

Minutes of the meeting of the Manafon Community Council held on Wednesday the 6th April 2016

Present – Chairman Cllr. J. Davies, Vice Chairman Cllr. H. Lewis Cllrs. T. Jerman, E.A. Lewis, R. Benyon and Clerk L. Stanton.

1. Welcome by Cllr. J. Davies Chairman

2. Apologies for absence – Cllrs. C. Davies, J Hall & C. Cllr. J. Shearer. (Absence forms signed off for last meeting)

3. Declaration of Interest – none

4. Minutes of the last meeting; minutes proposed by Cllr. R. Benyon seconded by Cllr. H. Lewis and agreed by all.

5. Matters arising from minutes (not covered in main agenda) – Clerk advised development of logo was still work in progress as was developing a proper archive tab on web site. Clerk advised that highways department had reported that there was insufficient evidence of pot holes towards the Glyn. Clerk investigated if a reference log was available when reporting issues, there were various web sites for reporting issues but they didn't provide a reference number. The web site address is below and this takes you to a multitude of options for reporting various issues.

Highways - <http://www.powys.gov.uk/en/roads-transport-and-parking/report-a-problem-with-a-road-pavement-or-bridge/> (other options given once you are here)

Council suggested that Clerk maintained a spreadsheet with issues reported for a trial period.

6. Review of financial and management risk assessments, Clerk had finalised all and these were issued to members (also sent by email 5/4), there was now a consolidated format with all risk assessments on one sheet covering financial, legal, statutory, management and general. The next review would be January 2019 unless circumstances or legislation dictates otherwise, unanimously agreed by all. Clerk will upload to website

7. Updates from Clerk

Clerk had received a notice from Powys CC in respect of private water supplies on land and risk of prosecution for failing to declare information/return RFI, Chairman said to publish to web site was sufficient.

Clerk had suggested we try a simpler formatting for minutes and this will make for easier reference to minutes. Some Council use a concurrent numbering system and the Clerk thought this would be an easier way in future especially for reference purposes, each item discussed would have a unique number and as April was the start of the new fiscal year it was an ideal time to make the change. It was agreed unanimously by all to trial from April minutes.

8. Charitable donations

It had been agreed that it would be resolved as to which charities would benefit from the agreed donations set aside for this year. After considerable discussion it was unanimously agreed that the beneficiaries and amounts would be to organisations of benefit to the local community, and thus would be as follows:

Air Ambulance £65, Marie Curie Organisation £65 and Dial a Ride £70. Proposed by Cllr. R. Benyon, seconded by Cllr, E.A. Lewis, and Clerk to raise cheques and submit for signing at next meeting.

9. Planning Applications/Updates

P/2016/0247, this was an application for a Lawful Development Certificate rather than a standard planning application, a copy of the documents had been received by the Clerk from Planning department but the application was no longer accessible because certificate of Lawfulness could contain confidential information. Chairman suggest Clerk seek clarification from planning department as Council could not consider any implications without having all the facts.

10. Highways matters

Dolryrhoel Rock – road has fallen away under the kerb towards river, When the river is up the water is not flowing back out but stays on road when river has receded, hurdles were in place which suggest Powys highways already aware.

Glyn Cogan – flooding still evident very quickly after any rainfall, is it connected to issue found at Lower House Farm when drain was damaged possibly,

Clerk to advise highways department ASAP and raise question about Dolryrhoel Rock

11. Reports from meetings / training attended

No meetings or training sessions attended.

12. Payment of accounts & Financial update

Clerk provided final year end financial report including expenditure income and bank reconciliations. Clerk confirmed everything was in place waiting on external audit papers and audit data would be ready for next meeting / AGM.

Payments- stationery items purchased by Clerk total £43.43 including VAT (not on postage), this included the purchase of 2nd class stamps, all from Viking as free delivery offer was available so stocked up on copier/printer paper. This was approved and unanimously agreed by all.

Chairman suggested Clerk removes “War memorial” and moves costs and provision to Donations.

13. AGM –Chairman confirmed that the next meeting 4th May was also the AGM, at this point Cllr. E. A. Lewis offered her apologies for next meeting as she would be on holiday, duly noted by Clerk.

14. Agenda items next meeting 4th May (AGM)

1. Welcome
2. Apologies for absence
3. Declaration of interest
4. Minutes of the last meeting
5. Matters arising from minutes / Action Points
6. Election of Officials and Representatives
7. Council Audit a) Financial summary b) Bank reconciliation, balance sheet, c) Accounts Audit Information, d) Annual Governance Statement for year ended 31st March 2016
8. Correspondence Updates / General updates from Clerk
9. Planning Applications/Updates
10. Highways matters
11. Reports from meetings / training attended
12. Payment of accounts

13. Financial update from Clerk including payments to be made
14. Agenda items next meeting
15. Confirmation of date of next meeting

15. Confirmation of date of next meeting, the next meeting (AGM) of the Council will be held on 4th May 2016 at 1930 hours. (Cllr. E.A. Lewis informed meeting that she would offer apologies in advance as could not attend next meeting due to holidays)

Meeting closed at 2050 and Chairman thanked everyone for attending.

Proposed agenda for meeting 6th April is per item 13, (any additional items arising in the meantime will be added before issuing prior to meeting). **Please inform the Clerk of any amendments to minutes above or of any additional agenda items by the latest 28th April** so that notice/summons can be issued / published in good time)

Please note: Future dates for **OVW Montgomeryshire Area Committee** Meetings are as follows:

Wednesday 20th April, and Wednesday 8th June.

Future dates for SLCC Powys Branch meetings, 7th July Llandrindod Wells



Lorraine Stanton
Clerk & RFO to the Council

Action points from meeting Wednesday the 6th April 2016:

Clerk

Brf fwd- Arrange proper archive on web site for historical information (subject to training)

Brf fwd - Continue with MCC logo development

Update website with all available documents and information

Revised versions council documents, upload to website with all new documents.

Report matters to Highways and start a log record

Re "War memorial" and moves costs and provision to Donations

Check print settings on Adobe documents as some had printed incorrectly

Finalise everything financial in readiness for year-end audits

Prepare cheques for charitable donations for next meeting

Clerk seek clarification from planning department on P/2016/0247

Councillors

Cllr. C. Davies (**Carried forward until completion**) - Hedge cutting New Mills, to organise with Alan Buckley the cutting of the hedge as soon as practical when hedge brushing commences.

Brf fwd- Cllr. J. Davies would explore that of change was necessary what steps would need to be taken with HSBC and mandates/signatories etc