

Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

DRAFT MINUTES

of a meeting of the Full Council held on
Monday 28th April 2025
in the Youth Room of the Institute Llanfair Caereinion

Present were:

Cllr Rob Astley Chair
Cllr Hazel Davies
Cllr Mark Owen
Cllr Stephen Purser
Cllr Paul Wixey

Cllr Melvin Jones Vice Chair
Cllr Ian Davies
Cllr Geraint Peate
Cllr Sam Webster

Apologies for absence:

Cllr Gareth Jones

183. Welcome by the Chair The meeting
received a welcome from the Chair.

184. Declarations of interest

There were no declarations of interest recorded at this meeting.

185. . Public Question Time and Participation There
were three members of the public present. Matters
raised by those present were:

St Mary's Churchyard

The matter of poor maintenance of the churchyard at the 'toilets gate' end was
raised. The Town Clerk is to write to the church.

Watergate Street speed humps

The potholes around the speed humps were raised. The Town Clerk will let Cllr
Gareth Jones (County Councillor) know of the matter raised.

Tennis courts

A representative of the Tennis Club raised the subject of the tennis courts use. This
item is covered under minute no 185.

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186. Minutes of the last meeting

The meeting considered and **APPROVED** the minutes of the last meeting.

Proposed by Cllr Paul Wixey and seconded by Cllr Ian Davies. The vote was unanimous.

187. Finance and governance

187.1 Bank Balances

The meeting noted the bank balances as of the 31st of March 2025 as follows:

Current	£26,907.92
Deposit	£62,622.17
Total	£89,530.09
VAT	£900.11
Grant aid	£5,000.00
Total	£95,430.20

187.2 Management Accounts

The meeting received the draft end of year accounts to 31st March 2025 at appendix A of the agenda with the draft annual return.

187.3 Orders for payment

The meeting considered and **APPROVED** the orders for payment as set out in appendix B of the agenda.

Proposed by Cllr Stephen Purser and seconded by Cllr Sam Webster. The vote was unanimous.

187.4 Bank signatories

The meeting considered a replacement bank signatory to the accounts. It was **AGREED** that this would be done following the Annual Meeting on 19th May.

187.5 Grant applications

The meeting considered a grant application for assistance from Ysgol Bro Caereinion.

The responsibility of the Education Authority to provide sufficient resources was raised.

The Town Clerk is to gain more information on what is being asked for and how much each pack costs before considering the application.

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188. Elections

The Chair confirmed and read a letter of resignation from Cllr Cadvan Evans.
The Town Clerk is to arrange for a letter/card of thanks for the long service completed.

182. Governance

182.1 Documents

The meeting considered and **APPROVED** the Asset Register as set out in the agenda.

Proposed by Cllr Stephen Purser and seconded by Cllr Ian Davies. The vote was unanimous.

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182.2 Trust grant aid and expenses

The meeting considered and **APPROVED** the transactions regarding the Trusts as set out at appendix E of the agenda.

Proposed by Cllr: Paul Wixey and seconded by Cllr Hazel Davies. The vote was unanimous.

182.3 Youth and Community constitution

The meeting considered and **APPROVED** the constitution for the new charity for youth and community (issued at the last meeting).

Proposed by Cllr Paul Wixey and seconded by Cllr Stephen Purser. The vote was unanimous.

183. Actions from last meeting

The meeting received an update on actions taken since the last meeting.

The planting pots for Erw Ddwr have not yet arrived but are planned to be so in the next week.

184. Planning & Highways

184.1 Place Making Plan

The final draft of the Place Making Plan has been circulated. A final decision on approval is to take place at the annual meeting.

184.2 Policy and Planning document (issued with March papers)

The members have a copy of this document which sits alongside the Place Making Plan and covers those items in the Town Plan not covered by the Place Making Plan.

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The new Place Making Plan sets out the major projects and this plan covers those matters in the Town Plan which is now superseded. It includes the governance, policies for guidance and rolling action plans for the town (reviewed annually at the annual meeting). A final decision on approval is to take place at the annual meeting.

184.3 Delivery of the Place Making Plan - priorities

The Place Making Plan has major projects which will need to be taken forward. To this end it is suggested that a small working group made up as follows be put in place to meet monthly.

It was suggested that Powys County Council officer, 3 Councillors from the Town Council, County Councillor and the Town Clerk should form that group. The membership of this group is to be appointed at the annual meeting.

184.4 Planning application

To consider a planning application received on 23rd April as follows:

25/0495/FUL Land at Melin Y Grug, Llanfair Caereinion, SY21 0HB

Erection of agricultural worker's dwelling, installation of sewage treatment plant and all associated works. A separate paper was issued to members with full details of the proposals.

The meeting **SUPPORTS** this application.

Proposed by Cllr Melvin Jones and seconded by Cllr Geraint Peate. The vote was unanimous.

185. Tennis courts

The meeting considered the status and use of the tennis courts following an email from the Tennis Club.

A representative from the Tennis Club was present at the meeting and two other residents attended earlier regarding the tennis courts.

The issues identified and discussed were:

- i) The courts being used for other purposes.
- ii) The tennis club use which is not exclusive nor are they able to move people on from using the courts even if they have a match.
- iii) A simple agreement was prepared with a representative of the tennis club but was rejected.
- iv) The courts are aging and although some works have been completed the main surface has a limited life.

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There are no documents in the council files relating to the tennis courts other than a land registry certificate which does not refer to any restrictions. This does not mean that there may be sometime from the past.

The new bylaws (with PCC for approval) would cover what is needed at the tennis courts.

After extensive discussion the following was **AGREED**:

- i) The tennis club to send to the Town Clerk suggested wording for any signage.
- ii) The Town Clerk to prepare an agreement for consideration with the tennis club.

186. Town car parking report

The meeting considered a report from the Town Clerk on the town's parking provision and possible asset transfer from the County Council.

After discussion it was **AGREED** that the Town Clerk would move to the next stage and make contact with Powys County Council to see if an asset transfer were possible.

187. Memorial garden St Mary's Churchyard

An update was given to the meeting with a more detailed plan. After discussion it was agreed to progress with a scheme comprising 2 benches, a sculpture and other ancillary works. The Town Clerk is to see what grant funding could be available to support the scheme. If there is no funding identified within a reasonable period the project is to progress with funds from the council's budget. The budget set for the project is £2,000.

The scheme is to be managed with Cllr Sam Webster working with the Town Clerk. Proposed by Cllr Melvin Jones and seconded by Cllr Sam Webster. The vote was unanimous.

188. County Councillor's report

The meeting received a written report from Cllr Gareth Jones (county councillor).

1. Disabled bays will be marked out in the Watergate Street along the wall in front of the charging bays. Clarification on how many regular parking spaces to be advised.

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2. Surplus chippings from recently resurfaced roads to be removed by contractors.
3. Resurfacing of roads at the top of the town to be conducted week commencing 5th May hopefully
4. Proposed new path in Church Yard yet to be finalised due to questions around the width to meet disability needs. Further updates to come as soon as decisions have been made.
5. Requested repairs to the Wooden Bridge by the Railway - currently waiting for the contractor to source the correct material to replace the floor and railings.

189. Agenda

The meeting considered which information should be available with the agenda online. After discussion it was **AGREED** that the agenda would carry more detail but the additional papers would not be included on the website. Councillors would still receive both the agenda and the backing papers.

190. Deri Woods

A date is to be set for a visit to the lower riverside path. The date is Saturday 10th May 2025 at 6.30pm meeting in the car park.

191. Annual Meeting

The meeting **AGREED** to include in the Annual Meeting Agenda the Place Making Plan, Planning & Policy Document and Youth Club.

192. Date of the next meeting

The date of the next meeting is to be Monday 19th May 2025 at 7pm (Annual Meeting).

193. Actions to be taken forward

The following actions are to be taken forward.

Ref	Activity	By
1	Issue draft minutes and post online after 7 days	Town Clerk
2	Post approved documents online	Town Clerk
3	Arrange for payments as per approved list.	Town Clerk
6	Continue to take forward speed camera scheme	Town Clerk
7	Respond to planning applications via PCC	Town Clerk

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8	Progress the Place Making Plan and Policy & Planning Document for approval at Annual Meeting.	Town Clerk
9	Meeting on Thursday 10 th May at 6.30pm meeting in the Deri Woods car park to agree way forward for lower riverside path.	All
10	Ysgol Bro Caereinion grant application. More information required to enable a decision on 19 th May.	Town Clerk
11	Sent a card from the council to Cadvan Evans thanking him for his long service.	Town Clerk
12	Purchase and put in place new pot plants at Erw Ddwr	Town Clerk
13	Progress with PCC churchyard path widening to 1.5m and resurfacing.	Town Clerk and Cllr Gareth Jones
14	Progress with initial approach to PCC regarding the car parks and an asset transfer.	Town Clerk
15	Progress memorial garden scheme. See grants below.	Town Clerk with Cllr Sam Webster.
16	Prepare agreement for tennis club regarding the tennis courts.	Town Clerk
17	Arrange a sign for the tennis courts.	Town Clerk
18	Small grants to be sought for the memorial garden, youth club and Deri Woods.	Town Clerk.