



**Cyngor Cymuned Ffordun gyda Tre'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

**DRAFT MINUTES OF COUNCIL ORDINARY BUSINESS MEETING**

**On Thursday 31st July 2025 at 7pm**  
 at Forden Community Centre

**36/25 Welcome, Attendance, Apologies for Absence:** to record attendance.

Attendance in the hall: Cllr Suzanne Rowlands, Cllr Adam Lloyd, Cllr Anthony Day, Cllr Rachael Briggs and Cllr Terry Lomas

Attendance online: Cllr Shaun Rees

The Chair welcomed Councillors and Clerk to the meeting.

Apologies for absence approved by Council: Cllr Di Stevens and Cllr Mark Williams

Apologies for absence received:

Other members absent:

In attendance: Rachel Tibbott (Clerk to the Council)

**37/25 Declarations of Members' Interests and Dispensations:** to receive declarations of interest from Members in accordance with Part III of the Local Government Act 2000, which established the Local Government Code of Conduct for Members, and to note Members' dispensations. Members are asked to submit any declaration forms to the Clerk.

**None**

**38/25 Public Participation:** to receive members of the public who wish to address the council in respect of any item of business included in the agenda. Any member of the public wishing to speak must notify the Clerk by email [clerk@fltcc.org.uk](mailto:clerk@fltcc.org.uk) no later than 15 minutes prior to the start of the meeting. Members of the public addressing the council are asked to respect matters of confidentiality and privacy.

**None**

**39/25 Minutes of Previous Meeting**

39/25.1 To approve and sign the minutes as a correct record of the Ordinary Business Meeting on 26th June 2025. **RATIFIED**

39/25.2 Matters Arising from the above meeting.

**40/25 County Councillor Reports:** to receive updates for information on County Council matters from the County Councillors.

40/25.1 Results of Poverty Fund –

Cllr Brignell Thorp reported the grant for the Poverty fund will pay a donation of £1000 to Food Surplus in Newtown for a period of time (not sure how long). Can also pay for rent of Community Centre once a month and paying fuel for someone to travel to Newtown to pick all food up. Caveat guidelines say you can only share the money out for three different projects – there are two things in Montgomery so Forden would have to be one project. Would Community Council be recipient of the fund and then administer the room hire bookings? **RATIFIED**

**RESOLVED** Cllr Brignell Thorp to put in the application and have a chat with Mrs Fowler from the school and the food surplus project to confirm.

**41/25 Planning & Building Control**

41/25.1 Planning & Building Control Correspondence

41/25.1.1 Planning Aid Wales: to receive latest planning news and training opportunities

Initials:

41/25.1.2 Other correspondence: to receive and circulate for information such other planning and building control correspondence as will be brought to the attention of the council by the Clerk.

*None at date of issue of Agenda.*

41/25.2 Powys CC Planning Determinations: to report from Powys CC notifying the community council of planning decisions, if any, in the community council area

41/25.3 Planning Inspectorate Appeals: Notices of Appeals: to receive and resolve responses to Notices of Planning Appeals including but not limited to those listed below. Later Notices may be considered at the discretion of the Chair.

*None at date of issue of Agenda.*

41/25.4 Pre-application Consultations by Developers: to receive and resolve responses to pre-application consultations including but not limited to those listed below. Later applications may be considered at the discretion of the Chair.

41/25.5 Planning Applications Consultations

41/25.5.1 To receive for information, representations regarding planning applications (if any).

41/25.5.2 To receive and resolve responses to consultations (full applications(s) details(s) at <http://pa.powys.gov.uk/online-applications/?lang=EN>) including but not limited to those listed below. Later applications may be considered at the discretion of the Chair:

Ref:	Site	Description	Date received
None	None	None	None

41/25.6 Planning Enforcement

41/25.6.1 From other bodies to FLTCC: to report for information, planning enforcement matters within the community as will be brought to the attention of the council by the Clerk.

41/25.6.2 From FLTCC to other bodies: to resolve reports of planning enforcement matters within the community.

## **42/25 Highways, play & recreation parks and buildings.**

42/25.1 To report and resolve if desired any business in connection to the highways within the parish.

42/25.1.1 Results of request for advice on pavement issue Infront of Leighton School - Cllr Jenner

**ONGOING**

42/25.2 To report and resolve if desired any business in connection to the play, recreation parks and outdoor spaces managed or influenced by the council.

42/25.2.1 Football Club

a. Risk assessment needs adapting. **ONGOING**

b. Portaloo in situ – still awaiting letter from club **ONGOING**

c. New ten year lease for approval **ONGOING**

### **19:26 Cllr Shaun Rees joined the meeting**

42/25.2.2 ROSPA Inspection reports – Leighton Playground update. New windows needed for playhouse **ONGOING**

42/25.2.3 Resolve replacement of pipe running under the gate in sports field. **ONGOING**

42/25.2.4 Review all risk assessments. – completed but need to look at:

a. Posts in junior pitch hedge **ONGOING**

b. Steps going down from Pavilion **ONGOING**

Initials:

c. Signage behind football posts pulling fence down. – speak to footy club **ONGOING**  
 42/25.2.5 Biodiversity and Ecosystems Resilience Duty (section 6) by end of year – set up a working party to look at this.

**RESOLVED** : Cllr Brignell Thorp is looking at getting training for the Autumn time to help Councils do this. The Working party will consist of Cllrs Lloyd and Day and the Clerk.

42/25.2.6 Basketball nets need replacing on posts. – plastic cable them on **ONGOING**

42/25.2.7 Treatment Plant – maintenance plan.

**RESOLVED** FLTCC is responsible for the plant as the permit is in FLTCC's name. If it gets inspected, and we are not compliant, even though we are not in charge of the maintenance at this time, then our annual bill will increase. Currently Powys County Council has informally taken over the maintenance and repair of the plant (as they are the main users) as a temporary measure until a formal decision is made by Powys to take it over permanently.

FLTCC wants Powys to take over as permit holders so that the liability can be transferred over to them, if not then FLTCC will have to take control back and get some legal advice. Powys currently have a permit for the old treatment plant that is no longer in use.

42/25.3 To report and resolve if desired any business in connection to the buildings managed or influenced by the council.

42/25.3.1 To report and resolve any work undertaken and future works needed at the Pavilion:

- a. Repair of ducting by Pete Sheppard and looking at token machine **ONGOING**
- b. Adding of new shelf in the new cupboard to store consumables, need to add a chain to secure tables and door knob on door. **ONGOING**
- c. Results of storeroom clearance – need to dispose of chemicals stored, will need to be specialist bio hazard company **ONGOING**
- d. Purchased new kettle, washing up liquid and new key cut for small cupboard **RATIFIED**
- e. Window/bird issues:
  1. Purchased bird scaring owls and put in place together with wind ribbons **RATIFIED**
  2. See attached costings for window covers.
- f. Resolve to purchase a set of ladders for Pavilion to access attic etc.  
**RESOLVED** to purchase Fiberglass ones, extra tall, which are slightly more expensive.
- g. Safety lighting not working in corridor. No safety lighting in mens toilet, refs changing room or disabled toilet?  
**RESOLVED** to ask Pete Sheppard to add more safety lighting, repair an existing one and replace a light bulb in mens toilets.
- h. Should there be solar lights by front steps?  
**RESOLVED** There is a press button in reception to switch on outdoor lights down the steps when leaving through door. Timer setting for all path lights to come on. Clerk to add a notice to press button so public know what this is for.

42/25.4 Resolve to have cemetery gate lifted slightly to aid access.

**RESOLVED** to ask Stuart Sheppard to look at this when mowing next.

- a. Clerk requested Forden WI trim their tree in the cemetery. **RATIFIED**

## 43/25 Finance and Assets

43/25.1 Finance Specific Correspondence

Initials:

43/25.1.1 To circulate for information such other financial correspondence, if any, as will be brought to the attention of the council by the Clerk.

43/25.2 Items for Payment: to resolve to approve items for payment for July and August 2025.

Invoice Summary JULY 2025				
Payee	Details	power to pay	Chq No.	£
Rachel Tibbott	Wages £907.20 + £6.49 HP ink + £76.81 items for pavilion + £18.80 keys cut for cupboard+ £9.99 shelf for Pavilion	Schedule 12, paragraphs 30, 30D and 30E, s144	BACS	£1,019.29
LGPS	Pension	Schedule 12, paragraphs 30, 30D and 30E, s144	BACS	£339.15
Powys County Council	Business rates	s.164, s.44, ss 9&11	DDR	£148.00
Andrew Evans Landscapes	Ground Maintenance Inv 2800,	s.164.s.44,ss.9 & 10	BACS	£486.00
SITC	Monthly Office charge	ss.37-47	BACS	£54.26
Quickbooks	Online package	Schedule 12, paragraphs 30, 30D and 30E, s144	DDR	£19.20
OVW	Councillor Induction Training TL		BACS	£42.00
Audit Wales	23/24 FULL audit fees		BACS	£880.00
Boys & Bodens	Windows for Leighton Playground			£29.54
Savings account	Transfer from current		STD	£300.00
	<b>TOTAL</b>			<b>£3,317.44</b>
<b>Income</b>				<b>£0.00</b>
	Transfer from savings to current			<b>£5,000.00</b>
<b>Current Account Balance</b>				<b>£7,779.96</b>
<b>Business Premium ME</b>				<b>£106,343.69</b>
<b>Current Account Balance</b>	After above expenses taken out			<b>£4,462.52</b>
<b>Business Premium ME</b>				<b>£106,643.69</b>

**RATIFIED**

August payment over sheet

Initials:

Invoice Summary August 2025				
Payee	Details	Power to Pay	Payment type	£
Rachel Tibbott	Clerk Wages £838.70 +HP Ink £6.49 + toilet rolls £5.77 + toilet seat £12	Schedule 12, paragraphs 30, 30D and 30E, s144	BACS	£862.96
LGPS	Pension	Schedule 12, paragraphs 30, 30D and 30E, s144	BACS	£310.05
Powys County Council	Business Rates	s.164, s.44, ss 9&11	DDR	£148.00
Forden Recreation Assn	Revenue Grant	s.52	BACS	£2,000.00
Leighton Village Hall	Revenue Grant	s.52	BACS	£2,000.00
Shropshire ITC Ltd	Office monthly charge	ss.37-47	BACS	£50.84
Andrew Evans Landscapes	Sports Field cutting	s.2,s.133,s.19	BACS	£486.00
Quickbooks	Online package	Schedule 12, paragraphs 30, 30D and 30E, s144	DDR	£19.20
Carters Cleaning	Cleaning of Pavilion 3927 3949 3982	s.133	BACS	£117.00
Roy Evans	Works in cupboard in Pavilion		BACS	£120.00
Roy Evans	New windows in Leighton Playhouse		BACS	£60.00
Savings account	Transfer from current		STD	£300.00
	<b>TOTAL</b>			<b>£6,474.05</b>
<b>Income</b>	Precept due 31.8.25			£18,946.00
	Internment Dorothy Thwaite			£330.00
<b>Current Account Balance</b>	minus repayment of £5000 to savings			<b>£18,786.86</b>
<b>Business Premium ME</b>	plus £5000 repayment			<b>£111,643.69</b>
<b>Current Account Balance</b>	<b>After above expenses taken out</b>			<b>£12,312.81</b>
<b>Business Premium ME</b>				<b>£111,943.69</b>

**RATIFIED**

43/25.3 Financial Balances: to report for information the consolidated balances to date, after transfers, receipts and payments. **RATIFIED**

43/25.4 To resolve payments of revenue grants to Leighton Village Hall and Forden Community Centre of £2000 each to be paid in August. **RATIFIED**

43/25.5 To resolve transferring £5000 over from savings to current to cover expenditure until next precept payment (due 31<sup>st</sup> August). **RATIFIED**

43/25.6 To Resolve Clerk pay increase at Point 19 as agreed by NJC, back dated to April 1<sup>st</sup>. Rising from £16.10 to £16.62 per hour. **RATIFIED**

43/25.7 Investing surplus funds in Government Bonds – **ONGOING**

43/25.8 Financial Regulations (Clerk & Chair) **ONGOING**

43/25.9 Statement of Councillor Payments 24/25 **RATIFIED**

**44/25 Training: to resolve any training undertaken and to be done.**

Cllr Lomas has completed Induction training.

Initials:

Cllrs to bring their training needs to the next meeting.

#### **45/25 Councillor Vacancies x 2**

#### **46/25 Correspondence**

46/25.1 One Voice Wales (OVW) and Society of Local Council Clerks (SLCC)

46/25.1.1 To receive and circulate for information such other items of OVW/SLCC correspondence as will be brought to the attention of the council by the Clerk.

*None*

46/25.2 General Correspondence: To note, discuss and resolve, if necessary, any actions that arise from previously distributed correspondence.

*None*

#### **47/25. Chairperson's & Members Announcements, Items for Future Agenda & Date of Next Meeting**

47/25.1 Chairperson's announcements: to receive for information announcements from the Chairperson, Members and Clerk.

*None*

47/25.2 Items for future agenda: to bring forward for information items for consideration by the Clerk for future agendas.

*None*

47/25.3 Date of next hybrid meeting for information: ORDINARY BUSINESS MEETING 25th September 2025 at Leighton Village Hall.

#### **48/25 CONFIDENTIAL SESSION EXCLUSION OF PUBLIC AND PRESS**

48/25.1 Resolution to exclude the 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.

48/25.2 Confidential Correspondence (confidential reason: data protection of individuals): to receive, and resolve if desired, such other business or correspondence to let of a confidential nature as will be brought to the attention of the council by the Clerk.

*None*

**Meeting closed 20:04**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Initials: