

Cyngor Cymuned Llanfair Clydogau Community Council

Draft Minutes of the Meeting of the Community Council held on 27th September 2022 at Cellan Mellinium Hall

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

APOLOGIES: Roger Daniel

MINUTES: Minutes of the last meeting, held on 11th August 2022 were agreed as a true record proposed by Penny and seconded by Ricky

MATTERS ARISING:

1. Review of Action Points from last minutes

On Hold

Pending Response to Query: First raised 30/06/22 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	Completed
	Roger	Carried forward
Pending Response to Query: First raised 30/06/22 21. Contact Ben Lake re assistance with Fishers and getting a response from CCC planning	Roger	Awaiting response from Ben Lake
Pending Appointment of New Clerk: First raised 30/06/22 15. Contact IR to discuss and attempt to resolve PAYE issues outstanding	Dave/New Clerk	Hold until appointment of new Clerk

Carried Forward

23. Raise concerns/discuss frequency of Grass Cutting for Llanfair Church	Dai	Carried Forward
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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	Completed
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	Completed
27. Liaise with the Clerk of Llangybi community council with respect to website provision	Dave	Completed
28. Liaise with existing tenants to identify tenancy agreements	Dai Dave	Carried Forward Completed

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

2. Other Matters arising from last minutes

- Action 19
 - Response received from CCC by Cllr Eryl was relayed to council and discussed. It was agreed that this response should be forwarded to Roger who is dealing with the matter of the Fishers Pub who can decide how best to take this forward. It was acknowledged that going to talk to the occupants to understand the current situation would be a good next step.
 - Roger has previously reported by e-mail that he is still awaiting a response from Ben Lake
- Action 25
 - Responses previously sent to all councillors by e-mail
- Action 27
 - An e-mail has been sent as agreed, no response has been received
- Action 28
 - Details of meeting with tenant previously sent to all councillors. No written tenancy agreement appears to exist. Apart from some willow planted along the footpath boundary which the tenant is intending to form as a hedge to prevent livestock straying from the adjoining farmland onto the plot, no trees appear to have been planted.
 - As the rent is paid in advance and there is no evidence that the tenant is in breach of any tenancy agreement it was agreed that there is no further action to take.
 - The requestee has been informed by e-mail that the current tenant wishes to pursue their interest in the plot and has subsequently advised council by e-mail that plans for allocating and using the bequest monies highlighted for a car park for the church are moving more slowly than anticipated. It was agreed that no further action is required by Council at this time.
- Action 30
 - Ricky has contacted Rhys Williams who has said that he would be willing to consider co-opting onto the council. It was agreed this should be investigated further
 - Dave has contacted Tess and Andrew Davies who also said that they would be willing to consider co-opting onto the council. They would like to attend a council meeting before making a final decision.

sign is erected on the highway by the Council or CVIC and a complaint was received by the Authority (Traffic Management, Highways and Environmental Services) they would have to look to remove the sign and charge the Community Council, or CVIC, for the cost of removal.

- Dave agreed to forward the correspondence to Gary
- An alternative to citing the sign on the public highway is to replace the existing sign on private land adjoining the highway. Currently the sign is small and obscured by the hedge. If the sign were bigger and the hedge cut then it would be easier to see from the road. Gary and Philip agreed to investigate this option and obtain a costing for the new sign. The council agreed, upon receipt of this costing, to consider a contribution towards replacing the sign.
- The council also considered other ways in which they could help to highlight the location of the Millennium Hall and the defibrillator unit and agreed to post maps on the notice board by the Fishers Arms and on the Telephone Kiosk opposite Cellan Memorial. Ricky agreed to produce these maps.

CORRESPONDENCE (e-mail attachments to agenda)

- Correspondence acknowledged.

ANY OTHER BUSINESS

REMEMBRANCE SUNDAY SERVICE

- Dave agreed to contact John Danny to order the councils wreath for presentation at the Cellan Memorial Remembrance Sunday
- Dai agreed to confirm the times of the services in Llanfair and Cellan

CO-OPTING FORM FOR NEW (UNELECTED) COUNCILLORS

- Eryl noted that there is a form required for completion by all councillors co-opted onto council and agreed to send the form to Dave who, in turn, would forward it to Ricky and Penny and then ensure that, going forward, any newly co-opted members receive and complete the form.
- Meeting concluded. Next meeting – TBC

SUMMARY OF ACTION POINTS ARISING

On Hold

Pending Response to Query: First raised 30/06/22 21. Contact Ben Lake re assistance with Fishers and getting a response from CCC planning	Roger	Unable to progress – Awaiting response
Pending Appointment of New Clerk: First raised 30/06/22 15. Contact IR to discuss and attempt to resolve PAYE issues outstanding	Dave/New Clerk	Hold until appointment of new Clerk

Carried Forward

19. Take forward the registration of the Fishers if appropriate	Roger
23. Raise concerns/discuss frequency of Grass Cutting for Llanfair Church	Dai
28. Liaise with council tenants to identify tenancy agreements	Dai
30. Contact/ Co-opt new members	Dai

- Council was advised there may be interest from a further Llanfair resident but the position is uncertain as she has lived in the area for less than one year. Dave agreed to seek clarification on this point from One Voice Wales.
- Action 31
 - After discussion, it was agreed that this matter should be closed.
- Action 33
 - Eryl identified a 'warm hub' initiative to provide a warm space during winter months to venerable residents or those with difficulties heating their home similar to an initiative introduced at Llanfair Hall. It was agreed that this may be a project which could benefit members of the community.
 - It was noted that with few members on council it is difficult to allocate projects to individual councillors and that this restricts what can be undertaken
 - It was agreed that councillors should continue to identify potential opportunities but that this should not be a specific Action to be carried forward from meeting to meeting.
- Action 35
 - Action no longer required as Cellan Village Improvement have already purchased a defibrillator.
- Action 36
 - The job specification is completed but it was considered by council to still be too detailed for an advert.

AUDITED ACCOUNTS FOR Y/E 30/03/22

- The audited accounts were received and accepted by council and were signed-off at the meeting by the Chair (Dai Jones) and the acting Clerk/RFO (Dave Batholomew).
- Dave will now submit the accounts to Council Auditors,

CLERK ROLE

- The remuneration was discussed by council and it was agreed by all that it appears low for the work and the responsibility involved in the role.
- It was suggested that the remuneration might be increased to £15 per hour and that this may help in making the position more attractive and it was agreed in principle to consider such an increase at the next meeting. In the meantime Dave agreed to investigate the remuneration of the role in other councils.

NEW WEBSITE PROVISION

- The two proposals from Vision ICT and Cradur.com were discussed and it was unanimously agreed that on the basis of the information supplied and the current needs of the council Cradur.com would provide an adequate service.
- Vision ICT will not be taken forward
- Eryl another, local, option - Elfed Jenkins who has developed also developed websites for community councils. Dave agreed to contact Elfed and present the same questions to him as have previously been presented to Vision ICT and Cradur.com and then council will consider this response against Cradur.com for a final decision.

CELLAN MILLENNIUM HALL DEFIBRILLATOR

- Gary Thorogood and Philip Harries from Cellan Village Improvement Committee (CVIC) attended for this discussion.
- Dave has received e-mail correspondence from Ceredigion Technical Services. They are unable to authorise a Defibrillator sign located on the highway as requested by CVIC. If a

New This Meeting

37. Submit accounts for external audit	Dave
38. Investigate remuneration rates for Council Clerks	Dave
39. Contact Elfed Jenkins and request information re. developing, hosting and maintain council website	Dave
40. Send correspondence from Ceredigion Technical Services to Gary Thorogood	Dave
41. Produce maps to highlight the location of the Millennium Hall and the defibrillator	Ricky
42. Contact John Danny about Remembrance Sunday	Dave
43. Confirm the times of the services in Llanfair and Cellan	Dai
44. Co-opting form a. Send to Dave b. Send to Penny and Ricky	Eryl Dave

Accepted as a true record of the meeting on: 27TH OCTOBER 2022

By DAVID B. JONES

Signature 

Authority COUNCIL CHAIR