



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

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

APPROVED MINUTES OF COUNCIL'S ORDINARY BUSINESS MEETING
On Thursday 28th July 2022 at 7pm.
Held remotely via Teams and at Forden Community Centre

1. Welcome, Attendance, Apologies for Absence:

1.1 The meeting was held remotely online and at Forden Community Centre and assurance was sought that everyone could be heard and could engage in the meeting.

1.1.1 Attendance - Cllr Suzanne Rowlands, Cllr Neil Edwards, Cllr Shaun Rees, Cllr Rachael Briggs and Cllr Anthony Day.

1.2 Invited Guests in attendance: None

1.3 Apologies:

1.3.1 *for absence approved by Council:* Cllr Clive Eaton-Stevens, Cllr Mark Williams

1.3.2 *for absence received:*

1.4 *Other Members Absent.*

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

2. Declarations of Members' Interests and Dispensations:

2.1 Cllr Anthony Day for item 6.1.1 Correspondence from H Steiner

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 following:

4.1.1 Ordinary Business Meeting 30th June 2022

ACTION: RATIFIED

4.2. To report, for information purposes only, matters arising from the minutes of the following:

4.2.1 Ordinary Business Meeting 30th June 2022

4.2.1 – De-fib at the Cock Hotel **ACTION: CLLR SHAUN REES TO CONTACT PETE**

SHEPHARD AGAIN.

10.2.1 – Strip of land by the entrance to the community centre **ACTION: CLOSED**

6.1.1 - Tirdu – 2 more Cllrs needed to form a sub-committee. **ACTION: ADD TO NEXT AGENDA**

6.1.2 - Letter from H Steiner. **SEE AGENDA 6.1.1**

6.1.3 - Letter regarding the LDP **ACTION: CLOSED**

6.1.4 - One Voice Wales representative. **ACTION: CLOSED**

6.1.5 - Mr Rod Stevens letter of thanks. **ACTION: CLOSED**

6.1.6 - Notice of co-option received from Di Stevens of Trelystan. **SEE AGENDA 7.1**

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7.1.1 - Dogs fouling opposite Tavern Park **SEE AGENDA 10.2.3.1**

7.1.2 - Litter bin removal. **ACTION: CLERK TO CONTACT JAMES THOMPSON TO REQUEST BIN IS REINSTATED.**

7.1.3 - Heritage Green playpark **SEE AGENDA 10.1.1**

7.1.4 - Tavern Park and the lack of visibility when exiting the park. **SEE AGENDA 10.2.3.2**

7.2.1 - LYNDALE – **SEE AGENDA 10.2.1**

7.2.2 - Football club pads **ACTION: CLOSED**

7.3.1 - Sanitary bin in the sports pavilion **ACTION: CLOSED**

7.3.2 – Repairs to urinals and shower in the Pavilion **SEE AGENDA 10.3.1**

7.3.3 - Letter received from the valuation office **ACTION: CLOSED**

9.6 - Add Cllr Shaun Rees as a signatory to the account **SEE AGENDA 12.5**

11.1 – Contacting surveyors **ACTION: CLOSED**

19:14 NE joined the meeting due to technical issues

5. County Council reporting

5.1 To receive reports from County Cllr Jeremy Thorp and County Cllr Amanda Jenner

5.1.1 Cllr Thorp and Cllr Jenner's reports were accepted, and both thanked in their absence.

6. Correspondence

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

Cllr Anthony Day left the meeting

6.1.1 Letter from H Steiner – The letter was discussed in full and a reply agreed **ACTION: CLERK TO REPLY**

Cllr Anthony Day returned to the meeting

6.1.2 Training email – the chair encouraged councillors to attend any training and confirmed the council will pay for the clerk to attend any training needed.

7. Co-option of New Councillors – Trelystan Ward

7.1 Di Stevens of Trelystan and Adam Lloyd of Forden were both co-opted onto FLTCC **ACTION: CLERK TO CONTACT BOTH.**

8. Sponsorship of Leighton & Forden Newsletters in September 2022

8.1 Advertising campaign for co-opted councillors representing Trelystan and Leighton wards.

ACTION: CLERK AND CLLR SUZANNE ROWLANDS TO PUT TOGETHER AN ADVERT FOR BOTH NEWSLETTERS AND VILLAGE FACEBOOK PAGES.

9. Draft minutes of Cemetery meeting 14th July 2022

9.1 To receive verbal feedback regarding the meeting and acknowledge the draft minutes.

It was agreed that future meetings are to be held after the ordinary meetings and not as a separate meeting.

AGREED

INITIAL _____

10. Highways, play & recreation parks and buildings.

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

10.1.1 Site meeting with Chris Lloyd PCC, Cllr Suzanne Rowlands and Cllr Shaun Rees at Heritage Green playpark

Cllr Suzanne Rowlands reported that the site meeting had been held and was very informative. Powys will not add yellow lines as no-one to enforce it. It was suggested that the gate is moved so that crossing is at the narrower part of the road. This would also involve adding a dropped curb and re-siting the pathway. **AGREED**

ACTION: CLERK TO GET 3 QUOTES FOR WORK TO BE DONE. CLERK TO CONTACT CHRIS LLOYD BEFORE QUOTES ARE SOUGHT TO CLARIFY WORK NEEDED. INFORMATION TO BE GATHERED BY CLERK, CLLR SUZANNE ROWLANDS AND CLLR SHAUN REES.

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

10.2.1 To discuss any updates regarding the land adjoining Lyndale, Forden.

Cllr Suzanne Rowlands confirmed the Surveyor had been for a site visit on Tuesday. The report has not been received yet. An email from Rob Hudson has been received stating he had provided incorrect information at the last meeting regarding the management company. He has since clarified that the system will be managed by a management company.

10.2.2 Offer from James Thompson PCC to do a litter picking event.

This offer was discussed in full and It was decided a litter picking event would be very useful at the top of the Green Lane on Trelystan where rubbish is regularly dumped. **ACTION: CLERK TO CONTACT JAMES THOMPSON WITH SUGGESTION**

10.2.3 Tavern Park

10.2.3.1 dog fouling signs

One dog fouling sign had been located by the clerk – Cllr Shaun Rees to secure this to the fence by the area opposite Tavern Park. **ACTION: CLERK TO CONTACT JAMES FOR MORE SIGNS.**

It was also reported people are still regularly walking their dogs across the sports field despite the numerous signs. **ACTION: CLERK TO SOURCE NEW SIGNS STATING NO DOGS ALLOWED TO BE PLACED AT ENTRANCE TO SPORTS FIELD.**

10.2.3.2 report from Cllr Jeremy Thorp regarding traffic issues – ongoing. **ACTION: ADD TO NEXT AGENDA.**

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

10.3.1 Quote for remainder of works in showers at Pavilion.

Quote not received but agreed to go ahead with the works when quote is received.

10.3.2 Email from Forden Bowling Club regarding declining membership

Email from David Griffiths was read, stating the club was struggling due to lack of members. It was agreed to not charge the club fees for this year. It is hoped the club will carry on with maintenance of the green and new members will be sought at the AGM. **ACTION: CLERK TO CONTACT DAVID GRIFFITHS STATING THE ABOVE.**

10.3.3 Pavilion Bins

INITIAL _____

Popsies mops are putting the bins out at the Pavilion. The groundsman is supposed to take the rubbish away but it is now more than was initially agreed with the groundsman. It was decided to ask clubs to take their rubbish home after using the pavilion in order to keep the hire fees low - and to also recycle as much as possible. **ACTION: CLERK TO CONTACT ALL USERS WITH ABOVE AGREEMENT.**

10.3.4 Request for hiring for the bike show on 25th September. **AGREED**

11 Planning & Building Control

11.2 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.

11.3 Powys CC Planning Determinations: to report from Powys CC notifying the community council of planning decisions in the community council areas (Check correspondence)

11.4 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	
22/0547/FUL	Lower Leighton, Leighton, Welshpool SY21 8HH	Proposal: Erection of agricultural storage buildings and all associated works.	APPROVED. CONCERN ABOUT THE HEIGHT OF THE BUILDINGS.
22/1021/RES	Land adjoining Rosehill, Kingswood Lane, Forden, Welshpool. SY21 8TR	Proposal: Reserved matters application in respect of outline planning consent P/2017/0910 for up to 4 dwellings and garages, formation of vehicular access to and all associated works.	APPROVED. CONCERN ABOUT THE POTENTIAL BLOCKING OF A PUBLIC FOOTPATH.

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

None

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

None

12 Finance

12.2 To receive report from RFO to include items for Payment: to resolve to approve items for payment

INITIAL _____

Invoice Summary JULY 2022

Payee	Details	power to pay	Chq No.	£
Rachel Tibbott	Wages £554.20 +£7.65 postage of audit +£19.79 Laptop case +£4.49 HP ink	Schedule 12, paragraphs 30, 30D and 30E, s144	BACS	£586.13
Powys County Council	Business rates	s.164, s.44, ss 9&11	ddr	£150.00
Splash Plumbing & Heating Ltd	Repair leak to pavilion toilets and showers	s.125	BACS	£480.00
Popsie's Mops Cleaning Services	Cleaning Pavilion	s.133	BACS	£150.00
Gloversure	Hosting	ss.37-47	BACS	£144.00
SITC	Monthly Office charge	ss.37-47	BACS	£27.36
Savings account	Transfer from current		STD	£100.00
	TOTAL			£1,637.49
Quickbooks payment will start on 11/8 £3.60				
Current Account Balance				£11,726.94
Business Premium ME	including £100 transfer			£20,011.65

APPROVED

12.2 To receive previous month's financial updates from RFO

Invoice Summary May 2022					
Payee	Details	power to pay	Chq No.	£	ACTUAL
Edward Lee Davies - Clerk	Wages 268.80 (plus HP ink £4.49 up to 19/4/22)	Schedule 12, paragraphs 30, 30D and 30E, s144	BACS	£273.29	273.29
Powys County Council	Business rates	s.164, s.44, ss 9&11	ddr	£148.00	£150 correct amount paid
SITC	Monthly Office charge	ss.37-47	BACS	£27.36	27.36
Roy Evans Carpentry	Repair of steps etc Leighton Playpark	s.2, s.144	BACS	£60.00	60
H Steiner	HP Ink	Schedule 12, paragraphs 30, 30D and 30E, s144		£11.49	Helen stated that she wasn't owed anything for ink as she was up to date.
Popsie's Mops Cleaning Services	Cleaning Pavilion 01.05, 8.05, 15.05, 22.05, 29.05	s.133	BACS	£150.00	£90 Late email with invoice so Lee said to put larger amount in to cover
Gloversure	SSL 1 year	ss.37-47	Bacs	£36.00	36
	TOTAL			£706.14	£636.65
Due to Barclays losing mandate it was decided to pay all above by cheque					
Current Account Balance					£18,126.90
Business Premium ME					£19,610.17

APPROVED

INITIAL _____

Invoice Summary JUNE 2022					
Payee	Details	power to pay	Chq No.	£	ACTUAL
Rachel Tibbott	Wages for May 22 £457.60 + £2.85 postage of mandate change. Wages for June 22 £457.60 +£29.25 storage boxes + £4.49 HP ink	Schedule 12, paragraphs 30, 30D and 30E, s144	Chq	£951.79	£1,045.54
SITC	Monthly Office charge	ss.37-47	Chq	£27.36	£27.36
HMRC	PAYE	Schedule 12, paragraphs 30, 30D and 30E	Chq	£363.20	£67.20
Powys County Council	Business rates	s.164, s.44, ss 9&11	ddr	£150.00	£150.00
Arthur J Gallagher Insurance Brokers	Insurance yearly premium	S226	Chq	£1,862.58	£1,862.58
Hafren Dyfydwy	Water	s.125	Chq	£26.99	£26.99
Andrew Evans Landscapes	Grounds Maintenance	s.164,s.44,ss.9 & 10	Chq	£1,042.30	£1,042.30
Popsies Mopsies	Cleaning	s.133	Chq	£90.00	£105.00
Roy Evans	Repair	s.19, s.54	Chq	£48.00	£48.00
Graham Smith		Act 1972, Schedule 12, paragraphs 30, 30D and 30E	Chq	£60.00	£60.00
Quickbooks	Online Subscription	ss.37-47	ddr	£14.40	First month free so not gone out
	TOTAL			£4,636.62	£4,434.97
Income received	Forden football club			-77.5	
	Barclays with apologies			-45	
Transfer	To savings from community May 22			-£100.00	
	To savings from community June 22			-£100.00	
	To savings from community July 22			-£100.00	
All paid by BACS as companies were contacted and preferred to wait for me to have bank access					
Current Account					13364.43
Business Premium ME	Including above transfers				19911.65

APPROVED

12.3 Explanation as to inability to fulfil internal audit controls from May 22-Jul 22

12.3.1 As the RFO has only had access to the Barclays account since 11th July and Quickbooks online since 21st July, internal audits have been unavailable. These will start from August 22. **AGREED**

12.4 Councillors “Opt out” expenses forms for 22/23.

12.4.1 Councillors to fill these out and return to RFO.

12.5 Adding Cllr Shaun Rees to the mandate **ACTION: CLERK TO GET FORMS FOR NEXT MEETING**

12.6 Revenue Grants for Forden Community Centre and Leighton Village Hall

12.6.1 To decide value of grants.

It was agreed to increase the annual Revenue Grants to £1000 for both venues, payable next month.

12.6.2 Request from the Recreation Committee to revert back to invoicing for meetings.

As FLTCC’s own premises cannot be used for meetings due to the lack of WiFi facilities needed for hybrid meeting, it was agreed to revert back to both Forden Recreation Committee and Leighton Village Hall committee invoicing FLTCC for all meetings held in their premises. The additional £100 Revenue Grant payable in October will not be repeated this year. **ACTION: CLERK TO CONTACT BOTH COMMITTEES STATING THE ABOVE.**

12.7 Income

12.7.1 Charges for Football Festival 2022

It was agreed to charge £36 for the festival. **ACTION: CLERK TO INVOICE.**

INITIAL _____

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

13.1 Chairperson's announcements: to receive for information announcements from the Chairperson and Members.

Cllr Suzanne Rowlands thanked Cllr Shaun Rees for chairing the last meeting in her absence.

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

None

13.3 Date of next hybrid meeting for information:

ORDINARY BUSINESS MEETING to be held at **Forden Community Centre** on 18th August.

14 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.

14.1 Discuss contract of employment

It was agreed to increase the hours of the RFO/Clerk from 11hours per week to 15 hours per week from 1.8.22 and offer Rachel Tibbott a permanent contract of employment as Clerk/RFO to FLTCC. **AGREED**

Meeting closed at 21:19

Signed on behalf of the council as a correct record Date.....

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