

Meeting Minutes

Wednesday 6 April 2022

Due to Government guidance in respect of the COVID19 lockdown the meeting was held remotely.

Present: Cllr. Peter Sutherland, Chair, Cllr Judith Hopkins, Vice Chair, Cllr. Ann Bowyer, Cllr. Jenny Carpenter, Cllr. Paula Clarke, Cllr. Jo Storey, Cllr Helen May-Moebus.

Members of the public: 2 members of the public were present

In attendance : County Cllr V.Smith, Clerk Ms N Awni, Cllr C.Deakins (Goetre Fawr Community Council)

1. Apologies for absence:

None

2. Declaration of interest from members:

None

3. Adoption of Minutes

The chair moved to approve minutes of LCC Ordinary meeting held on Wednesday 2nd March 2022, proposed by Cllr Peter Sutherland, seconded by Cllr Judith Hopkins, all in agreement. **ACTION: Chair to sign minutes at the earliest opportunity.**

4. Matters arising from minutes

- **Repairs to noticeboards** Some further work is need to noticeboards at BAE Glascoed and Monkswood. Llanbadoc noticeboard is in good repair **ACTION Chair to contact Path care group and ascertain whether it is feasible to refurbish the old notice board at Llanbadoc & re site it at BAE Monkswood Estate**
- **Memorial to former councillor** - Members will discuss outside of the meeting reporting back as necessary
- **Defibrillator** - nothing to report

5. Finance and Governance

The Chair asked if members were happy to move the discussion on clerk pay to the end of the agenda and allow the Clerk to leave the meeting at that point, to which members agreed.

The Clerk confirmed that the short term finance priorities are :

- Completion of the 2021-2022 end of year accounts and undertaking the internal and external audit processes
- Completing the successful transfer of Little Mill ward to Llanbadoc and accompanying assets as at 4 May.

The Clerk confirmed that 2 invoices had been received which would be processed ready for approval and payment at the next meeting. A receipt for refurbishing Glascoed noticeboard has been submitted by Mr Wright for reimbursement. Cllr Storey proposed that this amount be paid Cllr Clarke seconded. **ACTION Reimbursement required**

The clerk requires a handover for payment processes **ACTION Clerk to meet with Cllr Carpenter**

Payroll The option to outsource payroll services was proposed by the Chair and members discussed the current arrangements for in house PAYE. It was agreed that services would remain in house and Cllr J Carpenter would lead the process and payment. **ACTION Cllr Carpenter to liaise with the clerk to agree a robust process and separation of duties is in place.**

It was confirmed that councillor allowances have been paid for 2021-2022 through PAYE. The Clerk confirmed that there would be 2022-2023 allowances payable for any current member who will not be part of the new council.

6. Town and Community Council review

The Chair confirmed that the details of the transfer of Little Mill and the assets should be clear to all members. Members had received a copy of the Play area report commissioned to understand the nature of the risks and any remedial works. He recommended that members of the F and P working group should look at the details and assess any potential financial implications as soon as possible. The clerk explained that it would be helpful to meet

with Goetre Fawr Little Mill members to understand the nature and scope of the transfer and in particular the assets and maintenance contracts currently in place. Members agreed to meet as early as possible **ACTION** Clerk to set up meeting with Little Mill members and share the Play area report with Goetre Fawr CC clerk and the MCC representative who had produced the GFCC report requesting comments

7. Reports from Advisory Groups and representatives from outside bodies

Reports received circulated.

Environment group update -Cllr Hopkins confirmed there are a number of saplings awaiting planting. The member of the public present who has links to the Scout movement, confirmed they would be happy to help with planting.

ACTION Cllr Hopkins to update members and contact

Cllr VS left the meeting

8. Planning

One planning application item received **ACTION** to be moved to the next meeting

9. Highways and Maintenance matters - None raised

10. Correspondence – All received by email circulated. The Chair confirmed that he had received the call from BAE and would respond.

9. Questions from the public or press - None

10. Matters to be considered for the next agenda (at the discretion of the Chairman)

Tree surveys

Date of next meeting : The clerk confirmed that as the next meeting was on the date of the final day of the term of the current Council it may be prudent to bring forward the meeting to later during April to finalise end of year accounts and the financial position of the Council. **ACTION** Meeting to be arranged by the clerk.

11. Clerk Pay : The Chair announced the item regarding Clerk pay would take place in confidential setting. The Clerk left the meeting.

The meeting closed at 7.55pm and was cut short due to technical difficulties.

Chair

Llanbadoc Community Council

Date