



Minutes of the Council meeting held at the Coracle Hall, Llechryd at 7pm on the 7th April, 2025 in accordance with The Local Government and Elections (Wales) Act 2021. Virtual access was also provided.

Present:

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

Clerk

Members of the public: 0

1. Apologies for absence

Apologies for absence were received from Clive Wychwood.

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.

Proposed that the agenda was accepted as presented.	Seconded	
Cllr I. Davies	Cllr G. El Tawab	Carried

The agenda was accepted as presented.

4. Confirmation of Minutes of 3rd March 2025 and 24th March 2025

Proposed that minutes of 3 rd March 2025 be accepted as an accurate record.	Seconded	
Cllr H. Davies	Cllr K. Symmons	Carried

Proposed that minutes of 24 th March 2025 be accepted as an accurate record.	Seconded	
Cllr A. Edwards	Cllr G. El Tawab	Carried

Chairman's signature

Dated:

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 the external auditors had not yet issued year end guidance. Assuming that this guidance was issued soon the year end could be completed by the end of April/early May.

6.2 Internal Audit

6.2.1 Progress on Implementing Internal Audit Recommendations

No further progress to report.

6.2.2 Guidance for the 2024-25 Financial Year

The Clerk reported that guidance had been received from the Internal Auditor.

6.3 Financial Matters

6.3.1 Finance Paper Apr 2025-1

The Clerk presented a paper to the Council dealing with the bank reconciliation, income, payments for approval, and changes to the LAS Recycling contract pricing.

Monthly Payments Schedule March 2025

A schedule of payments was presented to the Council for approval. A payment to Welch and Co was added to the schedule as presented before being agreed by the Council.

Transaction Date	Supplier	Invoice Number	Item Service	Amount £
31/03/2025	OVW	n/a	Consultancy OVW	267.00
31/03/2025	Telemat	Inv-9218	Exchange Onlie Plan 1	28.52
25/03/2025	ROSPA	86728	Annual inspection	318.00
31/01/2025	Danfo	8586	Cleaning March 2025	273.00
28/02/2025	Danfo	8503	Cleaning February	252.00
31/03/2025	Clerk	n/a	Gross Pay March	623.28
31/03/2025	Clerk	n/a	WFH March	6.80

Chairman's signature

Dated:

Transaction Date	Supplier	Invoice Number	Item Service	Amount £
31/01/2025	Telemat	INV-8785	Labour Office 65 Tenancy	132.00
02/03/2025	Coracle hall	1273	Hire 03/02/2025, 10/02/2025	40.00
01/04/2025	Coracle hall	1288	Hire 03/03/2025	20.00
04/04/2025	Welch & Co	25237	Land Registry and Trust	2,428.50
06/03/2025	Clerk Expenses	Apr 1	Wickes Bolt and Chain	17.20
14/03/2025	Clerk Expenses	Apr 2	Tesco Document Wallets	2.00
27/02/2025	Clerk Expenses	Apr 3	Postage	3.50
03/02/2025	Clerk Expenses	Apr 4	Postage	1.70
01/02/2025	Clerk Expenses	Apr 5	Postage	2.55
02/01/2025	Clerk Expenses	Apr 6	Postage	3.50
29/01/2025	Clerk Expenses	Apr 7	Postage	3.50
31/01/2025	Clerk Expenses	Apr 8	Home Bargains - Envelopes	0.79
Total				4,423.84

Direct Debit

Transaction Date	Supplier	Invoice Number	Item Service	Amount £
28/02/2025	LAS Recycling	P245424	Waste February	27.53
Total				27.53

Income received February 2025

No income was received in the period.

Bank Reconciliation at 21st February 2025

The Clerk presented Councilors with a bank reconciliation at 21st February 2025.

Bank Reconciliation at 21 February 2025

	Main Account £	Business Account £	Total Cash £
Balance per the Cash Book	94,777.10	1,014.58	95,791.68
Balance per the Bank Statement	94,777.10	1,014.58	95,791.68
Reconciling Items			
			0.00
			0.00
			0.00
	94,777.10	1,014.58	95,791.68

Chairman's signature

Dated:

LAS Recycling rates from 1st April 2025

It was noted that LAS Recycling rates will increase from 1st April 2025. The Council will use LAS Recycling as an interim solution prior to going out to a procurement process.

It is proposed that the Council approves: <ul style="list-style-type: none"> • Payments for the period March 2025 • Income received in the period 27th January 2025 to 21st February 2025 • The Bank Reconciliation at 21st February 2025 • The change in LAS Recycling prices from 1st April 2025 	Seconded	
Cllr J. Culley	Cllr G. El Tawab	Carried

6.3.2 2025-26 Planning and Precept

The Council has received no further update on the precept from the County Council.

6.4 External Audit

6.4.1 Update on Audit.

Nothing additional to report.

6.5 Governance

6.5.1 Timetable Compliance Paper

The timetable for the publication of minutes was missed due to work undertaken by the Clerk in relation to the play area.

6.5.2 Tri Annual Contracting Update

Nothing further to report.

6.5.3 Update on Outstanding Work Apr 2025-2

The Clerk presented an update on outstanding work. It was noted that since the paper was sent out the matter regarding land registration had been resolved.

Chairman's signature

Dated:

Item	Task	Completed
1.	Access to bank account and card	
2.	Cllr conciliation following complaint	
3.	Budget and Precept	6 th Jan 2025
4.	Write specification for new website	
5.	Updating Standing Orders	
6.	Updating Financial Regulations	
7.	Revise Grant Application System and Forms	
8.	Annual Report 2022-23	
9.	Annual Report 2023-24	
10.	Write procedures for the payment of invoices and payroll	
11.	Toilets – electrical and taps	
12.	Tender for path in playground	
13.	Deal with Church of the Holy Cross	
14.	Resolve issues with the equipment in the playground	
15.	Councillor Recruitment	
16.	Development of Playing Fields Charity	
17.	Risk Management work for Internal Auditors	
18.	Translation of minutes into Welsh	
19.	VAT Reclaim 2023-24/2024-25	

6.5.4 Risk Management Report Apr 2025-3

The Clerk presented an assessment of the 2024-25 risks to the Council and asked the Council to approve a plan to address these risks. It was agreed that the plan should include a timetable for implementation.

Cllr A. Edwards asked the Clerk how many hours they thought the work on the Council and LPFA should take each week in response to the risk raised by the Clerk that their current 10 hours was not sufficient. The clerk replied that they estimated that between 14 and 16 hours a week were needed.

It is proposed that the Council adopts the risk management report and prepares a timetable for the implementation of the recommendations.	Seconded	
Cllr J. Culley	Cllr G. El Tawab	Carried

6.5.5 Extension of the Grass Cutting Contract Paper Apr 2025-4

The Clerk set out a report outlining a proposal that the 2024-25 grass cutting contract be extended into 2025-26 with an increase in the price of 2.5% representing an uplift equivalent to the rate of CPI in December 2024. It was noted that the motion referred to CPI for December 2025 and a motion was put forward to amend the motion.

Chairman's signature

Dated:

It is proposed that the motion be amended to read "That the Council extends the 2024-25 grass cutting contract for another year, uplifted for December 2024 CPI at 2.5% until it finalises its procurement processes."	Seconded	
Cllr H. Davies	Cllr J. Culley	Carried

It is proposed that the Council extends the 2024-25 grass cutting contract for another year, uplifted for December 2024 CPI at 2.5% until it finalises its procurement processes.	Seconded	
Cllr J. Culley	Cllr G. El Tawab	Carried

6.5.6 Councillor Recruitment Plan

Nothing further to report.

6.6 Development and Training Plan

The training and development plan is to be taken forward in the new year.

6.7 Technology

6.7.1 Dedicated email

The Clerk is to develop an implementation plan for the introduction of the new Council e mail addresses.

6.7.2 Website

Cllr A. Edwards and Cllr I Davies are to arrange a meeting to take this forward,

6.8 Grants

No further grant requests have been received.

7. Planning.

A250177 Greenlands, Llechryd, Cardigan. SA43 2NJ

Supported.

A250125 Derwenlas, Llangoedmor, Cardigan. SA43 2LG

Supported.

A250153 The Oaks, Llangoedmor, Cardigan SA43 2LG

Supported.

Chairman's signature

Dated:

Planning enforcement

Nothing to report.

LDP 2 Update

Nothing to report

8. County Council Matters

The County Councillor reported that a visit had been made to Hafan Waun a residential home in Aberystwyth.

An Age Friendly Ceredigion meeting had been attended at Pen Morfa. The Councillor commented that leaflets that had been distributed in the meeting could be displayed in the foyer of the Coracle Hall.

A meeting dealing with specialised disability services had been attended.

The Councillor attended a meeting scrutinising and updating County Council policies.

The Councillor had attended a meeting looking at matters in four schools in Ceredigion.

At the County Council meeting a motion was passed to write to the P.M. and Chancellor asking them to reverse some of the financial decisions that the Government had made including the removal of the fuel subsidy for OAP's and IHT changes for business assets.

County Councillor's remuneration was also discussed at the meeting. Councillors were advised that they could wave the increase in remuneration if they wished to do so.

The County Councillor also attended a management development workshop, a foster review panel, the Ceredigion Youth Council and two litter picks.

The Chairman complimented the Cllr Edwards on the comprehensive nature of her report.

9. Committees**9.1 HR Committee**

The Committee is to meet in May 2025.

9.2 Finance Committee

A date needs to be set for the first meeting of the Finance Committee. ToR need to be sent out before this meeting.

Chairman's signature

Dated:

10. Highways and Public Rights of Way

10.1 Action areas

10.1.1 Mapping for village nameplates and speed

This matter remains outstanding.

10.2 Footpaths / open spaces

10.2.1 Llechrhyd Bridge/River

The debris by the bridge has now been cleared

10.2.2 Public Rights of Way

There are a number of damaged signs in the Llangoedmor area which the Clerk will report using CLIC.

11. Amenities

11.1 Toilet Block

The work on the vandalised basins needs to be added to the list of repairs. It was also noted that the lights in the gents are not working.

A resident has offered to decorate the back wall of the toilet with a mural. It was agreed that the Council would vote on the proposal at the next meeting.

11.2 Play Area / Field

The Clerk updated Councillors regarding developments in this area.

RoSPA had now completed their survey and all the risk identified were low risk with the exception of the earth anchors for the goal posts.

The Clerk is to speak to the Council's insurers with a view to reopening the play area. Once the play area is open the weekly inspections will need to commence. The Clerk agreed to speak to the insurers to ascertain how they define a "competent person".

The Clerk is to devise procedures for reporting risk matters in the playground to the Council.

The clearance work identified has commenced. It was noted that the corrugated iron is on land owned by Barcud Housing Association. The clerk is to write to them regarding the hazard.

It was noted that the playing field is not a public right of way.

Chairman's signature

Dated:

It was noted that the playing fields have now been registered with the Land Registry by Welch & Co solicitors.

That the Council reopens the play area following the ROSPA report subject to the agreement of the Council's insurer.	Seconded	
Cllr J. Culley	Cllr H. Davies	Carried

11.3 Grit bins

This item remains outstanding.

11.4 Crossing between Garage and School

It was agreed that the Council would write to the County Council asking how this matter could be taken forward.

12. Events

It was agreed that the Council would raise a VE Day flag and a coffee morning would be held on 8th May 2025 to commemorate the end of World War 2.

The Chairman agreed to procure the VE Day flag.

13. Adroddiad / Meeting reports

Nothing to report.

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

The Council had received a text message from a member of the public regarding the closure of the play area. The Clerk had responded to this.

15. Matterson Personol / Personal Matters - Cllrs Exchange of Information / Cyfnewid Gwybodaeth

It was noted that HDUHB was proposing to close Cardigan Health Centre at weekends. The Mayor of Cardigan had set up an online petition to oppose this. It was agreed that the Council should write a letter to HDUB opposing this and to copy the letter to the Mayor of Cardigan and Ben Lake MP.

16. Date of next meetings

Monday, 12th May 2025 at 7pm.

There being no further business to discuss, the meeting closed at 8.57pm.

Chairman's signature

Dated: