

Cyngor Cymuned Llanfair Clydogau Community Council

Draft Minutes of the Meeting of the Community Council held on 19th May 2022 at Llanfair Village Hall

PRESENT: Dave Bartholomew (acting Clerk), Dai Jones, Roger Daniel, Eryl Evans

APOLOGIES: Dafydd Jones

MINUTES: Minutes of the last meeting, held on 19th April 2022 with subsequent e-mail attachment dated 5th May 2022, were agreed as a true record proposed by Dave and seconded by Dai

MATTERS ARISING:

- Dave confirmed that the change of signatories had been enacted by Nat West Bank and that the previous Clerk and councillor had been removed as signatories. There are now two signatories to the account Dave and Dai. As yet the change of address for the receipt of the paper bank statements had not been completed but the change of address form and an application for online banking had been sent to Dave by Nat West Bank. It was agreed that Dave should continue with the online banking application and once that had been successfully completed, register the change of address and obtain duplicate statements for any missing bank statements required to reconcile the Councils accounts for 2021/22.
- Dave also confirmed that he was still awaiting further information from the owner of Tyn-Coed with respect to the outstanding planning application and the subsequent e-mail trail.

INTRODUCTIONS TO NEW MEMBERS AND NEW COUNCILOR

- The council welcomed new community councillor Mr. Roger Daniel and offered congratulations to newly elected county councillor Eryl Evans.

APPOINT CHAIR AND VICE CHAIR

- Although the meeting did not have sufficient councillors to form a quorum, Dai Jones agreed to take the office of council chair, proposed by Dave and seconded by Roger.

THE COMMUNITY COUNCIL GOING FORWARD

COUNCIL MEMBERSHIP AND SEEKING NEW COUNCILLORS

- It was noted that, with the current number of councillors, all would have to attend every meeting in order for items to be properly discussed and voted on, and it was agreed that this is likely to impact and disrupt the effectiveness of the council.
- It was agreed that extending the council membership is a key activity for the council. Several names were suggested for co-opting onto the council and it was agreed that Dave, Dai and Roger would make personal approaches to members of the community who may be supportive of the council and receptive to joining. It was highlighted that this is also an excellent opportunity to seek wider inclusion and diversity into the council.
- Eryl offered the suggestion that hybrid meetings (in person and online access to council meetings) may help to accommodate those not being able to attend. It was confirmed that both Llanfair and Cellan village halls have Wi-Fi access but how such meetings would be set-up technically was not discussed further.

APPOINTMENT OF NEW CLERK

- There have been no applicants for the role of Clerk to the council. It was noted that the current advertisement for the position was not 'very tempting'. However, it was also noted

that it probably does describe the role well and that the position of Clerk is an important role within the council.

- Although the meeting did not have sufficient councillors to form a quorum, Dave Bartholomew agreed to temporarily act as Clerk while the council sought to fill the position.
- To progress an appointment, Roger agreed to enquire locally for interested in the position and Eryl offered to ask the Clerk at Llanybi Community Council if they would be willing to 'double-up' and act for both councils.
- Eryl also offered the suggestion that One Voice Wales may be able to offer help and advice and Dave agreed to contact them if the situation could not be resolved quickly.

YEAR END 31/03/22 ACCOUNTS

- Dave informed the council that the Year End accounts had not been completed. There is a three-month gap (one quarterly statement is missing) in the paper bank statements received from the bank. Both previous clerks have confirmed they do not have the statement. Until this is resolved the accounts cannot be reconciled to the bank account and the accounts cannot be completed and sent for internal audit.
- Subject to successfully initiating online banking, Dave will request the missing information and will attempt to reconcile and complete the accounts for the internal auditor.
- The accounts are due to be submitted 30/06/22 and it was unclear what action, if any, would be taken against the council if they did not meet the deadline. Eryl offered the suggestion that One Voice Wales may be able to advise and Dave will discuss this matter with them if the accounts cannot be completed in good time.

PAYE STATUS OF PREVIOUS CLERKS AND PREVIOUS CLERKS SALARY PAYMENT

- Dave informed the council that he has been advised that, upon leaving the role of Clerk, the outgoing Clerk may not have been issued with a P45, and that the new incoming Clerk (the previous Clerk) may not have been entered onto the IR payroll system.
- The previous Clerk has a cheque from the council for her wages whilst in the role. She has discussed this with Dave and has agreed not to cash the cheque until such time as her taxable status with respect to the council has been clarified.
- It was agreed that these two anomalies must be dealt with as soon as possible and reviewing the payroll system and correcting any errors with IR should be a primary focus for the new clerk. In the meantime, none of the council members have PAYE experience and it was suggested that, again, One Voice Wales may be able to offer advice.
- Dave agreed to investigate this further.

YEAR END 31/03/22 ANNUAL REPORT

- The previous chair advised the council that an annual report should be written (by the council chair) on behalf of the council summarising council activities for the previous year.
- The format and content of this report is unclear to the council members and the report for year ending 31/03/22 is outstanding.
- Dai agreed to investigate and to produce the annual report for year end 31/03/22.

COUNCIL WEBSITE

- The person who is maintaining the council website is who is moving and will not be maintaining the website any longer. The website also needs updating. It will be necessary to find a new website developer/host for the council.

CORRESPONDANCE

CODE OF CONDUCT FOR COUNCIL

- E-mail attachment noted by councillors

COUNCIL TRAINING DATES ONE VOICE WALES

- E-mail attachment noted by councillors

CELLAN ROAD CLOSURE

- E-mail attachment noted by councillors

CELEBRATING RURAL WALES

- E-mail attachment noted by councillors

PLANNING

PLANNING REGARDING LLWYNFEDW CELLAN

- There has been no update from Ceredigion County Council Planning Department regarding the site visit to Llwynfedw. Dave agreed to investigate and contact planning on behalf of the council.

ANY OTHER BUSINESS

- Council has been approached to request help in progressing a request to develop and use land across the road from All Saints Church in Cellan for church car parking. This project would be undertaken using a bequest to the church from a local parishioner. It is necessary as the Church suffers from a serious problem with parking especially for large events such as funerals. The requestee would like to know who to approach for permission to use (rent/purchase) the land. The land in question has been the subject of community council discussion and possibly disputed ownership between the community council and a local farmer. It is currently rented out by the council. It was suggested that the requestee may approach the Commons Commissioner, in his own right, to resolve who owns the land. Dave also agreed to try and find council documents relating to the title of the land and the current tenancy agreement and report back to the council and to the requestee.
- Dai informed the council of the cost of the annual grass cutting for Llanfair church. The cost is £120 per cut and the grass is cut 6 times per year. It has been requested that this be raised to £160 per year. No further discussion or decision at this meeting.
- Roger updated the meeting on the response by Ceredigion County Council Planning Department with respect to his previous personal correspondence concerning the Fishers Arms in Cellan. They have responded that although they recognise the seriousness of the situation they are unable to make a site visit to investigate the situation due to Covid. The council agreed this was an inadequate response in the light of lifted restrictions and a call to normal working. Roger agreed to contact planning in an effort to progress the situation and copy in Eryl to keep her apprised of progress.
- Eryl noted that Llanybi community council are considering holding a meal at the Talbot for Odwyn, as a thank-you for his support over the years as an elected county councillor for the ward and suggested that the councils may like to combine and make it a larger joint event. The idea was positively received by the council.
- Meeting concluded. Next meeting – To be confirmed

SUMMARY OF ACTION POINTS ARISING

1. Apply for online Banking	Dave
2. Register change of address with Nat West Bank and request missing paper bank statement	Dave
3. Reconcile and complete council accounts for year ending 31/03/22 ready for internal audit	Dave

4. Make personal approaches to members of the community to sit on the council.	Dai, Dave, Roger
5. Investigate further possible anomalies in PAYE status of previous clerks	Dave
6. Enquire locally for in the position of Clerk to the Community Council	Roger
7. Produce council annual report for year ending 31/03/22	Dai
8. Ask the Clerk at Llangybi Community Council if they would be willing to 'double-up' and act for both councils.	Eryl
9. Review local website providers	Dave
10. Search for council documents relating to land opposite All Saints Church Cellan	Dave
11. Dave agreed to investigate and contact planning re current status of site visit to Llwynfedw.	Dave
12. Contact planning re Fishers Arms and keep Eryl appraised of progress	Roger

Accepted as a true record of the meeting on: 30TH JUNE 2022

By DAVID B. JONES

Signature 

Authority COUNCIL CHAIR