

**Forden with Leighton and Trelystan Community Council**  
*Cyngor Cymuned Ffordun gyda Thre'r-Llai a Threlystan*  
**Minutes of the meeting held on 27<sup>th</sup> April 2017**  
**At Leighton Village Hall**

<b>PRESENT:</b>	Cllr D T Jones	(DTJ)	Cllr R Dawe	(RD)
	Cllr N Edwards	(NE)	Cllr C Alexander	(CA)
	Cllr S Rowlands	(SR)	Cllr D Jones	(DJ)
	Cllr D Clare	(DC)	Cllr L Corfield	(LC)
	Ms H Stanier	(Clerk)	Cllr W Jones	(WJ)

**APOLOGIES:** None

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**GUESTS ATTENDING:** Mr Mike Evans and Mr Edward Davies

**MINUTES OF THE MEETING** held on 23<sup>rd</sup> March 2017, as circulated, were agreed as a true record and were signed by Cllr D T Jones (Chair)

Proposed by Cllr D Clare and seconded by Cllr S Rowlands – all agreed.

**Declaration of Interest:** None were recorded.

**FORDEN UTD FOOTBALL CLUB**

Representatives of the club attending the meeting to confirm that the club had reformed with a new manager who has requested a wider pitch. Two options were discussed by Councillors, one being that they allow the club an extra 1 metre each side which will take the area up to the cricket pitch or to remove the cricket pitch and reinstate elsewhere, allowing even more room. Councillors decided to allow the extra 1 metre each side but for SR to look into funding in regards to the removal and reinstatement of the cricket pitch elsewhere.

Councillors decided to keep the yearly charge the same, this being £150 per season.

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

**ACTION:** SR to speak to Sports Wales regarding funding. The Clerk to contact the Caretaker to let him know about the football team having been reformed and to gain a fixture list for him.

**MATTERS ARISING**

1. Risk Assessments. The Clerk confirmed that she was still waiting for the new steep slope sign. DTJ advised that he will speak to Jan and Alan Williams regarding this. SR advised that the assembly of the goal posts was in progress, she requested that once they were assembled, that another Councillor come to inspect them (RD agreed to do this)

**ACTION:** RD to inspect the goalposts once assembled. DTJ to speak to Jan and Alan Williams regarding the steep slope sign.

2. Kingspan Sensor Smartserv. LC confirmed that she has heard nothing regarding the duplicated inspections. The Clerk advised that Kingspan had pointed out that they needed the cheque before they could progress with the maintenance contract, she advised that the cheque was in this month's batch for signing.

**ACTION:** The Clerk to contact Kingspan to confirm that the cheque is on its way and to let them know about the outstanding issue, this being that the flasher system that works the alarm is not working properly. To await information from Powys County Council regarding duplicated inspection.

3. Tennis Courts/All Weather Pitch. NE confirmed that he had dealt with the goalposts in the Multi Purpose court area. After a discussion, Councillors decided to ask Robert Walton to do the drainage work at a price of £2620 + VAT. Proposed by Cllr R Dawe and seconded by Cllr D Jones – all agreed.

**ACTION:** The Clerk to contact Robert Walton to ask him to go ahead with the drainage work. Either before the 17<sup>th</sup> June 2017 or between the dates of the 17<sup>th</sup> June and the 24<sup>th</sup> September 2017.

4. Caretaker. The following issues were discussed:

**Vacuum Cleaner.** The Caretaker confirmed to the Clerk that he was happy with the new Vacuum Cleaner.

**Log Sheet.** Councillors checked the last completed sheet and found the main problem to be that 5 hours of work were not being completed. Issue originally raised as things were not being done.

**Pension.** The Clerk confirmed that no request (in writing) for a pension had been received from the Caretaker.

**Job Description.** DTJ confirmed that completing a job description would be difficult as you potentially could be going into areas of work where the Caretaker is not trained on. Councillors decided that DTJ would speak to the Caretaker first to decide upon way forward, being in mind that he is entitled to a job description by law.

**Bin by the Amenity Area.** Councillors confirmed that we would need to purchase a new bin with a lid. The Clerk to look into the price of a new one from Viking.

**Guttering.** Councillors asked the Clerk to chase the quotation from Geoff Roberts so that a decision could be made.

**Bin Bags.** NE confirmed that the best place to put these was in the Cemetery bin. DTJ will let the Caretaker know.

**Keys.** Councillors decided that NE would ask for a set from Graham Meredith and get copies as there are no keys for the Referees Room.

**Ladies Toilet.** This matter is still outstanding.

**Snag List.** The Clerk confirmed that this had been completed and would need to be put in place.

**Payment to Caretaker, March 2017.** The Clerk confirmed that the Caretaker had advised that he had never received his March payment. She noted that she had been to the bank and cancelled the cheque in question at a cost of £12.50. The Clerk confirmed reissue in April's cheque run.

**Play Area.** NE confirmed that the pads around the play equipment were slippy. These potentially would need jet washing off. DTJ will speak to the Caretaker.

#### **ACTION:**

- a) DTJ to speak to the Caretaker regarding his job description and the way forward.
- b) The Clerk to look into the price of a new bin
- c) The Clerk to chase the quotation from Geoff Roberts regarding guttering.
- d) The Clerk to put the Snag List in place and to advise the Caretaker.
- e) NE to obtain new set of Keys
- f) NE/SR/DJ to look into who had left items by the Ladies Toilets in an effort to get them moved.
- g) DTJ will speak to the Caretaker regarding the Play Area and also to where the bin bags are to be left.

#### **5. Road/Highway situations:**

Situation/Location	Contact	Last Meeting/s	Action
Ménage Upper House, Leighton	Paul Wozencraft, PCC	Reply received from Bryn Pryce confirmed that the plans approved have been complied with; however, they are passing the information onto the Highways Team to consider whether they have any powers to do anything.	The Clerk and LC to send information to the Highways Department
Flooding, entrance to Tavern Park, Forden	Ken Llewellyn, PCC	Ken Llewellyn confirmed still needing to see the extent of the problem in dry weather	Await further response from PCC
Main Road, Forden – poor road conditions after pipe work repairs	Ken Llewellyn, PCC	Safety issues will be raised as they arise	Await further response from PCC
Sunken drain, Leighton School	Ken Llewellyn, PCC	Patching works due to be carried out in the area and will be included in this	Await further response from PCC
Road to Lower Leighton, turning for Welshpool	Ken Llewellyn, PCC	Patching works due to be carried out in the area and will be included in this	Await further response from PCC

6. Pavilion Checks. NE confirmed that the handrail work had been completed by Geoff Roberts. The Clerk advised that no quotation had been received as yet from Geoff Roberts regarding the guttering and fascia board work.

**ACTION:** The Clerk to contact Geoff Roberts regarding the outstanding quotation for Guttering and Fascia Board work.

7. Andrew Lloyd Football Festival Funds. CA confirmed that there will be Defibrillator Training at Leighton Village Hall on Saturday 29<sup>th</sup> April 2017.

**ACTION:** SR will update Councillors when training completed.

8. Cemetery. The Clerk confirmed that she is still waiting for quotations from Robert Walton and Geoff Roberts regarding the rusty gate posts that support the gates advising that they are to contact Neil Edwards first.

**ACTION:** The Clerk to remind Robert Walton and Geoff Roberts regarding the quotations.

9. The Cock Hotel, A490 Safety Concerns. The Clerk advised that she has not as yet contacted Mr Barry Jones regarding the response regarding safety concerns around the Cock Hotel. NE confirmed that he would speak to Mr Jones.

**ACTION:** NE to contact Mr Barry Jones to advise on progress.

10. Accessing the Pavilion/Facilities during School Time. DTJ advised that he had spoken with LC regarding meeting with the Davies Family and felt that this would be better left until after the Election in May

**ACTION:** DTJ to meet informally with the Davies Family after the Election.

11. Sign for Cilcewydd. Chris Lloyd from Powys County Council was informed of the decision to keep the sign where it is. **This matter is now closed.**

## PLANNING:

### New Applications:

1.

Application Ref:	Grid Ref:	Description:	Comments:
P/2017/0385	324584/305120.29	For outline, erection of 4 No. dwellings and access road (all matters reserved) at Land adj. Poplar Drive, Leighton, Welshpool	Supported by Councillors but they would like it noted that this sits outside the Unitary Development Plan
P/2017/0287	325397.92/305714.34	For Householder: Demolition of existing conservatory and erection of oak framed sun lounge and first floor balustrade, installation of new windows at 1 Cwm Coedre Cottage, Leighton, Welshpool	Supported

### Planning decisions received from Powys County Council as below:

2.

P/2014/0207	03/04/2017	Brook House, Welshpool, Leighton	Listed Building consent- internal and external alterations	Refused by Planning	Supported - April 2014 (Community Council)
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3. Correspondence received from the Planning Department re: Application Ref. P/2016/0953 for a residential development and formation of new access at land adjacent to Heritage Green, Kingswood, Forden. Details sent to Councillors on 28<sup>th</sup> March 2017 informing them that the application was being considered at the Planning, Taxi Licensing and Rights of Way Committee on 6<sup>th</sup> April 2017, commencing at 10am at Neuadd Maldwyn, Welshpool.

**FINANCE:**

1. Payment of the following bills was proposed:

Payee	Details	Chq	£
Mr N Lloyd	Wages (replaces cheque 892-March 2017 payment, never received - cancelled@ the bank)	897	£158.99
Mr N Lloyd	Wages	898	£120.00
Powys County Council	Business rates	ddr	£137.20
Public Works Loan Board	Loan Repayment	ddr	£971.63
Mr N Edwards (Forden Newsletter)	Donation (always paid to councillor Neil Edwards)(covers the 2 years as last year's cheque never cashed and made out in the incorrect name)	899	£60.00
Leighton Newsletter	Donation	900	£30.00
Forden Recreation Assoc	Meeting 23.3.17	901	£12.00
Kingspan	Service Contract Charge	902	£913.94
Viking	Henry Vac & Paper	903	£101.95
Powys County Council	Grounds Maintenance	905	£2,433.00
			<b>£4,629.72</b>

Current Account Balance	£9,174.26
Business Premium ME	£13,430.99

Payment of the bills proposed by Cllr R Dawe and seconded by Cllr N Edwards– all agreed.

2. Public Works Loan. The Clerk confirmed balance outstanding as at 31<sup>st</sup> March 2017, this being £10,333.27.

3. Caretakers Wages. The Clerk confirmed that the Caretakers wages were increased to £7.50 per hour to comply with the National Living Wages (from 1<sup>st</sup> April 2017)

4. 2016/2017 Accounts. The Clerk confirmed that the Accounts are balanced and ready to be inspected by Mr Tabner, the Internal Auditor. The Clerk asked if there were any conflicts of interest between Councillors and the External Auditor, Grant Thornton – Councillors confirmed there were none.

**ACTION:** The Clerk to take the 2016/17 Accounts to be looked at by the Internal Auditor/to diarise looking into finding a new Internal Auditor for next year due to Mr Tabner's retirement.

**CORRESPONDENCE:**

Circulars:

- Traffic Management measures on County Roads – Welshpool Air Show. Courtesy email received confirming closure of A490 between Sarn-y-bryn-caled and Cilcewydd during the event to be held on Sunday 11<sup>th</sup> June 2017.
- Closure of the U2487, Kingswood, Forden. Second Notice, sealed order and map received showing location of the U2487 (between 24.04.17 – 28.04.17)
- Road closure of the A490, Forden. Email received confirming road closure which will commence from 27.05.17 – 04.06.17.
- Change of Primary Admission Age to Powys Community and Voluntary controlled Primary Schools. Letter received confirming the changed age of admission for future pupils attending Powys Primary Schools.
- New Waste Collection Day arrangements to be delayed. Confirmation received these have been put on temporary hold.
- Members' Code of Conduct training. Confirmation received that the County Council training sessions are not being offered by County Council following the May 2017 Elections and urging all Town and Community Councils to attend the training sessions provided by One Voice Wales.

- g) Temporary Road Closure – C2043, Trelystan. Courtesy email received confirming closure of the C2043 Trelystan from 19.06.17 – 23.06.17.
- h) Churchyard Maintenance. Letter received from Mr R S Dale, Hon Treasure of St. Michael's Parochial Church Council, Forden. Acknowledged thanks for the donation of £250.00 towards the upkeep of the "closed" churchyard in 2016.
- i) Tavern Park, Forden (Operating Licence). Letter received from the Office of the Traffic Commissioner confirming refusal of the application on grounds other than those concerns that had been raised in the Community Councils' letter of opposition.
- j) Montgomery Area Committee. Confirmation received which had already been sent to Councillors by the Clerk confirming the next meeting will be held at 7pm on Wednesday, 19<sup>th</sup> April 2017.
- k) Community Governor Vacancy – Welshpool High School. Confirmation received which had already been sent to Councillors by the Clerk of a vacancy for a Community Governor.
- l) Wales Audit Office. Letter received from the Wales Audit Office explaining audit fees and other matters relating to the 2015-16 Audit.
- m) Severn Trent Water. Letter received confirming migration of all non-household retail services to Water Plus on 1<sup>st</sup> April 2017.
- n) Good Councillor Guide. Hard copy received. The Clerk to send out electronic version to each Councillor.

#### **MATTERS RAISED:**

1. Public Liability. DTJ raised the issue regarding the need to see a copy of any companies Public Liability insurance before they do any work for the Community Council. The Clerk to ensure compliance.
2. Footballers use of the Multi Purpose Courts. The Clerk confirmed that she had spoken to Steve Gittins from the Tennis Club regarding the Football Team using the courts on a Thursday; he advised that they could use it from 6 – 7pm. NE confirmed at the meeting that the Tennis Club started using the court at 6.30pm if it was a league match.
3. Zurich Insurance. The Clerk confirmed that information was needed from Zurich Insurance before they could prepare a quote for renewal on 1<sup>st</sup> June 2017. DTJ and SR will confirm how many pieces of Play Equipment there are in the Play Areas. Councillors pointed out that we would not be running any events in the 2017/2018 year as the Pavilion was being hired out for external use. Councillors asked the Clerk to obtain quotes for a 3 and 5 year long term agreement.

**ACTION:** DTJ and SR to confirm how many pieces of play equipment there are. The Clerk to obtain 2 quotes for a 3 and 5 year long agreement.

4. Bollards by Halmar Drive, Forden. RD confirmed that these had been knocked down. LC confirmed that this matter was in hand.
5. Sign bent, School turn, Forden/New sign needed for the turn by the Cock Hotel showing Leighton Road. LC will speak to Highways, Powys County Council.

**ACTION:** LC will report to Powys County Council.

6. Practice Goals, Football Pitch. These are now being requested to be positioned by the Multi Purpose Courts. These are needed so they are removable and the sockets remain but capped when not in use. Councillors gave approval for this.
7. Retirement. Councillor Derek Clare thanked all Councillors for their support but confirmed his retirement. All Councillors thanked Mr Clare for his long standing service to the Community Council.
8. Election. The Clerk confirmed the result of uncontested election. Those Councillors who attended the meeting signed their Declaration of Acceptance. Since the retirement of Cllr Derek Clare, Councillors decided to discuss the co-option of a new member at the next meeting.

**ACTION:** To discuss co-option of one new Councillor.

9. New Meeting Dates. The Clerk handed out the new meeting dates for the period 2017/18.

10. Token Meter. Report received that this is showing COLL even though there are very few tokens actually in the machine.

**ACTION:** NE to take a look at the Token Meter.

11. Leighton Road. Email received from John Markwick regarding another accident along the Leighton Road. Mr Markwick feels that speed was the issue. The Clerk confirmed that she had forwarded all information to Chris Lloyd Powys County Council and will update Mr Markwick.

12. BT Phone Boxes. The Clerk confirmed that idea's for suggestions had been advertised in the local newsletters, CA confirmed one idea could be to use the boxes for a central point for the Defibrillators, another idea was as a lending library. The Community Council is still awaiting a reply from BT as regards progress.

**Date of Next Meeting: 18<sup>th</sup> April 2017 at Leighton Village Hall, AGM followed by the usual meeting. Start Time 7.15pm. Cllr R Dawe gave his early apologies for the next meeting.**

Signed \_\_\_\_\_  
Cllr D T L Jones (Chair)

Date \_\_\_\_\_