

# **Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council**

## **MINUTES**

of the ANNUAL METING of the Full Council held on  
Monday 24<sup>th</sup> May 2021 at 7pm at the Institute Main Hall

### **Present were**

Cllr Wyn Williams Chair

Cllr Ian Davies Vice Chair

Cllr Rob Astley

Cllr Hazel Davies

Cllr Cadvan Evans

Cllr Viola Evans

Cllr Ursula Griffiths

Cllr Gareth Jones

Cllr Geraint Peate

Cllr Kate Roberts

**In attendance:** Robert Robinson Town Clerk

### **Apologies for absence**

Received from Cllr C Stephens.

### **1. Welcome from the Chair.**

The meeting received a welcome to the meeting by the Chair.

### **2. Elections**

**2.1** The meeting elected Cllr Wyn Williams as chair for the ensuing year.  
Cllr Wyn Williams completed the declaration of office for Chair of the Council.

**2.2** The meeting elected Cllr Ian Davies as vice chair for the ensuing year.

**2.3** The meeting thanked both the Chair and Vice Chair for their sterling work over the past year.

### **3. Declarations of Interest.**

There were declarations of interest recorded as follows:

**21/0779/FUL – Land at Rhiwhiriaeth Ganol, Llanfair Caereinion**

Cllr W Williams and Cllr G Jones

**21/0751/NMA – Ty Isaf Llanfair Caereinion**

Cllr G Jones

### **4. Public Question Time and Participation**

There was one member of the public present at the meeting.

# **Cyngor Tref Caereinion Llanfair**

## **Llanfair Caereinion Town Council**

### **5. Minutes of the last meeting**

The meeting considered and approved the minutes of the Council meeting held on Monday 10<sup>th</sup> May 2021.

Proposed by Cllr U Griffiths and seconded by Cllr Cadvan Evans.

The vote was unanimous.

### **6. Actions taken since the last meeting**

To meeting noted the actions to be taken form the last meeting as set out in the agenda.

### **7. Attendance Record**

To meeting received the attendance record of Councillors at Full Council Meetings during the past year. The Town Clerk praised the commitment of the Councillors with an excellent overall attendance record.

### **8. Committees and their remits**

The Council Structure and Committees for 2021-2022 Council year were considered with the following remits approved.

#### **Council Services Committee**

To oversee the running of the Council Services which are the playground, Erw Ddwr, Chapel of Rest, public toilets, street scene, signs and notice boards. St Marys (churchyard, lights and clock) and the War Memorial.  
To oversee on behalf of the Trusts Mount Field and Deri Woods.

#### **Finance, Planning & General Purposes Committee**

To be responsible for finances, budgets, financial reporting, planning applications (if falling between Council Meetings), Town Plan, Consultations, Events, Publicity and general matters not covered by other Committees.

#### **Trusts (Mount Field and Deri Woods)**

To manage the Governance of the Trusts with delegation of day to day management to the Council Services Committee and Town Clerk.

The Council **AGREED** to adopt the Council Management System as set out above subject to a review in December 2021.

Proposed by Cllr I Davies and seconded by Cllr Cadvan Evans.

The vote was unanimous.

### **9. Appointments to Committees**

The meeting appoint Councillors to the Committees with an area of interest as follows:

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### Council Services Committee:

Ref	Area of Interest	Councillor
1	Deri Woods/Goat Field	Cllr Kate Roberts Cllr Cadvan Evans
2	Mount Field	Cllr Rob Astley
3	Chapel of Rest/Erw Ddwr	Cllr V Evans
4	Toilets & street furniture	Cllr G Peate
5	Playgrounds/Tennis Courts/Bowling Club	Cllr C Stephens
6	St Marys Churchyard, clock, lights and War Memorial	Cllr H Davies

Proposed by Cllr U Griffiths and seconded by Cllr I Davies. The vote was unanimous

### Finance, Planning & General Purposes Committee:

Ref	Area of Interest	Councillor
7	Administration including financial	Cllr W Williams
8	Planning & Development	Town Clerk
9	Publicity and Newsletters	Cllr U Griffiths
10	Youth	New Councillor
11	External relations/business	Cllr I Davies
12	Outlying areas & Powys County Council matters	Cllr G Jones

Proposed by Cllr G Jones and seconded by Cllr H Davies. The vote was unanimous.

### 10. Meetings for the year

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

MONTH	FULL COUNCIL	COUNCIL SERVICES COMMITTEE	FINANCE, PLANNING & GENERAL PURPOSES COMMITTEE	TRUSTS
JUNE	28 <sup>th</sup>	7 <sup>th</sup>	14 <sup>th</sup>	----
JULY	26 <sup>th</sup>	5 <sup>th</sup>	12 <sup>th</sup>	----
AUGUST	----	----	----	----
SEPTEMBER	27 <sup>th</sup>	6 <sup>th</sup>	13 <sup>th</sup>	----
OCTOBER	25 <sup>th</sup>	4 <sup>th</sup>	11 <sup>th</sup>	----
NOVEMBER	22 <sup>nd</sup>	1 <sup>st</sup>	8 <sup>th</sup>	15 <sup>th</sup>
DECEMBER	20 <sup>th</sup>	6 <sup>th</sup>	13 <sup>th</sup>	----
JANUARY	24 <sup>th</sup>	3 <sup>rd</sup>	10 <sup>th</sup>	----
FEBRUARY	28 <sup>th</sup>	7 <sup>th</sup>	14 <sup>th</sup>	----
MARCH	28 <sup>th</sup>	7 <sup>th</sup>	14 <sup>th</sup>	----
APRIL	25 <sup>th</sup>	4 <sup>th</sup>	11 <sup>th</sup>	----
MAY	23 <sup>rd</sup>	2 <sup>nd</sup>	9 <sup>th</sup>	16 <sup>th</sup>

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

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## **Llanfair Caereinion Town Council**

The meeting schedule was **APPROVED** by the Council.

Proposed by Cllr I Davies and seconded by Cllr H Davies. The vote was unanimous.

### **11. Elections to outside bodies**

The meeting elected as representatives the following to Outside Bodies:

#### **Library Committee**

The meeting appointed Cllr W Williams and the Town Clerk.

Proposed by Cllr C Evans and seconded by Cllr K Roberts.

The vote was unanimous.

Cllr G Jones attends as a County Councillor.

#### **MWT Friends of Deri Woods**

The meeting appointed Cllr C Evans and Cllr K Roberts.

Proposed by Cllr R Astley and seconded by Cllr I Davies.

The vote was unanimous.

#### **Youth Council**

To be appointed when the Youth Council is formed.

#### **Business Forum**

To be appointed when the Business Forum is formed.

#### **PCC Community Council Forum**

The meeting appointed the Chair, Vice Chair and Town Clerk. One of these three to attend the meetings.

Proposed by Cllr C Evans and seconded by Cllr H Davies.

The vote was unanimous.

#### **Llanfair Institute Committee**

The meeting appointed Cllr H Davies.

Proposed by Cllr U Griffiths and seconded by Cllr C Evans.

The vote was unanimous.

#### **Llanfair High School Partnership**

The meeting agreed that the Town Clerk should attend and that he should notify all Councillors so that those who wish to attend can do so.

#### **School Governor**

Cllr G Jones in the current Town Council School Governor for the Junior School.

The meeting was updated with regard to the new school by Cllr G Jones.

The meeting appointed Cllr C Stephens to be the Town Council representative on the new school governing body subject to her agreement.

Proposed by Cllr C Evans and seconded by Cllr U Griffiths.

The vote was unanimous.

# **Cyngor Tref Caereinion Llanfair**

## **Llanfair Caereinion Town Council**

### **12. Consultations**

The meeting confirmed the general consultation methods of the Council for the ensuing year 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 meeting **Agreed** the above.

The meeting noted that with planning applications the Town Clerk is to inform the applicant and residents affected and when the Town Council is to consider such applications.

### **14. Financial**

#### **14.1 Bank balances**

The meeting noted the bank balances as at 30<sup>th</sup> April 2021 as:

Current Account	£75,693.23
Money Manager	£40,151.56
Total funds	£115,844.79

The Town Clerk confirmed that the money in account after approved payments would be £105,772.62p

#### **14.2 Financial Report April 2021**

The meeting received the financial report. The Town Clerk confirmed that full figures and breakdowns will be available for the Finance, Planning and General Purposes Committee each month.

#### **14.3 Orders for payment**

To meeting approved the order payments as set out at the attachment to these minutes.

Proposed by Cllr K Roberts and seconded by Cllr C Evans.

The vote was unanimous.

#### **14.4 Insurances for 2021-2022**

The meeting considered a report on the Council Insurance Renewal due on 1<sup>st</sup> June 2021. The meeting agreed to proceed with the quote received from Came and Company.

Proposed by Cllr I Davies and seconded by Cllr U Griffiths.

The vote was unanimous.

# **Cyngor Tref Caereinion Llanfair**

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### **14.5 Bank Mandate**

The bank mandate has now been re-submitted on the correct form (the bank issued the wrong form). Two cheques which were issued with the new mandate (wrong one) have been returned and re-issued. A complaint has been accepted by the bank and the Council is likely to receive compensation for the bank errors caused by HSBC.

### **15. Document review**

The meeting adopted the documents (posted on the website) as follows. The documents are to be reviewed during the current year ending 31<sup>st</sup> March 2022:

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	
Delegated Authority (approved March 2021)	

Proposed by Cllr V Evans and seconded by Cllr U Griffiths.  
The vote was unanimous.

### **15. Planning and Development**

#### **15.1 Planning application:**

##### **21/0779/FUL – Land at Rhiwhiriaeth Ganol, Llanfair Caereinion SY21 0DU**

Proposed 3 underground holiday lets, access improvement and associated works.

The meeting **SUPPORTS** this application.

Proposed by Cllr C Evans and seconded by Cllr R Astley.

The vote was unanimous. (note 2 members declared interests and did not take part)

##### **21/0788/AGR - Yr Helyg Llanfair Caereinion Welshpool Powys SY21 0DB**

Notification of an application (Permitted Development) for erection of a general purpose agricultural building (10m x 9m).

The meeting noted the application.

##### **21/0751/NMA – Ty Isaf Llanfair Caereinion SY21 0DP**

Non material amendment to planning permission P/2016/1205 in relation to change of design & reduction in size.

The meeting **SUPPORTS** this application.

Proposed by Cllr U Griffiths and seconded by Cllr C Evans.

The vote was unanimous. (note 1 member declared interests and did not take part)

# Cyngor Tref Caereinion Llanfair

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### 15.2 Possible Heritage Listing

To consider (at a Councillors request) asking CDW to list the building at Heniarth forming the 'mizzen hut' style building being part of Llanfair Caereinion's history. The meeting **AGREED** to approach Powys County Council (Heritage Officer Deborah Lewis) seeking to start the listing procedure for this historic property. Proposed by Cllr K Roberts and seconded by Cllr U Griffiths. The vote was unanimous. Cllr G Jones agreed to follow this up and the Town Clerk will prepare a letter later this evening from the Town Council and copy it to Cllr G Jones.

### 15.3 Planning decisions for April 2021

The meeting noted the following planning decisions from Powys County Council.

### 16. Dates for meetings in June 2021:

The meeting noted the dates for the meetings to be held in June 2021 as follows:

Monday 7<sup>th</sup> June 2021 – Council Services Committee

Monday 14<sup>th</sup> June 2021 – Finance, Planning & General Purposes Committee

Monday 28<sup>th</sup> June 2021 – Full Council Meeting

### 17. Actions being taken forward from the meeting:

The actions to be taken forward from this meeting are noted below:

No	Heading	Action	By
1	Finances	Audit and Annual Return to be finalised for 28 <sup>th</sup> June 2021 meeting of the Council.	Town Clerk
2		Audit and Annual Return to be finalised for 28 <sup>th</sup> June 2021 meeting of the Council.	Town Clerk
3	Town Trail	Progress to completion in line with project form approved	Cllr C Stephens
4	Banking	Set up Standing Orders at the Bank as agreed and transfer some funds from the Current to Deposit accounts.	Town Clerk
5	Planning	Inform PCC of planning decisions.	Town Clerk
6	Deri Woods	Complete MWT agreement.	Town Clerk
7	Planning	Write to the Heritage Officer about possible listing of the mizzen hut at Heniarth. (copy of letter to Cllr G Jones)	Town Clerk
8	Financial	Complete insurances for ensuing year.	Town Clerk
9	Press release	Prepare press release.	Town Clerk
10	Deri Woods	Arrange for donated bench to be purchased and placed by the river path as agree.	Arranged

Other actions for specific projects will now be passed to the appropriate committee for monitoring.

# Cyngor Tref Caereinion Llanfair

## Llanfair Caereinion Town Council

ORDERS FOR PAYMENT – 24<sup>th</sup> May 2021

Power	Section	Subject	Amount	VAT	Total
LGA 1972	Deri Woods Trust WPG	Tree signs	£106.60	£21.32	£127.92
LGA 1972	Administration	Salaries and HRMC	£588.50	£0	£588.50
LGA 1972	Deri Woods Trust WPG	Signage	£270.00	£54.00	£324.00
LGA 1972	Town Trail WPG	Leaflets	£272.00	£0.00	£272.00
LGA 1972	R Issac	Various small jobs	£158.00	£0.00	£158.00
LGA 1972	Rachael Houghton	Cleaning	£225.00	£0.00	£225.00
LGA 1972	Glovesure	Web Site	£111.60	£22.32	£133.92
LGA 1972	Severn Trent	Water Rates Toilets	£564.72	£0.00	£564.72
LGA 1972	British Gas	Electric in Toilets	£275.75	£13.65	£289.40
LGA 1972	Mid Wales Sign and Print	Tennis Court Signs	£90.00	£18.00	£108.00
LGA 1972	HC & ML Evans	Munt Field tree works	£350.00	£72.00	£422.00
LGA 1972	The Institute	Rent for Office	£208.33	£0.00	£208.33
LGA 1972	Wynnstay's	Fence by station	£55.66	£11.14	£68.80