

**ERWOOD COMMUNITY COUNCIL**  
**MINUTES OF THE MEETING OF EWOOD COMMUNITY COUNCIL HELD AT ERWOOD MARKET HALL ON**  
**THURSDAY 16TH October 2025 AT 7:00 PM**

**Members Present**

- Cllr Alan Pryce
- Cllr Louis Macdonald-Ames
- Cllr Lisa Payne
- Cllr Geoffrey Lewis
- Cllr Stephen Davies (Chair)

**In Attendance**

- Saloni Srivastava (Clerk)
- Carrienne Ralph (former Clerk)

The Chair welcomed all attendees to the meeting.

**1. Apologies**

- Apologies were received from County Councillor Tom Colbert

**2. Declarations of Interest**

No declarations of interest were made in relation to any item on the agenda.

**3. Minutes of the Previous Meeting  
(108.2025)**

The minutes of the previous meeting were read and approved as a correct record.

**4. Matters arising**

**a. Update regarding Erwood Common Grass cutting  
(109.2025)**

The Clerk informed members of her conversation with One Voice Wales regarding the payment arrangements for the Erwood Common grass cutting. It was confirmed that an invoice can be raised to the landlord of the Common, and the payment can be made directly into the Erwood Community Council's bank account. The Chair, had undertaken the grass cutting himself but requested that the payment be donated to the Council rather than transferred through his personal account.

It was noted that this approach would simplify the process and ensure that the funds are received directly by the Council.

Resolved: That the Clerk raise an invoice to the landlord of the Common, and that the payment be made directly into the Erwood Community Council account.

**Update on phone booth painting  
(110.2025)**

It was noted that the Chair, who had undertaken to paint the front side of the phone booth under item number 98.2025, provided an update on the progress. Due to personal circumstances, he was unable to complete the work at this time. The Chair confirmed that he will aim to carry out the front painting, replace the plastic window with a glass one, and clean the remaining windows as soon as possible. The money will be used from the phone booth budget. All agreed.

**It was noted** that the Council appreciated the Chair's continued commitment to completing the maintenance work when circumstances allow.

**Erecting a dog waste basket on the upper common  
(111.2025)**

It was noted that members discussed the proposal to have a dog waste basket erected on the Upper Common. The Council agreed that the Clerk would contact Powys County Council to request that a basket

be installed in this area and to confirm arrangements for its regular emptying. It was noted that this would help to maintain cleanliness and encourage responsible dog ownership within the community.

Resolved: That the Clerk write to Powys County Council requesting the erection and maintenance of a dog waste basket on the Upper Common.

**Approval of issuance of invoice to estate owner for grass cutting  
(112.2025)**

It was agreed by all Councillors that, as discussed under the item 109.2025 regarding the Erwood Common grass cutting, an invoice should be raised for the work completed. The Council resolved that an invoice for **£200** be issued to the landlord, **Mr. William Vaughan**, for the grass cutting undertaken. The Clerk will prepare and send the invoice to Mr. Vaughan, including the Council's bank account details for payment.

**It was noted** that payment will be made directly into the Erwood Community Council's account, as previously agreed.

**Resolved:** That the Clerk raise and issue an invoice for £200 to Mr. William Vaughan for the grass cutting of Erwood Common, and include Council bank details for direct payment.

**Discussion on X-mas lights at the common  
(113.2025)**

Councillors discussed the idea of raising a Christmas tree with lights in the Common area as a way to engage with the community and celebrate the festive season. Members were in full agreement with the proposal. The Chair, proposed that the Clerk should contact the Council's insurance provider to confirm what cover would apply in the event of any incidents, such as the tree falling or causing damage.

The Clerk will also write to the landlord, Mr. William, to inform him of the Council's intentions and to confirm permission for the placement of the tree. It was noted that the Council wished to ensure all appropriate precautions and insurance measures are in place before proceeding.

Resolved: That the Clerk contact both the landlord, Mr. William, and the Council's insurance provider regarding the proposed Christmas tree installation and necessary insurance cover.

**Discussion on Pot holes in Gwendder Village.  
(114.2025)**

The Clerk reported receiving a follow-up email from Mr. Frank Banks, a resident of the community, regarding potholes in Gwendder Village. Mr. Banks noted that the potholes had previously been marked for repair, but no further action had been taken. His initial email was sent on 20th April, and this latest correspondence highlighted that the issue remains unresolved. Councillors' discussed the matter and agreed that the condition of the road poses ongoing concern for residents.

It was noted that timely maintenance is essential to ensure road safety and accessibility for the community.

Resolved: That the Clerk write to the Highways Inspector to report the current condition of the potholes in Gwendder Village and request an update on when repairs will be carried out.

**7. Finance**

**Payment to one voice Wales  
(115.2025):**

The Clerk informed members that the annual membership fee of **£97** to **One Voice Wales** was due for payment. Councillors agreed that the membership should be renewed to maintain access to advice, guidance, and support services.

A cheque for **£97** was approved and issued for payment to One Voice Wales. The Clerk will send the cheque to One Voice Wales.

**Payment to clerk  
(116.2025):**

The Clerk updated Councillors that, due to the double authentication system, a direct debit could not be set up for the payment of the Clerk's salary. It was noted that, as a result, a cheque for the combined salary for **August and September** in the amount of **£636.80** was issued on **16th October, 2025**. **It was noted** that the cheque has been agreed by all Councillors and signed by the authorised signatories during the meeting.

**Resolved:** That the payment of £636.80 for August and September be acknowledged as made to the Clerk, and recorded in the Council's accounts.

**Allocation of payment that will be received for grass cutting to be included in phone booth budget (117.2025):**

Councillors discussed the allocation of funds will be received from the **£200 payment** raised to the landlord for the Erwood Common grass cutting. It was agreed by all that this payment shall be specifically included in the **budget for the painting and maintenance of the phone booth**. **It was noted** that this allocation ensures that funds raised from community maintenance work are effectively used for other community improvement projects.

**Resolved:** That the £200 received from the landlord for grass cutting to be allocated to the phone booth painting and maintenance budget.

**8. Additional Item**

**Donations**

**(118.2025):**

Mr. Geoffrey Lewis, Councillor raised a concern that he had received a call from **Llaneglwys Hall** indicating that they had not yet received the donation allocated from the budget. Councillors discussed the donations previously allocated in the budget for **Erwood Market Hall** and **Llaneglwys Hall**. It was agreed that donations should now be processed, with **£500** for Erwood Market Hall and **£180** for **Llaneglwys Hall**.

Cheques were signed and issued during the meeting and handed to **Mr. Geoffrey** Councillor, for delivery or deposit to the respective recipients

**Notice of Vacancy**

**(119.2025):**

Councillors discussed the process for advertising the recent vacancy in the office of Councillor.

It was agreed that the Clerk would contact the **Election Commission** to clarify the procedure for advertising the vacancy and to discuss the relevant election process.

**It was noted** that timely communication with the Election Commission is essential to ensure compliance with statutory requirements.

**Resolved:** That the Clerk write to the Election Commission regarding the advertisement of the Councillor vacancy and the associated election process.

**Non-receipt of audit report**

**(120.2025)**

The Clerk informed Councillors that the **audit report** has not yet been received. It was noted that a notice regarding the non-receipt of the audit report must be displayed on the **notice board** and the **Council website** before **30th September**, in compliance with statutory requirements. Sent to chair already

**It was noted** that timely public notification is required to maintain transparency and accountability.

**Resolved:** That the Chair display the notice regarding the non-receipt of the audit report on the notice board and website.

**Participation in Let's Talk Conference**

**(121.2025):**

Councillors **Alan Pryce** and **Geoffrey Lewis** informed the Council that they would be participating in the **"Let's Talk" conference** to be held on **26th November 2025**, on the topic of **sustainability**.

**It was noted** that they will be representing Erwood Community Council at the conference, and the Council expressed its appreciation for their initiative and contribution.

**Resolved:** That the participation of Councillors Alan Price and Geoffrey Lewis in the "Let's Talk" conference be acknowledged and supported by the Council.

## **12. Matters for the Next Meeting**

Update on the phone booth decoration.

Advertising for new councilors and liaising with Powys County Council regarding the process for filling the vacancy.

Update on X-mas lights erection.

Discussion on precept.

Acknowledgment of Payment to GDPR of membership fees

Payment to HMRC

Discussion on erection of dog waste basket

**Meeting closed at 8:30**