

Cyngor Cymuned Llangynfelyn Community Council

Minutes of the meeting held on 10th October 2022

2022. Present: Councillor M James (in the chair), B Davies, D James, Haynes, Halestrap, Stacey, Evans & C Davies. The clerk was in attendance.

1. Apologies: Councillor Pargeter & Raffan.

2. Minutes of the previous meeting: The minutes of the meeting held on 11th July 2022 were accepted and signed. Proposed Councillor B Davies. Seconded Councillor D James.

3. Declaration of interest: None.

4. Matters arising:

i. NRW – woodland paths plan. Councillor Evans confirmed nothing new to report. Councillor M James proposed shelving this item until the November meeting when hopefully there would be progress. Seconded Councillor D James.

ii. NRW – bank of the river Leri. Councillor B Davies reported that NRW will be chairing a meeting on 13th October 2022, 10.30am at the Ynyslas Boat Yard (NRW yard) to discuss Borth Bog IDD. All welcome.

Local farmer Roland Davies has been contacting individuals who have an interest in Borth bog drainage, to inform about meeting.

Action Point: a). Councillor M James will attend the meeting on 13/10/2022 and report back.

iii. Life project Cors Fochno. Councillor M James reported that the project organiser, Daynor, is happy to make a presentation to the Community Council upon request.

iv. Path between Taliesin and Talybont Council noted that this item is now progressing in the hands of Ceredigion County Council.

Action Point: a). Remove from the table. Proposed Councillor M James. Seconded Councillor D James.

v. Yellow lines in Taliesin. Councillor M James reported that this is back in the hands of North and Mid Wales Trunk Road Agent (NMWTRA). Email dated 22/07/2022 from NMWTRA. There is nothing the Community Council can do at present.

Action Point: a). Temporarily remove from the table. Proposed Councillor B Davies. Seconded Councillor A Haynes.

vi. Temperance Lane – green caravan. Councillor C Davies confirmed that she has reported this x2 to Ceredigion County Council via Clik. Ceredigion County Council have confirmed that they are responsible for getting the owner to move/remove the caravan under Public Responsibility and will be taking steps to action this.

Action Point: a). Councillor C Davies to enquire again in January 2023 (3 months) if the caravan is still in-situ at that time.

vii. Path/water near Cartrefle Taliesin. The out-going Clerk was corresponding with Eifion Jones, Ceredigion County Council Rights of Way Officer, regarding this item. All email correspondence was deleted by the out-going Clerk prior to handover. No hard copies on current correspondence provided.

Councillor M James reported, from memory, that the Community Council's understanding was/is that North and Mid Wales Trunk Road Agent (NMWTRA) have also been involved as the water spills out onto the A487. NMWTRA have advised that they believe that the source of the water is from Cartrefle garden and therefore is not theirs to deal with.

Council noted that Cartrefle belongs to Councillor Raffan. Councillor Stacey proposed moving this item to the end of future meetings for discussion so that Councillor Raffan could leave. Councillor M James seconded.

Councillor Haynes noted that the drain by the footpath is blocked with rubbish and bottles. If this was cleared, it may help?

Action Point: a). Councillor C Davies to report blocked drain to Ceredigion County Council.
b). Clerk to contact Eifion Jones to ask for the up-to-date position.

viii. Public footpath / private road above Erglodd woods. Councillor Halestrap reported that the landowner has removed a stile and is building an embankment at one end of the public footpath. Councillor Halestrap reported that individuals have contact him to report aggressive behaviour from the landowner when they stray onto his private land. Council noted that any aggressive behaviour by the landowner should be reported directly to the Police, and not the Community Council.

Action Point: a). Clerk to contact Gareth Owen, Ceredigion County Council Footpaths Ranger, to request better signage asap.

ix. Annual General Meeting 2022. The Clerk reported that minutes for the AGM 2022 could not be located in the Minutes folder provided. Councillor M James confirmed that the minutes for the AGM 2022 have not been produced by the out-going Clerk and provided the current Clerk with the handwritten notes made at the AGM. The current Clerk confirmed that minutes of a meeting (including the AGM) should be produced and signed at the next meeting of the council, i.e. AGM minutes should have been produced and signed at meeting 13/06/2022.

Action Point: a). Current Clerk to produce minutes for the AGM 2022 from the out-going Clerk's notes.

x. Audit 2021/22. Councillor M James noted an email from Deryck Evans, Audit Wales dated 30/09/2022 marked Annual Return 2021-22 Overdue Audit – "According to our records, your Council has not provided the 2021-22 accounts for audit. The accounts are now significantly overdue for audit. Consequently, the Auditor General is being obstructed from carrying out his statutory functions. The Auditor General and Audit Wales takes seriously obstruction that prevents the Auditor General from discharging his statutory functions. Additional audit fees may be charged for correspondence related to late submission of the accounts."

The Clerk noted that the Annual Return is supposed to be completed and returned to Audit Wales by 30th June every year.

Action Point: a). Clerk to complete Annual Return to 31 March 2022 and Annual Governance statement and return to Audit Wales by 31/10/2022 late submission deadline.

5. Finance

i. *Clerk's contract* – Proposed Councillor Evans. Seconded Councillor B Davies. Signed Councillor M James (Chair).

ii. *HMRC Employer PAYE reference* – Clerk reported she is awaiting this from HMRC.

iii. *Authorised signatory mandate* – The Clerk reported that currently there are x5 Councillor (x3 present Councillor and x2 previous Councillor) and the out-going Clerk as authorised signatories on the Community Council HSBC bank account. The authorised signatory arrangements are x2 Councillor plus the Clerk.

Action Point: Proposed Councillor Haynes. Seconded Councillor B Davies.

- a). Remove x2 previous Councillor and out-going Clerk as authorised signatories.
- b). Change authorised signatory arrangements to any x2 authorised signatures.
- c). Change correspondence address and phone number to current Clerk details.
- d) Change bank account name from Cyngor Cymdeithas Llancynfelin to Cyngor Cymuned Llangynfelyn.

iv. *Membership One Voice Wales* – The Clerk reported an email dated 01/09/2022 from Tracy Gilmartin, Office Manager One Voice Wales stating Llangynfelyn Community Council membership for 2021/22 has not been received. The out-going Clerk had responded 03/09/2022 stating Cheque 100791 for £99.00 was sent via Royal Mail 14/03/2022. On inspection of Community Council HSBC bank statement, no record can be found of payment of cheque 100791.

Action Point: a) Councillor B Davies will cancel cheque 100791 with Aberystwyth branch HSBC asap.
b). Clerk will contact Tracy Gilmartin to explain the situation and confirm payment will be made as soon as bank mandate is complete.

v. *NRW – Borth Bog IDD invoice* – Councillor M James noted an invoice dated 28/09/2022 received from NRW, via out-going Clerk.

Action Point: a) Clerk to contact NRW to explain the situation and confirm payment will be made as soon as bank mandate is complete.

vi. *Councillor Raffan invoice for work completed during 'Summer of Fun'*

Action Point: a) Clerk to check and confirm Council can pay work invoice to member under S137.

vii. *Out-going Clerk expenses* – £1091.13. Proposed Councillor D James. Seconded Councillor B Davies. Councillor M James confirmed this invoice had been paid 12/09/2022. Cheque 100806 signed by Councillor Haynes, Councillor B Davies, and out-going Clerk.

6. Correspondence and Communication:

i. Welsh Government

→ It's for them. Stakeholder Toolkit

ii. Older People's Commissioner for Wales

→ Special Bulletin: Cost of Living

iii. Welsh Government Ministerial Advisory Forum on Ageing (MAFA)

→ Information on Cost-of-Living Support

iv. Ceredigion County Council

→ Engagement & Participation Policy

v. Network Rail

- Upcoming work to repair Leri and Cottage timber viaduct
- vi. Samir Soares, University of Nottingham
 - Research on rural energy consumption
- vii. Ben Lake MP
 - letter outlining help available for Cost-of-Living crisis.

7. Planning: None

8. Other Items of Interest

- i. *Community Council email account* - Councillor M James reported that the out-going clerk deleted all emails on the Community Council email account up to and including 31/08/2022, so all digital records have been lost.

Action Point: a). Councillor M James to query why out-going Clerk deleted emails and report back.

- ii. *Training plan* – The Clerk reported that a Council training plan is to be prepared for the meeting on 14/11/2022. Each Councillor will receive a Councillor Training Plan assessment by email which will need to be returned completed to the Clerk by 04/11/2022. Councillor M James noted a printed email, received from out-going Clerk, bearing the name and contact details of Gwilym Rippon who offers councillor training.
- iii. *Multi-location meetings* - The Clerk reported The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils – “The 2021 Act requires that all community councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or replaced the new arrangements must also be published.”

Council noted that Llanfach does not have a broadband connection to facilitate hybrid meetings however if remote access is requested for a meeting, then tethering will be employed.

- iv. *Welsh Language Scheme*. Councillor M James reported an email dated 15/07/2022, received from Dylan Jones, Standards Setting and Compliance Officer, Welsh Language Commissioner – “On 27 June 2022 the Commissioner received comments from a member of the public regarding an English only advert for a Clerk and Financial officer to the council, and that Welsh language skills were not essential.” Council noted that this information is incorrect. The advert clearly stated, “Welsh is desirable” and was displayed in both English language and Welsh language on the Community Council notice boards.

The Clerk noted that Llangynfelyn Community Council currently don’t have a Welsh Language Policy in place.

Action point: a). Clerk to produce a Welsh Language Policy for consideration by the council.
b). Clerk to forward copy of advert to Dylan Jones.

- v. *Talybont Youth Club* – The Clerk reported that Lowri Evans from the club has reached out to the Community Council for financial support.

9. Date of the Next Meeting: 14 November 2022

Meeting opened 7pm
Meeting closed 10pm