

LLANPUMSAINT COMMUNITY COUNCIL

MINUTES OF COUNCIL MEETING: 12.07.2022

Attendees: Councillor Arwel Nicholas (Chair)
Councillors Kumi Ariyadasa; Clare Bishop; Dylan Jones; Derick Lock and Ann Pettitt

Apologies: None

Decision /Minute Ref.	Agenda Item	Notes/Decisions
07/22/1	Minutes of Previous meeting	The minutes of the Council meetings held on 5 January 2022; 9 March 2022; 6 April 2022; and 8 June 2022 (Annual Council meeting and ordinary Council meeting) were approved as a correct record and signed by the Chair.
07/22/1A	Matters arising	The Clerk reported that the change of cheque signatories was still being processed by the bank and the bank had indicated that this would not be effected until the end of the month, which unfortunately meant that cheques could not be issued until then.
07/22/2	Members' Code of Conduct	<p>The Clerk reported that the Council has a legal duty to adopt a Members' Code of Conduct, incorporating the principles of behaviour and standards set out in the statutory Model Code of Conduct; and that Councillors would then be bound to comply with the Code of Conduct.</p> <p>It was Agreed that the Model Members' Code of Conduct be adopted by the Council without any variation.</p>
07/22/3	Annual Returns 2019/20 & 2020/21, including Annual Governance Statements	<p>The Clerk updated Members on the finalisation of the Annual Returns for the past three financial years. It was necessary to clarify one matter with the internal Auditor prior to signing the returns off for submission to the Wales Audit Office and it was noted that approval of the returns would therefore have to be deferred to a future meeting of the Council.</p> <p>The Clerk explained the audit process and the Annual Governance Statement which was to be submitted with the Annual Returns.</p> <p>It was Agreed:</p> <ul style="list-style-type: none"> (i) To note that clarification was being sought from the internal auditor in relation to elements of the Annual Returns; (ii) An extraordinary meeting be scheduled for 26th July, provided the queries had been resolved by then, or failing that on 2nd August, for the Council to consider approval of the returns; and

		(iii) That the draft Annual Governance Statement be approved for submission to the Wales Audit Office.
07/22/3A	Annual Return 2021/22	The Clerk informed the Council that the Annual Return for the year 2021/22 had been completed by the Clerk and Responsible Financial Officer and would be reviewed by the internal auditor prior to consideration by the Council at the extraordinary Council meeting on 26 th July. It was Agreed that the position be noted.
07/22/4	Appoint Internal Auditor	To Clerk outlined the existing internal audit arrangements and it was Agreed that Ashmole & Co be reappointed as Internal Auditor of the Council
07/22/5	Members' Remuneration	<p>The Clerk briefed Members on the legal requirements with regard to Members' Remuneration and the determinations of the Independent Remuneration Panel for Wales. For most Community Councils in Wales, a pro rata basic allowance of £150 for each Councillor was mandatory. However, smaller Councils, such as Llanpumsaint, had discretion as to whether to award this allowance to its Members.</p> <p>It was Agreed:</p> <ul style="list-style-type: none"> (i) To note the Annual Report 2022 of the Independent Remuneration Panel for Wales and its determinations in respect of Community Councils; (ii) Not to award the basic allowance to Councillors, but to consider claims for expenses on case-by-case basis; (iii) To note that a Statement of Members' Allowances for 2021/22, showing Nil payments had been made, was required to be published by 30th September; and (iv) To note that the Councillor and Acting Clerk is not entitled to any salary in respect of undertaking the role of Clerk, but to agree that expenses, if claimed, should be reimbursed.
07/22/6	Action Plan for Wales Audit Office Recommendations	The Clerk informed Members that Councillor Clare Bishop had assisted in the preparation of a draft Action Plan for the Council to address the six recommendations from The Wales Audit Office's Public Interest Report. It was Agreed that the Action Plan be approved and that its implementation should be reviewed in six months time.
07/22/7	Clerk and Responsible Financial Officer – Recruitment	The Clerk updated Members on discussions held with One Voice Wales and a neighbouring Council regarding the recruitment of a Clerk and Responsible Financial Officer for the Council. Members discussed the recruitment process, the desire for a bilingual Clerk; and interim arrangements until a new Clerk was appointed. It was Agreed :

		<p>(i) To note the proposed recruitment arrangements, and authorise the Clerk, in consultation with Chair, to agree the relevant documentation, including the job description and person specification, and advertise the post;</p> <p>(ii) To agree that applicants shall be shortlisted and interviewed by the Personnel Committee; and</p> <p>(iii) To agree that the Personnel Committee be asked to submit its recommendation on appointment to the Council for approval.</p>
07/22/8	PAYE Scheme	The Clerk informed Members that enquiries were ongoing with the Council's payroll services provider to check that the Council's PAYE responsibilities have been properly discharged. It was Agreed that the Council would receive further information on this in due course.
07/22/9	Model Standing Orders	The Clerk briefed Members on the model Standing Orders prepared by One Voice Wales, which were to be adapted as appropriate by individual Community Councils. It was Agreed that the Council would consider proposed Standing Orders for approval at its September meeting.
07/22/10	Language Policy	Members discussed the Council's existing policy regarding the use of the Welsh Language and Agreed that Council meetings would continue to be held in Welsh, with a simultaneous translation service; but that documents would be published in English only, until a bilingual Clerk was successfully appointed; and that the Council would keep this matter under review.
07/22/11	Council Website	The Clerk informed Members that the website was being reviewed, with a view to ensuring it contains all required documents and removing obsolete information. Members discussed the existing website, its contents and arrangements for its updating and maintenance. It was Agreed that a note should be placed on the Welsh language web site explaining that unfortunately, Welsh language documents are currently unavailable (with reference to the Council's previous decision, above), pending the appointment of a bilingual Clerk.
07/22/12	Welsh Government Statutory Guidance for Community and Town Councils, LG&EW Act 2021	The Clerk briefed Members on the Welsh Government's Statutory Guidance for Community and Town Councils on the requirements of the LG&EW Act 2021. It was Agreed that the guidance be noted.
07/22/13	Annual Report 2021/22	The Clerk informed Members that it had become a statutory requirement for Community Councils to prepare an Annual Report as soon as reasonably practicable after the end of the financial year 2021/2022 and annually thereafter. It was Agreed that Councillor Locke would liaise with the Clerk to prepare a draft for consideration by the Council at its September meeting.

07/22/14	Training Opportunities	The Clerk referred Members to training opportunities offered by One Voice Wales, including those with a number of free places. It was Agreed that individual Councillors would notify the Clerk of any courses they wished to attend; and to ask the Clerk to book any free training which Councillors may wish to attend.
07/22/15	Asset Register	Members discussed matters relating to the Council's assets, including Ty Hers. It was Agreed that a draft Asset Register should be prepared, listing the Council's assets, for approval at a future meeting.
07/22/16	Payments for approval	Members discussed and Agreed to approve the following payments: <ul style="list-style-type: none"> (i) Llanpumsaint Community Information Exchange and Village Voice – £500 grant, with the proviso that no further application shall be granted until next year. Cllr Bishop declared a personal, non-prejudicial interest in this matter arising from her role as a member of the Village Voice production team; (ii) Llanpumsaint Heritage Tour Website: £60 annual hosting fee; and (iii) Zurich Insurance – annual premium £315.37
07/22/17	Ideas from Fun Day	The Clerk referred to the ideas submitted by residents at the recent Village Fun Day for consideration by the Council. It was Agreed to defer consideration of this item until the September meeting
07/22/18	Planning applications – Planning Committee	Members discussed Planning Applications forwarded for consultation by the County Council and related planning matters. It was Agreed : <ul style="list-style-type: none"> (i) To note that the County Council has agreed to accept late representations on planning application PL/04187 following the meeting, and agree that the representations prepared by Councillor Bishop be submitted by the Clerk on behalf of the Council; (ii) A Planning Working Group be established, to be convened as and when required, with at least two Councillors from amongst Cllrs Nicholas, Bishop, Jones, Lock and Pettitt, to 'review planning applications and any planning issues relating to the community of Llanpumsaint, make site visits where this is considered appropriate, and prepare any representations to be submitted in response, for approval by the Council'; (iii) That authority be delegated to the Clerk 'to submit representations in response to planning applications, in consultation with members of the Planning Working Group, in any case where it is not practicable for the

		<p>response to be considered at a meeting of the Community Council'; and</p> <p>(iv) That the Council's response to Planning Application PL/04281 would be considered by the Planning Working Group and submitted by the Clerk under the delegated authority granted in (iii) above.</p>
07/22/19	Highways matters	<p>Members discussed a number of highways-related matters and Agreed:</p> <p>(i) To note that the temporary road closure at Cau Ffordros Dro had now ended;</p> <p>(ii) To note the Esgair Road closure and the informal assurance that the closure period should be significantly shorter than the 16 weeks stated in the notice (closer to 5 weeks); and</p> <p>(iii) To ask the Clerk to report concerns about the safety of the road opposite Bronallt to the County Council and request barriers be installed urgently.</p>
07/22/20	Street Lighting	It was Agreed to defer this item until the September meeting.
07/22/21	Other Correspondence	<p>The Clerk briefed Members on a number of items of correspondence as set out below.</p> <p>(a) WG Consultation: Further national milestones to measure our nation's progress GOV.WALES - It was Agreed that the consultation be noted;</p> <p>(b) One Voice Wales, Carmarthen Area Committee – It was Agreed that Councillors Bishop and Pettitt be nominated as the Council's representatives;</p> <p>(c) Dyfed Powys Police and Crime Panel Annual Report 2021/22 – It was Agreed that the Annual Report be noted;</p> <p>(d) Local Places for Nature Funding Opportunities – It was Agreed that an appropriate officer be invited to give a presentation to the Council at the September Council meeting; and</p> <p>(e) One Voice Wales, Finance and Governance Toolkit SLCC Finance and Governance Toolkit (Wales) for Town and Community Councils – It was Agreed that the toolkit be noted.</p>
07/22/22	Co-Option to fill Council vacancies	The Clerk explained the Council's power to co-opt to fill the two vacancies on the Council. It was Agreed to seek suitable candidates to co-opt to fill the two vacancies on the Council; and that the Clerk be authorised, in consultation with the Chair, to make arrangements to advertise the vacancies, and report any expressions of interest to a future Council meeting.

07/22/23	Evans and Lloyd Charity, Registered Charity No. 247444	Members discussed the current position relating to this charity, which had been set up in collaboration with Cynwel Elfed Community Council, and noted that the trustees included a former Llanpumsaint Community Councillor as well as two Cynwel Elfed Community Councillors. There was consensus that the charity was obsolete and should be closed, with the limited remaining funds (under £300) to be split between the primary schools in Llanpumsaint and Cynwel Elfed. It was Agreed that the Clerk would seek to contact the charity trustees and assist them to close the charity and split the funds, as set out above.
07/22/24	Any Other Business	<p>Members discussed and agreed the following:</p> <ul style="list-style-type: none"> (i) The tree across the river discussed at a previous meeting. It was noted that this had now been removed; (ii) Concerns regarding hedge cutting – Members noted that the County Council work to a rota, but could prioritise as necessary, and that County Councillor Bryan Davies may be able to assist with getting matters prioritised; (iii) With regard to the bridge by the church in Bronwydd, it was noted that the river had undercut the road close to the pub; (iv) Concern regarding Japanese Knotweed on the railway track by the allotments. It was agreed that further enquiries be made as it was unclear who was responsible and could be asked to address this problem.

Signed:

Date:

Chairperson