

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

MINUTES

of a meeting of the Full Council held on
Monday 27th June 2022 at 7pm
in the Youth Room of the Institute Llanfair Caereinion

Present were

Cllr Ian Davies Chair
Cllr Sarah Astley
Cllr Ursula Griffiths
Cllr Melvin Jones (part)
Cllr Geraint Peate

Cllr Rob Astley Vice Chair
Cllr Viola Evans
Cllr Gareth Jones
Cllr Mark Owen
Cllr Sam Webster

Apologies for absence

Apologies were received from Cllr Hazel Davies and Cllr Cadvan Evans.

30. Welcome by the Chair

The meeting received a welcome from the Chair.

31. Declarations of interest

There were no declarations of interest recorded at the meeting.

32. Public Question Time and Participation

There were two members of the public present who took part in the discussion regarding 'dogs in Deri Woods and Goat Field' – see minute no 15.1.

33. Minutes of the last meeting

The minutes of the meeting held on Monday 20th June 2022 were signed as a correct record.

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

34. Actions taken since the last meeting

The meeting noted the actions taken from the last meeting as set out at appendix A to the agenda.

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35. Appointments

The meeting **APPROVED** the following appointments to areas of interest as follows:

Area of interest	Councillor
Planning and Development	Cllr Melvin Jones
Chronicle Newsletter	Cllr Sarah Astley with assistance from Cllr Ursula Griffiths

36. Finance and Governance

36.1 Annual Return

To meeting considered and approved the annual return. See appendix B1 to the agenda. The Town Clerk confirmed that the internal audit has been completed by David Hawes Chartered Accountant with no issues.

Proposed by Cllr Viola Evans and seconded by Cllr Mark Owen.

The vote was unanimous.

36.2 Management Accounts

The meeting considered the management accounts and bank reconciliation as set out at appendix B2 to the agenda. These were accepted.

Proposed by Cllr Gareth Jones and seconded by Cllr Rob Astley.

The vote was unanimous.

36.3 Orders for payment

The meeting considered and approved the orders for payment as set out at appendix B3.

Proposed by Cllr Gareth Jones and seconded by Cllr Mark Owen.

The vote was unanimous.

Cllr Rob Astley will find out more about the invoice received for signs (road closure for Queen's Jubilee celebrations) before payment. The Town Clerk has an account and a credit card slip – however the credit card slip does not state who paid the account).

37. Five-year financial planning

The Town Clerk pointed out that there is a need to consider a 5-year financial plan updated from the last one issued. The main reason for this is to ensure that the council budget does not produce a deficit year on year. Currently account balances are high for a Local Council.

The meeting **AGREED** that the Chair and Town Clerk should prepare a paper for the Council to consider.

38. Power of competence

The meeting considered the Power of Competence which can be met with the Council meeting all the requirements. A declaration of this can be completed when the current external audit for the year to 31st March 2022 has been completed.

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The Council is under an obligation to complete a training plan (published on the Council website) and an annual report (to be presented to the July meeting).

39. Planning and Development

To meeting considered the following planning applications:

39.1 22/0875/AGR Troed Yr Ewig Pen-y-Bwlch Llanerfyl

Application for prior notification of agricultural or forestry development - proposed track. No plans available for this application.

The meeting **AGREED** to make no comment.

39.2 2/07/44H 5 Maes Derwen Llanfair Caereinion

Alteration and improvement of existing concrete driveway to remove overly steep slope by introducing private retaining wall 1.2m high with balustrade. Alteration of position of dropped kerb in road to improve access to highway. This has been considered before by the Council. Minor alterations to the plans previously considered.

The meeting noted that longer cars would still partly block the pavement but noted that this was happening now anyway.

The meeting **SUPPORTS** this application.

Proposed by Cllr Ursula Griffiths and seconded by Cllr Rob Astley.

The vote was unanimous.

40. Town Council protocol

To meeting considered a protocol on the workings of the Council for the ensuing year as set out at appendix 1 of the minutes (as adjusted).

The meeting **APPROVED** the protocol subject to projects being taken forward by the 'Councillor (for the area of interest of the project) and two other Councillors with the support of the Town Clerk'.

Proposed by Cllr Mark Owen and seconded by Cllr Viola Evans.

The vote was unanimous.

The meeting also considered the Action Plan in order of priority for the ensuing year. The agreed list of actions and priorities (as adjusted) is attached to the minutes at appendix 1.

41. Council Logo

The meeting considered a Council Logo. After discussion the meeting agreed that the Council Heading should be used and that no logo was required. No further action to be taken under this item.

42. Community Awards

The meeting carried out a review of the Community Awards document and process. After a full discussion the following process was **AGREED**:

'The Chair in consultation with the Vice Chair shall consider any nominations he/she wishes to make to the Full Council from time to time during the term of office for the presentation of a Community Award.'

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If any Councillors wish to suggest someone or any group they should contact the Chair.

43. Document review

The meeting considered a programme for document reviews (one per Council meeting on a rolling basis) starting in July 2022.

The first document for consideration is to be Standing Orders at the 25th of July meeting. A copy of the current Standing Orders is to be circulated with the agenda with paper copies issued to those who wish to receive them in that form.

The Code of Conduct can follow. It was suggested that the Town Clerk investigates the Once Voice Wales version which is simpler to understand.

44. Councillor Agenda items

All Councillors are asked to pass suggested items for the agenda to the Town Clerk no later than Friday 15th July 2022.

45. Deri Woods and Goat Field

45.1 Control of Dogs

The Town Clerk read out a letter from a local resident regarding the issue surrounding control of dogs in Deri Woods and Goat Field.

An extensive discussion took place involving both Councillors and the local residents present at the meeting. The main points raised in the discussion were:

- i) The various reports of dogs out of control in the woodland areas – although an issue it was not considered extensive.
- ii) The various legislative papers which seek to control the behaviour of dogs and their owners.
- iii) A defined policy by the Council for the woodland areas.
- iv) Clear signage to make it clear what the rules are.
- v) How one might enforce any controls.
- vi) The idea of a specific part of the woods where dogs maybe let off the leash.

The meeting **AGREED** that the following actions should be taken forward with a report to the 25th of July meeting:

- i) The Town Clerk is to have a word with the owner of the spaniel who appears to have caused some concern in the woodland area.
- ii) The Town Clerk to research and present at the next Full Council meeting on 25th July a report on the Public Spaces Protection Order, bylaws and another other legislation that might help improve the situation with dogs in Deri Woods and Goat Field.
- iii) To consider signage at each end of the site along with the middle gate accessed from the road.
- iv) Post on social media the rules regarding dog collars, identification tags and keeping dogs under control.

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45.2 Deri Woods Report

Cllr Sam Webster reported on her meeting with the Volunteers at Deri Woods and gave a report including the following:

- i) A work plan is in progress to complete repairs.
- ii) High Viz has been purchased for health and safety by the Council.
- iii) There are various proposals the group wishes to put to Council in due course including a meadow (around the stones) a management plan and bio-diversity policy.
- iv) The volunteers use the tools purchased on site. Some of the volunteers have certificates for power equipment (The Town Clerk has copies of these on file).
- v) There is a training course regarding trees and their management to take place soon – there are 12 places available. There will be a need to provide a hall (Youth Room will do) with participants providing their own packed lunch.

A meeting between Cllrs Rob Astley, Cadvan Evans and Sam Webster is to be arranged with the Town Clerk invited. Cllr Sam Webster is to seek a date and time.

46. Town Clerk Report

The following items were covered in the Town Clerks report:

46.1 Sculptures for Deri Woods

The meeting considered an idea of putting sculptures in Deri Woods and Goat Field. After a brief discussion it was **AGREED** that the woods already have the stone circle and the Taliesin Totem and that no further sculptures should be added.

46.2 Audio and visual

This item was deferred for further investigation.

46.3 Rubbish

The Council rubbish disposal was discussed. A quote had been gained for £62 a month to provide a 1100l wheelie bin with collections every two weeks. There would also be a need for a trade waste licence at a one-off cost of £150 then renewed annually - normally at no extra cost.

Currently the Town Clerk empties the Mount Field bins (and others on occasions) who then disposes of the rubbish.

The meeting agreed to discuss the matter further on the 25th of July Council meeting after investigations into the brown bags service had been completed.

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46.4 Printing

The meeting **AGREED** to purchase a new printer which can print both sides of the page and on a contract to provide cartridges as needed (auto).

The Chair is to investigate and progress the proposal and arrange via the Town Clerk.

46.5 Allotments

An update was given on the allotments with no success to date in finding a suitable site. When investigations have been completed a report will be put to Council.

47. Dates of meetings in July

The meeting noted the following dates:

- i) Full Council Meeting – Monday 25th July 2022 at 7pm in the Institute.
- ii) Town Walk – Thursday 30th June at 6.30pm starting at Erw Ddwr.

A new date for Councillor inductions (part of approved Training programme) is to be set for the early autumn

Cllr Rob Astley is to liaise with Cllr Cadvan Evans to seek a date when they and the Town Clerk can discuss Mount Field.

48. Actions to be taken forward from the meeting

The following actions are to be taken forward:

No	Heading	By whom
1	Publish approved minutes for 20 th June on website	Town Clerk
2	Prepare minutes for the meeting held on 27 th June and circulate for comment	Town Clerk
3	Complete annual return and papers – submit to the Welsh Government for external audit.	Town Clerk
4	Chair and Town Clerk to prepare 5-year financial plan paper for Council to consider	Cllr Ian Davies and Town Clerk
5	Inform PCC of planning decisions	Town Clerk
6	Issue planning protocol and list of actions as altered at the meeting. (attached to minutes)	Town Clerk
7	Alter website to reflect new community award scheme	Town Clerk
8	Issue standing orders for discussion at the next meeting	Town Clerk
9	Gain a copy of the Code of Conduct as issued by OVW	Town Clerk
10	Complete research and prepare paper regarding dog control in Deri Woods & Goat Field	Town Clerk
11	Report on audio visual project for consideration	Town Clerk
12	Investigate brown bags scheme for Mount Field	Town Clerk
13	Investigate and purchase a printer	Cllr Ian Davies
14	Arrange the various meetings as listed.	All

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APPENDIX 1

Council Protocol

TOWN COUNCIL PROTOCOL

Introduction

Following the Annual Meeting of the Town Council where it was decided to hold one meeting a month the Chair and Town Clerk are of the view that a 'way of working' need to evolve which:

- a) allows Councillors to discuss things and approve there going forward
- b) Allows projects to proceed without the need to come back to Council once they have been approved.

Meeting Agenda

The Council is asked to consider the Town Plan Action Plan (as set out at the end of this paper) to guide the Chair and Town Clerk as to which projects are to come forward in the current year and in what in order.

Councillors may wish to add or subtract from the list. The list has been taken from those activities included in the approved Town Plan.

All items to be raised by Councillors should be issued to the Town Clerk at least 10 days before the meeting with enough information to allow the Council to know what the subject is to be about. The Chair suggests a proforma should be issued so that it can be added to any agenda items.

There is no 'any other business' on a Full Council agenda.

Planned projects

The projects on the approved list will come forward with a report and proposal draw upon by the Town Clerk consulting the Councillors whose area of interest the project falls within.

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Once the project has been approved a 'project approval form' will be issued setting out the details and funding. **The Councillor responsible for the area of interest or the project will then take it forward along with two other Councillors appointed at the time with the Town Clerk's support.**

Progress will be included in the monthly Town Clerk updates.

Day to day running

The day to day running of the Council is the responsibility of the Town Clerk who will keep Councillors up to date through the monthly updates issued. Any issues arising from Councillors regarding any of the Council properties should be directed to the Town Clerk who will then take any actions required.

Cllr Ian Davies Chair

Robert Robinson Town Clerk

June 2022

TOWN PLAN 2021-2027 ACTION PLAN - 2022/2023 PROGRAMME

No	Year of delivery	Location	Details
1	2022-2023	Glanyrafon Playground	Refurbish and install new equipment.
2	2022-2023	Youth Council	To improve Youth Council and bring forward a Youth Plan for Llanfair
3	2022-2023	Deri Woods	Complete mural in Pumping Station.
	2022-2023	Mount Field agreements	Complete agreements with Llanfair United Football Club
4	2022-2023	Public Toilets	Redecoration, review disabled facilities, install water bottle point and baby changing facilities.
5	2022-2023	Erw Ddwr	Agree and complete an extension to the path at the top of the graveyard to facilitate new burials.
6	2022-2023	Youth Club	Investigate and implement a youth club for Llanfair.
7	2023-2024	Community Engagement	To consider seeking a grant for a short-term community engagement officer. This to be combined with a community enabler.
8	2022-2023	Allotment provision	Complete investigations into provision of further allotments in Llanfair.

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No	Year of delivery	Location	Details
9	2022-2023	Complete Book start Day	Host a book start day for junior and infant school reception classes
10	2022-2023	Watergate Street Tel Box	Redecoration of phone box and transfer of freehold to Town Council
11	2022-2023	Community Awards	Review and continue with community awards.
12	2022-2023	Explore setting up a community foundation	To allow legacies to be left to the town to aid development of projects.
13	2022-2023	Parking restrictions	Agree response to Powys County Council on a parking review.
14	2022-2023	Heavy traffic review	To discuss and offer suggested solutions to Powys County Council.
15	2022-2023	Volunteers' reception	To host a coffee morning reception to say thanks local volunteers who work to make Llanfair a better place.
25	2022-2023	Markets	Investigate and implement a street market in the Town Square area or other suitable location.
26	2023-2024	Existing service delivery	To update, keep well maintained and secure the delivery of existing services.
27	2023-2024	Playground	Seek to provide an All Purpose Sports Area with all-weather surface.
28	2023-2024	Banwy Foot Bridge	To support the County Councillor is seeking refurbishment of the River Banwy Footbridge.
29	2023-2024	Morgan's Yard	Seek to find solution to the development or change of use to this land.
30	2023-2024	Repair Cafe	To aid the setting up of a repair café to help recycle goods and provide a meeting point.
31	2023-2024	Historic Records	Create a historic records package for storage.

Action plan adopted by Llanfair Caereinion Town Council on 8th November 2021 and revised May 2022 – Revised May 2022