

**Draft Minutes of Llangors Community Council Bi Monthly Meeting**  
**Held on Tuesday 9<sup>th</sup> May 2023, 7.45pm at Llangasty Village Hall and remotely via Zoom**

**Members Present in person:** Cllr Mr D Jones (Chair), Cllr Ven. A Jevons, Cllr Mr C Preece, Cllr M Scruby, Cllr Mr G Beaven, Cllr Miss H Quarrell, Cllr Mr S Bailey, Cllr Mr D Scully (Remotely)  
**In attendance:** County Councillor Sian Cox, Mr Alan Williams (Internal Auditor)

**1. Welcome and participation rules for the meeting - Chair**

It was unanimously agreed that Cllr D. Jones would chair the meeting and that Cllr Scruby would minute it.

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 from members of the public to attend the meeting by remote link.

**2. Apologies for absence:** Cllr Mrs C Owen, Cllr Ven. A Jevons

**3. Declarations of Interest for agenda items as per Members' Code of Conduct**

Cllr Bailey and Cllr Quarrell had submitted Declarations of Interest regarding item 7 (Vacancy for the role of Clerk).

Cllr Scruby had submitted a Declaration of Interest regarding item 14 (permission for use of Glebe Field) and item 15 (request for grant) as Chair of Llanfihangel Talylyn Hall Committee.

**4. Consider & approve the minutes of the Bi Monthly Meeting on 14/3/23, & Planning meeting on 2/5/23**

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 Preece. Approval of planning meeting proposed by Cllr Jones, seconded by Cllr Scully.

**Item 15b was brought forward to this point at the request of Alan Williams.**

**15. Finance matters, b) Internal audit report**

The internal audit had been completed satisfactorily and all councillors have received a copy of the letter. Alan Williams (Internal auditor) gave a brief report – other than a very minor matter regarding burial fees in January, everything was in order. It was a very good audit and he praised the work of the outgoing Clerk in her preparation and recording of financial matters.

**Alan Williams left the meeting at 7:54pm** there being no questions from councillors.

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

Page 1 – Cllr Jones reported that he had been in contact with PCSO Garrett again regarding Community Speed Watch. He had not been able to make progress because the training officer concerned was not able to train new volunteers or authorise sites in Llangors at the moment. Cllr Jones will continue to follow this up.

Page 5 - Cwmdu & District Community Council have invited councillors to discuss Gilestone Farm at a meeting on 17/5/23 – Cllr Scully & Cllr Jevons to attend.

Page 7 - Community use of Llangors primary school facilities – Cllr Scully has been in dialogue with the school headteacher and has submitted a report that is being discussed at the Governors Meeting this evening (10/5/23).

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

## 7. Vacancy for the role of Clerk and Responsible Financial Officer

An advert was displayed and the Employment working party have met a few times to progress all matters in regard to the appointment of new clerk and interviewed the one applicant. Recommendations to full Council were approved by email which included the job description, contract of employment, rate of pay at £13.21 per hour, applicant references and appointment of the candidate. Contract of employment was signed, training and handover was done by the outgoing Clerk and Chair, Cllr Jones, on 24/4/23. However, due to unforeseen circumstances the new clerk left the role on 25/4/23. The vacancy was readvertised with 9/5/23 the closing date. No new applications had been received. The Employment working party will now need to reconvene to decide how to move forward.

Since 1/5/23 it was agreed for the outgoing Clerk (Jude Phillips) to provide a limited clerk role until 9/5/23 for which hours are being kept and payment will be made via the PAYE system. Jude has agreed to train a new clerk at a time to suit her, for which Cllrs agreed she needs to be paid as a consultant to the council.

Cllr Jones explained that the laptop will need some changes when new Clerk is employed and the Council need to agree registered address of the council for insurance/HMRC and Bank as matter of urgency. The bank mandate also needs to be agreed and changed.

Cllr Preece has agreed to act as an interim Responsible Financial Officer until a new clerk is appointed.

## 8. Health & Safety: Confirm all assets are in good condition – all Councillors with asset responsibilities

Llangors – Cllr Beavan confirmed that all assets were safe but reported that the seat on the site of the old village hall required some work. Cllr Preece to ask a local carpenter to have a look and report on the work required.

LLanfihangel Talylyn – Cllr Scully confirmed that all assets in good condition. Cllr Jones asked if there was any more information regarding the Llanywern telephone kiosk. Cllr Preece had not been able to check this yet.

## 9. Coronavirus Covid-19 pandemic update

The virus was still circulating in the area but in view of the fact that the World Health Organisation had now downgraded it from pandemic status it was agreed that this should be removed as an agenda item in future.

## 10. Vacancy for Community Councillor in Llangors Ward

PCC authorised the Community Council to go ahead with the Co-option procedure. A notice of co-option was served to 14/4/23 but there have been no applicants. Another co-option notice will need to be served in 8 – 12 weeks time.

Llangors Councillors had approached a couple of people but were not aware of any interest at present. County Cllr Sian Cox will also try to raise awareness of, and interest in the vacancy.

## 11. St. Paulinus Churchyard;

**a) update on maintenance:** Cllr Preece had obtained 3 quotes for tree felling obtained and all Cllrs had agreed that the OTM quote should be accepted. Cllr Preece and Cllr Beavan had met with representatives of the church today (9/5/23) to discuss the work. Although they were concerned

about the work, they accepted that if it was a Health and Safety issue that it should go ahead. It was agreed to leave one Silver Birch that was due to be felled. Cllr Preece and Cllr Beavan will meet with OTM to discuss this. They will also notify local residents of the proposed work.

**b) update on Burial Board matters:** Cllr Beavan is now doing all the Burial Board paperwork. He reported that one headstone had been re-erected, and work on another one had been agreed but he was still awaiting responses on many other unstable headstones. One new memorial had been installed where ashes had been interred.

## 12. Annual insurance policy renewal

Zurich renewal policy was distributed to Cllrs prior to meeting. Cllr Preece proposed that the renewal policy should be accepted, seconded by Cllr Bailey and unanimously agreed. The renewal has to be paid by 1<sup>st</sup> June and Cllr Preece will arrange for this to be done.

## 13. Bi monthly planning report

### Summary Planning Report – May 2023

#### **Llangors Community Council supported: -**

**BBNPA 23/21905/FUL 19/4/23**

Detached garage at Barn Cottage, Pennorth

#### **Llangors Community Council did not support: -**

**BBNPA 23/21931/CON 18/4/23**

Variation of Condition 2 (Approved Plans) pursuant to planning application 14/10787/FUL at Royal Oak Camp, Llangorse

#### **Applications granted by PCC/BBNPA:-**

**BBNPA 23/21689/FUL 4/4/23**

Ground mount solar panel installation at Trewalter House, Trefeinon.

#### **Planning Correspondence: -**

1. BBNPA Weekly planning lists
2. PCC Planning decision reports

Cllr Jones noted that Cllr Beavan had agreed to take on responsibility for the Planning correspondence and co-ordination of site visits.

## 14. Glebe Community Field update

A letter had been received from Llanfihangel Talyllyn Hall Committee, and circulated to all councillors, requesting permission to use the Glebe Field for their Summer Fete on Saturday 8<sup>th</sup> July. It was agreed for the Chair to send a letter of authorisation, conditional on receiving a copy of the appropriate insurance cover.

Cllr Scruby said there were no issues to report.

## 15. Finance matters: a) Bi monthly finance report, b) Internal audit report, c) Approval of Annual Governance Statement for external audit, d) Update on PAVO as agent for HMRC/PAYE

a) The finance report, circulated prior to the meeting and shown at the end of these minutes, was approved. It was agreed that the outgoing Clerk would be paid for hours worked in May plus

expenses, even though out of contract. This would be paid in June and Jude would remain on the books for the time being. Applications for maintenance grants had been received from Llangasty Parish Hall and Llanfihangel Talyllyn Community Hall. It was agreed that grants of £300 would be paid as in previous years. Membership of One Voice Wales was discussed, and it was agreed to renew this.

b) Internal audit – discussed at the start of the meeting.

c) Annual Governance Statement previously sent to Cllrs for perusal was approved. It was signed by Cllr Jones as Chair but now needs to be held until external order give further instruction. It was unanimously agreed that the outgoing Clerk would be paid to complete this process when this instruction was received.

d) The outgoing Clerk had closed down all PAYE for the year 2022/23 and handed all PAYE and Pension matters to PAVO. Pension enrolment had taken place due to clerk salary hitting the threshold for a 4<sup>th</sup> month.

New clerk wages to be processed by PAVO and paid monthly on 30<sup>th</sup> of the month worked for a fixed 40 hours, and holidays to be taken as agreed with LCC. Expenses to be claimed monthly and approved at the monthly CC meetings.

Cllr Jones as Chair and Cllr Preece as Acting Responsible Finance Officer agreed to action payments with bank signatories.

#### **16. Website & Emails - appointment of website and email providers for the forthcoming year**

Cllr Jones summarised the current position and the concerns with the website and email being run on the same system. He proposed that the website should be left with the current provider (agreed unanimously), but that a new contract should be set up for email provision and IT support. Concern was expressed by several councillors regarding the additional unbudgeted expense. Cllr Bailey offered to do further research, which was supported by Cllr Preece and Cllr Beavan as members of the IT working party, and agreed by all. This would be an agenda item for decision at the next meeting.

Payment of the invoice from the current provider for March & April was approved.

#### **17. Update on outstanding highway matters**

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

C0100 Talyllyn 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 Talyllyn 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 Talyllyn to Llanfihangel common. Eroded sections on the side of the road need attention.

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

C0107 Pennorth to Llanhamlach. Various drains blocked.

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

#### **18. Update from County Councillor Sian Cox**

County Cllr Cox reported on a number of issues within the community:

Planning concerns at Erwlas, Llanfihangel Talyllyn – a new Planning Officer at PCC (Lorraine Jenkins) had recently taken over this case. She would visit the site soon to investigate concerns.

Land at Talyllyn – Lorraine Jenkins had visited this site with regard to concerns over the extent of soil and hedgerow that had been removed. She understood local concerns but felt that it was ongoing work within the permission granted. She would keep an eye on this site.

Closed public toilets in Llangors – these have been sold but County Cllr Cox does not know who the buyer is yet.

Lake Common issues – a meeting was held on 27/4/23 regarding condition of car park and access road. This had involved Highways officers, Commons Registration Officer, Commoners Association, local businesses as well as the land owner, and had been a positive meeting. It was agreed to form a new management committee involving all interested parties which would apply for grant aid for resurfacing work. PCC Highways may be able to carry out some temporary work with agreement of BBNPA.

Llanfihangel Talyllyn parking issues – ongoing discussions with residents regarding parking issues around Dol Pistyll junction. County Cllr Cox has delivered flyers to local residents and is hoping to set up a meeting with them in the near future to explore solutions. She will let local councillors know if a meeting is confirmed.

### **19. Dog fouling Campaign 2023**

Cllr Beavan reported that he had carried out the stencilling of pavement signs in Llangors but these have now washed off and need redoing. Cllr Scully has not done Llanfihangel yet but has returned the kit to Cllr Beavan. They will wait for the weather to improve before doing any more.

### **20. Arrangements for Annual Public meeting 2023**

It was agreed that this would be left until the position of Clerk was sorted out.

### **21. General correspondence received report**

*The items listed below had all been sent to Councillors as they were received.*

#### **Powys County Council**

1. Road closure notices
2. Cllr Sian Cox Tesco Community grants information
3. Information & Agenda, Quarterly PCC Town and Community Council 27/4/23
4. Invite Climate and Nature Action conference 14/6/23 – Cllr Scruby to attend
5. Business breakfast workshops
6. Powys Roads Winter service review and consultation
7. PCC News
8. Local Promotion of Public Engagement - air ambulance service in Wales
9. Coronation of Their Majesties, The King and The Queen Consort
10. Standards Community Sub-committee vacancy

#### **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 NHS and Powys CHC & PTHB updates
5. C&DCC invite re meeting and report on Gilestone Farm proposals
6. Resident email re Gilestone Farm proposals

7. Resident update re Fibre broadband in Llanwern
  8. MWFRS updates
  9. Diolch am 20 Thanks for 20 information and invite
  10. Resident request about allotment gardens
  11. Nepali Village UK event - invite to Chair
  12. Emails regarding objections to Nant Mithil Pylon project
  13. RBLI updates
- Welsh Blood service update

## **22. Reports from Councillors**

Cllr Scruby confirmed that he would be attending the PCC Climate and Nature Action conference in Llandrindod on the 14<sup>th</sup> June.

Cllr Quarrell reported that she had attended a very good event in Llangors Youth and Community Centre to celebrate the King's coronation.

## **23. Confirm date, time and venue of the next hybrid monthly meeting, 13/6/23, 7pm**

It was confirmed that the meeting would be at Llangasty Parish Hall and on Zoom.

There being no other business the meeting closed at 9:24 pm.

## Llangors Community Council Bi Monthly Finance Report May 2023

|  | <u>Lloyds Bank LCC<br/>Account</u> | <u>LCC LT Playing<br/>Field A/C</u> |
|--|------------------------------------|-------------------------------------|
| <b><u>Opening Balances from last meeting report</u></b>    | £10,434.23                         | £704.12                             |
| <b><u>Receipts since last meeting report</u></b>           |                                    |                                     |
| 03/04/2023 FPI Ted Williams & Son                          | 106.00                             |                                     |
| 05/04/2023 FPI Lloyds Bank compensation for complaint      | 100.00                             |                                     |
| 18/04/2023 BGC VAT claim 2022/23                           | 708.96                             |                                     |
| 30/04/2023 BGC Powys CC Precept                            | 7668.00                            |                                     |
| <b><u>Payments since last meeting report</u></b>           |                                    |                                     |
| 21/03/2023 FPO Llangasty Hall - meeting                    | 27.00                              |                                     |
| 21/03/2023 FPO Pennorth Chapel - meeting                   | 24.00                              |                                     |
| 21/03/2023 FPO Pennorth URC - Annual grant                 | 100.00                             |                                     |
| 21/03/2023 FPO St Michael & All Angels Church - Grant      | 125.00                             |                                     |
| 21/03/2023 FPI St. Marys Church Llanywern - Grant          | 100.00                             |                                     |
| 28/03/2023 FPO A4 Office Products - stationery             | 79.20                              |                                     |
| 28/03/2023 FPO Audit Wales 21/22 Audit                     | 200.00                             |                                     |
| 28/03/2023 FPO HMRC NI EE's & NI ER's                      | 61.91                              |                                     |
| 06/04/2023 FPO J Phillips Zoom annual subscription         | 143.88                             |                                     |
| 08/04/2023 FPO J Phillips Wages, Exp, Pension March        | 1224.79                            |                                     |
| 21/04/2023 FPO Pennorth Chapel - Hire of meeting room      | 48.00                              |                                     |
| 05/05/2023 FPO J Phillips Wages, Exp, Pension Refund April | 1385.15                            |                                     |
| <b><u>Closing Balances</u></b>                             | £15,498.26                         | £704.12                             |

### **Payments due before next meeting**

Clerk salary & Exp May  
 Annual website & email hosting TBC  
 Llangasty Village hall hire £27  
 Churchyard maintenance costs OTM £2208  
 PAVO Payroll costs £12 per month  
 Transfer to Glebe A/C £1700 budget + £12 VAT  
 OVW membership £196  
 Zurich ins. £605.86  
 CIW Glebe rent due 1/6/23 £248

### **Thanks for grant assistance**

Pennorth Chapel

### **Grant Applications**

Llangasty Parish Hall  
 Llanfihangel Talylylyn Hall