

Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

MINUTES

of a of the Full Council held on
Monday 26th June 2023 at 7pm
in the Youth Room of the Institute

Present were:

Cllr Rob Astley	Cllr Hazel Davies
Cllr Viola Evans	Cllr Ursula Griffiths
Cllr Melvin Jones	Cllr Mark Owen
Cllr Geraint Peate	Cllr Sam Webster

In attendance Robert Robinson Town Clerk

Apologies received from:

Cllr Ian Davies	Cllr Sarah Astley
Cllr Cadvan Evans	Cllr Gareth Jones

23. Welcome by the Chair

The meeting received a welcome from the Chair.

24. Public Question Time and Participation

There were no residents of the community present.

25. Minutes of the last meeting

The members considered and **APPROVED** the minutes of the last Full Council (annual) Meeting held on Monday 22nd May 2023

Proposed by Cllr Sam Webster and seconded by Cllr Hazel Davies . The vote was unanimous.

26. Declarations of interest

There were no declarations of interest recorded at this meeting.

27. Financial

27.1 Bank balances

The meeting noted the Funds as of 31st May 2023 as:

Current Account	£43,965.70	
Deposit Account	£60,383.41	
Bank balances		£104,349.11
VAT due		£630.24
Grant 2023 toilets (in June figures)		£5,000.00
Funds due be received		£5,630.24
Funds available on 31st May 2023		£109,979.35

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27.2 Management Accounts

The meeting received management accounts for the period ending 31st May 2023 as set out at appendix A of the agenda.

27.3 Annual return, annual report and training plan

27.3.i Annual Return

The meeting considered and **APPROVED** the annual return as set out at appendix B to the agenda.

Proposed by Cllr Mark Owen and seconded by Cllr Hazel Davies. The vote was unanimous.

27.3.ii Annual Report

The meeting considered and **APPROVED** the annual report of the Council as per that attached to the minutes.

27.3.iii Training Plan

The meeting considered and **APPROVED** the training plan as per that attached to the minutes.

28.4 Orders for payment

The meeting **APPROVED** the orders for payment as set out at appendix E to the agenda.

Proposed by Cllr Mark Owen and seconded by Cllr Sam Webster. The vote was unanimous.

29. Document review

The meeting **AGREED** a date to consider revised standing orders circulated for the last meeting along with other documents – this is to be Monday 24th July 2023 at 6.30pm before the main council meeting.

30. Llanfair Caereinion Youth Club update

The meeting received an update on progress on Llanfair Youth Club which started on 1st June 2023.

31. Community Café

The meeting considered the results of the 8-week pilot scheme. The meeting was also provided with the presentation from the Community Café volunteers. This was considered to be a success with many objectives achieved.

The members were happy to act as the responsible body until a decision has been made by the volunteers and a new arrangement is put in place. It was suggested that the Institute would be a better responsible body going forward.

The members wished to confirm that they support the provision of a community café. No decision can be made until a final decision is reached by the volunteers of the community café.

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32. Deri Woods

Stock is required for ongoing path works in Deri Woods and Goat Field. The cost of this can be covered by the remaining grant money received for this purpose. The meeting **AGREED** to purchase stock up to the sum of £1,000. Cllr Rob Astley is to consider the quotes gained. When ready the authorisation can be agreed between the three Deri Woods councillors along with the Town Clerk.

Proposed by Cllr Sam Webster and seconded by Cllr Hazel Davies. The vote was unanimous.

33. County Councillor Report

There was not county council report for this meeting.

34. Town Clerks Report

The meeting considered a report from the Town Clerk as follows:

34.1 Yew tree in St Mary's Churchyard

The meeting considered two letters from residents in Bridge Street Bridge Street Llanfair Caereinion. The issue was the Yew Tree which is located in the churchyard behind their properties and is blocking light from said premises.

There are a number of restrictions regarding Yew trees in churchyards and also a limited amount of work that can be done without great care.

The Town Clerk is to take professional advice and report back to the council at the next meeting.

34.2 Tennis courts

The members considered an email from the tennis club. The bush at the end of the courts is to be cut back and instructions have already been given. The white lines were considered adequate.

It was suggested that a meeting be held between the club and Cllr Melvin Jones with the Town Clerk. This is to be arranged.

34.3 Grant applications – Shared Prosperity Scheme

The status of the above was put forward with all three applications not being approved having passed the gateway for consideration. This means Llanfair Caereinion would receive nothing from the fund. The Town Clerk is to try and gain a better result via other sources.

34.4 Climate Change conference at Llandrindod Wells (Powys)

The Town Clerk reported on his attendance at the above. The Brecon Town Council climate change plan was put forward as an example. The plan presented was very close to that approved for Llanfair Caereinion.

34.5 Erw Ddwr

Following the installation of the paths some top soiling is required followed by seeding. As the contractor is carrying out other works locally it was **AGREED** to complete these works. There is a cost implication which will be kept to a minimum. Proposed by Cllr Ursula Griffiths and seconded by Cllr Sam Webster. The vote was unanimous.

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34.6 Wall to rear of the Institute.

The Town Clerk reported that the works to the retaining wall to the rear of the Institute has commenced.

35. Local events

Consideration is to be given to publishing on the website events. There is an events page on the website at present. As events are known they are to be published on the website and in the Chronicle etc.

36. Date of next meeting

To note the date of the next meeting which is Monday 24th July 2023 at 6.30pm.

37. Actions to be taken forward

Ref	Item	Action by
1	Submit annual return, annual report and training plan.	Town Clerk
2	Gain advice on the Yew Tree in St Mary's churchyard	Town Clerk
3	Provide details of stock list for Deri Woods path repairs to Cllr R Astley	Town Clerk
4	Follow up grant aid from the Shared Prosperity Fund	Town Clerk with Cllr Gareth Jones
5	Arrange for a meeting with the tennis club between members of the club, Cllr Melvin Jones and the Town Clerk.	Town Clerk

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ANNUAL REPORT OF LLANFAIR CAEREINION TOWN COUNCIL

ANNUAL REPORT



Year ending 31st March 2023

WELCOME

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

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Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council



1. Llanfair Caereinion Town Council

Llanfair Caereinion Town Council was formed in 1974 under the Local Government Act 1972. It covers an area including Heniarth, part of Cyfronydd, Rhiwhiriaeth, Melin Y Ddol, part of Llanerfyl and the Town itself.

Llanfair Caereinion Town Council a medium sized Community (town) Council. It provides grass roots services to all parts of its community. The Council's strategic direction is set by elected Councillors (Members) who oversee the Town Clerk who is responsible for delivering services on a day-to-day basis.

Details of the elected members and how to contact them are available at www.llanfairtowncouncil.co.uk .

Notices of meetings, agendas, reports and minutes can also be viewed here, along with many governance documents and other information about the Council.

The Council derives almost all of its funds from its precept. That is, an additional amount which is added to Council Tax bills based upon the Council's estimated expenditure.

For the financial year 2022/2023 the Council estimated that it needed to allow for £46,000 from the precept.

The Town Council is responsible a number of local services including Mount Field, Deri Woods & Goat Field, Public Toilets, Playground, Tennis Court, Bowling Green, Youth Club service (about to start), Chapel of Rest, Erw Ddwr, St Marys Churchyard, Council Office, signs and street furniture along with other minor responsibilities which contribute to the well-being of Llanfair Caereinion and its communities.

The Councils prime responsibility is to represent the Community including being a statutory consultee regarding planning matters.

The Full Council generally meets on the 4th Monday of each month (except August).

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Llanfair Caereinion Town Council

The Council is working towards being a Competent Council. This involves 67% of Councillors being elected, unqualified accounts and a qualified Town Clerk.

The Council has met all three requirements.

The Council also has a compliant Website with a Tourism Website alongside.

2. Information about Llanfair Caereinion

Llanfair Caereinion Town Council serves a population of around 2,000 within the Banwy Valley, in the eastern part of Montgomeryshire.

Today, Llanfair Caereinion is essentially rural with a small town in the centre of its ward on the Rive Banwy.

There is a large Church with Churchyard in the centre of the Town along with two Chapels.

A variety of shops in the Town include Londis, Spar, Local Butchers, Veterinary Practice, Wynnstay's, Newsagents, Post Office, Fish & Chip shop, Barbers, Hairdressers, and café at the railway station. There are also three thriving public houses serving food daily. There is one petrol filling station with garage repair facilities. The town is blessed to have its own Fire Station, dentist (NHS) and medical centre.

There are other local businesses including an array of caravan parks and bed & breakfast establishments.

The main tourist attraction is the Welshpool & Llanfair Light Railway who has over two hundred regular volunteers who support the Town. The railway attracts over 20,000 visitors a year, some of which go into the Town Centre or to Deri Woods.

There is a Town Trail; Deri Woods walk by the river, a playground and recreation ground.

3. Councillors and Town Clerk

The Council has just one ward with 12 Councillors. There were no vacancies at the end of the year.

Details of the Councillors and how to contact them can be found on the Councils website at www.llanfairtowncouncil.co.uk.

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Councillors are not paid and have only one councillor claimed any allowances during the year ending 31st March 2023.

Councillors at the yearend 31st March 2022 (all elected in May 2022) were:

 Cllr Ian Davies Chair	 Cllr Rob Astley Vice Chair	 Cllr Sarah Astley	 Cllr Hazel Davies
 Cllr Cadvan Evans	 Cllr Viola Evans	 Cllr Ursula Griffiths	 Cllr Gareth Jones
 Cllr Melvin Jones	 Cllr Mark Owen	 Cllr Geraint Peate	 Cllr Sam Webster MBE



For the year, the Town Clerk & Responsible Financial Officer
was Mr Robert A Robinson MBE FRICS FSLCC.

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4. Trusts

The Council has managed two Trusts during the year as follows:

Recreation and Playing Field Charity – No 525514 (Mount Field)

The Council managed the above Charity and funded its activities in the financial year to 31st March 2023. The Council is the Corporate Trustee of this Charity.

Deri Woods Recreation Ground Charity – 524413

The Council managed the above Charity and funded its activities in the financial year to 31st March 2023. The Council is the Corporate Trustee of this Charity.

5. External Membership

The Council has continued its external interest in the following:

Llanfair Caereinion Partnership - Town Clerk & Councillors
Llanfair Caereinion Library - Cllr Ian Davies.
Powys County Council Community Council Forum - Town Clerk
Llanfair Caereinion Youth Council – Cllr Sarah Astley
Friends of Deri Woods (MWT) - Cllr Cadvan Evans
The Institute Committee - Cllr Hazel Davies
School Governor's - Cllr Melvin Jones
Shrewsbury Aberystwyth Rail Liaison Committee – Town Clerk
North & Mid Wales Association of Local Councils – Town Clerk
One Voice Wales area meetings – Town Clerk

The council has set up a Youth Council which is now operating.

6. Power of well-being

The council has approved and published a well-being statement and assessment during the 2022-2023 financial year.

7. Climate Change Plan

The council adopted a Climate Change Plan in February 2022 with an action plan which is being taken forward.

8. Bi-diversity Plan

The council has prepared and adopted a bio-diversity plan and assessment during the 2022-2023 financial year which is now being taken forward.

9. Training Plan

A training plan has been adopted and published on the council website.

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10. Achievements

During the year to 31st March 2023 the Council achieved the following:

General repairs

Completed in 2022-2023
External decoration of the Chapel of Rest
Repair of retaining walls in the Glanyafron Playground
New waste bins at Mount Field
New dog control signs at Deri Woods and Goat Field
Clear of store at Chapel of Rest
Repair of fascia board at Chapel of Rest
New lighting to lower path in St Mary's churchyard
Electrics completed at Chapel of Rest
Complete works to lower paths and drainage at Deri Woods
Cleaning moss from paths at Erw Ddwr
Repair and decoration of the sign at entrance of Erw Ddwr
Cleaning moss from paths at toilets
Replace sundial in St Mary's churchyard
Install grass cutting compound at Mount Field
Works of repair at Deri Woods and Goat Field to paths, steps and railings

Major projects

Completed in 2022-2023
New paths for Erw Ddwr
Glanyafron playground
Works started to protect trees in areas 5A and 5B of the bio-diversity plan for Deri Woods.
Community Café pilot
Town Wi-Fi system
New picnic benches for Tennis Courts
Levelling of lower path Deri Woods
Tourist project (flag poles, tourism website, town guide etc)

11. Other things happening around the Town

During the year other events of note were:

1. The annual act of remembrance held in November was held by the Royal British Legion with the Council.
2. Some of the main roads through town were resurfaced by Powys County Council.
3. The annual Carnival was enhanced with a professional production of Rapunzel.
4. The steam railway extended its offering of events during the year.

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12. Reserves

The monies held by the Council at the end of the year are represented by:

General reserves	£40,000
Youth Club	£9,750
Institute rear wall	£2,800
Bus stop scheme	£1,300
Available for projects	£30,000
Total allocated	£83,850
General running costs	£16,795
Total funds	£100,645

13. Annual Return and Financial Statement

A copy of the annual return and financial statement is posted on the council's website at www.llanfairtowncouncil.co.uk

14. Annual Monitoring Review

The council receives a monitoring report on the town plan in September each year. This report is published on the Council website.

15. Independent Review Panel for Wales

The council has adopted policies as required by the IRPW.

A schedule of councillor expenses can be found the council website.

16. Chronicle

The council has produced a newsletter both online and in hard copy keeping the town updated on what is happening within its community.

17. Plans for 2022-2023

During the next financial year, the following projects and maintenance are planned to be completed:

Maintenance works 2023-2024
Felling of diseased ash trees in Goat Field
Internal decoration of the Chapel of Rest
Replacement of top rail on Mount Field side of Mount Field and repair netting
Complete town street furniture painting project
Complete repairs to the Lychgate including brick/stonework under
Restart Llanfair Partnership meetings
Pointing of part of wall along Broad Street supporting St Mary's.
Replace posts at far end Mount Field

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Maintenance works 2023-2024 cont..
Complete Bird Box Scheme for Pied Fly Catcher
New signage at Mount Field
Repair to car park surface at Deri Woods
Minor tree works to Erw Ddwr
Works of repair at Deri Woods and Goat Field to paths, steps and railings
Feasibility studies as grant funded.

Major projects for 2023-2024
Completion of rear retaining wall to Institute
Start Youth Club
Install Bus stops around town
Feasibility studies (subject to funding) For regeneration, leisure centre, tourism and a healthy Llanfair
Refurbishment of public toilets and installation of water point, new disabled facilities and baby changing units
Fitness Trail installation
Installation of Tourism Maps around the town
Complete works started to protect trees in areas 5A and 5B of the bio-diversity plan for Deri Woods.
Progress proposals to take lorries out of the town.

Robert Robinson MBE FRICS FSLCC
Clerk & Responsible Financial Officer

26th June 2023

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TRAINING PLAN

Introduction

Section 67 of the 2021 Act requires community councils to make and publish a plan about the training provision for its members and staff. The first training plan must be ready and published by 5 November 2022, six months after the duty comes into force. (a plan was prepared which referred to One Voice Wales Training dates). This now needs to be updated to meet fully the regulations.

The training plan should reflect on, and address, whether the council collectively has the skills and knowledge it needs to deliver its plans most effectively. Purpose of the training plan

Planning for the provision of training can be carried out in a proportionate way, taking into account factors such as the activities undertaken by that council, the current expertise of councillors and clerks and the nature and significance of any training needs identified. Overall, the intention is that the preparation of a training plan would support councillors to have the relevant training to carry out their role - as well as professional clerks and other employees.

The delay in taking forward training to date has been due to the school incident in June 2022 when the first training was due to take place.

Areas of training needs for 2023-2024

The areas of training which would benefit the Council and which are to be completed in the current financial year are:

- i) Basic induction for councillors**
A programme covering the guidance for Town and Community Councils is mandatory – this should be discussion based as well as factual information. This is normally delivered by the Clerk.
- ii) Charity Law**
The Council has two charities for which it is responsible. PAVO can provide a short course on the subject alongside a discussion on how we manage them at present and any alterations to management recommended.
- iii) Code of Conduct**
The code of conduct is usually delivered by the County Council and is mandatory for all Councillors to complete.

Other training courses offered by One Voice Wales and Powys County Council will be notified to the councillors so that they can take up a place if they wish to.

In 2024-2025 training in finance and governance is to be included.