

# Llanfair Waterdine Parish Council

Minutes of the Annual Parish Council Meeting & Scheduled May meeting, Thursday 20 May 2021  
7:00pm in the Everest Hall.

Councillors present signed Declarations of Acceptance of Office following their election on 6 May 2021 in accordance with s 83(4) of the Local Government Act 1972.

Present: Cllrs Andrew Beavan; Zoe Croose; Mark Hughes; John Lane; Roy Lloyd and Abbie Price.

Not present: Darren Knipe

In attendance: Cllr Nigel Hartin (19:23) ; Mrs Maggie Brown, Clerk. No members of public.

1. **Election of the Chairman.** **Mark Hughes** was duly re-elected Chair of the Parish Council and signed his declaration of acceptance of office form. He thanked councillors for standing in the election, and commended LWPC on its work as a cohesive team.
2. **Election of the Vice-Chairman.** **Abbie Price** was duly re-elected Vice-Chair of the Parish Council and signed her declaration of acceptance of office form. She commended Mark Hughes for the manner in which he Chairs meetings, particularly via Zoom, with its additional challenges.
3. The Chair welcomed Cllr Nigel Hartin when he arrived at the meeting, and congratulated him on his re-election.
4. **Apologies for absence.** None received.
5. **Declarations of Interest and requests for dispensations.** Cllr **Andrew Beavan** in items 9.2 and 16.2.
6. **General Powers of Competence**  
Having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, it was **RESOLVED** to adopt the General Power of Competence with effect from 20 May 2021 until the next Annual Meeting of the Parish Council after Ordinary Elections.
7. **It was RESOLVED to adopt the following documents**
  - 7.1. Code of Conduct – LWPC 2015 version adopted.
  - 7.2. Standing Orders – SO 3x altered to read “A meeting shall not exceed a period of 2 hours, and aim to be completed within 1.5 hours.”. Amended version adopted.
  - 7.3. Financial Regulations – adopted.
  - 7.4. Risk Management Policy – location of historic Minute Books corrected; policy adopted.
  - 7.5. Banking Policy – adopted.
8. **Confirmed - Membership** of Financial Working Group **Mark Hughes, Abbie Price and Zoe Croose.** Representative on the Pavilion Management Committee **Darren Knipe** (in absentia). **Mark Hughes** will attend Area of Outstanding Natural Beauty (AONB) meetings, but not specifically as representative of this council. Liaison for Environmental Maintenance Grant work, **Andrew Beavan and Roy Lloyd.** Footpath Warden – the Warden was thanked for his work over the last year. Clerk to confirm if he is willing to continue. See report at item 18.3
9. **Arrangements for 2021/22 confirmed:**
  - 9.1. Bank Mandate. Signatories are Cllrs **Andrew Beavan; Zoe Croose; Mark Hughes; Roy Lloyd and Abbie Price.** Clerk to check that no former councillors are still on the mandate.
  - 9.2. Meeting dates and location.  
**Dates:** It was agreed to continue meeting on 3<sup>rd</sup> Thursday of alternate months, i.e., 15 July, 16 September, 18 November, 20 January 2022, 17 March & 19 May.

**Location:** The Trust had written to the Parish Council, asking whether the Pavilion could be considered as a venue for future meetings. Views both for and against this were discussed. **RESOLVED** to hold meetings at the Pavilion from July 2021. 4 in favour, 1 against. **Andrew Beavan** did not vote on this item. Reasons included: The renewable heat source at the Pavilion supports the Parish Council's undertaking to reduce its carbon footprint. Rental fees would be paid to the Management Committee, surplus funds from which are available to members of the community as Grants and Bursaries from the Trust, for the relief of hardship; advancement of education; sponsorship of projects of benefit to the community. Clerk to write to the Everest Hall explaining this decision.

9.3. **It was RESOLVED** to delegate responsibility to the clerk, in liaison with Finance Working Group, for immediate payment, within budget, for the following: printing of Llanfair Times; payroll; PAYE; Insurance.

9.4. Registers of Interest. Noted: All councillors to complete and return to Shropshire Council.

## 10. Open Discussion

10.1. **Views of members of public** on agenda business items. No members of public were present.

10.2. **Report from Shropshire Councillor Nigel Hartin.** E-bulletins, provided during the COVID-19 period will cease. Updates will be circulated by email. Please let Cllr Hartin know if you wish to be added to his list. Lezley Picton elected as new Leader of Shropshire Council (SC); Steve Charmley as Deputy Leader & Cabinet member for physical infrastructure, **highways** and built housing; Ian Nellins as Cabinet member for **climate change**, natural assets and the green economy. SC is now digital by default – reducing paper/printing. **Questions:** Why is telephoning SC so problematical? Please pass on this feedback. What funding has been agreed for highways? Answer: Pledge to put £40m over 4 years back into highways budget. It is not known from where this money will come.

11. **Minutes.** Draft circulated had incorrect numbering for appendices, and stated that Cllr Hartin's report was attached. It was not included due to purdah. These changes were accepted, and Minutes of the Parish Council Meeting held on 18 March 2021 agreed as a true record and signed by the Chairman.

12. **Planning** [Reference: 21/01735/FUL](#). Address: Criggin Cottage, Llanfair Waterdine, Knighton, Shropshire, LD7 1TU. Proposal: Erection of single storey extensions to front and rear and replacement of existing septic tank) **RESOLVED** Llanfair Waterdine Parish Council supports this application. Noted: Application 20/04680/FUL at The Vedw has been approved with conditions.

## 13. Finance

13.1. Year End report from the Responsible Financial Officer was received. No questions arising.

13.2. Noted: Bank Reconciliation verified by the Finance Working Group.

13.3. The Internal Auditor's Report for year ending 2021 was received and noted.

13.4. **RESOLVED** to approve Annual Governance Statement, section 1 of the Annual Governance & Accountability Return.

13.5. **RESOLVED** to approve Accounting Statement, section 2 of the AGAR.

13.6. Agreed: proposed dates for the exercise of public rights, 14/6/2021 to 23/7/2021.

13.7. **RESOLVED** to sign and authorise return of Certification of Exemption from External Audit (for councils with gross income or expenditure not exceeding £25,000)

13.8. Noted: Barclays Bank Account balance @ 11 May 2021 **£6,984.36**. **RESOLVED** to approve payments: Clerk Payroll for Months 1 and 2 £313.53; PAYE £78.20. Total payments **£391.73**. Zoe Croose to authorise payments.

14. **Assets Register. Notice Boards: RESOLVED** notice board at The Turbary to be removed, **Roy Lloyd** to action. LWPC supports idea of an information board at the site. Clerk to write to The Trust with this suggestion. Board at Dutlas to be discussed in July. **Printer: RESOLVED** The Clerk may dispose of the printer which has not been used for a number of years. To be donated to a charity or recycled.

15. **Dog fouling** in Llanfair Waterdine Village. Reported: An increase of dog fouling has been observed. Some dog owners do pick up faeces, but those who do not need to be reminded that it is offence, and a health risk. **RESOLVED** To

display posters asking residents to advise the Parish Council of dog fouling incidents. The Parish Council will then write to the perpetrator. Zoe Croose to produce poster. Clerk to draft letter. Include information in *Llanfair Times*.

16. **Llanfair Waterdine Community Trust (LWCT)**

- 16.1. No report from the LWCT was necessary as all information is freely available on the Parish Council Website. Please read the documents to learn about actions and progress. <https://www.llanfairparish.co.uk/>. A good team of Trustees has been established, and time spent catching up on administrative tasks. Correspondence received from a resident about Licencing at The Pavilion discussed. Noted: Vacancies for Trustees advertised as widely as possible. Trustees do not have to live in the Parish. There are no vacancies at present.
- 16.2. A statement from the Parish Council in support of the Trust and the Management Committee was discussed. **RESOLVED** it will be confirmed after the meeting, attached to these Minutes, put on the website, and included in the *Llanfair Times*. See Appendix 1.

17. **AED (Automated External Defibrillator) at Everest Hall.** Reported: Despite regular checks, adhering to guidelines received, the AED was not able to be used during a recent incident. Cardiac Science is to ascertain why this happened, and whether it can be fixed. Replacement AED is on loan from Clun Valley, and available at the Everest Hall. If a new AED is needed, a grant or fund raising would be necessary. VOIP (voice over internet protocol) phones discussed. 3 phones held by parish councillors. **Agreed** to arrange AED and VOIP phone training in late June (if possible), advertised in the *Llanfair Times*. All those who are interested to be accommodated. To review who holds the VOIP phones; availability and knowledge of the Parish are vital. Training to include presentation on using what3words – enabling the exact location of an incident to be pinpointed.

18. **Highways**

- 18.1. Tour of the Parish with the Area Technician not yet arranged. Clerk to check contact phone number.
- 18.2. Road conditions. Reported: Increasing problem of pipes, streams and rivers being clogged with silt, reducing flow, and increasing flood risk.
- 18.3. Report from the Footpaths Warden. Please request, via *Llanfair Times*, that walkers report damage on footpaths to the Clerk, for onward transmission to the Warden. There is a lack of action/response from the South Shropshire footpath department. Agreed: Cllr Hartin asked to give feedback to Shropshire Council.
- 18.4. No problems raised to report to Footpaths Warden.

19. **Climate Emergency Declaration.** 100 trees were planted at The Triangle on Easter Monday. Co-ordinated by **Roy Lloyd**, the task was completed with ease due to the number of volunteers. Noted: Strimming will be needed in the summer. To be arranged in due course. Drinks and snacks may again be provided!

20. **Correspondence.** Items of correspondence requested by members before the meeting.

- 20.1. **From the Parochial Church Council (PCC)** in reply to Clerk's email. Due to a misunderstanding, the Clerk gave the impression that a grant for grass cutting in 2021 had already been agreed. This is not the case. A letter of explanation and apology will be sent. Noted: work on Beech tree on the roadside outside the Church, also relating to Clerk's email, has been completed. It is not known by whom.
- 20.2. **From a resident** – concerns relating to the Parochial Church Council, and s.137 grants for churchyard maintenance. **RESOLVED** a response be sent to the resident, thanking them for bringing their concerns to the Parish Council's attention and assuring them that processes followed in 2020 will be improved upon.
- 20.3. **From a resident** – concerns relating to Licencing at The Pavilion and selection of Trustees. See 16.1. The Chair / Clerk will respond in writing.

21. Date of next meeting Thursday 15 July 2021.

22. **RESOLVED to exclude the press and public from the following confidential item.**

Agreed: To consent to the Clerk undertaking additional paid employment (Contract of employment Clause 4).

23. Meeting closed 21:45

ORIGINAL SIGNED AND ON FILE

Signed .....

Dated 15 July 2021

Cllr Mark Hughes, Chair

Appendix 1.

**Statement from the Parish Council in support of the Trust and the Management Committee.**

As a local parish council, we believe that well-being and a sense of belonging are integral to a healthy vibrant community, and wish to see the Pavilion add value and be an asset for all to enjoy.

Work to the exterior of the building is still ongoing, but the Pavilion is open, and already in use by certain groups, subject to COVID-19 regulations and guidelines.

We have full confidence in the management committee of the Pavilion to ensure the space is safe and responsibly run.

Cllr Darren Knipe is a Personal License holder with many years' experience running events and bars, and has agreed to help train volunteer staff and act as the Council representative on the Pavilion committee.

If you have any genuine concern or complaint about activities at the Pavilion then please contact Cllr Knipe, who will look into the issue and raise matters with both Council and the Pavilion committee. This can be done by email: [darren@darkolive.co.uk](mailto:darren@darkolive.co.uk) or telephone: 07943 646351.