

**ERWOOD COMMUNITY COUNCIL
MINUTES OF THE MEETING OF ERWOOD COMMUNITY COUNCIL
HELD AT ERWOOD MARKET HALL ON THURSDAY 19th March
2026 AT 7:00 PM**

Members Present

- Cllr Alan Pryce
- Cllr Lisa Payne
- Cllr Geoffrey Lewis
- Cllr Louis Macdonald-Ames
- Cllr Stephen Davies
- Cllr Tom Colbert

In Attendance

- Saloni Srivastava (Clerk)

The Chair welcomed all attendees to the meeting.

1. Apologies

- No Apologies were received.

2. Declarations of Interest

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

**3. Minutes of the Previous Meeting
(13.2026)**

- The minutes of the previous meeting were read and approved as a correct record by Cllr Louis Macdonald-Ames and Cllr Stephen Davies

4. Matters arising

**a. Update on Requests made to Cllr Tom Colbert
(14.2026)**

As discussed in previous meetings, the Clerk reported that requests regarding faulty street lighting, blocked drainage, and potholes had been raised with County Councillor Mr Tom Colbert.

The Council was informed that Cllr Colbert has actively followed up on these matters with the relevant authorities. A task reference has been issued (Task Ref: MC-3049-2026). Feedback has been received confirming that pothole repairs have been scheduled for inclusion in the next budget.

Resolved:

Councillors acknowledged the update and expressed their thanks to Cllr Colbert for his efforts in addressing these concerns.

**b. Discussion to be made on request received from Builth Wells Community Support
(15.2026)**

Councillors discussed the matter of making a charitable donation to a Builth Wells Community Support. It was agreed that a donation of £100 would be made to Builth Wells Community Support. The proposal was put forward by Cllr Alan and was unanimously agreed by all members present.

It was further agreed that the donation would be made via online payment from Erwood Community Council.

Resolved:

That a donation of £100 be made to Builth Wells Community Support, with the Clerk to process the payment.

c. Discussion on casual vacancy and Co-option procedure

(16.2026)

The Clerk informed members that a casual vacancy has arisen following the resignation of Councillor Caroline. In accordance with statutory requirements, a Notice of Casual Vacancy had previously been displayed. As no request for an election was received within the prescribed timeframe, the Council is permitted to fill the vacancy by co-option.

The Clerk further explained that a Notice of Co-option had been issued and displayed on the Council's noticeboards and website, inviting applications from eligible members of the public. However, no applications were received by the stated deadline, and therefore the vacancy remains unfilled.

Members were advised that the Council may choose to re-advertise the vacancy to encourage applications from the community. The Clerk outlined that any prospective candidate must meet the eligibility criteria as set out in the Local Government Act, including being at least 18 years of age, a British citizen (or qualifying Commonwealth/EU citizen), and meeting at least one of the local connection requirements.

The Clerk also clarified that, should applications be received in future, the co-option process would involve candidates submitting an application, followed by consideration by the Council at a full meeting. Applicants may be invited to attend and provide a brief introduction. Councillors would then vote to select a suitable candidate, with the successful applicant being formally co-opted onto the Council.

It was noted that until the vacancy is filled, the Council will continue to operate with the remaining members.

**d. Update on the uploading the documents on the council's website
(17.2026)**

The Clerk informed members that, due to illness of the Chair, Cllr. Stephen Davis, who is responsible for managing the Council website, a number of documents had not yet been uploaded. The Clerk highlighted that these documents need to be uploaded to the website

as soon as practicable to ensure compliance and maintain accurate public records.

Members acknowledged the update. Councillor Stephen Davis was present at the meeting and confirmed that, as he is now feeling better, he will attend to the outstanding website updates and ensure that the relevant documents are uploaded without further delay.

Councillor Steve also stated that the Clerk forward the soft copy of final approved minutes following the meeting, so that these can also be published on the Council website.

7. Finance

Acknowledgment of Payment to HMRC

(18.2026):

Members noted that a payment of £210.11 was due to HM Revenue & Customs.

Resolved: That the payment of £210.11 to HM Revenue & Customs be approved and authorised, with all Members in agreement.

8. Approval for the payment to Clerk for the month of February to April

(19.2026):

The Clerk informed Members that the salary payment for February and March requires approval. April Salary to be considered in next meeting. Members agreed to pay Clerk through BACS.

Resolved: That the Clerk's salary payment for February and March be approved for payment, with Members in agreement.

9. Approval of Payment of Membership fees to One voice Wales for the year 2026-27

(20.2026):

The Clerk informed members that a payment of £103 is due to be made to One Voice Wales for the financial year 2026–2027. The relevant invoice has been received and the Cllrs. unanimously approved the payment to One Voice Wales.

It was resolved that the Clerk will process and initiate the payment in due course.

8. Additional Items

a. The email received from the local resident about the broken bench. (21.2026)

The Clerk informed members that an email had been received from a resident of Erwood Village reporting that a bench located at the top of the hill in the village is broken. It was noted that this bench serves as an important resting point for residents and visitors.

Members discussed the matter and acknowledged the importance of the issue. It was agreed that further investigation is required to

establish whether the bench is privately owned or the responsibility of the Council or another public authority.

It was resolved that appropriate action will be taken once ownership has been confirmed, and the Clerk will make the necessary enquiries to determine responsibility for repair or replacement.

b. Review of bank statements and balances. (22.2026)

The Bank Statements, bank reconciliation, the Cash book and Fixed Asset register for the August to February was reviewed and accepted by all. Subject to no changes.

c. Payment to Erwood Market Hall

(23.2026)

Councillor Alan presented an invoice from Erwood Market Hall for £100 covering the period 1 January to 31 December 2025 (up to 10 Council meetings). The invoice was reviewed and confirmed as correct.

Members unanimously agreed to the payment, and it was resolved that the Clerk will process the payment via online transfer in accordance with financial procedures.

12. Matters for the Next Meeting

Approval of Books of Accounts

Meeting closed at 20:00