

# **MINUTES OF TREWERN COMMUNITY COUNCIL MEETING HELD AT MIDDLETOWN VILLAGE HALL ON TUESDAY, 16 APRIL 2019**

A minutes silence was held at the beginning of the meeting in memory of Gareth Jones, who served on Trewern Community Council for over 35 years.

Present: Councillors Gill Corfield (Chair), Philip Hughes, David Corfield, Fiona Warburton Peter Davies, Sasha Hart and Rob Breakwell.

## **1475 Apologies**

Apologies received from Harriot Bates, Ida Hughes and County Councillor Amanda Jenner.

Rex Turner was not in attendance.

## **1476 Minutes of the Meeting from 19<sup>th</sup> March 2019 for approval**

Minutes from the meeting held on 19<sup>th</sup> March 2019 were signed by GC and approved.  
Proposed by FW, seconded by DC.

## **1477 Declarations of Interest – Blanket dispensations have been received for matters relating to wind farms, school modernisation and school transport**

None.

## **1478 Matters arising not covered elsewhere on agenda**

None.

## **1479 Playgrounds**

Before starting the meeting, we looked at the Wet Pour in the Middletown Play area, it can be lifted up and the has shrunk quite considerably. Discussed when it was installed, thought it may have been 1999, but not sure if that invoice was actually for the original tile surfacing. AE to obtain quotes from Ray Parry and G L Jones, as the last quotes that were received for the Wet Pour were received in 2017, need to get up to date quotes.

### **ACTION: AE**

It was thought that the quote received from Roy Evans for £430, to construct and glaze a new Noticeboard to replace the Noticeboard at Hope was a bit expensive. In 2017, Roy Evans repaired and moved the Buttington Noticeboard and created a new Noticeboard at the Buttington Trewern CP School all for £390.

Another quote was also received from Sean Fitzgerald to create a new Noticeboard at Hope, his quote was £360, however it was for a smaller Noticeboard (the same size that is currently at Buttington). As this quote was for a smaller Noticeboard, it was agreed that these quotes were not 'like for like'.

GC has printed off some online adverts of pre-made metal Noticeboards, that were approx. £600 to £800. It was agreed that in the next 2 or 3 years, we should start to budget for metal Noticeboards to replace the wooden ones.

It was agreed that we should accept the quote from Roy Evans, as he did a very good job on the other Noticeboards he has constructed/repared in the past. All happy to go with this quote.  
Proposed by FW, seconded by SH.

PD has now moved the Noticeboard at Buttington from the telegraph post onto another wooden post.

We have had two people come out to give quotes on repairing the three Bus Shelters. GC shows photos of the Bus Shelters and the condition they are in.  
The quotes are for the replacement roofs with plastic fascia and replacement front posts. Kevin Green's quote is for £1400 no VAT for all three Bus Shelters and Wayne Evans from Montford Repointing has quoted £780 no VAT (per shelter) and to replace roof is £385 no VAT (per shelter).  
It was agreed that there was a big difference in price between the two quotes, therefore all happy to go with the quote from Kevin Green, providing he can give us details on the what grade felt he was going to use, if he could send us a copy of his Public Liability Insurance and what guarantee could he offer. Both Contractors were recommended to us by the Clerk at Llandrinio Community Council.  
Proposed by DC, seconded by FW

**ACTION: AE**

The Maintenance Tender advertisement was in the County Times at the weekend (12<sup>th</sup> April). AE has also sent Tender Invitations to Andrew Evans and CA Bowen, along with a copy of the Maintenance Tender Document for their consideration.

#### **1480 Highways**

Amanda not at meeting but has let GC know that an inspection has been done on the Cefn Bridge., but there are no date yet for completion. Russell George and Glyn Davies have both been in touch with Network Rail.

It is thought that the noisy manhole outside the Briedden has not yet been done as RB still hears the lorries going over it.

CCAJ has not heard anything more about the Bio-mass Incinerator in Buttington, which had been blowing out black smoke. CCAJ has also not heard anything more about the complaint that was received about heavy vehicles going over the 3 tonne bridge on Station Road in Middletown.

#### **1481 Burgess Land Trust**

Nothing to report.

#### **1482 County Councillors' Report**

Se above Highways update.

#### **1483 Planning**

19/0437/HH | Erection of a rear conservatory | Hawthorns Middletown Welshpool Powys SY21 8DQ

At the last meeting, this application was also discussed. It was thought that as there is no other houses to the rear of this property and it would not increase the traffic along this road, we could not see this conservatory being an issue. We have not received any complaints from any local residents and therefore it was agreed that we do not oppose this application.

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

So far it doesn't look like the plans have taken on board the suggestion for a Bungalow instead of a house in the far corner of the site, however this application is still showing as outline planning at the moment.

## **1484 Finance**

### Bank Reconciliation

The bank statements show that there is £20,687.65 in the accounts at the end of March 2019 and the bank reconciliation on the financial report for March 2019 also matches this amount. Financial report checked to confirm that it is all in order.

GC checked and signed bank statements.  
Proposed by PD, seconded by RB

### Chair Allowance

Nothing to report.

### Payments

Clerks Salary – £216 (20hrs for March) under L.G.A 1972 s112.  
Andrew Evans - £202.50 (for March) under L.G (M.P) Act 1976 s19 (3).  
Enterprise Inn – £225 under L.G (M.P) Act 1976 s19 (3).  
Donation to Royal Shrewsbury Hospital in memory of Gareth Jones - £25 under L.G.A 1972 s137.  
All payments were proposed by FW, seconded by PH

Note: The payment for Ray Parry Playgrounds Services Ltd for £571.20 paid in November 2018 was originally placed under the category 'Play/Open Spaces' on the Bank Reconciliation report, however this payment has now been moved to the 'Maintenance' category based on the fact that it was for paint.

### Clerks Salary/Contract

Nothing to report.

### Audit

Nothing to report.

### Councillors Remuneration Submission

Nothing to report.

### VAT Return

AE has sent VAT return in April, amount being claimed is £780.48.

### Cheque Signatories

It was thought that we do need to have another two extra Councillors to become Cheque Signatories, AE to add it to the agenda for May.

## **1485 Correspondence**

### Website

The website is ready to add some contents, so AE has uploaded a few agendas/minutes etc, so all Councillors can get a better idea of what the website will look like. AE then sent the website info to all Councillors before the meeting, so any comments/amendments that are needed can be discussed at the meeting.

It is thought that AE should upload the County Councillors report each month, after the minutes and report have been approved. AE to get in touch with Jane Shaw about deleting the current website and arranging with GloverSure for the new website to go live. It would also be an idea to advertise the details of the new website in the Border Gossip. Upload agenda and minutes from the last 12 months, if anyone wants details of anything from past years, they can get in touch with AE.

## **ACTION: AE**

### Policies, Procedures and Risk Assessments

A copy of the Financial Regulations, Health and Safety Policy and Risk Management 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.

It was agreed at the last meeting that maybe the Health & Safety Policy needed to be a bit more robust and AE was to look for another Health & Safety Policy to adapt, however AE has spoken to another Clerk about their Community Council's Health and Safety policy, but they do not have one, instead they just have a Risk Management detailing all the procedures that are in place and the risk that they may hold.

Again, it was thought that the Health and Safety policy was not robust enough, but instead maybe we should have an Asset Risk Assessment in place detailing the risks and procedures taken to reduce these risks on all assets, i.e, Noticeboards and Bus shelters etc. Everything we fund has to be assessed for risk. We have RoSpa reports done to assess the Health and Safety of our Play areas and all Contractors are insured for Public Liability, as well as the Community Council having our own Public Liability Insurance which is covered under our current Zurich Insurance.

GC has a play area Risk Assessment that we could adapt and AE will look for any Risk Assessments that cover our other assets.

The Financial Regulations was also discussed and as long as it is agreed that the RFO does everything in this policy, then all happy to adopt this policy, however it is thought that it would be a good idea, to define who is the RFO, Internal and External Auditors at the beginning of the policy.

## **ACTION: AE**

Add Freedom of Information Act will be added to next month's agenda for Councillors to hopefully adopt.

## **1486 New Data Protection Legislation, GDPR**

Nothing to report

## **1487 Any Other Business**

Review of the Electoral Arrangements of the County of Powys - Powys Final Recommendations Report - This shows a draft proposal to combine Trewern Community and Trelystan Ward. The community council will not change, however it will affect CCAJ, potentially giving her a larger area to be responsible for and bigger workload.

At last month's meeting, a complaint was received about the field with lots of cars in along the Glyn Lane in Middletown, it was agreed for AE to contact PCC and find out who this can be reported to and if there is anything that can actually be done, could it be an environmental issue?

## **ACTION: AE**

Another complaint has been received this month about the parking at Buttington Church, there are lots of cars parking on the side of the road rather than in the two car parks provided. AE to contact Jean Jones to let her know about this complaint and ask if the congregation can be reminded to park in the car parks.

## **ACTION: AE**

## **1488 Date of Next Meeting**

21 May 2019 – Trewern Community Centre