

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

## **TOWN CLERK REPORT NO 15**

June 2022

### **1. Elections**

The elections are completed and all Councillors have filed the necessary declarations and paperwork. The Annual Meeting has been held and organisations informed of those Councillors appointed to them.

### **2. Insurances**

Insurance policy has been re-newed with a three-year contract at £1,140pa.

### **3. Tourism and sustainability project**

The project is now complete subject to the replacement maps. The council meeting on 20<sup>th</sup> June will be looking at the sort of map design they wish to be taken to design stage. The pictures have been taken professionally; Welsh translation checked.

### **4. Accounts**

We are still awaiting the External Audit for the last two years. The delay is due to Covid restrictions. The internal audit for both years is completed – there are no issues expected.

The annual return for the year ending 31<sup>st</sup> March 2022 has been completed and the internal audit complete.

The computer programme to cover accounting into the future is complete and will reduce time needed on monthly accounts. It will also reduce audit cost from this year.

### **5. Review 5-year finances**

The Council will be asked to review services at a Council and to consider the five-year projections for income and expenditure. There will be choices to be made over service delivery v precept income.

### **6. Competent Councils**

The Council has now met the requirements to become a competent council. The requirements are:

- At least two-thirds of the total number of members of the council have been declared to be elected, whether at an ordinary election or at a by-election.

*All Councillors are elected.*

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- the council has received unqualified auditor's opinions from the Auditor General for Wales, for two consecutive financial years. The latest unqualified auditor's opinion must have been received during the 12 months preceding the day on which the council will resolve itself to become eligible.

*The last 2 years of accounts are completed without qualification. The 2022 accounts are now completed.*

- The Clerk must hold the Certificate in Local Authority Administration.

*The Clerk meets this qualification.*

This level allows the Council to anything it wishes that any member of the public could do within the law. (Much extended powers to enable the council to do what it wishes for the Town).

### **7. Bank accounts**

The Council has approved the change to internet banking and progressing towards moving all accounts to the Unity Bank. The best way forward is still be investigated. The initial application forms have been completed and accepted. Verification of the signatories is to be completed (i.e., proof of identity etc).

The work to bring into effect new signatories etc is progressed.

### **8. Annual report**

A draft annual report has been completed. This will be presented to Council for approval in July following completion of the action plan revision.

### **9. Documents**

The Council documents are to be reviewed with being completed at each Council meeting starting in July 2022.

### **10. Queens Jubilee Celebrations**

The Queen's Jubilee celebrations are completed with the beacon ceremony, proclamations, 1950's & beyond night, coffee morning, church service and street (hall) party.

### **11. Goat Field and Deri Woods**

A grant has been obtained to support the works to paths and drainage at Deri Woods in the sum of £4,000 (Trust must put in £1,000 which could be volunteer time).

Works to level the footpath along the riverside between the pump house and the bridge have been completed by Bridgen Contracting. Other works are to be agreed to ensure the grant aid is used fully during the year.

The mural has commenced and is now finished

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A Bio-diversity Plan has been prepared for approval to allow better management of Deri Woods as required by statute. There is to be a meeting on site with the volunteers following which the plan can progress to Council for approval.

### **12. Mount Field**

The fence posts at the opposite end to Mount Road are being replaced, Cllr Rob Astley is arranging for this.

The new grass compound is to be constructed on the top access road as agreed, awaiting construction, Cllr Rob Astley is arranging for this.

The Football Club have been asked to provide better public access by creating gaps in the railings. This work has been completed.

New bylaws sign needs to be put in place as the old ones (if they existed) are no longer valid. This work is planned to progress to completion by the early autumn.

The Charity Commission has been approached to enable formal agreements to be completed with the users of the grounds. A response has been received and answers to their questions issued. It is expected that consent to proceed with the agreements relating to Mount Field will be received by the middle of July 2022.

A meeting with the Football Club over future costs is to be held with report then given to council for approval.

### **13. Chapel of Rest**

Other external painting has been instructed – the Town Clerk has asked the contractor to move this job up his list.

The application form to register the Chapel of Rest as a consecrated place to enable rate relief has been made and the authorities have **declined** the application. The basis for refusal is that it is not a regular place of worship but for ad hoc services. The Town Clerk will see if an appeal is worthwhile.

An electrical assessment has been completed by Aled Jones. The fuse board needs to be replaced with trips. This work has been instructed. A full electrical certificate can then be issued.

### **14. Erw Ddwr**

Entrance sign frame needs to re-set. (Rob Isaac has been asked to action).

The next area to be used for burials has been agreed as the right-hand side taken from the entrance.

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A new concrete path is to be put in place to extend the one across the top to approx. 2m short of the hedge. It is suggested that a site meeting is held to agree the works.

### **15. Public Toilets**

No issues to report.

An electrical certificate has been completed by Aled Jones.

In line with the Town Plan (Action Plan) consideration for a 'water in a bottle point' and baby changing facilities is to be brought forward for Council consideration.

Consideration is also to be given to redecoration and disabled facilities (including Dementia).

### **16. Defibrillators**

All the planned defibrillators are now in place, registered, working and checked weekly.

The final NHS Defib panel has been fitted to the High Street telephone box.

The WLLR steam railway has taken delivery of its defibrillators and they will be installed very soon.

### **17. St Marys Church Clock**

The application for a faculty is progressing for both a repair and installation of a new electric clock.

There is money held by others as donations towards a church repair and the Council has agreed to put in £1,500.

### **18. St Mary's Churchyard**

There are some issues still to resolve in the Churchyard as follows:

- i) The damaged lamp is due for repair by the end of June. Parts now available.
- ii) The churchyard wall along Broad Street and High Street has some pointing which has failed and need to be repointed – the Town Clerk is meeting Andrew Watkin to see if he can help.  
A quote under general maintenance is to be gained carrying out the work over the next two years in parts. This will keep the wall up to scratch on an on-going basis.
- iii) Quotes are being gained for the works to the retaining wall behind the institute. A separate report will be issued as soon as they have been gained. The Town Clerk is meeting Andrew Watkin builders who may be able to help.

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### **19. Playground**

The contractor (Wicksteed) is due to start work on 18<sup>th</sup> July with completion on 4<sup>th</sup> August.

The playground works comprise:

- i) New swings for juniors including a bowl swing.
- ii) New infant swings with a mother and toddler swing included.
- iii) A new all access roundabout.
- iv) A new infant climbing frame.
- v) New soft surfaces.
- vi) Repaint and refurbish the slide and existing climbing frame.
- vii) Retention of 4 infant bouncers.

### **20. General maintenance contract**

Rob Isaac has now a written agreement to cover the regular maintenance of such areas as the tennis courts, outside the entrance to Ewr Ddwr, gardens and hedge at the Chapel of rest. The works must be completed in line with legislation to avoid cutting during the bird nesting season.

### **21. Planning and Development**

A letter seeking listing of the Mizzen Hut at Heniarth has been sent and Cllr Gareth Jones has also spoken to Deborah Lewis the Heritage Officer who has referred the matter to CADW. CADW has been in contact and the appropriate form completed. CADW is now assessing the building and we await the result.

### **22. Newsletter**

The next newsletter (Chronicle) will go out in July and will be bi-lingual.

### **23. Youth Council**

The Youth Council is in place. A draft Youth Plan has been produced following completion of a survey of the school conducted by the Youth Council.

The work with the youth is to be strengthened by Cllr Sarah Astley taking a lead. She is planning to speak to a school assembly to gain support for a wider representation on the Youth Council.

### **24. Youth Club for Llanfair**

Following the Council decision in principle to progress the Town Clerk is seeking to confirm grant aid and to contact the Institute for availability and cost of hire etc. The funding and confirmation of more details will be ready for the early autumn.

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### **25. The Office (Institute)**

The office still has a very damp atmosphere but should improve over the coming months.

The Institute still has quite a lot of their 'stuff' in the office. It was understood that this would be removed over the last year. More space is required to house the Council equipment.

Full filing system is in place and filing is up to date.

The CCTV system has not been moved to the office due to the damp atmosphere. When the roof works are completed and the atmosphere dried out it can be moved.

### **26. Street Scene**

No issues to report. There are two benches needing repainting the main roadside of the bridge. This can be done under the general maintenance budget over the coming few months.

### **27. Tennis Courts**

The posts for the tennis nets were beginning to rust and have therefore been painted. The topcoat in green will be applied soon.

The weeds and undergrowth were noticed as growing to high three weeks ago and instructions were given to strim and tidy the area. This work has been completed.

### **28. Allotments**

Following the Council agreement in principle to find an allotment. No responses to letters sent out received. The Chair has agreed that the Town Clerk should now put a request on Facebook asking landowners if they can come forward with any suitable land that the Council could rent for purchase for this use.

### **29. Training**

The new regulations for Town and Community Councils require a training plan from 2022. A plan has been approved by Council and is published online.

There will be an induction evening for new Councillors and a date is to be set for this.

### **30. Town Wi-Fi**

The Town Clerk is progressing discussions with PCC to enable the installation to be completed asap.

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### **31. Town Trail**

The last part of the Town Trail works is planned to be completed by the end of June. This includes:

- a) Last board location at the Pumping Station in Deri Woods.
- b) Plinth installation in Deri Woods.

### **32. Trem Banwy Playground**

A meeting with PCC is being sought to discuss the future of the above playground. This is now pressing as residents are concerned.

### **33. Partnership Meetings**

The Partnership meetings have ceased with the school wishes to be released from running these. The Town Council was asked to take it over. The subject will be discussed after the elections.

### **34. Community Awards**

Following the adoption of a community award scheme a review for this year's awards will be put on the agenda for June/July 2022.

### **35. Welsh Policy**

The Council is progressing towards being more bi-lingual.

The agenda, minutes and documents are planned to be bi-lingual starting from May with Welsh translators in place to aid this work. Cllr Melvin Jones has been given a role of overseeing the Welsh translations and a process has been agreed.

### **36. Inspections**

The weekly inspection reports for all Council services are published on the website.

### **37. Community Group**

The Council is to be asked to consider the setting up of a community group to help with small projects including grant aid applications. This would aid raising funds for such things as the church clock.

### **38. Heavy traffic and yellow line parking review**

The Town Plan and the election campaign responses show that residents are concerned about heavy traffic through the town. The Town Clerk will put an agenda item for debate for the July meeting.

There is a parking review and details will be presented to the June 2022 for comment as part of the Powys County Council consultation.

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## **39. Town Plan action planning**

The action plan contained in the approved town plan is now up for its annual review – the Council will be asked to agree an action plan for 2022-2023.

June 2022  
Town Clerk