



## Llangattock Community Council

### CYNGOR CYMUNED LLANGATWG

The following are the minutes of the ordinary meeting of Llangattock Community Council to be held online on **Tuesday 16<sup>th</sup> March 2021 at 7.00pm.**

Attendance: Cllr R Jones (Chair), Cllr A Williams, Cllr T Jones, Cllr K Inglis, Cllr S Ady, Cllr G Jones, Cllr G Dobbs, Cllr M Reynolds, Cllr H Burns

Kay Bailey – Clerk

1 member of the public by dial in

County Councillor – Jackie Charlton

#### Minutes

#### Public Participation:

None

21/21	<b>Apologies for absence</b>	Cllr J Rees could not connect.
22/21	<b>Members' declarations of interest</b>	Cllr G Jones stated that she wished to declare an interest in same items that Cllr T Jones has declared as she is a director of his company. – Play Equipment item, due to business interests. Cllr G Dobbs, planning item, rents ground from the residents.
23/21	<p><b>Minutes of the Ordinary meeting of the 16<sup>th</sup> of Feb 2021 at 7 pm (vote to accept) &amp; matters arising from this meeting (for information only)</b>  <b>Proposed: Cllr G Jones</b>  <b>Seconded: Cllr T Jones</b>  <b>Resolved:</b> that the minutes be accepted as a true and accurate record.</p> <p><b>Matter Arising:</b></p> <p><b>Reported by the Clerk:</b>  <b>23/21 Matters arising from February ordinary meetings.</b></p> <ul style="list-style-type: none"> <li>• Western Power substation update – this item is now held with Central Services Committee (please see their update in agenda item <b>25/21</b>)</li> <li>• Banner for the glebe field gate and signs – this item is now held with the Central Services Committee (please see their update in agenda item <b>25/21</b>)</li> <li>• Tree Inspection – this item is now held with Central Services Committee (recommendations pertaining to this will be discussed under item <b>25/21</b>)</li> <li>• Noticeboard installation completed 19<sup>th</sup> Feb 2021, photos were taken, and this will now be ready to accommodate minutes from the full Council.</li> <li>• Delegated scheme and aide sent to all as per request under matters arising.</li> </ul>	



	<ul style="list-style-type: none"><li>• Path quotes: all three estimated quotes have been sent to the officer at Powys for consideration for the access path funds. He has confirmed that they are in line with what he would expect.</li></ul> <p>Cllr A Williams thanked the Clerk for the delegation and aid memoir that was sent. The Councilors discussed the current delegations, some history, and the current process. Cllr Williams suggested when items cross over committee that they should return to the main Council-</p> <p>The Clerk said that while this was not automatically the case, the Committees can choose to return items to the Full Council where they have delegation. The suggestion to return items where they cross over committee has been listened to by each Chair, Cllr M Reynold's stated that this is one of the reasons that they are bringing the Play Equipment item to full council this evening.</p> <p>The Clerk confirmed that the delegation can be looked at again in May (6 months from the when it was passed) and that the Council remains with no changes to the delegation at this time.</p>
24/21	<p><b>County Councillor's Report (For information Only)</b></p> <ol style="list-style-type: none"><li>1. Back to School Crickhowell High School and Llangattock CinWales Primary both back although not teaching until after Easter break. Attend regular COVID updates at Crickhowell and all parents receive a weekly briefing. Llangattock is glad to be back and working well.</li><li>2. Waste and recycling Survey – Final results are available and attached here as an Excel document for CC to record.</li><li>3. Flood engagement – Ongoing and information fed back to the Flood Group which Kate has used to update the plan. Meet with Flood Group regularly and engage in the Whats App discussions to keep all informed where appropriate. Attended a meeting this morning with PAVO, the Community Response Group which was originally set up for COVID and channelling volunteer and 3rd sector support. Now has a new remit on all responses within communities. Two areas of that might be of interest to CC:-<ol style="list-style-type: none"><li>I. Hot Food Delivery – programme being developed across Powys to respond to the work undertaken during pandemic. Looking ahead to June to celebrate this as a core project for Volunteer Week.</li><li>II. Funding Matters - £50,000 fund for COVID responses to be shared in April and £170,000 for wider response remit which could include sharing best practice around the Flood Response work here in Crickhowell and surrounding area including Llangattock. Of the £26,000 will be set aside for small, one off grants through Community Connectors. We have our own Community Connector here and I am sure she would be interested to hear ideas from CC.</li></ol></li><li>4. COVID vaccination programme All information available on the Powys Teaching Health Board website. The programme is working extremely well. Here is link for Facebook where all the latest information is available (20+) Powys Teaching Health Board   Facebook.</li><li>5. Powys Teaching Local Health Board Track and Trace for two weeks at Cwrt Y Gollen, last day on Friday.</li><li>6. A reminder that the Census will take place in March and will be rolled out in the next few weeks.</li><li>7. Flood Signs – Update from Lyn Parry this afternoon that he will take a look. Reported it on Friday night.</li><li>8. Presentation from Simon Crowther A date is being fixed</li><li>9. Dog Poo – Don't forget public can register a complaint regarding dog fouling via the</li></ol>



	<p>following link on the Council's website:- <a href="https://en.powys.gov.uk/article/4511/Report-dog-fouling">https://en.powys.gov.uk/article/4511/Report-dog-fouling</a>. The council are obliged to clean up the mess on footpaths but I am not sure if it applies to a footpath through a field?</p> <p>The County Councillor also provided a flood report, which will be available for the next planning and environment committee meeting.</p> <p>Cllr A Williams mentioned that it was her understanding that not all the high school are back yet, they are still teaching online. Cllr G Jones thanked the County Councillor, are the funding pots from PAVO, the County Councillor confirmed that they are. Cllr G Jones asked how they would find about this, the County Councillor stated they should come to Clerks, but she will try to alert to any items regarding this.</p> <p>Clerk to place the reports in the drive for inspection.</p>
25/21	<p><b>Standing Committees (and their respective working parties) update &amp; motions:</b></p> <ul style="list-style-type: none"><li>• <b>Planning and Environment Committee (Cllr R Jones)</b> – <i>Meeting rearranged for the 23<sup>rd</sup> March to allow for information to be gathered relating to the recent flooding</i></li></ul> <p>Cllr Jones asked if Cllr Inglis would like to give an update. Cllr Inglis wished to thank the County Councillor for her assistance with the sandbags.</p> <p>Cllr S Ady wished to thank the Flood Wardens (including those Councillors that took part) and would like the minutes to reflect a formal thanks.</p> <ul style="list-style-type: none"><li>• <b>Community Committee (Cllr T Jones)</b> – <i>last meeting 9<sup>th</sup> March</i></li></ul> <p>The Committee has been very busy creating the Perk Up The Park Plan. Cllr T Jones presented the public document to the Council for sign off.</p> <p>There are already offers coming through from the public from the “teaser” poster.</p> <p><b>Motion:</b> To recommend the Perk Up the Park public consultation to Full Council for approval and request that it be published.</p> <p><b>Proposed:</b> Cllr A Williams</p> <p><b>Seconded:</b> Cllr K Inglis</p> <p>The Council voted unanimously to accept the motion.</p> <p>Cllr Jones also stated that two residents had raised concerns about the Shelter grant application and that the Committee had considered these concerns and would monitor the situation if the application was approved. The application is still with the National Lottery.</p> <p>The play equipment application is still awaiting full quotes for the funding application.</p> <p>Christmas lights – work ongoing, the Community Committee will be recommending the Council support a request from the Llangattock Village Society to place a Christmas tree in the recreation ground and ask the group to apply for grant funding when they are ready to proceed.</p> <p>The Chair thanked Cllr T Jones for the presentation and opened this out for comment from the Council.</p> <ul style="list-style-type: none"><li>• <b>Finance Committee (Cllr S Ady &amp; RFO)</b> – <i>last meeting</i></li></ul> <p>The last Finance Committee meeting was held on 2nd February and was reported at the last Ordinary Meeting. We are looking to hold the next Finance Committee meeting on 8th April, which will review our end of year financials, and the new budget provision for</p>



2021/22 in readiness for the Ordinary meeting on 20th April. As well as any grant applications and financial requests.

VAT has been received amounting to £2141.82.

The Clerk/RFO will now take us through our spending over the last month and explain where we are against budget.

The Clerk/RFO presented the forecast until April, stated that the Council will have an amount of £1073.45 that remains unallocated.

**RFO: Request to engage the same internal auditor as last year, they are happy to complete the exercise again.**

**Proposed:** Cllr G Jones

**Seconded:** Cllr A Williams

All agreed that the RFO should engage the internal auditor as last year.

**The spend for this month was presented:**

Kay Bailey	Clerk Salary	£832.18
A Braithwaite	Toilet Cleaning	£420.00
OTM	Grass Cutting (2665)	£202.50
Robert Price	Banner and sign fixings	£19.21
Jensen Display	Survey holders	£37.28
VIKING	Toilet supplies, magnets, polly pockets	£69.74

A Braithwaite will be paid on the 31<sup>st</sup> March 2021.

**Proposed:** Cllr K Inglis

**Seconded:** Cllr H Burns

All agreed that the above invoices should be paid.

- **Central Services (Cllr M Reynolds) – last meeting 15<sup>th</sup> March**
  - Includes discussion on the new asset checklist and rota

Cllr M Reynolds ran through the meeting from the 15<sup>th</sup> March 2021:

- Banner is now in the Glebe Field
- Meeting with Western Power regarding the substation
- Quotation for the Glebe field is estimated at £11k
- Thanks to Ann and Gail for the tree inspection report, Central Service will be looking at the costs involved.
- Asset's rota, some Councillors are concerned about how this will be managed, many thanks to Cllr G Jones on the updated asset checklist. The zipwire item has now been scaled down to visual only (document was shared onscreen). The checklist now has a route, and he hopes that this will made the checklist easier to complete.



- Assessment of the climbing frame in the recreation ground – since the first assessment in February, now we have more information/feedback from residents which have been helpfully collated by Cllr T Jones. Signs are now placed on the equipment and the Cllr T Jones tested the strength for himself. Cllr M Reynolds stated that we should support this equipment.
- Clerk’s salary and contract are under discussion, this will be under investigation over the coming months.

Cllr M Reynolds passed over to the Chair of the Community Committee to continue the discussion.

Cllr T Jones shared what he brought forward to the Central Services Committee, what the public’s feedback had been and that the perception of people on the condition of the climbing frame. While the Council knew that it was safe because of a regular inspection regime, this was not always the public perception. There is a need for the equipment to support adults as well as children and the overall condition needs to give people confidence. This is the first element of Perk up the Park and is especially important as a sound start.

The Clerk directed the Council as to the outcome of the Central Services committee regarding a motion to fix this equipment.

**MOTION: To support the repairs of this equipment over and above the items identified in the report. For the money to cover this quotation to allocate from three budgets, Central Services and the unallocated budget and the Perk up the Park budget.**

Cllr A Williams, agree with this motion. The officer from Powys stated at the informal meeting onsite that the equipment is still viable and that the officer has emailed to confirm this providing that wooden structures identified in the council’s safety audit are “replaced by a competent person.”

Cllr S Ady stated that the estimated cost is £1,400.00, so this motion will require money to come from multiple budget headings and this is before the new financial year has started. The RFO presented a potential split between headings.

Cllr R Jones stated he thinks this is the top priority and the work should go ahead to satisfy the Council that it will remain viable for the next 18<sup>th</sup> months to allow for the Perk up the Park to go forward with the larger projects for long term replacements.

**Proposed:** Cllr T Jones

**Seconded:** Cllr A Williams

Unanimously passed. **Resolution: for the Clerk to regather more comprehensive quotes**

26/21

**Planning Application: 21/19608/CON**

Address Merryfields Barn Llangattock Crickhowell Powys NP8 1PY

Proposal Removal of Condition 6 of Planning permission P21449

Cllr G Dobbs had declared an interest in this item but gave clarity to the request.

The item was shown on screen and discussed.



	No objections were recorded.
27/21	<p><b>Discuss internal Communications in the Council: to discuss the current way we communicate in Council, how this impacts Councillors/Clerk. To discuss how this can be improved (Cllr R Jones &amp; Clerk)</b></p> <p>The Chair has discussed with Cllr T Jones regarding the large number of emails that were being generated by the activity. Cllr T Jones then presented the “Discord” software which was under trial by some Councillors. This is informal space to be able to talk and manage ongoing work. This is not a place for decision making but it should be easier to follow and find information than long email chains and messages. Email can then be reserved for procedural and official business.</p> <p>Cllr T Jones presented the layout and explained what it allows the Council to do.</p> <ul style="list-style-type: none"><li>- It can be downloaded on to the phone.</li><li>- Conversations are held in “channels”, rather than long threads of individual emails.</li><li>- It is secure as requires an invite which expires after one week.</li><li>- Moderated by designated admins.</li><li>- Channels created by moderators to keep control.</li><li>- The clerk suggested that this be placed within the Communications policy and reiterated that this is not a decision-making space.</li></ul> <p>Councillors discussed how this was working for them. The Councillors discussed the County Councillor being invited to the system. The County Councillor agreed that while not being on Discord can be a disadvantage to her, she has already seen a reduction in the number of emails she is receiving. Cllr T Jones explained it could be possible to include the County Councillor with limited access. She prefers any official requests to be sent to her Council email for transparency. The Clerk stated that the policy should cover the County Councillor’s position.</p> <p><b>Motion:</b> to continue to use Discord on a trial basic whilst further information is gathered, and a policy is created with the current communications policy.</p> <p><b>Proposed:</b> Cllr K Inglis</p> <p><b>Seconded:</b> Cllr H Burns</p> <p><b>Resolved:</b> the above motion was accepted. Cllr T Jones and the Clerk will investigate access to channel and a specific policy to be added to the Communications policy.</p>
28/21	<p><b>LCC Plans (Finance Committee project) – discussion and feedback surrounding the items received so far. How this will aid the new committees and the delegated powers. (Cllr S Ady)</b></p> <p><b>Cllr Ady presented the following report:</b></p> <p>I think it’s important to begin by saying that the changes that we have made to the way we run the Council have been new to us all. We are all learning how things work and fit together. Seeing something on paper can be very different to how it works in practice. We may not get things right straight away but that’s ok as long as we can work through them.</p> <p>Tonight, I want to try and put some context around what we are doing as a way of ensuring that we are all starting from the same point. Drawing a line in the sand and providing a way forward that we are all signed on to.</p> <p>This whole process can be viewed as a jigsaw puzzle, everything needs to fit together before you can see the whole picture. For me it is as if we are looking to build a house over the next 5 years. We need first to begin with strong foundations before we can start laying any brick or deciding on the decor.</p>



The foundations are:

Our Vision

Our Plan

Our Communication Strategy

Our Policies and Procedures

Taking each of these in turn

1. Our Vision – this is the document which will be our conscience for the next 5 years. We will be judged against it in terms of our accomplishments and the impact we have on the community. Its important that it includes our aspirations, however impossible they may feel at the moment. We need to aim high if we want to make a difference.

I'm not sure if everyone has had a chance to look at the documents that I sent out following the last meeting, but if anyone has any questions please ask. I've had some comments and suggested additions so thank you to those of you for them. Ann has questioned the wording around Promoting Tourism and whether it is our role under planning & Environment. Is it more about supporting rather than promoting with the help of the recreation ground, walks, local hospitality? Kate has asked if we can strengthen the Environment heading to promote sustainability and encourage life style changes to reduce emissions, supporting local businesses to reduce food miles. And also under Wellbeing to consider future generations in our decision making rather than just looking at general well being. All great suggestions which we can include and update.

If anyone has any other comments/suggestions please let me know as soon as you can. I will collate them, update and reissue. Hopefully then we will be in a position to formally agree it and begin to work with it.

2. Our Plan – Our plan need to support our vision but it can also be a standalone document as it is now working towards the goals of improving the community. It is a working document and unlike the Vision can be continually added to and updated. It's through the plan that we will achieve our vision.

As with any building project to continue that analogy, we need to start at the bottom and work up. Therefore I think it will be important to make a decision as to what our priorities will be each year, by Committee. For example if we take the Perk up the Park project we know we can't achieve everything in one year, its too much – but the Community Committee can pull together a plan (over the number of years they want to take to complete the project) that builds year on year. For Central Services a plan would be around annual maintenance activities each month but it would also include bench replacement, tree surveys, etc. This will also help in budget setting, financial costings and potential timings for grant funding. It also ensures that we can measure the output against delivering our vision.

I'm not saying that this would be set in stone, things change, grants become available, pandemics happen! but it is a starting point from which we can work. By presenting a



committees aspirations for the coming year at the full council meeting it will mean that the members of all the committees will be fully engaged and able to reference the priorities in future updates.

Another advantage to doing this is that it will enable our Clerk, Kay to understand the potential additional activities that will be required of her during her working hours/week/month.

It enables us all to see the wood for the trees and hopefully shows how things work together, ensuring that Committee don't work in isolation.

There should also be a regular (say 6 monthly) review of progress against the full plan, which could be carried either at Committee level and updated at a full council meeting.

3. Our Communication Strategy – Tim is currently looking at our internal communication tools, but I do think that we need to look at how and what we communicate internally and externally. I'm sure that the Communication element of the Communities Committee will look at this if they aren't already. Tim I'm not sure if you want to say anything at this point about this?

4. Our Policies and Procedures – we are becoming more policy and procedure driven as a body, something which I believe is the right thing to do. We already have some in place such as our Standing Orders, Risk Assessments and it is now a case of building these up so that we are fully covered. But this will take time especially with all the other things that we have to do.

One of our new documents which I know is causing a little confusion is the Scheme of Delegation that we agreed to operate by at a previous Ordinary meeting. Thank you to Kay for sending out the email last week clarifying what is in scope for each Committee along with the role that the Full Council plays. From my perspective it really helped to confirm the process that we have agreed to work with. As I've said already this is new and I think that we need to work with the Scheme of Delegation for a few months so that we can learn how to transition it from paper to practice and then whether we need to review and refine it through the official routes outlined by Kay.

So, to sum up - my proposal would be that in the first instance

- Let's get the Vision finalised asap – aim for sign off at our next meeting in April, start of new financial year.
- Each Committee to provide their plan for 21/22 regarding output and linked to the vision – high level at this stage. We will need to look at future years, but this can be worked through later.



- Work with the Scheme of Delegation but put a review in the calendar (either as part of an Ordinary meeting or a separate one) to assess views, impact, and possible amendments applicable.

We are making real progress which needs to continue but personally I think that we need to slow down a little and take stock of where we are and where we want to be, give ourselves time to embed the new working practices along with how we work together to set and agree our priorities as a Community Council.

Thoughts and comments most welcome?

Cllr K Inglis thanked Cllr Ady for this work. Cllr T Jones stated that the foundations that are being built over the last few weeks, it is a great start. He would be in favour for the plans to be produced. He is incredibly grateful for Cllr Ady's words and her overview.

29/21

**Correspondence: report available on the day**

The Clerk presented the correspondence to the Council.

**Welsh Government:**

Cllr T Jones requested that this be shared with the Council for information and comment:

<https://gov.wales/written-statement-pilot-schemes-bring-20mph-step-closer>

The County Councillor stated that Powys is expecting to have a couple of pilot areas.

**Dog Signs:**

Resident email:

I just wanted to ask you if there is any truth about fencing off in the glebe field some residents are overly concerned about this if this is something LCC are thinking of doing we as locals need to know and have a say in the decision. The only reason that would require a fence would be to stop dogs running about and I personally would not ever want to see it fenced off especially as a great many people sit and enjoy the view whilst walking through. Weather this is true or not the residents down the bottom end of the village are getting extremely frustrated with LCC. I would appreciate if you could let me know about this so I can pass it on. [REDACTED]

*(response given by Clerk)*

Noted

[REDACTED] – emails relating to the ownership of the pathways and dog signs.

*(response given by Clerk, outstanding item to find definitive ownership, on "to-do list")*

**Legal Challenge:**

[REDACTED]: requested to bring to main Council regarding the decision from the Ordinary February meeting (emailed to all)

The Clerk requested guidance in relation to a response. Cllr T Jones – please circulate the letter to all and then it can be weighed against the next decision that needs to be made, as the support is conditional.

Cllr A Williams requested that Crickhowell Town Council be informed of the specific concerns.

**Social media Digest was shared on screen**



	<p>Cllr T Jones offered to produce a social media digest monthly.</p> <p><b>Shelter Application response:</b> dealt with by Community Committee (9<sup>th</sup> March)</p> <p>Noted</p> <p><b>Wooden Structure feedback:</b> dealt with by Central Services Committee (15<sup>th</sup> March)</p> <p>Noted</p> <p><b>Litter Picking</b> – Army outreach team</p> <p>Noted</p> <p><b>FOI Request received</b> – Clerk responding &amp; Cllr T Jones assisting.</p> <p>Cllr T Jones gave an overview of the scale of the task required in gathering information going back as far as 2017. While the public had a right to request information in this way, it created a huge workload for the Clerk and was not in his previous experience (as a journalist) always effective. Cllr Jones outlined his contact with the respondent.</p> <p><b>One Voice Wales</b> – Good Councillors Guide, Cyber Security booklet – on the google drive under FULL COUNCIL (COUNCILLOR'S TECH NOTES)</p> <p><b>One Voice Wales</b> – overview of the Local Government an Elections (Wales) Act 2021 – on the google drive under FULL COUNCIL (COUNCILLOR'S TECH NOTES)</p> <p><b>LACAS</b> – request to have the old noticeboard for the allotments.</p> <p>Council stated they are welcome but believe it will be non-useable due to damp.</p> <p><b>One Voice Wales</b> – membership renewal email received – to be bought to main Council in April.</p>
<b>30/21</b>	<p><b>Outside Bodies &amp; Other groups update</b></p> <p>Cllr A Williams – nothing to report this month. She will be joining Renew Wales via the Church and will bring this to Council next month.</p> <p>Cllr R Jones and Cllr G Dobbs AGM Thursday evening for the Hall</p> <p>Cllr K Inglis - PACE are gathering information about green initiatives in Llangattock, County Councillor is on the group and will pull together information with Councillor Inglis.</p>
<b>31/21</b>	<p><b>Date of next ordinary meeting to be 20<sup>th</sup> April 2021 - 9:18pm finish</b></p>