

Cyngor Cymuned Llanfair Clydogau Community Council

Draft Minutes of the Meeting of the Community Council held on 11th August 2022 at Llanfair Village Hall

PRESENT: Dai Jones (Chair), Dave Bartholomew (acting Clerk), Roger Daniel, Penny Izienicki, Ricky Hobbs, Eryl Evans

APOLOGIES: None

MINUTES: Minutes of the last meeting, held on 30th June 2022 were agreed as a true record proposed by Roger and seconded by Eryl

MATTERS ARISING:

1. Review of Action Points from last minutes

Carried Forward

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

New This Meeting

13. Contact CCC audit office to request a copy of last year's return	Dave	Completed
14. Co-op new members:	All	Completed
15. Contact IR to discuss and attempt to resolve PAYE issues outstanding	Dave	Hold until appointment of new Clerk
16. Find contact/name of person/company who has recently updated Llanybi Council website, and pass on to Dave	Eryl	Completed
17. Write to requestee of information re Y Gardde to update them on the status of his request	Dave	Completed
18. Locate and confirm tenancy agreement for Y Gardde and identify last rent payment date	Dave	Completed
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.	Eryl Roger	Completed Awaiting response Unable to progress Hold - Awaiting response
20. Investigate Plunket re community purchase of Fishers	Roger	Completed
21. Contact Ben Lake re assistance with Fishers and	Roger	Completed –

getting a response from CCC planning		Awaiting response
22. Discuss Brooklands enquiry with resident who raised it and report back to council on further action	Dai	Completed
23. Raise concerns/discuss frequency of Grass Cutting for Llanfair Church	Dai	C/F
24. Contact Zurich Insurance and re-in state policy b. Confirm cover to council	Dave Dave	Completed Completed

2. Other Matters arising from last minutes

- Action 7.
 - Report given verbally at meeting.
- Action 8.
 - The Clerk at Llanybi declined to double-up and act as clerk for both councils.
- Action 9.
 - Dave has contacted two suppliers listed on One Voice Wales (VICT, based in Exeter and Cradur.com, based in Llangernyw) and information was passed as attachments for council review.
 - Both suppliers specialise in building websites for community councils and at least one (Cradur.com) can build websites in Welsh and English. It was agreed by the council that this is a requirement for our website.
 - Both suppliers offer a ‘basic off-the-shelf’ website service costing £200 (Cradur.com) and £650 (VICT) and more expensive offerings. VICT is the most expensive option but appears to offer more comprehensive services.
 - It was agreed by council that, certainly for the immediate future, a more basic website allowing publication of minutes, accounts and basic notices would be all that is required.
 - Dave agree to contact both and get further details of basic websites, costing for implementation, annual fee, updates and management, and copies of Terms and Conditions from both suppliers.
 - All council members agreed to review both companies and other council websites and suggest features which may be required or of interest when choosing a website design and provider.
 - Dave also agreed to liaise with the Clerk of Llanybi community council as they too may be looking to replace their website and website provider.
- Action 11.
 - Response has been received from planning (attached to these minutes) and the owners of Llwynfedw will be required to make a retrospective planning application.
- Action 13.
 - A Copy of last year’s return has been received and the return for 2021/22 has been completed and submitted (via Dai) to the internal auditor for completion of the internal audit. The auditor has been busy due to commitments at the recent Eisteddfod and unable to complete the audit but hopes to be able to complete it soon.
 - Dai will continue to liaise with the auditor and inform the Clerk when it is completed and ready for Sign-off by the Chair. The committee will then need to ratify this through the minutes of the next meeting before it can be sent for external audit.
 - Dave noted that there is one figure in the audited accounts relating to Community Council Assets’. This figure has been relatively stable over the past several years, however there is no formal record of what assets are owned by the council and, subsequently no formal valuation process. It has been confirmed by a previous Clerk that external auditors have previously highlighted that the council has no register of

council owned assets and that it should have. It has previously been agreed by the council to build this asset register but this has not been done.

- For the purposes of the audit Dave informed the council that he has simply transferred last year's figures and made a note of this issue with the accounts for audit.
- Dave and Dai have been leasing with previous council members to ascertain the assets owned by the council and to build an asset register and a working copy is attached to these minutes.
- In particular there is uncertainty over what land the council owns. Four parcels of land are rented by the council but there are no formal agreements. Dai noted that on one piece of land (Y Gardde) trees appear to have been planted but it is not clear if this is in breach of any rental agreement. Dai agreed to contact three of the tenants and discuss their tenancy agreements and Dave agreed to contact the fourth and to report back to council.
- It was suggested that ownership could be checked via the land registry but that the council would have to already have some idea of named plots of land to search for.
- Action 14
 - Penny Izieniciki has agreed and is now a co-opted council member
 - Rick Hobbs has agreed and is now a co-opted council member
 - It was agreed that councillors should continue to seek new council members
 - It was confirmed that the council needs 4 councillors present to be quorate, and 10 councillors (five each from Llanfair and Cellan) to form a full council. Four spaces remain to be filled on the council, two from each village.
- Action 15
 - Dave informed the council that this is likely to be a lengthy process as IR can be difficult to get hold of and that he has not had time to do it.
 - Dave noted that the previous Clerk has so far, not cashed her wages cheque.
 - Dave suggested that, as he is acting clerk and not being paid this is less of an issue until/unless the previous Clerk presents the payment cheque or a new Clerk is appointed who will be paid and suggested that this action be held over until such time as one of these two events occurs, or Dave has time to complete this action.
- Action 16
 - Llangybi Council website was built and managed by the same supplier (who has moved from the area and no longer supports the sites) as Cellan website.
- Action 17.
 - Dave confirmed he has contacted the requestee with an update (e-mail attached).
 - It was discussed and agreed that parking facilities are required by All Saints church as roadside parking was no adequate for large services and events such as weddings and funerals. The council agreed that, if possible they would like to support the request to use part of Y Gardde for this purpose.
- Action 18
 - Dave cannot find a formal tenancy agreement for Y Gardde in the council records.
 - Dave confirmed that on 19/09/19 £100 was paid as an advance for five years rent on Y Gardde.
- Action 19
 - Eryl has made the enquiry and is awaiting a response from CCC planning department. This action, and the subsequent action for Roger to register the Fishers if appropriate, is on-hold pending the response.
- Action 20.
 - Upon investigation Roger has identified that Plunket may be able to help but the current status and ownership of the Fishers needs to be confirmed. However it was noted that Land Registry does not indicate that the Fishers has been resold recently.

- Activity has been noted at the premises indicating work may be being carried out inside but there was uncertainty around what this work may be, who is carrying it out and for what purpose.
- Action 21
 - Roger has contacted Ben Lake and received a response (attached).
 - Ben Lake has contacted planning and this action is on-hold pending their response
- Action 22
 - Dai did discuss the issue with the resident and since then Dave has received a further request from the resident to contact planning and ask if a postal address has been registered for the Caravan. Dave agreed but highlighted that requests to planning were taking some time to be processed. The resident then asked if it could be escalated to the council via the CCC representative.
 - The matter was discussed by council and it was noted that it is not clear if the envelope had a stamp (thus indicating postal delivery). If it did not then it is likely this was a personal delivery 'by-hand' and a registration of postal address would not be required. Although CCC representative agreed to raise the question with planning if necessary, Dai offered to speak again to the resident to ensure this was a valid concern for the council.
- Action 23
 - It was noted that the grass had recently been cut at the church but Dai has not been able to hold any discussions re. frequency as yet.
 - It was further noted that the grass should be cut five times per year (the annual fee paid is £600 and each cut costs £120, taking about five hours to complete)
- Action 24
 - The insurance policy has been reinstated and council have been provided with a copy of the policy.

ACCOUNTS

a. 2021/2022 Audit

See discussion noted above, action point 13.

b. 2019/19 Audit Fee Outstanding

Dave has been contacted by Finance Audit Wales for payment on the outstanding invoice for 2018/19 audit fees (issued 08/02/20 - £417.75) and requested authorisation from the council to pay the invoice and to pay any other invoices which may be outstanding for the audit 2019/20. This was duly authorised and Dave will now pay this invoice and liaise with Finance Audit Wales to see if any other payment is outstanding.

COUNCIL WEBSITE

- See discussion noted above, action point 9.

REQUEST TO PROVIDE A DEFIBRILLATOR

- Cellan Village Improvement Society (CVIS) have taken the decision to locate a defibrillator at Cellan Millennium hall rather than at the originally proposed site by the telephone kiosk on the main road through Cellan. This is due to the cost of work to connect power to the site quoted by Western Power. This position is not ideal for Cellan which covers a large area. There is already a defibrillator located at Llanfair village hall. Therefore request has been made by the CVIS to Council, to site a defibrillator between Cellan and Llanfair villages.
- Although the council fully supported the installation of a defibrillator in/around Cellan, it was felt that there would be little advantage to placing an additional defibrillator between the two villages as this area is not densely populated (the vicinity of All Saints Church was noted as the only viable position). It was agreed that if a third defibrillator were required it might be better sited in the vicinity of the Fishers Arms to service that part of the village. However the current uncertainty around the Fishers, currently, does not immediately support this option.
- Other means of providing assistance were discussed including; providing a new and more visible sign for the Millennium Hall highlighting that it held a defibrillator or the possibility of the Council providing some funding towards the power installation.
- Eryl also noted that the defibrillator cited in Lampeter Rugby Club is battery powered and not connected to mains electricity and felt there was merit in investigating this siting a battery powered unit at the telephone kiosk (it is not known if the unit has already been purchased).
- Eryl offered to speak directly to Chis Lambert representing the CVIS and pass on what she knew and details of a contact that the CVIS discuss this with further.
- Dave will contact Chris Lambert to inform her of these discussions, pass on an invitation to ring Eryl and get contact details re a battery operated unit, and also an invitation to attend the next council meeting to discuss ideas and options for assistance from the council.

CORRESPONDENCE (e-mail attachments to agenda)

- Eryl highlighted the e-mail attachment from Carmarthenshire Association of Voluntary Services via One Voice Wales for Community Halls funding opportunities which may provide help to our local churches and halls to undertake renovations etc.
- It was discussed that the committee should look take the initiative in identifying local projects of benefit to the community and sources of funding and grants to undertake them. The committee agreed this was something we should investigate further and all committee members will try to identify such initiatives and projects for the next meeting.
- Dave agreed to circulate the Community Halls Funding Opportunities e-mail more widely and specifically to Cellan and Llanfair Village Halls and Churches.

ANY OTHER BUSINESS

Clerk to the Council

- Dave noted that over the next few months his work commitments will increase with work already booked. This will severely impact his time commitment to the Clerks role, both meeting attendance and also follow up actions and minutes. He also noted that much of the retrospective work to clear outstanding administrative items is complete, and that a new dedicated Clerk entering the post would be better placed to move forward with the role.
 - It was discussed that although probably accurate, the role description, as written is not attractive and that the salary may be considered low which may put-off potential applications. It was also discussed that there are many Council Clerk vacancies advertised on the One Voice Wales website, so this may be a more systemic problem.
 - Dave agreed to rewrite a simplified Clerk job specification, ready for display within the community.
- Meeting concluded. Next meeting – Thursday 15th September, Cellan, Village Hall

SUMMARY OF ACTION POINTS ARISING

On Hold

<p>Pending Response to Query: First raised 30/06/22</p> <p>19. Check if it is possible to register a public house as a community asset and inform Roger.</p> <p>a. take forward the registration of the Fishers if appropriate.</p>	Eryl Roger	Completed – Awaiting response Unable to progress – Awaiting response
<p>Pending Response to Query: First raised 30/06/22</p> <p>21. Contact Ben Lake re assistance with Fishers and getting a response from CCC planning</p>	Roger	Completed – Awaiting response from planning
<p>Pending Appointment of New Clerk: First raised 30/06/22</p> <p>15. Contact IR to discuss and attempt to resolve PAYE issues outstanding</p>	Dave/New Clerk	Hold until appointment of new Clerk

Carried Forward

23. Raise concerns/discuss frequency of Grass Cutting for Llanfair Church	Dai
---	-----

New This Meeting

25. Contact VICT and Cradur.com, and get further details of basic websites, costing for implementation, annual fee, updates and management, and copies of Terms and Conditions from both suppliers.	Dave
26. Review VICT and Cradur.com (examples of their work can be found on their websites - Vision ICT - Cradur.com , and other council websites and suggest features which may be required or of interest when choosing a website design and provider.	All councillors
27. Liaise with the Clerk of Llangybi community council with respect to website provision	Dave
28. Liaise with existing tenants to identify tenancy agreements	Dai/Dave

29. Liaise with Laura and inform the Clerk when it is completed and ready for Sign-off by the Chair.	Dai
30. Continue to seek new council members	Dai/Ricky/Dave
31. Discuss Brooklands enquiry with resident who raised it and report back to council on further action	Dai
32. Pay outstanding invoice in favour of Finance Audit Wales, check and pay any further invoices outstanding	Dave
33. Look to identify local projects of benefit to the community	All councillors
34. Circulate the Community Halls Funding Opportunities e-mail more widely and specifically to Cellan and Llanfair Village Halls and Churches	Dave
35. Contact Chris Lambert pass on an invitation to ring Eryl and an invitation to attend the next council meeting to discuss with Council.	Dave
36. Rewrite a simplified Clerk job specification, ready for display within the community.	Dave

Accepted as a true record of the meeting on: 27TH SEPTEMBER

By DAVID B. JONES

Signature 

Authority COUNCIL CHAIR