

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

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Tel: 01547 528575  
Email: [presteigneandnortontc@outlook.com](mailto:presteigneandnortontc@outlook.com)

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

12<sup>th</sup> December, 2024

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council on **WEDNESDAY 18<sup>th</sup> December, 2024 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/86566863589?pwd=d8v4yZeuTgg5dgEuoh30RGanDdRYid.1>

Meeting ID: 865 6686 3589 Passcode: 280316

Dial by your location - 0208 080 6591 United Kingdom

Find your local number: <https://us06web.zoom.us/u/kpnstCEu5>

*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.*

Yours sincerely

Tracey Price

**TOWN CLERK**

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**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.

**DECLARATIONS OF ACCEPTANCE OF OFFICE: CLLRS HARLING-BOWEN AND ROGERS.** To note that the declarations have now been signed, witnessed by the Clerk and sent to the Elections Office.

### **3. APPROVAL OF MINUTES**

To approve that the Minutes of the meeting held on 20<sup>th</sup> November, 2024 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 Buildings Committee meeting held on 27<sup>th</sup> November, 2024 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 3<sup>rd</sup> December, 2024 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 20<sup>th</sup> November. Also to receive the Clerk's Report for December.

### **5. FINANCE**

a) Donations: To approve the following donations:- None this month. To note the letter of thanks from Presteigne and Norton Community Trust for the donation towards the cost of the bonfire/fireworks.

b) Payments: to approve the following payments:-

Highground Maintenance Ltd	£449.69	MEADOW ACC
Mrs T. A. Price	£1630.80	
HM Revenue & Customs	£627.49	
NEST (Direct debit)	£150.64	
T. Lloyd-John	£447.49	
N. Close	£28.00	
N. Close	£136.00	MEADOW ACC
HSBC (bank charges)	£11.00	
HSBC (bank charges)	£8.00	MEADOW ACC
High Street Grant	£10,383.10	
High Street Grant (2)	£4199.30	
PHS Group	£17.18	
T. Price (refund stamps)	£31.20	
Microsoft (email storage renewal)	£19.99	
Play Inspection Company	£270.60	MEADOW ACC
Highline Electrical Ltd (installation of lights)	£774.66	
British Gas (Wilson Terrace Toilets)	£18.62	
EDF Energy (Hereford Street Toilets)	£83.38	
Presteigne Building Supplies	£30.88	
Artisan Print (plans for storage building)	£31.83	MEADOW ACC
Presteigne and Norton Community Trust (refund)	£124.55	
One Voice Wales (training Cllr. Harling-Bowen)	£20.00	
Powys County Council (planning application)	£to be advised at meeting	

c) Review of Direct Debits.

d) To put forward potential new projects for 2025/26. To include –

Meadow Access Paths (match funding)	£3000
Meadow Bar/ Storage	£3000 (possible use from reserves)
New Website	£5000
Christmas Lighting	£5000

NB Costs are not confirmed at this stage and inclusion is provisional and subject to confirmation at the full budget setting.

e) Receipts: To note the following receipts –

Website Advertising	£78.00
Powys County Council (re. High Street Grant)	£to be advised

f) To note conclusion of external audit for 2023-24. (Full Copy of Annual Return included in meeting papers).

g) Confirmation of new Money Market Account at 4.05% for three months.

h) To consider use of Christmas Lights reserve for small trees for High Street (previously funded by CONNECT). Cost £156.00.

## 6. PLANNING

(a) To consider applications received:

24/1682/TRE Grid Ref: E: 331565 N: 264492 Proposal: Works to mature Beech tree in a conservation area Location: St Andrews Church, Broad Street, Presteigne LD8 2AF.

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 –

24/1471/TRE Craftsman's Mews, Presteigne: Approval.  
24/1482/TRE Radnorshire Arms Hotel, Presteigne: Approval.  
24/0338/FUL Holiday Chalet at Harp Meadow, Presteigne: Approval.  
24/1504/TRE The Rectory, St. David's Street, Presteigne: Approval.  
24/1349/TRE 1 Wherby Cottage, Presteigne: Approval.

(c) Trees and TPOs: Update Cllr. Baynham.

## 7. HIGHWAYS, HOUSING AND ENVIRONMENT

a) Dark Skies Project: To receive an update from the Working Group Meeting.

b) Climate and Environment Matters: To include –

- Reports on any information meetings/conferences attended.
- Climate and Environment Committee: To receive suggestions for updating of the November 2023 Council report.
- Planning Resilience and Preserving Trees Consultation (closes 17<sup>th</sup> January)(as emailed 15<sup>th</sup> November).

c) High Street Grant – Update.

d) Fold Farm DMMO Application: To receive an update on progress.

e) Roundabouts: To discuss the following -

- To consider arrangements for the Kington roundabout in 2025.
- To receive the report of Cllr. Baynham on arrangements for the Leominster roundabout.

f) Car Parking: Update and next steps.

g) Direction of Traffic, Pound Lane (Cllr. Kirkby).

h) Active Travel Update and re-location of Bench at top of Station Road.

## 8. NORTON

a) Update on general works.

- b) Christmas Lighting.

9. **SITES AND BUILDINGS MATTERS**

a) Public Conveniences: All covered under Committee recommendations below other than ongoing thefts from Hereford Street Site.

b) Allotments: All covered under Committee recommendations below.

c) Meadows: To include –

To consider the quote for various strimming works around the Meadows in 2025.

Update - Bike Track: (Cllr. Owens).

Update - café bar/storage. (Cllr. Kirkby).

d) Nature Reserve Matters: To consider the following –

general update from Cllr. Ramsay and any decisions needed.

Dogs on reserve – email from member of the public supporting access for dogs..

e) To consider the recommendations from the Sites and Buildings Committee as follows –

**Allotments:**

*To note the report of the PNAA and it's possible disbanding in the New Year.*

*Review of need to repair the pedestrian bridge;*

*Review of untidy plots with a view to serving notice on those not tidied/cleared by February.*

*To contact the Highways Department at the County Council re the missing fence by the bridge which was leading to the allotments being used as a short cut onto the Meadow.*

*Community Payback team to be asked to continue the regular strimming on the site and the adjoining car park.*

**Nature Reserve:**

*To note the general update.*

*Storage or disposal of water tank as no longer needed.*

*Agreement to remove one panel from the entrance gate to provide access for disability scooters.*

*Consideration of possible tool sharing with the Radnorshire Wildlife Trust.*

*To agree that a further bioblitz day be held at a cost of approx. £250. Funds to be taken from the Council's Climate Crisis Grant Fund.*

*To consider the proposed draft Budget for 2025-26*

**Meadows:**

*To note and agree the proposed maintenance items for 2025-26 and the plan for another work day during the year.*

*To accept the recommended quote for grass cutting in 2025-26 and 2026-27.*

*To accept the recommended quote for the tree survey in 2025-26.*

*To note the findings of the Rospa Report and action the matters listed in the Committee Minutes. Note: The strimming contractor was not able to undertake the sweeping so an alternative will need to be found.*

*To note the Committee support for the two proposed projects – disabled access paths and the new storage building.*

*To note that Mr. Graham would cut up and remove the broken/fallen branches on the maple tree, Ligne Garden.*

*To consider the proposed draft budget for 2025-26.*

**Toilets:**

*To review and appoint a contractor to carry out the painting of Hereford Street Toilets in the Spring of 2025.*

*To accept the recommended quote for toilet cleaning on both sites for 2025-26 and 2026-27.*

*To consider the proposed draft budget for 2025-26.*

*Note: All budget amounts will remain provisional until the budget setting in January.*



**10. CORRESPONDENCE/GENERAL ITEMS**

- a) Leisure Services Review: Update and further discussion on next steps including letter to neighbouring Community Councils.
- b) Memorial Hall Update.
- c) Town Crier: To consider any next steps/agreement to support proposal.
- d) Christmas Lights: Update on installation for 2024.
- e) Sustainable Powys – County Council Meetings: Report by those attending.
- f) Update re contact from British Cycling.
- g) **New Enhanced Road-Based Emergency Care Service Planned for Remote Rural and Coastal Parts of Mid and North Wales: To note the information received and consider any response required.**
- h) Update re cashpoint (following Lloyds Bank closure).
- i) Reminder Sidney Nolan Trust Survey (as emailed)
- j) Dates for January Meetings – 15<sup>th</sup> Budget Setting, 22<sup>nd</sup> Main meeting. Also to consider change of date for May meeting.

**11. COUNTY COUNCILLOR'S REPORTS**

**12. ANY URGENT BUSINESS INFORMATION (at discretion of Chair)**

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

**14. STAFFING COMMITTEE**

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

- Annual Appraisal to be noted.
- 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 £30,643.  
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 Dec. Minutes from November, 2024. Minutes Sites and Buildings Committee, Minutes Staffing Committee. Any other background papers.

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

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**MINUTES OF THE SITES AND BUILDINGS COMMITTEE MEETING**  
**HELD 27<sup>TH</sup> NOVEMBER 2024**  
**AT THE GREEN ROOM, ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND VIA**  
**VIDEO CONFERENCING**

**Present:** Cllrs. Baynham (Mayor), Preece, Price, Ramsay, Baynham.

Outside Representatives: Mr. R. Rimington, Mr. G. Graham, Ms R. Bamford, Ms. S. Robson.

**Apologies:** Cllrs. Price and Kirkby.

**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:*

*Cllr. B. Baynham, related to current toilet cleaner/possible contractor for 2025-26, re. quotes for toilet cleaning in 2025-26.*

**MIN SB8/24 ALLOTMENTS**

(1) Report by the PNAA Representative: Ms. S. Robson provided a short written report on the allotments over the current year so far. She advised that there had as yet been no AGM and that the Association was again very low on numbers with just three people actively involved in the running of the Association although more were members. A meeting of the Association would be held in the New Year when a decision would be made on whether to continue.

**Untidy Plots:** The issue of untidy and neglected plots had been a source of concern over the year despite the Clerk having been in touch with a number to ask that the plots be tidied or in the event of illness at least be covered over for the time being to prevent weed spread to other plots. Cllr. Preece and Price had visited the site during the Summer and identified a number of plots needing attention but due to indistinct boundaries had been waiting to install new plot markers so the tenants could be contacted. The Clerk advised that one of the plots involved had now been surrendered by the tenant and would be strimmed prior to re-letting.

**Access over Pedestrian Bridge:** The repairs needed to the pedestrian bridge were discussed and the Clerk reminded Members that the Council had decided not to repair it when it was discussed earlier in the year. She had also received comments from some tenants that they preferred the access to be via the car park although Ms. Robson felt very strongly that it should be repaired and the access re-opened. The matter would be raised again at Council.

**Path behind Plot 1:** Ms. Robson advised that this was increasingly being used and access to the Meadows then being made via plot 1 and over the allotment site. Cllr. Baynham would make enquiries as it was believed the gap in the fence from the road was the responsibility of highways.

**Rent Review:** Ms. Robson felt there should not be any rent increase and the Clerk advised that none was due this time.

(2) PNAA Raised Matters: The following matters to be taken to Full Council –

- Untidy Plots;
- Need for repairs to the Pedestrian Bridge;
- Path behind plot 1 and the problems with pedestrians accessing the Meadows via that plot.

(3) Action on Untidy Plots: Cllr. Preece explained that the Council was aware of a handful of plots that had not been fully or properly tended over the year and that this would be reviewed again with a view to serving notice in February should no improvement be made.



- (4) Review of Work/Maintenance Plan for 2025-26: The Community Payback Team had continued to trim the paths and this had worked well. To continue in 2025.
- (5) Expenditure 2024-25 to date: Members noted the expenditure to date which was higher than normal due to the replacement of the main gate to the site. A rent review was not due this year.
- (6) Update on request for lean-to/shed: The Clerk reported that this had been resolved as the tenant had been able to obtain a shed with a wider door.

Ms. Robson left the meeting at this point.

### MIN SB9/24 NATURE RESERVE

(1) Siting of new benches: The new benches provided by Cllr. Baynham from her Mayor's expenses were on site and currently not fixed in one position. It was felt that this was meant the locations could be changed and there were no immediate plans to fix them in a permanent spot although this might be considered in future.

(2) Current Situation re ponds and possible grant for additional plants: Ms. Bamford reported that the ponds had held water during the Summer although levels had, understandably dropped somewhat. A grant was available through the County Council for additional pond plants, the plants would be ordered and delivery arranged by the County Council. Ms. Bamford felt that around £350 worth of plants could be requested. It was agreed that this was a good idea. Full Council had already confirmed agreement.

(2) General Update: Ms. Bamford reported as follows –

Bug Hotel built by Primary School.

Grass cut and raked from the Wildflower Areas.

Problems with the Paths that were getting overgrown and the possible need to carry out work to them in the future either by updating it as a whole (approx. £3000) or by filling up the existing path (approx. £500).

Community Payback continue to weed the entrance. Agreed the Clerk continue to ask for this periodically and Ms. Bamford would advise if it needed doing between visits.

National Forest Signage not yet in place.

Tool Sharing: Ms. Bamford reported that they were currently borrowing some tools from the Radnorshire Wildlife Trust and the Tree Group wanted to know if the Trust could borrow the Town Council equipment (users would be members of both the Reserve volunteers and the Trust volunteers so would have the expertise needed. Full Council would need to consider and the Clerk would check with the insurers to see if this was possible.

Weeding of thistles carried out.

Successful BioBlitz day and if possible another to be held in 2025.

Dogs accessing the reserve: Ms. Bamford felt this was not a big problem but some dogs were being walked on the site.

Access by Mobility Scooters: This was reported as not being a major problem but to ensure full access for all it was possible to remove one panel. That panel would be reused on the site.

(3) Home for water tank: Ms. Bamford confirmed that this was no longer needed and it could be sold/stored. To be considered by Full Council.

(4) Draft Budget for 2025/26: Cllr. Ramsay circulated a draft budget for the Reserve in 2025-26. This was discussed in some detail and it was agreed to recommend a budget of £900 in total plus a request for £250 funding for the bioblitz day being requested under the Council's climate crisis grant scheme.

Draft Budget for 2025-26	Nature Reserve	
	2024-25	Draft 2025-26
Including £350 to set aside for periodic expenditure	0	350
Including £550 for path improvements	0	550
		<b>900</b>

Ms. Bamford left the meeting at this point.

### MIN SB10/24 WENT'S AND EDDIE'S MEADOWS, MUGA, FOOTBALL PITCH

(1) Grass Cutting Review: Generally it was felt that the contractor was doing a good job although it was noted that the banks near the barn had not been strimmed. The Clerk had asked the community payback team to do this as it was not part of the main contract. She would check to see why it had not been done and Full Council could consider if it wanted the areas included in the new grass cutting contract.



(2) Quote for various strimming works: Deferred to the Full Council meeting as no quote yet supplied.  
(3) Quotes for grass cutting: Members were disappointed at the lack of interest in the new contract despite one new contractor being interested enough in being taken around the site. Members agreed to recommend that the contract be renewed with Highground Maintenance Ltd for a two year period covering 2025-26 and 2026-27.

(4) Review of Items from June meeting:-

Completion of works to barbecue: Completed. Thanks to Mr. R. Rimington for arranging.

Reinstatement of sunken paving slabs: Completed by contractor.

Completion of improved access from Mill path: Completed for cost of materials only by local contractor, Mr. R. Bennett.

Completion of repairs to wooden bridge, Lower Went's Meadow: Completed by contractor.

(5) Maintenance Plan for 2025-26. To include –

Use of bottom corner of field for grass cuttings etc: Agreed that the spread of these cuttings was something to be addressed at a future work day and with the help of a mini digger or similar.

Mowing of back/car park field 2025: Agreed to recommend that the Clerk ask the Carnival/Volunteer if they would cut the field again prior to carnival day.

Movement of the mowing line in Lower Went's meadow to closer to the hedge by the new path: Agreed to recommend that this adjustment be requested with the contractor.

Remove short length of hedge by mill (going from the steps towards the ERDC) to open up the official footpath: The general feeling was that this was not necessary as the field was open access and removal of any hedge unnecessarily was to be avoided. Agreed to review in the Spring.

Plan for mowing on Eddie's meadow: Deferred for Full Council as Cllr. Kirkby had been going to organise volunteers. One area to be part as part of hedge cutting contract this Autumn.

Work day 2025: Agreed in principle. Date to be discussed in the Spring.

(6) Quotes for 2025 Tree Survey: Agreed to proceed with Mr. J. Cromar. Mr. Graham asked if the recommendations of the arboriculturist could override the insurance requirements and the Clerk advised that she did not believe the Insurers would agree to this unless the inspector was able to guarantee his views and the Council would be covered under that insurance. She agreed to investigate in case this would be possible.

(7) Rospa Inspection Report: The report was noted. No major issues to report but a number of minor matters including –

- General mole issue creating issues with ground clearance around the outdoor gym equipment,
- Need to sweep the MUGA regularly to remove loose grit and any moss to reduce slippiness (agreed to recommend that the Community Payback team be asked to do this as the strimming contractor did not have time to add this to his regular strimming).
- Need to support the rotten stakes on the skateboard fence with new posts and remove the redundant gatepost.
- Some issues with the joint areas of the skateboard bowl and surrounding path.
- Some rotten sleepers to replace.

(8) Community Barns: No major works needed at present.

(9) Grant Applications/Projects: The following two projects were discussed -

(Brilliant Basics Funding (from April 2025): To provide disabled access paths on the Went's Meadow site. Café/bar/storage project: Full Council had now confirmed this project could go ahead and Cllr. Kirkby was working on a grant application and a planning application.

(10) Report on Vandalism Issues: The current year had had fewer issues with vandalism.

(11) Report on work of Community Payback Team: The Clerk reported that the team was a big help with work on the Meadows. This would hopefully continue in 2025-26.

(12) Trees and debris adjacent to Withy Beds: Problems adjacent to the With Beds had been reported to the Radnorshire Wildlife Trust. Mr. Rimington would speak to them to remind them. Thanks noted to Mr. Graham and his brother for clearing the debris backing up at Lugg Bridge during the recent floods.

Maple Tree, Ligne Garden: Mr. Graham asked if he could cut back the broken branches in the tree and remove those that had fallen. It was agreed to accept this offer with thanks.

(13) Bike Track and works by young people – Update: Nothing to report although Mr. Graham confirmed his agreement to assist where possible.



(14) Budget Consideration for 2025-26: Members considered the budget for the coming year and the new projects currently put forward for the path improvements (£3000) and the new storage building (£3000). Either of both of the projects could be funded from free reserves. Recommendations agreed were –

#### Draft Budget 2025-26

<b>Went's and Eddie's Meadow</b>	<b>2024-25</b>	<b>Draft 2025-26</b>
Weekly Inspections (inc defib checks)	1650	1500
General Maintenance	1500	1500
Dog Bags	1750	2000
Grass Cutting/weed killing	3600	4699.65
Professional Inspections (Rospa & Tree Survey)(240 & 1125)	225	1365
MUGA / New Barn Reserve	2000	2000
Allotments (funded via rental income)	0	0
Utilities	350	350
Misc.(to include bank charges)	200	200
Projects (£3000 paths, £3000 storage building)	0	from reserves
	<b>11,275.00</b>	<b>13,614.65</b>

Full Council to be advised that the Committee would be happy if the MUGA reserve amount was not allocated in 2025-26.

#### MIN SB11/24 TOILET BLOCKS

- (1) Report on year to date: The Clerk gave a short update on the year so far. Toilet roll thefts continued to be a problem at the Hereford Street site.
- (2) Quotes for painting of Hereford Street Toilet Block: Members considered the quotes received but felt that there was insufficient information on materials plus a large variation in the quotes received and decided to refer the matter to the Full Council to decide. Agreed to also recommend that the cost of the work be met from the allocated reserve for toilets.
- (3) Review of Cleaning Arrangements: Members were very satisfied with the current arrangements. No changes proposed.
- (4) Further Maintenance Work: The Wilson Terrace Toilet Block was on the list for the Community Payback team to paint inside and out in the Spring of 2025. No other items to consider for 2025-26.  
*Cllr. Baynham left the meeting at this point having declared a prejudicial interest in the following item.*
- (5) Quotes for cleaning 2025-26: Agreed that given the high standards of the present contractor and, having reviewed the quote provided for the next two years, the Committee would recommend that the quote from Ms. T. Lloyd-John be accepted for the forthcoming two years, 2025-26 and 2026-27.
- (6) Budget Consideration for 2025-26: Given the level of allocated reserve held for the toilet blocks and in view of expected budget pressures overall it was agreed to recommend a draft budget of £10,000 with additional expenditure being met from the reserve held.

<b>Draft Budget 2025-26</b>	<b>Toilets</b>	
	<b>2024-25</b>	<b>Draft 2025-26</b>
Balance of expected expenditure approx £2000 to come from allocated reserve.	10,000	10,000

#### MIN SB12/24 URGENT INFORMATION.

- (1) None.



## **Summary of Full Council Decisions Required –**

### **Allotments:**

To note the report of the PNAA and it's possible disbanding in the New Year.  
Review of need to repair the pedestrian bridge;  
Review of untidy plots with a view to serving notice on those not tidied/cleared by February.  
To contact the Highways Department at the County Council re the missing fence by the bridge which was leading to the allotments being used as a short cut onto the Meadow.  
Community Payback team to be asked to continue the regular strimming on the site and the adjoining car park.

### **Nature Reserve:**

To note the general update.  
Storage or disposal of water tank as no longer needed.  
Agreement to remove one panel from the entrance gate to provide access for disability scooters.  
Consideration of possible tool sharing with the Radnorshire Wildlife Trust.  
To agree that a further bioblitz day be held at a cost of approx. £250. Funds to be taken from the Council's Climate Crisis Grant Fund.  
To consider the proposed draft Budget for 2025-26

### **Meadows:**

To note and agree the proposed maintenance items for 2025-26 and the plan for another work day during the year.  
To accept the recommended quote for grass cutting in 2025-26 and 2026-27.  
To accept the recommended quote for the tree survey in 2025-26.  
To note the findings of the Rospa Report and action the matters listed in the Committee Minutes. Note: The strimming contractor was not able to undertake the sweeping so an alternative will need to be found.  
To note the Committee support for the two proposed projects – disabled access paths and the new storage building.  
To note that Mr. Graham would cut up and remove the broken/fallen branches on the maple tree, Ligne Garden.  
To consider the proposed draft budget for 2025-26.

### **Toilets:**

To review and appoint a contractor to carry out the painting of Hereford Street Toilets in the Spring of 2025.  
To accept the recommended quote for toilet cleaning on both sites for 2025-26 and 2026-27.  
To consider the proposed draft budget for 2025-26.

*Note: All budget amounts will remain provisional until the budget setting in January.*

The meeting closed at 9.30 pm.

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

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**MINUTES OF THE STAFFING COMMITTEE MEETING HELD 3<sup>RD</sup> DECEMBER 2024  
AT THE NORTON COMMUNITY HUB AND VIA VIDEO CONFERENCING**

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

**Apologies:** 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 ST1/24 ELECTION OF CHAIRMAN 2024-25**

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

**MIN ST2/24 ELECTION OF VICE CHAIRMAN 2024-25**

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 ST3/24 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 ST4/24 INCREASE IN NATIONAL PAY SCALES 2024-25 AND EXPECTED INCREASE IN 2025-26**

Members noted the new pay scales for 2024-25. No information as yet available for 2025-26. Agreed budget to be set allowing for a 3% increase at £30,643. This included the planned increase in employer national insurance contributions. Any balance in excess of this to be met from free reserves.

**MIN ST5/24 ANNUAL APPRAISAL OF CLERK**

Members noted the annual appraisal which had been completed with the Clerk by Cllrs. Owens and Wilding.

**MIN ST6/24 TRAINING REQUIREMENTS FOR CLERK IN 2025-26**

No specific requirements for 2025-26. An allocated reserve was held and this was considered adequate for coming financial year..

**MIN ST7/24 REVIEW OF HOURS/ALLOTMENT HOURS/PAYMENT ARRANGEMENTS**

Resolved no changes to be made. The Staffing Committee noted the increase in the amount of time taken to administer the allotments. It was felt it was perhaps time for an over all review of the allotments and this should include a review of their organic status.

**MIN ST8/24 ANNUAL LEAVE ARRANGEMENTS**

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

**MIN ST9/24. BUDGET RECOMMENDATIONS FOR 2025-26**

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 - £30,643. Any amount in excess of this to be met from free reserves.

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

**MIN ST10/24 EMPLOYMENT OF ADDITIONAL STAFF**

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

**MIN ST11/24 URGENT BUSINESS (INFORMATION ONLY) (at discretion of Chair)**

None.

*Summary of Recommendations -*

Annual Appraisal be noted.

Clerk's hours unchanged.

Payment of Hours worked for Allotments: Arrangements - unchanged.

Draft Budget Recommendations as follows:

Annual Salary including employer's pension and national insurance payments £30,643 with any balance to come from free reserves

Training: to come from existing allocated reserve.

No additional Staff to be appointed.

It had been suggested during the Clerk's appraisal that the Staffing Committee should review the Clerk's job description. After discussion, the committee felt there was no need to do this at this time.

The meeting closed at 7.55 pm.

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Business C/A - Prest & Nort T C







## Manage direct debits

Cancel active direct debits or view expired or cancelled

- Active**
- Expired or cancelled**

### All active direct debits

Changes made in the last three working days may not appear in the list below.

Name	Reference	Previous payment date	Previous payment amount	Action
BRITISH GAS	BGL0508233-0492254	15 Nov 2024	GBP 16.02	 Cancel
DWR CYMRU WELSH WA	3890761701	02 Aug 2024	GBP 25.79	 Cancel
DWR CYMRU WELSH WA	4351349101	12 Aug 2024	GBP 259.55	 Cancel
EDF ENERGY	A-9833703E-001	19 Nov 2024	GBP 59.26	 Cancel
ICO	ZA007076	20 Jun 2024	GBP 35.00	 Cancel
NEST	IT000001536578	21 Nov 2024	GBP 181.02	 Cancel

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## Manage direct debits

Cancel active direct debits or view expired or cancelled

- Active**
- Expired or cancelled**

### All active direct debits

Changes made in the last three working days may not appear in the list below.

Name	Reference	Previous payment date	Previous payment amount	Action
DWR CYMRU WELSH WA	4171952501	31 Jul 2024	GBP 19.61	 Cancel
EDF ENERGY	A-1D6F8E87-001	17 Jul 2024	GBP 21.76	 Cancel

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# Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2024

## Accounting statements 2023-24 for:

Name of body: **PRESTEIGNE AND NORTON TOWN COUNCIL**

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	133,631	101,288	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	70,647	72,938	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	200,739	71,767	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	26,750	28,345	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	276,979	97,009	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	101,288	120,639	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
8. (+) Debtors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	101,288	120,639	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	101,288	120,639	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	426,704	434,724	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).



## Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2024, that:

	Agreed?		'YES' means that the Council:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> <li>◦ effective financial management during the year; and</li> <li>◦ the preparation and approval of the accounting statements.</li> </ul>	YES		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	YES		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.	YES		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	YES		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	YES		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate, have included them on the accounting statements.	YES		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	YES		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	3, 6
			N/A	

\* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.



## Additional disclosure notes\*

<p>The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement</p>	
<p>1.</p>	<p><b>Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000</b></p> <p>Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2023-24 was £9.93 per elector.</p> <p>In 2023-24, the Council made payments totalling £9310.00.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.</p>
<p>2.</p>	
<p>3.</p>	

\* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

## Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p><b>Certification by the RFO</b></p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2024.</p>	<p><b>Approval by the Council</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:</p>
<p>RFO signature:</p> <p><i>T.A. Price</i></p>	<p>Minute ref: <i>MAY 2024 - 4343(5)</i></p>
<p>Name: Tracey Price</p>	<p>Chair signature:</p> <p><i>[Signature]</i></p>
<p>Date: <i>16.05.24</i></p>	<p>Name: <i>TREVOR OWENS</i></p>
	<p>Date: <i>16.05.24</i></p>

## 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 2024 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 (the 2004 Act) 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:

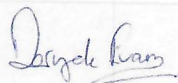
- has not been prepared in accordance with proper practices;
- that relevant legislative and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness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

### Other matters and recommendations

#### Fixed Asset Restatement

The Council has restated its prior year comparative for fixed assets without adequate disclosure explaining the reason for the restatement. The fixed assets for the Council that were previously reported was £426,204.

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: 27/11/2024**



# Annual internal audit report to:

Name of body: PRESTEIGRE + NORTON TOWN COUNCIL

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2023.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.				✓	
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				



	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.			✓		

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					


\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 18.04.23.] \* Delete if no report prepared.

**Internal audit confirmation**

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: LEE STEPHENS  
 Signature of person who carried out the internal audit:   
 Date: 16/04/23