

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON 14TH MAY 2014
AT THE SHIREHALL, BROAD STREET, PRESTEIGNE

Present: Cllrs. C. Kirkby MBE (Mayor), J. Tennant-Eyles (Deputy Mayor), Ms B. Baynham, Ms. N. Humphreys, Ms. H. Marchant, J. Matthews, H. Owens, Ms. F. Preece, B. Price, P. Robinson, J. Wilding.

Apologies: Cllr. G. Banks

Absent: Cllr. P. Smith

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

Declarations of Interest (Annual Meeting). Members were requested to declare any personal and/or prejudicial interests they may have in matters to be considered at this annual 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.

Retiring Mayor, Councillor Ms Baynham spoke on her year as Mayor, thanking all Councillors and the Clerk for their help over the previous twelve months and summarising the highlights and challenges of her year in office. She confirmed that over the year the Mayoral fund raising events had raised £2000 for the East Radnorshire Day Centre and £1850 for Presteigne Little People's Playgroup.

MIN 2822 ELECTION OF TOWN MAYOR 2014/15

Cllr. Ms. Baynham then invited nominations for Mayor.

Cllr. Kirkby was proposed by Cllr. Owens, seconded by Cllr. Robinson and duly elected. Cllr. Kirkby assumed the Chair and thanked Members for his election. He also thanked Cllr. Ms Baynham for all her hard work on behalf of the Council and also for her work in restarting the Presteigne Carnival.

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

MIN 2823 ELECTION OF DEPUTY MAYOR 2014/15

Cllr. Tennant-Eyles was proposed by Cllr. Ms Baynham and seconded by Cllr. Ms Humphreys and duly elected.

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

MIN 2824 REVIEW OF MEMBERSHIP OF SUB-COMMITTEES/WORKING GROUPS

Went's Meadow Sub-Committee – Cllrs. Kirkby, Ms Humphreys, Owens and Wilding plus outside representatives as required.

Allotments Working Group – Cllrs. Smith, Robinson, Ms Baynham, and Kirkby.
Liaison Councillor Cllr. Ms Baynham

Local Development Plan Working Group – Cllrs. Kirkby, Price, Tennant-Eyles, Baynham and Robinson.

MIN 2825 REVIEW OF APPOINTMENT OF COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

Presteigne Primary School	Cllr. Price
East Radnorshire Day Care Centre	Cllr. Wilding
East Radnor Leisure Centre	Cllr. Ms Baynham
Presteigne Shirehall Museum Trust	Cllr. Owens
East Radnor and Borders Health Focus Group	Cllr. Price
One Voice Wales	Cllrs. Kirkby and Tennant-Eyles
Presteigne Trust	Cllrs. Tennant-Eyles and Owens

MIN 2826 CONFIRMATION OF COUNCIL DOCUMENTS

(1) Standing Orders: Draft copies of the updated standing orders were circulated and discussed. The Clerk would produce the agreed final version and provide Members with a printed copy.

(2) Financial Regulations: Members noted the recent repeal of LGA 1972 s.150 (5) (two signature rule) but it was resolved to make no change to the Council's financial regulations in relation to this. The regulations were agreed as circulated subject to the change of the sum of £3000 to £5000 in section 11.

(3) Council Complaints Procedure: The updated policy was agreed as circulated.

(4) Freedom of Information Documents: The updated documents were agreed as circulated.

The Annual Meeting was followed by the ordinary business meeting.

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PRESTEIGNE AND NORTON TOWN COUNCIL**

**MINUTES OF THE ORDINARY BUSINESS MEETING HELD ON 14th MAY 2014
AT THE SHIREHALL, BROAD STREET, PRESTEIGNE**

Present: Cllrs. C. Kirkby MBE (Mayor), J. Tennant-Eyles (Deputy Mayor), Ms B. Baynham, Ms. N. Humphreys, Ms. H. Marchant, J. Matthews, H. Owens, Ms. F. Preece, B. Price, P. Robinson, J. Wilding.

Apologies: Cllr. G. Banks

Absent: Cllr. P. Smith

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

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

Personal

Cllr. Ms. Baynham *Presteigne Carnival Committee Chairman
Payment of Donation to Carnival (already precepted)*

Cllr. Kirkby *Presteigne Carnival Committee Vice-Chairman
Payment of Donation to Carnival (already precepted)
Presteigne Shirehall Museum Trust Company Secretary
Payment of Donation (already precepted)*

Cllr. Ms. Marchant *Presteigne Shirehall Museum Trust Employee
Payment of Donation (already precepted)*

Cllr. Owens *Presteigne Shirehall Museum Trust Employee
Payment of Donation (already precepted)*

Cllr. Ms. Preece *Presteigne Carnival Committee Member
Payment of Donation to Carnival (already precepted)*

Personal and Prejudicial

Cllr. Ms. Baynham *Related to Objector/future planning applicant Wills View
Norton Survey and Reply to Planning Agent P2014/0067
Decision on Site Visit, Planning Application P2014/0438.*

Cllr. Kirkby *Friend of planning applicant P2014/0067
Norton Survey and Reply to Planning Agent P2014/0067
Decision on Site Visit, Planning Application P2014/0438.*

Cllr. Owens *Committee Member Presteigne and Norton Community Support, and
landlord for Old Garage premises
Request for donation The Old Garage project*

Cllr. Ms. Preece *Close friend of applicant P2014/0438*

Cllr. J. Wilding

Applicant P2014 0067

Norton Survey and Reply to Planning Agent P2014 0067
Decision on Site Visit, Planning Application P2014/0438.

MIN 2827 MINUTES

The Minutes of 16th April were approved without amendment. The Mayor then duly signed the Minutes.

MIN 2828 CLERK'S REPORT/UPDATE

(1) Rockbridge Park Previous Planning Permission: Members noted the receipt of the previous planning conditions from the County Council. The Clerk was asked to remind Mr. Jones at Rockbridge that he had promised the Council a copy of the conditions he had referred to at the April meeting.

(2) Public Convenience Transfers from County Council: The Clerk had heard nothing further in connection with this.

(3) Station Road: The Clerk reported that the County Council had placed the resurfacing in the capital programme for 2014/15 although no exact date for the work was yet available.

(4) Wilson Terrace Public Conveniences: Cllr. Tennant-Eyles reported that the electrical work was in hand and that the electricians would be checked and re-wired as necessary. The internal lights would work on a movement sensor and the external lights would work on a dawn to dusk sensor. The street light would be wired separately. The estimated cost was £500. One of the hand dryers was no longer working and this would be checked and if viable would be repaired. This would be an additional cost.

MIN 2829 FINANCE

(1) Donations: . The following donations were agreed:-

Presteigne Carnival	£1000.00
Presteigne Shirehall Museum Trust	£1500.00
Presteigne and Norton Twinning Association (10th Anniversary Event)	£100.00
Presteigne Festival	£1000.00

Cllr. Owens left the room during the consideration of the Old Garage request.

Old Garage Project: Members considered the further information provided by the Old Garage project. Following discussion it was agreed not to provide any donation at present but that the project would be considered in the precept for 2015/16. The Clerk was asked to request that up to date accounts and a full business plan be provided in December 2014 prior to the precept considerations. Members agreed to provide a letter of support for the project.

Under 18 Event Rider: Members refused this request as it was for an individual. Cllr. Kirkby agreed to provide a small donation from the Mayor's Charity Fund.

Letters of thanks had been received from Mid Border Arts and Presteigne Primary School

(2) Payments: The following payments were approved -

Mrs T. Price	£651.40
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HMRC	£214.11
(income tax and employees and employers NI due on above)	
LRS Auditing (L. Stephens)	£131.25
Clearview Cleaning Services Ltd	£401.76
Artisan Print (poster Ligne Garden)	£6.14 MEADOW ACCOUNT
Presteigne Building Supplies	£28.43 MEADOW ACCOUNT

The Clerk was authorised to pay the monthly invoice (approx £300) due from Mr. Close (because of the additional work carried out in May) as soon as received. Confirmation of the payment to be made at the June meeting.

- (3) **Receipts:** The following receipts were noted:
- | | |
|--|-----------|
| Powys County Council 1 st Precept Payment | £16450.80 |
| Allotment Rent | £71.50 |
| VAT Refund 2013/14 | £1305.77 |

(4) **Internal Audit:** The Clerk reported that the internal audit had been completed and that no issues had been raised.

(5) **External Audit/Annual Return and Governance Statement:** Members approved sections one and two of the external audit form, including completion of the annual governance statement, and the statement of significant variances produced by the Clerk for submission to the Council's external auditors

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

VAT refund (as applicable to the Meadow Account) of **£160.35** from the Treasurer Account to the Meadow Account

Precepted amount for Meadows 2014/15 of **£3500** from the Treasurer Account to the Meadow Account

- (7) **Bank Balances:** The following bank balances (as on 8th May) were noted:
- | | | | |
|-----------|-----------|---------------|-----------|
| Treasurer | £38171.62 | Money Manager | £15365.13 |
| Meadow | £4437.37 | Allotments | £917.16 |

(8) **Training Courses:**

Planning Training, Knucklas Community Centre: No one wished to attend this training.

ICO Training (Data Protection and Freedom of Information): Members agreed that the Clerk could attend this course at a cost of £15.

MIN 2830 PLANNING

(1) **Planning Applications** There were no planning applications this month.

(2) Planning Application **P2012/0573** full, new site access road from A4113 to the Llanshay Lane and the creation of passing places to enable access to the consented Reeves Hill wind farm at **agricultural land south of A4113, Knighton**: Members were reminded that details were now available online and on the cd supplied to the Clerk and available for Members' use. The application would be discussed at the June Council meeting.

(3) **Possible Tree Protection Order, The Paddocks:** Members had received details of the request for support for a TPO on an oak tree at the Paddocks. The Clerk was asked to obtain more information and to contact the County Council to ask that the matter be investigated urgently.

(4) **Planning Application, P2013/1026 Land off Knighton Road:** This application was due to heard to the Planning Committee meeting of the County Council on 15th May. The Clerk had emailed the Town

Council's comments to each of the Planning Committee Members reminding them of the need for a strong cascade agreement to secure the housing for local people.

Cllrs. Kirkby, Wilding, MS. Baynham and Ms. Preece left the room for the duration of the next item (5).

(5) Prospective Planning Application, Land off Wills View, Norton: The Clerk reported that the Planning Agent for the application had offered to meet the Council on site to answer questions/provide a viewing of the site. Members agreed that a site meeting would be useful and the Clerk was asked to arrange a meeting.

(6) Home Presteigne: Cllr. Ms. Marchant passed on the thanks of Home Presteigne for the recent grant towards a housing survey. The survey was due to commence in June and there would be an official launch for the Project in July.

MIN 2831 HIGHWAYS, HOUSING AND ENVIRONMENT

(1) Tennis Courts Progress Report: The Clerk reported that the County Council had agreed to provide a further £3500 towards the additional works at the courts providing the Town Council confirmed its willingness to take over the football field. She had asked for clarification on the future ownership of the low level fence alongside the play area but this had yet to be confirmed. The County Council had confirmed that as far as it could ascertain it would also transfer the Scout Hut to the Town Council (the present long term lease to the Scouts would continue).

Subject to the play area fence (that not part of the tennis court boundary) remaining the responsibility of the County Council it was agreed that the Town Council would accept the transfer of the football field providing the additional £3500 was provided for works to the tennis courts.

(2) The Scallions, replacement sign: Cllr. Kirkby was to meet Mr. Lloyd of the County Council on site to agree an exact location.

(3) Former Kayes Site: Cllr. Tennant-Eyles reported on the meeting with Roger Williams and Kirsty Williams to discuss possibilities for the site. Both had agreed to contact the developer and also to investigate the possibility of grant monies to help with the development of the site. Cllr. Kirkby also attended the meeting.

(4) Street Cleaning/Cutting of Verges: Members reported receiving complaints from residents about the cleanliness of the streets/recycling centre and also about the condition of the grass verges around the town. The Clerk reported that she had spoken to the County Council and there was now one operative covering both Knighton and Presteigne. Grass cutting frequency had been reduced considerably due to the budget cuts. Members expressed concern at this and asked that the Clerk obtain details of the planned revised grass cutting schedule.

(5) Information Signs, Entrances to Presteigne: An email had been received complaining that the signs at both sides of the town were not visible. The Clerk and Mr. Bryan Davies of the County Council had been to the sites and the signs were obscured by tree/bush growth. Cllrs. Kirkby and Baynham agreed to call on the owners of the trees and ask if they would cut the overgrown branches back.

(6) No Entry Sign, Pound Lane: It was reported that the sign was obscured by overgrown branches and needed attention.

(7) Condition of Wall, Harford House: Concern had been expressed to Members about the overgrown ivy etc along the wall at Harford House and the condition of the wall because of this. The Clerk was asked to contact the owner.

(8) John Beddoes School Site Playing Field: Cllr. Ms. Baynham reported that in a recent newsletter the School had asked that people avoided using the playing field during school hours and that when using the field dogs be kept under control and that people cleaned up after their dogs. Members confirmed that they had no objection to the school making these requests.

(9) Home Care Support (Powys County Council): Cllr. Ms Baynham reported that this service was in the process of being privatised and that she was aware of a number of incidences when problems had arisen with carers not attending etc. The Clerk was asked to write to the County Council expressing concern, stating that numerous complaints had been received and asking for details of the monitoring procedures in place to check that care was being properly checked and standards maintained.

MIN 2832 NORTON

Cllrs. Kirkby, Wilding, Ms. Baynham and Ms. Preece left the room for the survey results and the decision on the land offer.

(1) Norton Survey and Response to Offer of Community Land: Cllr. Tennant-Eyles reported on the outcome of the recent survey.

He reminded Members that as part of the planning application submitted for the development of 31 houses in Norton the developer had offered a piece of land to be used as an amenity for the village. The Town Council had received a request from the developer's agent asking if it would accept the land as a donation and take responsibility for it going forward. The Town Council was also asked to suggest what kind of facility would best serve the village.

The Council had resolved that it needed consult the community before responding to these requests and as a result an online survey had been set up using software called Survey Monkey. This allowed responses to the survey either by completing a form delivered to every address in the electoral register for Norton, or by a request on the form to use a web link on Town website. Those forms completed by hand were either posted to the Clerk or put into a box in the Church porch. The hand completed forms were then entered manually into the software by the Clerk. The software automatically collated the responses and produced the results in an easily comprehensible block chart.

The blank survey form and set of block charts showing the results were provided for Members.

Cllr. Tennant-Eyles reported details as follows:

- 187 responses were received in total. With 500 names on the electoral register in Norton this gave a response rate of 37.4%. This is generally considered to be a good response rate in such surveys;
- The survey was very specific to the potential concerns of the respondents and the form had a very clear heading which highlighted the issues at a glance. A small percentage of residents may not have seen the form at all for one reason or another but it can be assumed that most did. The non response rate of 62.6% is indicative of a considerable body of residents in the village that are not concerned either way about development in the village and a village field;
- Of the 187 responses some 101 were online and of these 88 provided email addresses suggesting a good number of individuals who would like to be consulted on future issues and have the email facility to make this possible online. However in the near future hand delivery is still the only option for surveys. Only when the email data base is a much larger proportion of the total would postal delivery of the remainder be a financially acceptable option;

- He suggested that the Council was not necessarily bound by any conclusion the survey may suggest but would have to have very strong convictions to the contrary to not follow the results;
- He referred to the issue of the letter delivered to residents in Norton by the developer and asked that it be noted that neither he nor the Clerk when monitoring the responses as they were received could detect any significant impact on the rate of response or noticeable change in the responses either for or against the concepts in the survey concurrent with the delivery of the letter. Their opinion was that it did not have any significant effect on the survey.

Survey Results

- The first and last questions were about residency validation and email addresses for future surveys;
- The responses to question 2 suggest a substantial majority of respondents are against development of any sort in the village. A much smaller number support it and even smaller numbers support development but on a smaller scale;
- The responses to question three show that of those who support the development a substantial majority are not doing so because of the offer of a village field;
- The responses to question four show a substantial majority do not think a village field would be a useful facility for Norton;
- The responses to question five suggest a number of uses for the field if it was created, and are not relevant unless the land is accepted;
- The responses to question 6 show an approximate equality between those that think a village hall a good idea and those who do not.

It was resolved that based upon the results of the survey the Council would not wish to take up the offer of community land. The Clerk was asked to let the Planning agent know of the Council's decision.

(2) Letter from Resident: Members had all received a copy of the letter received and the Clerk's reply. Members had nothing further to add.

(3) Welcome to Norton Sign: The repair had been ordered by the County Council.

(4) Highway Safety, Norton (Horse Riders): The Clerk reported on a site meeting earlier that day with Bryan Davies of the County Council. Mr. Davies had a number of concerns on the use of the path for dismounted riders and their horses. These included the lack of sites for signposting and the increased use of the adjoining Estate by horses. During the site meeting a resident adjacent to the path had spoken to the Clerk and stated categorically that she did not wish horses to be allowed to use the path.

The Clerk reported that Cllr. Banks had spoken to her by telephone and confirmed his support for the use of the route for dismounted riders and their horses.

Cllr. Wilding stressed the dangers to riders if they had to continue to use the main road to travel from Norton towards Meeting House Lane.

Given the concerns of Mr. Davies it was agreed that Members would try to visit the site and the matter would be re-considered at the June meeting.

MIN 2833 WENT'S MEADOW / EDDIE'S MEADOW

(1) Ligne Garden: The tidying event had been successful. Cllr. Kirkby asked the Clerk to send letters of thanks to those who had helped. A special effort had been made to prepare the Ligne Garden for the celebration of the 10th Anniversary of the twinning with Ligne. The barbecue had been repaired and a new bench had been donated by the town of Ligne. Sheep Music had replaced the damaged table with the oak generously provided by Cllr. Wilding.

(2) Recent Vandalism: The new table had almost immediately been vandalised with offensive graffiti and there had also been damage to the work on the Skateboard area. Cllr. Kirkby had reported these incidents to the police.

(3) Withy Beds: The repairs had now been done to the board walk.

(4) Reparation Works: These had now commenced and fencing had been removed from the former reservoir and Lower Went's Meadow. This old fencing had kindly been removed by Cllr. Wilding with the assistance of Cllr. Kirkby.

(5) Grass Cutting for 2014: Cllr. Kirkby reported on the two quotes received. On consideration it was agreed to continue with the County Council as contractors and with the reduced number of cuts proposed.

(6) Sponsored Walk, Lullaby Trust: Members confirmed that they had no objection to this taking place on the Meadow.

(7) Vote of Thanks: Members gave a vote of thanks to Cllr. Kirkby for all his hard work on the Meadow.

MIN 2834 YOUTH MATTERS

Cllr. Tennant-Eyles reported that the County Council had recently carried out the necessary Health and Safety audit as required for tenants of County Council buildings.

MIN 2835 CORRESPONDENCE/GENERAL ITEMS

(1) Town Emblem Update: No progress. Cllr. Ms. Baynham agreed to chase the school for a response.

(2) Presteigne Memorial Hall Progress Report : Cllr. Tennant-Eyles reported that the grant application decision was expected at the end of May. The former play area land was in the process of being transferred to the Hall Trust and quotes were currently being obtained for converting this area for use for parking.

(3) Presteigne War Memorial Cleaning: This had now been done and thanks were expressed to those that had attended to help.

(4) Welsh Government Letter: Governance in Small Public Bodies: Noted.

(5) 100th Anniversary of WW1: The Clerk was asked to contact the British Legion to ask what was planned in Presteigne.

(6) Judges' Lodgings Economic Impact Information: Noted. The Clerk was asked to write to The Judges' Lodgings expressing thanks for the information and also congratulating them on the recent Hudson's Heritage Award.

(7) Closure of Whitton School: The correspondence from the County Council was noted.

MIN 2836 TOWN COUNCIL SURGERIES

Cllr. Ms. Baynham reported on the May surgery. One concern had been raised about cyclists entering High Street from the wrong direction and this was noted.

Cllrs. Ms. Preece and Ms. Marchant agreed to man the June Surgery.

MIN 2837 INFORMATION ITEMS

The items for information were noted.

MIN 2839 URGENT ITEMS

(1) Cash point Machines: It was reported that all the machines had run out over the bank holiday weekend and the Clerk was asked to write to Lloyds Bank and Cash Machine Ltd to ask that they check supplies before a Bank Holiday weekend.

(2) Highway Items: The Clerk was asked to report the following:

Potholes Stocking Lane (Herefordshire side)
Newton Lane - Dangerous potholes still not repaired
Bollard damaged outside Dukes public house
Bent Street Lamp outside Dukes public house
Uneven paving slabs outside Ossington House

The Meeting closed at 10.25 pm.