

**LLYSFAEN COMMUNITY COUNCIL MEETING MINUTES**

Held on Monday, 9<sup>th</sup> May 2016 at 7.30pm in the Village Hall, Llysfaen.

Members Present: Mr. G Stewart, Mrs. F Stevenson, Mr. R Mather, Mr. D Jones  
Mr. H Keane, Mrs. K Keane, Mrs. J Winterbottom,  
Mr. A Hodgkinson, Mr. R Redhead

8867 Apologies: Mr. P Capper

8868 Declarations of Interest: None

8869 Police Matters:

- a) No updates received from the Police team.
- b) Owl Messages printed for Cllrs with no emails.
- c) Crime data provided to Cllrs.

8870 Minutes of the Last Meeting: Agreed.

8871 Clerk's Report and Matters Arising

8853. d) Police has not provided a response at present.

8855. c) Email sent to Gethin George regarding damaged notice boards, and correct information to be put in the notice boards. This is being updated shortly due to the changes in the bus timetables, however, Gethin has not responded. **It was agreed that the** clerk would write to the portfolio manager if no response was received again, and ask why we are not being responded to.

8855. d) Peter Taberner is assessing the situation, awaiting decision.

8855. g) Electoral register has been printed as requested. Given to Cllrs Keane and Winterbottom.

8855. l) Cartrefi Conwy have advised they will not match fund, so as agreed the clerk has instructed the Play Provision team to book 5 sessions for children in Peulwys. Invoice has not yet been received.

8856. a) Bryn Defaid, Trawscoed Road. Full response was sent within the timescales, but was not uploaded to the website. It had been passed to the Planning Team. **It was agreed that** the clerk would forward the planning response to Deion and request his support in this matter.

8858. b) Clerk will request a report from the next walkabouts to be provided to the council.

8861. i) Request sent to have all quarry meetings in a nearer location than Bodlondeb. Provided a list of various venues that they have agreed to look into.

8866. a) Paul Hughes who runs the Mobile Youth Clubs has advised that there is no Youth Club at Llysfaen at all due to the lack of interest and attendance from children in the village. It was agreed that it would be placed on the agenda for July.

8872 Planning Matters

- Planning Applications - Land Adjacent to 25 Cynfran Road, discharge of conditions 3,4,5 of planning permission under code 0/31375 (Erecting of a Dwelling). This has not been received by the council. **It was agreed that the** clerk would contact the planning office for details.
- Planning Decisions – none.

- Funding request has been emailed to owners of the Landfill to request support towards the Defib launch via Peter Taberner.

- 8873 Financial Matters and Invoices received for payment
- A. The Clerk's Salary and Expenses were approved for payment.
  - B. Invoices approved for payment: none.
  - C. JDH Business Services Ltd will be completing the Internal Audit.
  - D. It was agreed that an additional signatory was required for the bank due to a lack of councillors that can sign a cheque at some meetings. It was agreed that Cllr Stewart would do this.
- 8874 Report back from Meetings
- A. Cllr Stevenson – formal recruitment process for the new head teacher in progress. Appointments committee appointed.
  - B. Cllr Mather – Ysgol Sw'n Y Don, 19 weeks behind on the refurbishment.
- 8875 Community Cemetery Matters
- A. **It was agreed that** the clerk would arrange a meeting.
- 8876 Report from Local County Council Representative CCBC
- A. Cllr has informed the council that there has been a recent meeting about Ty Mawr, in which it has been advised that the tenant farmers will be retiring. **It was agreed that the** clerk would write to Cllr Smith, requesting further information.
- 8877 Correspondence and Other Issues
- A. Request from OVW for any Motions for debate for the AGM.
  - B. Partnership board has provided us with the most recent minutes. Given to the retiring chair.
  - C. Role advertisement for Consumer Council for Wales.
  - D. Applications are open until 3<sup>rd</sup> June 2016 to apply for the Tesco Bags of Help Grant. **It was agreed that** the clerk would forward local Village groups.
  - E. OVW and SLCC Joint Event 22<sup>nd</sup> June.
- 8878 Consultations.
- A. Audit Office Consultation on the Wellbeing of Future Generations and what it means for Council Audits.
  - B. Revised statement of licensing policy.
  - C. Consultation on the reforms to Death Certifications. Prep for the meeting.
  - D. Building regulations Sustainability Review.
- 8879 Defibrillator
- A. AED housing has arrived, there is a small section where paint has come off. Complaint sent to the seller regarding this. Awaiting response.
  - B. The Defib housing was given to the village hall, and they have now had this installed. **It was agreed** that the clerk would arrange a meeting to discuss it further community plan, plus village hall, defib team.
- 8880 Website
- A. Cllr Redhead has updated the Minutes.
  - B. Domain has been renewed, and to be discussed at the next meeting.
- 8881 Items requested on the Agenda
- A. Planning Applications – Accessing the website, and it provides copies of all the documents that have been sent in and responses from various departments.

- B. The 2015/16 Audit. The Audit requirements have been completed to be presented to the internal auditor, please note the following highlighted by the clerk:
1. The Budget should have been minuted throughout the year on a regular basis, and at least twice. **It was agreed that in** future good practice would be that the budget monitoring sheet will be provided on a quarterly basis together with the Quarterly reconciliation of the bank accounts.
  2. The VAT income of the council should be considered when preparing the Precept information. VAT was not included correctly and was budgeted at £0 for 2016/17 Precept, which is how much had been actually received in 2015. Having contacted the VAT office, no claim has been made a claim for 2014/15. **It was agreed that** future potential VAT claims will be added into the precept calculation with a projected income figure based on previous years spend. **It was agreed that** the clerk would complete the VAT return for both years.
  3. The Accounting statements and variances were shown to the council.
  4. The Annual return was presented to council, approved and signed by the presiding chair.

8882 Emergency Items

- A. Asset Register Amendments – Approved addition wording of Defib and Defib housing.
- B. Risk Assessment Amendments – Approved addition of Defib and Defib Housing, and approved Risk Assessment for 2016/17 was approved.
- C. Insurance Quotes received as follows: AON Renewal – £485.99, Zurich Insurance £418.91. **It was agreed that** the clerk would find other providers to see if there was a better quote available. **It was agreed that** the Chair would approve which insurance was agreed without further council agreement.
- D. Notice Board has been forced open and a notice put in there for a rally. There was no knowledge. The response was that **It was agreed that** we would ask Gwyn Evans to repair.
- E. **It was agreed that** the clerk should be reviewed, Clerk to arrange dates and venue.

Date of next meeting: **Monday 13<sup>th</sup> June 2016**