

Cyngor Cymuned Llanfair Clydogau Community Council

Draft Minutes of the Meeting of the Community Council held on 30th June 2022 at Llanfair Village Hall

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

APOLOGIES: None

MINUTES: Minutes of the last meeting, held on 19th May 2022 with subsequent correction were agreed as a true record proposed by Roger and seconded by Dai

MATTERS ARISING:

1. Review of Action Points from last minutes

1. Apply for online Banking	Dave	Completed
2. Register change of address with Nat West Bank and request missing paper bank statement	Dave	Completed
3. Reconcile and complete council accounts for year ending 31/03/22 ready for internal audit	Dave	Completed
4. Make personal approaches to members of the community to sit on the council.	Dai, Dave, Roger	Carried Forward (C/F) to next meeting
5. Investigate further possible anomalies in PAYE status of previous clerks	Dave	Completed
6. Enquire locally for in the position of Clerk to the Community Council	Roger	Completed
7. Produce council annual report for year ending 31/03/22	Dai	C/F to next meeting
8. Ask the Clerk at Llangybi Community Council if they would be willing to 'double-up' and act for both councils.	Eryl	C/F to meeting
9. Review local website providers	Dave	C/F to next meeting
10. Search for council documents relating to land opposite All Saints Church Cellan	Dave	Completed
11. Dave agreed to investigate and contact planning re current status of site visit to Llwynfedw.	Dave	C/F to next meeting
12. Contact planning re Fishers Arms and keep Eryl appraised of progress	Roger	Completed

2. Other Matters arising from last minutes

- Actions 1 and 2.

- Dave reported online banking has been activated and paper statements have been stopped, the missing paper statement has been downloaded from the online account. Bank details have been set up for Dave only to access at this point however Dave and Dai are signatories to the account. The registered address has been changes to Dave's home address. Previous details have been removed from the account.
- Action 3.
 - Accounts reconciled to 31/03/22 using chequebook, paper ledger and online bank statements. Accounts presented to council members and ledger and cheque books available for review.
 - Summary of financial position at 31/03/22:

▪ Current Account Bank Balance	£2998.07
▪ Unpresented Cheques	£628.00
▪ Available Credit	£2370.07
▪ Reserve Account Balance	£8.09
▪ Current Available Credit on all accounts	£2378.16
 - Accounts reconciliation accepted by council
 - Dave reported that he has been able to complete part of the Annual Return form ready for internal audit but is unable to fully complete it as there is no paper or electronic copy of last year's form from which totals can be carried forward. There is no e-mail relating to submitting the form but there is an e-mail trail of supporting information requested by CCC auditors indicating that one must have been sent. Last year's chair, the two previous clerks and the internal auditor have been contacted but none have been able to provide or give the location of the form. Dave will now contact CCC audit office to request a copy of last year's return.
- Action 4.
 - It was reported that there is reluctance from the community to co-opt onto the council with some questioning the role and impact of the council. It was noted that in order for the council to make any impact it needed more members to take action on initiatives to support the community. Dave noted that the council has carried a 'float' of approx. £2000 of unspent money which could be used to support a community initiative and raise awareness of, and support for, the council. Dave and Eryl also noted that there is grant money available for local projects and this is communicated to the council via the clerks e-mail. However with not permanent clerk and few council members it is difficult for us to take advantage of these initiatives. It was agreed that existing councillors should continue to canvas support for new members.
- Action 5.
 - Dave has access to the IR PAYE account for the Council; however, he is unfamiliar with the software and has been unable to find/access historic data. Correspondence with the previous chair and with previous clerks has confirmed that the Clerk in post before the previous Clerk, was removed from PAYE when she terminated employment with the community council but that the previous Clerk was never set up on the PAYE system. In addition, the arrangement coving the taxation for the Clerk in post before the previous Clerks, seems to have been for a twice-yearly standing order of £100.00 (Jan and June payments) and this has never been cancelled. Dave will attempt to contact the PAYE section of the revenue to discuss and rectify the situation. Dave also informed the council that the previous Clerk has a cheque covering her period of work with the council, and that she had been holding off on cashing it at his request while the situation with respect PAYE was better understood. The check has been issued and signed by council and sanctioned by the previous chair and there is no reason to stop the payment for works performed however, the previous Clerk is advised to contact IR to advise them of the situation.

- Action 6.
 - Roger did discuss clerk role with a local resident who declined the position however, Roger will ask them if they would be interested in joining council
- Action 9.
 - Eryl offered to ask the Chair of Llangybi Council who it is who has recently updated Llangybi Council website.
- Action 10.
 - Dave confirmed that previous e-mails indicate that the council are sure that they are the owners of Y Gardde. This land has been rented by the council to a tenant since June 2016 on an initial 2 year lease at a rent of £20 per year. It was agreed that the tenant should now be contacted in relation to the original request. Dave agreed to try and find the tenancy agreement with the tenant and identify the last rent payment date and to e-mail the requestee with this update.
- Action 12.
 - Roger confirmed he had written to CCC planning (copy clerk and Eryl) but had had no response. It was noted that in England it is possible to register a public house as a community asset but it was not known if this extended to Wales. Eryl offered to check this and advise Roger who would take forward the registration of the Fishers if appropriate. Eryl also recommended investigating Plunket an organisation which helps local communities buy pubs. It was also suggested that Roger contact Ben Lake who may be sympathetic as he has local ties with Cellan and with the Fishers Arms.

BROOKLANDS

- A query has been raised by a local resident after finding an envelope addressed to 'The Caravan, Brooklands' whilst cleaning up after jubilee celebrations. It is understood that there is a caravan on the site and if this is a private caravan belonging to the owner does not require planning or other permissions. However, it is suggested that use of the address 'The Caravan' implies that this is a residential property and as such there should have been an application for a 'residents address' for a caravan on site. Dave has checked the clerks e-mails (but not planning website) and has not seen such a planning request sent through. If no such request has been received then the resident has requested that the council contact CCC planning to check the status. Dai noted the concern and agreed to speak to the resident before the council proceeds any further.

CORRESPONDANCE

- Email attachments noted by councillors

ANY OTHER BUSINESS

- A concern was raised over the regularity of the grass cutting at Llanfair church. Dai will discuss with the contractor before Council considers the rate increases previously discussed.
- Dave highlighted that the councils insurance with Zurich Insurance has expired due to non-renewal. It was agreed that Dave should seek to re-instate the Zurich Insurance for the council with the same T&C's as previously. Roger asked for clarification of the cover provided and Dave will seek to clarify this as part of the renewal.
- Meeting concluded. Next meeting – Thursday 11th August, Llanfair Village Hall

SUMMARY OF ACTION POINTS ARISING

Carried Forward

7. Produce council annual report for year ending 31/03/22	Dai
8. Ask the Clerk at Llanybi Community Council if they would be willing to 'double-up' and act for both councils.	Eryl
9. Review local website providers	Dave
11. Dave agreed to investigate and contact planning re current status of site visit to Llwynfedw.	Dave

New This Meeting

13. Contact CCC audit office to request a copy of last year's return	Dave
14. Co-op new members:	All
15. Contact IR to discuss and attempt to resolve PAYE issues outstanding	Dave
16. Find contact/name of person/company who has recently updated Llanybi Council website, and pass on to Dave	Eryl
17. Write to requestee of information re Y Gardde to update them on the status of his request	Dave
18. Locate and confirm tenancy agreement for Y Gardde and identify last rent payment date	Dave
19. Check if it is possible to register a public house as a community asset and inform Roger. a. take forward the registration of the Fishers if appropriate. It was also suggested that Roger who may be sympathetic as he has local ties with Cellan and with the Fishers Arms.	Eryl Roger
20. Investigate Plunket re community purchase of Fishers	Roger
21. Contact Ben Lake re assistance with Fishers and getting a response from CCC planning	Roger
22. Discuss Brooklands enquiry with resident who raised it and report back to council on further action	Dai
23. Raise concerns/discuss frequency of Grass Cutting for Llanfair Church	Dai
24. Contact Zurich Insurance and re-in state policy b. Confirm cover to council	Dave Dave

Accepted as a true record of the meeting on: 11TH AUGUST 2022

By DAVID B. JONES

Signature 

Authority COUNCIL CHAIR