

Forden with Leighton and Trelystan Community Council
Cyngor Cymuned Ffordun gyda Thre'r-Llai a Threlystan
Minutes of the meeting held on 28th September 2017
At Forden Community Centre

PRESENT: Cllr R Dawe (RD) Cllr W Jones (WJ)
 Cllr L Corfield (LC) Cllr D Jones (DJ)
 Cllr S Rowlands (SR) Cllr C Alexander (CA)
 Cllr N Edwards (NE) Ms Helen Stanier (Clerk)

APOLOGIES: Cllr D T Jones, Cllr M Williams, Cllr R Tibbott

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MINUTES OF THE MEETING held on 24th August 2017, as circulated, were agreed as a true record and were signed by Cllr R Dawe (Vice Chair)
 Proposed by Cllr S Rowlands and seconded by Cllr D Jones - all agreed.

Declaration of Interest: None were recorded.

MATTERS ARISING

1. Pavilion/Sports Field. RD confirmed that the goalposts had been inspected. **This matter is now closed.**
2. Caretaker. The following issues were discussed:

Title	What was discussed:	Action:
Job Description	Caretaker has now signed and returned the Terms of Employment. New rate of pay of £8.50 per hour paid in arrears which has previously been agreed with the Caretaker will be implemented. Proposed by Cllr L Corfield, seconded by Cllr D Jones – all agreed.	The Clerk to implement the new rate of pay
Amenity Area	Bin needs to be secured. The Caretaker confirms this is in hand. The Caretaker confirmed he will pressure wash the mats in the Amenity area after Christmas	The Caretaker to secure the bin and to pressure wash the mats after Christmas
Set of new keys	NE confirmed this was still pending (no change from last meeting)	NE to obtain a set of keys
Things left outside the Ladies Toilet	Councillors confirmed all items left are now in the shed. NE confirms he has time to dispose of these. The Clerk will liaise with DTJ	The Clerk to liaise with DTJ so these items can be disposed of
Play Area	The Caretaker waiting for the Power Washers to come back into stock	The Caretaker to obtain a Power Washer when they are available
Weeds growing through the Multi Purpose Courts	The Caretaker is aware this job is in hand and happy to unscrew the galleys and deal with the weeds.	This job is in hand
Snag List	The Caretaker confirmed he needs to purchase a spanner to deal with the loose tap in the toilets. Councillors confirmed during the meeting that the Snagging List had disappeared. The Clerk to speak to DTJ so he can liaise with the Caretaker	DTJ to speak to Caretaker regarding the Snag List. The Caretaker to purchase a spanner

Situation/Location	Contact	Situation	Action
Ménage Upper House, Leighton	Dave Gardner, PCC Highways	Boulders moved back but Highways are liaising with the Occupiers to move further back	Highways liaising with the Occupiers
Flooding, entrance to Tavern Park, Forden	Ken Llewellyn, PCC	Highways have been out and no problem was found although water was standing further along the road,	Close for now and monitor
Main Road, Forden – poor road conditions after pipe work repairs	Ken Llewellyn, PCC	Work on Forden/Chirbury Road complete. Await work to be done Forden to Montgomery road	Highways advised that this is a street works issue (David Rowe) Await work to be finished
Road to Lower Leighton, turning for Welshpool	Ken Llewellyn, PCC	Highways confirm that patching is complete	This matter is now closed
Trelystan – Short Cross down to Beeches	Ken Llewellyn, PCC	Highways confirm that pot holes are due to be done by Jet Patcher	Await work to start
Pot holes between Trelystan and Marton Road, just past the Church	Ken Llewellyn, PCC	Highways confirm work part completed	Work to be completed
Grove Lane Forden	Ken Llewellyn, PCC & Dave Gardner	Highways requested more information on this. The Clerk sent this on.	Await work to be carried out
Hem Bank Forden – Pot holes	Ken Llewellyn, PCC	Work complete	This matter is now closed
Rhydymaen - Forden	Ken Llewellyn, PCC	Work complete	This matter is now closed

5. Pavilion Checks. The Clerk confirmed she had contacted Rob Walton and he had replied back that he would do the work requested as well as including the cleaning of the guttering in the price but would not be able to start until mid November 2017. Councillors agreed to ask Rob Walton to complete the work. Proposed by Cllr L Corfield, seconded by Cllr N Edwards – All agreed.

ACTION: The Clerk to ask Rob Walton to complete the work.

6. Andrew Lloyd Football Festival Funds. SR confirmed she has still not had a reply from St John's Ambulance service. Decision made to allow 1 more month and if no reply for the Community Councillors to get together and do the Defibrillator training themselves.

ACTION: Allow 1 more month for St John's to reply

7. The Cock Hotel, A490 Safety Concerns. The Clerk confirmed there had been no reply from Chris Lloyd at PCC. The Clerk will remind him about this matter. LC advised that there was no funding for the Flashing Speed sign but the Community Council will remain on the mailing list for any future funding.

ACTION: Wait for a date for Councillors to meet on site with Chris Lloyd and John Forsey.

8. Accessing the Pavilion/Facilities during School Time. Situation not changed from last meeting. This will be a long process.

ACTION: Still in discussion.

9. Sign bent, School turn, Leigh Williams from Powys County Council confirmed on the 12th September 2017 that the sign is in the process of being manufactured but she cannot give an installation date at this moment in time. She confirmed that she will email LC once she gets a clearer picture.

ACTION: Await update from Leigh Williams

10. BT Phone Boxes. The Cheque for the £2 Adoption Fee was included in this month's batch and once signed, the completed Adoption Form will be sent back to BT.

ACTION: The Clerk to complete Adoption Form and send back.

11. Leighton Road. LC confirmed that the hedge has been trimmed back. **This matter is now closed.**

12. Water Bill. The Clerk confirmed that she has written to Gary Roberts at the Forden Bowling Club. **This matter is now closed.**

13. Public Liability Insurance. The Clerk confirmed that we are still waiting for a copy of the Bowling Club's Public Liability. SR confirmed she will obtain a copy of Forden Adult Football Clubs policy.

ACTION: Await policies to be sent in.

14. Risk Assessments. This matter is in hand.

ACTION: The Assessments will be completed shortly.

15. Signage. Councillors confirmed the following: The sign situation for Halmer Drive, Forden is being considered by Leigh Williams, PCC. The sign for Cilcewydd has been ordered by Chris Lloyd, PCC and should be replaced once warning signs for the bend are completed.

ACTION: Await work to be carried out.

16. ROSPA Play Area Safety Inspection Reports. Councillors have agreed to move this forward to the next meeting in DTJ's and RT's absence. RD suggested that we at that time look at setting up sub-committees to help with the process of ongoing repairs.

ACTION: Councillors to gauge list of repairs needed and discuss setting up a sub-committee to help with the process.

17. Forden United Football Team. Key has been cut and given to Jonny Roberts. Invoice given to the Clerk for reimbursement. **This matter is now closed.**

PLANNING:

New Applications:

1.

Application Ref:	Grid Ref:	Description:	Comments:
P/2017/1034	324388.81/304818.78	for Full: Construction of a horse barn and Menage together with all associated works at Land at Leighton Park Leighton Welshpool Powys	Supported
P/2017/1095	321993.32/300533.13	For Outline application for residential development for up to 5 No. dwellings with garages, formation of vehicular access and installation of septic tank at Land adjoining Railway Inn Brynhyfryd Forden Welshpool Powys	Not Supported. Concerned about affordability and access.

FINANCE:

1. Payment of the following bills was proposed:

Payee	Details	Cheque No.	Power	£
Mr N Lloyd	Wages	934	s.164, s.44, ss 9&10	£150.00
Ms H Stanier	Salary	935	Schedule 12, paragraphs 30, 30D and 30E	£469.50
HMRC	PAYE	936		£97.50
Waterplus	Water	937	s.164, s.44, ss 9&11	£217.17
BT British Telecommunications PLC	Kiosk Adoption X 2	938	Act 2000, s.2	£2.00
Powys County Council	Business Rates	DDR	s.164, s.44, ss 9&11	£140.00
	TOTAL			£1,076.17

Current Account Balance	£12,514.03
Business Premium ME	£13,930.99

Payment of the bills proposed by Cllr D Jones and seconded by Cllr L Corfield – All agreed.

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2. External Auditors. The Clerk presented the audit to the Councillors, this having been signed off by the external auditors. Issues were raised:

- Bank Statements. For future years the Council should ensure that all bank statements provided cover the period up to the 31st March.
- Minute reference and date of approval. The minute reference and date of approval of the Accounting Statement and the Annual Governance statement was blank.

The Clerk confirmed that she had been unable to obtain a year end statement from Barclays so had worked from online copies and that she had emailed the external auditor re-confirming the year end position. She will ensure all expected information will be sent next time with the year end position highlighted.

The Clerk confirmed that the audit had to be returned as per deadline, this was just after the period of the meeting so the minute reference had been emailed to the External Auditor.

The Audit was reported as unqualified. The Notice of Conclusion of Audit has been displayed on all notice boards for the set period of time.

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

3. BACs payments. The Clerk reported to Councillors that Barclays have confirmed that BACs payments are not available to us. They confirmed that BACs is a different product and offered normally to larger clients. A method of dual authorisation is possible. The Clerk confirmed that the Chair and the Vice Chair would need to ring the bank to set this system up. **Cheque payments are being continued until a decision is made.**

4. Internal Auditor. The Clerk confirmed that she has received recommendations for internal auditors from other clerks in the area. RD confirmed that he will look at requirements from One Voice Wales regarding employing an internal auditor. This information is being sought after Mr Tabner confirming his retirement this year.

ACTION: RD to report back regarding requirements.

5. Finance Checks. RD confirmed that he will look at the Finance with the Clerk over the next few weeks and feels that plans should be put in place to look at different training courses for Councillors – this to be discussed shortly when looking at the Budget. The Clerk confirmed she will bring all training dates to future meetings.

CORRESPONDENCE:

- a) Forden Recreation Association. Thank you card received in relation to the revenue grant of £950
- b) Leighton Village Hall. Thank you received via email in relation to the revenue grant of £950
- c) Montgomeryshire Area Committee. Confirmation of the next meeting being held on Tuesday 3rd October 2017 at the Penstrowed Church Hall, Llanidloes Road, Penstrowed.
- d) R.A.B.I. Request for support.
- e) NALC. Legal Briefing – Data Protection Bill
- f) Notice of Matters Arising changes to a Local Development Plan.

MATTERS RAISED:

1. Road Sign, opposite main entrance to Leighton Hall. Road sign held on by wire which is past Cilcewydd and opposite the main entrance to Leighton Hall. LC will report this.

ACTION: LC will report the problem with the road sign.

2. Dog Fouling. Councillors reported complaints of dog fouling along the footpath outside the school in Forden and also on the playing fields. RD will write to the County Times. NE will put in Forden Newsletter. The Clerk to write to all clubs who use the facilities and also diarise to remind organisers of the Bike Show that no dogs are allowed around the pavilion and sports fields.

ACTION: as above.

3. Forden Bike Show. RD confirmed that the first estimate for money raised is £6000.00. Councillors praised the work of the organisers.
4. Heritage Green – complaint. SR confirmed that she had received a complaint regarding football being played around the houses at Heritage Green. Councillors requested her to confirm that this has been commented upon at the meeting.
5. Forden Junior under 11's. Request from Chris Knowles to see if he could mark out a pitch length ways by the adult pitch. Councillor's agreed upon this.
6. Multi-purpose Courts. SR asked if the Tennis players could take the nets down after use. NE confirmed they do this anyway at this time of the year but if it isn't done just to take them down before use. The Clerk confirmed that the Adult Football team now use the courts on a Wednesday evening.
7. Standing water on the Caerhowel road. Comment made by Cllr M Williams about the water on the Caerhowel road. Councillors noted at this stage.
8. Junior token charge. The Clerk queried the cost of electric tokens for the Junior Team. Councillors confirmed it was ok at this stage to charge £1.50 but this will be looked at during the budget review nearer the end of the year.
9. Offa's Dyke Footpath. The Clerk confirmed that she has written to Calum Carr (Rights of Way Officer at Powys County Council regarding gates obstructing the path.

ACTION: Await reply from Calum Carr

10. Clustering. The Clerk re-confirmed that she had sent out information to Cluster representatives regarding Cluster Induction day at Montgomery Town Hall which had been held on 31st August 2017 and also details about funding to support the initial setting up of joint arrangements. (These had been sent electronically) – Representatives confirmed they had been fully briefed.

11. Carpet in the Pavilion. The Clerk confirmed complaint from Gary Roberts at the Bowling Club regarding the state of carpet which had been covered in grass. DJ confirmed that she will get an estimate for a rubber mat for people to wipe their feet on before entering.

ACTION: DJ to obtain a price for the mat. The Clerk to report back to Gary Roberts.

12. Pavilion access. The Clerk confirmed that she had received a complaint regarding football committee members being advised that they were not allowed to make drinks during the time that the bowling club had a match. Councillors asked the Clerk to write to the Chairman of the Bowling Club and confirm that the facilities are there to be used by the whole of the community.

ACTION: The Clerk to write to the Bowling Club and to get back to the football club to confirm action taken.

13. Sewage Treatment Plant. The Clerk confirmed that the planned maintenance checks could not take place as the power to the plant had been turned off in the Pavilion. Councillors asked the Clerk to do a sign to put near the switch to confirm that this is not to be turned off.

ACTION: The Clerk to do a sign to confirm that the power switch for the treatment plant is not to be turned off.

14. Local Development Plan. Issue raised by Andrew Jones of Gwernfed Community Council expressing concerns over the conduct of the planning policy in Powys and opportunistic planning applications due to the expiry of the outgoing UDP. Councillors asked the Clerk to write back and confirm that our Community Council have similar issues and that it was a county wide problem and if there were any problems to raise them with Powys County Council.

ACTION: Councillors asked the Clerk to get back to Andrew Jones.

Date of Next Meeting: 26th October 2017 at Forden Community Centre. Start Time 7pm.

Signed _____
Cllr D T L Jones (Chair)

Date _____