



Cyngor Cymuned Ffordun gyda Thre'r-Llai a Threlystan
Forden with Leighton and Trelystan Community Council
Glanllyn Leighton Welshpool Powys SY21 8HJ

Clerc i'r Cyngor | Clerk to the Council: Rachel Tibbott

APPROVED MINUTES OF COUNCIL'S ORDINARY BUSINESS MEETING
On Thursday 30th March 2023 at 7pm.
Held remotely via Teams and at Leighton Village Hall

1. Welcome, Attendance, Apologies for Absence:

1.1 The meeting was held remotely online and at Leighton Village Hall and assurance was sought that everyone could be heard and could engage in the meeting.

1.1.1 Attendance - Cllr Suzanne Rowlands, Cllr Shaun Rees, Cllr Di Stevens, Cllr Anthony Day, Cllr Adam Lloyd and Cllr Neil Edwards

1.1.2 Invited Guests in attendance: Cllr Amanda, Cllr Jeremy Brignell-Thorpe, Sheila Bright and Annie Horner

1.1.3 Apologies:

1.1.4 *For absence approved by Council:*

1.1.5 *for absence received:* Cllr Rachael Briggs and Cllr Mark Williams **ACCEPTED**

1.2 *Other Members Absent:*

1.3 In attendance – Rachel Tibbott (Clerk to the Council)

2. Declarations of Members' Interests and Dispensations:

None

3. Public Participation:

3.1 None

4. Minutes of Previous Meeting(s)

4.1. To approve & sign the minutes as a correct record of the Ordinary Business Meeting 23rd February 2023 **RATIFIED**

4.2. To report, for information purposes only, matters arising from the minutes of the Ordinary Business Meeting 23rd February 2023

None

5. County Council reporting

5.1 To receive report from County Cllr Jeremy Brignell-Thorp and Cllr Amanda Jenner

Cllr Jenner reported on her caseload and that she is going to work with Leighton School Eco-committee looking at the issue of dog poo in the village and physically highlighting any they might find. **SUPPORTED**
Cllr Jenner left the meeting at 19:30.

Initials:

Cllr Thorpe reported on his caseload and the fact that the Powys budget is likely to get worse over the next few years. He is no further forward regarding Tavarn Park but will contact Richard again. The Cllrs commented that it seems wrong that because the Park has been like this for years, then it can carry on - FLTCC has been highlighting issues regarding this with Powys for many years but nothing ever gets done. How can it change from temporary to permanent residency when there have been so many issues?

Cllr Thorpe is to raise the issues with the airport road flooding with highways and suggest the possibility of raising the road.

6. Correspondence

6.1. To note, discuss and resolve, if necessary, any actions that arise from previously distributed correspondence.

6.1.1 Biodiversity report – first one in 2019 and this one should have been done by Dec 22. Section 6. Published on website or available to view on request. **NOTED**

6.1.2 Digital Transformation. **NOTED**

7. Highways, play & recreation parks and buildings.

7.1. To report and resolve if desired any business in connection to the highways within the parish.

7.1.1 The flooding outside Tavarn Park – photos taken. **ACTION: CLERK TO REPORT TO POWYS.**

7.2. To report and resolve if desired any business in connection to the play, recreation parks and outdoor spaces managed or influenced by the council.

7.2.1 Land adjoining Lyndale, Forden.

7.2.1.1 To agree the Deed of Easement received on 9.3.23 - this was **NOT** ratified as the address needs changing from Forden Community Centre to Forden with Leighton & Trelystan Community Council throughout the agreement. The contact address also needs changing to the clerk's address. **ACTION: CLERK TO INFORM GILBERT DAVIES SOLICITORS – FAMILY OFFERED TO ALSO CONTACT THEIR SOLICITOR.**

7.2.2 Sewage Plant Works

7.2.2.1 Discuss and resolve the CCTV inspection report on drains leading to the Treatment Plant.

The detailed report received from Metrorod proves that there are major issues with most of the pipes leading from the school, showing lots of broken pipes where surface water can access the plant. It was agreed that the clerk contacts David Thompson of Powys stating the above and until the problems with the pipeworks are rectified, then FLTCC will be invoicing Powys for all costs associated with emptying the plant from April 1st 2023 onwards. This will include any extra flushing undertaken to keep the school system working. **ACTION: CLERK TO CONTACT DAVID THOMPSON STATING ABOVE.**

7.2.2.2 Quotations received for the annual maintenance of the Treatment Plant - **ACTION: ADD TO NEXT MONTH'S AGENDA.**

7.2.2.3 Invoice Forden school for half of all Sewage Treatment plant charges for 22/23?

It was agreed that the school should not be paying towards the treatment plant out of their own budget. Clerk to contact David Thompson stating FLTCC will be invoicing Powys from

Initials:

April 1st 2023 onwards. **ACTION: CLERK TO CONTACT DAVID THOMPSON AND ALSO THE SCHOOL.**

7.2.3 Update on new noticeboards on Trelystan and in Leighton – to be ready the end of April.

7.2.3.1 It was agreed to purchase a brass plaque for Trelystan noticeboard. **ACTION: CLERK TO PURCHASE.**

7.2.4 ROSPA Inspection

7.2.4.1 Replacement of rotten bridge at Leighton Playground (invoice supplied)

This was ratified as an urgent Health & Safety issue at the playground £162.50.

7.2.4.2 Update on other jobs in playgrounds.

Cllr Williams previously stated he would get his jobs done ASAP.

7.2.4.3 Discuss and resolve Quote for Leighton playground ground repairs

As the ROSPA report had highlighted urgent trip hazards with the fall of land from the soft surface to the hard soil area, causing a trip hazard, it was agreed that the grass area be covered with fake grass which is more hardwearing than the hard soil there now and a softer landing than concrete at a cost of £250. It was also agreed that a railway sleeper is put in the back of the wooded area to keep the soil back from the soft surface area and replacing the trip hazard that is there now at a cost of £360. All agreed.

7.2.4.4 To resolve purchasing specialist paints, brushes, sand paper etc for Leighton school parents to do a spring “Tidy up” of playground.

Leighton School parents have offered to do a love your school day including the playpark. It was agreed to purchase specialist paint, brushes and sandpaper for the parents to use.

ACTION: CLERK TO ORDER PAINT AND TOOLS.

7.2.4.5 Replacement of roof felt on Leighton Playground shed.

It was suggested that local businesses were contacted to maybe supply the felt.

ACTION: CLERK TO CONTACT.

7.2.5 Defib cupboards

7.2.5.1 Re-siting of the Defib Cupboard from The Cock Hotel to The Chapel, Forden –

Completed. ACTION: CLLR REES TO REGISTER IT AGAIN ON THE CIRCUIT AS SOON AS THE NEW PADS ARE RECEIVED.

7.2.5.2 Awaiting delivery of defibs for Leighton & Trelystan.

Delivery should be on Tuesday. **ACTION: CLERK TO CONTACT PERMISES OWNERS WHEN DEFIBS RECEIVED AND REGISTER ON CIRCUIT.**

7.2.6 To agree the quotes for grass cutting and hedgecutting of bowling club.

Stuart Sheppard's quote of £950 was selected. **ACTION: CLERK TO CONTACT ALL QUOTEES.**

7.2.6.1 Attendance at the Bowling Green Maintenance Seminar Thursday 20th April 9am at Press, Shropshire with Annie Horner.

Annie Horner and Sheila Bright attended the meeting to discuss the future of the bowling club. They proposed holding an open day to encourage more members. This will be looked at in more detail. Annie kindly agreed to attend the above seminar and take notes

Initials:

to bring back to the next meeting. **ACTION: CLERK TO CONTACT INSURERS TO SEE IF ADHOC BOWLING WOULD BE ALLOWED. BRING TO NEXT MEETING.**

7.2.7 No photo received of placement of new goalposts - **Noted**

7.3 To report and resolve if desired any business in connection to the buildings managed or influenced by the council.

7.3.1 Pavilion

7.3.1.1 Update on the urgent electrical issues with emergency lighting at the Pavilion and the corner of the pathway.

The Cllrs felt that as this was an urgent H&S issue with the Pavilion, and the fact clubs were starting to use it again now, then the one quote would be accepted to get the job done urgently. It was agreed to go with quote 1 and replace 13 new emergency lights and clean and relamp the remaining 2 at a cost of £775. **ACTION: CLERK TO CONTACT PETE SHEPPARD.**

The Cllrs also felt that as it had been highlighted there was no smoke alarm system in the public building, that this was also a major H&S issue that needed addressing urgently. It was agreed to accept the quote of £525. **ACTION: CLERK TO CONTACT PETE SHEPPARD.** On closer inspection of the pathway lighting, Pete Sheppard reported that all 3 lights were holding a lot of moisture and need replacing. It was agreed to replace with LED lamps and to be cleaned and anti-rust spray added at a cost of £475. **ACTION: CLERK TO CONTACT PETE SHEPPARD.**

7.3.1.2 To agree a Legionella plan for future.

It was agreed that the clerk contact her trainer from the course she attended to undertake a remote legionella risk assessment on behalf of FLTCC that can be undertaken inhouse after this has been received. **ACTION: CLERK TO CONTACT DEE THORNTON OF VALESWATER FOR A QUOTE.**

7.3.1.3 To agree quotes for skip hire and agree date.

Clerk to seek 3rd quote. Tidy up day agreed for 22nd April.

7.3.1.4 Football club requesting a cupboard in the pavilion kitchen for their things?
ONGOING

8. Cemetery

8.1 Clearing of pathway update.

Stuart has added weedkiller and waiting to see result.

9. Website

9.1 To report and resolve quotes for upgrade/rebuild of FLTCC website.

ACTION: CLERK TO GAIN 3RD QUOTE.

10. Planning & Building Control

10.1. Planning & Building Control Specific Correspondence: to receive and circulate for information such correspondence, if any, as will be brought to the attention of the council by the Clerk.

Initials:

- 10.2. Powys CC Planning Determinations: to report from Powys CC notifying the community council of planning decisions in the community council areas (Check correspondence)
- 10.3. Planning Inspectorate Appeals: Notice(s) of Appeal: to receive & resolve responses to Notices of Planning Appeal including but not limited to those listed below details of which can be found at <http://pa.powys.gov.uk/online-applications/?lang=EN> Later Notices may be considered at the discretion of the Chair: Planning Enforcement:

Ref.	Site	Description	Return date
23/0396/HH	Pentrenant, Leighton, Welshpool, SY21 8JZ	Single Storey Extension to dwelling	SUPPORTED

10.3.1. From other bodies to FLTCC: to report for information, planning enforcement matters within the community.

10.3.2. From FLTCC to other bodies: to report planning enforcement matters within the community.

11. Finance

11.1 To receive report from RFO to include items for Payment: to resolve to approve items for payment – **ALL RATIFIED.**

Invoice Summary March 2023				
Payee	Details	TYPE	Power	£
Rachel Tibbott	Wages £656.20 & HP £4.49	BACS	Schedule 12, paragraphs 30, 30D and 30E, s144	£660.69
Popsies Mops	Cleaning of Pavilion March	BACS	s.133	£75.00
	Repair of Tap at the Pavilion	BACS		£60.00
Gloversure	DNS & Domain support	BACS		£4.26
HMRC	PAYE	BACS	Schedule 12, paragraphs 30, 30D and 30E	£171.60
One Voice Wales	Membership 2023/24	BACS	Act 1972, Schedule 12, paragraphs 30, 30D and 30E	£290.00
SITC	Monthly Office 365 charge	BACS	Schedule 12, paragraphs 30, 30D and 30E, s144	£13.68
Mike Cardwell	40% deposit for noticeboards	BACS		£464.00
SLCC The Clerks Manual 2023		BACS		£47.50
One Voice Wales	February remote councilor training	BACS		£105.00
Quickbooks	Online Accounts	DDR		£16.80
Leighton Village Hall	Hire of hall for meeting Mar 23	BACS		£15.00
Audit Wales	Annual Return			None
Stuart Sheppard	High Hedge Cemetery work			£2,100.00
Planning Aid Wales	Cll Lloyd to attend training			£40.00
Martin Dyson	Replacement of Bridge in playground			£162.50
Roy Evans	Works on Leighton & Forden Playgrounds			£553.00
	TOTAL			£4,779.03
Income				
ME & Hughes	Brian Jones memorial			£100.00
Forden United	22/23 Fees			£160.00
Forden United	Light tokens			£10.00
	Including £154 return payment to SLCC			
	Current Account Balance			£9,543.42
	Business Premium ME			£20,629.04
	When above expenses are taken			
	Current Account Balance			£4,764.39
	With £25.50 interest added			
	Business Premium ME			£20,654.54

Initials:

11.2 Adding Cllr Shaun Rees to the mandate **ONGOING**

11.3 Finance Toolkit – to resolve plan to discuss and resolve financial report over whole year

ONGOING

11.4 Asset Register

11.4.1 To agree value of Defib cupboards and defibs added to the asset register plus new noticeboards (in yellow).

RATIFIED

11.5 Financial Risk Assessment – to agree 2023.

RATIFIED

11.6 Purchase of laptop for Chairs use **ONGOING**.

11.7 Resolve the quote for 22/24 Insurance from Gallaghers.

ACTION: CLERK TO ASK MORE QUESTIONS ABOUT PLAYGROUND ETC. AND ABOUT BOWLING CLUB INSURANCE

11.8 To resolve and agree reasons for overspends and underspends highlighted in actual v budget 2022/23.

ALL RATIFIED

EXPENDITURE					Agreed	Reason
Administration						
Clerical Services (incl. PAYE li	9000		9065	-65		
Postage, telephone, stationer	150		113	37		
Training	200		490	-290	15/1/22	1 New Training Schedule for all cllrs and new clerk
Web site development	0		0	0		
Website maintenance	200		267	-67		website needed upgrading
Computer & software (QB & n	300		287	13		
Room Hire	50		112	-62	28/7/22	1 Made decision to pay room hire in Sept 22
Affiliation Fees	400		444	-44		Increase in houses so OVW sub increased
Insurance and Play Areas Insur	2350		1848	502		Budget set before lower insurance agreed
Audit Fees	450		60	390		Still no audit wales invoice
Election	1500	14600	780	720		Powys charged these fees
Grants & Donations			0	0		
Grant	2000		2000	0		
Grant	2000		2000	0		
Other	500	4500	810	-310	24/11/22	Agreed to pay Leighton & Trellystan churchyards same
Other Grants	0	4500	0	0		
Loan repayments (Powys County Council & PWLB)		1944	1943	1		
Cemetery	1000		3672	-3672	15/12/22	28/2/22 7 Budget set before ground maintenance contract agreed. Agreed to pay for works on high hedge
Cemetery	0	1000	1000	-1450	15/12/22	Budget set before agreed to computerise cemetery
Amenity/Play Areas/Verges			0	0		
Grass cutting	228		228	0		
New Equipment and maintena	2000	2228	3862	-1862	27/10/22	Works needed on Heritage Green to meet H&S issues and playgrounds to meet ROSPA recommendations
Sports Field			0	0		
Grass Cutting, Main Field & B	2500		3040	-540	28/4/22	Budget set before actual contracts agreed
Maintenance-Pitch/Goal Posts,	1000		135	865		
Hard Court Cleaning/maintena	500	4000	0	500		
Pavilion			0	0		
Cleaning	1400		1200	200		
Clea	150		4	146		
Non	1597	3147	1498	99		
Maintenance			0	0		
General maintenance	3000		1930	1070		
Water Charges	515	6662	69	446		
Sewage Treatment Plant			0	0		
Environment Agency Dischar	1060		1057	3		
Emptying Plant	180		764	-584		Extra emptying needed
Electricity	1000		0	1000		
Sewage Treatment Plant maint	1500	3740	0	1500		No maintenance agreement in place
Bus Shelter Maintenance		100	0	0		
Miscellaneous Expenditure			0	0		
New & replacement defib cupboards			971	-971	29/9/22 4	15/12/22 4.2.1
Replacement noticeboards x2			464	-464	15/12/22	9.2.3
Surveyors report			1500	-1500	27/10/22	13.1.1
Advertising of clerks post			566	-566	8/4/22	7.2
Jubilee 2023 celebrations			691	-691	27/2/22	4.2.1
Are councillors aware of any likely			0	0		
Bank Charges		0	0	0		
Transfer to reserve re Hard Court Repair(£100 per m		1200	1200	0		
GROSS ESTIMATED EXPENDITURE		39974	44519	-5645		Total overspend

Initials:

12 Training

12.1 Councillors Training – to resolve any training undertaken and to be done.

Clerk to contact Wendy Patience of OVW to remind her to send through the training information and certificates from training attended.

12.2 Training Needs survey by 28th March

Done

13. Councillor Vacancies - to discuss and resolve both vacancies

Both are advertised in the noticeboards.

14. Chairperson’s & Members Announcements, Items for Future Agenda & Date of Next Meeting

14.1 Chairperson’s announcements: to receive for information announcements from the Chairperson and Members.

None

14.2 Items for future agenda: to bring forward for information items for consideration for future agenda.

Wicket for footpath by Nantcribba lane still nailed up. New gate further up against hedge.

Potholes and patching in Forden – email to thank Dave Gardener for everything they have done. – leave it till Heritage Green is done.

Heritage Green trench over road has sunk in Holly View.

14.3 Date of next hybrid meeting for information: ORDINARY BUSINESS MEETING 27th April 2023

15. CONFIDENTIAL SESSION EXCLUSION OF PUBLIC AND PRESS

Under the Public Bodies (Admission to Meetings) Act 1960 (2) to resolve, if required, that members of the public and press be requested to leave the meeting by reason of the [specified] confidential nature of the business about to be transacted.

Nothing

Meeting closed at 21:08 and all thanked for attending.

Signed : _____ **Date :** _____

Initials: