

Forден with Leighton and Trelystan Community Council
Cyngor Cymuned Ffordun gyda Thre'r-Llai a Threlystan
Minutes of the meeting held on 24th May 2018
At Forден Community Centre

PRESENT: Cllr R Dawe (RD) Cllr R Tibbott (RT)
 Cllr S Rowlands (SR) Cllr L Corfield (LC)
 Cllr M Williams (MW) Cllr D Jones (DJ)
 Cllr W Jones (WJ) Cllr N Edwards (NE)
 Ms H Stanier (Clerk)

APOLOGIES: Cllr C Alexander, Cllr D T L Jones

GUESTS: Mrs Sheila Bright

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MINUTES OF THE MEETING held on 26th April 2018, as circulated, were agreed as a true record and were signed by Cllr R Dawe (Chair)

Proposed by Cllr L Corfield and seconded by Cllr W Jones - all agreed.

Declaration of Interest: None

Before the meeting started Cllr R Dawe confirmed his thanks to Cllr D T L Jones for his time as Chair.

MATTERS ARISING

1. Pavilion:

Outstanding work	What was discussed:	Action:
Amenity Area	Securing of the bin. Work completed.	This matter is now closed
Play Area	RD confirmed prices of chips/bark. The Clerk confirmed who Neil Bennett had used for Heritage Green. Decision made for the company who did Leighton's play area to come out and give a quote	Await quotation
Weeds growing through the Multi Purpose Courts	Weeds growing through the courts. Work completed.	This matter is now closed

2. Road/Highway situations:

Situation/Location	Contact	Situation	Action
Trelystan – Short Cross down to Beeches	Ken Llewellyn, PCC	Due to be started 18 th June 2018	Await work to completed
Grove Lane Forден	Ken Llewellyn, PCC & Dave Gardner	Due to be started 28 th May 2018	Await work to be completed
Pot hole outside the school which has a bollard on it (2 or 3 sunken metal gulleys)	Ken Llewellyn, PCC	(The Clerk has contacted Highways 26.11.17, 28.12.17, 30.01.18)	LC will check on progress Await work to be completed
Leighton Bank	Ken Llewellyn, PCC	Drains are blocked and need emptying (The Clerk contacted Highways 28.12.17 & 30.01.18)	PCC confirm to be cleared by Jetter when available. Await work to be completed
Between Back Lodge and the Poultry House, Leighton	Ken Llewellyn, PCC	Bad pot holes (The Clerk contacted Highways 13.03.18)	PCC confirm to be filled when Roadmaster is in the area. Await work to be completed
New Situation: Pot holes outside Trelystan Church	Ken Llewellyn, PCC	WJ will contact PCC	Await work to be completed
Path in Forден from the Cock side of the village down to the school	Ken Llewellyn, PCC	Path is in a dreadful state and drains are blocked All Councillors will report	Await work to be completed

3. The Cock Hotel, A490 Safety Concerns. No change from last meeting.

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ACTION: Await work to be completed.

4. Accessing the Pavilion/Facilities during School Time. This is to be discussed at the next meeting in DTLJ's absence.

ACTION: To be discussed at the next meeting.

5. Sign bent, School turn. Chris Lloyd from Powys County Council trying to get a team together to deal with the new sign requests. (No change from last meeting)

ACTION: Await work to be completed.

6. Risk Assessments. Wire between the 2 pitches needs taking up. DTLJ will speak to Gary Morgan who has a tractor to see if he can move the wire. This is to be discussed at the next meeting in DTLJ's absence.

ACTION: To be discussed at the next meeting.

7. Signage. Still waiting for signs (No change from last meeting)

ACTION: Await work to be completed

8. Future Fit. The Clerk confirmed that the public consultation will begin on the 30th May 2018 and will run for 14 weeks until 4th September 2018; she confirmed there will be public exhibition events across the region including one in Newtown on 28th June 2018. The Clerk will ensure posters are put in all Notice Boards to update the public on progress.

ACTION: Await consultation to start, this being on the 30th May 2018.

9. Gutter needs cleaning. Andrew Mellor has confirmed that he will trim back the hedge. NE confirmed that the gutter still needs cleaning. DTLJ will speak to Gary Morgan. (If Gary Morgan cannot do the work, Shaun Rees to be considered for the next option) – No change from last meeting.

ACTION: The hedge will be trimmed back following regulations regarding farmers cutting back hedges. DTLJ will speak to Gary Morgan.

10. Lights at the Pavilion. Steve Lowe, the Electrician has confirmed he has the bulb but just waiting for time to fit it.

ACTION: Await small bulb to be fitted.

11. Clerk Resignation. The Chair confirmed that interviews had taken place and all Councillors retrospectively agreed that this quick action was needed. RD advised that everything went well and that 4 candidates were interviewed with 1 withdrawing afterwards. RD recommended that the Community Council agree to employ Vickie Griffith, he confirmed that she was highly experienced and is very eager to do her Clerks Exam. The new Clerk will be subject to a 6 month probationary period, with an hourly rate of £10.953 per hour. References are to be received first.

Recommendation accepted – Proposed by Cllr D Jones and seconded by Cllr L Corfield – All agreed.

12. Donation Request for County War Memorial, Montgomery. Decision made by Councillors to donate £50 for the County War Memorial repairs. It was pointed out that the Memorial was maintained by donations only. Proposed by Cllr M Williams and seconded by Cllr W Jones – All agreed.

13. Letter from Christine Walton regarding local boy Andrew Davies and a request to acknowledge his achievements. DJ confirmed she had spoken to Andrew Davies and he will provide a photograph and will sign it, there will be caption and this will be placed in the Pavilion. The Clerk to contact Christine Walton to confirm.

ACTION: The Clerk to write to Christine Walton. Await photograph to be placed in the Pavilion.

14. Wales Audit Office. Request for clerk to respond to National Survey. Still **awaiting instructions on how to complete the survey.**

15. Data Protection. Discussions on this have started. Confirmation that we need a new Laptop and potentially Office 365 with cloud storage to securely maintain records. This will be ongoing with the sub-committee working on meeting the criteria needed but work will be done in stages.

ACTION: Sub-Committee to carry this matter forward.

16. Independent review panel for Wales. The Clerk confirmed that she has put on the website that Councillors have made the decision to opt out of the issue of making funds available for reimbursement of costs. **This matter is now closed.**

17. Cluster Group. Continuing ongoing discussion.

18. Bowling Club. No representatives from the Bowling Club attended the meeting. The Community Council considered the situation to be of low risk but will take the action while waiting for the clubs response of painting a yellow line along the step down from the Pavilion to the edge of the green. The Community Council will also ensure that this area is covered in the yearly Risk Assessments and to ask the Bowling Club to do their yearly risk assessments also.

ACTION: Await response from Bowling Club regarding solutions and costings. The Clerk to diarise the checks to be added to the yearly Risk Assessments.

19. Church Farm Fly Tipping. LC confirmed that most of the rubbish had been removed but she will monitor the situation.

ACTION: LC will monitor this situation

20. Website Policies. RT provided a list of those policies showing on certain other Community Councils websites. The Clerk to seek more guidance from One Voice Wales.

ACTION: Policies to be put on the website and guidance to be obtained from One Voice Wales.

21. Andrew Lloyd Festival. SR confirmed that the Electrician is coming to sort out the outside socket on the 4th June 2018. This is to stop the electric tripping at a larger event.

22. Update on Bench by the War Memorial. Still waiting for the cheque from the Treasurer so a new bench can be purchased – donated by funds from the yearly Bike Show.

23. Trees behind the Multi Purpose Courts. NE confirmed that he has started to cut these back.

24. Vegetation cut back, Heritage Green. The Clerk confirmed that she has asked Stuart Sheppard to cut back the vegetation.

ACTION: Await work to be done.

25. Bad pot hole along the Forden to Caerhowel road. The Clerk confirmed that the cut off point along the road is at the bad bend by the Equestrian Centre. She confirmed that the pot hole has been reported already.

New Applications:

Application Ref:	Grid Ref:	Description:	Comments:
DECC2018 0011	322405.1/300946.11	For Application for consent under Section 37 of the Electricity Act 1989 to install an underground supply taken from an existing service line (retrospective) at Land near Church Farm Forden Welshpool Powys	SUPPORTED
P/2018/0486	325894.85/304519.12	For Full: Change of use of agricultural building to a lunch shoot building and installation of a septic tank at Agricultural Building Leighton House Estate, Leighton, Welshpool	SUPPORTED

2. Planning decisions as received from Powys County Council as below:

P/2018/0286	25/04/2018	Farchwell, Forden	Full: Erection of Agricultural Shed and demolition of 2 buildings	Consent	Supported March 2018 Meeting
P/2018/0279	01/05/2018	Walcott, Leighton, Welshpool	Section 191 Application for a lawful development certificate for an existing use in relation to non compliance with an agricultural tie	Consent	Supported March 2018 Meeting

FINANCE:

1. Payment of the following bills was proposed:

Payee	Details	Power to Pay	Chq No	£
Ms H Stanier	Wages	s.164, s.44, ss 9&10	983	£380.72
Forden Recreation Assn	Revenue Grant	S2	984	£950.00
Leighton Village Hall	Revenue Grant	S2	985	£950.00
Powys County Council	Business Rates	s.164, s.44, ss 9&11	DDR	£143.20
Natural Resources Wales	Discharge Licence Fee	s125	986	£1,026.00
Leisure Controls International Ltd	Purchase of tokens	s.133, s.19, s.164, s.44, ss.9 & 10	987	£64.80
Mrs Paula Haynes-Brown	Cleaning	s.133, s.19	988	£120.00
Mr Graham Smith	Internal Audit Charge		989	£50.00
	TOTAL			£3,684.72

Current Account	
Balance	£13,246.89
Business Premium ME	£14,740.57

Payment of the bills proposed by Cllr L Corfield and seconded by Cllr S Rowlands - All agreed

2. Laptop – Still in progress. Awaiting appointment of new Clerk, Year-End/Data Protection. **584**

Grass Cutting – LC clarified areas of the map that Powys County Council had provided to confirm which areas were covered by the school and which by the Community Council; she also confirmed that she will advise on how much the school are charged. The Clerk is to send the schedule of grass cuts to SR.

ACTION: See above.

3. Tokens/Club Fees. The Clerk confirmed that the tokens have been ordered. The Clerk gave SR 3 keys to the token machine. **This matter is now closed.**

4. Audit – The Clerk has informed Councillors that the Internal Audit had been carried out with no issues raised and that it is necessary to approve the Annual Return prior to External Audit.

Approval of Financial Accounts

That the Financial Accounts for the year ended 31st March 2018 be approved by the Council, following Internal Audit but prior to External Audit.

Proposed by Cllr N Edwards and seconded by Cllr D Jones – all agreed.

Approval of Statement of Accounts

The Statement of Accounts of the Annual Return for the year ended 31st March 2018 be approved by the Council following Internal Audit.

Proposed by Cllr L Corfield and seconded by Cllr W Jones – All agreed.

Approval of Annual Governance Statement

The Annual Governance Statement of the Annual Return for the year ended 31st March 2018 be approved by the Council.

Proposed by Cllr M Williams and seconded by Cllr S Rowlands – All agreed.

The Clerk asked the Councillors to disclose any conflicts of interest between Members of the Council and Grant Thornton. They confirmed there were none.

CORRESPONDENCE:

None

MATTERS RAISED:

1. Multi Purpose Courts. Problems were raised regarding usage of the Multi Purpose Courts during the Summer Period. Councillors made a decision that the adult and junior footballers are to use the football pitches during this period as the grass is dry. The Clerk is to write to the Bev Cadwallader (Forden Tennis), Chris Knowles/Suzanne Rowlands (Junior Football) and Jonny Roberts (Adult Football) to advise that from the 1st April each year to the 1st October the Tennis Nets are to be left up and anyone that uses the courts and takes the nets down must put them back up again. They are also to be advised that the Footballers can use the grass areas during this time.

ACTION: The Clerk to write to all concerned.

2. Railings by the Chapel, Forden. Councillors confirmed that these are broken. LC will check on this and report back.

ACTION: LC will report back.

3. Grass Verges. NE raised the issue of these generally being grown over. LC confirmed that Powys County Council has a programme of work in relation to importance and that the junctions will be done first for safety reasons. In relation to a question raised regarding a footpath from the Compass Pub to the Gables, Forden, LC confirmed the guidelines for safe routes in Community funding could not be met, therefore due to the costly and complex existing road layout and boundaries, any application to extend the existing Cycle/Footpath would unlikely to be approved.

4. Tree at the Cemetery. The Clerk confirmed that she had received a phone call from Kath Jones regarding her husband's cremation patch in the Cemetery; she is concerned that the bird droppings are causing the engraving on the stone to be erased. She confirmed that she has had to have it redone once already which was 2 years ago. Councillors confirmed they will look at pruning this back.

ACTION: The Clerk to contact Mrs Jones to advise.

5. Pavilion/Cleaning. SR confirmed that the Sanitary Bin needs emptying. The Clerk will speak to Shirley Edwards in an effort to get this emptied at the same time as the Community Centre. SR confirmed that rubbish has been left in bags by the Pavilion but she will contact Popsies' Cleaners to remind them that the bags are to be put in/by the Cemetery Bin.

ACTION: The Clerk to contact Shirley Edwards. SR to contact Popsies' Cleaners.

6. Work carried out by Severn Trent Water. MW raised the issue regarding recent work carried out by Severn Trent Water in Forden, he pointed out how inconvenient it had been and that although the road has been repaired it could potentially sink again. LC will contact Powys County Council.

ACTION: LC will contact Powys County Council.

7. Review of the Electoral arrangements. LC along with the Clerk to send representation dealing with the 2 proposed new Wards. One being to request that Leighton be included within the name of the new ward. (Leighton, Trelystan and Trewern ward) and also to make representation to the Boundary Commission to confirm the Community Council favour the ward name Forden and Montgomery.

ACTION: LC and the Clerk to send representation.

8. Child Burial Fees. The Clerk confirmed that MOU considered a child to be up to 18 years of age. Councillors confirmed that we need to ensure the Fees and Charges list comply with this. The Clerk confirmed she had contacted Powys County Council to give all details as requested.

Date of Next Meeting: 28th June 2018 at 7pm Leighton Village Hall.

Signed: _____
Cllr R Dawe (Chair)

Date _____