

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

MINUTES OF THE MEETING HELD ON 15TH MAY 2019
AT THE SHIREHALL, BROAD STREET, PRESTEIGNE

Present: Cllrs. T. Owens (Mayor), F. Preece (Deputy Mayor), C. Kirkby MBE, B. Baynham, R. Bennett, R. Bamford, S. Dixon, P. Linnett, L. Veary, D. Edwards, C. Ruby, N. Rogers, J. Wilding.

Apologies: None.

In Attendance: Mrs T. Price, Town Clerk. Members of the public.

Declarations of Interest: Members were requested to declare any personal and/or prejudicial interests they may have in matters to be considered at the meeting in accordance with the terms of the Local Authorities (Model Code of Conduct Order) (Wales) Order 2008.

Personal: None.

Personal and Prejudicial: None.

For the first part of the meeting Members proceeded to the Courtroom.

MIN 3606 ELECTION OF TOWN MAYOR AND CHAIRMAN 2019/20

Retiring Mayor, Cllr. Kirkby welcomed the members of the public and Councillors to the meeting. He then spoke on his busy year as Mayor, his eighth term, outlining the £1.1m investment into the town on projects such as the Active Travel Route Cemetery, Assembly rooms, the Judge's Lodging Community Barn and the Outdoor Gym Equipment. There had been some issues of major concern such as the closure of the Radnorshire Arms Hotel and the future of Norton Church. He thanked all Members for their work over the year, in particular Cllr. Wilding for his help with securing the land for a car park at Presteigne Cemetery and to Sheep Music and all the volunteers for their work on the new community barn. He also thanked Cllr. Preece for ensuring the VSCC annual rally had been catered for following the closure of the Radnorshire Arms Hotel and to Cllr Linnet and Tracey for their work in securing the Outdoor Gym Equipment. Finally, he thanked his wife, Ruth, for her support, Cllr. Baynham for her work in supporting the Town Council as County Councillor and Tracey for her excellent work as Town Clerk.

He then invited nominations for Town Mayor. Cllr. Owens was proposed by Cllr. Wilding and seconded by Cllr. Preece. There were no other nominations and Cllr. Owens was elected unanimously. Cllr. Owens thanked Members for his election and Cllrs. Kirkby and Baynham for their hard work over the last year. He added that over 2019-20 he hoped to see the major projects completed, to welcome the VSCC for its 80th year and for a future to be secured for the Radnorshire Arms.

Cllr. Owens then duly completed his formal acceptance of Office, witnessed by the Clerk.

MIN 3607 ELECTION OF DEPUTY MAYOR AND VICE-CHAIRMAN 2019/20

Cllr. Owens then invited nominations for Deputy Mayor. Cllr. Preece was proposed by Cllr. Baynham and seconded by Cllr. Edwards. There were no other nominations and Cllr. Preece was elected unanimously.

Members then removed to the usual meeting room to continue business.

MIN 3608 REVIEW OF MEMBERSHIP COMMITTEES/WORKING GROUPS

STAFFING COMMITTEE

Cllrs. Baynham, Bennett, Kirkby, Edwards and Ruby.

SITES AND BUILDINGS COMMITTEE

Cllrs. Kirkby, Bamford, Bennett, Rogers and Linnett.

Outside Representative for Meadow Matters: Richard Rimington.

Outside Representative for Meadow Matters: Gareth Graham.

Outside Representative for Allotments: David Harvey. Clerk to confirm.

Agreed next meeting to be in November.

LIBRARY SERVICES/ASSEMBLY ROOMS WORKING GROUP

Cllrs. Bennett, Bamford, Wilding, Baynham, Kirkby and Ruby. Plus Cllr. Baynham as County Councillor)

PACDG/COMMUNITY PLAN WORKING GROUP

Cllrs. Ruby, Kirkby and Veary.

ALLOTMENT LIAISON MEMBER: Cllr. Linnett.

YOUTH REPRESENTATION MEMBER(S): Cllrs. Veary, Bennett and Rogers.

MIN 3609 REVIEW OF APPOINTMENT OF COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

Presteigne Primary School	Cllr. Preece.
One Voice Wales	Cllrs. Owens and Preece.
Plastic Free Presteigne	Cllr. Bamford.
East Radnorshire Day Care Centre	Cllrs. Edwards & Owens.
Presteigne Trust	Cllr. Owens.
Presteigne Area Community Development Group	Cllr. Ruby.
Warden Guardian Foundation	Cllr. Kirkby.

MIN 3610 REVIEW AND CONFIRMATION OF COUNCIL DOCUMENTS

(1) Standing Orders: Confirmed unchanged and serving of summons to meetings via email confirmed. Printed copies would continue to be supplied on request.

(2) Financial Regulations: Confirmed unchanged.

(3) Council Complaints Procedure: Confirmed unchanged.

(4) Freedom of Information Documents: Confirmed unchanged.

Social Media Policy: Confirmed unchanged.

(5) Continued adoption of the revised Code of Conduct (under Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016): Confirmed.

(6) Remuneration payments to Town Councillors: The following payments would be available in the municipal year May 2019 to April 2020:

- An annual sum of £150 per year per Member, paid in arrears. Any Member not wishing to accept the allowance should notify the Clerk as soon as possible and, in any event, not later than the end of September in each year otherwise the payment would be made. Members to note that this payment must be paid through the Council payroll system and would be subject to income tax (statutory)

- To continue to reimburse the cost of travel expenses incurred for travel on Council business outside the Community Council area.
- To refund the cost of care expenses up to the stated cost of £403 per month (statutory)
- The payment of the Mayor/Chairman's Allowance at £1150 per annum. Again, this should be paid through the Council payroll.

(7) Data Protection Documents: Confirmed unchanged.

(8) Grant Awarding Policy/Procedure: Agreed to form a working group to discuss the current policy. Members to be Cllrs. Baynham, Owens and Ruby.

MIN 3611 MEMBER ATTENDANCE

Member attendance records for 2018/19 were duly noted.

The Annual Meeting closed at 7.33 pm.

The Annual Meeting was followed by the ordinary business meeting.

Cyngor Tref Llanandras a Norton PRESTEIGNE AND NORTON TOWN COUNCIL

MINUTES OF THE ORDINARY BUSINESS MEETING HELD ON 15TH MAY 2019 AT THE SHIREHALL, BROAD STREET, PRESTEIGNE

Present: Cllrs. T. Owens (Mayor), F. Preece (Deputy Mayor), C. Kirkby MBE, B. Baynham, R. Bennett, R. Bamford, S. Dixon, P. Linnett, L. Veary, D. Edwards, C. Ruby, N. Rogers, J. Wilding.

Apologies: None.

In Attendance: Mrs T. Price, Town Clerk, members of the public.

Declarations of Interest: Members were requested to declare any personal and/or prejudicial interests they may have in matters to be considered at the meeting in accordance with the terms of the Local Authorities (Model Code of Conduct Order) (Wales) Order 2008.

Personal: None

Personal and Prejudicial: None

MIN 3612 APPROVAL OF MINUTES

The Minutes of the meeting on 17th April, 2019 were approved without amendment. The Chairman then duly signed the Minutes.

MIN 3613 CLERK'S REPORT/UPDATE

- (1) Resurfacing of By Pass Car Park: Cllr. Baynham confirmed that this was on the list of capital works to be done but that it may not be in the current financial year. She added that in the meantime temporary repairs would be carried out to some of the worst potholes.
- (2) Lights, Seconds & Co.: Cllr. Kirkby confirmed that these had been altered. The Clerk was asked to write to the company to thank it for responding so positively to the request.
- (3) Operation London Bridge: Cllr. Owens would be meeting with Rev. Hollinghurst in the next couple of weeks.
- (4) Risk Assessment Training: The Clerk had now passed the formal assessment following the course.
- (5) Norton Speedwatch Signs: These had now been ordered.
- (6) DMMO Application Fold Farm: Cllr. Kirkby reported that the County Council had been notified of the intention to apply to the Planning Inspectorate for an order to the County Council to proceed to consider the application without delay. The Clerk was still awaiting confirmation of application's present position on the waiting list. Cllr. Baynham advised that a rights of way paper was on the County Council agenda on the following day and agreed to provide Cllr. Kirkby with a link to the document.
- (7) Original Line of Footpath, former Kayes Factory Site: Cllr. Kirkby had supplied the Clerk with a map of the original route for submission to the planning authority as discussed at the April meeting.
- (8) Dog Bag Dispensers: These had been ordered and two were in place – in Norton and at the Hereford Street car park. The final unit would be sited at the Scottleton Street entrance to Went's Meadow once a metal post had been obtained.
- (9) Silia Wood: Cllr. Baynham reported that the Charity had now met to discuss the Town Council proposal and would be carrying out a site meeting on 22nd May. Cllr. Kirkby had contacted the Woodland Trust twice but the officer in charge of Silia Wood had not yet responded.
- (10) Parking, Forge Meadow/Scottleton Street: Members noted that a comprehensive reply outlining the police position had been received. Cllr. Baynham reported that she had herself been involved in an incident due to the poor visibility caused by parked vehicles. The possibility of introducing double yellow lines was discussed and it was agreed that the Clerk and Cllr. Baynham would raise this with the County Council Officer. The Clerk was also asked to write to the police again, describing the incident and stating that this was now causing visibility issues at the junction.
- (11) Street Light, Old Police Station: This had now been changed to part night and the residents reported that the situation was much improved.

(12) Potholes towards Presteigne Cemetery: Members noted that these had now been repaired. They also noted the imminent resurfacing of Letchmoor Lane.

MIN 3614 FINANCE

(1) Donations: No donations were approved this month. The letters of thanks from East Radnorshire Day Centre, Presteigne and Norton Community Support, Mid Border Arts, Presteigne Memorial Hall, Presteigne Colts and the Warden Guardian Foundation were noted.

(2) Payments: The following payments were approved –

NEST (pension payments) Direct Debit	£122.99
Mrs T.A. Price	£1455.95
HM Revenue & Customs	£613.49
Executive Retail Ltd (condolence book)	£26.99
T.A. Price (travel expenses/stamps)	£125.08
N. Close	£94.48
N. Close	£182.24 MEADOW ACCOUNT
JRB Enterprises Ltd	£412.02
(Dog bag dispensers/fittings/supply of bags)	
Bespoke Glass (community building)	£460.00 MEADOW ACCOUNT
Firth Construction Ltd (community building)	£955.45
Presteigne Building Supplies	£1953.28 MEADOW ACCOUNT
Presteigne Building Supplies	£7.73
Purfect Cat Hire (community building)	£2149.00 MEADOW ACCOUNT
T. Lloyd-John	£636.70
Highground Maintenance Ltd	£297.07 MEADOW ACCOUNT
Leominster Engineering Ltd (community building)	£594.00 MEADOW ACCOUNT
Hornsey Steels (community building)	£73.20 MEADOW ACCOUNT
L. Stephens (LRS Auditing)	£121.00

(3) Receipts: The following receipts were noted –

Powys County Council 1 st Precept Payment	£23,211.45
HMRC (VAT Repayment)	£10,316.48
Allotment Rent	£14.00 ALLOTMENT ACCOUNT
Sheep Music (twds community building)	£9500.00 MEADOW ACCOUNT

(4) Internal Audit Report: A copy of the report of the internal auditor on the 2018-19 accounts was included within the meeting papers. The internal audit had been completed with no issues being raised.

(5) External Audit/Annual Return and Governance Statement: Members approved the Annual Return and Annual Governance Statement for submission to the External Auditors together with associated papers. The Annual Return was duly signed by Cllr. Owens and the Clerk.

(6) Bank Transfers: The following transfers were approved -

Transfer of the precepted amount for 2019/20 of £9750.00 from the Treasurer Account to the Meadow Account.

Transfer of the VAT of £6780.99 reclaimed relating to the Meadow, from the Treasurer Account to the Meadow Account.

Transfer of the VAT of £43.22 reclaimed relating to the Allotments, from the Treasurer Account to the Allotment Account.

Transfer of £235.69 from the Allotment Account to the Treasurer Account to cover the additional pay and National insurance costs for the Clerk.

Transfer of the precepted amount of £300.00 for dog bag dispensers from the Treasurer account to the Meadow Account.

(7) Bank Balances as at 30th April 2019: The following balances were noted -

Treasurer	£52,326.50	Money Manager	£28763.78
Meadow	£17,214.92	Allotments	£2412.37
Warden Reserve	£2966.88	Capital Reserve	£36,056.35

(8) Bank Mandate: Resolved that no changes be made to the current mandate.

MIN 3615 PLANNING

(1) Planning applications: The following planning applications were considered –

19/0761/TRE Grid Ref: E: 331614 N: 264213 Proposal: Application for works to trees within a Conservation Area Location: 27 Hereford Street, Presteigne, Powys LD8 2AT. Resolved no objections be raised.

19/0619/RES Grid Reference: E:330848 N: 265075 Proposal: Reserved matters application for details of appearance, landscaping, layout and scale in relation to planning permission P/2017/0498 Site Address: Land West Of Sunnydale, Knighton Road, Presteigne, Powys LD8 2ET. Resolved no objections be raised.

19/0620/FUL Grid Reference: E:330848 N: 265075 Proposal: Change of use of agricultural land to residential curtilage Site Address: Land North West Of Sunnydale, Knighton Road, Presteigne, Powys LD8 2ET. Resolved no objections be raised.

(2) Planning Application Decisions: The following decisions were noted –

18/0892 and 893, Corner House, High Street, Presteigne: Approval 15th April 2019.

P/2017/0204 and 205, West Wing, Norton Manor Hotel: Approval 18th April 2019.

(3) Update from Resident on Hedge by Substation: Members noted the email and that the hedge had been planted.

(4) Publishing of Public Comment on Planning Applications: Members noted the reply from Portfolio Holder, Cllr. Martin Weale. The Clerk advised that she had contacted One Voice Wales and the Development Officer for Brecon and Radnor was investigating the practice in other Welsh Authorities.

(5) Forthcoming Consultation on Supplementary Planning Guidance – Open Spaces: Members agreed that they were happy to be consulted as per the email received.

MIN 3616 HIGHWAYS, HOUSING AND ENVIRONMENT

(1) Highway Items for repair: The following items were reported –

- Street Light NT62 faulty: Clerk to report.
- Pavement in front of Corte Cottage, Norton - tarmac lifted out: Clerk to report.
- Graffiti on Kayes Site: Clerk and Cllr. Baynham to report to new owner.
- Missing Name Sign, Scottleton Street: Clerk to request.

(2) PACDG Update: Cllr. Ruby reported that another litter pick had recently been carried out and that the guerrilla gardeners had tidied shrubs etc in Station Road and would be moving on to other areas shortly.

(3) Dark Skies Project: Deferred until June meeting as no update yet received on the community consultation.

(4) Declaration of Climate Emergency: Cllrs Bamford and Veary had investigated this. Cllr. Bamford reported that she felt this was a two stage process with the first step being to acknowledge a climate emergency and the second would be a commitment to action. She asked that a working group be formed to discuss the details of the second stage. Members agreed to acknowledge a climate emergency and to form a Working Group to discuss further action. Cllrs. Bamford, Veary, Rogers and Kirkby agreed to be part of the Working Group. Members also noted the emails from two residents on this issue.

(5) Active Travel Route and Landscaping Request: Cllr. Baynham reported that she was disappointed that the route was not yet finished and that she apologised to all those affected. In two places the dropped kerbs had not been replaced after the work and these would be re-instated. She cited a concern about the build out at Clatterbrune and informed Members that this was to be reviewed by an independent expert. Cllr. Kirkby reported that there had already been one accident and Members agreed that the Clerk should write to the County Council to report the accident and also raising concerns over the visibility. The new drains in Hereford Street were now almost complete. Members noted the request for permission to place planters on spaces created by the route – near Lugg View and in Greenfield Road and agreed that they had no objection. Cllr. Baynham would respond to the resident and also contact PACDG to let them know.

(6) Pound Lane: Members had been asked to look at the lane after the April meeting. Cllr. Preece reported that residents would like to have a site meeting. The Clerk was asked to consult with the Highways Officers to see if reversing the direction of traffic was feasible. If it was not then there would be little point in arranging a site meeting.

MIN 3617 NORTON

(1) Potholes: The Clerk reported that these had been placed on the list for repair.

(2) Church: Cllr. Wilding reported that progress was being made.

(3) New Notice Board, Corte Cottage: Members noted the new board was now in place.

MIN 3618 SITES AND BUILDINGS

(1) Public Conveniences: Members were disappointed to learn that the Finance Minister had stated that she would not have time to meet to discuss the issue of business rates. Cllr. Baynham agreed to speak to the

Hay County Councillor for more detail on the proposed meeting between the Minister and Hay Town Council. Members felt that the issue should be put forward as a motion for the One Voice Wales AGM. See Minute 3619(1).

(2) Allotments: The Clerk confirmed that the overdue rent had now been resolved and the plot re-let. As the growing year had already started only half rent had been charged and Members confirmed this decision. No action would be taken to collect the unpaid rent from the former tenant due to the extenuating circumstances since notified to the Clerk.

(3) Meadows: Cllr. Kirkby was pleased to report on the excellent progress being made on the community building. Members also noted recent anti-social behaviour and that PCSO Anna Bowen had been asked to increase patrols on the Meadows.

(4) Withy Beds: The information supplied by the Wildlife Trust was noted.

(5) Community Storage: Cllr. Wilding and the Clerk had met with the Headteacher, Mr. Edwards, and viewed the former sixth form building. Discussions had been positive and Mr. Edwards would be putting the request to the next suitable meeting of the governing body. In principle access would be available during term time between 4pm and 6pm and otherwise outside school hours hopefully via the provision of a set of keys. Some work would be required to clear the access and tidy up generally. Cllr. Wilding stated that he had offered the school the use of the tables/gazebos and Mr. Edwards had been very grateful for the offer.

MIN 3619 CORRESPONDENCE/GENERAL ITEMS

(1) One Voice Wales Request for Motions to be put to AGM: Members felt that a motion should be put forward asking for the removal of business rates from public toilets and public library buildings. The Clerk advised that a Member would need to attend the AGM to present the motion and that it would also be necessary to have a seconder Council. Cllr. Wilding agreed to attend if necessary and it was agreed that the Clerk submit the motion to One Voice Wales.

(2) Liaison with Schools: Cllr. Veary was pleased to report that she had attended the Primary School and that the agreed poster competition was now in progress. Entries would be judged by the Mayor after half term. Cllr. Veary had arranged prizes and would submit receipts to the Clerk for reimbursement. Cllr. Veary had also updated the students on items they had raised at previous meetings. She had not yet managed to visit the Secondary School.

(3) Christmas Lights Arrangements: The Clerk reported that the previous installer had now confirmed that he would not be able to carry out the work in 2019. Members agreed that the Clerk ask for the return of the lights and that Cllr. Bennett be asked to look at the lights with a view to installing them in 2019. The Clerk be authorised to pay any necessary delivery costs.

(4) Plastic Free Presteigne Update: Cllr. Bamford provided an update on progress. The Group had had a stall at the Food & Flower Festival and would be approaching businesses to discuss the initiative in the near future.

(5) Meeting with Cllr. Myfanwy re. education provision: Cllrs. Wilding, Kirkby and Baynham together with the Clerk had attended a meeting with Cllr. Myfanwy Alexander and the Head of Schools, Alec Clark. Several options for the future had been discussed and it had been agreed that a first step would be to liaise with representatives of both Schools. Cllrs. Preece, Kirkby and Baynham would represent the Town Council and initially try to set up meetings with the Chair and Head Teacher of both schools.

MIN 3620 TOWN COUNCIL SURGERY

May Surgery: Cllrs. Preece and Ruby had attended. The following matters were discussed –

- Update on breast feeding friendly project: Town Council support and use of emblem agreed.
- Road surface breaking up at entrance to Caenbrook Meadow: Clerk to report.
- Potholes in centre of Slough Road, near Primary School: Clerk to report.
- Need for electric charging points for vehicles: Clerk to respond. Project under control of County Council.
- Four residents had raised various issues about the new active travel route: Clerk to advise County Council of concerns.

Arrangements for June Surgery: Cllrs. Owens and Rogers to attend.

MIN 3621 COUNTY COUNCILLOR'S REPORT

Cllr. Baynham reported the following –

- Potholes, By Pass Car Park: Temporary repairs to be carried out and car park in re-surfacing programme for the future.
- Postponed Tri Towns Meeting: To be rearranged.

- Litter Bins and emptying arrangements: Confirmed that at present town centre bins would in future not be emptied on Saturdays although emptying would continue on the other six days each week. The usual arrangements would continue for bins outside the town centre including waste bins on Went's Meadow.
- Depot Meeting scheduled for the coming Monday.
- Attendance at the Mayor Making Ceremony in Llanidloes.
- Attendance at event at Llanwrtyd Wells.
- Progress of Astro Turf Project.
- County Council Annual Meeting to be held on 16th May.

MIN 3622 URGENT BUSINESS INFORMATION

(1) Future Arrangements for Older Person Services: No reply had been received to the Town Council letter and Cllr. Kirkby asked that this be followed up.

(2) Presteigne Cemetery Car Park Land Purchase: Cllr. Kirkby informed Members that the County Council had confirmed that finally approval had been given for the purchase of the land.

MIN 3623 EXCLUSION OF PUBLIC AND PRESS

Resolved under the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting during the consideration of the following business because of the confidential nature of the item.

MIN 3624 FUTURE OF LIBRARY SERVICE/ASSEMBLY ROOMS BUILDING IN PRESTEIGNE

Cllrs. Wilding, Ruby, Baynham and the Clerk had attended the meeting in Builth Wells arranged for representatives of Town and Community Councils. This meeting had been largely centred on the use of volunteers to run the smaller libraries and there was little consultation at the meeting. There was concern that the Portfolio Holder was not taking on board the need for cuts at the larger libraries and that contributions should also be sought from Town Councils with larger branch libraries. It was agreed that the Clerk write again to the Portfolio Holder stressing these points.

The Clerk was also asked to point out that the Assembly Rooms building was DDA compliant.

The meeting closed at 9.19 pm