

Forden with Leighton and Trelystan Community Council
Cyngor Cymuned Ffordun gyda Thre'r-Llai a Threlystan
Minutes of the meeting held on 17th December 2015
At Leighton Village Hall

428

PRESENT: Cllr L Corfield (Chair) Cllr C Alexander (CA)
Cllr M Williams (MW) Cllr W Jones (WJ)

APOLOGIES: Cllr R Dawe, Cllr D Clare, Cllr D T Jones, Cllr D Jones, Cllr N Edwards

MINUTES OF THE MEETING held on 29th October 2015, as circulated, were agreed as a true record and were signed by Cllr L Corfield (Chair).

Proposed by Cllr C Alexander and seconded by Cllr L Corfield – all agreed.

Declaration of Interest

None were recorded.

MATTERS ARISING

1. Web Site. LC confirmed there were not enough Councillors at the meeting to have photograph taken for the website: this action is being carried forward until the next meeting. The Clerk advised that correspondence had been received recently from the domain provider (Gloversure) confirming a widespread phishing scam and that it is targeting domain name owners globally – the emails being malicious in nature, she also pointed out that the Community Council website had been receiving such unpleasant emails and that Gloversure had advised that it would be best to pay for a spam filter. LC advised to contact One Voice Wales for advice and to monitor the situation.

ACTION: Photograph to be taken of Councillors for the website. The Clerk to contact One Voice Wales to gather advice on emails that have been received.

2. Risk Assessments Sports Fields and Playgrounds – Electric circuitry – The Clerk confirmed she had still not received the Test Certificate and confirmation of the other work required from Will Stafford.

ACTION: The Clerk to write to Will Stafford and confirm that this is as a matter of urgency.

3. Bus Shelter – Awaiting Risk Assessment for the removal of the old Bus Shelter, this being in the hands of Powys County Council.

ACTION: LC will chase the Risk Assessment with Powys County Council.

4. Coat of Arms – The Clerk confirmed that she had received an email from DJ with attached information regarding the Forden Crest.

ACTION: Matter carried forward in DJ's absence.

5. Risk Assessments – NE has confirmed that he will spray the cricket pitch with round up. **This matter is closed pending this work being done.**

6. Tirdu. The Clerk confirmed change of address requirement had been completed (Statements will be sent to the Clerk in future from HSBC). The Clerk also confirmed that the Annual Return for Financial Period end, 31st March 2015 had been completed; she advised that the Christmas Cheques had gone out in the post and handed out a list of those who had received the annual payment. The Clerk

spoke to Councillors regarding annual payment for a Mrs J Lloyd and confirmed that the previous year's cheque had not been cashed but it had been confirmed by Trustee's still to send out this year's payment, Cllr W Jones advised on Mrs Lloyd's situation, in that she doesn't leave the house at all but it was confirmed that we needed to show the transaction on the HSBC statement and that the payment could not involve cash – a BAC's transfer was suggested and WJ will speak to a friend of Mrs Lloyds and get back to the Clerk.

ACTION: WJ to get back to the Clerk to confirm action required.

7. **Goal Posts/Junior Football Pitch.** LC advised that she had received a phone call from Mike Evans to confirm that Goalposts were being put up on the run to the side of the adult pitch. The Clerk confirmed that she had written to Chris Knowles advising that he would have to stick to the original arrangement and play on the designated area, she also pointed out that 5 letters had been received addressed to the Community Council from the Chairperson of Forden United Junior Football Club and parents in response to the issue as well as confirming a response regarding a mess being made on the Festival Day, 25th October 2015. Councillors requested the Clerk to write to Chris Knowles and Neil Breeze confirming that the best way forward would be for them to liaise with one another.

ACTION: The Clerk to write to Chris Knowles and Neil Breeze requesting them to liaise with one another, the Clerk is also to respond to the 5 letters to confirm that the content of their letters had been noted and that the Community Council will be contacting Neil Breeze and Chris Knowles.

8. **Councillors Resignation.** The Clerk confirmed that there had been no response to the Notice of Co-Option. Councillors asked the Clerk to check when Leighton and Forden's Newsletters are printed and to put an advertisement in both (to show at the same time if possible)

ACTION: The Clerk to action as above.

9. **Defibrillator.** Confirmation had been received that the Defibrillator and Cabinet had been fitted. Susanne Rowlands will be looking into the fact that the case is not lockable.

ACTION: The Clerk to contact Zurich Insurance to confirm Defibrillator and Cabinet are in situ.

10. a) **Pot Holes outside Garden House Leighton.** LC will contact Ken Llewellyn as this work has still not been carried out.

ACTION: LC to contact Ken Llewellyn at Powys County Council.

b) **Holes along Leighton Bank by Pantybwllch.** LC will contact Ken Llewellyn as this work has still not been carried out.

ACTION: LC to contact Ken Llewellyn at Powys County Council.

11. **Yearly Maintenance Check of the Treatment Plant.** NE to assess the remedial work confirmed as recommendations from Kingspan during their yearly check. This to be carried forward in NE's absence.

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

12. **Waterloo Fields.** The Clerk confirmed that a flyer had been sent to all residents in Waterloo Fields but concerns had still been received from residents about parking on the footpath and estate road close to the junction with the highway.

ACTION: The Clerk to write to resident/s at No. 27 Waterloo Fields to request them not to park on the footpath and estate road close to the junction but to use their allocated parking spaces.

13. **Emptying the Bins in the Play Area.** The Clerk confirmed that she had spoken to the Caretaker on the phone to remind him that this was part of his role. **This matter is now closed.**

14. No Dogs Signs. It had previously not been established whether the broken sign was one of the new ones recently purchased but this matter is being carried forward in DTJ's absence.

ACTION: Action carried forward in DTJ's absence.

PLANNING:-

1)

| Application Ref | Grid Ref | Description | Comments |
|-----------------|--------------------|--|-----------|
| P/2015/1137 | 324222.74/305256.1 | For Listed building consent for alterations to include improvement works and structural strengthening works to roof and internal timber frame at, Building S, Leighton Centre, Welshpool, Powys. | Supported |

2) The Clerk confirmed correspondence received from Powys County Council confirming movement towards minimising paper, postage time and costs that agreement had been made that in future they will be sending out all planning consultations electronically. Commencement date being the 1st January 2016.

ACTION: The Clerk to contact Menna Bowen, Caretaker at Forden Community Centre to see if there was a lockable cupboard available to store the projector, this can then be used to project the planning applications on to the wall in the Community Centre and Councillors can view each application together.

FINANCE:-

1. Payment of the following bills was proposed.

| Payee | Details (December Invoices) | Chq No. | £ |
|------------------------|--|---------|------------------|
| Mr N Lloyd | Wages | 809 | £107.20 |
| Powys County Council | Business Rates | DDR | £135.00 |
| Forden Recreation Assn | Room Hire (26.11.15) | 810 | £10.00 |
| Ms H Stanier | Salary £666.64 + £15.12 Stamps + £13.74 T Bar Keys for Sewage Plant | 811 | £695.50 |
| HMRC | PAYE | 812 | £87.10 |
| Peter Sheppard ** | Repair of Pavilion Lamp and Hire of Hoist | 813 | £486.00 |
| | TOTAL | | £1,520.80 |

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

** Councillors agreed to pay Cheque No. 813 Supplier Peter Sheppard but going forward, 2 quotes would be sought before decision is made.

The following invoices were approved via email after the November meeting was cancelled as there were insufficient members present to constitute a Quorum:

Proposed by Cllr D T Jones and seconded by Cllr R Dawe – all agreed.

| Payee | Details | Chq | £ |
|------------------------|--|-----|------------------|
| Mr N Lloyd | Wages £134.00 + Cleaning Products £16.10) | 804 | £150.10 |
| Powys County Council | Business Rates | ddr | £135.00 |
| Forden Recreation Assn | Affiliation Fee £30.00 Room Hire £10 (Meeting 29.10.15) | 805 | £40.00 |
| Severn Trent Water | Water bill | 806 | £88.41 |
| Forden PCC | Wreath for Remembrance Day | 807 | £21.00 |
| Stuart Sheppard | Grass cutting and hedging, Cemetery, Heritage Green etc. | 808 | £1,140.00 |
| | TOTAL | | £1,574.51 |

2. QuickBooks – The Clerk handed out Profit and Loss Detail Reports to Councillors. This will be ongoing to suit the Monitoring needs of External Auditor. **This matter is now closed.**
3. External Auditors – The Clerk has written to BDO to confirm Councillors approval of 2014/2015 audit, she also confirmed she has requested the specific dates required for completion of 2015/16 audit although Councillors are aware that the Wales Audit Office have confirmed the appointment of the new external auditor. **This matter is now closed.**
4. Recreation/Cemetery Grants. The Clerk has completed the application form and confirmation received from Powys County Council regarding amounts available, this being Recreation Grant £2699.60 and Burial Grant £565.00. **This matter is now closed.**
5. New External Audit Arrangements. The Clerk confirmed that she has queried with Paul Egan at One Voice Wales regarding monitoring requirements quoted on correspondence received from the Wales Audit Office, a reply having been received sending the Practitioners Guide on Governance and Accountability for guidance. The Clerk will check on information required and report back to Councillors.
ACTION: The Clerk will report back at next meeting.
6. Budget 2016/17 – Clerk presented a second draft of the budget to Councillors, the first having been sent to Councillors by email due to the last scheduled meeting having been cancelled. After a full discussion the following was proposed:
 - That the Revenue Grant to Forden Community Centre and Leighton Village Hall remain the same as the previous year at £1800 for this financial year.
 - That the Council accept the proposed budget for 2016/17 with a Precept figure of £23,846 giving a Community Council tax of £30.58 for a Band D property.

Proposed by Cllr C Alexander and seconded by Cllr W Jones – all agreed.

- 1. Community Delivery. Correspondence received regarding proposed funding arrangements to support the transfer of services to the Community. LC went through the 2 options to be considered: Option 1 – being delivery of service at minimum specification to remain with the council. Option 2 – the town or community council or cluster group can take the funding from the council and deliver the service themselves. LC explained that there had not been a definite answer as to how much belonged to Trelystan and Leighton and that they were waiting for a decision as to which option will be chosen.

ACTION: LC will check on developments at next cluster meeting and report back.

MATTERS RAISED:-

- 1. St. Michael and All Angels Church, Forden. The Clerk confirmed that correspondence has been received requesting a contribution towards the upkeep of the large Forden churchyard. Councillors agreed to contribute £250 the same as the previous year.

Proposed by Cllr M Williams and seconded by Cllr L Corfield – all agreed.

ACTION: The Clerk to raise a cheque to the value of £250 as a contribution towards the upkeep.

- 2. Scale of charges for Forden Sports Facilities. A Discussion took place assessing the scale of charges. Councillors agreed to keep the charges the same.

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

- 3. Token Machine. Clerk reported that there had been problems with the token machine during the last month, this being where it keeps showing as COLL on the screen even though it did not need emptying.

ACTION: The Clerk to contact Neil Bennett for advice.

- 4. Road Issues. The following issues were raised:

- a) The state of the road by the Gaer after harvesting.
- b) Potential black spot on the Leighton Road, between the school and Lower Leighton, this had been brought to the Community Councils attention after a recent incident where a car had overturned through a hedge.

ACTION: LC to raise issue with Ken Llewellyn at Powys County Council

- 5. Powys County Council Holdings. MW raised concerns regarding a rumour regarding Powys County Council selling off its Holdings; he had been trying to find out some solid facts. LC confirmed she had not heard anything about this.

- 6. County Farm Properties. MW raised an issue regarding a situation where his neighbours had cavity wall/loft insulation work completed by people who had called at the property and had said that it was with the approval of PCC but the neighbour then had concerns about the quality of the work and whether it was approved work by Powys County Council.

ACTION: LC will query this matter with Hugo Van Rees at PCC.

Date of Next Meeting: 28th January 2016 at Forden Community Centre

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

Date: -----