

DRAFT MINUTES OF GLASBURY & DISTRICT COMMUNITY COUNCIL
BI MONTHLY MEETING HELD ON WEDNESDAY 11TH SEPTEMBER 2013
AT 7.30 PM IN GLASBURY VILLAGE HALL

Present: Cllr Mrs A. Boyle (Chair), Cllr Mr W. Kilner, Cllr Mrs M. Sims,
Cllr Mrs P. Yeomans, Cllr Mrs R. Veal, Cllr Mrs M Morris, Mrs J. Phillips (Clerk),
County Cllr Mr C. Davies

- 1) **Opening comments by the Chairman and Declaration of Interest**
In the absence of Cllr Lawrence, Cllr Boyle welcomed everyone to the meeting. There were no declarations of interest.
- 2) **Apologies for Absence**
Apologies were received from Cllr Ms J. Northam.
- 3) **Minutes of the last meeting on 10/7/13 & Planning meeting on 14/8/13**
The minutes were read and signed as a true and accurate record. This proposed by Cllr Kilner and seconded by Cllr Sims for the bi monthly minutes. The planning meeting proposed by Cllr Yeomans and seconded by Cllr Kilner.
- 4) **Matters Arising**
Page 2 – Past procedures – although some actions undertaken by the previous clerk had appeared not to be in keeping with protocol, advice had been taken that all Councillors hold responsibility for such actions. It was therefore agreed that the CC needed to move forward.
Final pay for previous clerk – This had been resolved and paid as agreed at the last meeting and P45 issued with final cheque.
Page 3 War Memorial – it was agreed that no repair works were required to the War Memorial in Glasbury.
Page 4 Canoeing above Glasbury Bridge – It was confirmed that legally canoes cannot be launched above Glasbury bridge after 4.30pm daily as set out in the deeds and conveyance of the land, protecting fishing rights. It was agreed that this cannot be changed and that compliance with essential in order not to jeopardise use of the area for canoeing.
The Independent remuneration panel for Wales report – It was agreed that Councillors did not wish to receive an annual payment for carrying out their duties as Community Councillors and are to continue on a voluntary basis.
- 5) **Arrangements for appointing permanent Clerk & R.F.O. and approval of National Pay Increase**
Since the last meeting an advert for the vacancy of clerk and a job description had been agreed by Councillors and advertised. The terms of the contract of employment were agreed. There had been a National Pay Increase for clerks which was approved. Two applications for the position had been received. A subcommittee was appointed and interviews to be arranged. Subcommittee members are Cllrs Lawrence, Sims, Veal and Yeomans. (Action Clerk & subcommittee)

6) Review of Policies – Member Code of Conduct, Role of the CC, Standing Orders & Financial Regulations

The clerk had issued all members with a copy of the Member Code of Conduct, the Good Councillor Guide and guidance on the statutory powers of CC. It was agreed everyone understood the role of the Council and the Councillor. Updated Standing orders and financial regulations had been issued and were briefly discussed and agreed. It was also agreed that these will be annually reviewed in May. The annual accounts which had been approved at the May meeting had been redrawn to a more understandable layout. It was agreed that the Freedom of Information table and Risk Assessment schedule should be drawn up for discussion and approval at the next bi monthly meeting. (Action Clerk)

7) Asset Register & Insurance Policy

The asset register had been updated and reflects all items owned by the CC at the appropriate valuation. This was agreed and signed. The insurance valuation of assets was agreed. The insurance company to be updated and quotes gained for covering the assets as required. (Action Clerk) It was agreed that once quotes are received Councillors to be consulted and approve the figures by email and payment made as insurance is a priority.

It was reported that the CC did not hold personal accident insurance which was required to cover Councillors, employees and voluntary helpers. A quote of £53.28 was approved in order to hold this cover. (Action Clerk)

8) Financial Report and approval of External Audit Report

A finance report to date was distributed and approved. The payment of expenses to the clerk for three months was approved as was a payment for 10 hours of overtime. Time sheets and expenses claims were signed by the Chair. It was agreed that in future once the clerk receives the payslip a cheque can be issued without seeking further consent from the chair.

The BDO external audit return had been approved by BDO. This return was discussed and signed by the Chair. As the accounts were not originally drafted by the current clerk the return was signed by the clerk as requested by Councillors in order to complete the process.

It was agreed that a new internal auditor for the Council will be required for the end of this financial year. This to be addressed in 2014.

It was agreed to order a wreath for Remembrance Sunday Service at the War Memorial in Glasbury and that Cllr Yeomans and Cllr Kilner would attend to lay it. (Action Clerk & Cllrs Yeomans and Kilner).

9) Planning Matters

GCC were consulted on the following applications:-

GCC did not return any comment on:-

PCC Ref: P/2013/0601

Outline: Erection of 3 no dwellings and related access at Land adjoining Beeches Park, Boughrood - Mr & Mrs R.F. Joseph

PCC Ref: P/2013/0749 7/8/13

Householder: Erection of a single storey extension and alterations at Am Byth Barn, Glasbury – Mr D. Wilkins

PCC Ref: P/2013/0767 6/8/13

Full: Installation of a single wind turbine with a hub height of 37m and ground to tip height of 48.3m at Upper Pengarth, Llandilo Graban – Mr C Bagley.
(Consulted as a neighboring CC)

Application supported as a result of planning meeting (see separate minutes):-

PCC Ref: P/2013/0775 dated 1/8/13 & P/2013/0777 LBC dated 1/8/13.

Full: Refurbishment and extension to include alterations to original building and refurbishment of the external fabric as per schedule of works Design & Access Statement. Demolition of 2 modern extensions and replacement with new extension to provide dining pavilion and wc block. Alterations to existing access at Maesllwch Arms, Glasbury. – Dewan Partnership.

It was additionally noted at this meeting that the proposed plans which incorporated a new road to be constructed to Maesllwch Terrace had been amended. It appeared that the new road is no longer going to be constructed. The CC had not been consulted on this.

Applications permitted by PCC

PCC Ref: P/2013/0472 & P/2013/0499 (LBC) 9/7/13

Full: Change of use of agricultural land to domestic curtilage and alterations to front wall at Skynlas House, Glasbury.

PCC Ref: P/2013/0421 22/8/13

Full: Installation of a ground mounted solar photovoltaic array at Glynmawr, Glasbury.

It was also noted that an email had been received from a resident living at Plough Cottages with regard to the requirement for more parking for those properties which are located near the Maesllwch Arms. This was briefly discussed and it was reported that County Cllr Davies was dealing with the matter as a County Council issue direct and not as a Community Council issue. (Action Cllr Davies)

10) Proposed closure of Glasbury Public Conveniences by Powys CC

PCC had notified the CC that the public conveniences would close on 31/10/13 unless a public interest group expressed an interest to take them over. This matter was discussed at some length. The toilets were originally built with Welsh Office approval to meet the needs of long distance lorry drivers travelling through the village. It appears they are of importance to all members of the public travelling through the area, to include canoeists who launch at GlasyBont and those in mobile employment throughout the area, e.g. refuge collectors, postmen etc. It was agreed that the toilets must remain open, but how that could be done, particularly financed, needed more research. Perhaps finance from Welsh Government, due to its location to a main road (although not a trunk road) and finance from local business who currently have free use of GlasyBont to launch canoes need to be sought. It was agreed to take the following action: 1. Send a letter of objection to PCC proposals to close the toilets, but should there be no withdrawal of the plans by PCC express an interest in taking them over subject to consultation with the public. Request more details from PCC directly related to the issue. 2. If no withdrawal of the proposal by PCC soon then hold a public meeting to consult all residents in the community and surrounding area about all matters involved. 3. Email all other Town and CC's affected by similar proposals to encourage everyone to stand together on the matter.

It was agreed that an extraordinary meeting of the CC will be called if required to discuss the matter further. (Action Clerk)

11) GlasyBont on-going matters

Grass cutting - It had been established that the site was not SSSI and that the grass should be cut by PCC twice a year. The June cut had not taken place and was therefore requested. This had been partly carried out, but not completed with some of the area still needing work to be done. Clerk to follow this up (Action Clerk).

Dog Mess – complaints continue about dog mess and it was proposed by Cllr Kilner that more signs should be erected and perhaps all dogs should be kept on leads. If this failed perhaps dogs should not be allowed on the area. It is acknowledged that the inconvenience of dog mess is undesirable but unavoidable and it was agreed that the behaviour of some dog owners in not collecting and appropriately disposing of dog mess was unacceptable, but signs often get ignored and prohibiting dogs from the area was not an option. The situation would continue to be monitored.

Parking – Cllr Kilner reported that cars were parking outside of the parking bays adjacent to the toilets and preventing businesses with canoe trailers from reversing back to the gate to unload canoes. It was requested that more lines be painted on the car park. This was discussed and agreed that businesses were privileged to be able to use the area free of charge and were not a priority over others using the car park.

A complaint had been received about canoe trailers and vehicles being parked on the grass verge at the junction by the toilets and obstructing visibility at the junction. This was an on-going problem. It was agreed that contact be made with Dyfed Powys Police Community Support Officer and invite him to the next CC meeting to discuss local policing issues. (Action Clerk)

12) Boughrood Post Office on-going matters

Steps into the mobile post office – It was reported that Roger Williams MP and Age Concern had been involved in getting the steps into the Post Van assessed. It had been agreed that they were unsuitable/dangerous for the elderly/disabled and this was being looked into by the Post Office.

Canopy- there had been agreement between the Post Office and the owner of Boughrood Shop to put a canopy up on the front of the shop for Post Office customers to shelter under while waiting to use the service. However was on the basis that future liability costs of the canopy would be shared between the two Community Councils covering Llyswen & Boughrood. This matter was not met with approval, due to the possible unknown future costs involved. Further details to be sought from the Post Office. (Action Clerk).

13) Playground Report

Cllr Yeomans reported that the BBQ and duck race in August had been a great success with 800 ducks sold. The local fire service has been present to oversee the event and rescued all the ducks from the river with only three being lost. £413 had been raised for the playground fund and additional funds were also raised for the fire service of whom all parties were very grateful for their attendance.

Play sessions had been held in the play area through the summer holidays which had been very successful. County Cllr Davies wished to express his gratitude for the hard work and excellent job that was being done by the playgroup committee. This was supported by all and thanks given to Cllr Yeomans.

It was confirmed that Cllr Yeomans carries out weekly safety checks of the play area.

14) Development of webpage

The £500 Welsh Government grant had been received towards the development of the CC own web page. One quote for this had been received, but a further quoted needs to be obtained. This matter to be discussed at the next meeting. (Action Clerk)

15) **Use of Social Media** - It was agreed to discuss this at a future meeting.

16) General Correspondence Received

Powys County Council

1. Funding Opportunities & Funds 4 U! Summer 2013

Welsh Government

1. Consultation on Designated Persons from the Local Government Measure 2011

One Voice Wales

1. Older People's Commissioner for Wales – web links
2. Energy Efficiency Interest Free Loans
3. Appointment of Chair of Betsi Cadwaladr University Health Board
4. Appointment of Members to Community Health Councils (CHC)
5. Appointment of Members to the Advisory Panel to Welsh Ministers about Public Policy Institute
6. Appointment of Members to the Wales Programme Monitoring Committee
7. Bovine TB Eradication Programme Update
8. Scams and swindles campaign
9. Changes to Householder Permitted Development Rights in Wales
10. The Ombudsman's Casebook - Issue 13
11. Expert Group on Local Government Diversity - Call for Evidence
12. Appointment of Independent Member to the National Delivery Group
13. Training - Code of Conduct – Built 5/09/13
14. Free training - Essential Skills in the Workplace

Other

1. PAVO An Introduction to Sustainable Funding – conference 5th Sept
2. PAVO members e-briefing for August 2013
3. Police and Crime Commissioner July Newsletter
4. Maggie Sims – Hospital Transport
5. Maggie Sims - Public Health News: Wales & UK - July 2013
6. Maggie Sims - South Wales, South Powys consultation

17) Reports from Councillors

Glasbury – Canoe Trailers Sign- It was reported that the sign had been stolen and returned to the CC by the Police. This needed re-erecting which Cllr Kilner agreed to do. (Action Cllr Kilner)

Boughrood –Beeches Park – it was reported that there was a hedge needing to be cut back over a sign and that cars are parking on drop kerbs thus preventing disabled people from gaining access to the paths. It was agreed for Cllr Sims and Veal to follow this up. (Action Cllrs Sims and Veal)

Monthly meetings – Cllr Kilner questioned the need for monthly meetings as there was so much to discuss. It was agreed that items for discussion at present were exceptional due to the need to bring policies up to date and that normally bi monthly meetings are sufficient.

18) Any Other Business - None

19) **Date of Next Meeting-** Wednesday 13th November at 7.30pm at Glasbury Village Hall.

There being no other business the meeting closed at 9.43pm.