

Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

MINUTES

of the **ANNUAL MEETING** of the Full Council held on
Monday 18th May 2026
at 7pm in the Youth Room of the Institute

Present were:

Cllr Melvin Jones Chair

Cllr Sam Webster Vice Chair

Cllr Myfanwy Alexander

Cllr Rob Astley

Cllr Jon Badger

Cllr Hazel Davies

Cllr Gareth Jones

Cllr Geraint Peate

Cllr Stephen Purser

Cllr Paul Wixey

In attendance: Robert Robinson Town Clerk

Apologies received:

Cllr Ian Davies

1. Welcome by the Chair

The meeting received a welcome from the outgoing the retiring Chair.

The meeting thanked Cllr Rob Astley was his time as Chair and for the hard work he put in during that period.

2. Election for Chair of the Council

The meeting completed the election procedure and Cllr Melvin Jones was elected as chair for the ensuing year.

3. Declaration of acceptance of office

Cllr Melvin Jones signed the acceptance of office.

4. Election for the Vice Chair of the Council

The meeting completed the election procedure and Cllr Sam Webster was elected as Vice chair for the ensuing year.

5. Declarations of interest

There were no declarations of interest recorded at this meeting.

6. Public Question Time and Participation

There were no members of the public present at this meeting.

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7. Minutes of the last meeting

The meeting considered and **approved** the minutes of the last Full Council Meeting held on Monday 20th April 2026.

Proposed by Cllr Sam Webster and seconded by Cllr Rob Astley. The vote was unanimous.

8. General governance – annual reviews

8.1 Attendance Record

The meeting received the attendance record of Councillors at Full Council Meetings during the past year (to 30th April 2026). See appendix B of the agenda papers.

8.2. Meetings for the year

The meeting **approved** the schedule of dates and times of meetings for the ensuing year as set out below:

MONTH	COUNCIL MEETINGS	PLACE MAKING PLAN COMMITTEE	TRUST MEETING
JUNE	22nd	1st	
JULY	20th	6th	
AUGUST	No meetings		
SEPTEMBER	21st	7th	
OCTOBER	19th	5th	
NOVEMBER	23rd	2nd	9th
DECEMBER	14th		
JANUARY	18th	11th	
FEBRUARY	15th	1st	
MARCH	15th	1st	
APRIL	19th	5th	
MAY	24th	10th	

8.3. Appointments to areas of interest

The meeting appointed a Councillor or Councillor's to liaise with the Town Clerk regarding each area of interest and council services for the ensuing year. The **approved** list is set out at appendix A of these minutes.

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8.4 Elections to outside bodies and other appointments The confirmed appointments to outside and associated bodies for the ensuing year. See appendix B to these minutes.

8.5 Consultations

The meeting confirmed the general consultation methods for council business as follows:

Council Web Site	Council Facebook Page
Youth Council	Business Forum
Council Newsletter	Surveys
Public meetings	Council Office (Fridays 2pm to 5pm)
Llanfair Partnership	
Through Councillors or the Clerk meeting residents	

8.6 Councillor allowances

The meeting noted that no payments were made to councillors for the period to 31st March 2026.

8.7 Training Plan

The meeting **confirmed** the continuation of the council training plan as set out at appendix P of the agenda papers.

9. Financial

9.1 Appointment of auditor for the 2024/2025 accounts

The meeting noted that David Hawes is not able to continue with completing the internal audits from the 2026-2027 year. He will be able to make some recommendations for a replacement for the council to consider at the June council meeting.

9.2 Bank Mandate

The meeting **APPROVED** the signatories to Council bank accounts for the ensuing year as follows:

Currently Cllrs Ian Davies, Rob Astley, Gareth Jones and Melvin Jones.

All transactions are approved by two signatories of councillors in addition that of the Town Clerk.

9.3 Annual fees review

The meeting considered A review of Council fees for the next renewal as set out at appendix C of these minutes.

Proposed by Cllr Rob Astley and seconded by Cllr Jon Badger. The vote was unanimous.

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10. Annual Reports

10.1 Annual Report 2025-2026

The meeting considered and **APPROVED** the annual report for the period to 31st March 2025. See appendix G of the agenda papers.

The annual report will be posted on the website and issued to the Welsh Government Auditor as required. Proposed by Cllr Paul Wixey and seconded by Cllr Sam Webster. The vote was unanimous.

Cllr Myfanwy Alexander joined the meeting.

10.2 Review of programme of activity for 2025-2026

The meeting considered a report on the activity programme for the last year.

10.3 Programme of activity for 2026-2027

The meeting considered and **approved** the following proposed activity programme for 2026-2027 with the inclusion of a cycle track. See appendix D of these minutes. Proposed by Cllr Jon Badger and seconded by Cllr Myfanwy Alexander. The vote was unanimous.

11. Monitoring Reports

11.1 Annual monitoring report

The meeting considered and **APPROVED** the annual monitoring report. See appendix K of the agenda papers. Proposed by Cllr Gareth Jones and seconded by Cllr Jon Badger. The vote was unanimous.

11.2 Place Making monitoring report

The meeting considered and **Approved** the annual Place Making Plan report. See separate document posted on website following this meeting. Proposed by Cllr Paul Wixey and seconded by Cllr Stephen Purser. The vote was unanimous.

12. Independent Review Panel for Wales

The meeting **APPROVED** the council policy for allowances in the year to 31st March 2027 as follows:

- a) Allowances which are statutory will be paid to all councillors unless a letter stating that they do not wish to receive them is with the Town Clerk.
- b) No other allowances are to be paid without Full Council approval.

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13. Financial

13.1 Bank balances

The meeting noted the bank balances to 30th April 2026 as follows:

Current account	£52,838.75
Deposit account	£62,589.52
Total cash	£116,428.52
VAT due	£158.42
Total available	£116,586.94

13.2 Management accounts

The meeting received the management accounts for the period to 30th April 2026. See appendix L of the agenda papers.

13.3 Orders for payment

The meeting considered and **APPROVED** the orders for payment as set out at appendix M of the agenda papers.

The Town Clerk reported that the annual council insurance renewal had just been received in the sum of £1,449. This is the same as last year.

Proposed by Cllr Sam Webster and seconded by Cllr Rob Astley. The vote was unanimous.

14. Planning and development

14.1 Planning decisions (April 2026)

The meeting noted the planning decisions as issued by Powys County Council.

14.2 P/26/0069/FUL Top Garage Watergate Street Llanfair Caereinion Proposed change of use from sui generis into a convenience shop and associated works.

The meeting agreed to **SUPPORT** this application.

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

14.3 P/26/0162/HH Brynglas Hall, Watergate Street, Llanfair Caereinion

Conversion, extension and part demolition of existing brick garage and storage rooms to home office/gym/studio and overflow accommodation to include external alterations

The meeting agreed to **SUPPORT** this application.

Proposed by Cllr Sam Webster and seconded by Cllr Hazel Davies. The vote was unanimous.

14.4 Endurance Llanfair Caereinion

The meeting noted issues with access which might impede lorries using Eithnog Lane. Cllr Gareth Jones and the Town Clerk are to see if a solution can be found.

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15. Deri Woods

14.1 Land registration

The meeting received an update on the first registration of Deri Woods.

Quotes had been gained from 3 firms of solicitors.

The meeting **AGREED** to progress with Harrison's on the advice of the Town Clerk. Proposed by Cllr Stephen Purser and seconded by Cllr Paul Wixey. The vote was unanimous.

15. Emerging Acorns Plan

The meeting considered the outline design (path from car park to pumping station area) for an application for grant aid from Emerging Acorns. See appendix O of the agenda papers.

The meeting **AGREED** to take forward to grant aid level the following two projects:

- i) Improvements to the path from the car park via the riverside to the pumping station area to create better accessibility.
- ii) An event to be held in August 2027 in the woods to support the Eisteddfod.

It was noted that there maybe some training available for the Friends of Deri Woods.

23. County Councillor report

The meeting received a report from the county councillor regarding Powys County Council activity. This covered the following subjects:

- I) Recycling.
- II) General works around the town.
- III) Resurfacing of the Health Centre car park.
- IV) County YFC rally

24. Section 137 works

Scottish Power has offered to pay for works to improve the path from Hafan Deg through to the footbridge and to the other side of the footbridge (railway side).

The cost of the resurfacing is £9,275.

The money on offer to complete these works is £5,500.

The council recorded how important this access is from the railway to the town centre.

After discussion it was **AGREED** that the Town Clerk in consultation with Cllr Gareth Jones be authorised to expend up to £4,000 to enable the works to be completed.

Proposed by Cllr Stephen Purser and seconded by Cllr Jon Badger. The vote was unanimous.

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25. Town Clerk's report and correspondence

The meeting received a report from the Town Clerk on general matters and correspondence received for this meeting.

25.1 Grant application from the Homely Club.

The meeting received a grant application from the Homely Club. The meeting noted the great work of this group and wished to support the application.

The meeting **AGREED** to make a grant of £450. Proposed by Cllr Sam Webster and seconded by Cllr Myfanwy Alexander. The vote 5 in favour, 1 abstention and 4 against.

25.2 Letter from Jane Evans regarding the A458.

The meeting received an email from Jane Evans regarding the dangers involved with the narrow pavement and speed limit on the A458 between the 20mph limit (western end) and the western end of Deri Woods.

After discussion it was **AGREED** that the Town Clerk should approach Welsh Government and the Trunk Road Agency to seek the introduction of more safety measures which could include a 40MPH limit along this stretch leading into the 20MPH limit.

It was also noted that the speed camera being sought by the council in partnership with the Police has still not progressed due to changes in Police Policy. This is to be followed up again.

25.3 Entrance to Goat Field

The meeting considered draft designs for the entrance gates to Goat Field as part of the entrance improvements.

The meeting **AGREED** to progress with option 2 with the 'goat' added from option 6. The Place Making Plan meeting will take this forward.

26. Date of the next meeting

The meeting noted the date of the next meeting which is to be Monday 22nd June 2025 at 7pm in the Youth Room of the Institute.

The Place Making Plan meeting will be held on Monday 1st June 2026 at 7pm in the Youth Room of the Institute.

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27. Actions to be taken forward from the meeting:

The following actions are to be taken forward:

No	Activity	Action by
1	Complete draft minutes and circulate	Town Clerk
2	Post approved minutes of the April council meeting	Town Clerk
3	Bring forward Auditor suggestions for the June meeting.	Town Clerk
4	Publish Annual Reports.	Town Clerk
5	Arrange payments as per Orders for Payment.	Town Clerk
6	Approach to Endurance Llanfair Caereinion	Cllr Gareth Jones
7	Inform PCC of planning decisions	Town Clerk
8	Land registration for Deri Woods to progress	Town Clerk
9	Emerging Acorns grant application to progress	Town Clerk
10	Implement decision on path Hafn Deg – Station.	Town Clerk
11	Complete Homely Club grant aid.	Town Clerk
12	Approach Welsh Government re A458 safety	Town Clerk
13	Refer decision on Goat Field entrance arch to the Place Making Plan Committee on 1 st June.	Town Clerk

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APPENDIX A

APPOINTMENTS TO AREAS OF INTEREST

To appoint a Councillor or Councillor's to liaise with the Town Clerk regarding each area of interest and council services for the ensuing year.

No	Area of interest	Current
1	Administration and Finance	Cllr Stephen Purser
2	Burial services (Chapel of Rest, Churchyard and Erw Ddwr, war memorial	Cllr Hazel Davies Cllr Melvin Jones
3	Business and tourism liaison	Cllr Sam Webster
4	County Council liaison	Cllr Gareth Jones
	Deri Woods/Goat Field	Cllr Rob Astley Cllr Melvin Jones Cllr Sam Webster
5	Events including Christmas Lights	Cllr Rob Astley Cllr Gareth Jones
6	Governance – H&S and documents	Cllr Jon Badger
7	Llanfair partnership and consultations	All
8	Mount Field	Cllr Rob Astley Cllr Melvin Jones
9	Outlying areas	Vacant
10	Place Making Plan & Projects 2orking group (Max of 6)	Cllr Gareth Jones Cllr Myfanwy Alexander Cllr Stephen Purser Cllr Sam Webster Cllr Paul Wixey
11	Planning and development	Cllr Stephen Purser
12	Website, Chronicle and publications	Cllr Myfanwy Alexander
13	Recreation – tennis courts, playground & bowling club	Cllr Rob Astley Cllr Melvin Jones
14	Street Scene services & Toilets	Cllr Hazel Davies
16	Sustainability Powys (	Cllr Stephen Purser Town Clerk
17	Youth and community	Cllr Paul Wixey
18	Welsh Language	Cllr Myfanwy Alexander

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APPENDIX B

APPOINTMENTS TO OUTSIDE BODIES

No	Outside Body	Current
1	Cambrian Rail Committee	Town Clerk
2	Community Library	Cllr Stephen Purser
3	Deri Woods Trust	All
4	Friends of Deri Woods	Cllr R Astley Cllr S Webster
5	Mount Field Trust	All
6	PCC forum (by annual meetings)	Town Clerk
7	Police Liaison	Cllr Sam Webster Town Clerk
8	North & Mid Wales Association of Local Councils	Town Clerk
9	One Voice Wales	Cllr Paul Wixey Town Clerk
10	The Institute	Cllr Hazel Davies Cllr Melvin Jones
11	Youth & Community Trust	All
12	Ysgol Bro Caereinion	Cllr Melvin Jones

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APPENDIX C

FEES AND CHARGES REVIEW

No		Approved
1	MOUNT FIELD - football club License to use football pitch Ground rent for buildings Ground rent for other structures	£180pa £10pa £10pa
2	MOUNT FIELD – grazing license	£100pa
3 **	BOWLING GREEN – ground rent	£10pa
3	CHAPEL OF REST Chapel of Rest per day Chapel of Rest 4 th day plus	£40 per day £10 per day
4***	BURIALS Single or double grave Additional burial Burial of cremated remains Headstone	£625 £450 £250 £150

** Bowling club lease with fixed rent until 2033.

*** Double fees for those not local as per policy

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APPENDIX D

PROPOSED COUNCIL ACTIVITY PROGRAMME – 2026 to 2027

Proposed works 2025-2026
Place Making Plan for Llanfair to be taken forward (grant aid funded)
Work with PCC on the sustainability plan as required.
Complete works in Deri Woods and The Goat Field (Grant aided)
Complete MUGA at Mount Field
Seek asset transfer of car park Watergate Street and car park by the Medical Centre from Powys County Council.
Land registration of the Deri Woods property.
Start street scene (from PCC)
Progress support for the Leisure Centre
Update and produce a new Town Guide
Complete a new Town Trail with grant aid
Progress to seek grant aid to support projects.
Take forward with grant aid a digital notice board for the town
Continue with progress proposals to take lorries out of the town.
Provide an area for the youth to 'hang out'
Complete the memorial garden project in St Mary's Churchyard
Creation of a cycle track

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