

Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

MINUTES

of the ANNUAL MEETING of the Full Council held on
Monday 16th May 2022 at 7pm in the Youth Room of the Institute

Present were:

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

In attendance: Robert Robinson Town Clerk

Apologies for absence:

Received from Cllr Cadvan Evans

Declarations of acceptance of office:

Before the meeting each Councillor completed their declaration of office and other paperwork required.

1.Welcome by the Chair

The meeting received a welcome from the outgoing Chair Cllr Wyn Williams. He thanked the Councillor's and Clerk's for their work over the past council term.

Cllr Gareth Jones proposed a vote of thanks to Wyn for his sterling work over the past council term. All agreed.

2.Election for Chair of the Council

The Council elected Cllr Ian Davies as Chair for the ensuing year.

3.Election for the Vice Chair of the Council

The Council elected Cllr Rob Astley as Vice Chair for the ensuing year.

4. Declarations of interest

The following declarations of interest were recorded:

Cllr Ian Davies	Planning application for Eithinog Lane
Cllr Ursula Griffiths	Mount Field & Llanfair United Football Club
Cllr Gareth Jones	All planning applications

5. Public Question Time and Participation

Although members of the public were present there were no questions asked.

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6. Minutes of the last meeting

The meeting considered and the minutes of the last Full Council Meeting held on Monday 11th April 2022 subject to the following alterations:

- i) Change of heading on the top of the page.
- ii) Add reference to road closure under Queen's Jubilee.
- iii) Change planning application proposer to Cllr Rob Astley.

The adjusted minutes to be issued to all Councillors.

Proposed by Cllr Rob Astley and seconded by Cllr Hazel Davies. The vote was unanimous.

7. Attendance Record

The meeting received the attendance record of Councillors at Full Council Meetings during the past year (to 9th May 2022) as follows:

Name	Number of meetings possible	Number of meetings attended	Percentage
Cllr Rob Astley	14	12	86%
Cllr Hazel Davies	14	14	100%
Cllr Ian Davies	14	12	86%
Cllr Richard Derricutt	13	11	85%
Cllr Cadvan Evans	14	9	64%
Cllr Viola Evans	14	13	93%
Cllr Ursula Griffiths	14	11	79%
Cllr Gareth Jones	14	11	79%
Cllr Geraint Peate	14	8	57%
Cllr Kate Roberts	10	7	70%
Cllr Ceri Stephens	14	9	64%
Cllr Wyn Williams	14	12	86%

The overall attendance at Full Council meetings was 80% which is very good.

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8. Appointments to areas of interest

The meeting appointed a Councillor or Councillor's to liaise with the Town Clerk regarding each area of interest as follows:

Ref	Area of Interest	Lead Councillor	Assisting Councillor
1	Deri Woods/Goat Field	Cllr Cadvan Evans	Cllr Rob Astley Cllr Sam Webster
2	Mount Field	Cllr Rob Astley	Cllr Cadvan Evans
3	Chapel of Rest/Erw Ddwr/Burial Records	Cllr Viola Evans	Cllr Geraint Peate
4	Toilets & street scene and street furniture	Cllr Hazel Evans	
5	Playgrounds/Tennis Courts/Bowling Club	Cllr Rob Astley	
6	St Marys Churchyard, clock, lights and War Memorial	Cllr Viola Evans	Cllr Hazel Davies
7	Administration including financial	Cllr Ian Davies	
8	Planning & Development	Town Clerk	
9	Events	Appointed at the time	
10	Newsletter		
11	Publicity	Council	
1	Social Media	Cllr Sarah Astley	
13	Youth Council and Youth Liaison	Cllr Sarah Astley	
14	Documents and Health / Safety	Council	
15	Powys County Council matters	Cllr Gareth Jones	
16	Welsh Language	Cllr Melvin Jones	
17	Outlying areas	Council	
18	Local business and tourism	Council	

9. Meetings for the year

The Council approved the schedule of dates and times of meetings for the ensuing year as follows:

MONTH	FULL COUNCIL	TRUSTS	INDUCTION
MAY			23 rd
JUNE	27 th	----	
JULY	25 th	----	
AUGUST	----	----	
SEPTEMBER	26 th	----	

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OCTOBER	24 th	----	
NOVEMBER	28 th	28 th	
DECEMBER	19 th	----	
JANUARY	23 rd	----	
FEBRUARY	27 th	----	
MARCH	27 th	----	
APRIL	24 th	----	
MAY	22 nd	----	

All meetings commence at 7pm in the Institute Bridge Street Llanfair Caereinion.

The Council **AGREED** the following:

- i) To move to one meeting per month with others as required.
- ii) Where there are planning applications to consider between meetings to deal with them by email or hard copy with comments unless it is considered important to hold a special meeting.
- iii) Where paper copies are issued regarding planning applications a record is to be kept recording delivery.

10. Elections to outside bodies and other appointments The Council confirmed appointments to the following:

Library Committee

Cllr Ian Davies

MWT Friends of Deri Woods

Cllr Cadvan Evans, Cllr Rob Astley and Cllr Sam Webster

Youth Council

Cllr Sarah Astley

Llanfair Caereinion Educational Charity

Ian Davies/Wyn Williams appointed

PCC Community Council Forum

Cllr Ian Davies

Llanfair Institute Committee

Cllr Hazel Davies and Cllr Melvin Jones

School Governor

Cllr Gareth Jones

Town Crier

No permanent appointment, see minute 11 below

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One Voice Wales Local Meetings

Cllr Ursula Griffiths

North & Mid Wales Association of Local Councils

The Town Clerk volunteered to attend as he was involved anyway.

Shrewsbury Aberystwyth Rail Liaison Committee

The Town Clerk volunteered to attend as he was involved anyway.

11. Town Crier

The Council considered the post of Town Crier and decided not to support this as an official position. Geraint and Glandon are to be asked to cover some events. Other requirements will be considered from time to time. A letter of thanks is to be sent to the current Town Crier for his work.

Proposed by Cllr Rob Astley and seconded by Cllr Ian Davies. The vote was 7 for the proposal, 3 against and 2 abstentions.

12. Consultations

The Council confirmed 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)

Through Councillors or the Clerk meeting residents

The Council to use social media more using its own face-book page. References and the community face-book page should be done referring them to the Council face-book page or the website. It was recognised that some residents were not on social media.

13. Financial

13.1 Bank balances

The meeting noted the Funds as of 31st March 2022 as:

Current Account	£30,364.14
Deposit Account	£60,157.06
Bank balances	£90,521.20
VAT reclaim	£10,062.81
Grant aid	£6,600.00
Money paid in for 2021/22	£715.00
Funds due be received	£17,377.81
Funds available on 31st March 2022	£107,899.01

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Allocated to:

Playground	£20,000.00
General reserves	£40,000.00
Un-presented cheques (2021/22	£3,368.68
For projects	£44,530.33
Total	£107,899.01

13.2 Financial Report April 2021

The meeting noted the draft annual accounts for the period to 31st March 2022 at appendix B of the agenda. The final figures (after audit) will be presented on 27th June.

13.3 Insurances

The Council was informed of the insurance renewal. Following last year's substantial increase to £3,000 the Town Clerk queried a further increase of £600pa. After some negotiation it was clear that last year's rise was based upon a claim being made by the Council, this was not the case and only advice had been sought about a possible claim. The negotiation has resulted in a fixed 3-year term of insurance cover at a premium of £1,140.59p.

13.4 Appointment of Auditor

The Council **approved** the Auditor for the year ending 31st March 2022 and 31st March 2023 as David Hawes Chartered Accountant.

Proposed by Cllr Gareth Jones and seconded by Cllr Ursula Griffiths. The vote was unanimous.

13.5 Orders for payment

The Council approved the orders for payment as set out at appendix C of the agenda except for the item for Queen's Jubilee which is to be re-presented to the next meeting for approval.

Proposed by Cllr Gareth Jones and seconded by Cllr Rob Astley. The vote was unanimous.

13.6 Bank Mandate

The Council appointed the following signatories to the Council bank accounts.

Cllr Ian Davies
Cllr Rob Astley

Cllr Gareth Jones
Cllr Cadvan Evans

Proposed by Cllr Sam Webster and seconded by Cllr Ursula Griffiths. The vote was unanimous.

13.7 Internet Banking

The Council approved the setting up of internet banking as per the attached at appendix D to the agenda with the Unity Bank. The Chair and Town Clerk are to take forward this to the next stages returning to the Full Council for final approvals.

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14. Annual fees review

The Council considered a review of Council fees for the ensuring year as follows:

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

Note: A meeting is to be held between the Football Club and the Council regarding annual fees for the grounds with a report given to the next meeting.

Cllr Ursula Griffiths declared an interest with regard the Football Club.

15. Document review

The Council considered a review of the documents (posted on the website) as follows.

Standing Orders (adopted April 2021)	Code of Conduct
Financial Regulations	Financial Risk Assessment
Cash Handling Procedure	Council Risk Assessment
Investment strategy	Staff Handbook
Staffing Policy	Complaints procedure
Diversity and Equality Policy	Harassment and bullying policy
Health and Safety Statement	COSHH recording policy
Accidents Policy	Procurement Policy
Data Protection Policy (GDPR)	Welsh Language Policy
Risk assessments for services	Co-option Policy
Delegated Authority (approved March 2021)	

Cllr Ursula Griffiths is to review some documents with comments passed to the Town Clerk to bring forward to future meetings.

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16. Independent Review Panel for Wales

The Clerk updated the Councillors on the Review Panel for Wales.

The Council agreed to adopt the following policy for the ensuing year:

- a) To pay the sum of £150 to each Councillor unless said Councillor writes to the Town Clerk confirming that they do not wish to claim this allowance.
- b) To pay care allowances unless said Councillor writes to the Town Clerk confirming that they do not wish to claim this allowance.
- c) No to pay any optional allowances contained in the IRPW.

Proposed by Cllr Rob Astley and seconded by Cllr Ian Davies. The vote was unanimous.

17. Planning and Development

17.1 22/0383/HH - Y Gaer Llanfair Caereinion Welshpool SY21 0DG Erection of extension. The Council **SUPPORTS** this application.

Proposed by Cllr Rob Astley and seconded by Cllr Melvin Jones. The vote 10 in favour of the proposal and 1 abstention.

17.2 22/0511/HH - Bryn Orian Llanfair Caereinion SY21 0HW

Proposed Extension to existing dwelling to include demolition of existing flat roof garage and all associated works. The Council **SUPPORTS** this application.

Proposed by Cllr Viola Evans and seconded by Cllr Hazel Davies. The vote 10 in favour of the proposal and 1 abstention.

17.3 22/0628/FUL - Land at Eithinog Lane , Cyfronydd, SY21 9ED Proposed agricultural workers dwelling and associated works.

The Council this application.

Proposed by Cllr Rob Astley and seconded by Geraint Peate. The vote 7 in favour of the proposal, 2 against and 2 abstentions.

17.4 Oakwood Park

Proposed extension to Oakwood Valley Lodges to accommodate 25 holiday lodges together with environmental improvements. The Council **SUPPORTS** this application.

Proposed by Cllr Mark Owen and seconded by Cllr Melvin Jones. The vote 10 in favour of the proposal and 1 abstention.

18. County Councillor Report

To receive an update from our County Councillor.

The report included the elections, health centre and housing allocations.

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19. Town Clerks Report

The Clerk read out a letter from a resident regarding the offering of surplus timber from Deri Woods/Goat Field to local residents. The Council wished to take further advice and meet the Friends of Deri Woods volunteers before any decision was made. The resident is to be informed of the decision.

20. Agenda items

The Clerk asked Councillors to let him know of any items for consideration for the next agenda no later than 19th June.

21. Date of next meeting

The dates for the May and June 2022 meetings are scheduled below:

Monday 23rd May – 7pm – Induction for new Councillors

Monday 27th June – 7pm – Full Council Meeting

22. Actions to be taken forward from the meeting

The following actions are to be taken forward from the meeting:

No	Activity
1	Adjust minutes of 11 th April and circulate/publish.
2	Complete draft minutes for this meeting and circulate for comment.
3	Planning application responses to be completed via PCC website.
4	Arrange meeting with Deri Woods volunteers.
5	Letter to be sent to local resident regarding Deri Woods.
6	Arrange meeting with Llanfair United Football Club.
7	Inform outside bodies of appointments.
8	Letter of thanks and information on appointment to Town Crier.
9	Take forward banking changes.
10	Review of documents.