

Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

MINUTES

of the ANNUAL MEETING

**of the Full Council held on
Monday 22nd May 2023 at 7pm in the Youth Room of the Institute**

1. Present were:

Cllr Ian Davies	Chair	Cllr Rob Astley	Vice Chair
Cllr Sarah Astley (by Zoom)		Cllr Hazel Davies	
Cllr Cadvan Evans		Cllr Viola Evans	
Cllr Ursula Griffiths		Cllr Mervin Jones	
Cllr Mark Owen		Cllr Geraint Peate	
Cllr Sam Webster			

In attendance Robert Robinson Town Clerk

Apologies for absence were received from Cllr Gareth Jones.

2. Welcome by the Chair

To meeting received a welcome from the outgoing Chair.

3. Election for Chair of the Council

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

3.1 Declaration of office

The Chair make the declaration which was signed by both the Cllr Ian Davies and the Town Clerk.

4. Election for the Vice Chair of the Council

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

5. Declarations of interest

There were no declarations of interest recorded.

The Chair gave an apology to the Councillors over his declaration of interest regarding the Community Café at the previous meeting.

6. Public Question Time and Participation

There were no members of the public present..

7. Minutes of the last meeting

The meeting considered and approved the minutes of the meetings held on 24th April 2023. Proposed by Cllr Sam Webster and seconded by Cllr Cadvan Evans.

The vote was unanimous.

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The meeting also considered and approved the minutes of the meetings held on 24th April 2023. Proposed by Cllr Cadvan Evans and seconded by Cllr Melvin Jones. The vote was unanimous.

8. Attendance Record

The meeting received the attendance record of Councillors at Full Council Meetings during the past year (to 24th April 2023) as follows:

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

The Town Clerk congratulated Councillors on an excellent record over the year.

9. Appointments to areas of interest

The meeting considered and approved the following Councillors to areas of interest for the ensuing year:

Ref	Area of Interest	2023-2024
1	Deri Woods/Goat Field	Cllr R Astley, Cllr C Evans and 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 with Cllr U Griffiths
11	Youth Council/Youth liaison	Cllr S Astley
12	Documents and Health & Safety	Full Council

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Ref	Area of Interest	2023-2024
13	Powys County Council matters	Cllr G Jones
14	Welsh Language	Cllr M Jones
15	Outlying areas	Via Full Council
16	Local business and tourism	Via Full Council
17	Llanfair Partnership	The Chair and Town Clerk

The meeting **AGREED** the list as above.

Proposed by Cllr Mark Owen and seconded by Cllr Cadvan Evans. The vote was unanimous.

10. Meetings for the year

The meeting noted the schedule of dates and times of meetings for the ensuing year as follows:

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

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

To confirm that the meeting dates are acceptable to the Council.

The meetings for March and April are to start at 7.30pm.

11. Elections to outside bodies and other appointments

The meeting appointed councillors to the following:

Meeting	2023-2024
Library Committee	Cllr Ian Davies
MWT Friends of Deri Woods	Cllr Cadvan Evans & Cllr Sam Webster
Youth Council	Cllr Sarah Astley
PCC Community Council Forum	Town Clerk
Llanfair Institute Committee	Cllr Hazel Davies
School Governor	Cllr Melvin Jones

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Meeting	2023-2024
One Voice Wales Local Teams Meetings	Town Clerk
North & Mid Wales Association of Local Councils	Town Clerk
Shrewsbury Aberystwyth Rail Liaison Committee	Town Clerk

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

12. Consultations

The meeting **AGREED** 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	
Through Councillors or the Clerk meeting residents	

13. Financial

13.1 Bank balances

The meeting noted the Funds as at 30th April 2023 as:

Current Account	£40,836.78	
Deposit Account	£60,383.41	
Bank balances		£101,220.19
VAT reclaim	£4,737.10	
Grant 2023 toilets	£5,000.00	
Funds due be received		£9,737.10
Funds available at 30th April 2023		£110,957.29

Allocated to:

General reserves	£42,000
Youth Club	£9,316
Institute rear wall	£2,800
Bus stop scheme	£1,300
Available for projects	£35,000
Total allocated	£90,416
General running costs	£20,321
Total funds	£110,737

13.2 Annual Return

The meeting considered and approved the annual return for the year ending 31st March 2023.

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13.3 Appointment of auditor for the 2024 accounts

The meeting **AGREED** to approach some local accountants who might be able to complete the internal audit to gain a price along with the current auditor.

13.4 Orders for payment

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

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

13.5 Bank Mandate

The meeting **appointed** 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.

13.6 Annual fees review

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

Area	Heading	2023/2024
Mount Field	Football Club License fee	£200pa
	Grazing License fee	£100pa
Bowling Green	Lease ground rent	£10pa
Burial Fees	Single grave	£500
	Second grave	£250
	Memorial Garden ashes	£125
	Memorial Garden ashes second	£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

The meeting **AGREED** not to increase any fees or charges for the ensuing year.

Proposed by Cllr Sam Webster and seconded by Cllr Melvin Jones. The vote was unanimous.

14. Document review

The meeting considered the documents review. The revised model standing orders issued by One Voice Wales were issued to members for consideration. It was suggested that a special meeting of the council be held to complete the standing orders review and other documents at the same time.

It was **AGREED** that a date for a meeting as above would be set at the next meeting.

15. Independent Review Panel for Wales

15.1 Compul0ary allowances for 2023-2024

The Councillors were brought up to date on the Review Panel for Wales Annual Report.

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The council **AGREED** 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).

Proposed by Cllr Mark Owen and seconded by Cllr Rob Astley. The vote was unanimous.

15.2 Optional allowances

The council **CONFIRMED** the decision at a previous meeting which resolved not to pay any optional allowances.

Proposed by Cllr Mark Owen and seconded by Cllr Cadvan Evans. The vote was unanimous.

16. Planning and Development

16.1 Planning decisions

The Town Clerk reported on planning decisions issued by Powys County Council for the last month.

16.2 Planning Appeal – Oak Beech Valley Farm Llanfair Caereinion

The meeting noted the planning appeal notice and **AGREED** to make no comment. This is based upon the application being evidenced based which the County Council legal team will take forward.

16.3 Planning Appeal – Tanyfron Broncafnt Lane Llanfair Caereinion

The meeting noted the appeal notice and **AGREED** to confirm the council's previous objection as noted in the agenda.

17. Programme of activity for 2023-2024

To meeting considered the following activity programme for 2023-2024.

General repairs

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

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Maintenance works 2023-2024 cont...
Restart Llanfair Partnership meetings
Pointing of part of wall along Broad Street supporting St Mary's.
Replace posts at far end Mount Field
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
Progress proposals to take lorries out of the town.

The meeting **APPROVED** the list in principle. Each major project will come to council with a report for approval recommended by the Councillor whose area of interest it is and the Town Clerk together.

18. Youth Club update

An update was given to the councillors on progress towards the new youth club. The details are:

Start date	Monday 5 th June 2023.
Meeting night	Mondays
Venue	The Institute (still trying to gain some response from the Cadet Hut). The Youth Leader is discussing storage and arrangements with the Institute secretaries.
Times & ages	4.30 to 6pm (11 to 14) and 6pm to 8pm (14 to 18)
Survey	A member of the Youth Council has conducted a survey among the school (87 responded) which guided the above).
Equipment	A list of equipment has been issued to all councillors. The equipment will be sourced using the grant aid in place to support the project.

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Cont...

DBS

The Town Clerk confirmed that DBS enhanced checks either have been or will be completed for all those attending as leaders or volunteers.

19. County Councillor Report

There was not report for this meeting from our County Councillor.

20. Town Clerks Report

There was nothing to report under this heading.

21. Correspondence not covered elsewhere in the agenda

There was no correspondence to consider at this meeting..

22. Date of next meeting

The meeting noted the date of the next meeting which is Monday 26th June 2023 at 7pm in the Youth Room of the Institute.

Rob Astley

Cllr Rob Astley
26th June 2023