

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

## **AGENDA**

for the ANNUAL MEETING of the Full Council to be held on  
Monday 22<sup>nd</sup> May 2023 at 7pm in the Youth Room of the Institute

### **1. Welcome by the Chair**

To receive a welcome from the outgoing Chair.

### **2. Record of attendance**

To record attendance and record any apologies for absence.

### **3. Election for Chair of the Council**

To elect the Chair of the Council for the ensuing year.

(see appendix A for election details)

#### **3.1 Declaration of office**

Following the election, the Chair shall make the declaration to that office.

### **4. Election for the Vice Chair of the Council**

To elect the Vice Chair of the Council for the ensuing year

(see appendix A for election details)

### **5. 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.

### **6. 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.

### **7. Minutes of the last meeting**

To consider and approve the minutes of the last Full Council Meeting held on Monday 24<sup>th</sup> April 2023.

### **8. Attendance Record**

To receive the attendance record of Councillors at Full Council Meetings during the past year (to 24<sup>th</sup> April 2023) as follows:

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## Llanfair Caereinion Town Council

Name	Number of meetings possible	Number of meetings attended	Percentage
Cllr Rob Astley	12	11	92%
Cllr Sarah Astley	12	8	67%
Cllr Hazel Davies	12	11	92%
Cllr Ian Davies	12	12	100%
Cllr Cadvan Evans	12	9	75%
Cllr Viola Evans	12	10	83%
Cllr Ursula Griffiths	12	11	92%
Cllr Gareth Jones	12	11	92%
Cllr Melvin Jones	12	11	92%
Cllr Mark Owen	12	12	100%
Cllr Geraint Peate	12	11	92%
Cllr Sam Webster	12	11	92%

The overall attendance at Full Council meetings was 80% in 2021-2022.

The overall attendance at Full Council meetings is 89% in 2022-2023

### 9. Appointments to areas of interest

To appoint a Councillor or Councillor's to liaise with the Town Clerk regarding each area of interest as follows:

Ref	Area of Interest	Current 2022-2023	Proposed 2023-2024
1	Deri Woods/Goat Field	Cllr R Astley, Cllr C Evans Cllr S Webster	
2	Mount Field	Cllr C Evans Cllr R Astley	
3	Chapel of Rest/Erw Ddwr/Burial Records	Cllr V Evans	
4	Toilets & street scene and street furniture	Cllr H Davies	
5	Playgrounds/Tennis Courts/Bowling Club	Cllr R Astley	
6	St Marys Churchyard, clock, lights and War Memorial	Cllr H Davies	
7	Administration including financial	Cllr I Davies	
8	Planning & Development	Cllr M Jones	
9	Events	From time to time	
10	Newsletter	Cllr S Astley Cllr U Griffiths	
11	Youth Council/Youth liaison	Cllr S Astley	
12	Documents and Health & Safety	Full Council	
13	Powys County Council matters	Cllr G Jones	
14	Welsh Language	Cllr M Jones	
15	Outlying areas	Full Council	
16	Local business and tourism	Full Council	
17	Llanfair Partnership	All Councillors	

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## 10. Meetings for the year

To approve the schedule of dates and times of meetings for the ensuing year as follows:

MONTH	FULL COUNCIL	TRUSTS
JUNE	26 <sup>th</sup>	----
JULY	24 <sup>th</sup>	----
AUGUST	----	----
SEPTEMBER	25 <sup>th</sup>	----
OCTOBER	23 <sup>rd</sup>	----
NOVEMBER	27 <sup>th</sup>	----
DECEMBER	18 <sup>th</sup>	----
JANUARY	22 <sup>nd</sup>	29 <sup>th</sup>
FEBRUARY	26 <sup>th</sup>	----
MARCH	25 <sup>th</sup>	----
APRIL	22 <sup>nd</sup>	----
MAY	20 <sup>th</sup>	----

All meetings commence at 7pm in the Institute Bridge Street Llanfair Caereinion.  
To confirm that the meeting dates are acceptable to the Council.

## 11. Elections to outside bodies and other appointments

To elect or appointment to the following:

Meeting	Current 2022-2023	Proposed 2023-2024
Library Committee	Cllr Ian Davies	
MWT Friends of Deri Woods	Cllr Cadvan Evans	
Youth Council	Cllr Sarah Astley	
PCC Community Council Forum	Town Clerk	
Llanfair Institute Committee	Cllr Hazel Davies	
School Governor	Cllr Melvin Jones	
One Voice Wales Local Teams Meetings	Cllr Ursula Griffiths and the Town Clerk	
North & Mid Wales Association of Local Councils	Town Clerk	
Shrewsbury Aberystwyth Rail Liaison Committee	Town Clerk	

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### 12. Consultations

To confirm the general consultation methods for council business as follows:

Council Web Site	Council Facebook Page
Youth Council	Business Forum
Council Newsletter	Surveys
Public meetings	Council Office (Fridays 2pm to 5pm)
Llanfair Partnership (added to list)	
Through Councillors or the Clerk meeting residents	

### 13. Financial

#### 13.1 Bank balances

To note the Funds as of 30<sup>th</sup> April 2023 as:

Current Account	£40,836.78	
Deposit Account	£60,383.41	
<b>Bank balances</b>		<b>£101,220.19</b>

VAT reclaim	£4,737.10	
Grant 2023 toilets	£5,000.00	
<b>Funds due be received</b>		<b>£9,737.10</b>

<b>Funds available on 30<sup>th</sup> April 2023</b>		<b>£110,957.29</b>
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Allocated to:

General reserves	£42,000.00
Youth Club	£9,316.00
Institute rear wall	£2,800.00
Bus stop scheme	£1,300.00
Available for projects	£35,000
<b>Total allocated</b>	<b>£90,416</b>
General running costs	£20,541
<b>Total funds</b>	<b>£110,957</b>

#### 13.2 Appointment of auditor for the 2024 accounts

To approve the Auditor for the year ending 31<sup>st</sup> March 2024 as David Hawes. FCA.

#### 13.3 Orders for payment

To approve the orders for payment as set out at appendix B.

#### 13.4 Bank Mandate

To appoint signatories to the Council bank accounts.

Currently Cllrs Ian Davies, Rob Astley, Cadvan Evans and Gareth Jones.

Any two signatories and that of the Town Clerk.

#### 13.5 Annual fees review

To consider a review of Council fees for the next renewal as overleaf:

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Area	Heading	2022/2023	2022/2023
Mount Field	Football Club License fee	£60pa	*£200pa
	Grazing License fee	£100pa	
Bowling Green	Lease ground rent	£10pa	**£10pa
Burial Fees	Single grave	£500	
	Second grave	£250	
	Second grave	£125	
	Memorial Garden	£75	
	Scattering of ashes	£75	
	Headstones	£75	
	Non-residents use of grounds	Double fees	
Chapel of Rest	For up to 3 days	£30	
	Each day after 3 days	£10	

\* Agreed at a previous meeting.

\*\* Fixed rent in lease expiring in 2033.

## 14. Document review

To consider an update on the document review.

## 15. Independent Review Panel for Wales

### 15.1 Compulsory allowances for 2023-2024

To update Councillors on the Review Panel for Wales.

To adopt the following policy for the ensuing year:

- a) To pay the sum of £162 to each Councillor unless said Councillor writes to the Town Clerk confirming that they do not wish to claim this allowance.
- b) To pay the sum of £52 to each Councillor unless said Councillor writes to the Town Clerk confirming that they do not wish to claim this allowance.
- c) To pay care allowances unless said Councillor writes to the Town Clerk confirming that they do not wish to claim this allowance.

**(Note: No Llanfair Caereinion Town Council Member wishes to take this).**

### 15.2 Optional allowances

To confirm the decision by Council at a previous meeting which resolved not to pay any optional allowances.

## 16. Planning and Development

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## **16.1 Planning application – Oak Beech Valley Farm Llanfair Caereinion,**

Application for a Certificate of Existing use in respect of the use of land for storage and residential purposes. This application for a certificate of existing use was refused and has now become the subject of a planning appeal.

The Town Council offered no comment at the time of the planning consultation.

The Council is asked to confirm if they wish to make any representations to the appeal inspector.

## **16.2 Tanyfron, Broncafnt Lane, Llanfair Caereinion**

A development for 3 new homes with 1 being social housing has been consented. The application is a Section 73 application to remove conditions 5, 6 and 7 included in planning permission 20/0010/OUT in relation to national and local policies and guidance and previous planning decisions/appeals and to vary condition 14 in relation to national policies and guidance and previous planning decisions/appeals on the removal of permitted development rights. (all new homes free of social housing restrictions)

This application has now become the subject of a planning appeal.

The Town Council response to the consultation was as follows:

The meeting considered the request to remove an affordable housing provision. The meeting OBJECTS to the application to remove conditions 5,6 and 7. The reason being that affordable housing is essential to the community. The Council also wishes to point out in their concern about suitable access to the site.

The Council is asked to confirm if they wish to make any representations to the appeal inspector.

## **17. Programme of activity for 2023-2024**

To consider the following activity programme for 2023-2024.

### **17.1 Major projects**

<b>Completed in 2022-2023</b>	<b>Proposed works 2023-2024</b>
New paths for Erw Ddwr	Completion of rear retaining wall to Institute
Glanyrafon playground	Start Youth Club
Community Café pilot	Install Bus stops around town
Town Wi-Fi system	Feasibility studies (subject to funding) For regeneration, leisure centre, tourism and a healthy Llanfair
New picnic benches for Tennis Courts	Refurbishment of public toilets and installation of water point, new disabled facilities and baby changing units
Levelling of lower path Deri Woods	Fitness Trail installation
Tourist project (flag poles, tourism website, town guide etc)	Installation of Tourism Maps around the town
	Progress proposals to take lorries out of the town.

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### 17.2 General repairs

Completed in 2022-2023	Proposed works 2023-2024
External decoration of the Chapel of Rest	Felling of diseased ash trees in Goat Field
Repair of retaining walls in the Glanyrafon Playground	Internal decoration of the Chapel of Rest
New waste bins at Mount Field	Replacement of top rail on Mount Field side of Mount Field and repair netting
New dog control signs at Deri Woods and Goat Field	Complete town street furniture painting project
Clear of store at Chapel of Rest	Complete repairs to the Lychgate including brick/stonework under
Repair of fascia board at Chapel of Rest	Restart Llanfair Partnership meetings
New lighting to lower path in St Mary's churchyard	Pointing of part of wall along Broad Street supporting St Mary's.
Electrics completed at Chapel of Rest	Replace posts at far end Mount Field
Complete works to lower paths and drainage at Deri Woods	Complete Bird Box Scheme for Pied Fly Catcher
Cleaning moss from paths at Erw Ddwr	New signage at Mount Field
Repair and decoration of the sign at entrance of Erw Ddwr	Repair to car park surface at Deri Woods
Cleaning moss from paths at toilets	Minor tree works to Erw Ddwr
Replace sundial in St Mary's churchyard	Works of repair at Deri Woods and Goat Field to paths, steps and railings
Install grass cutting compound at Mount Field	Feasibility studies as grant funded.
Works of repair at Deri Woods and Goat Field to paths, steps and railings	

### 18. Youth Club update

To receive an update on the youth club due to open on 1<sup>st</sup> June 2023.

### 19. Community Café update

To receive an update on progress with the Community Café pilot scheme.

### 20. County Councillor Report

To receive an update from our County Councillor.

### 21. Town Clerks Report

To consider a report from the Town Clerk regarding matters affecting the Council.

### 22. Correspondence not covered elsewhere in the agenda

To consider any correspondence not covered by the main agenda.

### 23. Date of next meeting

To note the date of the next meeting which is to be held on Monday 26<sup>th</sup> June 2023 at 7pm in the Youth Room of the Institute.

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APPENDIX A

## ELECTION OF CHAIR AND VICE CHAIR

The procedure to be adopted for the election of both Chair and Vice Chair at this meeting is set out below:

- i) A nomination paper will be issued to each member present on whom you are asked to nominate the person you would like to see as Chair or Vice Chair for the ensuing year.
- ii) If there is only one name that person is elected.
- ii) If there is more than one each will be asked if they wish to stand. First the Chair will be asked, then the Vice Chair and then in alphabetical order.
- iv) If there is two or more an election shall take place.
- v) The votes will be counted and if a candidate receives more than 50% of the vote there is only one round. If the person with the highest votes has not reached 50% then the person with the lowest votes drops off and vote is taken with the remaining candidates.
- vi) When there are only two candidates left it is a simple majority.
- vii) The voting shall be by secret ballot.

At the annual meeting the Chair shall wear the Town Chain of Office. If the current Chair stands down him/her will present the incoming Chair with the Chain of Office.

## APPENDIX B

### ORDERS FOR PAYMENT

AUTH	CHEQUE	PAID TO	NET	VAT	GROSS
<b>LGA 1972</b>	101815	MID WALES SGN	60.00	0.00	60.00
<b>LGA 1972</b>	101817	GLYN LLOYD	1559.20	320.00	1879.20
<b>LGA 1972</b>	101818	RH COMMUNITY HALL	250.00	0.00	250.00
<b>LGA 1972</b>	101819	ROB ISSAC	210.00	0.00	210.00
<b>LGA 1972</b>	101820	R ROBINSON	289.81	17.95	307.76
<b>LGA 1972</b>	101822	GLOVERSURE	120.00	24.00	144.00
<b>LGA 1972</b>	101823	WILLIAM O'BRIEN	195.00	0.00	195.00
<b>LGA 1972</b>	101824	NON STOP ENT	170.00	0.00	170.00
<b>LGA 1972</b>	101825	R ROBINSON	277.98	64.09	342.07
<b>LGA 1972</b>	101826	GLOVERSURE	120.00	24.00	144.00
<b>LGA 1972</b>	102101	R ISAAC	555.00	0.00	555.00
<b>LGA 1972</b>	102102	HAMPSHIRE FLAGS	404.99	81.00	485.99
<b>LGA 1972</b>	102103	DISCLOSURE SOL	200.00	0.00	200.00
<b>LGA 1972</b>	SO	R HOUGHTON	250.00	0.00	250.00
<b>LGA 1972</b>	SO	INSTITUTE	108.33	0.00	108.33
<b>LGA 1972</b>	SO	R ROBINSON	568.53	0.00	568.53
<b>LGA 1972</b>	SO	M EVANS	186.67	0.00	186.67
<b>LGA 1972</b>	DD	BANK CHARGES	37.00	0.00	37.00
<b>LGA 1972</b>	DD	BRITISH GAS	0.00	0.00	0.00
<b>LGA 1972</b>	DD	BRITISH GAS	0.00	0.00	0.00