

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

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

14th December, 2023

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council on **WEDNESDAY 20th December, 2023 at 7.00 p.m.** at the Assembly Rooms, Broad Street, Presteigne and via video conferencing and you are hereby summoned to attend.

The public and press are cordially invited to attend.

Join Zoom Meeting

<https://us06web.zoom.us/j/85635382353?pwd=8sxJZk1iBCfbqPMMWaosyhoBzQHRBe.1>

Meeting ID: 856 3538 2353 Passcode: 283089

Dial by your location - 0208 080 6591 United Kingdom

Find your local number: <https://us06web.zoom.us/u/kBq8AGjIW>

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda SUBJECT TO PRIOR NOTIFICATION TO THE CLERK AND THE CONSENT OF THE CHAIRMAN.

PLEASE NOTE EARLIER START TIME DUE TO THE ATTENDANCE OF REPRESENTATIVES FROM THE WELSH AMBULANCE SERVICE – JUDITH BRYCE AND MARK JENKINS.

Mince pies will be available from 6.45pm.

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 November 2023 are a true and accurate record and authorise the Chairman to sign the Minutes as such.

To approve that the Minutes of the Staffing Committee meeting held on 20th November 2023 are a true and accurate record and authorise the Chairman to sign the Minutes as such.

To approve that the Minutes of the Sites and Building Committee meeting held on 23rd November 2023 are a true and accurate record and authorise the Chairman to sign the Minutes as such.

4. UPDATE ON OUTSTANDING ITEMS AND CLERKS REPORT

From the Meetings of 15th November. Also to receive the Clerk's Report for December.

5. FINANCE

a) Donations: Request for donation – URDD Eisteddfod. Also to note the letter of thanks from the Wales Air Ambulance.

b) Payments: to approve the following payments –

Mrs T.A. Price	£2065.04
HM Revenue & Customs	£994.79
NEST Pensions (direct debit)	£201.74
T. Lloyd-John	£421.49
N. Close	£76.00
N. Close	£196.00 MEADOW ACCOUNT
Border Janitorial (toilet rolls)	£ to be advised at meeting
Highground Maintenance Ltd	£345.89 MEADOW ACCOUNT
EDF Energy (electricity)	£18.08 MEADOW ACCOUNT
EDF Energy (electricity)	£44.55 MEADOW ACCOUNT
EDF Energy (electricity)	£143.20
Microsoft One Drive Email/data storage	£19.99 (Debit Card)
Mrs T.A. Price (expenses)	£50.64
Alan Jones Tree Surgery	£1920.00 MEADOW ACCOUNT
Greenfix (under PCC grant)	£283.80
Highline Electrical (installation of Xmas lights)	£747.00
JeffCo (dog fouling signs)	£159.60 MEADOW ACCOUNT
Presteigne Building Supplies	£32.03
HSBC (bank charges)	£9.00
HSBC (bank charges)	£8.00 MEADOW ACCOUNT
RB Landscaping (Norton Christmas Lights)	£240.00

c) Review of Direct Debits.

d) To put forward potential new projects for 2024/25.

e) Notification of S.137 limit for 2024/25 as £10.81.

f) Confirmation of opening of Money Market Account. Clerk's Report 2a.

- g) Receipts: To note the following receipt –
Website Advertising £143.00
h) To note conclusion of external audit for 2022-23. Clerk's report 2b.

6. **PLANNING**

- (a) To consider applications received:
23/1735/FUL Grid Reference: E:331285 N: 263921 Proposal: Proposed open fronted storage shed Site Address: Western Way , Broadaxe Business Park, 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 –
23/1342/REM, Westering, Stonewall Hill: Approval 30th October.
23/0859/FUL, Surgery, Harpers Lane, Presteigne: Approval 10th November.
(c) Bute Energy/GreenGen Project: To receive any update.
(d) Planning Enforcement Update.

7. **HIGHWAYS, HOUSING AND ENVIRONMENT**

- a) Dark Skies/Lighting Update. See Clerk's Report 4b. To consider next steps including signage and photography for website.
b) Climate Crisis Update.
c) Review of Parking Restrictions/possible updated Traffic Regulation Order. To receive the reply from Powys County Council and consider any next steps. Clerk's Report 4a.
d) Removal/change to Bus service (4pm service from Hereford).

8. **NORTON**

- a) Norton Community Trust Update.

9. **SITES AND BUILDINGS MATTERS**

- a) Public Conveniences: To note -
Agreement of Community Payback Team to paint Wilson Terrace Toilets (inside and out)
b) Allotments: To consider request for permission to site polytunnel from PNAA.
c)
c) Meadows: To include –
• Update on vandalism.
• Completion of Tree Works. Clerk's report 3b.
d) Grant Application Update. Clerk's report 3c.
e) To consider the recommendations of the Sites and Buildings Committee held on 23rd November 2023 as follows:-

Allotments:

To recommend Council to review condition of main gate and consider repair/replacement.

To recommend that the rent per allotment remain unchanged for a further two years (to March 2026).

To recommend that tenants be again reminded of the need for insurance as part of the renewal process.

Meadows:

To recommend acceptance of the quote for various strimming works for 2024.

To recommend the community payback team be asked to trim/cut back the footpath between the Mill and the Day Centre.

To recommend the following budget for 2024/25 –

Weekly Inspections (inc defib checks)	1650
General Maintenance	1500
Dog Bags	1750
Grass Cutting/weed killing	3600
Professional Inspections	225
MUGA / New Barn Reserve (to reserve)	2000
Allotments (funded via rental income)	0
Utilities	350
Misc.(to include bank charges)	200
	£11,275

To further recommend that the above budget be part funded using monies held in the Meadow account to reduce that balance.

To agree to purchase of fire-retardant paint for use on the new Community Barn.

To seek quotes for the cutting out and re-stoning of the path running alongside the skateboard area/bike track.

Above two projects to be funded using monies held in the Meadow Account.

To recommend the suggested café/bar/storage project be set aside for the time being and re-considered at the April/May Committee Meeting.

Toilets:

To note the continued good work of the current cleaner and that the contract continues until March 2025.

To note the painting of both blocks to be completed in due course.

To recommend a budget for 2024/25 of £12,000 with £5000 of this amount to be met from the allocated general works toilet reserve.

10. CORRESPONDENCE/GENERAL ITEMS

- a) Update on current situation with Presteigne Memorial Hall and consideration of Town Council involvement in trusteeship etc.
- b) Update on Leisure Services Review.
- c) Education in Presteigne:
- d) Welsh Government Consultation: Road Safety Strategy Consultation.
- e) Reply from Welsh Blood Service. Clerk's Report 5a.
- f) Mid And West Wales Fire and Rescue Authority Draft Community Risk Management Plan Consultation. (As emailed 24th November).
- g) To receive and consider the further reply from the Welsh Ambulance Service.
- h) Draft Report of Independent Remuneration Panel: Consultation.
- i) Complaints re. lack of street lighting, Roseland/Church House area of Broad Street.
- j) Police and Crime Commissioner: Police Funding Survey (as emailed 6th Dec.)

11. COUNTY COUNCILLOR'S REPORT

12. CASUAL VACANCIES

Update.

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

14. CONFIRMATION OF DATES FOR JANUARY MEETINGS:

17th Budget Setting Meeting

24th Main Council Meeting

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

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

16. STAFFING COMMITTEE

To receive and consider the recommendations of the Staffing Committee as follows:-

- Annual Appraisal be noted. (Emergency Work Plan to be written by the Clerk)(Clerk's report 1a).
- Clerk's hours unchanged.
- Payment of Hours worked for Allotments: Arrangements - unchanged.
- Draft Budget Recommendations –
Annual Salary including employer's pension and national insurance payments £28,880 with any balance to come from free reserves
Training: to come from existing allocated reserve.
- No additional Staff to be appointed.

Enc. *Clerk's Report December. Minutes of November Meeting. Minutes of Sites & Buildings Committee November meeting, Minutes of November Staffing Committee Meeting. External Audit Papers. Supplementary background papers.*

PRESTEIGNE AND NORTON TOWN COUNCIL

CLERK'S REPORT

DECEMBER 2023

1. INFORMATION –

- a) Emergency Work Plan: I have compiled a brief guide to enable the Council to continue to run in the event of my absence from work. This is with the Mayor, Deputy and Chair of Staffing for use if needed.
- b) Clerk's Training: I have recently completed webinar modules on allotment management and legionella monitoring. The webinar on CCTV was cancelled due to staff sickness and will now take place at the end of January.

2. FINANCE

- a) Money Market Account: Opened on 17th November for a six month term at 4.23%.
- b) External Audit: Completed with no issues raised.

3. SITES AND BUILDINGS –

- a) Vandalism: Some tiles/gutter broken at Wilson Terrace Toilets. Now repaired.
- b) Tree works now completed. Orchard prunings on roadside field now chipped.
- c) Grant Application: I have now got some provisional items for including in an Awards for All application and with Council agreement will now finalise the items with Cllr. Baynham as Mayor and Cllr. Wilding (storage provision). Possible items include storage container, mushroom seats, giant dominoes, snakes and ladders, jenga, connect 4, table tennis table/child snakes and ladders picnic table. The maximum grant is £10,000 so not all of these will be possible and much depends on the final choice of container. There is £2500 in an allocated reserve for a storage container for Norton which could be vired into this project if Members wish.

4. HHE –

- a) Traffic Regulation Orders and Parking Review: PCC inform me that additional reviews are not carried out unless there is a legitimate request and nothing is planned for Presteigne at present.
- b) Dark Skies Application: Due before the formal committee by the end of this year.

5. GENERAL –

- a) Welsh Blood Service: A reply to the Council's query was received the same day and was as follows – Good Afternoon Tracey, I am the Planning Manager for the Welsh Blood Service and I have been passed your email regarding Presteigne .
Thank you for your email , for 2024 , we have made plans for Knighton attendance to increase.
We were unable to secure Knighton dates at short notice this year .
We have risk assessed the Leisure Centre however unfortunately this venue was not suitable due to heating issues.
Thank you for your suggestions regarding the football club, St Andrews Church Hall – we will take a look into these and hopefully have a more secure venue for Presteigne donors.
We really appreciate your support.

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

MINUTES OF THE MEETING HELD ON 15TH NOVEMBER 2023 **HELD AT THE ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND ALSO VIA** **VIDEO CONFERENCING**

Present: Cllrs. B. Baynham (Mayor), D. Edwards, F. Preece (via video link), T. Owens, M. Price, A. Van Huls, J. Wilding, L. Firth, M. Williams.

Apologies: Cllrs. L. Abecasis, J. Gray. (Six-month absence for Cllr. Abecasis approved October)
In Attendance: Mrs T. Price, Town Clerk. Members of the public.

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

Personal: None. Personal and Prejudicial: None.

MIN 4260 ELECTION OF DEPUTY MAYOR FOR REMAINDER OF 2023/24

Cllr. Wilding proposed Cllr. Owens. This was seconded by Cllr. Preece. There were no other nominations and Cllr. Owens was elected unanimously.

MIN 4261 APPROVAL OF MINUTES

The Minutes of the meeting held on 18th October, 2023 were approved without amendment. The Chairman duly signed the Minutes.

MIN 4262 UPDATE ON OUTSTANDING ITEMS

- (1) Broadband Provision in Presteigne: Cllr. Williams asked for an update on the situation as he as receiving complaints from businesses in the High Street. Cllr. Van Huls informed the meeting that all of High Street should now have access to fibre to the cabinet and that businesses should contact their broadband provider to discuss upgrading their package. Cllr. Van Huls had also received complaints and he would notify the persons concerned.
- (2) Secondary School: Cllr. Williams asked if the Estyn inspection had been concluded and Cllr. Baynham confirmed that it had and that a meeting with the school would be arranged in the next few weeks to discuss current and future education provision.
- (3) Street Cleaner: There had still been no interest in this work.
- (4) Vandalism: The Clerk reported that there had been no further incidents since the last meeting.
- (5) Grass Verges: Members had received copies of the emails received since the last meeting. There had been three further emails objecting to the change in management and two supporting it since the last meeting.
- (6) Grass Verges, Norton: Cllr. Edwards was looking at possibilities for these verges. She was asked to supply a wish list of seed/plants she would need, Cllr. Edwards thought it was probably too late in the year but would consider it and let the Clerk know so she could request an amendment to use of the grant awarded if needed. Cllr. Wilding asked for funding for additional grass seed and coir matting for the area around the ponds on the new nature reserve at around £350. Clerk to ask if this could be met from the grant. If not then cost would be met from the Climate Crisis Grant Fund. The Clerk was asked to contact Ms. Bamford for the relevant invoices.

MIN 4263 FINANCE

- (1) Donations: The following donation was confirmed:-

Wales Air Ambulance	£300.00
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- (2) Payments: The following payments were approved –

Mrs T.A. Price	£1495.00
HM Revenue & Customs	£586.51
NEST Pensions (direct debit)	£139.37
T. Lloyd-John	£654.23

N. Close	£56.00
N. Close	£176.00 MEADOW ACCOUNT
Highground Maintenance Ltd	£345.89 MEADOW ACCOUNT
EDF Energy (Meadow Barn)	£47.10 MEADOW ACCOUNT
Artisan Print (Dark Skies Flyers)	£30.84
Caring for God's Acre (Corton Roundabout)	£275.00
Play Inspection Co	£221.88 MEADOW ACCOUNT
O. Rimington (scarifier hire)	£65.58
Orphans Press Ltd (website hosting)	£192.00
HSBC (bank charges)	£8.00
HSBC (bank charges)	£8.00 MEADOW ACCOUNT
AJ Gallagher (insurance implements)	£35.69
J. Francis (pins for folding tables)	£41.88
SLCC Enterprises Ltd (training)	£204.00
Nature Reserve Payments -	
JJW Ltd	£8160.00
Rawlins Paints	£125.06
AS Handover (paint)(paid debit card)	£21.18
Tradeprint	£60.11
O. Rimington	£400.00
O. Rimington	£1120.00
O. Rimington	£484.00
META (translation)	£10.00
Castle Ring Oak (posts for sign)	£144.00
Presteigne Building Supplies	£13.59

(3) Draft Investment Policy: Approved unchanged. Resolved to invest £31,000 from the capital account monies into HSBC Money Market Account. Clerk to determine term of account but to be either six or twelve months.

(4) Bank Transfers: The transfer of £20,000 from the Treasurer Account to the Money Manager Account (return of cashflow monies used for Nature Reserve Project) was agreed.

(5) Updating of Bank Mandate: Agreed to remove Ms R. Bamford from the bank mandate. Cllr. Abecasis to remain pending his return to the Council after his leave of absence.

(g) Receipts: The following receipts were noted –

Heritage Lottery	£2064.09
Heritage Lottery	£131.32
Heritage Lottery	£6921.87

Agreed the Clerk write a letter of thanks to former Cllr. Bamford and the volunteers for her hard work on the project. A separate letter of thanks to be written to the pond workman for working so hard to complete the work on time in poor weather conditions.

(h) Notification of Pay Award, 2023/24: The Clerk informed Members that the pay award for 2023//24 had now been agreed. Information noted.

MIN 4264 PLANNING

(1) Planning applications: No applications this month.

(2) Planning Decisions: The following decision was noted:-

23/1277/FUK 11 High Street, Presteigne: Approval 23rd October.

(3) Bute Energy/GreenGen Project: Cllr. Edwards reported that Bute Energy was holding a meeting with local Councils on 22nd November. She agreed to mention the inclusion of the Town Council in future meetings.

MIN 4265 HIGHWAYS, HOUSING AND ENVIRONMENT

(1) Dark Skies Project Update: Members noted the suggestion from Mr. Harling-Bowen that the High Street businesses be written to, to ask if they could reduce or improve their lighting. It was felt that given the current economic climate and also that in order to allow for progression in the future that no letter be sent at present.

(2) Climate Crisis Update: Members discussed the following -

- Cancellation of Climate Crisis Committee on 1st November: Noted. Meeting not to be rearranged as no urgent business. Next meeting planned for February 2024.

- Replacement Councillor for Climate Crisis Stakeholder Group: No one wished to be put forward at present but the Clerk would circulate details of any meetings to Members in case anyone wished to attend.
- Updating of Climate Crisis Action Report: Members agreed the report as drafted.
- Publicity for Climate Crisis Small Grant Fund: Agreed that the Clerk contact the schools to make them aware of the fund. The Climate Crisis Committee would consider further publicity at the next meeting.

(3) Possible Review of parking/yellow lines in Presteigne/Norton: Members considered adding payment for a traffic regulation order but felt that it would be better to maintain the list of potential changes and to approach the County Council to ask when the next regular review would be due to take place.

(4) Update re. Proposed Speed Limit, Coombe Corner: Members noted the reply from Herefordshire Council and were disappointed to learn that the suggested speed limit did not meet the criteria and so would not be taken forward. Given there would be no limit on the Herefordshire side it was not practical to progress any limit for the short length of road on the Powys side. The Clerk would advise the residents of the decision.

(5) Fold Farm Footpath Update: Members noted the email from the County Council indicating that the intention was to present a report to Committee in March 2024. They were extremely disappointed with the efforts of the County Council, particularly given the direction of the Planning Inspectorate to determine the application by March 2020. It was agreed to await until the new year and if the application was not progressed to Committee in March as stated then the press would be contacted and the delay would be publicised with the local press.

MIN 4266 NORTON

(1) Norton Community Trust: Cllr. Wilding reported that work continued to progress and that it was possible the facility would be open for Christmas.

(2) 20MPH Limit: Norton Members reported that the new limit did appear to be slowing or even reducing traffic.

(3) Annual Bonfire and Firework Display: Members congratulated the organisers on another successful event.

MIN 4267 SITES AND BUILDINGS

(1) Public Conveniences: The following matters were discussed –
Wilson Terrace block now closed for Winter.

Internal and External Painting of Wilson Terrace Block: Agreed that the Clerk ask the community payback team if they could carry out the painting.

(2) Allotments: The Clerk advised the following –

Possible County Council grant available for raised beds, water butts etc in 2024/25.

Review of rent to be considered at Sites and Buildings Committee on 23rd November for a recommendation to Council.

(3) Meadows:

Good Earth Community Garden proposal/information: After some discussion it was agreed to refuse the request due to concerns about the included skateboard ramp.

Possible new dog fouling signage: Agreed to purchase six signs, four for Went's Meadow and two to be offered to the schools.

(4) Nature Reserve: Members noted the conclusion of project. The Clerk reported that National Forest for Wales status had been granted. Cllr. Wilding confirmed that the ponds were now slowly filling with water.

(5) Grant Application Update – Table Tennis/storage/games: The Clerk reported that she had started work on this.

MIN 4268 CORRESPONDENCE/GENERAL ITEMS

(1) Update on current situation – Presteigne Memorial Hall: Cllrs. Baynham and Wilding reported on this and Members noted that regular meetings were now being held with the remaining members of the Hall Committee although the committee was at present not in a position to take on the trusteeship. A meeting had been held with Presteigne and Norton Community Trust to discuss possibilities for the future. Cllr Wilding stressed the need for the committee to hold an AGM and adopt a formal constitution. The remedial works were scheduled for completion in December.

(2) Update on Leisure Services Review: Cllr. Baynham reported that she was expecting to see some information in the next few weeks. Members again raised concerns about issues at the Centre and the

Clerk was asked to email the Area Manager to highlight these problems. Members would review the situation at the next meeting.

(3) Education in Presteigne: Dealt with under 4262(2).

(4) Christmas Lights Update: Contractor to turn on lights on 1st December. Cllr. Wilding was arranging lights for Norton.

MIN 4269 COUNTY COUNCILLOR REPORTS

Cllr. Edwards:

- Consultation on Adult Day Services: Members encouraged to complete this. Public meeting to take place at the Day Centre, Presteigne on 30th November – 1.30pm to 2.30pm and John Beddoes School from 6pm to 7pm.
- Wales Air Ambulance: Second phase of consultation now closed.

Cllr. Baynham had nothing to add.

MIN 4270 CASUAL VACANCIES

The Clerk reported that no formal election had been called and that the Council could now proceed to co-opt. Notices had been put up with a closing date of 31st December and co-options could then take place in January.

MIN 4271 URGENT BUSINESS INFORMATION

(1) Ambulance Service and Co-Responders: Cllr. Owens asked if any reply had been received and the Clerk stated that she had not had any response. She would chase.

(2) Welsh Blood Service: Cllr. Baynham reported that due to the Memorial Hall being closed there had been no recent sessions in Presteigne and the Clerk was asked to write and to ask if an interim venue could be found until the Memorial Hall was again open.

MIN 4272 DATES FOR DECEMBER AND JANUARY MEETINGS

December Meeting: Confirmed as 20th December, 2023.

January Budget Setting Meeting: 17th January 2024.

January Main Meeting: 24th January 2024.

The meeting closed at 9.19 pm.

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

MINUTES OF THE SITES AND BUILDINGS COMMITTEE MEETING
HELD 23rd NOVEMBER 2023
AT THE GREEN ROOM, ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND VIA
VIDEO CONFERENCING

Present: Cllrs. Baynham (Mayor), Preece, Price and Firth (via video conferencing).

Outside Representatives: Ms. S. Robson, Mr. R. Rimington (via video conferencing), Mr. G. Graham, Mr. C. Kirkby.

Apologies: None.

Absent: Cllr. Gray.

In Attendance: Mrs T. Price, Town Clerk.

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: None.

Personal and Prejudicial: None

MIN SB1/23 ELECTION OF CHAIRMAN 2023/24

Cllr. Preece was proposed by Cllr. Baynham, duly seconded and elected unanimously.

MIN SB2/23 ELECTION OF VICE CHAIRMAN 2023/24

Cllr. Firth was proposed by Cllr. Baynham, duly seconded and elected unanimously.

MIN SB3/23 ALLOTMENTS

(1) PNAA Matters: Members had all received a copy of the report from the outgoing Chair of the Presteigne and Norton Allotment Association and noted the following –

- Rabbit problem had reduced but still present.
- Low numbers for the first Association AGM, officers now appointed and the aim was to encourage community spirit on the site.
- Main gate in need of repair/replacement.
- Mowing of communal areas by community payback team had been successful during 2023.

(2) PNAA Raised Matters: Agreed community payback continue to mow communal areas. PNAA to notify the Clerk if any additional works needed. Gate to be checked and repaired/replaced as needed.

(3) Work/Maintenance for 2024/25: See (2) above. No other items raised.

(4) Expenditure for the Year to date: Members noted that the expenditure was in line with what was expected given the majority of the hours charged to the budget would be incurred from January to March. Cllr. Price joined the meeting at this point.

(5) Review of Rents from March 2024: Members considered the current running costs, planned maintenance and possible unexpected costs. Cllr. Price reminded Members that repair and materials costs were increasing and this was to be borne in mind when setting the rent level. It was agreed that sufficient funds for allotment works were held in the Meadow account and it was therefore agreed to recommend that the rent remain unchanged at £28 per year.

A discussion followed on the need for insurance on individual plots and the difficulty that the PNAA was having in collecting subscriptions. This had been discussed at Full Council and refused. The Clerk reminded Members that she had taken advice from the Auditor sometime ago and been advised not to collect subscriptions on behalf of another body. Cllr. Price pointed out that insurance cover for each plot was the responsibility of the tenant. The Clerk reminded tenants regularly of their need for cover.

MIN SB4/23 WENT'S AND EDDIE'S MEADOWS, MUGA, FOOTBALL PITCH

(1) Grass Cutting/Weed Killing: Members were happy with the work carried out and the Clerk confirmed that the contractor was responsive to requests and flexible regarding mowing dates if needed. Noted that the present contract ran until 2025.

Quote for various strimming works: Members recommended acceptance of the quote for various strimming works. It was agreed that the Clerk ask the Community Payback team if it could trim the length of footpath between the Mill and the Day Centre. If this was not possible then the Clerk to ask if this could be included in the quote supplied or for a small additional cost.

(2) Maintenance Plan for 2024-25. To include –

Clearance of grass cuttings and pond silt located below the bike track. Mr. Graham voiced concerns that this was unsightly and also sited very near to the wildflower area recently sown. Members agreed that this should not be a regular site for depositing grass cuttings and it was thought that as the verges would be under the County Council then it would be responsible for safe disposal of the cuttings if the cut and collect machine was used.

Mowing of far/car park field: Mr. Graham had spoken to the resident that had done the cut in 2023 and he was willing to continue in 2024. It was agreed that this generous offer be accepted and that the Clerk write to confirm this and include thanks for the work in 2023.

Work Day: This had been brought forward from an earlier meeting. Mr. Graham reminded Members that this had been an annual occurrence but had recently not happened. It was agreed that a site meeting be held in the Spring with a work day to follow. Committee Meeting to follow on from the site meeting.

Mr. Kirkby left the meeting at this point.

Items considered in need of attention on the work day included –

- Tidying of the corner used for disposal of silt and grass cutting.
- Disposal of thorn tree prunings.
- Removal of self-seeded trees on the bike track.
- Reducing soil/plants build up against the fence, Ligne Garden.
- Repair/replace or removal of barbecue.
- Cutting out and re-stoning of path past skateboard area to lower field.
- Steps from Meadow onto Mill footpath (Clerk to obtain details of materials needed and request from Community Payback team. Some stone to be added as needed.

(3) Report on Annual Visual Tree Inspection: Completed with no concerns raised. Tree work identified in recent survey completed 21st November.

(4) Rospa Inspection Report: Noted. A number of minor concerns and the guard rail/barrier at the top of the bowl continued to be raised as needing upgrading. Minor concerns being dealt with.

(5) Community Barns: Members considered the application of fire-retardant paint to the lower six feet of the internal and external timber. Mr. Rimington estimated an approximate cost of £1200-£1300 pounds. Agreed that Cllr. Firth and Mr. Rimington decide upon a specific paint and quantity for putting to Council. The intention was the Community Payback team would carry out the work.

(6) Budget Consideration for 2024-25: Members considered the draft budget supplied. It was noted that in addition to an allocated reserve for the MUGA/new barn capital works there was also a good balance in the Meadow bank account generally. It was felt therefore that the works listed above could be met from the balance held and a draft budget was agreed as follows –

MEADOW BUDGET

Went's Meadow Site inc MUGA etc, Eddie's Meadow	Budget 2023/24	Draft Budget for 2024/25
Weekly Inspections (inc defib checks)	1500	1650
General Maintenance	2500	1500
Dog Bags	1400	1750
Grass Cutting/weed killing	3600	3600
Professional Inspections	925	225
MUGA / New Barn Reserve (to reserve)	2000	2000
Allotments (funded via rental income)	0	0

Utilities	350	350
Misc.(to include bank charges)	300	200
	12,575.00	11275

Members noted that the new nature reserve would now fall under Sites and Buildings Committee and so for future years this would need to be considered when setting the budget.

It was noted that some of this budget could be taken from the existing account balance when setting the full budget in January if it was felt this was needed.

(7) Grant Applications: The Clerk reported that she was currently in the process of writing a grant application for a storage container and outdoor/giant games/table tennis table.

(8) Update and consideration of storage solutions: Mr. Graham highlighted the fact that the Meadow was primarily an open space and that further building would need to be very carefully considered. Members agreed that further development needed to be carefully considered. The café/bar/storage proposal recently considered by Full Council would be re-visited in 2024.

(9) Report on Vandalism Issues: There had been a larger and more serious number of issues over the late Spring/Summer months although these were thankfully reducing with the dark nights/colder weather.

MIN SB5/23 TOILET BLOCKS

(1) Report on year to date: The Clerk reported that a contractor had been appointed to paint the inside of the Hereford Street block and that the Community Payback Team had agreed to paint the inside and outside of Wilson Terrace.

(2) Review of cleaning Arrangements: All agreed work was very satisfactory and no changes to work patterns were proposed. Currently under contract to March 2025.

(3) Maintenance Work: Ongoing repairs only for 2024/25 (other than mentioned under (1) above.

(4) Budget Consideration for 2024-25: Agreed a budget recommendation of £12,000 but with £5000 of this to be taken from the allocated toilets reserve.

MIN SB6/23 URGENT INFORMATION.

None.

Summary of Full Council Decisions Required –

Allotments:

To recommend Council to review condition of main gate and consider repair/replacement.

To recommend that the rent per allotment remain unchanged for a further two years (to March 2026).

To recommend that tenants be again reminded of the need for insurance as part of the renewal process.

Meadows:

To recommend acceptance of the quote for various strimming works for 2024.

To recommend the community payback team be asked to trim/cut back the footpath between the Mill and the Day Centre.

To recommend the following budget for 2024/25 –

Weekly Inspections (inc defib checks)	1650
General Maintenance	1500
Dog Bags	1750
Grass Cutting/weed killing	3600
Professional Inspections	225
MUGA / New Barn Reserve (to reserve)	2000
Allotments (funded via rental income)	0
Utilities	350
Misc.(to include bank charges)	200
	£11,275

To further recommend that the above budget be part funded using monies held in the Meadow account to reduce that balance.

To agree to purchase of fire retardant paint for use on the new Community Barn.

To seek quotes for the cutting out and re-stoning of the path running alongside the skateboard area/bike track.

Above two projects to be funded using monies held in the Meadow Account.

To recommend the suggested café/bar/storage project be set aside for the time being and re-considered at the April/May Committee Meeting.

Toilets:

To note the continued good work of the current cleaner and that the contract continues until March 2025.

To note the painting of both blocks to be completed in due course.

To recommend a budget for 2024/25 of £12,000 with £5000 of this amount to be met from the allocated general works toilet reserve.

The meeting closed at 7.45 pm.

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

**MINUTES OF THE STAFFING COMMITTEE MEETING HELD 16TH NOVEMBER 2023
VIA VIDEO CONFERENCING**

Present: Cllrs. D. Edwards, T. Owens, J. Wilding, A. Van Huls.

Apologies: (Mayor) B. Baynham None.

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 2108 and the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2116.

Personal: None.

Personal and Prejudicial: None.

MIN ST1/23 ELECTION OF CHAIRMAN 2023/24

Cllr J Wilding was proposed by Cllr. Edwards and seconded by Cllr. Owens. Everyone was in favour and Cllr Wilding accepted the post.

MIN ST2/23 ELECTION OF VICE CHAIRMAN 2023/24

Cllr T. Owens was proposed by Cllr. Edwards and was seconded by Cllr. Van Huls. Everyone was in favour and Cllr. Owens accepted the post.

MIN ST3/23 EXCLUSION OF PUBLIC AND PRESS

Resolved under the Public Bodies (Admission to Meetings) Act 2160 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 items.

No public were present.

MIN ST4/23 INCREASE IN NATIONAL PAY SCALES 2023/24 AND EXPECTED INCREASE IN 2024/25

Members noted the new pay scales for 2023-24. No information as yet available for 2024-25. Agreed budget to be set allowing for a 3% increase at £28,880. Any balance to be met from free reserves.

MIN ST5/23 ANNUAL APPRAISAL OF CLERK

Members noted the annual appraisal which had been completed with the Clerk by Cllrs. Baynham and Wilding. The need for a summary document to cover day to day working in case of emergency/sickness was highlighted and Cllr. Wilding confirmed that the Clerk was in the process of completing this. In addition the need for clear terms and conditions when using volunteers was noted for future projects as was the need for more Council involvement in such matters.

MIN ST6/23 TRAINING REQUIREMENTS FOR CLERK IN 2024-25

No specific requirements for 2024-25. An allocated reserve was held and this was considered adequate for 2024-25.

MIN ST7/22 REVIEW OF HOURS/ALLOTMENT HOURS/PAYMENT ARRANGEMENTS

Resolved no changes to be made.

MIN ST8/22 ANNUAL LEAVE ARRANGEMENTS

Noted that annual leave was being taken on an even spread throughout the year.

MIN ST9/22. BUDGET RECOMMENDATIONS FOR 2024-25

As had been previously discussed in the meeting it was agreed the Staffing Committee should recommend the following to full Council:-

Annual Salary inc Employer's pension/NI - £28,880

Clerk's Training: £0. Adequate allocated reserve held.

MIN ST11/22 EMPLOYMENT OF ADDITIONAL STAFF

Resolved not to employ any additional staff but to continue with the use of contractors.

MIN ST12/22 URGENT BUSINESS (INFORMATION ONLY) (at discretion of Chair)

None.

Summary of Recommendations -

Annual Appraisal be noted. (Emergency Work Plan to be written by the Clerk)

Clerk's hours unchanged.

Payment of Hours worked for Allotments: Arrangements - unchanged.

Draft Budget Recommendations –

Annual Salary including employer's pension and national insurance payments £28,880 with any balance to come from free reserves

Training: to come from existing allocated reserve.

No additional Staff to be appointed.

The meeting closed at 6.48 pm.



GIG
CYMRU
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WALES

Ymddiriedolaeth GIG
Gwasanaethau Ambwlans Cymru
Welsh Ambulance Services
NHS Trust

Cadeirydd
Chair: Colin Dennis
Prif Weithredwr
Chief Executive: Jason Killens

Swyddfa'r Cyfarwyddwr Gweithredol Gweithrediadau

Executive Director of Operations' Office

Tracey Price
Town Clerk and Responsible Financial Officer
Presteigne and Norton Town Council
By email: presteigneandnortontc@outlook.com

Date: 24th November 2023
Our Ref: JW/PNTC02

Dear Tracey,

Thank you for your further email regarding concerns around the Alternative Responder arrangements between Mid & West Wales Fire Service (MWWFRS) and The Welsh Ambulance Services Trust (WAST).

As have previously stated, the allocation and response is clinically determined by the patient's presenting need. Patients are advised if their symptoms change or there is deterioration, they are to re-dial 999 and provide their most current to date symptoms after which we re-triage and review the allocation. I can offer you assurance that the correct processes were followed and the incidents were allocated correctly according to the information received at the time.

The NHS is under significant pressure with our ambulances facing the longest handover delays in history, WAST are constantly seeking solutions to patients facing long waits in the community. We have recently met with MWWFRS and will be reviewing and refreshing the agreement between both organisations. As I have advised the response provided by is clinically determined by the patient's presenting need. This agreement has been in place since 2021 and there are currently 33 MWWFRS teams trained to respond to Falls and Cardiac Arrest. Prior to 2021, MWWFRS responded to a wider set of incidents though as this service was only available across 10 teams many communities went without any service provision through MWWFRS. A decision was made that it was more appropriate to provide a consistent service across more MWWFRS stations, broadening their reach into more communities across Falls and Cardiac Arrest incidents.

I appreciate that MWWFRS responders may feel they are in a difficult position when approached by members of the community and I reiterate that these responders are welcome to sign up as WAST Community First Volunteers as are any members of the community who wish to bring further resilience to Presteigne and Norton. I will also ensure this message is shared by senior leaders across MWWFRS.

Mae'r Ymddiriedolaeth yn croesawu gohebiaeth yn y Gymraeg neu'r Saesneg, ac na fydd gohebu yn Gymraeg yn arwain at oedi
The Trust welcomes correspondence in Welsh or English, and that corresponding in Welsh will not lead to a delay

www.ambulance.wales.nhs.uk

Pencadlys Rhanbarthol
Ambwlans a Chanolfan
Cyfathrebu Clinigol
Regional Ambulance
Headquarters and
Clinical Contact Centre

Tŷ Vantage Point
Vantage Point House
Tŷ Coch Way
Cwmbran NP44 7HF
Ffôn/Tel
01633 626262

The Community First Responder Training Programme for 2024 is currently in design and there is a course planned in North Powys in June 2024. We hope to train a full cohort of volunteers with the ambition of providing additional community resilience to communities such as Presteigne and Norton.

We are also developing a new volunteer Community Welfare Responder role which will be a link between our patients and our Clinical Support Desk enabling us to manage monitor patients at risk of deterioration and upgrade the allocated response where appropriate or ensure the patient is progressed to the care pathway most appropriate to them. We are currently recruiting a team who will be delivering the project across the next two years and we aim to have our first cohort of volunteers trained by April 2024. We will be launching stakeholder events with partners and interested parties across Wales in the New Year.

Please accept my apologies that this response was delayed, should you have any further questions please do not hesitate to contact me.

Yours sincerely



Jenny Wilson
National Volunteer manager

Auditor General's report and audit opinion

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2023 of **Presteigne and Norton Town Council**. My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 and guidance issued by the Auditor General for Wales.

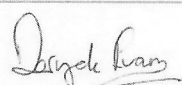
Audit opinion: Unqualified

On the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislative and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters and recommendations

There are no further matters I wish to draw to the Council's attention.



Deryck Evans, Audit Manager, Audit Wales
For and on behalf of the Auditor General for Wales

Date 30/11/2023