

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

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

14 February, 2024

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council on **WEDNESDAY 21<sup>st</sup> FEBRUARY, 2024 at 7.30 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/87472674953?pwd=aHKdCjSEiHob6aEQYGk1bcUbl0zb7u.1>

Meeting ID: 874 7267 4953 Passcode: 801622

Dial by your location = 0203 481 5237 United Kingdom

Find your local number: <https://us06web.zoom.us/j/87472674953?pwd=aHKdCjSEiHob6aEQYGk1bcUbl0zb7u.1>

*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

**DECLARATIONS OF ACCEPTANCE OF OFFICE – CLLRS KIRKBY AND RAMSAY**

**3. APPROVAL OF MINUTES**

To approve that the Minutes of the meeting held on 24<sup>th</sup> January, 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 24<sup>th</sup> January. Also to receive the Clerk's Report for February.

**5. FINANCE**

a) Donations: None this month.

b) Payments: to approve the following payments –

Welsh Water (barn)	£9.78 MEADOW ACC
Welsh Water (H'fd Street)	£277.54
Welsh Water (W/T)	£14.63
Highline Electrical (removal of lights)	£360.00
Wales Audit Office (audit fee 21-22)	£495.00
Highground Maintenance Ltd	£345.89 MEADOW ACC
Chemassist	£406.80
Mrs T. Lloyd-John	£421.49
Border Janitorial	£94.67
Clean My	£ to come
NEST (pension contributions)	£146.30
Mrs T.A. Price	£1579.20
HM Revenue and Customs	£611.02
N. Close	£12.00
N. Close	£172.00 MEADOW ACC

c) To note the following receipts:

Website Advertising	£52.00
Allotment Rent	£276.00 MEADOW ACC

d) Update re replacement website.

e) Review of Asset Register.

f) Review of Risk Assessment.

**6. PLANNING**

(a) To consider applications received:

24/0079/FUL Grid Reference: E:332402 N: 263963 Proposal: Erection of a building containing two workshop units (B1 & B8 use) over an existing concrete yard area Site Address: Unit 1, Presteigne Mill, Presteigne, LD8 2HG.

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.



(b) Planning Decisions: To note the following decisions – none this month.

**7. HIGHWAYS, HOUSING AND ENVIRONMENT**

- a) Dark Skies Project: Clerk's Report 4b.
- b) Climate Crisis Matters: To confirm a date for the next Climate Crisis Committee Meeting (provisional date 7<sup>th</sup> Feb).
- c) Pothole Problems (Cllr. Williams)
- d) Fold Farm DMMO Application Update.
- e) Resident(s) Complaint – Parking and Flooding Slough Road.
- f) Car Park Charges (short/long stay) Clerk's report 4a.
- g) Transforming Towns Grant – Presteigne High Street: Update. Clerk's Report 4c.
- h) To note temporary closure of footpath PR1809(A) Clatterbrook for improvement works.
- i) Condition of pavements following contractor works (Cllr. Kirkby).
- j) Street Lighting, Broad Street (email from resident/ongoing query).

**8. NORTON**

- a) Norton Community Trust Update.

**9. SITES AND BUILDINGS MATTERS**

- a) Public Conveniences: To report any maintenance or other issues.
- b) Allotments: To include vacant plots/grant for raised beds etc.
- c) Meadows: To include –
  - Use by Carnival – 11<sup>th</sup> to 14<sup>th</sup> July.
  - Bulk order placed for dog bags (Clerk's Report 3a)
  - To consider quote for repair to car park entrance and broken posts on allotment site.
  - To consider final approval for purchase of fire retardant paint for the new barn (£1317.28 plus VAT and shipping – may vary slightly by time of purchase).
  - Next pruning of Community Orchard.
- d) Nature Reserve Matters: To receive any report from the volunteers/any works needed to be done by Community Payback team.
- e) Grant Application: Grant for storage/community games. To consider next steps.

**10. CORRESPONDENCE/GENERAL ITEMS**

- a) Leisure Services Review Update (if any).
- b) Memorial Hall Update. Clerk's report 5b.
- c) Request for Additional Bench near High Street (Cllr. Van Huls).
- d) Review of Polling Districts and Places (County Council Consultation as emailed 29<sup>th</sup> January).
- e) Future of Mid Wales Air Ambulance Base: To receive the latest update and consider any further response.
- f) Town Wifi Update. Clerk's Report 5a.
- g) Visit to Secondary School (Cllr. Owens).
- h) Mid Wales Tourism App: To receive any update/decide on any future action.

**11. COUNTY COUNCILLOR REPORTS**

**12. CASUAL VACANCY UPDATE**

**13. APPOINTMENTS TO REPLACE CLLR GRAY/FIRTH**

Sites and Buildings Committee (2)  
Climate Crisis Committee (2)  
Leisure Centre Working Group (2)  
LDP Working Group (1)  
Community Storage Working Group (1)(if currently needed)

Possibly defer until Council up to full numbers.

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

**15. VENUE FOR MARCH MEETING/FUTURE MEETINGS**

**Enc.** Clerk's Report February. Minutes from 24<sup>th</sup> January, 2024. Background papers.



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

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**MINUTES OF THE MEETING HELD ON 24<sup>th</sup> JANUARY 2024**  
**HELD AT THE ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND ALSO VIA**  
**VIDEO CONFERENCING**

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

Apologies: Cllrs. F. Preece, L. Abecasis, (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.*

Prior to the meeting Members noted their deepest condolences to Cllr. Abecasis on his recent bereavement.

**MIN 4290 APPROVAL OF MINUTES**

The Minutes of the meeting held on 20<sup>th</sup> December, 2023 were approved without amendment. The Chairman duly signed the Minutes.

The Minutes of the meeting held on 17<sup>th</sup> January 2024 were approved without amendment. The Chairman duly signed the Minutes.

**MIN 4291 UPDATE ON OUTSTANDING ITEMS**

- (1) New Money Market Account: The new three-month money market account was now open at 4.11% for an initial three-month term.
- (2) Street Lighting and Bus Route Queries: Members noted that the Clerk had replied to these queries.

**MIN 4292 FINANCE**

- (1) Donations: No donations this month.
- (2) Payments: No payments.

**MIN 4293 PLANNING**

- (1) Planning applications: No applications to consider.
- (2) Planning Decisions: No decisions to report.
- (3) Local Development Plan: Consultation on Key Issues, Objectives and Vision: Agreed no comment to be made but Members were encouraged to submit their own personal views on the proposals.

**MIN 4294 HIGHWAYS, HOUSING AND ENVIRONMENT**

- (1) Query on Car Park Charges and long/short stay car parks: Members noted that following the query raised by Cllr. Van Huls the Clerk had investigated and both the charged for Presteigne Car Parks were long stay sites hence the minimum charge being for a two-hour period. Only short stay car parks had the lower charge for one hour. It was agreed that the Clerk contact the County Council and ask what the options were for changing the charging regime in one of the car parks. Members also noted the car park usage data received as part of the car parking review which the Clerk had attended.
- (2) Dark Skies Project Update: Members noted that the official announcement had now been made and Presteigne and Norton had been covered in both local and national media. It was agreed that the next steps should be discussed by the Working Group and the Clerk would suggest some possible dates/times.
- (3) Climate Crisis: The following items were discussed –
  - Committee Meeting: Agreed to postpone and set a new date once new Members were in place.



- Ecological Data Report: Cllr. Baynham pointed out that page 12 contained a map of Llanwrtyd Wells and needed correcting. It was also noted that five incidences of Japanese knotweed had been noted and the Clerk would ask if these had been reported to Environmental Health so they could be treated. She would also ask for the report to be updated with the correct map. Members were pleased with report and asked that their thanks be passed on to the Officer at the County Council.
- Wildflower Grant Signs: Members considered the draft wording supplied and agreed the following - **Text for hedges sign** – ‘These hedges are being managed for nature and where it’s safe to do so will be cut less regularly and in rotation to encourage wildlife corridors and to provide more food and shelter for birds and insects.’ **Wildflower meadows sign text** ‘Wildflower Meadow - In this area a native wildflower meadow is being created by volunteers for the community. Wildflower meadows provide much needed habitats and food for insects, birds and mammals. A mix of annual and perennial flowers and grasses have been planted and it will take time to grow’.
- Wildflower Project Update: The County Council Officer had visited Presteigne and was pleased with the project so far and keen for the whole grant to be spent. Cllr. Wilding suggested that the area behind the site for the sleeping dragon could be power harrowed using some of the grant money and it was agreed that this be investigated.

#### **MIN 4295      NORTON**

(1) Norton Community Trust: Members were pleased to hear that the project continued to progress well and that it was hoped that the building would be ready for opening at the start of March.

#### **MIN 4296      SITES AND BUILDINGS**

(1) Public Conveniences: The Clerk reported that the new dispenser appeared to be reducing the theft of toilet rolls and the Clerk would arrange for the new type to be installed in the two cubicles in the ladies section.

(2) Allotments – The following matters were discussed -

- rent reminders to be sent shortly
- siting of polytunnel: Members reviewed the comments of the two adjacent tenants and also considered the need for regular maintenance to ensure the polytunnel did not become unsightly. It was agreed therefore to refuse the request from the PNAA.
- request to add new joint tenant to plot and remove previous joint tenant: given the new joint tenant was at the top of the waiting list it was agreed to allow the change to the tenancy.

(3) Meadows: The following matters were discussed –

- Review of budget for dog bags: agreed an additional budget of £300 but also that the Clerk place a bulk order as normally done in April in order to secure the best price per box and using the budget for the new financial year.

(4) Nature Reserve: Members noted the concerns re. the water run off from the site. Members noted that the road drains needed clearing and that the new speed hump needed a drainage channel through it to prevent water build up. Cllr. Baynham had asked that the drains be unblocked. Cllr. Wilding would review the run off from the ponds in the Spring.

(5) Grant Application Update: No update to report.

#### **MIN 4297      CORRESPONDENCE/GENERAL ITEMS**

(1) Welsh Ambulance Service and Local Response Times: Members noted the Clerk’s report and also the reply received that morning indicating that the service was currently too busy to reply for a while.

(2) Leisure Services Review Update: Cllr. Baynham would be attending a meeting in a couple of weeks to learn the findings of the review.

(3) Memorial Hall Update: Members noted that the Clerk had been told that the issuing of a temporary licence to open the Hall was not possible. Cllr. Wilding pointed out that if the County Council believed it could not delegate the running of the Hall then it was surely incumbent on them to open it themselves. The Clerk was instructed to write to the relevant officer, copying in their Director and the Portfolio Holder, and asking that the Hall be re-opened by the County Council as a matter of urgency.

(4) Powys Community Broadband Stakeholder Group: Agreed to appoint Cllr. Owens as representative to attend these meetings

(5) Report on meeting with Mid Wales Tourism: Cllr. Owens reported on the meeting between himself, the Clerk and Mid Wales Tourism. The project was to produce an app and website for local businesses to promote offers, discounts. The Clerk was awaiting further information from MWT and it was agreed that the

chamber of trade (CONNECT) should be sent any further information as the impetus for the project needed to come from the traders themselves.

(6) Transforming Towns Grant: Cllr. Wilding had noticed the availability of this grant and felt it could be useful for the High Street. He was willing to help promote the grant if it was decided to apply. It was agreed that he and the Clerk would get more information and report back to the February meeting. If the project went ahead then Members would consider forming a working group.

(7) Launch Weekend, Presteigne Festival: Members noted the dates for the launch weekend on 11/12<sup>th</sup> May.

#### **MIN 4298 COUNTY COUNCILLOR REPORTS**

Cllr. Edwards reported the following:-

- Draft Count Budget produced;
- Various Norton issues being investigated;
- Knighton Hospital League of Friends provision of audiometer for Hospital.

Cllr. Baynham reported the following:-

- Dealing with parking issues at Lugg View;
- Part of employment committee and had taken part in the employment of new directors recently;
- Draft budget agreed by Cabinet with a proposed 7.5% Council Tax increase. This would now go before Full Council. Members noted that this increase would not secure the current level of services;
- Broadaxe Speed Hump: Now re-tarmacked as needed following removal;
- Congratulations sent to the Mayor of Ligne for receiving an honour recently;
- Vandalism/Glass Broken in Shoppers Car Park cleared by Cllr. Baynham and a small number of volunteers. Matter now in the hands of the police.
- Attended school governors meeting on transport to discuss students using the public bus service.

#### **MIN 4299 CO-OPTIONS/RESIGNATIONS**

Members considered the applicants for co-option and it was agreed to co-opt Colin Kirkby and James Ramsay to the Council.

Members noted the further resignations of Cllrs. Firth and Gray. The formal notice of the vacancies had been posted and the County Council would advise in due course if a formal election had been called. This was the first stage before proceeding to formal election or co-option.

#### **MIN 4300 APPOINTMENTS TO COMMITTEES/WORKING GROUPS**

Agreed to defer until new Members were in position.

#### **MIN 4301 URGENT BUSINESS INFORMATION**

(1) Community Payback: Members had received praise for the work of the team in the cutting back of brambles.

(2) Potholes: Cllr. Williams would raise this matter at the February meeting.

The meeting closed at 9.05 pm.



PRESTEIGNE AND NORTON TOWN COUNCIL				
1. Community Assets				
At 31st March 2024 the following assets were held:				
			Insured Value (if covered) £	Audit Value £
Lower Wents Meadow -			1	1
Upper Wents Meadow			36363	36,363
Improvements to Upper Wents Meadow (detailed in Note 1)			26528	26,528
new Community Barn July 2019			108160	100,000
Nature Reserve (new 2022)			185,000	185,000
Laptop computer (purchased June 2020 inc Microsoft Office)			493	493
Laser Printer (purchased October 2019)			-	160
Eddie's Meadow (purchased December 2012)			15000	15,000
Former BT Telephone Kiosk, Norton			2080	1
Former Reservoir Ground (donated by Welsh Water)			1	1
Tennis Court/MUGA/Football Pitch			94278.61	1
Wilson Terrace Toilets			-	790
Council/PACDG Noticeboard (at Assembly Rooms)	(April 2017)		900	900
Defibrillator serial no. (21) X17A890597	(April 2017)		900	900
Defibrillator serial no. (21) X17A891377	(April 2017)		900	900
Defibrillator by Loma's Shop	Jan-19		900	900
3 cabinets for defibs	(April 2017)		1,200	1,200
Playdale Little City Unit Play Equipment	(March 2017)		-	9,122
Playdale Car Springer Play Equipment	(April 2017)		-	944
Playdale Gravity Bowl	May-18		1,198	1,198
Picnic Benches (recycled plastic) 2	Apr-18		-	1,012
Dog Bag Dispensers (6)	Jul-18		-	450
Gazebos (10)	May-19		-	3,683
Folding Tables (11)	May-16		-	312
Christmas Lights, Presteigne	Oct-18		-	2,000
Outdoor Gym	Aug-19		-	10,000
Play Panels (2)	Dec-19		-	2,332
Zip Wire			-	9,700
New Equipment Skateboard Park (bought April 2014)	Jul-20		-	5,900
Outdoor free standing hand gel dispenser			-	338
Hereford Street Toilets (run under licence)			-	Not Owned by TC
Ashbourne Seat (sited near Primary School)	Sep-21		116,879	-
Ashbourne Seat (sited in Station Road)	Jul-21		-	488
Lugg View Play Equipment	Jan-22		-	488
Tractor/impliments and assorted equipment - Nature Reserve	May-23		11,000	9,998
Sundry small items rakes etc			-	8,400
			600,883	120
			434,724	434,724
			=====	
The basis of valuation for Community Assets acquired before 1st April 1996 is a nominal value of £1.				
Community Assets purchased from the 1st April 1996 onwards are valued at historic cost.				
Note 1				
Improvements to Upper Wents Meadow:				
			Cost	
			£	
Barn			19845.08	6,527
Garden			0	5,686
Roadway			0	784
Skateboard Park			0	7,631
Bike Track			0	-
New Equipment Skateboard Park (bought April 2014)			0	5,900
				26,528
The Town Council has not re-valued the land it owns as this land is for community use and is not intended for sale. This decision was made in March 2008 and minuted accordingly.				
2017 Laptop now written off				
2017 Printer - not repairable. Written Off				



PRESTEIGNE AND NORTON COUNCIL RISK SCHEDULE FEBRUARY 2024							
Item	Frequency	Last reviewed	Notes				
<b>Council Insurance</b>							
Including :-	Annual	Aug-23	3 year agreement to 2nd Sept 2025				
Public Liability	Annual	Aug-23	Indemnity £10,000,000. Official's Indemnity £500,000				
Employers Liability	Annual	Aug-23	Indemnity £10,000,000				
Buildings Cover - Barn at Wents Meadow	Annual	Aug-23	Sum Insured £24,037				
Toilets Wilson Terrace	Annual	Aug-23	Sum Insured £114,197				
Toilets Hereford Street	Annual	Aug-23	Sum Insured £141,572				
New Barn, Meadow	Annual	Aug-23	Sum Insured £131,012				
Assets	Annual	Aug-23	Insured away from home up to £5000, excess £250				
Office Equipment/Stationery	Annual	Aug-23	£5000 (standard figure)				
3 defibrillators & cabinets	Annual	Aug-23	£2,080				
Telephone Kiosk, Norton	Annual	Aug-23	Sum Insured £150,000				
Fidelity Guarantee	Annual	Aug-23	£100,000				
Commercial Legal Protection	Annual	Aug-23	£250 per week up to £2500 per claim.				
Key Person Cover	Annual	Aug-23	Capital Benefit £100,000, temp benefit £500 week, medical exp £10,000				
Personal Accident (employees/volunteers/Members)	Annual	Aug-23	Not insured. Adopt a Bench Scheme to monitor.				
Seats and Benches	Annual	Aug-23	Not insured. Adopt a Bench Scheme to monitor.				
Notice Board, Assembly Rooms	Annual	Mar-24	Checked monthly when notices posted. Not insured.				
Machinery/implements	Annual	Mar-24	£11,000				
<b>Inspection of Playgrounds by Qualified Inspector</b>							
Tennis Court/MUGA	Annual	Mar-24	Due August 2024 Via Approved ROSPA Inspector				
Skateboard Park	Annual	Mar-24	Due August 2024 Via Approved ROSPA Inspector				
Outdoor Gym	Annual	Mar-24	Due August 2024 Via Approved ROSPA Inspector				
<b>Other Inspections/Maintenance Town Council Property</b>							
Visual Tree Inspection by Town Council	Annual	Mar-24	Visual inspections carried out annually. Completed.				
Goalpost bar bolts fitted to make secure	N/A	N/A					
Tree maintenance at properties owned	N/A	N/A					
Bike/Skateboard/Barn - Equipment inspection by Town Council	Twice Weekly	Mar-24	Inspections made by Mr. Close				
Tennis Court/MUGA - Equipment inspection by Town Council	Twice Weekly	Mar-24	Inspections made by Mr. Close				
Playground Equipment provided by TC for PCC playground	Fortnightly	Mar-24	Inspections made by Mr. Close				
Tree maintenance on recreation grounds	Annual	Mar-24	Tree Maintenance Plan produced. Two yearly professional survey				
Wilson Terrace Toilets	Twice weekly	Mar-24	within Meadow inspections, legionella assessments as needed				
Hereford Street Toilets	Daily	Mar-24	Daily via contract cleaner. Fortnightly via Mr. Close				
<b>Financial Matters</b>							
Banking Arrangements	Annual	Mar-24	All accounts with HSBC Bank 2 current, 3 High Interest, 2 Money Market				



Insurance Provider	Annual	Aug-23	Currently Hiscox via AJ Gallagher	
VAT return completed and submitted	Annual	Mar-24	To be completed a.s.a.p. after end of financial year.	
Contingency Fund for :-				
additional audit fee	Quarterly	Mar-24	Balances reviewed quarterly. Adequate reserves held in High Interest A/c	
annual salary review	Quarterly	Dec-23	Balances reviewed quarterly. Adequate reserves held in High Interest A/c	
cover for staff sick periods	Quarterly	Dec-23	Balances reviewed quarterly. Adequate reserves held in High Interest A/c	
casual elections	Quarterly	Jan-24	Balances reviewed quarterly. Adequate reserves held in High Interest A/c	
other	Quarterly	Jan-24	Balances reviewed quarterly. Adequate reserves held in High Interest A/c	
Budget agreed, monitored and reported	Quarterly	Jan-24		
Precept requested	each January	Jan-24		
Payments Approval procedure	Monthly	May-24	Submitted to monthly meetings/approval minuted	Internet Banking
Issuing of cheques	Monthly	May-24	Two signatures required. Clerk not permitted to sign.	
Bank reconciliations / invoices overseen by Councillors	six monthly	Mar-24	In line with interim and final audits.	
Clerk's salary reviewed & documented	Annual	Jan-24	Reviewed alongside setting of annual precept	
Chairman's allowance reviewed and agreed	Annual	Jan-24	Reviewed alongside setting of annual precept	
Internal Audit	six monthly	Oct-23	Interim and Final Audits carried out	
External Audit	Annual	Mar-24	via Wales Audit office	
Internal Check of financial records	Monthly	Mar-23	Carried out by RFO (Clerk) and invoices inspected annually by Mayor	
<b>Record Keeping</b>				
Minutes properly numbered etc.	On-going	Mar-24		
Asset register available/updated	On-going	Mar-24		
Financial Regulations available/updated	On-going	May-23	Review of regulations annually	
Standing orders available/updated	On-going	May-23	Review of regulations annually	
Back ups taken of computer records	Daily	Mar-24	Via one drive.	
Archived computer records	Monthly	Mar-24		
<b>Employees and Contractors</b>				
Contracts of Employment	On appointment	Dec-20	Town Clerk, updated contract issued January 2021	
Written arrangements with contractors	On going	Mar-24	As above High Ground Maintenance (grass cutting) T. Lloyd-John (cleaning)	
Contractors Indemnity Insurance	On going	Mar-24	As above	
<b>Members Responsibilities</b>				
Code of Conduct Adopted	On-going	May-20	Information given to all Members	
Register of Interests completed and updated	Online	May-23	From January 2015 on website	
Register of gifts/hospitality	On-going	May-23		
Declarations of Interest Minuted	On-going	Mar-24	Included in Minutes and on website	
<b>Approved February 2024 Meeting</b>				