

Cyngor Cymuned LLANDEWI BREFI Community Council

Minutes of the Ordinary meeting held on Monday 14th November 2022 at 7:00pm in the Community Centre.

Draft minutes are published in accordance with the requirements of the Local Government and Elections (Wales) Act 2021 and are subject to approval at the next ordinary meeting of the Community Council.

Present:

Councillors: Caryl Jones (Chair), Rhodri Evans, Emmanuel Kincaid, John Lloyd Griffiths, Eirwen James, Dafydd Lloyd Jones, Pat Parry, and Lynet Pugh.

1) Apologies.

Apologies were received from Enfys Hatcher-Davies.

2) Personal Matters.

The Council wished to extend thanks to Carywn Davies for leading a thoughtful and well received Remembrance Day Service held on the 13th November 2022 (Clerk to send letter of thanks)

3) Declarations of interest.

- a) Cllr Kincaid- Item 12(a)- Correspondence- new salary scales for Clerks for 2022-2023 (Code of Conduct Para 10(2)(b) applies)
- b) Cllr Kincaid-Item 16b(ii)- Outline Planning Permission (previously employed by applicant's family)
- c) Cllr Evans- Item 16b(iii)- Outline Planning Permission (own application- Code of Conduct Para 10(2)(b) applies)

4) Public participation

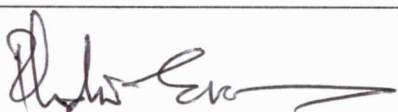
Members of the public were in attendance, but no specific items were submitted for discussion prior to the meeting.

5) To review outcome of Cynnal y Cardi- Llanddewi Brefi LEADER Grant project & consider proposals for continuing the Youth 'drop in' sessions.

Data from the LEADER Grant Project submission was presented to attending volunteers (Youth Drop-In Project) and the Council, and feedback from volunteers was received. It was generally agreed that it had been a success, with parents and attendees having

Signed:

Chair



commented that they were very happy to have this service and the facilities (tennis tables, snooker tables and the digital whiteboard).

The Council resolved to continue running this service, as a social space for young people between the ages of 11-16 to drop in and with activities being user-led.

It was also agreed to trial alternating sessions on Mondays/Fridays until the New Year (and gather feedback from attendees/parents).

Chair to produce copy of November-December 2022 timetable, copy to be circulated to volunteers by upcoming Friday session.

Chair also to set up 'WhatsApp' group to facilitate co-ordinating volunteers.

Suggestions regarding improvements were received as follows:

Safeguarding/Conduct and Contact Details

- i. Continue to issue existing bilingual form for use of new attendees and their parents/guardians (these must be completed and returned by second session attendance) The form contains:
 - a. Safeguarding officer/Hall /contact details and health and safety information for parents.
 - b. Contact details of attendees and code of conduct agreement for Youth Drop-In sessions.
 - c. These forms should be brought to each session, only for reference of organisers in case of emergency.

Volunteer Numbers and Rota

- ii. 3 Council members involved with the project stated they were happy to volunteer for sessions.
- iii. Agreed also that 3 volunteers should be present, to enable full use of facilities:
 - a. Suggested that opportunities for attendees to make more use of the facilities be increased, especially for the winter months.
 - b. Suggested: to fix Dart board in Neuadd, sessions should be supervised.
 - c. Attendees had also fed back to volunteers they would like a basketball hoop for use with a 'softball' for practice be considered.
 - d. Also suggested that Badminton kit be looked into, to increase indoor sports provision could also be utilised in the summer on the recreation grounds)
- iv. More volunteers need to be recruited, currently there are 15 listed but only half volunteer regularly. Safeguarding officer agreed to review and confirm those still willing to volunteer.

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Chair



- 6) To confirm the minutes of the meeting held on 10th October 2022.

Council authorised the Chair to sign the minutes of the Community Council held on:

10th October 2022

Proposed: Eirwen James

Seconded: Dafydd Lloyd-Jones

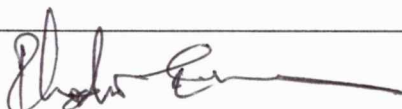
- 7) Matters arising from the minutes

10th October 2022:

Item 6:

- a) Clerk confirmed Rachel Carter (Local Places for Nature officer – One Voice Wales) had been consulted and her advice regarding Llanddewi Brefi Community Garden (LBCG) project was presented to the Llanddewi Brefi Hall & Recreation Committee (17th October 2022) and at meetings held regarding the Biodiversity working party (October 21/28th 2022) respectively; this was to inform and enable the Community Garden plan to be completed and presented back at the next Llanddewi Brefi Hall & Recreation Committee meeting, to be held 23rd November where the LBCG project would be discussed. The result of these proceedings, together with advice from Rachel Carter and information gathered from the October Local Places for Nature conference (attended by Clerk and Cllr Kincaid) will be incorporated into the Biodiversity Report and plan - draft to be prepared by the Clerk and to be published by the end of December 2022.
- b) Woodland Trust Grant: Clerk confirmed deadline to put in application to receive trees to plant in March 2023, was the first week in December 2022- Clerk to apply for 2 nr packs of trees for the LBCG project.
- c) The Finance & Governance Toolkit for Community and Town Councils - 'Health Check tool kit', to be reviewed and reported on by next meeting: this task has now been moved forward to be reported back on in the January meeting.
- d) Defibrillator – Cllr James reported rota was complete until Jan 2023.
It was noted however that no slots were available after 02/12/2022 for free software updates under the recall notice, and no loan units were available. Clerk advised by Phil Hill that the update should be done without delay.
Agreed Cllr James to notify CIRCUIT once a collection had been arranged for the defibrillator to be returned to the manufacturer for updates, without waiting further for a loan unit to become available. CIRCUIT to be contacted on return of unit.
- e) Credit Card application still pending, Cllr Evans to request documentation from bank and submit application by next meeting.
- f) Bus Shelter: Cllr Evans confirmed this has now been painted by Barcud Housing Association- (Clerk to write letter of thanks)
- g) 585-Bus Service to Lampeter - Cllr Evans confirmed that the procurement process for the bus contract is underway, and further updates will be reported at the next meeting.

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Chair

Item 8: To review Burial authority fees:

The burial fees and payments for interment were reviewed on the basis of gravedigger's costs. Council resolved not to increase the charges for burial rights. Clerk to post revised fees on the website.

Item 9: To approve the Council's training plan for 2022.

The training plan approved at previous meeting required to be published on the Council website (Clerk to arrange)

Item 10: To consider budget proposal for village hall refuse collection/ cleaning.

Proposal to be posted on Neuadd Facebook site, regarding refuse collection, for Public Consultation by next meeting. (Vice Chair to arrange)

- 8) To consider whether the press and public should be excluded from the meeting when considering the following items of business (in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960), on the grounds that it involves the disclosure of exempt information as defined in Paragraphs 12 and 14 of Part 4 of Schedule 12A to the Local Government Act 1972 as amended).

Reason:

The items involve discussion of contract details and remuneration of staff.

Motion passed.

9) To confirm the terms of employment for cleaning staff.

Confidential minutes

10) To receive the Auditor General for Wales' Audit Certificate and report for the year ended 31 March 2021.

The Clerk confirmed that this had been returned and had been awarded a 'qualified opinion'

Council reviewed the Auditor General's certificate and report for the previous year and noted the qualified audit opinion on the following basis:

- The value of fixed assets reported by the Council was understated.
- Council had not provided its Clerk with a written contract or a written statement of the specified terms of employment.
- Council did not maintain an asset register.

Councillors were reminded that this audit opinion referred to the previous municipal year rather than the return submitted in June 2022. The Council's assets were reviewed, and an asset register had been presented in December 2021 - to be reviewed in the

Signed:

Chair



January meeting. The Clerk's appointment in September 2022 was made on the basis of a written contract adapted from a NALC/ SLCC model document.

The annual return for 2022 was submitted following receipt of the Internal Auditor's report dated 15/06/2022 and approved in the meeting on 20/06/2022.

The Notice of conclusion of audit and right to inspect the annual return for the year ended 31 March 2021 was published on 19/10/2022 and posted on the Council's noticeboard and website.

11) Financial report.

- a) Resolved to approve the bank reconciliation for the period ending 31st October 2022.
 - i) Bank balances per statements at 18/10/2022 – £8,409.42
- b) Authorisation of payments:
 - i) Staff and confidential payments (*Local Government Act 1972, s.111*)
 - ii) Clerk's expenses - Printer ink/ Paper (*Local Government Act 1972, s.111*) - £42.98
 - iii) RBL Poppy Appeal – wreaths (£295 to be reimbursed - *Local Government Act 1972, s.137*) - £320.00

Reimbursement of payments made by members:

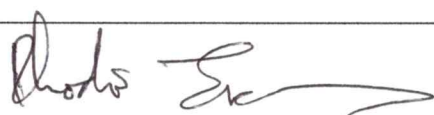
 - iv) M E James – Anti-Virus software purchase (*Local Government (Miscellaneous Provisions) Act 1976 s.19 - to be reimbursed under grant contract LGF22.05*) - £69.99
- c) Recurring payments:
 - i) BT – Hall telephone & broadband (*Local Government (Miscellaneous Provisions) Act 1976 s.19*) - £53.94
 - ii) Bank charges-Commission charges 13/09-12/10/2022 (*Local Government (Miscellaneous Provisions) Act 1976 s.19*) - £14.90
- d) Payments received:
 - i) Precept – 3rd instalment - £2,833.00
 - ii) Bank - Loyalty Reward; 15 Aug - 12 Sep – £0.30
 - iii) Reimbursement of donations to RBL Poppy Appeal on behalf of local organizations and groups - £50.00 (inc. £25.00 in respect of donation in 2021)

12) Correspondence (copies forwarded to members).

- a) One Voice Wales
 - i) Electoral Administration and Reform White Paper- Noted.
 - ii) Independent Remuneration Panel for Wales Draft Annual Report February 2023 - Noted.
 - iii) Royal British Legion's new grant scheme for veterans and their families - Noted.
 - iv) Ceredigion Area Committee minutes - 12.10.22- Noted.
 - v) October, November & December Training Dates - Noted.
 - vi) Welsh Language being used in online fraud attempts - Noted.
 - vii) News Bulletin - Noted.
 - viii) New salary scales for Clerks for 2022/23 –

CLlr Kincaid left the meeting during discussion - having declared a prejudicial interest under the code of conduct.

Signed:



Chair

Clerk to put this item onto agenda of next meeting for consideration.

- b) Ceredigion County Council
 - i) Ceredigion Warm Welcome Space – Noted.
 - ii) The Public Services Ombudsman Code of Conduct Findings – Noted.
 - iii) Proposed changes to speed limits – Noted.
 - c) Hywel Dda CHC Autumn Newsletter – Noted
 - d) Letter to Town and Community Councils (Ceredigion) Eisteddfod yr Urdd 2023- Noted.
 - e) Boundary Commission for Wales - Revised Proposals- Noted.
 - f) Enquiry regarding 585 bus services from January 2023- Noted.
 - g) Request from Chair of the Fuel Allotments Charity for the Council to appoint a secretary and trustees. Currently the Council is awaiting clarification regarding its responsibilities from the Charities Commission, however, it was agreed to appoint the Clerk as secretary to the Fuel Allotment Charity at this time, with the Council to pay on a time basis for work by the Clerk on behalf of the charity.
- 13) To receive a report from the PCSO.

PSCO John Evans sent his apologies for being unable to attend. There were no incidents to report for this month.

14) County Councillor's report on matters arising from Ceredigion.

Cllr Evans reported on a survey being conducted by Ceredigion County Council re: Ash Die Back. He also confirmed that a response from Ceredigion to the Boundary Commission for Wales regarding proposed parliamentary constituencies was still pending.

- 15) Clerk's report – One Voice Wales on-line conference- 'Local Places for Nature' attended by Clerk and Cllr Kincaid, to gather resources/information and feedback to other Councillors concerned with Biodiversity matters in the village, and obtain guidance on completing the Council's Biodiversity Report and plan, to report on how Section 6 duties (Environment Act (Wales) 2016) are currently being met and how these will be monitored over the next three years; Resources from conference to be shared by Clerk.

16) Planning applications

- a) To note the following approvals:
 - i) A220288 - Installation and operation of a 90m temporary meteorological mast- Approved Subject to Conditions.
- b) To consider the following applications:
 - i) A220731 – link to documents Full planning – Proposed conversion of outbuilding into holiday unit to include new vehicular access; Llys y Dail, Llanddewi Brefi.

- Council agreed to send a letter of support but noting that the materials of fascia and barge boards not detailed and that no proposal regarding existing trees was included as part of the application.

Signed:

Chair



- ii) A220751 – link to documents. Outline Planning Permission – Proposed new dwelling; Land Opposite to Tynllwyn Llanddewi Brefi.

Cllr Kincaid left the meeting during discussion.
Council resolved to send a letter of support.

- iii) A220815 – link to documents. Full Planning – Erection of an agricultural shed to hold farm yard manure. Llanio Fawr, Tregaron.

Cllr Evans left the meeting during discussion - having previously declared a prejudicial interest under the code of conduct.
Council resolved to send a letter of support.

17) To receive a report from the Village Hall and Recreation Grounds committee.

Cllr Kincaid to submit electricity meter readings from 1st October 2022 to the provider.

18) Questions to the Chair.

- i. The date of the Christmas dinner was confirmed as 12th December 2022.
- ii. The date of the Santa Grotto, mulled wine, mince pies, tree lights and choir was confirmed as 13th December 2022. Vice chair to organise prize hamper and flyer for website, facebook page and notices.
- iii. It was noted that the Remembrance Service on Sunday 13th was well attended.
- iv. It was also noted that the Chair and other councillors had attended the service at Ysgol Henry Richard.
- v. Date to put up the Christmas Tree on the square was agreed as 8th December, weather permitting.

19) Date of next meeting.

19/12/22

Signed:

Chair

