

**Cyngor Tref Llanandras a Norton**  
**PRESTEIGNE AND NORTON TOWN COUNCIL**

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**MINUTES OF THE MEETING HELD 16TH NOVEMBER 2016**  
**AT THE SHIREHALL, BROAD STREET, PRESTEIGNE**

**Present:** Cllrs J. Tennant-Eyles (Mayor), B. Baynham (Deputy Mayor), C. Kirkby MBE, J. Matthews, H. Owens, B. Price, P. Robinson, J Wilding.

**Apologies:** Cllrs. G. Banks, N. Humphreys, H. Marchant, F. Preece, P. Smith.

**In Attendance:** Mrs T. Price, Town Clerk; member 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 and the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016.

*Personal:*

*Cllr. Tennant-Eyles, Presteigne Chamber of Trade re Christmas Lights. NB Dispensation from February 2013 applies to membership of clubs and charities.*

*Personal and Prejudicial:*

*Cllr. Wilding, business connection, quoted for work re. Planning application P/2016/1114.*

### **MIN 3207 APPROVAL OF MINUTES**

The Minutes of the meeting on 19th October 2016 were approved without amendment. The Chairman then duly signed the Minutes.

### **MIN 3208 UPDATE ON OUTSTANDING ITEMS**

- (1) Dropped Kerbs: Cllr. Robinson reported that the dropped kerb was in fact needed at Warden Road not Warden Close. Members were still unclear about the exact location and Cllr. Robinson agreed to meet Cllr. Baynham on site. The Clerk would then be given the details so that a request could be submitted to the County Council.
- (2) Skateboard Pyramid: Cllr. Kirkby reported that a meeting with a representative from the supplier was to take place on 22nd November.
- (3) Parking in High Street: Cllr. Kirkby had as yet not been able to speak to the Chamber of Trade as it was presently without a Chairperson. Cllr. Tennant-Eyles confirmed that he was now Acting Chairman and suggested that the Clerk draft a letter for approval and which he would sign in his capacity as Mayor/Chairman of the Town Council and Acting Chairman of the Chamber of Trade. Copies would then be provided for shop keepers to place on cars parked for over the permitted waiting time.
- (4) Planning Permission for Tree Works: The Clerk confirmed that information had been circulated and agreed to send again.
- (5) DMMO Fold Farm: Cllr. Kirkby that the application had been returned because maps needed to be attached to each witness statement. It would be resubmitted over the next week or so.
- (6) Tree Works, Footpath, Lower Went's Meadow: Now scheduled for 22nd November.
- (7) Future of Day Centre: Cllr. Baynham reported that the petition had been submitted and that the County Council contract with the Centre had now been extended to the end of the financial year.
- (8) Knighton Road Housing Development: Completion was now not expected until the end of February.

(9) Offer to Donate Tree: Cllr. Kirkby confirmed that he had identified possible sites at the Cemetery and Went's Meadow. Cllr. Matthews would speak to the donor and advise them to contact Cllr. Kirkby about the possible sites.

(10) Footpath across Secondary School Playing Field: Nothing further had been received from the School about the possible re-routing of the footpath.

(11) Tennis Court/MUGA: The paperwork had all been signed and sent to the solicitor.

(12) Hereford Street Toilets, Amended Valuation: The Clerk was asked to challenge the increase in valuation. In addition she was asked to raise the issue of the charging of business rates on public toilets with both Kirsty Williams AM and One Voice Wales. Both would be asked to pursue the issue.

(13) War Memorial: The Clerk reported that the grant had been approved and that the work could now be commissioned. As a condition of the grant a maintenance plan would need to be produced and she would do this over the coming weeks.

## **MIN 3209 FINANCE**

(1) Donations: The following donations were approved: -

Presteigne Guides	£50 (precepted)
Presteigne Brownies	£50 (precepted)
Presteigne Rainbows	£50 (precepted)

The letters of thanks from the Samaritans and Sheep Music (fireworks) were noted.

It was decided not to donate to Llangollen International Music Eisteddfod.

(2) Payments: the following payments were approved –

Mrs T. Price	£911.27
HMRC	£241.59
(income tax and employees and employers NI due on above)	
Knighton Men's Shed (bird/bat boxes)	£105.00
T.A. Price (expenses)	£135.13
One Voice Wales (conference)	£45.00
Clearview Cleaning Services Ltd	£815.74
Presteigne Building Supplies	£28.47
Npower (Wilson Terrace Toilets)	£19.38
S. Ruell (Car Park Extension)	£1800.00
Amazon Uk	£9.58
N. Close	£43.75
Highground Maintenance (grass cutting)	£263.28 MEADOW ACCOUNT
N. Close	£43.75

(3) Review of Internal Audit Arrangements: Members had all received copies of the Clerk's report and associated documents. It was resolved that -  
the appointment of Mr. Stephens as the internal auditor for the 2016/17 accounts be confirmed;  
the planning and reporting arrangements as detailed in the report be confirmed;  
the scope of the internal audit process as detailed in the Council Audit Plan and Action List be confirmed.

(4) Completion of Interim Internal Audit: The Clerk reported that this had been completed. A full report would be made on completion of the full Audit at the year end.

(5) Annual Inspection of Invoices: Cllr. Tennant-Eyles reported that he had completed the inspection.

(6) Christmas Lights, Review of arrangements: Cllr. Tennant-Eyles read a short report to the meeting and circulated printed copies. He asked that the Town Council agree to run the lights this year. The Chamber of Trade would provide monies towards costs and the annual grant normally provided to the Chamber to provide the lights would of course not be paid. Public liability for the lights would be covered under the Council's existing insurance and damage cover could be added for £25. In addition there would be no payment towards the Christmas Fair as the Council had purchased the medals for the Queen's celebrations. Overall for this year there would be no additional cost to the Council. It was resolved that the Council would take over the responsibility for the lights subject to the proposed donation from the Chamber of Trade.

(7) Adoption of Updated Financial Regulations: Resolved to adopt the regulations as supplied.

(8) Letter from County Council re cost of 2017 Elections: Members noted the estimated cost of the forthcoming elections and that Poll Cards issued would be extra to this estimate.

(9) Pension Policy: Resolved to adopt the pension policy as circulated.

## **MIN 3210 PLANNING**

(1) Planning Applications: The following applications were considered -

Cllr. Wilding left the room for the duration of the discussion on the following application.

P/2016/1114, Grid Ref: 330364.44/266939.94 for Erection of a garage at 3 Jacks View, Norton Presteigne. Resolved no objections be raised.

P/2016/1042, Grid Ref: 331034.77/264719.67 for Division of 1 dwelling to 2 separate residential units and creation of separate access at Westholme Knighton Road Presteigne. Resolved no objections to this application but concern be raised that the neighbours have not been consulted on this specific application.

P/2016/1070, Grid Ref: 331386.53/264325.95 for New residential dwelling, garage and ancillary works at Plot Adjacent The Laurels Green End Presteigne. Resolved no objections be raised.

P/2016/1031 Grid Ref: 330912.02/265051.78 for Erection of 2 dwellings, alterations to existing vehicular access and all associated works (outline) at Land rear of Sunnydale Knighton Road Presteigne. Resolved to object to the application on the following grounds - the site is outside the boundary set in the UDP and proposed for the LDP, concerns over the poor access and support for the concerns of the PCC Highways section over visibility.

P/2016/1027, Grid Ref: 331390.32/264033.75 for Erection of a building to serve as a workshop, studio and store (B2 & B8) at The Workhouse Presteigne Industrial Estate, Presteigne. Resolved no objections be raised.

(2) Planning Decisions: The following planning decisions were noted -

P/2014/0067, Land at Orchards End/Jack's View: Conditional Consent with S.106

P/2016/0379, Upper Heath Farm, Presteigne: Conditional Consent.

(3) Local Development Plan: Consultation on Focussed Changes: Cllr. Tennant-Eyles summarised the changes and the relevance of these changes to Presteigne. Following discussion it was agreed to submit the following comments -

*Proposed retail development in Presteigne: the Town Council is concerned that development such as proposed may have an adverse effect on the present High Street.*

*Renewable energy: the Town Council objects to the inclusion of the local search areas at the end of the LDP process when the policy and sites will not be subject to the scrutiny that they would have been if included earlier in the process. The Council also has concerns for the impact on tourism in the County given the inevitable impact on the landscape that such developments would cause.*

*The Town Council would like to request the right to speak before the inspector and would also like its submission to be treated as a written representation.*

*In addition it was noticed that whilst three sites are initially listed for housing allocations (focussed changes document page 81), Joe Deakins Road, Knighton Road and the former Kaye Foundry Site in the appendix (pages 130/131) only two are listed and Knighton Road does not appear.*

(4) Update re former Kayes Factory Site: Members noted that the developer was speaking to Welsh Water and the County Council on the issues over sewerage capacity.

## **MIN 3211 HIGHWAYS, HOUSING AND ENVIRONMENT**

(1) PACDG: Cllr. Tennant-Eyles reported that the Community Group fair had been very successful and had encouraged networking between groups. A list of contacts was being produced by PACDG for future use.

(2) Reduced Price Car Park Permits Shoppers Car Park: Cllr. Humphreys had put forward this suggestion for reduced permits at a possible cost of £10 per year. It was agreed that the Clerk would put this suggestion to the County Council.

(3) Household Waste and Recycling Centres Consultation: Members were encouraged to submit their own responses online. Five options were being put forward only two of which made the necessary savings. It was agreed that the Clerk respond stressing the need to retain the Llandegley site and that facilities should not be concentrated in Llandrindod Wells.

## **MIN 3212      NORTON**

- (1) Bench: The third bench had now collapsed and had been removed. The Clerk had obtained a number of catalogues with various options for replacements. In addition PACDG would be requesting possible donors come forward.
- (2) Notice Board: Cllr. Wilding reported that the notice board was in need of attention. The Clerk was asked to get an estimate for repairs from Mr Close.
- (3) Norton Sports Committee: Members noted the thanks of the Committee for the donation towards the firework display.

## **MIN 3213      WENT'S MEADOW AND EDDIE'S MEADOW**

- (1) Grant Applications Update: The vote for the play area application had now closed and the result was expected at the end of the month.
- (2) Update on Car Park Extension: The extension had recently been completed and the new hedge was soon to be planted.
- (3) Works to Pond: It was agreed that no work be carried out for the present. Over the coming months the plinths previously used for information boards would be removed. Cllr. Kirkby would provide the Clerk with supplier information so that quotes for new signs could be obtained in due course.
- (4) Guerrilla Gardeners Offer of Tree: Cllr. Kirkby felt that there was no suitable place on the Ligne Garden for that species of tree and so the Gardeners would find an alternative site.
- (5) 15th July 2017: Advance notice of date for Presteigne Carnival.
- (6) Hedge-Trimming: Still to be completed. Cllr. Wilding was arranging.
- (7) Tree Work: See MIN 3208 (6).
- (8) Warden Guardians Foundation: More volunteers were needed. Cllr. Kirkby agreed to act as Council Representative on the group.

## **MIN 3214      CORRESPONDENCE/GENERAL ITEMS**

- (1) National Infrastructure for Wales Consultation: Noted. No comment to be made.
- (2) Letter from PCC re Llanbister and Llanfihangel Rhydithon CP Schools.: Noted.
- (3) Mobile Food Trading: Email from Chamber of Trade: Members noted that the unit had had the necessary inspections and that the County Council had no objections to it being sited on the by pass car park. No further action.
- (4) Working with Young People/Youth Representation: Deferred to December meeting as Cllr. Marchant was not present.
- (5) Visit from Police and Crime Commissioner: Agreed that the meeting should be postponed until the Summer when a joint meeting with the local police and pcso would be arranged.
- (6) Review of National Standards for Community Health Councils in Wales: Cllr. Price agreed to look at this document.
- (7) Consultation on Welsh Government Welsh Language Strategy: Cllr. Baynham agreed to review and comment on this document.
- (8) Community Energy Wales Email: Deferred to December meeting as Cllr. Marchant was not present.

## **MIN 3215      TOWN COUNCIL SURGERY**

- (1) Report on November Surgery: Three matters had been raised -
  - open manhole at Old Surgery: the Clerk had rung several times and left messages for the landowner. It was agreed the Clerk report this and pass on the contact information.
  - leaves, Station Road pavement: the Clerk had reported this and the leaves had been cleared but many had returned. The Clerk would ask that further work be done and also that the pavements be sand blasted clean again as this had not been done for some times.
  - bins and boxes left out after collection day: agreed that PACDG would be asked to put in the next newsletter, that the Mayor would include it in the next press release and that the County Council be asked to include it in the next issue of the refuse/recycling leaflet.

(2) Arrangements for December Surgery: Cllrs. Tennant-Eyles and Baynham to attend.

#### **MIN 3216      DEVOLVEMENT OF SERVICES**

(1) Old School Building/Drill Hall: Cllr. Tennant-Eyles reported on the present situation and proposed that EOs be completed for both buildings, the Old School to be run with the existing users and the Drill Hall proposal to include Presteigne and Norton Community Support and also to provide meeting, office and storage space for the Town Council. Cllr. Tennant-Eyles provided draft figures for the annual running costs of both buildings. To support the EOs a community consultation would be needed. Councillor Tennant-Eyles suggested that the Town Council and PACDG work together to prepare, deliver and fund this. It was agreed that -

- the Clerk and Cllr. Tennant-Eyles prepare and submit the EOs;
- if the EOs accepted then formal surveys of both buildings would be carried out and estimates obtained for immediate works and longer term repairs;
- the Clerk, Cllr. Tennant-Eyles and PACDG draw up a consultation similar to the example provided, this to be submitted to the December meeting for approval. The consultation would be delivered to each household and replies could be made in writing or online. An open day may also be held.

In the meantime the Clerk would continue to press for a relaxation in the conditions imposed on asset transfers. It was also agreed that Cllr. Tennant-Eyles could pursue the transfer of Hereford Street Car Park.

(2) Assembly Rooms Proposal: This had been submitted and would be initially considered at the meeting of the Strategic Asset Board at the County Council in December. The survey had now been carried out and had concluded that the cracks on the tower were due to settlement.

(3) Library Service: The County Council was still refusing to release a copy of the opinion supplied by the barrister on funding restrictions on Town and Community Councils. An FOI request by Rhayader TC had been refused. The Clerk was asked to make the same request on behalf of the Town Council. It was agreed that a meeting be arranged for soon after the Asset Board decision with Mrs Kay Thomas, Principal Librarian.

(4) Presteigne Cemetery: Cllr. Tennant-Eyles circulated estimated figures for income and expenditure should the Town Council take over the Burial Board and cemetery responsibilities. He also provided figures for the estimated borrowing needs to purchase the additional cemetery land. The matter would be further considered at the meeting of the Sites and Buildings Committee on 30th November.

#### **MIN 3217      INFORMATION**

The following item for information was noted:-  
Clerks and Councils Direct Magazine

#### **MIN 3218      URGENT BUSINESS INFORMATION**

None this month.

#### **MIN 3219      STAFFING COMMITTEE MEETING 2ND NOVEMBER 2016**

*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 following item.*

(1) Minutes: The Minutes of the Staffing Committee Meeting held on 2nd November 2016 were approved without amendment and duly signed by the Committee Chairman, Cllr. Baynham.

(2) Recommendations: Members considered the recommendations of the Committee having mind to the financial implications and the draft figures supplied. Decisions were made as follows -

Job description: Resolved the job description be updated as suggested.

Clerk's working hours to be increased to 100 per month from 1st April 2017: To be considered further when setting the budget for 2017-18.

Clerk's holiday arrangements to be amended and no longer to be taken in August alone: Agreed.

Post of Town Clerk/RFO to be re-graded to LC2 (above substantive), points 35-38, commencing 1st April 2017 at point 35: Resolved to amend the grading of the post as recommended with effect from 1st April 2017.

Training Budget of £350 for 2017-18: Resolved that this figure go forward for consideration when setting the 2017-18 budget.

Overspend of £54 in 2016/17 to permit attendance at Regional Conference and Practitioner's Conference: Agreed.

No employment of other staff at this point: Agreed.

Clerk's Contract of Employment: Resolved to update the Clerk's contract with effect from April 2017.

The meeting closed at 10.04 pm.