

**Forden with Leighton and Trelystan Community Council**  
*Cyngor Cymuned Ffordun gyda Thre'r-Llai a Threlystan*  
**Minutes of the meeting held on 29<sup>th</sup> October 2015**  
**At Forden Community Centre**

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**PRESENT:** Cllr L Corfield (Chair) Cllr R Dawe (RD)  
Cllr D T Jones (DTJ) Cllr C Alexander (CA)  
Cllr N Edwards (NE) Ms H Stanier (Clerk)

**APOLOGIES:** Cllr W Jones, Cllr D Clare, Cllr M Williams, Cllr D Jones

**MINUTES OF THE MEETING** held on 24<sup>th</sup> September 2015, as circulated, were agreed as a true record and were signed by Cllr L Corfield (Chair).

Proposed by Cllr R Dawe and seconded by Cllr N Edwards – all agreed.

**Declaration of Interest**

None were recorded.

**MATTERS ARISING**

1. Web Site. LC had brought her camera for photograph to be taken of Councillors for the website however there were not enough councillors at the meeting so this action is being carried forward until the next meeting.

**ACTION:** Photograph to be taken of Councillors for the website.

2. Risk Assessments Sports Fields and Playgrounds – Electric circuitry – Will Stafford has now carried out the work but has advised that he has found a few more issues and will send photographs and details to the clerk along with the test certificate.

**ACTION:** Clerk to await details/certificate being sent by Will Stafford and report back at the next meeting.

3. Bus Shelter – Correspondence had been received by LC from John Forsey, Highways at Powys County Council putting forward a new offer for removal/disposal/erection of new Shelter, the offer being removal/disposal of existing Shelter £275, Excavate, lay concrete base and erect Shelter £440 (If base already exists then this would be a lower price of £280). So as not to miss out on this improved offer, all Councillors were contacted for their views and opinion of the way forward. All agreed to accept this offer and LC contacted JF to confirm. A Risk Assessment for the removal of the old one needs to take place before actual removal. This matter is being left open as the Risk Assessment is now in the hands of PCC.

**ACTION:** Awaiting report back from Powys County Council.

4. War Memorial – The Slate Plaque has now been made, inscribed and fixed. Invoice has been sent from M E & A Hughes and the cheque raised in this month's batch for £182.00 + VAT. **This matter is now closed.**

5. Coat of Arms – LC has spoken to DJ who was absent from this meeting and it has been confirmed that the Diocese needs to come out to inspect, this matter is in hand. **Matter carried forward to the next meeting.**
6. Risk Assessments – NE has confirmed that he will spray the cricket pitch with round up. **This matter is closed pending this work being done.**
7. Hedge at Castle Court, Leighton. LC confirmed that this work has now been done. **This matter is now closed.**
8. Tirdu. The Clerk handed over a typed letter to CA for her to sign and to acquire one more signature, she will ensure this is done and hand back to the Clerk so that this can be taken to HSBC as part of the change of address requirement. The Clerk confirmed that correspondence had been received as a reminder for the Annual Return to be completed.

**ACTION:** The Clerk to action Annual Return and await receipt of signed letter to take to HSBC.

9. **Goal Posts/Junior Football Pitch.** The Clerk advised on prices of Junior Goal Posts, they were mainly standard in size 12 X 6; the two different prices gained were £132.00 and £141.99, both being of match quality and parts locking together, easily dismantled. LC read out a letter received from Neil Breeze, Manager of Forden Football Team confirming that after the Junior Football Festival it became apparent that they had used the Adult Football Pitch and a mess had been made and rubbish left. LC and Councillors were concerned as in a recent meeting with Chris Knowles it was clearly agreed that the juniors would use only the run off to the side of the Adult Pitch.

**ACTION:** The Clerk to write to Chris Knowles confirming that he needs to stick to the original agreement and play on that designated area only and to leave the pitch and surrounding area as they found it. The Clerk to remind Councillors February/March time next year regarding the need to get the Junior Pitch in a good state and purchasing of Goal Posts.

10. Planning Aid Wales Training Workshop. The Clerk confirmed that she had received no reply regarding the enquiry on availability of free of charge workshops. A decision was made to leave this for another time. **This matter is now closed.**
11. Councillors Resignation. The Clerk confirmed that the Notice of Casual Vacancy has been put on all notice boards for the required time; the Returning Officer has made contact advising that no requests for election had been received. The Clerk confirmed to Councillors that she will display The Notice of Co-Option within the next few days with an expiry date of a few days prior to the next meeting so that she can report back on progress.

**ACTION:** The Clerk to report back at the next meeting.

12. Wire left near the Football Pitch. NE has confirmed that he does not know where this has come from but he will dispose of. **This matter is now closed.**

13. Defibrillator. LC confirmed that the value of the Defibrillator and Case is £1500

**ACTION:** The Clerk will now contact Zurich Insurance to check on how this will affect the cost of the existing policy.

14. Pot Holes outside Garden House Leighton. The Clerk confirmed that she has reminded Ken Llewellyn PCC that this work is still outstanding; he advised that this will take 2 to 3 weeks for completion.

**ACTION:** Await work to be completed

15. Pot Holes along Leighton Bank by Pantybwlich. The Clerk confirmed that she has reminded Ken Llewellyn PCC that this work is still outstanding; he advised that this will take 2 to 3 weeks for completion.

**ACTION:** Await work to be completed

16. Yearly Maintenance Check of the Treatment Plant. The Clerk read out reply from Kingspan regarding the recommendation for work needed, this confirming that a builder is needed to construct a concrete plinth and raise the unit up as water is getting on to the control panel which could cause issues with the electrics. NE advised that he would assess what is needed and do remedial work. The Clerk also pointed out that the tank had been emptied by Alan Hughes.

**ACTION:** NE to assess the work and ensure remedial work is completed.

#### PLANNING:-

Application Ref	Grid Ref	Description	Comments
P/2015/0879	325224.56/305481.1	Private Manage and creation of new vehicular access at Upper House Leighton Welshpool	Supported
P/2015/0945	324048.16/302326.99	Erection of a porch at 18 Heritage Green Forden Welshpool	Supported

#### FINANCE:-

1. Payment of the following bills was proposed.

Payee	Details	Chq	£
Mr N Lloyd	Wages	796	£107.20
Powys County Council	Business Rates	DDR	£135.00
PWLB	Loan Repayment	DDR	£971.63
Forden Recreation Assn	Room Hire (24.9.15)	797	£10.00
KP Fire	Fire extinguisher Service	798	£48.72
Viking	Hand Towels/Toilet Rolls/Ink Cartridges	799	£97.58
BDO	Auditing of Annual Return	800	£390.00
Pete Sheppard	Replacement Tennis Pitch Light (Aug/Sept 15)	***	£486.00
Pete Sheppard	Pathway Light repair (Feb/March 15)	801	£138.00
T A J Hughes	Empty Septic Tank	802	£200.00
M E & A Hughes	Supply and Fix Plaque	803	£218.40
	<b>TOTAL</b>		<b>£2,802.53</b>

\*\*\* The Clerk discussed with Councillors Cheque for £486.00 Pete Sheppard. Originally the Clerk had been quoted £170 + VAT for the Light itself and £45 for the Hoist Hire. An email had been sent to Mr Sheppard querying the difference and as at this time, no reply had been received. Councillors agreed to hold cheque pending reply.

For the rest of the cheques, Payment was proposed by Cllr N Edwards and seconded by Cllr R Dawes – all agreed.

2. QuickBooks – The Clerk confirmed that she still needs to spend time with the previous Clerk for guidance on producing Actual – Budget comparison reports but she will do this and bring them to the next meeting.

**ACTION:** - Clerk to take Profit and Loss Detail Reports to the next meeting.

3. External Auditors – The Clerk presented the audit to the Councillors, this having been signed off by the external auditors. No Issues were raised. The Clerk also confirmed that the Notice of Conclusion of Audit had been displayed on all notice boards for the set period of time.

Proposed by Cllr N Edwards and seconded by Cllr R Dawe.

**ACTION:** - The Clerk to write to BDO to confirm of Councillors approval and also to request the latest batch of dates for completion of 2015/16 audit.

4. Recreation/Cemetery Grants. Clerk has received the application forms and will complete and submit before the next meeting.
5. Clerk informed councillors that as is usual, the caretaker's hourly rate has been increased to the minimum wage of £6.70 per hour with effect from October 2015.
6. Clerk informed councillors that we will need to set the budget for the next financial year in the next couple of months. She will create a draft budget for the next meeting but in the meantime the clerk asked councillors if they know of any expenditure for the next financial year over and above the usual that needs to be included in the budget. The Councillors confirmed that work to value of £1500 would be needed, this included work to the Football Pitch, replacement of Junior Goalposts, work on the Fence between the 2 pitches, Round up for the Cricket Pitch and contribution towards the position of Clerk within the Cluster Group.
7. New External Audit Arrangements. Letter received from the Wales Audit Office confirming the appointment of the new external auditor following the amendment of the Public Audit (Wales) Act 2004. The new external auditor will be Grant Thornton. Clerk pointed out that the letter advised that auditors will focus on budget setting and monitoring and the engagement of internal audit for the 2015/16 audits.

**ACTION:** Clerk to establish exactly what the requirement is regarding monitoring in relation to what is already being done.

#### **CORRESPONDENCE:**

1. Llangollen International Musical Eisteddfod. Letter received from the Chairman of the Eisteddfod regarding an appeal to raise money to help secure the future of the event.
2. Community Delivery. Clerk handed our copies of the letter from Barry Thomas, Powys County Council to those involved in the Cluster Group.
3. LC read out letter received from Paul Griffiths Strategic Director, Powys County Council regarding future funding – Concurrent Functions and Village Hall Grants. The letter went on to say about facing difficult financial challenges now and in the future and that the budget available will be reduced by 50% and that the grant will cease to exist altogether from 2018-19.

4. Three weekly Rubbish Collections. Email received from Waste and Recycling Services confirming the introduction of the three weekly collections and that it will start from 2<sup>nd</sup> November 2015. Clerk pointed out that residents will receive an information pack detailing the changes.
5. Citizens Advice Bureau. Letter received from the CAB asking for financial assistance.
6. Invite to meeting with Mobile Network Operators. Clerk read out notification of a meeting that will take place on Friday 13<sup>th</sup> November at 2pm at the Elephant and Castle Hotel, Newtown to discuss the inadequate mobile coverage in some Montgomeryshire areas.
7. Mid-Year fee increases by Powys County Council. Email received from Del Morgan, Development Officer regarding increase in fees even though precepts have already been set. The email asked for people to write to the County Council asking for the decision to be rescinded.
8. Newtown Bypass Update. Clerk read out email received from Russell George providing an update on progress, this confirmed that construction work will begin in December 2015 and that it will take 2 years to build.

#### **MATTERS RAISED:**

1. Emptying of the Bins in the Play area. It had been noticed that the bin had not been emptied again by the Caretaker.

ACTION: Clerk to remind Caretaker that this is part of his role.

2. No Dogs Sign. NE pointed out a "No Dogs Sign" was broken; it was not clear as to whether this was one of the new ones.

ACTION: DTJ to check and report back.

3. Pavilion Doors unlocked. The Clerk confirmed that she had received notification from Mr Neil Bennett that the front door facing Tennis Courts was unlocked when he checked on the 15th October 2015. The Clerk pointed out that Will Stafford had been checking on the Electrics around that time so there could have been a possibility that this had been forgotten.

4. Cemetery. The Clerk advised that Eddie Francis had requested permission to flatten and make good an area within the Cemetery which he thought was an unmarked grave. Councillors gave their permission.

5. Waterloo Fields. DTJ pointed out that complaints had been received from residents regarding parking within Waterloo Fields; this is affecting reversing from drives and vehicles parking too near the main junction. Parts of the roads on the estate are adopted.

ACTION: The Clerk to send a letter heading to DTJ who will draft out a flyer and distribute to residents.

**Date of Next Meeting: The meeting due to be held on 26<sup>th</sup> November 2015 was cancelled as there were insufficient members present to constitute a Quorum. Next Meeting will be 17<sup>th</sup> December 2015 at Leighton Village Hall.**

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

Date: -----