

Forden with Leighton and Trelystan Community Council

Cyngor Cymuned Ffordun gyda Thre'r-Llai a Threlystan

Minutes of the meeting held on 8th March 2018

(February Meeting)

At Forden Community Centre

PRESENT: Cllr R Dawe (RD) Cllr N Edwards (NE)
Cllr D Jones (DJ) Ms H Stanier (Clerk)
Cllr S Rowlands (SR)
Cllr L Corfield (LC)

APOLOGIES: Cllr C Alexander, Cllr D T L Jones, Cllr R Tibbott, Cllr M Williams (Belated)

GUESTS: Mr Ben Roberts, Mr Mike Evans and Mr Phillip Davies

MINUTES OF THE MEETING held on 25th January 2018, as circulated, were agreed as a true record and were signed by Cllr R Dawe (Vice Chair)

Proposed by Cllr L Corfield and seconded by Cllr N Edwards - all agreed.

Declaration of Interest: None

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Forden United Football Club

Ben Roberts, Mike Evans and Phil Davies of Forden Football Club attended the meeting and advised that the previous drainage work had not solved the problem on the adult football pitch; they confirmed that water was coming off the field from the right hand side. Their intention is to put a drain at the top end of the pitch (behind the goal) to catch water coming off the bank. The pitch has not been used since November 2017 and they need to start the work as soon as possible and then to maintain it going forward to stop any further problems. Their access will be via the gate where the horses are kept. Councillors were all in favour and gave the go ahead for work to start. The work will be funded by the Football Club.

MATTERS ARISING

1. Pavilion Cleaning. SR confirmed she had 2 quotations from local Cleaning companies. Decision made to employ Popsie's Mops Cleaning Services and request an immediate deep clean, their quotation being £12 per hour for 2 hours per week and £220 for a deep clean. (Monday being the preferred day for the clean) The Clerk to contact Hafren Cleaning Company to explain their reasons for the decision, this being that Popsie's were nearer to our location.

Proposed by Cllr D Jones and seconded by Cllr L Corfield.

ACTION: SR to contact Popsie's and confirm the contract. The Clerk to write to Popsie's with official letter of contract and to let Hafren Cleaning know of the Community Council's decision. RD and SR to organise a set of keys for Popsie's.

Outstanding work	What was discussed:	Action:
Amenity Area	Securing of the bin and pressure washing of the mats in the Play Areas still outstanding. Quotation received from Shaun Rees but decision made to diarise for Spring 2018	Decision made to diarise for Spring 2018
Play Area	Decision made for RD to obtain quotes for wood chip to be put on the surface of the Play Area	RD to obtain quotation
Weeds growing through the Multi Purpose Courts/Drains	Work has been completed on the drains – Multi Purpose Courts.	This matter is now closed as Drain work completed. Weeds diarised for Spring 2018
Snag List	Snag List displayed. Loose tap been dealt with.	This matter is now closed

2. Road/Highway situations:

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Situation/Location	Contact	Situation	Action
Trelystan – Short Cross down to Beeches	Ken Llewellyn, PCC	LC confirmed this work is due to be done shortly. The Clerk had written to Mr Garrett regarding his complaint regarding road conditions.	Await work to be completed
Grove Lane Forden	Ken Llewellyn, PCC & Dave Gardner	Poor road condition and sunken gulleys.	The Clerk to stress how urgent this has become
Hem Bank Forden – pot holes	Ken Llewellyn , PCC	Road work completed. The Clerk to write to PCC to thank them for completing this.	The Clerk to write to PCC to thank them
Pot hole outside the school which has a bollard on it (2 or 3 sunken metal gulleys)	Ken Llewellyn, PCC	(The Clerk has contacted Highways 26.11.17, 28.12.17, 30.01.18)	Work still to be completed
Leighton Bank	Ken Llewellyn, PCC	Drains are blocked and need emptying (The Clerk contacted Highways 28.12.17 & 30.01.18)	Work to be completed
Grit bin in the Junction by the Crescent, Forden.	PCC	Bin has been replaced	The Clerk to write to PCC and thank them for replenishing the grit bins during the inclement weather
New Issues: Turning by Edderton Hall, Forden	Ken Llewellyn, PCC	Bad pot holes	The Clerk to report to PCC
Between Back Lodge and the Poultry House, Leighton	Ken Llewellyn, PCC	Bad pot holes	The Clerk to report to PCC

3. The Cock Hotel, A490 Safety Concerns. Still awaiting a definite date for a site meeting. LC pointed out that PCC had suggested again moving the Bus Shelter but she confirmed this would not be a good move. All felt that a Pull-In would help.

ACTION: Await a date for site meeting.

4. Accessing the Pavilion/Facilities during School Time. Councillors discussed reasons why this would be a long process. DTLJ was absent from this meeting so no update on proposed February meeting with the owners. Decision made to discuss this at the next meeting.

ACTION: Discuss at the next meeting.

5. Sign bent, School turn. Delay due to Powys County Council waiting for replacement as the Lighting Engineer has left their position. No change from last meeting.

ACTION: Await work to be completed.

6. BT Phone Boxes. The Clerk confirmed that Zurich had covered the BT Boxes “All Risks” free of charge until June but then it would be £30 per year. Councillors gave the go ahead for the Clerk to organised full cover from June 2018 for the boxes. The Clerk confirmed she has added the BT Boxes to the Risk Assessment and Asset Register. **This matter is now closed.**

7. Risk Assessments. These have been completed. Main issues are:

a) Missing steep slope sign. SR was not able to find this. **The Clerk confirmed she still needs to order a new sign.**

b) Wire between the 2 pitches needs taking up. **Diarise for this to be moved in April 2018.**

8. Signage. Still waiting for signs (No change from last meeting)

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ACTION: Await work to be completed

9. Pavilion Match Changing Rooms. Signs still the wrong way around.

ACTION: NE to deal with.

10. Future Fit. The Clerk confirmed that there had been no progress with the consultation. (No change from last meeting)

ACTION: Await consultation to start and information to be received to start the process.

11. Mud left on the road. Ken Llewellyn, Powys County Council advised that he had written to Mr David Gethin to confirm his responsibilities in terms of mud on the road. **This matter is now closed.**

12. Gutter needs cleaning. NE confirmed that there was no information in the file to confirm who was liable for cleaning the gutters. NE confirmed that he will clean them when the weather improves. NE will look into yearly hedge brushing quotations and report back.

ACTION: NE will report back.

PLANNING:

There were no new applications.

1. Planning decisions as received from Powys County Council as below:

P/2017/1041	26/01/2018	Land adjacent to Heritage Green, Forden SY21 8LH	Reserved matters application relating to development of 23 dwellings and formation of new access following outline approval P/2016/0953	Consent	Community Council comments: Community Council never received this planning to consider
P/2017/0385	19/01/2018	Land adjacent to Poplar Drive, Leighton	Outline: Erection of 4 No. dwellings and access road (all matters reserved)	Refused	Community Council comments: Supported by Councillors but noted that it sits outside the UDP

3. Misc. Planning.

Letter received from Roger Parry & Partners re: Proposed Planning Application at Trelystan, Leighton, Welshpool, for erection of a free range egg production unit including silos and all associated works. The Clerk contacted Roger Parry & Partners to confirm this was for Trewern Community Council after checking the Planning portal.

1. Payment of the following bills was proposed:

Payee	Details	Power	Chq	£
Forden Recreation Assn	Room Hire (Defib Training 23.1.18, Meeting 25.1.18)	LGA1972 S.12	962	£24.00
Ms Helen Stanier	Wages	Schedule 12, paragraphs 30, 30D and 30E, s144	963	£367.20
Viking	Copy Paper, Envelopes, Hand Towel	s.144, s.19, s.164, s.44, ss 9&12	964	£39.86
Viking	Copy Paper	s.144, s.19, s.164, s.44, ss 9&13	964	£24.47
Waterplus	Water (Estimated Bill)	s.125	965	£17.41
One Voice Wales	Membership (£191 LY)	Act 1972, s.142	966	£204.00
ROSPA	Playground Inspections	s.164, s.44, ss.9 and 10	968	£216.00
Mr Shaun Rees (SR Garden Services)	Pressure washing of ramp outside Pavilion £140, Clearing drain on all weather court £295	s.133, s.19	967	£435.00
	TOTAL			£1,327.94

Current Account Balance) @ 1.03.18	£12,649.61
Business Premium ME)	£14,433.46

Payment of the bills proposed by Cllr D Jones and seconded by Cllr S Rowlands - All agreed

2. Internal Auditor. Decision made by Councillors to engage Mr Graham Smith as Internal Auditor for Financial period 2017/18. This is due to previous Auditor, Mr Tabner expressing his wishes to retire.

Proposed by Cllr S Rowlands and seconded by Cllr L Corfield – All agreed.

ACTION: The Clerk to send official letter of engagement to Mr Graham Smith.

3. Laptop – Still in progress, pending yearend Audit and new Clerk's appointment.

Grass Cutting – The Clerk confirmed she had sent a copy of the maintenance plan to the school secretary to ascertain if there was any duplication. No reply had been received. LC confirmed she would speak to Bryan Pryce at Powys County Council. **Reply needed as new maintenance offer has been received.**

ACTION: LC to check on possible duplication of maintenance charges. Purchase of Laptop still outstanding.

4. Tokens/Club Fees. The Clerk confirmed that she had spoken to Jonny Roberts to request the Football Team purchase tokens in bulk. Going forward: Decision made for SR to speak to the manager of the Cock Hotel, Forden to see if they would deal with the issuing of tokens.

ACTION: SR to speak to the manager of the Cock Hotel, Forden.

5. Kingspan Maintenance Contract. Decision made by Councillors to continue with Kingspan. The Clerk confirmed that she will raise a cheque to be signed at the next meeting; she will contact Kingspan to confirm Councillors decision.

Decision Proposed by Cllr D Jones and seconded by Cllr N Edwards.

6. Review of Budget 2017/18. The Clerk sent out Profit & Loss Performance sheet prior to the meeting and also handed out copies during the meeting. The Clerk went through expenditure/income to compare to the Budget set. Proposed by Cllr D Jones and seconded by Cllr L Corfield.

7. Asset Register. The Asset Register was reviewed. Councillors requested Junior Goalposts/BT Boxes to be added. Cricket Pitch taken off as we no longer have it. Amendment to the description of the Bus Shelter, as it is no longer wooden.

8. Financial Risk Assessment. Councillors reviewed and requested the following changes:

- a) For any responsibilities showing as Clerk, to be amended to Clerk/Councillors
- b) Grants to be amended to Medium Risk.
- c) Concurrent Function, Cemetery and Recreation to be removed as these are no longer applicable.

9. Zurich Insurance. Policy due for renewal in June 2018. Councillors requested Clerk to add BT Boxes as "All Risk" and add Junior Goalposts with same cover. The Play equipment to stay as Public Liability only.

CORRESPONDENCE:

- a) Data Protection. Email from One Voice Wales with attached Tool Kit. RD requested the Clerk to send this to him electronically.
- b) Donation £250 towards the upkeep of the closed churchyard 2017. Letter of thanks received from Mr R S Dale, Hon. Treasurer.
- c) Donation request for County War Memorial, Montgomery. Letter sent from Town Clerk requesting donations. NE will find out more information regarding their request and report back.
- d) Publication of the Register of Electors. Request Form sent from Assistant Elections Officer. Councillors confirmed that we already have one from last year's election.
- e) Review of the Electoral arrangements for the County of Powys-Draft Proposals. Letter sent from Local Democracy and Boundary Commission for Wales.
- f) 2018/19 Funding Support available. Email received from Jill Kibble. (The Clerk had forwarded this email previously to the Cluster Representatives.)
- g) Email received from Peter Jones regarding new Bowling Club Fees. Email received responding to letter sent replying to a request for yearly fees for all clubs. Mr Jones second contact asks if the Community Council support each group differently with regards to financial help and share of work done. Councillors requested the Clerk to contact Mr Jones to confirm that we do not support any group financially. All details are on the website, all meetings are public and all information is a matter of public record.

ACTION: The Clerk to contact Mr Jones.

MATTERS RAISED:

1. Clerk Resignation – The Vice Chair confirmed that the Clerk had spoken to the Chair to tender her resignation on health grounds. The Clerk handed the Vice Chair a letter of resignation. The Vacancy will be advertised in the County Times, local Notice Boards, Newsletters and the Website with a closing date of 30th April 2018. The Clerk had previously sent her Terms and Conditions to RD along with another standard template and guidance information from One Voice Wales. The Clerk stressed her intension to help with the transition of the new Clerk. Proposed by Cllr D Jones and seconded by Cllr S Rowlands – All agreed.

2. Letter from the Bowling Club. **Issue 1.** Councillors requested the Clerk to contact John Lowe regarding the Light Bulb needing changing. **Issue 2.** Decision made for DJ to arrange a site meeting with representatives from the Bowling Club to discuss their concerns about safety and requesting a barrier.

ACTION: The Clerk to contact John Lowe regarding a new Bulb. DJ to arrange a site meeting with representatives from the Bowling Club to discuss their concerns about safety and requesting a barrier

3. Leighton BT Box. Leighton Village Hall Committee requested that the Community Council look into the feasibility of moving it to the Village Hall. The Clerk to confirm that no planning permission is needed and that they thought it was an excellent idea.

ACTION: The Clerk to reply confirming the above.

Date of Next Meeting: 29th March 2018 at Forden Community Centre. Start Time 7pm.

Signed _____
Cllr D T L Jones (Chair)

Date _____