

# Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

## MINUTES

of the ANNUAL MEETING of the Full Council held on  
Monday 20<sup>th</sup> May 2024 at 7pm in the Youth Room of the Institute

### Present were:

Cllr Rob Astley Chair

Cllr Melvin Jones Vice Chair

Cllr Ian Davies

Cllr Gareth Jones

Cllr Mark Owen

Cllr Geraint Peater

Cllr Stephen Purser

Cllr Sam Webster

### Apologies for absence:

Cllr Hazel Davies, Cllr Cadvan Evans and Cllr Viola Evans.

**1. Welcome by the Chair** The meeting received a welcome from the outgoing Chair.

### 3. Election for Chair of the Council

The meeting elected Cllr Rob Astley as Chair for the ensuing year.

#### 3.1 Declaration of office

Following the election, Cllr Rob Astley make the declaration to that office in front of the Council and signed by the Town Clerk as proper officer.

### 4. Election for the Vice Chair of the Council

The meeting elected Cllr Melvin Jones as vice chair for the ensuing year.

**5. Declarations of interest** There were no declarations of interest recorded.

### 6. Public Question Time and Participation

There were no members of the public present at the meeting.

### 7. Minutes of the last meeting

The meeting considered and approved the minutes of the meeting held on 22<sup>nd</sup> April 2024 with some minor alterations.

Proposed by Cllr Ian Davies and seconded by Cllr Sam Webster.

The vote was unanimous.

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**8. Attendance Record** The meeting received the attendance record for the year to 22<sup>nd</sup> April 2024.

**9. Meetings for the year**

The meeting approved the schedule of dates presented in the agenda for meetings to be held in the ensuing year. (see agenda)

**10. Appointments to areas of interest**

The meeting appointed the following Councillors to areas of interest for the ensuing year:

Ref	Area of Interest	2204-2025 appointments
1	Deri Woods/Goat Field	Cllr R Astley, Cllr S Webster
2	Mount Field	Cllr C Evans Cllr R Astley
3	Chapel of Rest/Erw Ddwr/Burial records	Cllr V Evans Cllr M Jones
4	Toilets & street scene and street furniture	Cllr H Davies Cllr Ian Davies
5	Playgrounds/Tennis Courts/Bowling Club	Cllr R Astley Cllr M Jones
6	St Marys Churchyard, clock, lights and War Memorial	Cllr H Davies
7	Administration including financial	Cllr S Purser
8	Planning & Development	Cllr S Purser
9	Regeneration meetings with Powys County Council	Cllr Rob Astley Cllr G Jones Cllr M Jones Cllr S Purser Cllr S Webster
10	Christmas Lights	Cllr R Astley Cllr G Jones Town Clerk
11	Newsletter	Town Clerk
12	Youth Council/Youth liaison	Cllr M Jones
13	Documents and Health & Safety	Full Council

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14	Powys County Council matters	Cllr G Jones
15	Welsh Language	Cllr M Jones
16	Outlying areas	Full Council
17	Local business and tourism	Full Council
18	Llanfair Partnership	All

The approval of the above appointments was proposed by Cllr Gareth Jones and seconded by Cllr Mark Owen. The vote was unanimous.

**11. Elections to outside bodies and other appointments** The following were appointed for the ensuring year:

Meeting	Current 2023-2024
Library Committee	Cllr S Purser
MWT Friends of Deri Woods	Cllr R Astley Cllr S Webster
Youth Council	Cllr M Jones
PCC Community Council Forum	Town Clerk
Llanfair Institute Committee	Cllr H Davies Cllr S Purser
School Governor	Cllr M Jones
One Voice Wales Local Teams Meetings	Town Clerk
North & Mid Wales Association of Local Councils including Cambrian Rail Committee	Town Clerk
Local Police Liaison Committee	Cllr S Webster

## 12. Consultations

### 12.1 General

The meeting confirmed the general consultation methods for council business as follows:

Council Web Site  
Youth Council  
Council Newsletter  
Public meetings

Council Facebook Page  
Business Forum  
Surveys  
Council Office (Fridays 2pm to 5pm)

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Llanfair Partnership (added to list)  
Through Councillors or the Clerk meeting residents

## 12.2 Press releases

The meeting **AGREED** that the minutes will be circulated within 3 days of the meeting and posted on the website the Tuesday 7 days later following the meeting to give Councillors a chance to look at them before publication.

## 13. Councillor allowances

The meeting noted that no councillors took any allowances in the year ending 31<sup>st</sup> March 2024.

The meeting noted that no councillor proposes to take any allowances during the year ending 31<sup>st</sup> March 2025.

## 14. Financial

The meeting received the financial statements as set out the agenda.

**14.1 Allocation of funds from Annual Accounts** The meeting noted the allocation of funds from monies held as follows:

General reserves	£45,000
Youth Club	£3,000
Defibrillator	£1,000
Tourism Boards	£600
Fitness Trail	£1,500
<b>Total allocated</b>	<b>£51,500</b>
Available for projects	£40,819
<b>Total funds</b>	<b>£92,310</b>

## 14.2 Appointment of auditor for the 2024/2025 accounts

The meeting appointed Dave Hawes as the internal auditor for the year to 31<sup>st</sup> March 2025. Proposed by Cllr Mark Owen and seconded by Cllr Stephen Purser. The vote was unanimous.

## 14.3 Orders for payment

The meeting **APPROVED** the orders for payment as set out in the agenda. Proposed by Cllr Gareth Owen and seconded by Cllr Mark Owen. The vote was unanimous.

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### 14.4 Bank Mandate

The meeting appointed signatories to the Council bank accounts as Cllrs Ian Davies, Rob Astley, Cadvan Evans and Gareth Jones.

All transactions are approved by two signatories of councillors and in addition that of the Town Clerk.

Proposed by Cllr Melvin Jones and seconded by Cllr Mark Owen. The vote was unanimous.

### 14.5 Completion of External Audit 2022-2023

The meeting noted external audit by Welsh Government is complete and noted their comments.

**15. Annual fees review** The meeting considered and agreed the annual review of fees as follows:

Area	Heading	2023/2024	2024/2025
Mount Field	Football Club License fee	£60pa	*£200pa
	Grazing License fee	£100pa	£100pa
Bowling Green	Lease ground rent	£10pa	**£10pa

\* Agreed at a previous meeting. \*\*  
Fixed rent in lease expiring in 2033.

### 17. Burial fees

The meeting deferred the consideration of burial fees until the next meeting. The Town Clerk is to prepare a report on Burial Fees for the next meeting in consultation with Cllr Geraint Peate.

### 18. Resignation of a Councillor

The meeting received a letter from Ursula Griffiths which was read out to the meeting tendering her resignation. This was accepted by the meeting.

**19. Planning decisions** The meeting noted the planning decisions issued by Powys County Council.:

### 20. Annual Reports

#### 20.1 Annual Report of the Council

To received and considered the annual report of the council.

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Subject to any comments received before publication at the end of June 2024 the document was approved.

**20.2 Programme of activity for 2023-2024** To meeting considered the following report on the activity programme for 2023-2024.

<b>Planned for 2023-2024</b>	<b>Status</b>
Completion of rear retaining wall to Institute	Completed
Start Youth Club	Completed
Install Bus stops around town	Completed
Feasibility studies (subject to funding) For regeneration, leisure centre, tourism and a healthy Llanfair	Grant gained; a Places Plan for Llanfair is about to be prepared
Refurbishment of public toilets and installation of water point, new disabled facilities and baby changing units	Completed
Fitness Trail installation	Grant gained; order placed
Installation of Tourism Maps around the town	Final maps arrived and are being put up very soon.
Progress proposals to take lorries out of the town.	Discussions continue.
Felling of diseased ash trees in Goat Field	COMPLETED
Internal decoration of the Chapel of Rest	COMPLETED
Replacement of top rail on Mount Field side of Mount Field and repair netting and posts at far end of field	CARRIED OVER TO 2024/2025
Complete town street furniture painting project	AWAITING DRY WEATHER PERIOD
Complete repairs to the Lychgate including brick/stonework under	COMPLETED
Restart Llanfair Partnership meetings	COMPLETED
Pointing of part of wall along Broad Street supporting St Mary's.	COMPLETED
Complete Bird Box Scheme for Pied Fly Catcher	COMPLETED
New signage at Mount Field	CARRIED OVER TO 2024/2025
Repair to car park surfaces at Deri Woods and Mount Field	CARRIED OVER TO 2024/2025
Minor tree works to Erw Ddwr	DELAYED TO SEPT 2024
Works of repair at Deri Woods and Goat Field to paths, steps and railings	ONGOING, MUCH COMPLETED

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**20.3 Programme of activity for 2024-2025** The meeting considered and **APPROVED** the activity programme for 2024-2025.

<b>Proposed activity programme 2024-2025</b>
Places Plan for Llanfair to be completed (grant aid funded) For regeneration, leisure centre, tourism and a healthy Llanfair
Complete and start street cleaning project
Replacement of top rail on Mount Field side of Mount Field and repair netting and posts at far end of field along with post replacement far end of Mount Field
New signage at Mount Field
Repair to car park surface at Deri Woods and Mount Field
Works of repair at Deri Woods and Goat Field to paths, steps and railings to continue
Replace cross on top of Lychgate
Minor tree works to Erw Ddwr
Complete town street furniture painting project
Fitness Trail installation
Progress to seek grant aid to help with tennis court resurfacing
Complete Book start Day for reception class at Llanfair
Completion of installation of Tourism Maps around the town
Continue with progress proposals to take lorries out of the town.
Complete Christmas Lights plan and implement for December 2024
Banwy Estate Land asset transfer

### **21. County Councillor Report**

The meeting received an update from our County Councillor which included the following:

- i) Update on the changes at the school.
- ii) Issues with potholes and other outstanding works.

It was agreed that the Town Clerk would write a letter to Ian Jarman and Clive Jones of Powys County Council expressing concern at lack of progress. iii) Hafen Deg – a property is vacant and could be used for a local resident. The Town Clerk was asked to send a letter of support to the County Council for allocation of this property.

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## **22. Other matters discussed**

### **22.1 Tennis Club**

A meeting is to be arranged with the Tennis Club to take forward an agreement for use of the courts. The meeting to be attended by Cllr Sam Webster and the Town Clerk.

### **22.2 Banwy Estate land**

It was reported that further investigations are progressing before a final decision is made on a possible asset transfer of land at the Banwy Estate.

### **22.3 Youth Club**

Cllr Melvin Jones gave a short update on the Youth Club which is going well.

### **22.4 Cadet HQ**

It was reported that a response had been received regarding the Cadet HQ. A review of premises is being undertaken and when this is complete a decision by the owners can be made.

### **22.5 St Mary's churchyard**

It was reported that the churchyard grassed areas have developed a lot of moss. The contractor is to be asked to treat an area (at the right time of the year) to see if the treatment works.

## **23 Papers for future meeting**

The Chair requested that any comments on the minutes of meetings are made before the following meeting so that it saves time at that meeting.

The Chair also reminded members that items for the agenda need to be with the Town Clerk at least one week before the meeting date.

## **24. Date of next meeting**

To note the date of the next meeting which is to be held on Monday 26<sup>th</sup> June 2023 at 7pm in the Youth Room of the Institute.