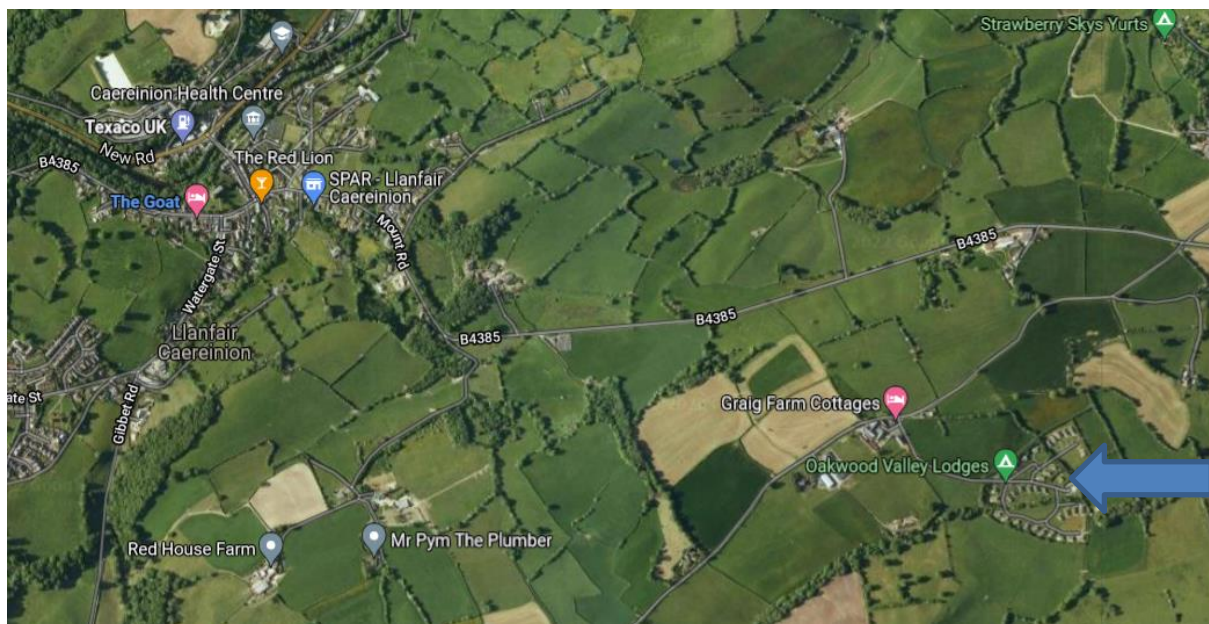
Application

Proposed extension to Oakwood Valley Lodges to accommodate 25 holiday lodges, together with environmental improvements.

Planning History

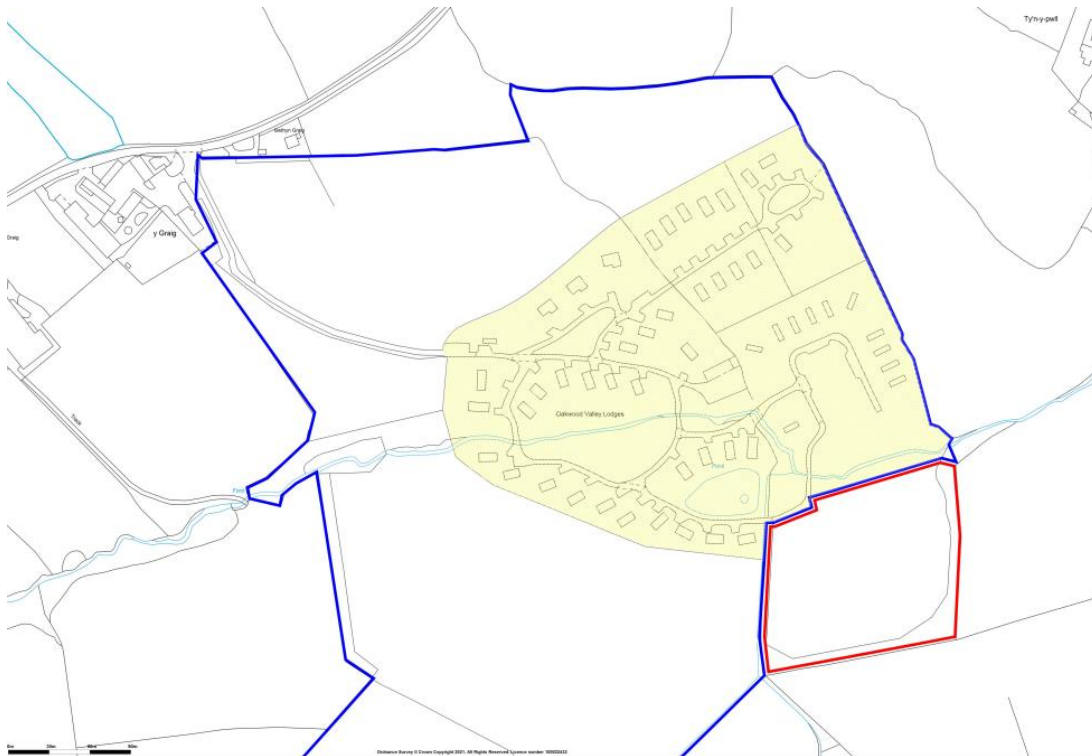
The planning history for Oakwood Valley Lodges dates back to the 1990s. Our interrogation of the planning history shows that the park operates by virtue of 4 planning permissions covering different areas of the park, as summarised below:

- M20853 dated 15th May 1991 Erection of 22 holiday chalets, installation of sewage treatment plant and construction of vehicular access
- M2004/0142 (dated 2004) Erection of 9 additional chalets and an office
- M2005/0361 (dated 2005) Change of use of land to form extension to chalet site to provide 12 additional chalets, change of use of 1 existing chalet from holiday accommodation to residential use, installation of a septic tank and associated works
- P2009/1079 dated 2nd December 2009 Siting of 21 holiday lodges and associated works.



LOCATION PLAN

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SITE PLAN



SITE LAYOUT

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PICTURE OF SITE LOCATION

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APPENDIX C

Queens Jubilee Celebrations



Introduction

This paper sets out the suggested involvement of the community in the Queens Jubilee Celebrations from 2nd to 4th June 2022.

National events

There are national events taking place and Bruno Peake (Queens's event organiser) has requested that Town and Community Councils join in with these where they can, in particular the Thursday proclamation and Beacon Lighting Ceremony.

Consultation

The Town Clerk has completed a consultation with the community as follows:

- a) Advert in the Chronicle.
- b) Facebook and social media.
- c) Workshops with the local businesses.

There were two suggestions only:

- a) Street Party
- b) Local groups have confirmed that they will support whatever the Council does.

Street party

The Town Clerk has consulted the Traffic Department at Powys County Council and they are resisting the closure of roads where they are considered a main route or where they are classified at either Trunk, A or B roads.

To this end they will not support the closure of the Town Centre or the High Street by the Goat Hotel.

Any street party will therefore have to take place off road either in the Churchyard or in Deri Woods.

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Llanfair Caereinion Town Council

Day of National Celebration

The national day of celebration is Thursday 2nd June with a proclamation and Beacon Lighting Ceremony.

Proposed programme

The detail of the proposed programme of events for the weekend is:

Thursday 2nd June 2022

Proclamation

Bruno Peake (Royal Events Organiser) will be issuing a National Proclamation to be read out by the Town Crier or Town Clerk of the Town at 2pm all over the UK.

Beacon ceremony

There is a National Beacon Lighting Ceremony over the whole of the UK and Town and Community Councils are urged to take part.

Sunday 4th June 2022

Civic Service

A Civic Service to give thanks for life of the Queen her reign.

Picnic in the Park

As road closure is not an option (June in the middle of the day) a picnic could take place with some entertainment or music background.

This could take place in St Marys Churchyard or in Deri Woods in the stone circle area.

Cost Plan

The proposed cost plan is:

Beacon (gas)	£800.00
Jubilee booklet/flyers	£100.00
Piper	£300.00
Bugler	£50.00
Total cost	£1,250.00

Beacon would become an asset for use on other occasions.
Entertainment would be another addition.

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Grant Aid

There is some grant aid available and the Town Clerk will seek to apply for this, however it cannot be guaranteed. The main grant aid fund from the National Celebrations has now closed.

Way forward

The way forward is as follows:

- i) Adopt a plan.
- ii) Order beacon.
- iii) Confirm Piper and Bugler.
- iv) Involve a small number of people from the local community to help with the above.

Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council

APPENDIX D

Llanfair Caereinion Christmas Lights

1. Introduction

The Town Christmas Lights are a very good community event and this paper looks to retain this and create a sustainable way forward for the future.

2. Christmas Lights Committee

Currently there is a small Christmas Lights Committee which raises funds, the lights and the events around the lights annual switch on.

3. Christmas Lights switch on event

The event held in 2021 raised a number of issues which need to be considered for future events as follows:

- i) The number of people on the street which will need a road closure order which comes at a cost of around £350.
- ii) The regulations are getting more complicated and formal risk assessments will be required.
- iii) The cost of insurance is not insignificant.
- iv) Support for the Committee to run the switch on event.
- v) Funding is getting more difficult with Covid 19 and the changes in peoples habits.

4. Funding

The annual future funding of the lights (not entertainment etc) as a comparison would be:

Heading	Current	Future
Insurances	£120.00	£0.00
Road closures	£500.00	£400.00
Risk assessments	£50.00	£0.00
Annual bulb replacement	£120.00	£100.00
Replacement lights fund	£1,200.00	£1,000.00
PCC and lights put up	£300.00	£300.00
Equipment and supplies	£120.00	£100.00
Total estimated cost	£2,410.00	£1,900.00

Saving in annual funding approx. £510pa.

There is a one off cost of approx. £500 (net of VAT) for diversion and road closure signs.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

5. Future

A suggested way forward is:

- i) The Town Council takes over responsibility for the Christmas Lights.
- ii) The Christmas Lights Committee remains in place to organise the entertainment and switch on programme. This would be funded by the Christmas Lights Committee who would be volunteers for the Council on the night..
- iii) The Town Council to fund lights.
- iv) Insurance being included within its current arrangements at nil cost.
- v) To renewal or extension of Christmas Lights to be considered with grant funding sought to support this.
- vi) VAT can be reclaimed by the Town Council in the sum of approx. £510pa.
- vii) There is a need for a stock of diversion signs as a one off cost, the labour to put these out needs to be considered.

R A Robinson
Town Clerk

January 2022

**Cyngor Tref Caereinion Llanfair
Llanfair Caereinion Town Council**

APPENDIX E

Climate change and Llanfair Caereinion



Contents

1. Introduction
 2. Aims and objectives
 3. The Need to seek Climate Change
 4. Our Aspiration
 5. Background
 6. Working with others
 7. Action Plan and Monitoring
- Appendix A – Action plan and programme

Robert A Robinson MBE FRICS FSLCC
Town Clerk

February 2022

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

1. Introduction

Llanfair Caereinion Town Council at its Full Council Meeting held on

- a) Declared a 'Climate Emergency'
- b) Agreed to take action to improve the Town Councils own practices to reduce our own contribution to Climate Change.
- c) Agreed that the Town Council Action plan be adopted as per appendix A.

2. Aims and objectives

This document sets out the aims, objectives and policy of Llanfair Caereinion Town Council With regards to actions to help with the 'Climate Change' issues.

3. The Need to seek Climate Change

Extreme weather events this last few years have presented severe challenges to transport, agriculture and other services, though what we have experienced in the Llanfair Caereinion area is almost insignificant compared to many parts of the world.

Unless we act on climate, we collectively face the greatest threat to our local and global environment. According to October 2019 Intergovernmental Panel on Climate Change predicts a1.5C increase in temperatures over the next few decades.

The report suggests that humanity has 12 years to deliver the major actions needed to turn this around (and that was in 2019), so we can avoid reaching tipping points where we no longer have the ability to avoid extreme weather events.

It is clear to many of us that we must act locally and globally.

Business as usual is clearly no longer an option.

We need local wisdom and action to increase our resilience and to prepare for the changes already in the system.

Llanfair Caereinion can play its role in preventing dangerous and extreme weather events in its own little way.

4. Our Aspiration

The Town Council has the aspiration to take action to:

- * help move towards Llanfair Caereinion being a net-zero carbon producer as soon as possible
- * increase local resilience to climate impacts

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Llanfair Caereinion Town Council

Continued....

- * maximise local benefits of these actions in other sectors such as health, agriculture, transport and the economy
- * Call on Wales and UK Government to provide the support and resources to make this possible
- * Work with other organisations, such as Renew Wales, other Community Councils and Local businesses to help counter climate change

5. Background Information & links

Along with any changes due to the Natural Cycle it is clear Humans have already aided irreversible climate change, the impacts of which are being felt around the world.

Global temperatures have already increased by 1 degree Celsius from pre-industrial levels.

Atmospheric CO2 levels are above 400 parts per million (ppm). This far exceeds the 350 ppm deemed to be a safe level for humanity.

The IPCC's Special Report on Global Warming of 1.5°C, published in October, describes the enormous harm that a 2°C rise is likely to cause compared to a 1.5°C rise, and told us that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society, the private sector and local communities.

Councils around the world are responding by declaring a 'Climate Emergency' and committing resources to address this emergency.

6. Working with others

The Council will seek to work with others (where possible) which might include: Welsh Government, Powys County Council and other Communities around us.

7. Action Plan and Monitoring

The action plan is attached at appendix A.

The programme to achieve the items listed is noted next to each item. The Council shall receive a report quarterly on progress. This Policy shall form part of the Annual Report issued in September each year.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

APPENDIX A

CLIMATE CHANGE ACTION PLAN

No	Activity	Current situation	Planned actions	Priority
1	Youth lead To involve the youth and take their advice on the activities proposed to help with restricting global warming.	There is a need for youth involvement in the future.	A Youth Council is to be set up with the High School and possibly the new Junior School.	HIGH
2	Drive less Walk, bike, car-pool or take mass transit more often. You'll save one pound of carbon dioxide for every mile you don't drive! Use vehicles less.	Most of the Council's work is local so can be done on foot. A car is only used where necessary.	To continue seeking a reduction in car use where possible.	MED
3	Recycle more You can save 2,400 pounds of carbon dioxide per year by recycling just half of your business waste.	Limited recycling taking place with the Council litter bins going to normal rubbish.	A planned recycling procedure to be put in place in the office and where possible when disposing of Council rubbish.	HIGH
4	Drinks cups Use bio-degradable cups for Council and Buildings use	When the Council hosts events either bio-degradable cups or rewashable cups are used.	This policy to continue	HIGH
5	Water in a bottle Provide a drinking water station to help encourage people using re-usable bottles.	Provision in the Town is required for a water in a bottle facility.	The provision of a central water point to be put in place. The site to be registered.	MED
6	Avoid products with a lot of packaging You can save 1,200 pounds of carbon dioxide if you reduce your garbage by 10 percent.	When ordering products little attention has been made to the packaging issues.	Where possible to seek purchase of goods with either less or limited packaging.	LOW
7	Plant a tree Manage woodland and plant new trees as appropriate.	The Council looks after a woodland area.	The Council will manage the woodland and ensure that all best practice for forestry is completed.	HIGH
8	Wildlife To protect wildlife and in particular control cutting of hedgerows.	Hedge cutting and grass cutting is completed in line with guidelines on nesting etc.	The Council to continue this practise.	HIGH
9	Wild planting To protect where possible habitats which support wild growth.	To leave areas to grow wild where appropriate. To remove weeds where necessary only.	To continue with leaving areas of wild growth where possible.	HIGH

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

No	Activity	Current situation	Planned actions	Priority
10	Pollinating To manage the Council facilities to ensure pollinating is supported.	Areas of appropriate planting maintained.	Continue current practises and also introduce a pollinating garden or gardens.	MED
11	Turn off electronic devices Simply turning off your television, DVD player, stereo, and computer, when you're not using them, will save you thousands of pounds of carbon dioxide a year.	The Council has no office so to date has no way of doing this. Staff are encouraged to turn off equipment at the end of the day.	The Council has a new office and all equipment will be turned off at the end of the period of use.	MED
12	Efficient equipment When equipment is renewed to replace with energy efficient products.	The Council has not considered this aspect.	All equipment must where possible be replaced with energy efficient products.	MED
13	Renewable Energy Support renewable energy schemes.	The Council supports in principle renewable energy but subject to constraints.	The Council will continue to support renewable energy schemes but only to an extent where any power lines are not intrusive or power is carried on 440kva power lines.	MED
14	Publicity Make the public aware of the Council's actions and consider how to promote the global warming issues.	The Council has not taken this into account to date.	Where possible the Council will promote its Climate Change Policy.	LOW
15	Monitoring Ensure monitoring of the policy so that progress is made.		The Council will have a short report each quarter with a full assessment to be contained in the Annual Report.	HIGH

Key:

Red – top priority (asap)

Blue – medium priority (within a year)

Green – low priority (within 3 years)

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

APPENDIX F

Pre-election period 'Purdah' guidance for Town and Community Councils

Introduction

'Purdah' is a term that has commonly been used to describe the period leading up to an election – commencing on the date the Notice of Election is published and ending at the close of the poll on election day.

Although normal council business continues through the purdah period councils are required to pay attention to the legislation governing heightened sensitivity in the 'purdah' period before elections and referendums.

This prohibits a council from publishing any material at any time "which, in whole or in part, appears to be designed to affect public support for a political party or any individual Councillor".

However, during 'purdah' a number of other protocols and behaviours become more restricted than usual.

This guide is intended to provide an overview of the 'purdah' period.

Decision making and council meetings during the pre-election period

Council, committee and other meetings will continue to meet as normal, but the following will be taken into account

- The council will avoid, wherever practicable, taking decisions that are politically sensitive or controversial
- The council will avoid taking decisions or undertaking scrutiny projects that are politically sensitive or controversial
- Council publicity on sensitive or controversial matters that must be decided during purdah must be designed so as not to impact on public opinion for or against a particular candidate or political party
- The council will handle requests for petitions carefully to ensure that they do not seek to influence public opinion for or against a particular candidate or political party
- Press releases or other publicity will be purely factual and will exclude quotes attributed to individual elected members
- The council will consider who to invite to events associated with promoting a decision: aim for all-party representation and preferably exclude any candidates standing in the election
- Ensure that 'exempt' or confidential information should not be provided for electioneering purposes

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

Council publicity and press statements

The definition of publicity includes: press releases, letters to the media, social media statements but not agendas and minutes of meetings.

The council will carry out normal publicity activity, for example, publicising the use of services or highlighting decisions made or about to be made as listed in the Forward Plan.

The council will publish factual information about individual councillors which is objective and explanatory, and is not party political nor open to misinterpretation.

The council will publish information that identifies the names, address, wards and parties of election candidates.

Specific advice:

- Council publicity should avoid the proactive publicity of election candidates and other politicians involved directly with the elections
- Publicity relating to individuals involved directly in the election should be limited to basic factual information such as: names, wards/divisions and parties of candidates standing
- The council should not issue publicity on sensitive or controversial issues or report views and proposals in a way that identifies them with individual councillors or groups of councillors
- The council must not use, nor allow others to use or manipulate, its publicity resources for party political purposes or to promote an elected councillor or any other election candidate
- The council should carefully monitor and, if necessary, suspend the hosting of content by third parties, or close hosted public forums, where it can be anticipated that the facility may be used to promote a particular candidate or party in the election campaign

Current councillors

The business of the council continues as usual and councillors and lead councillors will have their respective responsibilities to perform. However, the following restrictions apply:

- Councillors will not be quoted in council publicity/press releases
- Councillors should not use their role to confer on or secure for themselves or any other person or party an electoral advantage or disadvantage
- Councillors who are standing as, or publicly supporting, an election candidate should not use their role to promote their candidature or to support a candidate; councillors will need to consider, if supporting a particular candidate, whether they need to declare an interest under the Code of Conduct

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

- Councillors must not use council resources to initiate election campaigning activities

Councillor visits to council establishments/'walkabouts'/street activities

Reasonable requests by elected councillors, including those who are also election candidates, to visit council establishments in the course of their council functions, can be met. However, specific rules do apply:

- Requests must not be met in a way that favours one or more candidates or political parties over others
- Councillors must not use these occasions to promote a particular political party or candidate involved in the election – please raise this if you feel this is happening
- Officers should not organise or take part in walkabouts or visits to establishments; such events should not be supported by the council's communications staff

Use of Council facilities and resources

Council resources are not allowed to be used by candidates and political parties for election purposes. This includes but is not limited to: premises, staff time, printing and photocopying facilities, stationery, telephones/fax, transport, postal services, ICT equipment and web facilities.

Third parties such as voluntary and community organisations may continue to undertake their normal business where they would typically use council resources, for example: holding meetings in council premises; printing publications and other materials; advertising in council promoted publications and on websites; and taking part in engagement exercises hosted by the council.

Election candidates are able to hold a public meeting in council meeting rooms or school in the candidate's local area free of charge once a candidate's nomination form is accepted by the Returning Officer. (Special booking arrangements will be needed to operate).

Specific advice:

- Council resources must not be used for the promotion of any of the election candidates or political parties, or for campaigning for or against any of the candidates or parties
- Additional care to be taken when responding to requests for ad hoc meetings of a public nature to ensure that they are required for the proper discharge of the council's business and that they do not promote a particular candidate or party in the election campaign.
- Seek advice whether it is necessary to suspend the hosting of material produced by third parties, or to close public forums, to avoid breaching any legal restrictions.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

Officers

Officers should carry out their normal duties including continuing to brief councillors on council business.

Briefings provided for election candidates must be even-handed such as providing common information to all candidates and sharing responses to 'FAQs' with all parties.

Specific advice:

- Officers must avoid any action which is or may reasonably be perceived as being supportive of any party or candidate
- Officers at all levels should not engage in party political activity that compromises their neutrality and objectivity at work
- Officers who hold politically restricted posts, or who are likely to be involved or employed in connection with the elections have been reminded of their on-going obligations not to take part in a political campaign or canvass on behalf of a political party or candidate.