



Minutes of the Council meeting held at the Coracle Hall, Llechryd at 7pm on the 4<sup>th</sup> November, 2024 in accordance with The Local Government and Elections (Wales) Act 2021. Virtual access was also provided.

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**Present:**

Cllr Jan Culley (Chairman), Iwan Davies, Ken Symmons, Hywel Davies, Amanda Edwards, Clive Wychwood, and Gareth El Tawab.

Clerk

Members of the public: 3 on Zoom and 2 in person.

Representations were made by members of the public regarding the Christmas party which is usually organised by Parti yn y Parc. A number of questions were raised and it was agreed that the Council would respond in writing.

**1. Apologies for absence**

There were no apologies for absence.

It was noted that Cllrs Ruth Davies and Cllr Colin Lewis had resigned their positions as Councillors.

**2. Declarations of interest on Matters arising from the Agenda.**

There were no declarations of interest.

**3. Confirmation of Order of the Agenda and identification of any items that might be resolved in confidential session.**

It was proposed that item 12 was moved to the beginning of the meeting and be considered after item 4. This was so that members of the public who were interested in the item could leave after it if they wanted to.

|   |                  |         |
|---|------------------|---------|
| Proposed that item 12 be dealt with immediately after item 4. | Seconded         |         |
| Cllr I. Davies  | Cllr C. Wychwood | Carried |

*Chairman's signature*

*Dated:*

#### 4. Confirmation of Minutes

##### 4.1 Confirmation of Minutes of 7<sup>th</sup> October 2024, 16<sup>th</sup> October 2024 and 25<sup>th</sup> October 2024

The minutes of the 7<sup>th</sup> October 2024.

|  |                |         |
|--|----------------|---------|
| Proposed that the minutes be amended to correct a naming error and the correction of the County Councillors Report where the school reforms are the subject of consultation. | Seconded       |         |
| Cllr A. Edwards  | Cllr I. Davies | Carried |

|   |                  |         |
|---|------------------|---------|
| Proposed that the minutes be amended to state that future Health Awareness days would be organised with Aberporth and other Councils. | Seconded         |         |
| Cllr C. Wychwood  | Cllr G. El Tawab | Carried |

The minutes of the 16<sup>th</sup> October 2024.

|   |                  |         |
|---|------------------|---------|
| Proposed that minutes 16 <sup>th</sup> October be accepted as an accurate record. | Seconded         |         |
| Cllr I. Davies  | Cllr C. Wychwood | Carried |

The minutes of the 25<sup>th</sup> October 2024.

|  |                  |         |
|--|------------------|---------|
| Proposed that minutes 25 <sup>th</sup> October be amended to reflect the fact that the Council is providing funding towards the dinner but not fully funding it. | Seconded         |         |
| Cllr I. Davies   | Cllr C. Wychwood | Carried |

Section 12 was now taken out of order.

#### 5. Update on Meeting arrangements.

Nothing to report.

#### 6. Cyllid a Gweinyddu / Finance, Governance, IM&T & Administration

##### 6.1 Year End

###### 6.1.1 Year End Update

The Clerk reported that Audit Wales had closed the electronic transfer portal before downloading the Councils working papers and so the Clerk had resubmitted them by e mail.

##### 6.2 Internal Audit

*Chairman's signature*

*Dated:*

### 6.2.1 Progress on Implementing Internal Audit Recommendations

The risk management work the Internal Auditor asked be undertaken is still work in progress.

## 6.3 November 2024 Financial Matters

### 6.3.1 Paper Nov 2024-1

The Clerk presented a paper to Council dealing with the bank reconciliation, income, and payments for approval.

### Monthly Payments November 2024

A schedule of payments was presented to the Council for approval.

| Payments         |          | November 2024  |                       |               |
|------------------|----------|----------------|-----------------------|---------------|
| Transaction Date | Supplier | Invoice Number | Item Service          | Amount<br>£   |
| 11/10/2024       | SSE      | 1725394        | Electricity           | 198.07        |
| 31/10/2024       | Clerk    | n/a            | Pay October           | 522.93        |
| 31/10/2024       | Clerk    | n/a            | HMRC October          | 130.73        |
| 31/10/2024       | Clerk    | n/a            | WFH Allowance October | 7.45          |
|                  |          |                | <b>Total</b>          | <b>859.18</b> |

The Council approved the payments.

### Income received October 2024

Nothing to report.

### Bank Reconciliation

Nothing to report.

### 6.3.2 2025-26 Planning and Precept Paper

The Clerk informed the Councillor that a paper would be sent to Councillors for consideration before the December meeting.

## 6.4 External Audit

### 6.4.1 Update on Audit.

Nothing additional to report.

*Chairman's signature*

*Dated:*

## **Governance**

### **6.4.1 Annual Return 2022-23**

The Clerk reported that the 2022-23 Annual Report had not yet been produced. It was noted that the 2023-24 report was now overdue and the Clerk and Vice Chair would need to get together to produce it.

### **6.4.2 Timetable Compliance Paper Oct 2025-3**

It was noted that papers were late being sent out due to the large number of minutes of meetings that had to be drawn up.

### **6.4.3 Standing Orders and Motions to the Council**

It was noted that Standing Orders needed to be updated to reflect the current legislation.

### **6.4.4 Councillor recruitment Plan**

It was noted that the Council were four councillors short. The Council would need to go to the County Council in order to fill these vacancies. It was noted that the number of councillors is likely to go down to seven councillors by the next election in 2026.

An outreach event to attract councillors was suggested and Cllr C. Wychwood supported such a move.

### **6.4.5 Motions**

The motion on the agenda was withdrawn.

## **6.5 Development and Training Plan**

It was suggested that the Council could have bespoke training from OVW. This may include the Code of Conduct, financial responsibilities and the role of the clerk.

It was noted that the Clerk needed a training plan.

The cost of any events would need to be costed beforehand.

## **6.7 Technology**

### **6.7.1 Dedicated email**

Cllr I. Davies said the new dedicated e mail structure was nearly ready to roll out and he would liaise with the clerk to implement it over the next month.

*Chairman's signature*

*Dated:*

### 6.7.2 Facebook page

Cllr C. Wychwood's Facebook policy was considered.

|   |                  |         |
|---|------------------|---------|
| Proposed that the Facebook policy be adopted for a month and annually thereafter. | Seconded         |         |
| Cllr I. Davies  | Cllr C. Wychwood | Carried |

### 6.7.3 Website

The clerk informed the Council that this was still work in progress. Cllr Wychwood is to be asked to help with the draft structure. A web designer will be employed to carry out the build.

### 6.8 Land registration

It was noted that no one on the Council has the skills needed to take this forward and the next agenda would include a motion that the Council employs a solicitor.

### 6.9 Grants

No grants were considered.

## 7. Planning.

No further updates.

### *Planning enforcement*

Nothing to report.

### *LDP 2 Update*

Nothing to report

## 8. County Council Matters

Cllr A. Edwards reported to the meeting on County matters.

There are to be new inspection arrangements for schools.

Chief Executive of the Local Government Association is to raise concerns regarding funding for local government.

A letter is to be sent to the Chancellor requesting that local government funding be set on a firm basis.

The vote on STV will take place in the current month.

*Chairman's signature*

*Dated:*

The Carrig Ceredigion awards are now on line.

## **9. Committees**

A meeting of the HR Committee took place on 14<sup>th</sup> October 2024. The Vice Chair is to become the Clerks line manager. It was noted that the Clerks probationary period had been extended. This due to administrative circumstances and not the Clerk's performance.

The Toolkit Committee needs to be convened. The October meeting was cancelled as it would not have been quorate.

A meeting of the Finance Committee needs to be convened.

## **10. Highways and Public Rights of Way**

### 10.1 Action areas

#### 10.1.1 Mapping for village nameplates and speed

The Clerk is to follow up the mapping.

### 10.2 Footpaths / open spaces

#### 10.2.1 Llechrhyd Bridge/River

Nothing to report.

#### 10.2.2 Public Rights of Way

The Clerk is to invite Mr Steve King to discuss this matter and the appropriate signage.

## **11. Amenities**

### 11.1 Toilet Block

The Clerk is to go out and get estimates from contractors.

### 11.2 Play Area / Field

#### 11.2.1 Climbing Frame

The position regarding the climbing frame needs to be followed up.

#### 11.2.2 Path

A motion will propose that the Council go out to an independent contractor for a specification at the next meeting as no one at the Council has the skills to undertake

*Chairman's signature*

*Dated:*

this work.

### 11.3 Church of the Holy Cross, Llechryd

A motion will be put forward at the next meeting that the Council engage a solicitor/surveyor to take this work forward.

### 11.4 Millenium Building

The clerk is to contact Birch regarding the branches and the overhead power lines.

### 11.5 Defibrillators

Cllr C. Wychwood and the Clerk to liaise with Mr Steve Kings regarding the defibrillators to ensure equipment is in date and properly registered.

### 11.6 Noticeboards

Cllr A. Edwards has now had an estimate for the work on the bus shelters and the Graffiti artist estimated it will cost £1,000. The Clerk indicated there would be no need to go out to quotations as this is specialist work as long as this is agreed by the Council. Cllr Edwards could purchase the brass plaque for the memorial bench which is less than £100.

### 11.7 Grit bins

The Clerk is to report to the County Council regarding the maintenance of grit bins. Cllr Wychwood is to supply grid references.

### 11.8 Replacing D Day flag with a Welsh Flag

This has now been actioned.

## **12. Events**

### 12.1 OAPs Christmas Dinner

The chair reported that the planning was underway for the Christmas Dinner and it could be provided within the £1,200 envelope. Work will continue this month. The Chairman is to visit the school next week in her role as a governor.

### 12.2 Festive Community Event

The Chairman reported that the Council was looking at holding a social event between Christmas and the New Year.

### 12.3 Christmas Lights

The Council will be switching on the Christmas lights on Thursday 5<sup>th</sup> December 2024. The clerk is to contact the electrician who has the lights. It was noted that this

*Chairman's signature*

*Dated:*

service will need to go out to quotation in future years.

#### 12.4 Remembrance Sunday

It was noted that a poppy wreath will be laid at the War Memorial on Sunday 10<sup>th</sup> November 2024 at 11am.

### **13. Adroddiad / Meeting reports**

Cllr K. Symmons reported that he had attended a meeting of the Hospital Committee.

The next PACT meeting is to be held on 28<sup>th</sup> November 2024.

### **14. Correspondence / Gohebiaeth (to include consultation documents not covered under any other heading)**

The Council noted the correspondence for Cllr A. Edwards. It was noted that this was now part of a process with the Monitoring Officer and so it was not thought appropriate to discuss this any further.

The Council also noted the correspondence that it had received from Mr David Walters regarding the OAP dinner and other matters.

The Chairman brought the letter from Warm Hub to councillors' attention stating that this was the sort of initiative they could be looking at.

### **15. Materion Personol / Personal Matters - Cllrs Exchange of Information / Cyfnewid Gwybodaeth**

Cllr G El Tawab said that she had reported an incidence of badge culling to DEFRA.

### **16. Date of next meetings**

Monday, 2<sup>nd</sup> December 2024 at 7pm.

There being no further business to discuss, the meeting closed at 21.01 pm.