

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

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Mrs Tracey Price (Clerk)
Garn Farm
Chapel Lawn
Bucknell
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14th October, 2021

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council on **WEDNESDAY 20th October, 2021 at 7.30 p.m.** at the Assembly Rooms, Broad Street, Presteigne and also via video conferencing and you are hereby summoned to attend.

The public and press are cordially invited to attend.

Join Zoom Meeting

<https://us02web.zoom.us/j/81975312357?pwd=T3MxeGJ0OUZlaGs0dHRxVFN4dFVlUT09>

Meeting ID: 819 7531 2357 Passcode: 201497

Or Dial by your location 0330 088 5830 United Kingdom

Find your local number: <https://us02web.zoom.us/u/kbGYcs7vio>

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.

3. APPROVAL OF MINUTES

To approve that the Minutes of the meeting held on 15th September, 2021 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 Meeting of 15th September. Also to receive the Clerk's Report.

5. FINANCE

a) Donations: To consider the following donations –

PACDG (street cleaning) £250.00

Also to note the email of thanks from Radnorshire Wildlife Trust.

b) Payments: to approve the following payments –

Mrs T.A. Price	£1383.56
HM Revenue & Customs	£554.82
NEST Pensions (direct debit)	£130.06
T. Lloyd-John	£618.23
N. Close	£35.00
N. Close	£150.50 MEADOW ACCOUNT
Seward Precision Ltd (New Barn)	£3900.14 MEADOW ACCOUNT
Highground Maintenance Ltd	£319.57 MEADOW ACCOUNT
Broxap (new bench)	£585.60
Lyreco (stamps/diaries)	£66.32
R.G. & R.B. Williams (valuation)	£600.00
Presteigne Building Supplies	£35.56 MEADOW ACCOUNT
EDF Energy (barn)	£30.22 MEADOW ACCOUNT
EDF Energy (Wilson Terrace)	£41.73
EDF Energy (Hereford Street)	£68.60
JRB Enterprises Ltd (dog bags)	£261.60 MEADOW ACCOUNT
Highline Electrical Ltd	£392.04
CleanMy Ltd (cleaning materials)	£61.85
Cartridge People (ink toner)	£219.80 (refund to T. Price)
Artisan Print (tree weekend)	£131.85 (from climate crisis grant)

c) Receipts: To note the following receipt –

Broad Sheep (donation for new Barn)	£100.00 MEADOW ACCOUNT
Donation	£1000.00
Donation for Bench	£488.00
Lottery Community Fund Grant	£9998.00
Powys County Council (Transforming Towns Grant)	£3599.20

d) To review internal audit arrangements (documents in meeting papers pack)

e) Budget Update to the end of September.

f) Bank Balances: To note the following balances as at 13th October –

Money Manager	£31,234.45	Meadow Account	£22,186.53
Allotment Account	£0.00 (now in Meadow)		
Capital Account	£30,651.63	Treasurer Account	£55,337.63
Warden Reserve	£1017.13		

Note balances include the receipts listed in c) above.

g) Independent Remuneration Panel for Wales draft Annual Report Consultation.

h) To note completion of mid year interim audit.

i) To note inspection of invoices by Chairman.

j) To approve the payment of the transforming towns grant of £3599.20 to the Salty Dog.

6. **PLANNING**

(a) To consider applications received:

21/1370/RES Grid Reference: E:331758 N: 264485 Proposal: Reserved matters application following planning approval 19/0777/OUT in relation to appearance, access, landscaping, layout and scale. Site Address: Erection of A Rural Enterprise Dwelling, Broad Street, Presteigne.

21/1385/HH Grid Reference: E:331305 N: 264381 Proposal: Installation of hand rail to flat roof area Site Address: 1 The Barn, 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 this month.

7. **HIGHWAYS, HOUSING AND ENVIRONMENT**

- a) Active Travel Routes – to review the early weeks of the one-way trial in Hereford Street.
- b) Dark Skies/Lighting:
 - Update on heritage lanterns for Broad Street and to consider allocating funding for part of cost (dependent on lamp chosen).
 - To consider application to Welsh Water Community Fund to support the Dark Skies Project.
 - To receive any update on the street lighting refurbishment time scales.
- c) Climate Crisis: Update:
 - To receive and consider updated climate crisis policy.
 - To consider the email re. the climate and ecological emergency bill.
- d) High Street Grant: To note grant process now complete.
- e) Welsh Water Sewage System Upgrade Update.
- f) Presteigne Woods Forest Resource Plan Consultation (deferred from September).
- g) Caring for God's Acre Update re. Presteigne Roundabouts.
- h) Proposed Speed Limit, Coombe: To receive an update on the current position.
- i) Lugg Bridge: To receive the replies from Balfour Beatty and Powys County Council.
- j) Fold Farm Footpath Update.
- k) Further Resident Comment on footpath along Clatterbrook.

8. **NORTON**

- a) Community Speedwatch Update.
- b) Norton Community Trust Update.

9. **SITES AND BUILDINGS MATTERS**

- a) Public Conveniences: To note closure of Wilson Terrace Toilets on 8th November for the Winter.
- b) Allotments:
- c) Meadows: To include –

Use of Barn for Tree Weekend 23rd October: To note.
To agree a date for the November Sites and Buildings Committee Meeting.
Report re. feeding of rats.
Possible Work to Pond.

- d) Lugg View Playground Grant Update.
- e) Boultonbrook Weir: Update on Site Meeting.
- f) Adopt a Bench Update.
- g) Refurbishment of Town Benches Update.

10. CORRESPONDENCE/GENERAL ITEMS

- a) Mayor's Chain Update and decision on next steps.
- b) Town Wifi Scheme SMART towns: To receive an update from Cllr. Ruby.
- c) Tourist Information Boards Update re. paint for posts/planning comments.
- d) Open Consultation on Proposed Guidance on "Principles of Good Administration" and "Good Records Management": To consider comments.
- e) Community Broadband Scheme: To consider whether to carry out this project and if so to set up a working group.
- f) Letter from Llandrindod Town Council re. hybrid meetings and request for Welsh Government funding and support.
- g) Reply from Jane Dodds MS on dental provision in Powys.
- h) Reply from Chief Fire Officer re. siting of new vehicle.
- i) Further correspondence re fly tipping, Slough Road.
- j) Presteigne and Norton Community Trust: To note the changes to the structure of the group and to confirm the four Town Council trustees.
- k) Welsh Government Consultation: Consultation on Updating Earnings Thresholds for Council Tax Recovery (as previously circulated).

11. TOWN COUNCIL SURGERY

To consider recommencing Council Surgeries.

12. COUNTY COUNCILLOR'S REPORT

13. CASUAL VACANCY UPDATE

Co-option update.

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

Enc. *Clerk's Report Oct. Minutes of Sept Meeting. Internal Audit Review Papers, Budget Update. Various Miscellaneous Background papers.*

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

MINUTES OF THE MEETING HELD ON 15TH SEPTEMBER 2021
HELD AT THE ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND VIA VIDEO
CONFERENCING

Present: Cllrs. F. Preece (Mayor), D. Edwards (Deputy Mayor), T. Owens, R. Bamford, C. Kirkby MBE, B. Baynham, R. Bennett, C. Ruby, P. Smith, J. Wilding, N. Rogers (via video conference link).

Apologies: Cllr. D. Davies.

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

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

Personal: None.

Personal and Prejudicial:

Cllr. Bennett, related to residents and to a business owner in High Street, re. grants etc High Street due to Covid-19.

Prior to the start of the meeting Members stood for a moment's silence in memory of former Town and County Councillor, Garry Banks. The Clerk would write to the family to express the condolences of the Town Council.

Members then heard a brief presentation from Mr. Terry Wells on behalf of PACDG, on the text and illustrations for the new Town Information Boards. There would be three Boards, two replacing the existing boards and one new one in the Shopper's Car Park. The signs would be future proof as changes/additions could be added via an acrylic overlay. Before commissioning the signs the County Council would need to check the Welsh translation and approve the final wording and layout. The existing posts would also need to be cleaned and re-painted. The Clerk was asked to seek details from the County Council on the exact paint and colour to be used for this and to arrange for Mr. Close to do this at the appropriate time. PACDG held most of the money needed to cover the costs but was seeking an additional £500 from other sources. Mr. Wells then answered questions and Members asked that the following amendments be made –

- Add the following – Community Barn, Outdoor Gym and Skateboard Area.
- Warden Area – mark out and name Eddie's Meadow and Reservoir ground.
- Noted that a small patch of ground at the bottom corner of the Warden was actually in private ownership but it was agreed this wasn't an issue.
- Town Wifi Points to be added if possible depending on time scales.

MIN 3942 APPROVAL OF MINUTES

The Minutes of the meeting held on 17th August, 2021 and town walk held on 18th August, 2021 were approved without amendment. The Chairman duly signed the Minutes.

MIN 3943 UPDATE ON OUTSTANDING ITEMS

(1) Stocken Road: Cllr. Owens reported that resurfacing work had been carried out and that the road was considerably improved.

(2) Budget for Land Valuation: Cllr. Kirkby reported that two quotes had been received for the valuation at £900 and £600 plus VAT. A £100 contribution was on offer from a local business towards the cost.

Members agreed that the valuation be requested for the lower cost and that the £100 donation be gratefully accepted. The full project would be on the agenda for discussion at the October meeting.

- (3) Meeting with Radnorshire Wildlife Trust Chief Executive: Cllr. Kirkby reported that a successful meeting had been held with the new Chief Executive and that there would be future meetings to discuss how the Trust could assist the Town Council with the management of its land.
- (4) Old Doctor's Surgery, Harpers Lane: Cllr. Kirkby reported that this had still not been secured and Cllr. Baynham agreed to chase the relevant department at the County Council.
- (5) Current Situation at Presteigne Library: Members had all received details of the current operating conditions at the library and Cllr. Kirkby raised concerns that the volunteers were said to be unwilling to return but that this was not actually the case. In fact the volunteers were very willing to return to their former duties but had not wished to return to man the door only. The Clerk was asked to email the Acting Principal Librarian, Nichola Farr and ask that she make contact with the leader of the Presteigne Volunteers. Cllr. Baynham to be copied into the correspondence.
- (6) Visibility Splay, Allotment Car Park: Cllr. Baynham had had initial discussions about possible signage/road markings to warn traffic of the exit but had not heard anything further. She would follow this up.
- (7) Gravel/Stone to front of Community Barn: Thanks to Cllr. Bennett for topping up the stone and also for recent strimming etc at the Meadow.
- (8) Bark for Skateboard Area: To be delivered and spread in the near future.
- (9) Former Sixth Form Building: Cllr. Preece confirmed that the County Council had secured the building following the recent break in.
- (10) Ramblers Cymru Project: The Clerk had provided the Officer at Ramblers Cymru, Kate Blair with more information on Presteigne and Norton in relation to this project. Seventeen areas had applied to be part of the project with just three to be selected. The final decision is to be made by Welsh Government in October/November but the money would be spent and the project carried out by the end of the financial year.
- (11) Date for Bonfire/Firework Displays: Noted that the Norton event was the 31st October not the 30th.

MIN 3944 FINANCE

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

Norton Sports Committee	£250.00 (precepted)
Sheep Music (Presteigne Fireworks)	£500.00 (precepted)
Radnorshire Wildlife Trust	£250.00 (precepted)
Royal British Legion (wreaths)	£60.00 (precepted) (by cheque)

The letter of thanks from Presteigne Memorial Hall was noted.

- (2) Payments: The following payments were approved –

Mrs T.A. Price	£1383.56
HM Revenue & Customs	£554.82
NEST Pensions (direct debit)	£130.06
T. Lloyd-John	£606.23
N. Close	£14.00
N. Close	£221.04 MEADOW ACCOUNT
Watco (bitumen for MUGA- via refund to T. Price)	£100.02 MEADOW ACCOUNT
Pitchcare (via refund to T. Price)	£36.12 MEADOW ACCOUNT
Highground Maintenance Ltd	£319.57 MEADOW ACCOUNT
Presteigne Building Supplies Ltd	£185.81 MEADOW ACCOUNT
Border Janitorial Supplies	£74.40
Beaumonts Electrical Services	£1284.00
F. Preece (refund of Mayor's expenses)	£137.25
C. Hazel Haulage (work to benches)	£618.00
Barrington Print (information boards)	£270.00

Noted that bunting licence was paid for by Highline Electrical and so was reimbursed to the firm at a cost of £111.00. (Original intended direct Payment to County Council was on August Agenda)

- (3) The following receipts were noted –

Powys County Council (second instalment of precept)	£23,171.00
J. Kendall (donation for bench refurbishments)	£515.00
Norton Community Trust (donation for use of Meadow)	£50.00 MEADOW ACCOUNT
Chatterbrook WI (donation of use of community barn)	£50.00 MEADOW ACCOUNT
Knights (performance of As You Like It – donation)	£100.00 MEADOW ACCOUNT

(4) Application for allocation of Climate Change Grant Monies for Tree Event: Cllr. Bamford stated that expenses and workshops planned for the tree weekend in October were expected to cost a maximum of £450, including printing, advertising, hire of the Assembly Rooms and the running of forest school sessions. It was agreed that up to £450 could be spent on the event. Monies to come from the climate change grant/project reserve.

(5) Council Banking: The Clerk explained the forthcoming changes to HSBC banking arrangements and the introduction of bank charges for Council accounts from November. She outlined the costs for both Lloyds and Unity Trust banks which were very similar overall. The main charge would be a monthly fee for each current account of £8, with the Council currently having three such accounts. Members considered the options available and agreed to remain with HSBC but that the Allotment Current Account be closed and the balance transferred to the Meadow Account. Members also asked that at renewal the Clerk stress to allotment tenants the additional cost to the Council of paying by cheque (£1.50) and ask that if possible payment be made by electronic transfer.

(6) Bank Transfer: The transfer of £225 (net amount) from Warden Reserve Account to Treasurer Account (information boards – Barrington Print) was agreed.

MIN 3945 PLANNING

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

21/1116/FUL Grid Reference: E:331463 N: 263902 Proposal: Erection of an extension to existing unit Site Address: Unit 4, Broadaxe Business Park, Presteigne. Resolved to support the application.

21/1523/FUL Grid Reference: E:331399 N: 267686 Proposal: Change of use of holiday let to residential dwelling Site Address: Faraway, Stonewall Hill, Presteigne. Resolved that no comment be made.

21/1487/LBC Grid Reference: E:331377 N: 264546 Proposal: Re pointing of listed wall (beginning to take place on the side facing Saint David's Street) Site Address: Court Cottage, 1 St David's Street, Presteigne. Resolved no objections to the application.

21/1592/HH Grid Reference: E:331205 N: 264501 Proposal: Erection of a two storey side extension to existing dwelling Site Address: 33 Castle Road, Presteigne. Resolved no objections be raised providing the neighbours are happy with the proposals.

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

21/1167/HH 33 Castle Road, Presteigne – Refused 11th August.

21/0999/FUL Seconds & Co, Presteigne – Consent 26th August.

21/1095/HH 52 Castle Road, Presteigne – Consent 7th September.

21/1400/TREE Garden Cottage, Broad Street, Presteigne – Approval 7th September.

21/0741/HH 30 Warden Close, Presteigne – Refused 8th September.

MIN 3946 HIGHWAYS, HOUSING AND ENVIRONMENT

(1) Active Travel Route: The signage for the one way on Hereford Street was now in place and the trial was expected to start in the last week of September subject to some works to connect lighting to some of the signs. Powys County Council would be putting out information to the press on the trial very shortly. The suggested routes identified through the County Council consultation were noted. Cllr. Baynham reminded Members that there were no routes in Presteigne or Norton in the current list and that it was unlikely any further work would be done in the near future.

(2) Dark Skies/Lighting: Members noted that the new light fittings were on order. Members noted the possible change of fitting in Broad Street given the cost of the heritage lanterns and Members agreed to consider funding the additional cost via money held for dark skies by both the Council and, if agreed by the Directors, within the Town Trust.

(3) Climate Crisis: Update. Members considered the following -

- Local Places for Nature Webinar: attended by Cllr. Bamford and the Clerk. No packages available for Schools but Cllr. Bamford linking schools with Radnorshire Wildlife Trust which has some funding for similar projects.
- Activities for Big Green Week: More information to be provided in due course.

Cllr. Bennett left the room for the duration of the following item.

(4) High Street Grant Update: The Clerk reported that the necessary planning permission had now been obtained and that the awning had been ordered. She had submitted the claim form for 80% as applied for and was awaiting a decision on payment.

Cllr. Bennett returned to the room.

(5) Welsh Water Sewage System Upgrade Update: The following matters were raised –

- Site meeting 22nd September: Clerk and Cllr. Wilding to attend.
- Maps/plan of new pipework on the Meadow still not received: Clerk to chase.
- Access to new pipe over bridge still a concern and considered to be something Welsh Water should deal with. Agreed it should be raised again at the site meeting.
- Norton Treatment Works now commissioned and a twenty-eight day trial was now underway.
- Welsh Water to be asked for an update on work at the Presteigne plant and if an information board could be put on the site boundary as had been done in Norton.

(6) Fly Tipping, School Parking, Slough: Members noted the email from a resident. The matters included were not within the Town Council remit and it was noted that the County Council had made a reply on the school parking issues raised. Cllr. Baynham reported that waste management had attended and had not found any evidence of fly tipping. The Clerk would respond to the resident and was also asked to write to the School to ask if it could remind parents not to get to the school too early, to not leave engines idling while waiting, to use the active travel route and park further away if at all possible. The same request to be sent to the Playgroup management. The Clerk also to ask the school at what time the gates were opened and if this could possibly happen earlier to allow access and alleviate the double parking. Cllr. Baynham would also ask County Council Highways if there was anything else that could be done.

(7) Parking Outside Lloyds Bank Cashpoint: Members noted the reply from the County Council and the difficulties as motorists could not be fined immediately they stopped on the double yellow lines. Parking on the dropped kerb was however an offence and the Enforcement Officer would be asked to keep an eye on the area. It was noted that the police could take action if the vehicle was causing an obstruction. The Clerk was asked to write and request that the location be targeted by the Officer when in the town.

(8) Fold Farm Footpath Update: Members were very disappointed to hear that it was likely to be some time before any further progress would be made and Cllr. Kirkby reminded them that it was now nearly ten years since the matter had first become a concern. The Planning Inspectorate had instructed the County Council to determine the matter by March, 2020 and this had not been done. Action was particularly important as the route was currently blocked. The Clerk was asked to write to Dr. Turner at the County Council, copying in the Planning Inspectorate and the Officer involved, asking for immediate action and that the Officer be given adequate time and resources to deal with the matter fully and for a decision to be reached.

(9) Reply from PCC re. Presteigne Cemetery Fees: Members noted the letter from the County Council that there would be no change to the increased burial fees for persons living outside Powys. Cllr. Kirkby had forwarded the information to Stapleton Parish Council.

(10) Presteigne Woods Forest Resource Plan Consultation: Cllr. Bamford would look into this and get more information. Deferred until the October meeting.

(11) Climate and Ecological Emergency Bill: Members had all received a copy of the email asking for the Council to support the Bill and declare an ecological emergency. Cllr. Bamford suggested that the Council acknowledge an ecological emergency to form part of the Council's existing policy on the climate crisis but there were concerns that the full implications of this needed to be properly considered and included within the Council's Climate Crisis Policy. Cllr. Bamford was already working on and it was agreed that a revised policy be drawn up by the Climate Change Working Group and submitted to the next possible meeting for consideration.

(12) Grass Cutting: Email on Cutting of Verges: Information noted. Cllr. Baynham reported that a full cut was due to take place week beginning 20th September and that volunteers would be needed to rake up the grass afterwards.

(13) Large Vehicles using Broad Street: Cllr Kirkby reported on this issue which had been raised by a resident concerned at the safety of large vehicles using Broad Street/Hereford Street, particularly on the corner by the Assembly Rooms. The car parking spaces opposite the Farmer's Arms were again felt to be adding to the problem and although these were on the list for the next traffic regulation order it was agreed that the Clerk raise this again with the County Council as an urgent issue. Members agreed that there was nothing that could be done re. the use of the road but asked that the Clerk check with Herefordshire Council re. the structural soundness of Lugg Bridge and whether or not there was currently any weight limit or if one should be imposed. Cllr. Kirkby also thought that Herefordshire Council might be considering work on the bridge and the Clerk would ask this at the same time. It was noted that the bridge was 50% in Herefordshire and 50% in Powys. Cllr. Kirkby also asked that the Clerk request a copy of the recent survey of the Bridge

undertaken by Powys County Council. The Clerk was also asked to put a post on the Council's facebook page to ask that people not park on the corner/yellow lines as vehicles struggle to get around and this was causing problems, particularly for larger vehicles.

MIN 3947 NORTON

- (1) Community Speedwatch Update: Ongoing. Whitton Speedwatch Group had offered to assist by carrying out sessions in Norton. Training of additional volunteers was still awaited.
- (2) Community Hub/Church Update: Cllr. Wilding was hopeful that planning permission would be given soon. The fund-raising day on the Meadow had been very successful.

MIN 3948 SITES AND BUILDINGS

- (1) Public Conveniences: Members discussed the most recent vandalism and thanks were noted to Cllrs. Bennett and Edwards for assisting the Clerk with the clear up.
- (2) Allotments: Cllr. Wilding had nothing new to report. In progress.
- (3) Meadows: The following matters were discussed –
 - Request to plant tree and plaque on Went's Meadow: Request for fruit tree agreed but Members did not agree to the erection of a plaque.
 - Meadow use request – new barn for overnight camp – 11th December Radnor Scouts Explorers: Agreed.
- (4) Former Reservoir Ground Information Boards (Waterworks Museum): Cllr. Kirkby reported that the Boards were now complete and would be featuring in the Easter Exhibition for the Museum. Further details on the exhibition nearer the time.
- (5) Adopt A Bench: Members considered a possible scheme for the newly refurbished benches. In general Members had no problems with this although they asked that issues be reported to the Clerk not direct to Mr. Close. The Clerk had asked the County Council for permission and also to see if its insurance would cover any voluntary work but had not yet received any reply. Cllr. Baynham would chase this. The general refurbishment of the benches was now complete and it was agreed that a letter of thanks be sent to Mr. Kendall for funding the works.
- (6) Boulitbrook Weir: Members noted the reply from Natural Resources Wales and it was agreed to follow up their suggestion to contact the Wye and Usk Foundation for advice. The Clerk was asked to chase the awaited reply from CPAT.

MIN 3949 CORRESPONDENCE/GENERAL ITEMS

- (1) Christmas Lights: The Clerk reported that the bunting licence had been granted. The remedial work to the anchorage points was yet to be completed. Members confirmed that they wished the Norton lights to go up this year and the Clerk would look at the budget and report to Cllr. Wilding.
- (2) Mayor's Chain Update: Deferred to October meeting.
- (3) Community Broadband: Deferred to October meeting.
- (4) Town Wifi Scheme SMART towns: Cllr. Ruby informed Members that the grant application was due to go in any day.
- (5) Notes from the County Council Briefing meeting: As included in Clerk's Report. Noted.
- (6) Working Group - Queen's Platinum Jubilee: Cllrs. Preece, Baynham and Edwards agreed to form a working group to make plans for the Jubilee Weekend.
- (7) Response from Fire Service re. removal of land-rover: Members had all received a copy of the response from the Fire Service. Cllr. Kirkby pointed out that one ford ranger was currently unallocated and that the skoda was suitable as a co-responder vehicle only as it carried no fire fighting equipment. The Clerk was asked to write requesting the remaining ford ranger be located in Presteigne.
- (8) Review of County Council Wards - Decision of Welsh Government: Members noted that Norton would not be part of the Presteigne Ward at the next County Council elections.
- (9) Draft local elections (principal areas) (Wales) rules 2021 and draft local elections (communities) (Wales) rules 2021- Consultation: Members noted the comments included in the Clerk's separate report. No comment to be made as a Council but Members encouraged to respond as individuals.
- (10) Text for Tourist Information Boards: Members confirmed the requests made earlier in the meeting. No decision was made on providing extra funding pending further discussions.
- (11) Welsh Government Consultation on local taxes for second homes and self-catering accommodation: Resolved no comment be made. Again Members were encouraged to respond as individuals.
- (12) Updated Guidance from Ombudsman for Wales (Code of Conduct): Noted.

(13) Email and letter re. sale of former Works Depot Site: Members noted the emails received and the Clerk's response. They had nothing further to add and asked that the Clerk further respond stating that any change of use of the land would require planning permission and that the issue of contamination could be addressed at that stage when Members could consider the particular circumstances pertaining to the application.

(14) Mid Border Arts Emergency Meeting Report: Cllr. Kirkby reported that the Organisation was looking to raise £25,000 to fund works to replace the lift which has been condemned and was commencing a fund-raising campaign. Mid Border Arts was still awaiting the final draft of the new lease from the County Council for consideration.

(15) Future of Education in Presteigne Update: Presteigne was included in the second wave of areas for consideration in 2022-24.

(16) Review of Parliamentary Constituencies – Initial Proposals Consultation: Resolved no comment be made.

MIN 3950 TOWN COUNCIL SURGERY

No surgeries currently being held. Agreed not to re-start at present.

MIN 3951 COUNTY COUNCILLOR'S REPORT

Cllr. Baynham reported that she had attended a Governor's Meeting at the Secondary School earlier in the evening and they were planning to go ahead with an application to re-route the footpath across the School Field. The suggested route was largely along the new active travel route with a short length at the far end of the field from the Kings Court access to the road. The Vice-Chair of the Governors, together with Cllr. Baynham, would pursue the re-routing and it was agreed that the Town Council write in support.

MIN 3952 CASUAL VACANCY

The Clerk reported that no formal election had been called and it was agreed that notices for co-option be posted with a closing date of 31st October. Applications would then be considered at the November meeting.

MIN 3953 URGENT BUSINESS INFORMATION

(1) Mayor's Sponsored Walk: Cllr. Preece reported that she had completed the walk and raised over £1000 for the two charities.

(2) Memorial Hall AGM: Cllr. Smith had attended.

(3) Playground Equipment: The Clerk reported that quotes had now been received by the County Council for three items of equipment for Lugg View and also for a new seesaw at Wilson Terrace. As previously agreed she had applied for an Awards for All Lottery Grant to fund the Lugg View equipment. The County Council had agreed to supply the necessary grass matting.

The meeting closed at 10.15 pm.

Presteigne and Norton Town Council

2021/22

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. Currently he works for Business Wales. 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 2021/22 year.
2. To consider the independence and qualifications of the Internal Auditor and either re-appoint for the 2021/22 year audit or to commence the process of selecting a new Auditor.
3. To confirm the planning and reporting arrangements for the 2021/22 internal audit.

Supporting Documents:

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

Presteigne and Norton Town Council – 2021/22 Internal Audit Review Checklist
Section A - Meeting standards

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

Presteigne and Norton Town Council – 2021/22 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 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 20th October 2021:-

Mrs Tracey Price

Clerk & Responsible Financial Officer

Council Audit Plan 2021/22
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. Review and assess the Councils internet banking payment arrangements.
12. Any other appropriate additional relevant testing to support the validity and integrity of the above.

Internal Audit - Question/action list – 2021/22 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?	
12	a	Review Internet Banking payment arrangements	

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 _____

PRECEPT 2021-22	BUDGET UPDATE	
Expenditures		To 30th Sept 2021
Council Administration Costs		
Mayor's Allowance - NOW 1500 INC 500 EXP	1500	£637.25
Clerk's Salary PAYE inclusive	25500	£12,410.64
Audit Fee (Internal and External)	750	£110.00
Insurance (agreement to 2/9/22)	1200	£1,119.25
Membership of SLCC	240	£234.00
Stationery & Computer Sundries/Petty Cash	650	£326.88
Computer Service/Repairs	150	£0.00
One Voice Wales Annual fee	475	£476.00
Training/Conference Fees for Clerk	200	£0.00
Travelling Expenses	200	£38.70
Election Expenses	300	
Remuneration of Councillors/Cllr Expenses	0	£0.00
Councillor Training	150	£0.00
Information Commissioner Data Registration	35	£35.00
	31,350.00	15,387.72
Donations & S137s		
Air Ambulance	300	£300.00
British Legion (Remembrance Wreaths)	60	£60.00
East Radnorshire Day Centre	2000	£2,000.00
Knighton & District Leg Club	100	£0.00
Memorial Hall	750	£750.00
Mid Border Arts	1250	£1,250.00
Norton Community Trust	2000	£2,000.00
Norton Sports Committee (Fireworks)	250	£250.00
PACDG	250	£250.00
1st Presteigne Guides	100	£100.00
Presteigne Festival	1250	£1,250.00
Presteigne Fireworks Display (Sheep Music)	500	£500.00
Presteigne Little Peoples Playgroup	500	£500.00
Presteigne & Norton Community Support	250	£250.00
The Judge's Lodging Trust Ltd	2000	£2,000.00
Powys CAB	200	£200.00
Radnorshire Wildlife Trust	250	£250.00
The Samaritans	200	£200.00
Wardens Guardian Foundation	250	£250.00
Youth Project - see below	0	-
Miscellaneous (MBA & Macmillan)	1500	£287.50
	13,960.00	12,647.50
Ongoing Projects:		
Anchorage Test for Xmas Lights	100	£100.00
Toilet Blocks (2)	9000	£6,200.81
PACDG (street cleaning)	250	£0.00
Funding twds Town Library Service (reserve held)	0	£0.00
Presteigne Christmas Lights	1300	£111.00
Wildflowers/ Bulbs/Verges/Roundabouts	500	£0.00
Street Lighting/Dark Skies Project	750	£0.00
Climate Crisis Project Grants	1000	£0.00
	12,900.00	6,411.81

PRECEPT 2021-22		BUDGET UPDATE	
Projects 2021-22			
	Reuse and Repair	1000	£0.00
	Footpath Maintenance	100	£0.00
		1,100.00	0.00
Went's Meadow Site inc MUGA etc, Eddie's Meadow			
	Weekly Inspections (inc defib checks)	1300	£490.00
	General Maintenance inc dog bags	3000	£2,225.97
	Grass Cutting/weed killing	3500	£1,597.86
	Tree works (to use reserves)	0	£0.00
	MUGA / New Barn Reserve	2000	
	Allotments	0	£0.00
	Utilities/Annual Inspection	400	£229.26
	Misc.	300	£0.00
		10,500.00	£4,543.09
TOTAL EXPENDITURE		69,810.00	38,990.12
Monies allocated to specific reserves			£2,400.00
Monies re-allocated to free reserves			£0.00
		plus spend from budget is	
			£41,390.12
Spending not within Original Allocated Budget Spend			
	Youth Project (from allocated reserve)		£1,200.00
	Sign - cashpoint (34.95 and 3.50)		£38.45
	Sandwich Boards		£150.00
	Town Benches		£1,213.00
	Xmas Lights Anchorage Works (from allocated reserve)		£467.00
	Additional Water Information Boards (from Warden Reserve)		£225.00
			£3,293.45
	VAT Treasurer		£592.47
	VAT Meadow		£651.99
	VAT Allotments		£0.00
	Total VAT		£1,244.46
GRAND TOTAL ACTUAL SPEND (AS PER ACCOUNTS)			£43,528.03
Check Totals -			
	(Treasurer)	38332.25	
	Allotments)	0	
	(Meadow)	5195.78	
	Check Figure	43528.03	
Tree Weekend from Climate Crisis grants but not yet spent			

PRESTEIGNE AND NORTON TOWN COUNCIL

CLERK'S REPORT

OCTOBER 2021

1. One Way Trial, Hereford Street: The trial will be three weeks in at the time of our meeting and is on the agenda for your initial thoughts.

2. Dark Skies and Street Lighting Information: I continue to receive letters of support mainly from members of the public but also from CPRW Brecon & Radnor Branch and Newtown Astronomy Society. Talk to Primary School: I printed off some work sheets for this to happen in October but unfortunately it has had to be postponed due to some covid cases in the school. To be re-arranged.

3. Welsh Water: Cllr. Wilding will report on the site meeting. The response I have received to the queries raised at the Town Council is as follows –

I will raise your first query with the contractor and our Comms Team (re information on Presteigne works at the sewage works). The as laid drawings will be issued on completion of the scheme. With regards to the land adjacent to the allotments we are unable to install a permanent barrier. I did discuss this with both your agent and John Wilding. In conjunction with the Water Act and the notice served we have to return the land to its condition pre works. The area was over grown with vegetation. We have therefore arranged for pedestrian barriers to be installed to enable the land to return to its previous condition. No third party can access the area unless they deliberately jump the existing fence or remove the barriers.

Works Update: Work at both Norton Wastewater Treatment Works and Presteigne Wastewater Treatment Works. Work at Norton WwTW has been making great progress, and they are currently on track to complete the work and reinstatement by the end of October – two months ahead of the original schedule.

This week, they'll begin moving the large cabins from the site and reinstating the wastewater treatment works. A small team may need to return after October to complete some minor reinstatement to the nearby private land – this is to ensure reinstatement to the land is done during the most suitable weather conditions that allows the grass to grow.

Work at Presteigne Wastewater Treatment Works is also making great progress and is on track to be completed by the end of Spring 2022. Further information about this work and why it is needed can be found on our dedicated web page – www.dwrcymru.com/Norton-Presteigne

They also encourage local residents to sign up to the In Your Area section of the website (www.dwrcymru.com/InYourArea) where they can receive email alerts about Welsh Water work and operational incidents in their local area.

4. Lugg Bridge Works: Neither Herefordshire or Powys Councils say they have any knowledge of either the previous survey (PCC) or recent ecological survey (HCC).

5. Fold Farm Footpath: As requested I have written to the PCC Chief Executive copying in the planning inspectorate and the officer. I have chased PCC as I have had no response other than an acknowledgement.

6. Closure of Wilson Terrace Toilets for the Winter: I have arranged for these to be closed after the fireworks and bonfire on the Meadow.

7. Allotments: One tenancy has been surrendered and I am in the process of re-letting it.

8. Rats: I have been informed that someone is leaving food (similar to wild bird food) at the old barn/Ligne Garden and that this is encouraging rats. I have made some notices asking people to take any food waste home and will see if things improve.

9. Lugg View Playground Grant Application: As Members are aware this grant application was successful and an order has been placed for the equipment.

10. Town Wifi: I am delighted to tell you that the grant application was successful and the intention is for the project to be up and running by 31st March, 2022. The Community Broadband Officer will now be looking to appoint a contractor to carry out the works. Cllr. Ruby and I will continue to liaise with him to progress the project.

11. CCTV: Following the most recent vandalism I have made enquiries with the police on the viability of cctv, the rules we would need to follow etc and await a call back. In due course I will present a report to Council for you to consider. There are a number of issues, not least the storage and protection of the personal data (images) of anyone filmed on the cctv.

12. Radnorshire Wildlife Trust: I have been informed that a contract is about to be let for further tree work at the Withy Beds.

Climate Crisis Policy

Email: pntc@hotmail.com

Telephone: 01547 528575



Prestegne and Norton Town Council acknowledges the climate and ecological emergency and has agreed the following policy. The Town Council will

- Take action to improve its practices and thus reduce its own contribution to the climate crisis.
- Call on Wales and UK Government to provide the support and resources to enable communities to move to becoming a net-zero carbon producer.
- Work with other organisations such as Renew Wales, Powys County Council, other Town & Community Councils and local businesses to help counter the climate crisis.
- Encourage resilience to climate impacts for example through encouraging sustainable practices.
- Increase biodiversity.
- Produce an action plan.

Action Plan

1. Bring together interested parties to share knowledge and to support those groups and residents.
2. Ensure that members of the community are aware of the climate related small grant awards.
3. To consider the overall impact of planning applications by encouraging the use of sustainable practices and considering the ecological impact of development when responding to planning applications.
4. To support the use of renewable energy and where possible use renewable energy in Council buildings.
5. To publicise events etc via the Town Council Newsletter, Town Council Facebook Page and Prestegne Climate Action Facebook Page.
6. To seek to continue the Active Travel Route, particularly to Norton.
7. To ask those organising town events on Went's Meadow and the Community Barn to consider their use of single use plastic and use suitable alternatives.
8. Wherever possible to manage Town Council land in a way that creates habitats that support wildlife and biodiversity.