

Draft Minutes of Llangors Community Council Bi Monthly Meeting
Held on Tuesday 14th March 2023, 7.00pm at Llangasty Village Hall and remotely via Zoom

Members Present in person: Cllr Mr D Jones (Chair), Cllr Mrs C Owen, Cllr Ven. A Jevons, Cllr Mr C Preece, Cllr M Scruby, Cllr Mr G Beaven, Cllr Miss H Quarrell, Cllr Mr D Scully, Cllr Mr S Bailey.

In attendance: Judith Phillips (Clerk), County Councillor Sian Cox.

1. Welcome and participation rules for the meeting - Chair

The Chair welcomed all to the meeting and requested that mobile phones be switched off unless being used to read documents, no photographs or recording of the meeting were permitted.

There had been no requests to attend the meeting by remote link.

2. Apologies for absence: None

3. Declarations of Interest for agenda items as per Members' Code of Conduct – None.

4. Consider & approve the minutes of the Bi Monthly Meeting on 10/1/23, & Planning meetings on 4/2/23 and 25/2/23

The minutes had been circulated in advance of the meeting. All minutes were unanimously agreed as a true and accurate record. Approval for bi monthly minutes proposed by Cllr Scruby, seconded by Cllr Beaven. Approval of planning meeting 4/2/23 proposed by Cllr Beaven, seconded by Cllr Scruby and planning meeting 25/2/23 proposed by Cllr Scully and seconded by Cllr Owen.

5. Matters arising from above minutes not listed on the agenda

Page 1. Cllr Jones confirmed that he had contacted PCSO Garrett about the Community Speed watch team and had not had a response. It was hoped that the team would be out in April. The speed awareness dummy had been out and about in Pennorth in a bid to raise awareness of residents' concerns about speeding vehicles. It was expected that it would now move to Llangors.

Cllr Preece arrived at 7.02pm

Page 8. The dead fox reported at the last meeting had been officially collected from the site and tested, proving it had died with Avian influenza. This likely to be as a result of eating an infected bird.

6. Questions on agenda items from members of the public – None

7. Health & Safety; a) Confirm all assets are in good condition – all Councillors with asset responsibilities, b) Approve grass cutting contractors risk assessments & insurance

a) Cllr Beaven reported that the seat around the tree at Llangors triangle needed some attention. Cllr Preece agreed to ask a local carpenter to have a look at it.

Cllr Quarrell reported that weeds needed to be cleared from Llangors bus shelter and this would be done when the weather was better.

The Chair of Llyn Syfaddan History group had confirmed that Talylyn old red telephone box continues to be insured and is regularly risk assessed. The same was the case with Pennorth old red telephone box under the care of Llangasty Parish Hall.

Cllr Preece agreed to establish the position with Llanywern old red telephone box.

The clerk confirmed that the accident book had been purchased.

b) The grass cutting contractors risk assessments and insurance, which had been circulated prior to the meeting, were approved.

8. Coronavirus Covid-19 pandemic update

The virus is still circulating. Nationally a Spring vaccination programme is planned and likely to be for the elderly and those immunosuppressed.

9. Resignation of Clerk and vacancy as of 1/5/23 – agree recruitment plan

The clerk had handed in her resignation from the position held for just over fifteen years. Twelve weeks' notice was being served in line with the contract of employment, with the last day of employment being 30/4/23. On behalf of the Council and residents, Cllr Jones thanked the Clerk for her work over the many years of service to the community, raising the level of standards and professionalism, ensuring the Council was in a very good position. The Clerk thanked everyone and in particular the Chair for his understanding at this time and also Cllr Preece and Cllr Scruby who had interviewed and appointed her to the role.

Councillors had met to discuss the advert for the job and updated the job description. Having been updated and circulated by the Clerk, these documents were approved. The advert was to be displayed on the website, community noticeboards, Villages Around the Lake Facebook page and within the One Voice Wales network. More work was to be done by councillors in regard to updating the contract of employment, planning interviews and related matters. A working party was formed consisting of Cllr Scully, Cllr Scruby, Cllr Owen, Cllr Jevons, Cllr Beaven and Cllr Quarrell and a further meeting arranged to progress matters. It was agreed for the clerk to attend the working party meetings to assist with the process.

10. Vacancy for Community Councillor in Llangors Ward

Lynne Griffin had resigned from the Community Council on 3/3/23. A notice of vacancy was currently being served in the community and online. Powys County Council will confirm whether an election is requested or not in due course. If no election is requested, the co-option process will be followed. The Chair had sent a letter of thanks by email. Bank signatory removal was being processed.

11. St. Paulinus Churchyard; a) update on maintenance, b) update on Burial Board matters including appointing new members and updating contact details for policy and forms

a) A quote for tree maintenance had been obtained, however the extent of how much works had to be done remained unclear. Three quotes were needed. Cllr Preece and Cllr Beaven to resolve what must be done and Cllr Preece to gain two other quotes.

Subject to inspection, it was estimated that a headstone that had broken could cost in the region of £100 to repair and leave flat on the ground. Agreed no action to be taken at the current time.

b) Tony Evans had retired from the Burial Board as of 1/3/23 and handed over the work to Cllr Preece. The Chair volunteered to write a letter of thanks to him. Cllr Beaven agreed to take over the vacancy on the board as a result of Lynne Griffin leaving her role. Cllr Beaven to complete the tracing of relatives with unsafe headstones. It was agreed that Cllr Preece to arrange for the working party to meet on site and review the situation with headstones that had been laid flat ahead of grass cutting contractors commencing on site in April and liaise with the contractors about the matter.

The Church in Wales burial fees had increased in January and the Clerk had initiated the same for the CC to keep fees in line, as per policy. This was agreed.

The Clerk had updated the policy and forms and circulated. These were approved. The Clerk to draft a letter and send to all funeral directors and monumental masons with updated contact details.

12. Report from Emergency Response Planning meeting 24/1/23

Members of Talgarth Town Council had joined the CC for an informative presentation from PCC officer, Stuart Eckley, on civil contingencies planning and local resilience. Topics covered included such issues as Environmental (Flooding), Human & Animal Health (Avian Flu), Major Incidents (Infrastructure failure), Societal Risks (public disorder), Malicious Attacks (Terrorist, Cyber) etc.

Following on from the WG Finance and Governance toolkit exercise, Councillors reviewed whether the council should have an emergency plan and if so to ensure everyone understands the role they have to play. Based on the information gathered during the meeting it was agreed that there was no need for the CC to have such a plan and all councillors were reminded that they play a leading role in the community and should step forward to assist in emergency situations as required.

For those interested, County Cllr Cox reported that she is proposing to take the existing Llangors Together group forward potentially as a community resilience (response & prevention) group.

13. Bi monthly planning report***Llangors Community Council supported: -***

BBNPA 23/21707/FUL 17/1/23

Planning application for the erection of a side extension to provide a boot room and link from recently approved car port, scheme to include the re-cladding of the existing playroom at Loan Riavach, Llangorse

BBNPA 23/21689/FUL 9/2/23

Ground mount solar panel installation at Trewalter House, Trefeinon.

Llangors Community Council did not support: -

BBNPA 22/21618/FUL dated 24/1/23 & 23/21744/LBC dated 3/2/23

Extension to existing house and enlargement of existing out-house/studio at Ty Fry, Llangorse & Application for residential extension and to increase size of existing ancillary building at Ty Fry, Llangorse

Applications granted by PCC/BBNPA

PCC 22/1356/HH 26/1/23

Replace attached outbuilding with two-storey extension at Stockton Hall, Llanfihangel Talyllyn

BBNPA 23/21707/FUL 8/3/23

Planning application for the erection of a side extension to provide a boot room and link from recently approved car port, scheme to include the re-cladding of the existing playroom at Loan Riavach, Llangorse

Applications refused by PCC/BBNPA

BBNPA 22/21565/FUL 27/1/23

Proposed separation of annex (Thistle Du) from host dwelling (Penrhyl), and alterations to boundary wall for improvements to access visibility at Thistle Du, Llangors

Planning Correspondence: -

1. BBNPA Weekly planning lists
2. PCC Planning decision reports
3. PCC Technical Advice Note (TAN) 15: Development, flooding and coastal erosion - further amendments
4. PCC Request for views on planning policy Wales net benefit for biodiversity & ecosystems resilience

5. BBNPA Enforcement investigation re alleged breach of planning application 21/20529/CON at Ty Canol, Llangors. This concluded that it was not considered expedient to pursue the matter further and the file closed.
6. The Clerk reported that the monthly phone call from PCC planning department set up as liaison between County and Community Councils had not been received since January.

14. Finance matters: a) Bi monthly finance report, b) Approve conclusion of external audit for financial year 21/22, c) Review of bank signatories, d) Agree external body to be appointed as agent for HMRC/PAYE, e) Agree Internal Audit Plan, f) Annual review of policies; Asset Register, Financial & Management Risk Assessment Schedule, Financial Regulations, Grants policy

- a) The finance report, circulated prior to the meeting and shown at the end of these minutes was approved. It was again noted, as had been agreed, that the clerk hours and wages were over budget. Grant applications for Llanfihangel Church was agreed at £125, Llanymern Church £100 and Pennorth Chapel £100. Letters from organisations and charities outside of the Community area who had requested financial assistance over the last financial year were considered as there was a balance of £175 remaining in the budget. However, as there were a number of matters requiring funding within the council it was agreed to keep the money in the bank account and not make any further donations.
- b) The 2021/22 external audit had been completed on 16/2/23 with an unqualified opinion. This had been the case for the entirety of the years the current clerk had been in post and thanks were given for the work done. The annual governance statement had been circulated and was approved.
- c) Bank signatories were reviewed. Clerk to update.
- d) It was agreed that PAVO be appointed as CC agents for HMRC and process the payroll from April 2023. Contracts were awaited and it was agreed that the Chair will take on the responsibility of liaising between the clerk and PAVO on payroll matters.
- e) The internal audit plan for 2022/23 had been drafted and circulated prior to the meeting. This was approved.
- f) All policies had been updated by the clerk and circulated for reading prior to the meeting. With no amendments required all policies listed were unanimously agreed and signed by the Chair. Website to be updated.

15. Annual Review of Policies; Standing Orders, Freedom of Information, Welsh Language, Social Media, Public complaints, Member complaints, Press & Media, Email address protocol, Equality & Diversity policy, Glebe Community Field policy, Noticeboards, Statutory Powers update

All policies had been updated by the clerk and circulated for reading prior to the meeting. With a change in Councillor membership in the last week the Welsh language policy needed updating to reflect the change in number of members who speak Welsh. It was agreed to change this and approve the policy. With no amendments required, all other policies listed were unanimously agreed and signed by the Chair. Website to be updated where appropriate.

16. Consider Independent Remuneration Panel for Wales (IRPW) report and agree updated Payments to Councillors policy.

As the only determinations in the IRPW report that had changed from last year were mandatory and not discretionary, the Clerk had updated the policy. This was unanimously agreed by all. Councillors were requested to inform the Clerk of their wish to either opt out of receiving payments or provide PAYE details for payments to be set up.

17. Annual review of website; a) Content and accessibility statement, b) analytics report on use of site, c) appointment of website and email provider for the forthcoming year

- a) Councillors agreed the content of the website and the review of the accessibility policy.
- b) The analytics report and content on the use of the website was noted.
- c) Since the last meeting, due to ongoing email issues and in line with financial regulations, Councillors had agreed to draw up a specification of the Councils need for both the website and emails and get three quotes for the forthcoming year. The Clerk had actioned all as required, which Councillors had approved by email. Quotes received had been circulated prior to the meeting for consideration. These were discussed concluding there would be a significant increase in costs to the CC in order to ensure that both systems work efficiently. It was unclear what the position of the current service provider was and agreed that the Clerk contact them and establish their position before decisions and appointments of contracts for the forthcoming year were made. Councillors to re consider the matter when all information gathered.

18. Update on outstanding highway matters

The outstanding issues report had been circulated prior to the meeting and updated. Items requiring attention are:

C0100 Tallyllyn road near Llanfihangel junction. The camber line of the road needs more tarmac to catch and angle the water flow on the highway into the ditch and subsequent drain.

C0099 from C0096 to Llanwern common potholes need attention.

C0096 between Llanfihangel Tallyllyn and the junction with Llanywern. Branches overhanging the highway need cutting back.

C0107 near North Fach, Pennorth. Water seeping out of the highway, suggests a collapsed drain.

C0107 near Ysguborneydd, Pennorth. Highway surface needs patching.

U0177 Llanfihangel Tallyllyn to Llanfihangel common. Eroded sections on the side of the road need attention.

Footway adjoining the bus shelter at Llanfihangel Tallyllyn. Weeds are pushing the tarmac up with potential trip hazard.

C0100 Highway near Erwlas Farm. Deep pothole needs attention.

C0107 Pennorth to Llanhamlach. Various drains blocked.

U0177 Llanfihangel Tallyllyn to Llanfihangel Common. 2 grit bins lids need replacing.

19. Gilestone Farm – Cwmdy & District Community Council (C&DCC) invite to be part of joint council discussions

C&DCC had invited the CC along with other T&CC's to be part of joint discussions regarding the acquisition of Gilestone Farm by Welsh Government. Cllr Jevons and Cllr Scully both volunteered to represent the CC. This was agreed by all. C&DCC to be notified of the representatives.

County Cllr Cox reported that a meeting was being held on 17/3/23, which she was attending, when the details of the business case regarding the Welsh Government purchase of the farm would be shared and discussed. Any observations or concerns about the matter had been requested from Councillors.

20. Update from training attended – Cllr Owen and Cllr Bailey

Cllr Owen had completed One Voice Wales (OVW) training on chairing skills and Cllr Bailey had attended health and safety training. Both had found it useful. It was noted that certificates were late being received and will be sent directly to attendees. The Clerk had collated all OVW training slides and notes and issued to Cllrs for use.

21. Update from County Councillor Sian Cox

County Cllr Cox reported that there had not been any update regarding planning concerns at Erwlas, Llanfihangel Talyllyn. It was understood that a planning enforcement investigation was being undertaken at the site known as Land at Talyllyn, in regard to the extent of soil and hedgerow that had been removed, albeit there was no update.

Lake Common issues were progressing positively. PCC had agreed to fill the pot holes in the car park by the public toilets. A long-term operational agreement for the area was still being looked into.

Llangors closed public toilets near the playpark had been advertised for sale. It was understood that offers received were being considered, with a sale imminent.

A request for the CC to be part of proposed multi council bi annual meetings with Talybont-on-Usk, Cwmdru & District and Llangors Community Council was agreed. Cllr Jevons and Cllr Scully volunteered to be representatives and were duly appointed. Clerk to confirm by email to County Cllr Cox.

Cllr Jevons left the meeting at 9.30pm

22. Dog fouling Campaign 2023

There was concern about the amount of dog mess in the community again and an email about the matter from a resident had been received. Cllr Beaven was ready to launch the 2023 chalk spraying campaign in Llangors with Cllr Scully in Llanfihangel and Cllr Owen in Pennorth to do the same, as soon as the weather is dry enough. Cllr Quarrell suggested other methods for dealing with the issue and was encouraged to bring them to a meeting for Councillors to discuss.

23. General correspondence received report**Powys County Council**

1. Road closure notices
2. Cllr Sian Cox, Current Grants, Community Ownership Funding, King Charles III Coronation National Lottery funding
3. Cllr Sian Cox, Llangors Together community resilience group
4. PSB Wellbeing Plan Consultation
5. Community Grant to Support Cost of Living Activity
6. Community Ownership Fund Promotional Pack
7. Draft Agenda, Quarterly PCC Town and Community Council 19.01.2023
8. Minutes of the PCC and Town and Community Councils meeting 19.01.23 and Survey
9. King Charles III Coronation: National Lottery Funding for Projects to mark the Coronation
10. Standards Community Sub-Committee
11. Survey for TCC regarding the Climate and Nature Action Forum
12. WG Green Business Loan Scheme
13. Winter care and support – communications toolkit
14. Powys RPB latest news

Brecon Beacons National Park Authority

1. Meeting agenda for various committees

Welsh Government

1. Business Advice updates, consultation notifications & rural news update

Other

1. OVW updates
2. PAVO updates
3. Play Wales updates
4. Wales and Powys CHC & PTHB updates
5. Bronllys Well Being Park CLT Ltd - February 2023 Newsletter

6. Wales NHS Briefing - EMRTS Cymru/Wales air ambulance update
7. Citizens Advice Service. Across Powys April to Sept 2022 report
8. Resident email re Gilestone Farm proposals
9. MWFRS updates
10. WAA Mid Wales base campaign update
11. OPCC updates
12. Diolch am 20 Thanks for 20 information
13. Cllr Hugh Patrick, Powys Service Board and position with T&CC's
14. Valuation tribunal member advert
15. NRW Boat wash feasibility study. Agreed Cllr Scruby would keep CC informed via LLAG.
16. Email from PCC re Llanfihangel Talyllyn Bins continuing to be used for dumping domestic rubbish, which is classed as fly tipping. PCC continue to monitor the matter.
17. Resident issue with hedge trimmings on the road. It was reported that hedge trimmings continue to block drains in the winter months much to the annoyance of residents who take the time to keep drains clear to avoid flooding in villages and as well as tyre punctures being an issue. Whilst understanding of the issue it was agreed that the resident had been correctly advised that there is nothing the CC can do.
18. A resident had raised a query about the light between Llangors Y&C Centre and Llangors school and safety of pedestrians using the steps between car parks in the dark. The clerk had advised that the lamp was not on the public highway. It was understood the matter was being resolved between the resident and the headteacher at Llangors school.
19. A PCC officer had contacted the Clerk seeking information about the bus shelter light in Llanfihangel Talyllyn. This following a complaint to PCC about the light being on all night. Although a follow up email from PCC had not been received by the Clerk, it was agreed that the CC were happy for the light to be switched off overnight. Noted that whilst the bus shelter is in the ownership of the CC the light is under the remit of PCC.

24. Reports from Councillors

Cllr Owen reported that Siop Llangors Shop AGM is being held on 31/3/23 and shareholders are being invited.

Cllr Beaven reported that the Red Lion public house had reopened after closure of over two years. This was welcomed.

Cllr Scully had reported that he had contacted the school to discuss the community using the school facilities outside of school hours and had received an automated response informing recipients that meetings were postponed due to industrial action.

25. Confirm date, time and venue of the Annual General Meeting and next bi monthly meeting, 9/5/23, 7pm and 7.30pm respectively and the date, time venue and topic for the Annual Public Meeting 16/5/23. All meetings to be hybrid.

It was confirmed that the AGM and bi monthly meeting would be as set out above at Llangasty Parish Hall and on Zoom. Following on from that it is planned for meetings to be held on a monthly basis.

The Annual Public meeting was postponed for the time being due to the Clerk leaving and a change over of Chair in May. The matter to be an agenda item in May for a future date to be set.

Cllr Scully asked if there was an annual schedule of tasks available. The Clerk reported that she has a work schedule which will be updated for the new Clerk and agreed to provide him with a copy.

There being no other business the meeting closed at 9.57pm.

Llangors Community Council Bi Monthly Finance Report March 2023

	<u>Lloyds Current A/C</u>	<u>Playing Field A/C</u>
Opening Balances	£13,296.95	£704.12
Receipts since last meeting		
11/01/2023 FPI AV Griffiths	165.00	
17/01/2023 FPI Say Cheeze Sale of laptop less data wiping costs*	100.00	
10/02/2023 500065 National Grid Wayleave payment	609.47	
08/03/2023 FPI RW Evans	47.00	
Payments since last meeting		
12/01/2023 FPO J Phillips Wages & Expenses Dec	583.85	
12/01/2023 FPO HMRC	87.17	
12/01/2023 FPO Llangasty hall - meeting	27.00	
12/01/2023 FPO One Voice Wales - training	237.50	
17/01/2023 FPI Say Cheeze IT support*	30.00	
07/02/2023 FPO Powys County Council Election costs	697.39	
07/02/2023 FPO J Phillips Wages & Expenses Jan	1129.20	
21/02/2023 FPO Llanfihangel Talylylyn Hall - meeting	15.00	
21/02/2023 FPO One Voice Wales - training	70.00	
07/03/2023 FPO J Phillips Wages & Expenses February	907.08	
Closing Balances	<u>£10,434.23</u>	<u>£704.12</u>

Payments due before next meeting

Clerk salary & exp March & April

Pennorth Chapel meeting £24

Zoom subscription circa £150

Llangasty Hall meeting circa £27

External audit fee circa £300

Annual website & email hosting usually £240

HMRC NI £61.91

Churchyard maintenance costs TBA

Stationery circa £100

PAVO Payroll costs £12 per month

Requests for grant assistance

Llanywern Church

Llanfihangel Talylylyn Church

Pennorth URC

Non community based applications as per list