

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

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Mrs Tracey Price (Clerk)
Garn Farm
Chapel Lawn
Bucknell
Shropshire.
SY7 0BT

10th October, 2019

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council on **WEDNESDAY 16th October, 2019 at 7.00 p.m.** in the Assembly Rooms, Broad Street, and you are hereby summoned to attend.

PLANNING APPLICATIONS (IF ANY) WILL BE AVAILABLE FROM 6.45 P.M. FOR INSPECTION. PLEASE ALSO TRY TO REVIEW BEFOREHAND ON THE POWYS WEBSITE.

NOTE EARLIER START TIME DUE TO GUEST SPEAKER HEATHER RANSOM, AMBULANCE OPERATIONS MANAGER (POWYS).

The public and press are cordially invited to attend.

Yours sincerely

Tracey Price
TOWN CLERK

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members are requested to declare any personal and/or prejudicial interests they may have in matters to be considered at this meeting in accordance with the terms of the Local Authorities (Model Code of Conduct Order) (Wales) Order 2008 and the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016.

DECLARATION OF ACCEPTANCE OF OFFICE: CLLR. SMITH

3. APPROVAL OF MINUTES

To approve that the Minutes of the meeting held on 18th September, 2019 are a true and accurate record and authorise the Chairman to sign the Minutes as such.

4. UPDATE ON OUTSTANDING ITEMS AND CLERKS REPORT

From the Meetings of 18th September. Also to receive the Clerk's Report.

5. FINANCE

- a) Donations: To approve the following donations –
Royal British Legion £60.00 (precepted)
To note the letters of thanks from Powys CAB, Brecon and Radnor Samaritans, Presteigne Brownies and Presteigne Rainbows.
- b) Payments: to approve the following payments –
- | | |
|---|---------------------------|
| Mrs T A Price (Oct pay) | £1312.56 |
| HM Revenue & Customs | £517.40 |
| NEST (direct debit) | £122.99 |
| Highground Maintenance Ltd | £297.07 MEADOW ACCOUNT |
| Powys County Council (twds library service) | £1073.00 |
| Amazon (combination lock Meadow Gate) | £5.99 MEADOW ACCOUNT |
| One Voice Wales (conference fee J. Wilding) | £100.00 |
| Presteigne Building Supplies | £13.68 MEADOW ACCOUNT |
| Lyreco (stationery) | £8.69 |
| Playdale (part payment zip wire) | £5859.60 |
| R. Bennett (path works) | £1120.00 MEADOW ACCOUNT |
| William Smith Group (signage) | £294.52 MEADOW ACCOUNT |
| T. Lloyd-John | £ To come. |
| N. Close | £ To come. |
| N. Close | £ To come. MEADOW ACCOUNT |
- c) Budget Update to 30th September, 2019.
- d) Receipts: To note the following receipts –
- | | |
|---------------------------------|------------------------|
| Pinders Circus (donation) | £100.00 MEADOW ACCOUNT |
| National Lottery Awards for All | £9766.00 |
- e) Annual Inspection of Invoices (Cllr. Owens): To note the completion of the annual inspection.
- f) Review of Internal Audit arrangements for 2019-20.
- g) To agree attendance of Clerk at One Voice Wales Training (December) – Advanced Finance.
- h) Bank Balances: To note the following bank balances at 6th October –
- | | | | |
|-------------------|------------|-------------------|------------|
| Meadow Account | £15,592.73 | Treasurer Account | £45,248.41 |
| Allotment Account | £2144.06 | Warden Reserve | £1464.96 |
| Capital Account | £36,092.60 | Money Manager | £28,792.64 |
- i) To note the arrangements for the interim internal audit.

6. PLANNING

- (a) To consider applications received -
19/1608/RES Grid Reference: E:330459 N: 266566 Proposal: Reserved matters application following outline approval P/2014/0438 for all matters relating to the erection of 9 dwellings Site Address: Development South Of Wills View, Will's View, Norton, Presteigne.

PLEASE NOTE THAT PLANNING APPLICATIONS MAY BE RECEIVED AFTER PUBLICATION OF THE AGENDA AND MAY BE ADDED DUE TO THE TIGHT TIMESCALE FOR SUBMISSION OF COMMENTS.
SEE THE TOWN COUNCIL FACEBOOK PAGE OR THE PLANNING PAGE ON THE COUNCIL SECTION OF THE TOWN WEBSITE FOR LATEST APPLICATIONS.

- (b) Planning Decisions: To note the following decisions – None at issue of agenda.

- (c) Planning Application 19/0963/FUL, Clatterbrune: Reply from Planning Officer and update on decision (committee date 3rd October).
- (d) Publication of 3rd Party Correspondence on PCC Planning Website: Reply from WLGA.

7. HIGHWAYS, HOUSING AND ENVIRONMENT

- a) Reporting of Highway Items for repair and update on outstanding items.
- b) PACDG Update.
- c) Active Travel Route: Update.
- d) Dark Skies/Lighting Update.
- e) Grass Cutting/Wildflower Verges Update. Email re Presteigne Roundabouts.
- f) Climate Change: To receive the notes from the last Climate Change Meeting on 18th Sept (as reported verbally to the September meeting). Report on Public Meeting. Review of Policy/Action Plan (Cllr. Bamford).
- g) Letter from Powys County Council re electric vehicle charging points.
- h) Presteigne Cemetery Bins etc.
- i) Re-Painting of Graffitied Sections of Underpass.
- j) Fold Farm Footpath Update.

8. NORTON

9. SITES AND BUILDINGS MATTERS

- a) Public Conveniences:
- b) Allotments: Rat Problem.
- c) Meadows.
 - Restoration/repair of paths Lower Went's Meadow etc. (Update Cllr. Bennett)
 - Zip Wire Grant Application Update.
 - Grant Applications Withy Beds/Lower Went's Meadow: Update.
 - Use by Sheep Music 2/3 November (firework display).
 - Use by Scouts for Camping 11-13th October (already taken place).
 - Use by Vintage Cars 11-13th October. (already taken place).
 - Completion of Grant Evaluation Form Community Regeneration and Development Fund (Cllr. Kirkby) and report to Welsh Government on grant completion.
 - Further vandalism.
 - Delivery of Dog Fouling/Litter Signs.
 - Completion of re-stoning of paths and grass cutting, Lower Went's Meadow.
- d) Silia Wood: Update on Site Meeting.
- e) Community Storage: Update.

10. CORRESPONDENCE/GENERAL ITEMS

- a) Liaison with Schools: Update Cllr. Veary.
- b) Christmas Lights 2019: Update and decision on installer/installation dates.
- c) Education in Presteigne: Update.
- d) Report on Third Tri Towns Meeting: (Cllr. Preece).
- e) Update on Motion to One Voice Wales re business rates (Cllr. Wilding).
- f) Mid and West Wales Fire Authority Draft Corporate Plan 2020-2025: Invitation to comment.
- g) Transfer of Presteigne and Norton Website from Presteigne and Norton Community Trust.
- h) Closure of Orchard Corner Dental Practice.

11. TOWN COUNCIL SURGERY

- a) October Surgery.
- b) Arrangements for November Surgery.

12. COUNTY COUNCILLOR'S REPORT

13. ANY URGENT BUSINESS INFORMATION (at discretion of Chair)

14. EXCLUSION OF PUBLIC AND PRESS DUE TO THE CONFIDENTIAL NATURE OF THE FOLLOWING BUSINESS ITEMS

Due to the confidential nature of the following business, under the Public Bodies (Admission to Meetings) Act 1960 (3) it is proposed to put forward a motion to exclude members of the public during discussion of the agenda item.

15. FUTURE OF LIBRARY SERVICE/ASSEMBLY ROOMS BUILDING IN PRESTEIGNE

Enc. Clerk's Report October. Minutes of September Meeting. Internal Audit Review Papers. Climate Change Working Group Meeting Notes, Assorted background papers.

PRESTEIGNE AND NORTON TOWN COUNCIL

CLERK'S REPORT

OCTOBER 2019

1. Meeting with Public Service Board Representatives: This took place in Llandrindod Wells on 19th September. Representatives from the various services were there – NRW, Fire Service, County Council etc. The meeting was intended to bridge the communication gap between the Board and the Town and Community Councils and it wasn't quite structured as intended but those that did attend I think got something useful from it – even if that was just contact details of various useful people. One of those was the Chief Fire Officer and if you wish I can talk to him about the access/exit issues at Presteigne Fire Station.
2. Meeting with Powys County Council: Council Clerks were invited to meet with senior PCC officers to discuss how to better work together and to understand the needs of both sides with regard to devolving services etc. It was a useful meeting and I did take the opportunity to press the publishing of third party correspondence for planning issue yet again.
3. Meeting with Radnorshire Wildlife Trust: I met with Jonathan Stone and the Chair of the Trust to discuss possible grant applications for the Withy Beds and Lower Went's Meadow. An application to the Gannett Foundation was agreed and I have completed this for the Trust to sign. This is a small fund and work applied for includes restoring the pond and leat, willow sculptures and mini information signs. Decisions on successful applications will be made towards the end of 2019.
4. Use of Personal Emails for Council Correspondence: The Information Commissioner has published further guidance on this and it is increasingly becoming necessary for Members to have a dedicated email address for TC correspondence. This should be password protected and only accessed on a device that has appropriate security, anti virus etc and locks if not used for a short time. Many Members do now use a separate email address for Council emails and this also helps should anyone wish to contact you via email – correspondence is more easily found and stored. As much as possible I try to remove personal details from emails being sent on to you but occasionally this is essential. Please take every precaution to protect the personal data of others. If you do not currently have a separate email address please do consider this and if you need further advice please ask.
5. Toilet Cleaning Contract for 2020-21: Just to let you know I have requested three quotes for the cleaning next year. I have to do this as it is an annual contract but I can confirm that the standard of work has been very high over the last year and I have been very satisfied with the current contractor. Quotes need to be submitted by 31st October.
6. Grass Cutting: No quotes required this year as the contract was let last year for a three year period.
7. November Sites & Buildings Committee: Can we set a date for this please. It's easier done at a meeting and saves quite a few emails. Members of the Committee can you bring your diaries please? (Cllrs. Bennett, Bamford, Kirkby, Linnett, Rogers).
8. Tri Towns Meeting: Third meeting and held in Kington. Matters discussed were –
 - Nick Johns (Mayor, Knighton) to meet NDF team to discuss Traws Cymru bus service for East Radnor and Jane Dodds MP to write letter of support to Welsh Government.
 - Joint Facebook Events Page to be set up.
 - Next meeting to include invite to local walkers groups and attendance by Mark Stafford Tolley (PROW) from PCC.
 - Next meeting date 22nd October.
 - TC representatives needed to save Fiona and I attending all of the meetings and to get fresh views on the matters discussed.
 - A concern is that there is of course no funding to support the group although PCC provide basic admin support.

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

MINUTES OF THE MEETING HELD ON 18TH SEPTEMBER 2019
AT THE ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE

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

Apologies: Cllrs. R. Bennett, C. Ruby.

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:

Cllr. F. Preece, fellow committee Member, Presteigne Carnival re. co-option of candidate for Norton Ward.

Cllr. L. Veary, fellow committee Member, Presteigne Carnival re. co-option of candidate for Norton Ward.

Personal and Prejudicial:

Cllr. T. Owens, Member of Football Club Committee and in receipt of honorarium re. planning application 19/0963/FUL.

Prior to the commencement of the formal meeting Members heard from Mr. Rees-Roberts on the issues of speeding at Broadheath, recent accidents and the concerns of residents. Mr. Rees-Roberts then answered questions from Members. Members agreed to move the item to first on the Agenda.

MIN 3658 REQUEST FOR SPEED LIMIT

Members considered the request, from a large number of residents, for a speed limit at Broadheath and noted the support of Stapleton Group Parish Council. The difficulties of co-ordinating a cross border solution were also noted but Members agreed to support a speed limit from the corner of Broadheath (near Broadheath farm drive) and the Clerk was asked to write to Powys County Council to request that this be considered. It was noted that Herefordshire Council hoped to introduce a speed limit on its side of the border in 2020.

MIN 3659 APPROVAL OF MINUTES

The Minutes of the meeting held on 21st August, 2019 were approved without amendment. The Chairman then duly signed the Minutes.

MIN 3660 CLERK'S REPORT/UPDATE

(1) Third Party Planning Correspondence: Members noted that the report to the WLGA had been completed and sent off. The meeting would take place on 27th September.

(2) Lights on Pedestrian Crossing, John Beddoes Campus: Members noted that these had now been repaired. The Active Travel Officers had also explained that the lights could not be turned off at any time due to the need to ensure pedestrian safety. This had been raised following a concern raised by a nearby resident.

(3) Environment (Wales) Act 2019: Members noted the need to produce a report/plan by the end of 2019.

MIN 3661 FINANCE

(1) Donations: The following donations were approved –
Samaritans (Brecon & Radnor)

£100.00 (precepted)

Presteigne Guides	£100.00 (precepted)
Presteigne Brownies	£100.00 (precepted)
Presteigne Rainbows	£100.00 (precepted)
Powys Citizens Advice Bureau	£100.00 (precepted)
Norton Sports Committee (annual fireworks)	£200.00 (precepted)
Sheep Music (annual fireworks)	£500.00 (precepted)
(2) Payments: The following payments were approved –	
Mrs T A Price (Sept pay)	£1312.76
HM Revenue & Customs	£517.20
NEST (direct debit)	£122.99
T. Lloyd-John	£660.70
N. Close	£97.84
N. Close	£114.74 MEADOW ACCOUNT
Highground Maintenance Ltd	£297.07 MEADOW ACCOUNT
Knillco Hardware (TC labels)	£18.00
Amazon (ink cartridge)	£9.89
JRB Enterprise Ltd	£119.46 MEADOW ACCOUNT
G.R. Morris Ltd (groundworks reservoir)	£1380.00
Seward Precision Engineering	£332.75 MEADOW ACCOUNT
Presteigne Building Supplies	£99.46
Presteigne Building Supplies	£186.90 MEADOW ACCOUNT
T. Owens (Mayor's Expenses)	£132.30
Presteigne Gates	£264.00 MEADOW ACCOUNT
Purrfect Cat Hire	£2840.00 MEADOW ACCOUNT

(3) Receipts: The following receipt was noted –

Powys County Council (2nd precept payment) £23,211.44

(4) Replacement etc of Town Information Boards: Members noted the request for a donation towards the cost of replacing the Boards/adding a new board. The total cost to be £1200 with £600 pledged by Presteigne Trust. Members felt this could not be agreed from the current budget but asked that it be included for consideration when setting the 2020-21 precept.

(5) Insurance: Members considered further the need for damage insurance for MUGA and Outdoor Gym and also for cyber insurance cover. It was resolved not to take out either cover at present.

(6) Bank Transfers: The following transfers were agreed –

Transfer of £1150 from the Warden Reserve Account to the Treasurer account to cover the net costs of the invoice from GR Morris Ltd.

Transfer of £53.90 from the Warden Reserve Account to the Treasurer account to cover the net costs of the invoice from Presteigne Building Supplies.

Transfer of £220.00 from the Warden Reserve Account to the Meadow account to cover the net costs of the invoice from Presteigne Gates.

(All transfers relating to the work on the former reservoir site).

(6) Completion of External Audit 2018-19: Members noted that the external audit was now complete and no issues had been raised.

(7) Replacement of Council Printer: Members authorised the Clerk to purchase a replacement printer at an approximate cost of £330 plus VAT. Clerk to select model depending on best offer available at the time of purchase.

(8) Reissue of cheque 100581 (£158.72) to R. Rimington: Members approved the reissue of cheque 100581 and noted that a stop had been placed on the original cheque.

MIN 3662 PLANNING

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

19/1056/LBC Grid Reference: E:331650 N: 264586 Proposal: Removal of existing porch and erection of a canopy Site Address: Tan House, Broad Street, Presteigne: Resolved to support the application.

(2) Planning Decisions: To note the following decisions – None this month.

Cllr. Owens left the room for the duration of the following item and Cllr. Preece assumed the Chair.

(3) Planning Application Land North of Clatterbrune (19/0963/FUL): Members considered the updated information on the above application. They felt that none of the issues raised in July had been addressed and in particular felt that rotating the angle of the property (so becoming closer to the fence line) had not changed the fundamental concerns with the proposal. It also noted that the plans still show

footway/pavement along the sides of the access road and these do not exist. Pedestrians therefore have to walk in the road. Members also asked for a reply on the question of criminal damage raised in July and again raised concerns about the removal of trees - feeling this could not be justified. The Clerk was also instructed to ask why the Town Council was not formally consulted on the amended information as had this not been raised by a resident Members would not have been aware of any changes.

Cllr. Owens returned to the room.

(4) National Development Framework Consultation: Cllr. Wilding reported on the meeting of the LDP Working Group and it was agreed that the following comments be made -

- An expression of disappointment that rural Mid Wales is included in a region with Swansea and Llanelli as this will make it difficult to properly target help for the rural and sparsely populated area of Powys. To ask that Mid Wales be its own region so that its rurality can be properly addressed.
- P32 – There is mention of the need to encourage Ultra Low Emission vehicles and provide the necessary infrastructure. This is very much supported but needs urgent action - the Town Council has been asking for charging points locally for at least two years but action/progress is incredibly slow.
- P37 – wind and solar designations. Why are national parks excluded and Radnor Forest included? Generally there would be fewer people affected in national parks and it does not seem equitable that the landscape of Radnor Forest will be affected and its beauty not protected when the beauty of other areas is seen as worth preserving.
- P20 Support of job opportunities and community services for rural areas – how will this be achieved, particularly with growth aimed at the larger towns and cities? This seems to contradict the aim to support the rural areas.
- Transport Links to be improved. Traws Cymru bus service and general improvement in public transport links would be an important boost for the East Radnor area. The Town Council would like to see this fully considered and is willing to work with the necessary organisations and officers to achieve this.

(5) LDP Supplementary Planning Guidance – Residential Design and Conservation Areas: Cllr. Wilding reported on the discussions of the LDP Working Group and the questions raised with the County Council since the Working Group meeting. It was agreed that the following comments be made –

LDP SPG Residential Design

- Area Centre Appraisal for Presteigne - this was felt to be excessive and too restrictive for properties outside the conservation area
- P52 refers to sewage requirements and the feasibility of connecting to the mains sewer. No definition of 'feasible' in this context and in the event of there being no capacity in the short term for connection to the mains no guidance on whether a package sewage treatment plant could be considered as a temporary solution with connection to the mains to follow. In general it was felt that this needed to be clearer and have more detail.
- Provision of electric vehicle charging points - this is very much supported but needs action now!

Concern was also expressed at –

- Compulsory requirement for chimney stacks – unnecessary, wasting land space and materials.
- Two/three storey buildings to be main types: Bungalows needed, particularly for older people.
- Dwellings generally no more than 3m from highway – does this not conflict with parking requirements for new build properties.
- Appraisal precludes eco homes.
- Generally –
- Sustainable transport hierarchy but bus routes continue to be cut
- Charge points to be included in the design of a development but none yet in PCCs own car parks.

LDP SPG Conservation Areas

More detail needed on when an historical impact assessment would be required

A need to balance conservation area restrictions with the need to allow changes for disability access.

A need to balance conservation area restrictions with the need to make both new and existing properties more energy efficient (e.g. replacement windows).

Understanding the need to preserve appearance and features but feeling the policy needs to be more forward looking in order to considerably incorporate new technology. Could be some allowance built into the guidance for such matters?

(6) Sewage Capacity for Presteigne Area: Cllr Kirkby noted that Welsh Water had confirmed in June that they had started on the feasibility study and asked that the Clerk contact Welsh Water for an update.

MIN 3663 HIGHWAYS, HOUSING AND ENVIRONMENT

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

- Repair to Lugg Bridge: Cllr. Kirkby reported that he still had not been contacted by the Highways Officer to discuss this matter and the Clerk was asked to remind the Officer.
- Appletree Meadow: Cllr. Baynham reported that there had been issues with conservatories on the Estate but that these were being addressed alongside works to roofs and would hopefully take place in the next financial year.
- Graffiti in Underpass: Members considered options for removing the graffiti following concerns raised by a resident. It was felt that removal of the graffiti would necessarily remove the underlying painting and so it was agreed to seek quotes to re-do the graffitied sections. Members would suggest possible contacts to the Clerk.
- Overgrown Footpath, Norton: Cllr. Owens reported that he had received a complaint about an overgrown stretch of footpath (near the sewage works). Members felt that this was not an official footpath and Cllr. Owens would inform the resident.
- Norton Potholes etc: The Clerk reported that the various potholes reported had now been completed as had the repair to the pavement in front of Corte Cottage.
- Road Sweeping, Presteigne: Cllr. Baynham reported that the sweeper was scheduled to visit during the first week in November. She suggested that residents of Hereford Street be notified of the exact date when known and that a joint leaflet be sent from herself and the Town Council politely asking residents if they could park elsewhere that day. Members agreed that this be done but asked that if possible free parking be provided in the Hereford Street Car Park for residents that day.

(2) PACDG Update: The following items were reported –

Autumn planting of bulbs, primroses and cowslips and request for bulbs from Town Council: Agreed to purchase a similar number of bulbs as the previous year.

Offer of Table at Community Group Fair: Agreed Town Council would take a table at the fair with the theme of Climate Change. Members to man the table as follows –

- 10am to 11am Cllr. Owens
- 11am to 12pm Cllr. Linnett
- 12pm to 2pm Cllr. Kirkby
- 2pm to 4pm Cllr Wilding.

(3) Active Travel Route: Cllr. Baynham reported that the County Council would now be completing the yellow lines and the road painting for the Welsh translation of 'No entry' in Broadaxe Lane. The cost of this would be deducted from the amount due to the contractor. The pedestrian crossing lighting had now been repaired. She added that the one way trial was still to go ahead and Members discussed alternatives to this – including parking on the opposite side of the road, reduced on-street parking and free resident parking in the Hereford Street Car Park. The Clerk would request a meeting with the County Officers.

(4) Grass Verge Cutting/Wildflower Planting: Cllr. Baynham reported that she had not yet managed to meet the Officers and the matter was deferred to the October meeting.

(5) Dark Skies/Lighting Update: Cllr. Baynham reported on the meeting with the County Council which had been received positively and 'in principle' support had been agreed. Various Members had taken part in filming for the promotional video and this was now being edited by Dark Source. Fund raising for the project would take place over the coming months and the Clerk advised that a Group would need to partner with the Project to receive donations. She also reminded Members that should the project not go ahead then all monies would need to be returned. Dark Source had confirmed that it was now working on a design fee proposal and a copy would be available in due course.

(6) Letter from Broadheath residents re. speed limit request: See Minute 3658

MIN 3664 NORTON

(1) St. Andrews Church, Norton: Members reported that the community survey was now complete and just under ninety household responses had been received. Of these sixty-nine households had elected to become members of the Community Trust and of the households not choosing to become members the majority supported the proposed changes to the Church.

(2) Annual Bonfire and Fireworks: To be held on 27th October.

MIN 3665 SITES AND BUILDINGS

(1) Public Conveniences: The Clerk reported that one of the doors at Wilson Terrace had been deliberately damaged. This had been reported to the police. The Clerk also advised that the Bill to remove Business Rates from toilets in England had been delayed and so had not yet become law.

(2) Allotments: Cllr. Ruby had not yet reported back on possible solutions to the vole problem. The Clerk advised of problems with the bins in the allotment car park being filled with compost bags etc and it was agreed that she write to the allotment tenants asking that they try, if possible, to take their rubbish home particularly if the bin was full.

(3) Meadows:

- Community Building: Cllr. Kirkby reported that the opening night had been very successful and that the building regulation completion certificate had now been received.
- Pathway Improvements: Cllr. Bennett had submitted a revised quote for the work on the paths at Lower Went's Meadow. The Clerk advised that Cllr. Bennett was intending to do this work during the first week in October. Cllr. Kirkby suggested that the work be incorporated with the work to the upper path alongside the skateboard park and that Purrfect Cat Hire be asked to assist with the lower paths. A budget of £2000 was agreed for both areas - £1000 from the general meadow maintenance budget and £1000 from the new barn budget. Cllr. Kirkby would discuss this with Cllr. Bennett.
- Grant Application for Aerial Runway (zip wire): Cllr. Kirkby reported that the grant application to the National Lottery Awards for All fund had been successful. The order would now be placed with the County Council preferred supplier, Playdale. Members also noted that the two play panels were now in place.
- Grant Applications Withy Beds/Lower Went's Meadow: The Clerk reported that she had met with a number of suppliers over the summer and would be discussing options with the Radnorshire Wildlife Trust the next day (19th) to discuss options for a small initial grant application.
- Annual Play Area Inspection Report: The Clerk reported that the works noted were all minor in nature and that Mr. Close had been instructed to carry out the necessary works. Members confirmed that the same company should be booked for the 2020 inspection.
- Cutting of Lower Went's Meadow: Members agreed that Cllr. Wilding arrange the cutting of the grass as soon as possible.
- Meadow Use Form: It was agreed that the following conditions be added to the Meadow Use Request form –
 - All Commercial Organisations to take away their rubbish after their event or make arrangements for a paid for collection.
 - All Organisations to make every effort to separate rubbish and recycle as much as possible.
 - All Organisations to try to avoid the single use plastic and use recyclable or re-useable items.
 - Parking on the upper (football pitch) field to be only permitted during very dry weather.
- Silia Wood: A site meeting had been arranged for 1st October. Cllrs. Kirkby and Wilding would attend.
- Community Storage: The Clerk reported that she had been emailing the Head Teacher but had not yet received a reply on the temporary fencing. Cllr. Preece was asked to call into the School to speak to the Head to discuss.
- Locations for School Poster Signs/purchase of two galvanised posts: Members confirmed the locations as suggested but felt that the two posts were not needed. The Clerk would proceed to order the signs.

MIN 3666 CORRESPONDENCE/GENERAL ITEMS

- (1) Liaison with Schools: Cllr. Veary reported that she continued to liaise with the Primary School and that she had now had several positive conversations with the Secondary School. She hoped to go into the Secondary School very soon, in particular to discuss climate change.
- (2) Christmas Lights 2019: Members noted that the Clerk would need to apply for the bunting licence very soon and that insurance cover would need to be arranged for the period that the lights were in place. A full quote was expected from Cllr. Bennett shortly and the Clerk was asked to contact CONNECT to clarify its earlier email on erecting the lights.
- (3) Education in Presteigne: There had still been no contact from the Primary School regarding a meeting to discuss the future of education provision in Presteigne. The Clerk was asked to follow this up so a meeting could be arranged in the near future.
- (4) Report on Second Tri Towns Meeting: Cllr. Preece reported on the meeting. Matters discussed had included a joint facebook events page for the three towns, improving transport links. Walking routes/leaflet, grass cutting and the National Development Framework. Members gave agreement for joint representation to be made to Welsh Government for a Traws Cymru Bus Service to be provided in East Radnor and for representatives to meet WG National Development Framework team on the issue. Cllr. Preece requested additional representative(s) be appointed. No one could attend the next meeting and additional Members would attend as and when possible.
- (5) Walkers Crisp Recycling Information from Walkers Website: Members noted the information provided both from the website and from PACDG. No further action.
- (6) Message from Resident re. inadequate broadband provision: The Clerk reported the concern raised by a resident in Presteigne. Members asked that she contact BT for an update on the current position.
- (7) Letter from Herefordshire Council re review of major infrastructure projects: Noted.
- (8) Eluned Morgan Newsletter: Noted.
- (9) Sale of Castle Inn, Wigmore: Members noted that the Castle Inn had been sold.
- (10) Powys County Council Request for Feedback on Budget Position: Members considered the various budget pressures and following a suggestion from Cllr. Baynham agreed to respond asking that the budget for highways be protected and that no further cuts were made in this area.
- (11) Future of Presteigne Trust and the Tourism Project: Members felt that the Trust should continue and not be wound up and that it could be useful for future projects. Cllr. Wilding agreed to speak to the Trust Chairman as soon as possible. Future management of the website would also need to be considered should the Trust be closed down.
- (12) Reply from PCC Portfolio Holder on electric vehicle charging points: Members noted the letter explaining the situation with regard to charging points.
- (13) Clerks and Councils Direct Magazine: Noted.

MIN 3667 TOWN COUNCIL SURGERY

August Surgery: A number of issues had been raised in August these included –

- Issues with Hereford Street and the Active Travel Route
- Speeding at Broadheath.
- Problems with obtaining bags for litter picking.

All residents had received a response from the Clerk or Cllr. Baynham.

No September Surgery. Arrangements for October Surgery: Cllrs. Bamford and Veary to attend.

MIN 3668 COUNTY COUNCILLOR'S REPORT

Cllr. Baynham reported on a number of items including the following –

- Green Flag Award Presentation for the Warden.
- Silver Kite Awards for Heather Lewis and Nicky Wozencraft.
- Attendance at Care & Repair AGM.
- Attendance at MWAH AGM and confirmation that the Association still has further properties on Walkers Meadow in its future programme.
- Attendance at the screening of the Powys War Memorial Project Video.
- Welshpool & Llanfair Light Railway Queen's Award for Volunteering.

MIN 3669 CO-OPTION

Five candidates had put their names forward for co-option and Cllr. Owens reminded Members of the process to be followed. It was unanimously agreed that the vote should be by secret ballot and the Clerk

distributed voting papers. Peter Smith was the successful candidate and the Clerk would notify all candidates of the decision.

MIN 3670 URGENT BUSINESS INFORMATION

(1) Vintage Car Reception: Cllr. Preece reported that the invitations had now been sent out and all was in place for the reception.

MIN 3671 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 3672 FUTURE OF LIBRARY SERVICE/ASSEMBLY ROOMS BUILDING IN PRESTEIGNE

A press release was shortly expected from the County Council and it was therefore agreed to take no further action until the contents were known. Cllrs. Wilding and Baynham had met with Jane Dodds MP and she had pledged support for the retention of the branch libraries. Members also heard that the capital works to the Assembly Rooms were underway. Notes from the Working Group Meeting had been circulated.

The meeting closed at 10.15 pm

Presteigne and Norton Town Council

2019/20

Annual Review of Internal Audit Procedures and Appointment of Internal Auditor

The Council is required to carry out an annual review of its internal audit procedures and the appointment of its internal auditor to ensure compliance with the relevant standards and effectiveness.

This review should cover -

- the scope of the internal audit
- the independence of the process and of the Internal Auditor
- the competence of the internal auditor (relevant experience etc.)
- the clarity of the relationship between the Internal Auditor and the Council
- Audit planning and reporting arrangements Governance and Accountability Guide

The internal audit review is considered with reference to the checklist attached, each section of which the Council should confirm as satisfactory.

1. Audit scope: The internal auditor is supplied with the attached list to ensure that relevant aspects are covered. This list is compiled with reference to the 'Governance and Accountability for Local Councils (Wales) A Practitioners Guide'. The Auditor has access to the Clerk and Mayor for information and reporting purposes and reports are received in the name of the Auditor and presented to full Council.

2. Independence: The present auditor, Lee Stephens lives and works in Newtown. He has no connections to the Council and is not related to or a close personal friend of either the Clerk or any Council Member. He works to the schedule agreed under 1 above. He has been the Internal Auditor since July 2010. He has no other role on the Council.

3. Competence: Mr. Stephens has worked in Finance for over 15 years with a background in auditing. In 2004 he started as auditor for Laura Ashley, this involved carrying out financial and process audits in their stores, offices and warehouses across the UK. His team in Laura Ashley were also responsible for investigating possible cases of fraud. In 2007 he joined Powys County Council as an Internal Auditor, again this involved completing and assisting in audits of all departments of the Council. In both of the above roles he was involved in auditing financial transactions, purchase orders, bank reconciliations, and tendering processes. In 2011 he became an Account Manager within Whittaker & Co (UK) Ltd based in Newtown. Whittaker & Co are accountants and tax advisors who specialise in managing accounts for clients working abroad in security roles in Afghanistan, Iraq, North Africa and at sea. He carries out internal audits for a number of town and community councils in Powys.

4. Relationship between Auditor and the Council: The Audit report is submitted to the Council prior to the completion of the annual return. Members must note that they are responsible for the assertions in Section 2 of the Annual Return and reminded of the need to ensure that the audit process covers these areas.

5. Planning and Reporting Arrangements: The Audit process is carried out in two sessions, an interim audit in October/November to check accounts and processes to date during the year and a full and final audit at the year end. A report is made to full Council on completion of each session and any recommendations acted upon.

Decisions

1. To consider and confirm the attached document outlining the scope of the internal audit for the 2019/20 year.
2. To consider the independence and qualifications of the Internal Auditor and either re-appoint for the 2019/20 year audit or to commence the process of selecting a new Auditor.
3. To confirm the planning and reporting arrangements for the 2019/20 internal audit.

Supporting Documents:

Council Audit Plan and Actions List, Council Internal Audit Review Checklist.

Council Audit Plan 2019/20
Presteigne and Norton Town Council

1. Check the books of account have been properly kept throughout the year
2. Check payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved and VAT is correctly accounted for.
3. Review the Council's risk management assessment ensuring adequate arrangements are in place to manage all identified risks
4. Verify that the annual precept request is the result of a proper budgetary process, that budget process has been regularly monitored and that the Council's reserves are appropriate.
5. Check income records ensuring that the correct price has been charged, income has been received, recorded & promptly banked, & VAT is correctly accounted for
6. Review petty cash records to ensure that payments are supported by receipts, expenditure is approved & VAT is correctly accounted for
7. Check salaries to employees have been paid in accordance with Council approvals and that PAYE requirements have been applied
8. Check accuracy of asset and investment registers
9. Test accuracy and timeliness of periodic and year end bank account reconciliation
10. Test accuracy and completeness of year end financial statements
11. Any other appropriate additional relevant testing to support the validity and integrity of the above.

Internal Audit - Question/action list – 2019/20 accounting year PRESTEIGNE AND NORTON TOWN COUNCIL			
1		Appropriate books of account properly kept throughout the year?	
2	a	Appointed responsible financial officer with duties listed in Financial Regs or elsewhere?	
	b	Fin Regs. in place & regularly reviewed?	
	c	Standing Orders in place & regularly reviewed?	
	d	Delegated Powers on expenditure in place & adhered to?	
	e	Payments supported by invoices?	
	f	Expenditure properly approved?	
	g	VAT shown separately? Is there any thing unusual in the reconciliation? Has a VAT refund been requested recently, if not is the VAT paid since the last refund at a level that is sensible to request a refund?	
3	a	Have the risks been listed and a start been made on assessment and minimisation of risk?	
	b	Is there sufficient management of risk?	
	c	Insurance in order and the correct things covered?	
	d	Members check the accounts OR internal audit at least twice a year and report back to council?.	

	e	Are balances invested in the best safe account?	
	f	Initialled cheque stubs?	
	g	Regular internal audit?	
	h	Minute showing appointment of internal auditor?	
4	a	Council budgeted in a clear and adequate way?	
	b	Checks in place to ensure correct precept has been received?	
	c	Clerk or RFO report to council regularly to give progress reports on expenditure verses budget?	
	d	Reserves/balances appropriate? Is/are there specific project(s) for balances in excess of the annual precept?	
5	a	Was income received/expected? Did income equal expected income? If not why not?	
	b	System of receipt of income ensures that it is properly recorded and promptly banked?	
	c	VAT on income properly accounted for?	
6	a	Adequate check on petty cash?	
	b	Payments properly supported by receipts/invoices?	
	c	Expenditure approved?	
	d	VAT properly accounted for? Reclaimed on petty cash?	
7	a	Clear minute and contract which details the employees' pay and conditions	
	b	Employee(s) paid by/to those decisions?	
	c	PAYE and NI payments been made (if required) or written contact been made with the Inland Revenue giving details of taxable income?	
	d	Staff pension/gratuity? Minuted? Held in reserves? HMRC approval for service to 5 April 2006?	
8	a	Asset & investment registers?	
	b	Complete?	
	c	Accurate?	
	d	Maintained?	
	e	Checked/modified at least yearly eg. at annual council meeting?	
9	a	Cash book up to date, correctly sub-totalled and accounts reconciled at least once per quarter?	
	b	Clear record of the end of year statement?	
10	a	Accounts prepared on correct basis?	
	b	Agree with the cash book?	
	c	Supported by an adequate audit trail	
	d	A record of debtors and creditors?	
	e	Clear separate list of S137 payments	
	f	Year end accounts clear and accurate?	
	g	All account balances shown?	
	h	Correct supporting statements?	
11	a	Other risks been covered adequately?	
	b	Data Protection Registration held if needed & current/appropriate?	
	c	Electronic data backup arrangements adequate?	

I confirm that I have carried out the internal audit for Presteigne and Norton Town Council and I have no issues to raise/have issues to raise as attached (delete as appropriate).

Signed _____ L. Stephens, Internal Auditor Date _____

Presteigne and Norton Town Council – 2019/20 Internal Audit Review Checklist
Section A - Meeting standards

Expected Standard	Evidence of Achievement	Yes or No	Areas for development
1. Scope of internal audit	Updated Terms of reference for internal audit were approved by full council on 18th November 2015 and are reviewed annually. Internal audit work takes into account both the council's risk assessment and wider internal control arrangements. Internal audit work covers the council's anti-fraud and corruption arrangements.	Y Y Y	
2. Independence	Internal audit has direct access to those charged with governance (see Financial Regulations). Reports are made in own name to management. Internal audit does not have any other role within the council/board.	Y Y Y	
3. Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Y	
4. Relationships	The responsible officer (Clerk/RFO) is consulted on the internal audit plan. Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter). The responsibilities of council members are understood; training of members is carried out as necessary.	Y Y Y	Additional training in local audit procedures and in Council finance in general may be required by some Councillors.
5 Audit Planning and reporting	The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council [date]. Internal audit has reported in accordance with the plan on.	Y Y	

Presteigne and Norton Town Council – 2019/20 Internal Audit Review Checklist
Section B - Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of Achievement	Yes or No	Areas for development
1. Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.	Y	
2. Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Y	
3. Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	Y	
4. Add value and assist the Council in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	Y	
5. Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Y	
6. Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Y Y	
7. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Y Y	

Reviewed, reported, considered and adopted by members at a full meeting of Council held on 16th October 2019:-

Mrs Tracey Price

Clerk & Responsible Financial Officer

NOTES FROM CLIMATE CHANGE WORKING GROUP

6.30 pm on 18th September 2019

Present: Cllrs. Owens, Bamford, Veary, Rogers and Kirkby. Tracey Price, Town Clerk.

Climate Change Public Meeting -

The Group considered the structure for the forthcoming open meeting due to be held on 9th October. Agreed as follows -

Introduction and welcome by Mayor.

Outline of Climate Change Actions by TC – formation of working, climate change acknowledgement and action plan.

Opportunity for community groups to speak (max three minutes)

General Discussion, views and ideas.

Contributions from other groups for TC table at community group fair.

Invitations had been sent out to the local community groups although to date only a few responses had been received. The Clerk would send out a further reminder and include an invitation for a community group to speak for three minutes on their own work relating to climate change.

Clerk to remind Vanessa Garwood re her input to the meeting.

TC Table at Community Group Fair – 10am to 4pm (together with other groups?)

Suggestions and ideas sheets – what can TC do and what can you do.

Copy of TC declaration and action plan

Scrapbooks of past work (Cllr. Bamford)

Petition for signing (to send to County Council)

Recycling on Meadow

Agreed to accept the offer of a bin from PCC to site in corner by scout hut entrance. To be collected with the same arrangements as for the other recycling bins in the town.

Meadow Use Form

The Clerk asked for detail on the TC recommendations for groups using the Meadow and these were agreed as follows –

Waste – all waste to be removed from the site or arrangements made for collection.

Every possible effort to be made to separate and recycle as much as possible.

Single use plastic to be avoided – recyclable materials or washable re-useable items.

Town Council approval to be sought to approve recommendations above.

Meeting closed at 7.10 pm.

PRECEPT 2019-20 FINAL				
Expenditures	Final 2019-20	Spend to 30/09	Projected to Year End	Notes
Council Administration Costs				
Mayor's Allowance / Expenses	1150	132.30	1150	
Clerk's Salary PAYE inclusive	23500	11957.18	23500	
Audit Fee	300	121.00	300	Internal Audit paid.
Insurance (agreement to 2/9/19)	1000	1041.34	1041.34	
Membership of SLCC	220	220.00	220.00	
Stationery & Computer Sundries/Petty Cash	650	122.28	650.00	
Computer Service Agreement	155	158.00	155.00	
One Voice Wales Annual fee	430	439.00	439.00	
Training/Conference Fees for Clerk	340	65.00	340	
Travelling Expenses	200	145.18	200	
Election Expenses	300	0	300	To allocated reserve
Remuneration of Councillors/Cllr Expenses	0	0	900	Allocated reserve held
Councillor Training	300	0	300	
Information Commissioner Data Registration	35	35.00	35.00	
sub totals	28580	14436.28	29530	
Donations & S137s				
Air Ambulance	100	100	100	
British Legion (Remembrance Wreaths)	60	0	60	
East Radnorshire Day Centre	2000	2000	2000	
Memorial Hall	1000	1000	1000	
Mid Border Arts	1000	1000	1000	
Norton Sports Committee (Fireworks)	200	200	200	
2nd Presteigne Brownies/1st Presteigne Guides/Presteigne Rainbows	300	300	300	
Presteigne Festival	1000	1000	1000	
Presteigne Fireworks Display	500	500	500	
Presteigne Little Peoples Playgroup	500	500	500	
Presteigne & Norton Community Support	500	500	500	
The Judge's Lodging Trust Ltd	1250	1250	1250	
Presteigne Tourism Project (P & N Community Trust Ltd)	750	0	750	
Powys CAB	100	100	100	
Radnorshire Wildlife Trust	150	0	150	
Presteigne Colts FC	300	300	300	
The Samaritans	100	100	100	
Wardens Guardian Foundation	250	250	250	
Youth Project	1000	0	1000	
Miscellaneous	300	200	300	£200 for scouts
sub totals	11360	9300	11360	
Projects:				
Allotments	0	80.49	0	Funded via rents
Anchorage Test for Xmas Lights	100	0	100.00	To reserve.
Toilet Blocks (2)	10000	4630.04	10000.00	Allocated reserve held also.
PACDG	750	250.00	750.00	
Funding twds Town Library Service	0	0	1073.00	
Presteigne Christmas Lights	1300	0	1300.00	
	12150	4960.53		
New Projects 2019-20				
Speedwatch Equipment, Norton	200	124.12	124.12	
Norton Show Committee (replacement tent canopy)	240	228.30	228.30	
Norton Community Development Group	5000	2000	5000	
Breast Feeding Friendly Project	50	0	0	
Additional Dog Bag Dispensers/Bags (3)	300	0	300	Paid in Meadow
Contingency/Further Devolved Services	2000	0	0	
	7790	2352.42	5652.42	
Went's Meadow Site inc MUGA etc, Eddie's Meadow				
Weekly Inspections	800	287.75	800	
General Maintenance	2400	680.75	2400	
Misc.	300	471.78	300	
Grass Cutting/weed killing (inc above)	3500	1470.23	3500	
Tree works	750	750	750	
MUGA Reserve	2000	0	2000	To reserve
Community Barn (grants received)		24418.17	30000	donations/grants received
Dog bag dispensers (precepted above)	0	300.00	0	
sub totals	9750	28378.68	39750.00	
Misc - defibs etc		97.04	150.00	
Reservoir Works		1504.90	1504.90	
Misc - play panels (50%)		1166.30	2332.60	donation received £2082
VAT Treasurer		608.81		
VAT Meadow		5447.58		
VAT Allotments		9.35		
TOTAL EXPENDITURE	69630.00	68261.89	90280.26	