

# MINUTES OF TREWERN COMMUNITY COUNCIL MEETING HELD AT TREWERN COMMUNITY CENTRE ON TUESDAY, 21 MAY 2019

Present: Councillors Gill Corfield (Chair), Philip Hughes, David Corfield, Rob Breakwell, Harriot Bates, Ida Hughes and Rex Turner.

## **1489 Apologies**

Apologies received from Sasha Hart, Fiona Warburton, Peter Davies and County Councillor Amanda Jenner.

## **1490 Minutes of the Meeting from 16<sup>th</sup> April 2019 for approval**

Minutes from the meeting held on 16<sup>th</sup> April 2019 were signed by GC and approved.

Proposed by RB seconded by GC.

## **1491 Declarations of Interest – Blanket dispensations have been received for matters relating to wind farms, school modernisation and school transport**

None.

## **1492 Matters arising not covered elsewhere on agenda**

None.

## **1493 Playgrounds**

It was agreed that the Wet Pour is really bad now at the Middletown Play area. Three quotes have been received to cut a strip of 200mm from around the edge of the Wet Pour and replace it to the same depth as the current Wet Pour. The quotes received were from Ray Parry for £4873 plus VAT, RTC Safety Surfaces Ltd for £3759 plus VAT and GL Jones for £5,600 plus VAT. Neither of the Companies can offer guarantees as this is a repair.

RB noted that the Wet Pour can be lifted up and is no longer sealed to the concrete below, so asked the question on whether any of the Companies can re-seal the Wet Pour too. However it is thought that it wouldn't be sealed to the concrete underneath as it needs to allow for movement and natural shrinkage.

RTC Safety Surfaces Ltd can complete the work approx. two weeks after the order is placed. RTC have also been recommended to us. All happy to go ahead with the quote from RTC.

Proposed by RB seconded by RT

A quote for the Grounds Maintenance In Trewern and Middletown has been received from Andrew Evans Landscaping Ltd, which includes the additional hedge trimming that was missed from the previous tender. Previous tender also did not specify how many grass cuts per year or that the grass should be collected. Andrew Evans has quoted £1060 plus VAT for the Trewern area per season and £1450 plus VAT for the Middletown area per season.

A local resident has made a complaint about the grass cuttings not being taken away and it looks very untidy. Again, this was due to the Tender not specifying that the grass cuttings need to be collected, therefore the Tender this year is more detailed.

AE will also set up a spreadsheet with all the work required and we will ask Andrew if he could complete this spreadsheet each month, so we know exactly what has and hasn't been done each month. All happy to go with Andrew Evans's quote.

Proposed by PH, seconded by DC

The handle on the air glider at Trewern Play area is broken and must be replaced urgently as well as some covers needed. GC has obtained a quote from Playdale Playgrounds Ltd for £478 plus VAT. As Playdale originally installed this, a replacement needs to be purchased from them. It was discussed whether we could arrange collection of the item ourselves as Playdale are charging £69, however as we are unsure on the size and weight of the item, plus it would need to be sent by recorded delivery due to the cost of the item, it was decided to go ahead with the Playdale delivery. All happy to go ahead with this quote.

#### **1494 Highways**

A motorcycle safety sign has been put up on a post outside of The Breidden Pub, the position of the sign is an issue as it actually masks oncoming motorbikes. It needs to be re-positioned somewhere else. GC to let CCAJ know and also email Andrew Jones to make him aware of the problem.

Work on The Cefn Bridge will commence on the 7<sup>th</sup> to 9<sup>th</sup> June and the road will not close during this time.

CCAJ went to a Highways meeting last Friday, there is no date for when the Jet Patcher will be in the area yet. CCAJ and AE also attended a meeting today at Buttington Quarry which was organised by ECL to do a HIA (Health Impact Assessment), which is part of the planning application for Broad Energy for the proposed incinerator. ECL are hoping to do a Community engagement session over the summer which will then feed into the pre-application consultation (which is due to start in Mid-September).

The road from red bridge to the bottom of Garreg Bank has numerous pot holes, there is also a lot of standing water on the road. GC will do a drive around to show Dave Gardener and Andrew Jones. Referring to the road between Park Caradog entrance and The Little Chef, there are trees starting to cover the speed signs. GC will also let Andrew Jones know about this too.

The noisy manhole in Middletown hasn't yet been done.

#### **1495 Burgess Land Trust**

The next Burgess Land Trust will possibly be held in July.

#### **1496 County Councillors' Report**

See 'Highways' above.

#### **1497 Planning**

19/0612/HH Demolition of existing garage and workshop and erection of new workshop and garage with home office above

GC shows the Council the plans for this application. Workshop is a domestic building, so therefore will not cause anymore traffic going to and from this property. It was also agreed that the new buildings will not effect anyone, as no one can see them. We have not received any objections and therefore we do not oppose this application. AE to email Bryn Pryce with a response to this application.

**ACTION: AE**

18/1205/OUT Demolition of existing buildings, development of 8x dwellings, formation of estate road and all associated works, Old Coal Depot Middletown Welshpool, Powys SY21 8EJ

The outline planning for this application has been granted.

P/2018/0330 Land Adjoining Ivy House Middletown Welshpool Powys SY21 8EL

A complaint has been received in relation to this planning application. Work was being carried out on site outside of the allowed working hours specified in the planning consent. It isn't sure if the work being carried out was preparation for this development or whether it was just general maintenance of the current property. If the issue continues and it is clearly work on the new development, then we can arrange for a polite notice to be sent to them reminding them of the allowed working hours. There was also a fire with a lot of smoke, however as there is no restrictions on having a bonfire on your property and we do not live in a smokeless zone, it is agreed that there is nothing much that can be done about this unless it is an ongoing nuisance for neighbours.

Lower Heldre have been given permission for an agricultural building to be put up. This application does not need to come through the Community Council due to it being for agricultural purposes only.

### **1498 Finance**

#### Bank Reconciliation

The bank statements show that there is £26,974.69 in the accounts at the end of April 2019 and the bank reconciliation on the financial report for April 2019 also matches this amount. Financial report checked to confirm that it is all in order.

GC checked and signed bank statements.  
Proposed by PH seconded by RT

#### Chair Allowance

Nothing to report.

#### Payments

Clerks Salary – £216 (20hrs for April) under L.G.A 1972 s112.

Andrew Evans - £202.50 (for April) under L.G (M.P) Act 1976 s19 (3).

Zurich Insurance – £1,115.05 under L.G.A 1972 s111.

Peter Davies - £12.75 (for Wood and Post Hole Fill for the Noticeboard at Buttington) under L.G (M.P) Act 1976 s19 (3).

Playdale Playgrounds Ltd – £574.22 under L.G (M.P) Act 1976 s19 (3).

GloverSure - £395.28 under L.G.A 1972 s111.

All payments were proposed by PH seconded by RB

The first precept instalment was received on the 30<sup>th</sup> April for £6,607.34, so it was discussed whether or not the end of year balance in the current account (HSBC 21047841), which was £11,064.76, should be moved into the Money Manager (HSBC 01113720) account. It was agreed that it would allow us to easily see how much is in our budget for year 2019/20 and it probably wasn't a good idea to have too much money in the Current Account anyway.

Proposed by DC, Seconded by RT.

AE and GC to arrange a meeting with HSBC to find out about moving money into Money Manager account and moving it back again into Current Account if/when needed and to also discuss Cheque Signatories.

End of year balance from 2018/19 has been adjusted on the Bank Reconciliation report from £20,687.65 to £21,158.65 due to unrepresented Cheque for Andrew Evans Landscaping Ltd for £471.00 which was cancelled and replaced.

#### Clerks Salary/Contract

Nothing to report.

#### Audit

GC and AE went through audit paperwork and it was sent to the Internal Auditor. GC and AE to now date and sign audit forms.

Audit and Government statement discussed and checked. Proposed by PH and seconded by RT to accept the annual return for yearend 2018/19 and confirm it has been audited by internal auditor as of 13<sup>th</sup> may 2019. AE to post audit paperwork before 1<sup>st</sup> July 2019 and also put up audit notice on Noticeboards and websites.

It was also noted that AE has done really well with sorting out the audit paperwork.

GC and AE were confused about how much the Fixed Asset Register should be valued at on the audit forms, and how last year's figure came about. Therefore GC rang the External Auditor for advice, they said if we were unsure, then to use the amount that is shown on the insurance. The fixed assets are the bus shelters, laptops, street lights etc.

Councillors were unsure which street lamps belonged to TCC (Trewern Community Council) and which ones belong to PCC (Powys County Council). PH thinks we haven't put a street lamp up in the area in approx. 20 years, and is unsure of which ones were put up by TCC. It was thought that maybe after TCC paid for them to be put up, they would then be run and adopted by PCC. GC will speak to Dawn to see if she may know. It was agreed that if they have been adopted by PCC, then they could come off our insurance, Fixed Asset Register and the Asset Risk Assessment.

**ACTION: GC**

#### Councillors Remuneration Submission

AE sent out email with an Councillors Allowance Opt out form attached for anyone wanting to opt out of receiving the Councillors Allowance this year. GC explains that the Councillors Allowance is £150 to cover costs to such as printing, telephone calls, etc. There is no need to make a claim for the payment, it will be put through Payroll and paid to each Councillor unless they opt out of receiving the allowance. It is the choice of each Councillor if they would like to receive the money or not, as some of the Councillors have decided to opt out already, they are conscious that they do not want to stop other people coming onto the council or be out of pocket after joining the Council, even if the money is used to cover fuel costs of a babysitter if needed. The Council must publish the remuneration that is claimed.

#### VAT Return

Nothing to report.

#### Cheque Signatories

It was discussed at last month's meeting that we do need to have another two extra Councillors to become Cheque Signatories.

### **1499 Correspondence**

#### Website

Website can go live after final payment is received by GloverSure.

#### Policies, Procedures and Risk Assessments

A copy of the Financial Regulations, Risk Management, Asset Risk Assessment, Constitution and Freedom of Information Act has been adapted for Trewern Community Council and was sent to all Councillors before the meeting for them to have a look through and make any amendments if needed.

At the last meeting, it was agreed that as long as the RFO does everything stated in the Financial Regulations, then everyone was happy to adopt this policy. It was also thought that it would be a

good idea to define who is the RFO, Internal and External Auditors at the beginning of the policy, therefore a reference referring to this has now been added to the start of the policy. All happy to adopt this Financial Regulations.

Proposed by PH seconded by RT.

**1500 New Data Protection Legislation, GDPR**

Nothing to report

**1501 Any Other Business**

IH has decided she is going to retire from the Council, she has been a Councillor for TCC since 1969 and has been a Chair many times over the years. GC expressed her gratitude and thanks to IH for all her hard work over the years.

**1502 Date of Next Meeting**

18 June 2019 – Middletown Village Hall