

Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council

Chair Cllr Ian Davies Vice Chair Cllr Rob Astley
Town Clerk Robert A. Robinson MBE FRICS FSLCC
Crown House High Street Llanfair Caereinion SY21 0QY
Tel 01938 811378 Mob 07767 267830
Email Llanfairownclerk@mail.com

19th September 2022

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 26th September 2022 at 7pm in the Youth Room of the Institute Bridge
Street

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 26th September 2022 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.

6. Actions taken since the last meeting

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

7. Finance and Governance

7.1 Management Accounts

The management accounts and bank reconciliation as set out at appendix B1

7.2 Orders for payment

To consider and approve the orders for payment as set out at appendix B2

7.3 Draft Budget for 2023-2024

To consider the draft budget for 2023-2024 as set out at appendix B3. Following discussion a firm budget can be considered at the October meeting.

This will enable further discussion before settling on a final budget.

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7.4 Welsh Government Audit

The Welsh Government Audit Office has issued a schedule of audit for all Town and Community Council's in Wales. This is to be on a 3 year rolling basis. Llanfair Caereinion Town Council has a basic audit for 2019-2020 and 2020-2021 and therefore will have a full audit for the 2021-2022 financial year including handing over to them all paperwork, accounts, vat returns, statutory documents, Clerks contract of employment and more. This was all delivered to County Hall at Llandrindod Wells on 26th August 2022. This audit will be complete by the end of October 2022. A receipt has been received for all the documents delivered. The rolling programme will be seeking a basic audit for 2022-2023 and 2023-2024.

8. Planning and Development

To consider a format for issue of information to Councillors when considering planning applications. Suggested format set out at appendix D.

9. Standing Orders

To note that due to holidays revised Standing Orders will be presented to the Council at the October meeting.

10. Map boards around town

To receive an update on progress with the maps for the Town Boards.

11. St Mary's Clock

To consider a report on the Church Clock and the suggestion of a Community Committee. See paper at appendix E.

12. Tennis Courts

To consider a request for new seating at the tennis courts (two existing benches are now out of use)

13. Housing allocation

To consider a paper on housing allocation as set out at appendix F.
This is a Welsh Government and County Council responsibility but the Town Council may wish to consider representations on matters of concern.

14. Parking Review

To consider an update on the parking review and meeting residents.

15. County Council Matters

To receive an update on any matters affecting the Town from the County Councillor.

16. Town Clerks Report

To consider any matters from the Town Clerk.

16.1 Printer

To consider an update on the purchase of a printer.

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16.2 Volunteers

To consider a register of volunteers who do work for the Council so that they can be insured under the Council scheme (confirmed by the Council insurers).

16.3 Wind Farm traffic

To consider a common approach regarding the above including a route proposal.
To consider meeting with the Wind Farm Developers at their request to discuss same.

16.4 Allotments

To receive a report from the Town Clerk. There has been an extensive search for suitable land that could be available for allotments with no success. The Council is asked to approve taking no further action and to revisit the subject in 12 months time.

17. Dates of next meeting

To note the date of the next meeting which is to be Monday 24th October 2022 at 7pm in the Youth Room of the Institute.

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APPENDIX A

Heading	Status
Publish approved minutes for 27 th June on website	Completed
Prepare minutes for the meeting held on 25 th July and circulate for comment	Completed
Complete annual return and papers – submit to the Welsh Government for external audit along with the Annual Report.	Completed
Chair and Town Clerk to prepare 5-year financial plan paper for Council to consider	To be ready for October meeting
Issue standing orders for discussion at the next meeting	To be ready for the October meeting
Arrange town walk about dates.	To be arranged at the September meeting
Send letter to PCC on parking review so that they know our timescales.	Holding letter sent to extend time to consider the proposals
Design of map boards to be taken forward.	Report for this meeting
Publish Deri Woods management plan on website.	Completed
Arrange Deri Woods consultation days	To be arranged at the September meeting
Arrange for new signs in Deri Woods.	Ordered
Arrange for next issue of Chronicle in new format.	Completed
Gain a copy of the Code of Conduct as issued by OVW	Completed
Report on audio visual project for consideration	Ongoing
Investigate and purchase a printer	
Complete arrangements for rubbish collection at Mount Field with PCC	Agreement completed, bins in place soon.
Complete arrangements for retaining wall repairs between the Institute and the Churchyard	Letter from Institute to confirm payment of 50% received. Instructions to complete works issued.
Research housing allocation details for report back to Council.	Completed and on this agenda.
Updates – issue update on council activities during August.	Completed

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APPENDIX B 1

MANAGEMENT ACCOUNTS

LLANFAIR CAEREINION TOWN COUNCIL				ANNUAL ACCOUNTS - YEAR TO 31st March 2023				
MONTHLY INCOME & EXPENDITURE SUMMARY								
INCOME	BUDGET	BUDGET T/D	ACTUAL	April	May	June	July	August
Precept	42,000.00	28,000.00	29,334.00	14,668.00	0.00	0.00	0.00	14,666.00
Burial Services	2,000.00	833.33	3,847.00	2.00	1,060.00	2,150.00	560.00	75.00
Street Scene	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Recreational	10,010.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mount Field	5,160.00	60.00	60.00	0.00	60.00	0.00	0.00	0.00
Deri Woods	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administration	0.00	0.00	7.50	0.00	0.00	0.00	7.50	0.00
Publicity/Events	600.00	60.00	140.00	40.00	30.00	0.00	70.00	0.00
Projects (from reserves)	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grants/Donations	0.00	0.00	351.04	0.00	0.00	0.00	351.04	0.00
Total	93,770.00	28,953.33	33,739.54	14,710.00	1,150.00	2,157.50	981.04	14,741.00
EXPENDITURE	BUDGET	BUDGET T/D	ACTUAL	April	May	June	July	August
Burial Services	5,300.00	2,979.17	2,638.32	27.42	1,202.27	729.74	129.45	549.44
Street Scene	12,160.00	700.00	1,309.34	288.17	391.11	225.66	207.18	197.22
Recreational	1,950.00	470.00	395.00	0.00	75.00	320.00	0.00	0.00
Mount Field	10,500.00	1,224.33	1,216.00	0.00	0.00	926.00	290.00	0.00
Deri Woods	10,500.00	1,000.00	172.00	0.00	146.30	290.00	0.00	0.00
Administration	18,405.00	5,854.00	5,420.59	602.63	2,177.97	786.13	1,302.13	551.73
Publicity/Events	7,550.00	1,600.00	1,516.35	0.00	165.00	1,151.35	200.00	0.00
Projects / Other	20,000.00	0.00	460.00	0.00	0.00	460.00	0.00	0.00
Donations/Grants	3,850.00	1,830.00	1,830.00	0.00	330.00	1,500.00	0.00	0.00
Section 137	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	90,265.00	15,657.50	14,957.60	918.22	4,487.65	6,388.88	2,128.76	1,298.39
Balance	3,505.00	13,295.83	18,781.94	13,791.78	-3,337.65	-4,231.38	-1,147.72	13,442.61
VAT			509.31	5.40	34.22	427.48	41.35	0.86
CHECK = 0				0.00	0.00	0.00	0.00	0.00
ERROR CHECKS: MONTHLY TABS				0	0	0	0	0
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BANK RECONCILIATION

BANKING CHECKS								
				April	May	June	July	August
BANKING	START	CURRENT		30,364.14	44,254.20	50,533.14	45,866.78	51,277.71
		DEPOSIT		60,157.06	60,157.06	60,157.06	60,164.56	60,164.56
		TOTAL		90,521.20	104,411.26	110,690.20	106,031.34	111,442.27
	END	CURRENT		44,254.20	50,533.14	45,866.78	51,277.71	64,719.46
		DEPOSIT		60,157.06	60,157.06	60,164.56	60,164.56	60,164.56
		TOTAL		104,411.26	110,690.20	106,031.34	111,442.27	124,884.02
		DIFFERENCE		-13,890.06	-6,278.94	4,658.86	-5,410.93	-13,441.75
SUMMARY	INCOME	GENERAL		14,710.00	1,150.00	2,157.50	981.04	14,741.00
		DEBTORS		2,820.36	10,062.81	0.00	6,600.00	0.00
		VAT		0.00	0.00	0.00	0.00	0.00
		TOTAL		17,530.36	11,212.81	2,157.50	7,581.04	14,741.00
	EXPENDITURE	GENERAL		918.22	4,487.65	6,388.88	2,128.76	1,298.39
		Town Trail		0.00	0.00	0.00	0.00	0.00
		Last yr chq		2,716.68	412.00	0.00	0.00	0.00
		VAT		5.40	34.22	427.48	41.35	0.86
		TOTAL		3,640.30	4,933.87	6,816.36	2,170.11	1,299.25
		DIFFERENCE		13,890.06	6,278.94	-4,658.86	5,410.93	13,441.75
		CHECK = 0		0.00	0.00	0.00	0.00	0.00
			OK		OK	OK	OK	OK

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APPENDIX B2

ORDERS FOR PAYMENT

No	Heading	Details	Net	VAT	Gross	Cheque
1	Salaries	Clerk's Salary August September	£470.80 £470.80	£0.00 £0.00	£470.80 £470.80	101670
2	Chapel of Rest	British Gas July August	£122.77 £	£6.68	£129.45 £149.44	DD DD
3	Toilets	British Gas July August	£27.18	£1.35	£28.53 £18.08	DD DD
4	Office Rent	The Institute July August	£108.33 £108.33	£0.00 £0.00	£108.33 £108.33	SO
5	Expenses June 2022	Office and toilet supplies	£105.22	£0.00	£105.22	101666
6	R Houghton	Toilets cleaning July August	£180.00 £180.00	£0.00 £0.00	£180.00 £180.00	SO SO
7	HSBC	Banking July Banking August	£23.00 £15.00	£0.00 £0.00	£23.00 £15.00	BACS BACS
8	WPG	High Viz Jackets for Deri Woods	£70.40	£14.08	£84.48	101671
9	MWT	Meadow at Deri Woods	£128.00	£0.00	£128.00	101672
10	Gloversure	Website hosting	£75.00	£15.00	£90.00	101673
11	Rob Isaac	Chapel of Rest hedges	£70.00	£0.00	£70.00	101666
12	Expenses July/August 2022	Office, audit, Deri Woods and toilet supplies	£195.00	£4.40	£199.40	101667
13	Wicksteed	Playground	£22,224.00	£4,444.80	£26,668.80	101668
14	Mid Wales Sign and Print	September Chronicle	£456.00	£0.00	£456.00	

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APPENDIX C

FIRST DRAFT BUDGET FOR 2023-2024

LLANFAIR CAERENION TOWN COUNCIL BUDGET FORECAST					
	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
PRECEPT	44000	48000	52000	56000	60000
Burial Services	4000	3000	3000	3000	3000
Street Scene	5000	5000	5000	5000	5000
Recreational	15010	10010	10	10	10
Mount Field	6060	6060	6560	7060	7560
Deri Woods	5000	4000	4000	4000	4000
Administration	0	0	0	0	0
Publicity/Events	600	600	600	600	600
Projects	2000	2000	2000	2000	2000
Other	5	5	5	5	5
Total	81675	78675	73175	77675	82175
EXPENDITURE					
Burial Services	5130	6319	6610	6653	6698
Street Scene	11300	11235	11812	12292	12777
Recreational	16850	23850	1850	1850	1600
Mount Field	12500	11500	12500	13000	13500
Deri Woods	11500	8500	8500	8500	8500
Administration	19500	19675	20069	20682	21116
Publicity/Events	5100	3688	3779	3876	3977
Projects	5000	3000	3000	3000	3000
Other	500	500	500	500	500
Donations/Grants	4045	4065	4086	4108	4131
Section 137	100	100	100	100	100
Total	91525	92432	72806	74561	75900
Balance	-9850	-13757	369	3114	6275
Bank accounts	109428	104423	90667	91036	94149
Income/Excess of expenditure	5005	-13757	369	3114	6275
Total	104423	90667	91036	94149	100425
Reserves	40000	40001	40002	40003	40004
Total available	64423	50666	51034	54146	60421

APPENDIX D

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PLANNING CONSULTATION

1	Date of receipt	
2	Site reference	
3	Site address	
4	Proposed development	
5	PCC planning policy	
6	Town Plan policy	
7	Date responses required	
8	Things to consider	

Attached

Page 2 – Location plan

Page 3 – Block/site plan

Page 4 – Floor plans (if required)

Page 5 – Elevation plans (if required)

Page 6 – Other information as required

APPENDIX E

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ST MARY'S CHURCH CLOCK & COMMUNITY COMMITTEE

Introduction

The St Mary's Church Clock has ceased working for some months. The Council has offered £1,500 towards its restoration and there are a number of donations being held by a local caravan park in addition.

The cost of the restoration is estimated at £7,000 plus VAT. The Church has confirmed that it has no funds towards such restoration. However, the Church has gained a provisional faculty for the church clock (either restoration or an electric clock in its place).

Options

The Council has several options which are:

- i) To leave the matter to the Church and the clock remains static.
- ii) To take over the clock on license and pay for the restoration and maintenance itself.
- iii) To set up a community committee to receive donations and fund raise (locally or via grants). The Committee could then donate the money to the Council for the clock restoration. (This will allow VAT to be reclaimed).
- iv) To combine (ii) and (iii).

The Council has the power to maintain public clocks.

Community Committee

A Community Committee would include at least 50% of its members from the public (who are not councillors). Councillors should make up the balance. The Committee would be appointed and managed on its behalf by the Council.

Constitution

The Committee would have its own constitution separate from the Council.

Accounting

The group would need to have a separate bank account – could be a sub account of the Council – which would incur a cost of £8 per month bank charges.

Remit

The remit of the group would be:

- i) To arrange and complete schemes as approved by the Town Council.
- ii) To raise funds for projects which support and help projects in the community.

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Housing allocation in Wales

Introduction

The Town Council has identified that there are issues relating to housing allocation affecting its local residents. This paper attempts to bring together those concerns and seeks a way forward to help.

Issues

The issues of concern include:

- i) Lack of housing for local people
- ii) Lack of housing for those who are in most need locally
- iii) Difficulty in getting a residence due to the current system in place

The points system

When someone is seeking to apply for housing, the position on the waiting list is determined by the points that are awarded. Points are awarded on a cumulative basis unless stated otherwise. A copy of the points system is attached.

Those with the most points at a time when premises become available are considered first as a priority.

The big issues

There is a chronic housing shortage in both Wales and over the UK.

There is a need to build 145,000pa to meet current housing needs year on year of which 90,000 them will need to be 'social' or 'affordable'. Currently less than 70,000 are being built in total.

1 in 3 in Wales are in unsafe or unaffordable housing according to Welsh Government figures. And 1 in 4 is in a home with damp issues.

The shortage of housing has caused in turn affordability issues and market demand is high for all levels housing.

The current rules

When being assessed for housing, you are allocated into one of three bands based upon the points system.

The three bands are set out overleaf with the average waiting time for a house noted under each.

	Level 1 urgent	Level 2 medium	Level 3 low level
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	in months	in months	in months
1 bed	11-13	11-15	11-16
2 beds	12-16	18-44	38-50
3 beds	12-25	22-60	50-67
4 bed plus	36-70	32-70	50-70
Sheltered	12-14	11-32	25-26

How to get up the housing list

There are some ways of moving up the housing list including:

- i) Be flexible in your approach to what you want
- ii) Update the council regularly on how you are doing
- iii) Ensure you are in the right band
- iv) Bid on available stock on offer at any one time.

This is fine but if you want to live in a particular area or road, it will be much more difficult.

North & Mid Wales Association of Local Councils

The above have made representations to government about the points system and this is still a topic on agenda.

What is Welsh Government doing?

The Welsh Government has prepared a paper on a way forward which includes:

- i) £250m has been allocated to construct 20,000 more homes.
- ii) Restrictions on second homes.
- iii) Action plan on tackling homeless issues.

What can a Town Council do?

The Town Council could do the following:

- i) Lobby Welsh Government to change the rules so that local people gain more points enabling a shorter wait for accommodation.
- ii) Help local people with filling in applications so that they get a better chance of being considered earlier.

Robert Robinson

Town Clerk

August 2022

How points are awarded

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Llanfair Caereinion Town Council

1. Intimidation: 200 Points

Insecurity of tenure

- Homeless or threatened with homelessness: 70 points
- Other homeless: 50 points
- In interim accommodation longer than 6 months: 20 points
-

2. Housing conditions

Applicant has dependent children

- Sharing a kitchen: 10 points
- Sharing a living room: 10 points
- Sharing a toilet: 10 points
- Sharing a bath or shower: 10 points

Applicant is 16-18 with no dependent children

- Sharing a kitchen: 5 points
- Sharing a living room: 5 points
- Sharing a toilet: 5 points
- Sharing a bath or shower: 5 points

Applicant is over 18 with no dependent children

- Sharing a kitchen: 5 points
- Sharing a living room: 5 points
- Sharing a toilet: 5 points
- Sharing a bath or shower: 5 points

3. Overcrowding

- Each bedroom short of criteria: 10 points

4. Lack of amenities and disrepair

- Serious disrepair: 10 points
- Dampness prejudicial to health: 10 points
- Inadequate provision for lighting, heating and ventilation: 10 points
- Inadequate supply of wholesome water: 10 points
- Unsatisfactory facilities for preparation and cooking of food (such as a sink with a satisfactory supply of hot and cold water): 10 points
- No suitably located WC for the exclusive use of the occupants (not awarded if due to mobility issues): 10 points
- No suitably located fixed bath/shower, with satisfactory supply of hot and cold water for exclusive use of occupants: 10 points
- No electricity supply: 10 points
-

5. Time in housing need

Only awarded if you have been on the waiting list for over 2 years and have other points. 2 points per year for a maximum of five years: Up to 10 points

6. Health and social well-being

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- Functionality - points awarded if you need assistance or have difficulty with walking, stairs, steps, etc. : Max 32 points
- Unsuitable accommodation: 10 points
- Support and care needs - only applicable to those applying for sheltered or supported housing: Max 30 points
- Home management: Max 14 points
- Self-care: Max 16 points
- Primary social needs factors: Max 40 points
- Other social needs factors: Max 40 points
- Complex needs: 20 points
- Under occupation (for transfer applicants only): 10 points per extra room