

# Forden with Leighton and Trelystan Community Council

## *Cyngor Cymuned Ffordun gyda Thre'r-Llai a Threlystan*

Minutes of the meeting held on 25<sup>th</sup> August 2016

At Leighton Village Hall

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**PRESENT:**

Cllr D T Jones	(Chair)	Cll C Alexander	(CA)
Cllr D Jones	(DJ)	Cllr M Williams	(MW)
Cllr R Dawe	(RD)	Ms H Stanier	(Clerk)
Cllr S Rowlands	(SR)		

**APOLOGIES:** Cllr N Edwards and Cllr D Clare, Cllr L Corfield (Belated)

**MINUTES OF THE MEETING** held on 28<sup>th</sup> July 2016, as circulated, were agreed as a true record and were signed by Cllr D T Jones (Chair).

Proposed by Cllr R Dawe and seconded by Cllr S Rowlands – all agreed.

### Declaration of Interest

None were recorded.

### **FOLLOW UP TO PAVILION CHECKS:**

Burco Boiler. The Clerk confirmed that she had spoken to the Caretaker and then emailed to confirm details of the request to secure the Burco Boiler

**ACTION:** The Clerk will report back once done and let DTJ know if there are any problems.

Railings on the left hand side going down the steps outside the Pavilion – Upon inspection, Councillors found these to be completely loose.

**ACTION:** The Clerk to contact Robert Walton and request him to put right, Mr Walton will be visiting the site soon to do work at the Sewage Plant so it was thought he could do this job at the same time.

Councillors also found that the outside Guttering has become loose and the hot water tap could not be switched off after use. The Clerk confirmed she had contacted the Caretaker and then emailed to confirm details of the request to put right.

**ACTION:** The Clerk to report back with outcome.

### **MATTERS ARISING**

1. Risk Assessments. The Clerk confirmed that she now has the 2 Steep Slope signs and showed Councillors how they look, Councillors requested the Clerk to ask the Caretaker to pick them up and ensure they are put on the gates to make people aware of the situation. The Clerk showed the goal post quotation to Councillors, this being for £681.90 + VAT, she pointed out that the quotation for the posts was for a larger set as they do not make the same size as the old ones. The sub-committee recommended to Councillors to order these and Councillors agreed. The Clerk to order the posts and SR to speak to the parents to ask them to make safe the old sleeves and also to put up the new goal posts following the safety guidance from the company. RD handed to the Clerk the ROSPA inspection report for Forden Play Area, he pointed out that most of what was noted in the report would be classed as minor repairs but stressed that he felt that if the Community Council didn't act in relation to the low risks then it might become costly in the long run and felt this should be considered when doing the budget for the new financial year.

Purchase of the goal posts proposed by Cllr D Jones and seconded by Cllr C Alexander – all agreed.

**ACTION:** The Clerk to contact the Caretaker to put up the steep slope signs. The Clerk to order the goal posts and find out when they will be delivered and gain details in writing regarding safety and assembly of the goal posts, the Clerk will also see if the delivery charge can be removed as a gesture of goodwill. SR to speak to the parents to ask that they make safe the old sleeves and also to put up the new goal posts following the safety guidance from the company. The Clerk to make a note for consideration when doing the next budget.

2. Bus Shelter. In her absence, LC had left a message with the Clerk to advise that she had chased PCC regarding the roof panel.

**ACTION:** LC awaiting reply from PCC.

3. Coat of Arms. This is to be diarised and Councillors will look again at the situation in 3 months time.

**ACTION:** See above.

4. Kingspan Sensor Smartserv. The Clerk confirmed that she had contacted Robert Walton to proceed with the work required at the Sewage Treatment Plant, she also advised that she had let Kingspan know about the Compressor noise, they advised that they will get someone on site to look at this on 2<sup>nd</sup> September 2016 (this all being covered in the Gold Plan), SR confirmed that she should be available to be on site for this but would contact the Clerk back just to confirm.

**ACTION:** SR to contact the Clerk to advise if she is available for Kingspan's site visit on the 2<sup>nd</sup> September 2016.

5. Possible Grant Funding for Tennis Courts/All Weather Pitch. The Sub-Committee confirmed evidence from users, these being Forden Junior Football Team, Friends of Forden School and Forden Tennis Club to support any potential grant. The Sub-Committee confirmed that unfortunately the resurfacing of the Courts would only be classed as maintenance and therefore there would not be any funding available, they felt the way forward would be to use the funds in the Business Premium Account, using this money to just tarmac the court, by doing this the Community Council could then create a maintenance plan, building this into the budget. The Clerk confirmed the Quote from Nigel Price for just resurfacing is £11,675.00 + VAT and the funds in the Business Premium Account is £13,892.28. A vote was taken in regards to resurfacing the Courts using the money in the Business Premium Account – the vote was unanimous, with 5 Councillors favouring the action. Councillors requested the Clerk to look into withdrawal of the money required, and also in relation to "authority to spend". The Sub-Committee to look into seeing if any discount was available from Nigel Price before giving him the go ahead to start the work and also look into who did the line marking on Newtown's Tennis Courts in relation to potentially having this work done as well if funds permit.

**ACTION:** The Sub-Committee to contact Nigel Price and see if any discount is available before requesting him to start the work; they also need to contact Newtown Tennis Club to establish who did their court line marking. The Clerk to investigate withdrawal of the funds required and to diarise building into future budget a maintenance plan.

6. Bowling Green. The Chair read out a response received from Mike Compton on behalf of Forden & District Bowling Club regarding the request for the display of their Public Liability Insurance, the reply confirmed that the Pavilion is owned, managed and maintained by the Community Council and is let out to various organisations for which it receives payment for and therefore it rests upon the Community Council to carry the insurance risks including the Public Liability aspects of the cover and to display the certificate within the Pavilion. Councillors discussed this matter and it was agreed that DTJ would speak to Mr Compton but also to still consider that the insurance document that we keep needs to have the correct date on it.

**ACTION:** DTJ to speak to Mike Compton regarding this matter.

7. Leighton Village Playground. The Clerk presented the £1000 cheque to be signed; she confirmed receipt of a thank you card from Jane Walton, Secretary of Leighton Recreation Committee. **This matter is now closed.**

8. Pot holes, Grove Lane, Forden. MW confirmed that this work had been done. **This matter is now closed.**

9. Metal Drain Grid Pant Y Bwch, Leighton. The Clerk confirmed that the distorted, fatigued grid situation had been reported to PCC on 21<sup>st</sup> August 2016.

**ACTION:** Await response from PCC.

10. Forden Football Pitch. The Clerk confirmed that she had spoken to Lee Davies on 18<sup>th</sup> August 2016 and he had advised that they were dealing with the FA and FAW regarding affiliation and that they are not insured until this matter is sorted. DTJ confirmed that he had spoken to Lee Davies to confirm that when they are set up to play that they would have to bring their own Line marker.

**ACTION:** The Community Council to await signed copy of terms and conditions for usage of the pitch, this cannot be done until insurance is gained by Bishops Castle Town FC.

11. Barclays Mandate for signature change. The Clerk confirmed that the mandate form had been filled in and signed by Richard Dawe with all necessary information required, she pointed out that we just needed the signature of the Chair, Cllr D T L Jones, this was completed. The Clerk will post completed mandate to Barclays. **This matter is now closed.**

12. Hours paid to the Clerk. DTJ signed a letter addressed to the Clerk to confirm weekly hours had been changed, this being effective from 28<sup>th</sup> July 2016. **This matter is now closed.**

#### PLANNING:-

New Applications:

Application Ref	Grid Ref	Description	Comments
P/2016/0882	321499.94/300029.55	For erection of an implement and fodder store and formation of new vehicular access at Enclosure 4503 Land adjoining Pont-Y-Gaer Forden, Welshpool	Supported

Planning decisions received from Powys County Council as below:-

P/2016/0600	11/08/2016	Tan-y-Dderwen, 3 Withy Avenue, Forden, Welshpool	Rear extension to dwelling and insertion of new window	Consent	Supported
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**FINANCE:**

1. Payment of the following bills was proposed:

Payee	Details	Chq No.	£
Mr N Lloyd	Wages	857	£115.20
Powys County Council	Business Rates	DDR	£136.00
Forden Recreation Assn	Revenue Grant	858	£900.00
Leighton Recreation Committee	Donation towards Leighton Playground repairs	859	£1,000.00
John Lowe Electrical Ltd	Emergency/External Lights test/replace/repair	860	£309.89
Leighton Village Hall	Revenue Grant	861	£900.00
	<b>TOTAL</b>		<b>£3,361.09</b>

Payment of the bills proposed by Cllr R Dawe and seconded by Cllr M Williams – all agreed.

**CORRESPONDENCE:**

1. Zurich Insurance. Correspondence received from Zurich confirming increase in the rate of Insurance Premium Tax from 9.5% to 10% from the 1<sup>st</sup> October 2016 for all new policies and policies which renew from this date.
2. Leighton Village Newsletter. Correspondence received asking if the yearly donation could be increased from £30 to £40. Councillors agreed to this increase which would also involve Forden Newsletter.

Increase proposed by Cllr R Dawe and seconded by Cllr C Alexander – all agreed.

**MATTERS RAISED:**

1. Playground Bin. The Clerk confirmed that the Caretaker had pointed out the lid was being left off the bin in the play area behind the Community Centre, this is causing the contents to smell, he feels a better bin with a self contained lid would be more suitable. Councillors requested the Clerk to let the Caretaker know that they would inspect and monitor the situation.

**ACTION:** The Clerk to let the Caretaker know that the Bin would be inspected and situation monitored.

2. Changing Rooms. The Clerk confirmed that the Caretaker had pointed out that there were balls, nets, Strimmer and miscellaneous items left in the changing rooms at the Pavilion. Councillors requested the Clerk to let a representative from the Forden Football team know and to ask that they remove them.

**ACTION:** The Clerk to contact at Forden Football team representative and to ask that they remove said items.

3. Cemetery. The Clerk confirmed that she had received 2 queries regarding gravestones in Forden Cemetery, one was from Mrs Bright in Montgomery regarding colour of gravestone, and a slate lilac colour was requested. The Clerk confirmed that she had confirmed to Mrs Bright that this would be ok after speaking to Eddie Francis and checking guidelines. The Clerk also pointed out that a query had been received regarding a large wooden cross purchased for a grave, this being over 5 ft tall. Councillors requested the Clerk to reply that unfortunately the maximum height would be 2 ft 6", this being as we had declined previous requests for taller gravestones due to health and safety reasons.

**ACTION:** The Clerk to report back that the maximum height for a gravestone would be 2 ft 6" tall.

4. Flood Light – Tennis Court (RH side). The Clerk confirmed that the Tennis Club had reported on 18<sup>th</sup> August 2016 that there was a problem with the RH side light which was not working. Councillors requested the Clerk to establish if this was the one that Pete Sheppard had replaced, if this was the case then the Clerk to contact Pete Sheppard and let him know. The Clerk asked if it was possible to put up a sign that if there are future problems with the lights to contact Neil Edwards, Councillors confirmed this would be fine.

**ACTION:** The Clerk to establish whether the light not working was the one that had been replaced previously, if this being the case to contact Pete Sheppard who had previously done the work. The Clerk to put up a sign confirming contact to Neil Edwards if problems with the floodlights.

5. Finance/Business Plan. The Clerk pointed out that it would improve financial monitoring if a Councillor looked at the accounts/finance software twice a year. RD also felt that it would improve our financial projection if the Community Council had a business plan, the Clerk had looked into this and confirmed that other councils that she had contacted had not got a business plan in place. Councillors agreed to a twice yearly financial check of the accounts, RD agreed to do this. **This matter is now closed.**
6. Storage Room at the Pavilion. SR pointed out the state of the Storage Cupboard at the Pavilion, broken tables, boards and empty cardboard boxes. SR and RD confirmed that they would sort out the storage room.

**ACTION:** SR and RD to sort out the storage room. The Clerk to mention the situation to the Caretaker.

7. Tavern Park, Forden. MW expressed concern about the scale of development at Tavern Park, he pointed out that this was based on access safety and impact on sewage etc. DTJ confirmed that they had received permission to start the residential park and that homes were now available for 12 months of the year. Councillors requested the Clerk to look into the Planning Applications that had already gone through and to write to the Planning Department to enquire as to what is the scale of development at the site.

**ACTION:** The Clerk to establish what planning permission had been given and also to write to the Planning Department checking on the scale of development at the site.

8. Clerks position/ Terms and Conditions. The Clerk confirmed that she had received sample terms and conditions from another Community Council, the Clerk has only ever received a letter of employment. Councillors requested the Clerk to forward this to all for their perusal.

**ACTION:** The Clerk to email sample Terms and Conditions to all Councillors.

#### **TIRDU CHARITY:**

Update: Awaiting clarification from Graham Hislop regarding the Exchange of Notice – Tenancy Agreement.

**Date of Next Meeting: 29<sup>th</sup> September 2016 at Forden Community Centre.**

Signed: -----  
Cllr R Dawe (Vice Chair)

Date: -----