

Minutes of the Council meeting of the Manafon Community Council held on

Wednesday 17th May 2017

AGM commenced 1900 hours

Present – Clerk & Proper Officer L. Stanton as interim Chair, Cllrs. J. Davies, R. Benyon, J. Hall, E. A. Lewis, T. Jerman, C. Davies.

Welcome – The Clerk as the Proper Officer welcomed everyone to the meeting and presided as Chair until the election of new Chair.

Apologies – County Councillor Hulme was unable to attend due to commitments at County Hall.

154. Declarations of interest – None apparent from AGM agenda if any arise they would be dealt with under specific item.

155. Election results Community County Council. Manafon Council now had a vacancy which it intended to fill by way of Co-Option, Clerk confirmed she had the necessary forms and details that needed to appear in advert, an advert will be placed on notice boards and website immediately after meeting, it was suggested a copy was displayed inside the village hall to make it as inclusive as possible. The new County Councillor for Rhiewcynon is Councillor Heulwen Hulme. Clerk was asked to send letters of thanks to CC Joy Shearer and Community Councillor Haydn Lewis thanking them for their valuable contribution and support over the years.

156. Declarations of acceptance

Clerk issued declarations of acceptance of office to all Councillors for completion.

157. Election of Chair and Vice Chair

At this point the Clerk reminded everyone that she was Chairing the meeting until a new Chair and Vice Chair were elected and that if the vote was tied she had the casting vote, no objections were raised. Clerk asked the Council if they preferred a show of hands or a ballot vote for these vacancies, a show of hands was agreed by all.

At this juncture Council welcomed a member of the public to the meeting.

There were 3 nominations made for Chairman: Cllr J Davies was proposed by Cllr EA Lewis, Cllr J Hall was proposed by Cllr T Jerman, Cllr T Jerman was proposed by Cllr Benyon, Cllrs Hall and Jerman both declined to stand as Chair at this time, Cllr J Davies for Chair was seconded by Cllr C Davies, there being no other nominations Cllr J Davies was elected as Chair and this was unanimously agreed by all Members.

Cllr T Jerman proposed Cllr J Hall for Vice Chair, this was seconded by Cllr. R. Benyon, there being no other nominations Cllr J Hall was elected as Vice Chair and this was unanimously agreed by all Members.

At this point Cllr. J Davies resumed as Chair for the meeting.

158. Election of Officials and Representatives to external bodies. Clerk reminded everyone that as elected representatives for the Council it was important that meetings were attended.

One Voice Wales representatives Chair Cllr J Davies and Vice Chair Cllr J Hall
Powys Community Health Council Cllr R Benyon and Cllr E A Lewis
Ysgol Rhiw-Bechan Cllr R Benyon
Manafon Messenger Cllr J Hall
New Mills Village Hall Cllr C Davies
Police & Fire Cllr R Benyon & Cllr T Jerman

The election of representatives was unanimously agreed by all. Clerk to update details for Councillors on website & notice boards ASAP.

159. Adoption of Code of Conduct

Clerk reminded all Councillors that by signing declarations of acceptance they continued to be bound by the model code of conduct, this was accepted by all.

160. Review of 'The Good Councillors Guide'

All Councillors had been issued with the updated copy, content was noted and accepted by all.

161. IRP Wales – Remuneration Policies

All Members had a right to claim for expenses (over and above current mileage claim) to a maximum of £150 per term of office, it was agreed that no Councillor should be prejudiced if they decided to make a claim, it was unanimously agreed to forgo at this moment in time but Members reserve the right to claim in the future via Clerk and any future budgets would need to reflect these claims.

162. Councillors' Training – New Councillors' induction training

It was felt that recent advertisement of induction training for new councillors was too soon after elections as not all vacancies would have been filled, deferred to next meeting in the expectation of a new councillor by way of co-option. There is a training bursary in place at present via OVW.

163. Declaration of interest forms

The new simplified format was shared with Council, all agreed unanimously to accept and Clerk reminded all Councillors that these had to be signed at each meeting and uploaded to website.

164. Charitable requests /donations

Clerk detailed the charitable requests received this year so far; no unanimous decision could be made as to the distribution of the £100 allocated in the budget at this time and was deferred to next meeting.

165. Council Audit a) Financial summary b) Bank reconciliation, balance sheet, c) Accounts Audit information, d) Annual Governance Statement for year ended 31st March 2017, Chairman's report, Risk Assessment of reserves.

Clerk gave a full appraisal of the end of year accounts and went through the external audit document in detail, Clerk made a copy of the internal auditors report to all Members of discussion. Clerk

reminded Council that the internal audit was similar to the external audit and focussed as much on compliance it was not just the financial aspects. All accounts balanced and it was unanimously agreed for Chair to sign off the audit document and for Clerk to submit to Grant Thornton ASAP. Reserves policy, Clerk had made a draft policy for reserves, this was discussed and would be fine -tuned for next meeting.

Clerk will upload audit documents and final accounts to website ASAP, Clerk mentioned at this point that there were some issues with the lap top and the Joomla platform for the website, trying to get resolved ASAP but delay in updating website inevitable.

Chair extended thanks to all for attending AGM, AGM closed at 2025 to be followed by monthly meeting.

General Meeting

166. Apologies for absence

None

167. Declarations of interest

Declarations of interest – None apparent from AGM agenda if any arise they would be dealt with under specific item. Clerk mentioned there could be declarations when we get to planning updates.

168. Opportunity for members of the public to raise any points the meeting

None arose.

169. Updates from County Councillor

N/A

170. Minutes of the last meeting, Matters arising from minutes

Discussed for accuracy, see 140 – Pen-Y-Bryn should read New Mills not Manafon, noted by Clerk, copy for signing by Chair amended and initialled.

152 - It was noted that an oversight occurred at April meeting, Cllr Lewis seconded payments being authorised but as he was a recipient of a payment he should not have seconded them, noted for future.

Clerk advised no confirmation yet of precept for 2017/2018 FY, probably won't know until we see on bank statement.

Well-Being Act – cannot link everything to this, mainly affects clusters, for example combatting isolation and giving access to services, for MCC things like donations to charities or section 137 expenditure is complying with the Act and we should record more of what we do to facilitate compliance.

Highways – Lower house issue not resolved, is with highways to action.

Acceptance of minutes for accuracy, proposed by Cllr R Benyon, seconded by Cllr EA Lewis, unanimously agreed by all to accept as an accurate record of meeting.

171. Communications between Clerk & Councillors (c/f from April)

Cllr Jerman stated that any decisions outside of a council meeting should be an opportunity for all councillors to be contacted.

Clerk will continue to communicate with Councillors as present, as much as possible by email.

It was agreed by all that anything significant outside of a meeting goes via all Councillors.

Expenditure limits, agreed that a mandatory sum should be agreed and incorporated into Standing Orders at next review date.

172. Correspondence Updates / General updates from Clerk

OVW are soliciting motions for conference details given to Council, no action required.

Model Local Resolution Protocol for Community & Town Councils, Clerk informed Council, Chair stated we already had a complaints procedure however during the coming year we will review that in line with this protocol.

Cae Post recycling, offer of a bin in village at cost of £8.50 per month to take away the issue of recycling of "soft" plastics. Generally thought a good idea, helps support an organisation that engages more vulnerable people for employment and provides a service to the community too. Everyone to consider options for suitable site for discussion at next meeting, Cllr C Davies to discuss with Village Hall committee.

Data protection– Clerk advised that new legislation is coming into force and we will need to have an adopted Data protection policy in place, Clerk had started a draft policy but needs refining, will progress during the year. SLCC are running a webinar 5th July on this subject as a training module, unanimously agreed by all Clerk should attend at cost of £25 for SLCC members.

173. Minutes of meetings

It was suggested by Clerk to reduce contact of minutes and to use a "shorter form" for minutes in future, May minutes being a trial run, this will also help content for Messenger. Proposed by Cllr T Jerman and seconded by Cllr C Davies and unanimously agreed by all.

174. STW and sewerage

Clerk advised that there had been some updates on a planning application related to STW and sewerage, Chair said the STW matter was separate to planning as current system was inadequate and Manafon CC needed to re-engage with STW to see what if any progress being made, Clerk to chase and agenda item next meeting.

175. Broadband/Mobile updates

Mobile - Clerk advised EE still not responded, Clerk chasing down.

Broadband – BT Openreach representative Martin Jones had advised that June was likely implementation date, they had encountered an issue with a wayleave.

176. Planning Applications / Updates

Declarations of interest not necessary as only update from Clerk was that a) no feedback from planning to our comments, b) 2 residents in Trem Hirnant had posted issues with Powys Planning related to sewerage in respect of the planning application P/2017/0245. No discussion ensued.

177. Highways matters - Clerk will remind Powys Highways about issues at Lowerhouse Farm, Cllr C Davies suggested a letter of thanks should go to highways for work undertaken at Canaan Bridge & Llanwyddelan Bridge, Clerk to arrange. Clerk advised that STW had responded about the snagging issues around Cefn Bach Lane and New Mills Chapel, they had visited Cllr Jerman to discuss, and Powys highways had also done some remedial work, STW should undertake some additional remedial work.

178. Reports from meetings / training attended

Cllr Benyon attended the last Powys CHC meeting in Newtown, found it interesting and it is clear that the CHC are very influential in terms of health care facilities in Powys, well worth attending future meetings.

179. Financial update from Clerk – Audit and end of year accounts, payroll updates & payments to be authorised

Main update given under yearend audit in AGM section. Budget in place for this year, payments requiring authorisation as follows: AON insurance renewal due £301.82 pence, Fasthosts Domain Renewal due (2 years) £16.78 incl VAT, this paid by Clerk already, £45 payable to Mrs A Richardson internal auditor, payments were proposed by Cllr C Davies, seconded by Cllrs R Benyon, unanimously agreed by all.

VAT for 2016/2017 had been submitted and BACS advice for repayment received for £58.94.

Clerk had been advised by HMRC to expect an unsolicited visit to carry out an inspection of tax affairs!.

180. Agenda items next meeting

Welcome

Apologies for absence

Declarations of interest

Opportunity for members of the public to raise any points at the meeting

Minutes of the last meeting, Matters arising from minutes

Updates from County Councillor

Vacancy/Co-Option of Councillor

Training of Councillors *

Charitable requests /donations *

Powys War Memorial *

STW and sewerage *

Reserves Policy *

Correspondence Updates / General updates from Clerk

Broadband/Mobile updates

Website general & content

Planning Applications / Updates

Highways matters

Reports from meetings / training attended

Financial update from Clerk –accounts, payroll updates & payments to be authorised,

Agenda items next meeting
Date of next meeting/s
Dates of external meetings and attendees

* Carried forward from May meeting

181. Date of next meeting

Due to date of AGM meeting some changes to future dates inevitable, June also deferred to 21st June and agreed by all to make the next meeting 26th July, no meeting in August and revert to normal, original schedule: Sept 6th, Oct 4th. Nov 1st no Dec meeting, Clerk to update website ASAP schedule thereafter.

182. Dates of external meetings and attendees

TBC

Chairman thanked everyone for attending, meeting closed at 2140 hours.