**CWMDU AND DISTRICT COMMUNITY COUNCIL**

**CYNGOR CYMUNED CWMDU A'R CYLCH**

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**Minutes of the Monthly Meeting Held at Bwlch Village Hall**

**On Thursday 1st September 22**

**Present**

**Chairman:** John Williams (JDW)

**Councillors:** Hank Jackson (RDHJ), Paul Silk (EPS), Martin Pearse (MJP), Leslie Doggett (LMD), David Meyer (DM) inducted after item 5.

**County Councillors:** Sian Cox (SC), Sarah-Jane Beecham (SJB) and Matt Beecham (MB).

**In Attendance**: Sue Dale (Temporary Clerk) and 1 Member of the public.

**1. Apologies:**

William Forster (WADF)

**2. Declarations of Interest**

None.

**3. Minutes of the Previous Meeting**

The Minutes of the previous meeting on 7th July 2022 were circulated. Approval of the minutes was proposed by RDHJ and seconded by LD, carried.

The Minutes of the annual meeting on 9th June 2022 were circulated. Approval of the minutes was proposed by PS and seconded by RDHJ, carried.

**4. Matters Arising (for information only)**

7th July 22 – None (website updating to be raised under AOB)

9th June (annual meeting) - None

**5. Consideration of applications to be members of the Community Council**

Selina Clay, David Meyer and Kate Logan were all unanimously co-opted to serve.

**6. Highways – update on the ordered closure of the A40.** No further comments were made as the work has been completed.

**7. Planning**

**22/21157/FUL – Use of land and buildings as mixed agricultural, building and construction operating base – Llansanffraed, Aberhonddu:** This is a field on the edge of Bwlch that used to be a smallholding, but has lately been bought by a construction company. SC has been looking at the planning process and how to effectively intervene dealing directly with Brecon Beacons National Park Authority (BBNPA) Planning and Enforcement sections. She has also collected a Natural Resources Wales response to a resident. Awaiting decision from BBNPA.

**22/21031/FUL – Rural enterprise workers’ temporary dwelling – Nant Helyg, Cwmdu:**

The Chair of the BBNPA’s Paths and Rights of Way Committee has corresponded with PS.

The Community Council and concerned residents are awaiting the decision.

**22/21339/FUL – The Old Rectory, Cathedine. Garden room replacing conservatory.** No Objections provided compliant with all legal requirements.

**22/ 21264/FUL – Heol Gerrig Cottage, Tretower. Replacement windows.** No Objections provided compliant with all legal requirements.

**8. Request for a written report from the Police about safeguarding in the ward**. PCSO Lee Garrett and his Sgt have confirmed their attendance at the meeting of the 6th October to report on Police activities in the Ward. Clerk to send invitations.

**9. Correspondence –** NatWest letter (see item 12).

Councillors requested a list of all email into the Community Council in the last month. Clerk will comply for the next meeting. Approved.

**10. Playing Fields and allotments – land registry query.** Owned by PCC and tenanted by Cwmdu & District Community Council.

**11. Financials – Bank Reconciliation, Budget report and Cheques.**

Mr Bharat Khaneka – travel expenses £117

Stationery allowance - £78.72 it was decided run down the petty cash and go to reimbursement

Sue Dale Temporary Clerk wage for Aug 22 - £434

Data Protection Licence - £40

All approved except the £78.72 for the petty cash imprest.

**12. The asset in the safe deposit box requires a new home, also list Sue dale as a non-signatory treasurer.**  NatWest are withdrawing the safe custody service so the asset must be re-housed. PS will approach Y Gaer in Brecon to gauge their interest in a long term loan. Clerk to check the minutes of the Community Council to see when it was acquired. Clerk to have the Mayoral Chain valued. Adjourn for 2 months (3rd November 2022).

**13. Approval of the Asset Register.** Approved, although without acquisition dates and prices yet.

**14. Approval of the Internal Auditors engagement, remit and report**. The report was presented to Council, 9 of the 11 areas tested were not compliant. The Chair will write to the Internal Auditor to acknowledge the problems and the work to be done JW and SD. The following actions are to be taken with immediate effect:

1. To employ a permanent Clerk, either with the CiLCA /financial training or aspiring to it.

2. To review and approve the finances every month including a monthly bank reconciliation and budget report.

3.To re-establish the HMRC account recording the wages paid and any tax or NI contributions owing.

4. To approve and sign the minutes of each meeting.

5. To approve standing orders and financial regulations.

1. VAT refunds to be claimed annually.

7. To approve a risk assessment.

8. Review and approve the insurance policy.

9. Ring fenced funds to be kept in a separate account,

1. Petty cash to be phased out.
2. Asset register, with purchase dates and prices, to be complied and approved.
3. Comparative financial summary to be prepared annually.

The Internal Auditors Report and the Community Councils remedial actions were approved as part of the Annual Report.

**15. Approval of the Annual Governance Statements.**  Three of nine areas were found to be inadequate; Council did not check that it had power to spend nor conform to codes of practice/standards, it did not fully enable electors’ rights to inspect the accounts and there was no assessment of the risks facing the Council. The evaluation of the statements as part of the annual return was approved.

**16. Approval and signing of the Annual Report.** Approved, proposed: RDHJ, seconded: PS.

**17. Inadequate access for disability scooters on the pavement and at road crossings in Bwlch.** There are 3 or 4 residents with these machines in Bwlch. There is a particular problem with the junction of the A40 with Tremyffa Road. JDW to write to the Trunk Road Authority, a contact to be supplied.

**18. Hazardous speeding on the B4560 at Cathedine – a request for assistance from a resident.** Unfortunately, there are not enough houses with frontage on the road to qualify the stretch for a 30 mile an hour limit. Other parameters are also not being met.

SC will hold a community assembly in the near future to discuss this and other matters.

There is a publication called “The Open Road” which is sponsored by Powys County Council for motorcyclists, it lists this road as being a good one for pleasure driving. It was suggested that this is inappropriate of PCC and SC will follow up on it.

To be looked at again next meeting (October 6th 2022).

**19.**  **Appointing a temporary Clerk and recruitment of a permanent clerk - Signing of the letter of engagement**. The letter was read out, approved and signed.

* **Contract of employment and job description for the permanent clerk**. Approved
* **Approval of an advert for a permanent Clerk.** The text of the advert has been circulated and agreed, the advertisement is to be placed in the Brecon and Radnor Express with a budget of about £250.

Proposed: RDHJ and seconded LD. Approved.

**20. Bwlch Noticeboard repairs, a quote has been obtained. To be discussed and action agreed.** The quote for repairs was £245.

Proposer: LD, seconder: RDHJ. Approved.

**21. Any Other Business (for information only).**

- The War Memorial needs its annual inspection but the records are being kept by a resident. Clerk to liaise.

- Grant possibilities to be put on the website, but there is little time to apply.

- The register of interests is missing from the website.

- Tretower village hall is to host the October 6th meeting, it has just acquired wi-fi and can support a zoom meeting. Cwmdu should be assisted to become internet enabled also (agenda item for next time).

- Talybont on Usk would like some clarity on Cwmdu’s position regarding Gilestone Farm. Cwmdu also would like some clarity regarding Talybont’s stance.

- Allowances have been discussed.

- 3 New Councillors have been co-opted, only one Community Councillor position remains vacant (Bwlch).

- LD volunteered that she would not be attending meetings for the next 2 months.

**There being no further matters to discuss, the Chairman closed the meeting at 20.48.**

**Thursday 6th of October is the date of the next meeting and the venue is Tretower Village Hall.**