**Draft Minutes of Gwernyfed Community Council** **Meeting**

 **Held at Felindre Village Hall as a hybrid meeting on the 13th June 2024 at 8pm**

The Chair welcomed Justin Horrell to the meeting. Justin Horrell is the Digital Project Manager for OVW and reported on his recent interview with the Community Council on its use of technology. He stated that Gwernyfed had met over 75% of compliance with legislation regarding the use of technology. There were some areas for improvement around its website.

The chair thanked him for his attendance and for sharing his recommendations with the Community Council.

A question was asked about targeted training around TEAMS which Justin Horrell said he would take away and report back to the Community Council with a response as soon as he could.

 **In attendance**  Cllr. Nick Pritchard- Chair

Cllr. Mike Bugler- Vice -Chair

 Cllr. Will Lloyd

 Cllr. Peter Varcoe

 Cllr. Chris Jones

 Also, in attendance County Councillor Will Lloyd and Mrs Keren Bender (Clerk)

1. **Declarations of Interest**

None

**2.**  **Apologies**

 Cllr. Rachel Harding

**3. Minutes of the meeting held on the 9th May 2024**

 The minutes were approved as a true record and signed by the Chair.

# 4. Matters Arising from the meeting held on the 9th May 2024

# There were no matters arising with the exception of ongoing actions concerning the 2022/2023 annual report received from the Wales Audit Office.

# 5. Correspondence and Information

**a.** OVW – Recruitment and retention of Clerks (previously circulated)

The Clerk had also circulated a job description and Nalco pay grades for Clerks and was asked to forward a Person Specification to Cllr Varcoe. It was agreed that a subcommittee would meet to discuss the issue. The clerk informed Councillors that she would be leaving her position by November 2025 or earlier should a replacement Clerk be employed before that date.

 **Action Clerk re Person Specification.**

**And Cllrs Varcoe and Pritchard re Sub Committee**

**b.** **OVW – Initial Biodiversity and Nature Project Management Training Session**.

This issue would be included in the training matrix

**c.** **Sian Barnes – Update on Canoe Launch – Noted**

**d.** Hannah Padget – Speeding at Pontithel

An Email had been received requestion that Pontithel be included in any future plans around the wider work the Community Council is undergoing on speed reduction in the area. The Council agreed to do so, the Clerk will respond to Hannah Padget.

**Action Clerk**

**6. Gwernyfed Wood**

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The owner of Gwernyfed Wood, Mr Iain Burgess, had met with Cllrs Varcoe and Bugler to discuss issues that had been raised by residents. It had been a constructive meeting with the condition of the roads, noise and smoke discussed.

It was acknowledged that Gwernyfed Wood is a significant employer in the area.

Mr Burgess has passed his contact details to the Community Council should noise or smoke become an issue in the future.

It was agreed to contact the Highways Department at Powys County Council to maintain the roads to a proper standard, Cllr Bugler has started this process.

The Chair thanked Cllrs Varcoe and Bugler for representing the Community Council at this meeting and stated there had been a reasonable outcome, however a watching brief must be maintained.

7**. Planning Applications**

24/0640/HH- Extension to house plus instillation of new septic tank- Llwydiarth Pontithel. There were no objections raised.

24/0423/FUL- Change of use of land to a 30-pitch campsite, new wc/shower block, package treatment plant and extended access track on land near 1 Pentwyn, Three Cocks. There were no objections raised.

**8. Training.**

The Community Council Training Matrix had been placed on Teams and all Councillors asked to populate it with courses they had attended, and to mark with a cross, courses they would like to attend. The Clerk will forward a breakdown of the content for all courses. This will be the starting point to build future training plans to ensure the Community Council continues to have the skills to perform its duties.

**Action Clerk and all Councillors**

**9. Gwernyfed Community Council LOGO Update**

The final design has been agreed as Alder and will be adopted as the official logo for Gwernyfed Community Council. The new Logo will be launched at the Three Cocks Summer Show. It was proposed by Cllr Bugler and seconded by Cllr Day to purchase two banners at a cost of £100. The banners will state “Your Voice Your Community” and carry the new Logo.

**Action Cllr Pritchard**

**10. Annual Report**

The Chair presented a template for the annual report and had partially populated it, he asked all councillors to access the report which had been placed on the Teams platform and make additions or changes to any parts of the report they felt necessary. The annual report to be agreed and published at the September meeting.

**Action All Councillors**

**11. Three Cocks Matters Summer Show - 13th July 2024 from 12-4pm**

At a previous meeting it was agreed to man the tea/coffee stall and also to incorporate a communication drive to explain the work of the Community Council, recruit new Councillors and launch the Community Councils new Logo. All Councillors were asked to inform the Chair if they could attend and what time slots, they were able to accommodate.

**Action All Councillors**

**12. County Councillors Report**

Cllr Lloyd explained he had joined a call with Cllr Pritchard and the Chair of llanigon Community Council along with Chris Jones a place planning specialist to investigate creating a place plan for Three Cocks, Glasbury, Felindre and Llanigon. Also to explore what funding could be obtained for the project.

The Community Council will be updated on progress made and any costs involved before a decision is made to continue with a place planning project.

**13. Annual Audit Returns 2023/2024 plus renewed 3-year Letter of Engagement**

 The Clerk presented the annual returns which had been signed off by Mrs J Hughes, the Community Councils Internal Auditor, with no issues raised. A renewed 3-year letter of engagement had also been signed by Mrs Hughes. Following a discussion Community Councillors instructed the Chair to sign off the annual returns on behalf of the Community Council. Clerk to forward the returns to the Wales Audit Office.

**Action Clerk**

**14. Financial Matters**

**a.** **Bank Balances**

Bank Balances of the Current and Reserve Accounts were reported to the meeting.

 Reserve Account - £9762.54, Current Account - £ 8336.25. The Current Account included the Precept of £7904.00

**b.** **Invoices and payments for approval**

 K Bender- Clerks Salary and HMRC Payments

 Vodaphone – Broadband Direct Debit –May and June – total £51.80

 Cllr N.Pritchard – Microsoft monthly payment for June- £17.64

 OVW- Membership Fee- £189

 OVW- Training- £38

 PAVO- Payroll Services Q3- £36

 PAVO – Payroll Services – Q4- £78

 J Hughes – Internal Audit - £80

 New Millenium -Website Support - £323.50

 All payments were approved.

 **Next meeting –Thursday 11th July 2024 at 7.30pm.**

 **This will be a Hybrid meeting over TEAMS held at Felindre Village Hall**