

Forden with Leighton and Trelystan Community Council
Cyngor Cymuned Ffordun gyda Thre'r-Llai a Threlystan

398

Minutes of the meeting held on 21st May 2015
At Forden Community Centre

PRESENT: Cllr L Corfield (Chair) Cllr W Jones (WJ)
Cllr D Clare (DC) Cllr N Edwards (NE)
Cllr D Jones (DJ) Ms H Stanier (Clerk)
Cllr C Alexander Mrs M Hewitt (Outgoing Clerk)

APOLOGIES: Cllr M Williams

PUBLIC PRESENT: Sheila Bright

MINUTES OF THE MEETING held on 23 April 2015, as circulated, were agreed as a true record and were signed by Cllr L Corfield (Chair).

Proposed by Cllr D Clare and seconded by Cllr D Jones – all agreed.

MATTERS ARISING

1) Web site – Actions carried forward. Web site to be updated with agenda, minutes etc.

Action: Clerk to update web site.

2) Risk Assessments Sports Fields and Playgrounds – Electric circuitry – Clerk has contacted Mr Stafford and he has confirmed that he can carry out the work on 1 June 2015.

Action: Clerk to contact Mr Stafford and reconfirm previous quote and to give the go ahead for work to be done.

3) Bus Shelter – LC contacted Mr Clive Jones at PCC who has confirmed that we can have a 2 Bay Bus Shelter. LC to contact Clive Jones to negotiate cost of delivery and installation, also contact Cllr David Jones to cancel the renovation work on the existing bus shelter.

Action: LC to contact DTJ and then action.

4) Play areas – Re Forden playground

a) Safety surface needs cleaning – NE nominated MW to organise cleaning of the playground surface in conjunction with the caretaker.

b) Springers – The new springer has now been fitted and the tractor taken away to see if it can be repaired as it was deemed too dangerous to remain on site. Councillors agreed to defer any discussion to the next meeting in DTJ's absence.

6) Playground Inspection Reports – Heritage Green – Awaiting update from DTJ to check if work has commenced.

Action: For DTJ as above

7) Dogs on sports field – Signs have been ordered but the wrong one was delivered. Awaiting delivery of the correct signs. LC also mentioned that glass had been left; NE will speak to Neil Breeze in regards to this.

- 8) Road speed, Leighton – New signage going up with a new ‘Reduce Speed Now’ and ARAF/SLOW marking on the road. The speed limit signs will also be changed to incorporate a request for highway user to ‘drive carefully’

Action: CA to speak to the Police regarding the speed monitoring strips in relation to the speeding in the 30mph area near the Church.

- 9) PCC proposals for Community Delivery (Clustering) – LC & NE attended the meeting in Montgomery and had agreed, in principle to join the cluster.

Action: Agreed to join the cluster group with Montgomery..

- 10) Leighton Bank – Drains and Potholes.

Action: LC has now raised this as an issue with the Highways Department.

- 11) War Memorial – Additional names. Councillors agreed to make enquiries as to the cost of a plaque to be added to the war memorial regarding the two ladies who died carrying out war work.

Action: LC will look into the cost involved of having a plaque made.

- 12) Grove Lane. LC has now raised this as an issue with the Highways Department.

- 13) Councillor vacancy – After the closing date of 18th May 2015, one expression of interest was received, that being Richard Dawe. Councillors have agreed to co-opt Mr Dawe as a new councillor.

Action: LC to contact Richard Dawe to confirm acceptance. Clerk to send formal letter once initial contact has been made. New Councillor is to be invited to next meeting.

- 14) Forden Utd Football Club – Sports Field improvements – No further information is available to date of meeting. WJ enquired about the removal of the dug outs for the Summer, NE confirmed this was in hand.

- 15) Clerk resignation –

- a. Councillors interviewed to fill the vacancy on 16 April and Ms Helen Stanier has been offered the position, satisfactory references received and Ms Helen Stanier started work on 1st May 2015, full handover complete.
- b. New email address – New email address set up, action complete.
New Email Address is clerk.flt@gmail.com
- c. Virus protection – Free Virus Protection down loaded, action complete.

Action: New Clerk to arrange Storage Cabinet transfer.

- 16) Coat of Arms – Decided to raise matter at an open meeting to judge general feeling.

Action: DJ will get back to the Community Council as regards an outcome but this might take a little while.

17) Risk Assessments – Not completed to date of meeting.

Action: LC to liaise with DTJ, Clerk to send blank Risk Assessments to LC for completion.

18) Workplace Pensions – Correspondence received from the Pensions Regulator as this Community Council will need to enrol and contribute towards a Workplace Pension Scheme for its employees. The commencement date for this Council will be 1 January 2017. New Clerk nominated as a contact for receipt of communications so initial work complete. This matter is closed for the time being.

19) Leighton Farm Visit – The visit to the Leighton Farm buildings was excellent and it was interesting to see the amount of work that had been undertaken.

Action: Clerk to send letter of thanks to Mr Potter and David Futter.

20) Pot holes by Gaer – LC has reported these at the meeting with the Highways Department.

PLANNING

P/2015/0304, Full construction of a new access road (realignment of existing road) and installation of 3 X underground LPG gas supply tanks at Nantcribbau Farm, Forden, Welshpool. - Supported.

P/2015/0305, Listed building consent for installation of internal boiler units together with external flues to external elevations of each dwelling unit and alterations to the paving around the dwelling units at Nantcribbau Farm Forden Welshpool. - Supported.

FINANCE

1) Payment of the following bills was proposed: -

Payee	Details	Chq No	£
Mr N Lloyd	Wages	763	£104.00
Forden Recreation Assn	Revenue Grant	764	£900.00
Leighton Village Hall	Revenue Grant	765	£900.00
Powys County Council	Business Rates	ddr	£135.00
T K Tabner	Internal audit fee	768	£195.00
Natural Resources Wales	Discharge Licence Fee	769	£1,026.00
Forden Recreation Assn	Room Hire	770	£10.00
Severn Trent Water	Water Bill for pavilion	773	£35.09
Viking	Ink Cartridges	771	£48.48
Zurich Insurance	Annual premium	772	£1,937.29
	TOTAL		£5,290.86

Proposed by Cllr D Clare and seconded by Cllr C Alexander – all agreed.

- 2) Bank Mandate – New clerk to deal with mandate regarding new signatures.
- 3) QuickBooks – MH has confirmed different software and prices, HS confirmed happy with QuickBooks package. MH to pay for download and Council to refund money in normal way.

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

- 4) MH enquired over Annual Premium with Zurich Insurance as to whether anything else needed adding to the policy with the 5 year deal. Councillors confirmed no changes.
- 5) 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 May 2015 be approved by the Council, following internal audit but prior to external audit.

Proposed by Cllr D Jones and seconded by Cllr L Corfield – all agreed.

Approval of Statement of Accounts

That section 1 – The Statement of Accounts of the Annual Return for the year ended 31st May 2015 be approved by the Council following internal audit.

Proposed by Cllr N Edwards and seconded by Cllr C Alexander – all agreed.

Approval of Annual Governance Statement

That Section 2 – The Annual Governance Statement of the Annual Return for the year ended 31st March 2015 be approved by the Council.

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

Action: Clerk to send Annual Return and supporting records to External Auditors.

CORRESPONDENCE

1. Death of local baby – Clerk confirmed that there had been an enquiry regarding burial and also pre empting possible funding problems. Clerk confirmed burial fees will be Free. DJ advised that grants are available with DHSS and PCC.

Action: Clerk to confirm full funding available when the Funeral Directors make their next contact.

- 2. Football Pitch being used by people not aware of fees – NE handed envelope to Clerk containing £30 as a donation from those people not aware of situation.

Action: Clerk to do a poster confirming full information and who to contact if people want to use Football Pitch facilities.

Access to Information on Community and Town Councils – Guidance received for displaying website information.

- 3. Powys Volunteer of the Year – Councillors to contact the Clerk if they have someone to nominate.
- 4. Air Show road closure. Email received from Welshpool Town Clerk enquiring whether residents being affected by Air Show Road closure are within our Community Council Area as they want to contact those people involved.

Action: Clerk to contact Welshpool Town Clerk to confirm those people involved are not within our catchment area.

- 5. Community Delivery – Email received from PCC which confirms a Tool Kit available to support Town and Community Councils. Councillors are now aware of Took Kit link.
- 6. Planning Aid Workshop – Councillors informed of training workshop in their area.
- 7. Powys Local Development Plan Consultation – Letter received on forthcoming Consultation and dates.

Action: Clerk to put information up on Notice Boards and ensure details sent to NE for Newsletter inclusion.

- 8. Letter received from Ombudsman regarding revised Guidance on the Code of Conduct.

Action: Clerk to download a copy and keep on file.

MATTERS RAISED

- 1. Hedge at Castle Court, Leighton. High hedge planted is obscuring the view for residents exiting their properties at Castle Court, Leighton.

Action: LC to report problem to PCC Highways Dept.

- 2. Tirddu. CA handed Tirddu Files over to the Clerk.

Action: Clerk to contact Charity Commission.

**Date of Next Meeting: 2 July 2015 at 7:00 pm at Forden Community Centre.
Councillors please note change of date as room not available on the 25th June 2015.**

Signed: -----
Cllr L Corfield (Chair)

Date: -----