

**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

13<sup>th</sup> February, 2025

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council on **WEDNESDAY 19<sup>th</sup> February, 2025 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/86596370005?pwd=EaJn36EJkbF62YO4Pn2v2mR8SisaK5.1>

Meeting ID: 865 9637 0005 Passcode: 685453

Dial by your location - 0203 481 5240 United Kingdom

Find your local number: <https://us06web.zoom.us/j/86596370005?pwd=EaJn36EJkbF62YO4Pn2v2mR8SisaK5.1>

*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 (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 22<sup>nd</sup> January, 2025 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 22<sup>nd</sup> January. Also to receive the Clerk's Report for January.

### **5. FINANCE**

a) Donations: To approve the following donations:-

Request from PACDG to support room hire for talk – County Cllr. Kenyon-Wade - £25.00

b) Payments: to approve the following payments:-

Mrs T.A. Price (pay)	£1630.80	
HM Revenue & Customs	£627.49	
NEST	£150.64	
Highground Maintenance Ltd	£449.69	MEADOW ACC
T. Lloyd-John	£421.49	
N. Close	£240.00	
N. Close	£136.00	MEADOW ACC
HSBC (bank charges)	£8.00	
HSBC (bank charges)	£8.00	MEADOW ACC
Highline Electrical Ltd	£360.00	
Welsh Water (Hereford Street)	£237.50	
JJW Ltd (Lights, Norton)	£192.00	
British Gas Lite	£14.65	
High Street Grant	£2738.75	
High Street Grant (2)	£1015.00	
William Protheroe Ltd (Norton Milestone)	£325.00	
EDF Energy (Hereford Street)	£96.62	
Councillor Allowances (2) (Cllrs. Baynham and Kirkby)	£416.00	

c) Receipts: To note the following receipts –

Lottery Community Fund	£20,000.00
Powys County Council (repayment High Street Grants)	£21,514.74
Allotment Rent	£168.00

d) Website Advertising Information (see Clerk's Report 3)

e) Request for refund of cost of batteries for the lights on the small Christmas Trees.

f) CONNECT Comment re. Transfer of Balance to PACDG.

g) Mid Border Arts Proposal to Charge Town Council for Room Hire from April. Clerk's Report 8.

h) Request for donation from Climate Crisis Fund and for permission to use nature reserve for Spring Nature Trail event on 12<sup>th</sup> April – Presteigne Little People's Nursery.

i) Renewal of Green Bin for Guerrilla Gardeners (£60): To agree payment for the renewal of the green bin.

### **6. PLANNING**

(a) To consider applications received:

25/0110/FUL Grid Reference: E:331536 N: 264264 Proposal: Change of use of ancillary domestic summer house to holiday let Site Address: 43 Hereford Street, Presteigne, Powys, LD8 2AT.

25/0199/TRE Grid Ref: E: 331511 N: 264279 Proposal: Felling of a sycamore tree Location: Appletree Lodge, Hereford Street, Presteigne LD8 2AT.

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 decision –  
24/1382/HH, Fairview Stonewall Hill Presteigne: Approval 29<sup>th</sup> January.

## **7. HIGHWAYS, HOUSING AND ENVIRONMENT**

- a) Dark Skies Project: To receive an update from the Working Group.
- b) Climate and Environment Matters: To receive any update from Cllr. J. Ramsay.
- c) High Street Grant – Update.
- d) Fold Farm DMMO Application: To receive an update on progress and, if received, to consider updated consultation.
- e) Car Parking: Update.
- f) Pollarding of Trees, Station Road. (Cllr. Kirkby)

## **8. NORTON**

- a) Update on general works.

## **9. SITES AND BUILDINGS MATTERS**

- a) Public Conveniences: See Clerk's Report 3, 5 and 7.
- b) Allotments: To include -  
County Council Grant Update.  
Need for new supporting fence posts, riverside fence.  
Untidy Plots/Possible Deposit Scheme for new tenants.  
Clearance for vacated Plots  
Update from Allotment Association.
- c) Meadows: To include –  
Update - café bar/storage. (Cllr. Kirkby).  
Meadow Use Request 12th June to 21<sup>st</sup> June – Nicole et Martin.  
Plans/jobs for Meadow Work Day and to agree date.
- d) Nature Reserve Matters: To consider the following –  
general update from Cllr. Ramsay and any decisions needed.
- e) Storage Container: Request to keep and store flag poles (from former CONNECT)

## **10. CORRESPONDENCE/GENERAL ITEMS**

- a) Leisure Services Review: Update and report of Leisure Centre Working Group.
- b) Secondary School – John Beddoes Campus: Updates from County Councillors.
- c) Draft Powys Sustainable Resource Strategy: Consultation (as emailed 19<sup>th</sup> January).
- d) Reintroduction of Council Surgeries (Cllr. Kirkby).
- e) Changes to Fire Service (Cllr. Owens).
- f) Email from Presteigne Royal British Legion re. VE Day asking if TC would like to arrange a marking of the event.
- g) Update re. Presteigne Agricultural Show Trophies.
- h) Closure of Lloyds Bank/Cashpoint Update. To agree letter of thanks to long standing staff member. (Cllr. Owens)
- i) Guerrilla Gardeners – email re. plans for planters in town.

- j) Democracy and Boundary Commission Cymru - Policy and Practice document in preparation for the 2025 Electoral Review Programme: Consultation.

**11. COUNTY COUNCILLOR'S REPORTS**

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

**Enc.** *Clerk's Report February. Minutes from 22<sup>nd</sup> January, 2025. Any other background papers.*



# PRESTEIGNE AND NORTON TOWN COUNCIL

## CLERK'S REPORT - FEBRUARY 2025

1. **Grants to Organisations:** I have confirmed the grant allocation for 2025-26 to all the applicants. The following have replied confirming their thanks – Presteigne Memorial Hall, Mid Border Arts, Judge's Lodging, Wales Air Ambulance, Presteigne Festival, Powys CAB, Powys Samaritans, Presteigne Youth Project, Presteigne and Norton Community Trust, East Radnor Care and PACDG.
2. **Meadow Storage Building:** I have had a request from Norton Community Hub to use part of the storage on the meadow should the new building project go ahead. Obviously at the moment we don't know if that will happen. If ok with you all I will keep on file to consider once the project is complete?
3. **Website Advertising Information:** Current cost £26.00 per year, subsequent adverts at half price. Total Renewal Income for 2025 is £273.00. Total adverts is 13.
4. **PACDG Request for Donation:** This is on your agenda under Finance. I have had the following reply from Maggie at PACDG regarding the event – 'to confirm that the £25 Cllr Harling-Bowen asked about is for the hire of the Old School (2 hours at £12.50 per hour) - this was on behalf of County Councillor Corinna Kenyon-Wade who asked for our help in publicising a workshop she hopes to organise for the ECO4 scheme.' I have double checked and it is not a PACDG event.
5. **Storage of Flag Poles:** CONNECT have asked if the Town Council would take possession of and store the flag poles previously used along the High Street. Apparently they have been used in the past for flags during events (assume such as jubilees, coronation).
6. **Batteries for the Small Christmas Trees:** I have been asked if the Council would meet the cost of the batteries for the tree lights at just under £50.
7. **CONNECT/PACDG Monies:** Further to the discussion in January I have now also received a reply from CONNECT which was 'In addition to raising funds through community events, Connect managed the Community Recycling area on the bypass - keeping it clean, in order and functioning properly so that it was deemed a successful and necessary resource for the local area. We received a small amount of money from Powys for the recycled materials. In reality, the vast majority of the volunteers who actively managed this were from PACDG. We felt that it was appropriate that they receive our remaining funds due their community involvement aligning with Connects ethos and due to the above'.
8. **Mid Border Arts:** On 28<sup>th</sup> January I received the following message from the MBA Chair – 'Firstly to say thank you for our recent successful grant application for Mid Border Arts - MBA is struggling financially at the moment and your support is greatly appreciated.  
The board of MBA have recently reviewed our room hire rates, they have remained static for a considerable length of time and with MBA currently needing to find the best part of £1000 a month to keep the doors open and maintain a programme of events we are having to make some major decisions re the finances of the organisation.  
In light of this it is felt that we can no longer continue to offer the use of the assembly rooms for free to the council and would like to negotiate a new deal effective from the first of April 2025. Our current community use rates are £15 per hour for the main auditoria and £12.50 for the downstairs meeting rooms with a 10% discount for regular bookings and on behalf of the board I am asking if this is acceptable going forward.  
I appreciate this may be unexpected however we are open to discussion and negotiation to see if we can find a mutually acceptable arrangement.'

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

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**MINUTES OF THE MEETING HELD ON 22<sup>ND</sup> JANUARY 2025**  
**HELD AT THE ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND VIA VIDEO**  
**CONFERENCING**

Present: Cllrs. T. Owens, (Mayor), A. Van Huls (Deputy Mayor), D. Edwards, A. Ramsay, M. Price, L. Harling-Bowen, B. Baynham (via video link) and J. Ramsay.

Apologies: Cllrs. C. Kirkby MBE, J. Wilding, C. Ross, F. Preece.  
Absent: Cllr. N. Rogers.

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.

*Personal: None.*

*Personal and Prejudicial: None.*

**MIN 4428 APPROVAL OF MINUTES**

The Minutes of the meeting held on 18<sup>th</sup> December, 2024 were approved as a true and accurate record and the Chairman duly signed the Minutes.

The Minutes of the meeting held on 15<sup>th</sup> January, 2025 were approved as a true and accurate record and the Chairman duly signed the Minutes.

**MIN 4429 UPDATE ON OUTSTANDING ITEMS**

(1) Traffic Direction, Pound Lane: The Clerk had received a reply that day reiterating the problems with visibility if the direction of traffic was reversed, adding that if traffic had increased then this would only add to the reason why reversing the traffic direction was inadvisable. However the Officer had offered to carry out a traffic survey if the Town Council wished. Members considered this but felt that due to the nature of the road it was very unlikely that there would be any problems with speeding and that this option not be taken up for the time being. The Clerk was asked to contact the Officer to ask that she look at the road when next in the area and consider whether there were any measures that could be put in place to improve road safety.

(2) Bike Track Works: Cllr. Owens reported that he had still heard nothing from the parent involved with the potential works but that given the time of year this was understandable.

(3) Leisure Centre Working Group: The Clerk confirmed that the Green Room had been booked for 7pm on 5<sup>th</sup> February.

(4) Clerk's Report: All items this month were on the agenda.

**MIN 4430 FINANCE**

(1) Donations: No donations this month.

(2) The following payments were agreed –

Audit Wales	£200.00
EDF Energy (Hereford Street)	£95.29
T. Lloyd-John	£421.49
N. Close	£28.00
N. Close	£168.00 MEADOW ACC
Roy Price (hedge cutting/harrowing)	£376.80 MEADOW ACC
Welsh Water (Wilson Terrace)	£24.07
Welsh Water	£13.97 MEADOW ACC



Crown Decorating Centre £57.00

(3) Christmas Trees/CONNECT -Reply re. transfer of funds to PACDG: Members noted that the amount transferred to PACDG was £1357.58 and that the Group was looking at what to do with the money. Cllr. Baynham proposed that the Group be asked to refund the Town Council £156.00 it had paid to supply the Christmas Trees (previously supplied and paid for by CONNECT) and that they also be asked to consider providing the remaining funds as a contribution towards the renewal of the Christmas Lights in the town.

(4) Receipts: The following receipts were noted –

Website Advertising	£26.00
Allotment Rent	£56.00 MEADOW ACC

#### **MIN 4431 PLANNING**

(1) Planning applications: No applications.

(2) Planning Decisions: The following decisions were noted: -  
24/1682/TRE St. Andrews Church, Presteigne: Approval

#### **MIN 4432 HIGHWAYS, HOUSING AND ENVIRONMENT**

(1) Dark Skies Project Update: The following items were discussed -

- Christmas Lights: The Company initially contacted had supplied quotes for two options, both were over £6000, considerably more than Cllr. Harling-Bowen had expected. The Clerk had supplied contact details for a further company and Cllr. Harling-Bowen was arranging a meeting with its local representative to discuss options and to try to get a further quote. He would update Members further in due course.
- Dark Skies Talk: Cllr. Harling-Bowen would be giving a talk to Talgarth Town Council on dark skies matters.
- Community Group: As previously discussed Cllr. Harling-Bowen would be placing an entry in the Community Newsletter asking for volunteers to assist with monitoring etc.
- Wildlife and Dark Skies Corridor: He reported that he was currently working with Radnorshire Wildlife Trust to co-ordinate a project to create a wildlife corridor between East Radnor and the Elan Valley. An issue identified was the lighting on the trunk road at Rhayader but he had met with Jane Dodds MS who was going to speak to the Trunk Road Agency. In her capacity on the all-party committee for Climate, Health and Well-Being she had also asked for a visit to be arranged to look at the lights and also to meet Members of the Town Council. The 1<sup>st</sup> May was being considered provisionally. Cllr. Harling-Bowen would advise once a firm date was known.

(2) Climate and Environment Update: The following matters were discussed –

- Preserving Trees and Woodlands Consultation: Cllr. J. Ramsay reported on this consultation which reviewed the tree/TPO system. The proposals included extending the reasons for tree protection orders for not just amenity reasons. He did not feel it was necessary for the Council to comment but encouraged Members to do so as individuals. Members agreed not to submit formal comments.
- Updating for Climate Report from November 2023: He had not as yet had chance to do this but intended to call a meeting of the Working Group to discuss. He would bring a report to a future meeting of the Council and would notify the Clerk when to place an item on the agenda.

(3) High Street Grant – Update: The Clerk confirmed that all works were now complete and that the final two premises were almost ready to submit their payment claims. She advised that it was possible that there would be Transforming Towns grant monies available in 2025-26 and 2026-27 but as yet there were no guidelines so it wasn't possible to say what areas/works would be covered.

(4) Fold Farm DMMO Application: The Clerk advised that the Officer had that day informed her that she was sorry that the report was not available for the January meeting but she had committed to providing it for the Council's February meeting.

(5) Car Parking: Members had all received details of the most recent email from the Portfolio Holder. The Clerk had requested income details for the Shoppers Car Park but had no details as yet. She had also spoken to Brecon Town Council. The Clerk there had been very helpful and explained the arrangement in place through which the Council had paid for a number of days to have free parking in the main car park in the town. Currently they were being charged £175 a day and although the principle for the charge was to prevent any loss of income to PCC she understood the charge was based on the number of parking spaces. A short one page agreement was in place and the Town Council choose those days it wished to be free and which it advertised and placed on a large banner at the entrance to the car park. She had dealt with their Local Enforcement Officer. Members considered asking PCC for the cost per day to have the same arrangement at the Shopper's Car Park but it was agreed to hold back on this for now while the car



park review was completed and given that Cllr. Baynham had spoken to the Leader and Deputy and raised the possibility of the first hour being free in all charged car parks. Members were concerned to learn that the longer term options included introducing charges for any car parks currently free as this would affect the bypass car park. The need for that car park to be resurfaced was raised and Cllr. Baynham reminded Members that some years ago the by pass car park had been scheduled for resurfacing and when chasing this she had been advised that if this was done then charges would have to be introduced. The matter had therefore been left although it was noted that some of the potholes had recently been repaired. Cllr. Price reported that the screen on the ticket machine in the Hereford Street Car Park was very faded and difficult to see. The Clerk would report.

(6) Powys County Council Bus Survey: Cllr. J. Ramsay stated that the stated intention was to improve bus services. Cllr. Edwards felt that there was a need for better connections to Leominster and also brought to Members attention the new service from Builth Wells to Craven Arms. Cllr. Baynham felt that the most pressing improvements needed were direct services to Llandrindod Wells and Leominster and that these services needed to be scheduled to allow for use by residents travelling to work. It was agreed to submit these comments in response to the consultation.

#### **MIN 4433      NORTON**

(1) General Works: The milestone was still with the stone mason but due for completion in February. Mr. Close was about to start work on refurbishing the first bench seat.

(2) Other Matters: Cllr. Edwards reported the following –

- Empty Salt Bin reported in Mynd Road.
- Tarmac washed away Killhorse Lane and also Meeting House Lane.
- Reported the Give Way Sign knocked sideways at Home Farm Lane.
- Complaint received from a resident of Offa's Green at the lack of road sweeping/pavement clearing.

#### **MIN 4434      SITES AND BUILDINGS**

(1) Public Conveniences: The following matters were noted -

Painting Contractor confirmed for Hereford Street and work to commence in the Spring.

New Toilet Rolls now being used in Hereford Street. Clerk would review with the cleaner in due course.

Toilet Cleaning Contract issued for 2025-26 and 2026-27.

(2) Allotments: The Clerk reported that one untidy plot should now be cleared/covered; one had provided an explanation (having taken on the plot in a very poor state) and one had yet to reply.

(3) Meadows: The following matters were discussed –

Storage Building: The grant application to the National Lottery had been successful. Cllr. Kirkby and Mr. O. Rimington would now look to draw up a list of materials so that quotes/tenders could be requested. £5000 would still need to be raised via crowd funding/local events etc. As noted under Finance Sheep Music had refunded the planning application fee.

Grass Cutting Contract: The contract has been issued and sent out for signing by the contractor.

Tree Survey: The Clerk had confirmed the appointment of Mr. J. Cromar to carry out the formal survey in the Autumn of 2025.

Moles: The Clerk had again chased the contractor who will be back on site in due course.

The tunnels were presently flooded.

Annual Tree Pruning Day: Cllr. Kirkby was arranging this. Much of the work would be carried out by volunteers with guidance from a paid expert. Agreed that the cuttings to be taken to the area below the wildflower area. The Clerk would advise the organisers.

Use by Play Radnor, 24<sup>th</sup> February: Agreed.

Use by Presteigne Carnival; 10<sup>th</sup>-13<sup>th</sup> July: Agreed.

(4) Nature Reserve Matters: Cllr. J. Ramsay reported that the volunteers were meeting before the end of January to discuss a Spring work plan and this would include the planting of the plants being supplied via the small grant. There had been a report that children were playing on the ponds in the recent icy weather and it was agreed that a notice be put up advising that playing on the ice was unsafe. Cllr. J. Ramsay would arrange for this to be done and placed on the site notice board once this was in place.

#### **MIN 4435      CORRESPONDENCE/GENERAL ITEMS**

(1) Leisure Centre Update: Members had been reminded about the Working Group meeting. As discussed a letter had been sent to neighbouring Councils asking if they would consider allocating some monies to



support the centre. The Chairman of Titley Parish Council had been in touch with the Clerk and would raise this at their next meeting. New Radnor Community Council had not made any definite commitment but might re-consider in the future.

(2) Presteigne Memorial Hall Update: The transfer to the Committee was now complete and the Hall was due to re-open on 1<sup>st</sup> February with the return of the Farmer's Market. Thanks to the Committee for their hard work was noted.

(3) Update on Project Gigabit: Members noted the information from the Clerk's Report. Cllr. Van Huls was pleased to be able to report that work on the full fibre build for Presteigne was due to start in the second quarter of the year.

(4) Christmas Lights Quote for Installation Costs: Agreed to accept the quote from Highline Electrical Ltd for the next three years.

#### **MIN 4436 COUNTY COUNCILLOR REPORTS**

Cllr. Baynham reported the following –

- Meeting scheduled at County Council to discuss the Leisure Centres Review on 4<sup>th</sup> February. She would report to the Working Group meeting.
- Issue with the Assembly Rooms Roof had been reported and was in the hands of one of the County Council Officers.
- Budget – Cabinet proposing an 8.9% increase in Council Tax and the Independent Group was looking at ways in which this could be reduced.
- Lugg View and Flooding – She stressed the need for the fence to be cleared of debris in order to allow water to drain away in times of flood. This had not yet been done since the previous flood but she would keep reminding the Officers of the need to do so.
- Bin Collections – there was a possibility of this being reduced to four weekly.

Cllr. Edwards reported the following –

- Attendance at site meeting in Penybont at which she had been informed that there were no capital projects in the Presteigne and Norton area for the remainder of this financial year. It seemed that there was no record of all the current salt bin locations and this was being worked on.
- Sustainable Resource Strategy Consultation – Members encouraged to look at this and complete.

#### **MIN 4437 URGENT BUSINESS INFORMATION**

(1) Presteigne Agricultural Society Trophies: Cllr. Owens reported that these were apparently stored in a vault in Scotland and that a letter had been written to Lloyds Bank asking for their return. The Judge's Lodgings might be willing to store these once returned.

(2) Litter Picking, Norton to Presteigne Road: Members noted their thanks to the resident that regularly litter picked this stretch of road.

(3) PACDG Meeting Report: Cllr. Harling-Bowen had attended the recent meeting and gave a short report. Cllr. Corinna Kenyon-Wade had attended and given a talk on the Eco4 scheme. PACDG would like to put on a talk for residents and had asked if the Town Council would consider funding venue costs. It was agreed that this would be put on the February agenda.

The meeting closed at 8.26 pm

**PRESTIGEINE AND NORTON TOWIN COUNCIL**

**1. Community Assets**

At 31st March 2025 the following assets will be held:

	Insured Value (if covered) £	Audit Value £	
Lower Wents Meadow -	1	1	Land Registry Reference WA639181
Upper Wents Meadow	36363	36,363	Land Registry Reference WA82126
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 2024 inc Microsoft Office)	-	630	
Laser Printer (purchased October 2019)	-	160	
Eddie's Meadow (purchased December 2012)	15000	15,000	Land Registry Reference CYM485093
Former BT Telephone Kiosk, Norton	2080	1	
Former Reservoir Ground (donated by Welsh Water)	1	1	Land Registry Reference CYM589759
Tennis Court/WUGA/Football Pitch	1	1	Land Registry Reference CYM700636
Wilson Terrace Toilets	94278.61	1	Included in above transfer.
Council/PACDG Noticeboard (at Assembly Rooms)	-	790	
Defibrillator serial no. (21) X17A890597	900	900	
Defibrillator serial no. (21) X17A891377	900	900	
Defibrillator by Lomas's Shop	900	900	
3 cabinets for defibs	1,200	1,200	
Playdale Little City Unit Play Equipment	-	9,122	
Playdale Car Springer Play Equipment	-	944	
Playdale Gravity Bowl	1,198	1,198	
Playdale Benches (recycled plastic) 2	-	1,012	
Dog Bag Dispensers (6)	-	450	
Gazebos (10)	-	3,683	
Folding Tables (11)	-	312	
Christmas Lights, Presteigne	-	2,000	
Outdoor Gym	-	10,000	
Play Panels (2)	-	2,332	
Zip Wire	-	9,700	
New Equipment Skateboard Park (bought April 2014)	-	5,900	
Outdoor free standing hand gel dispenser	-	338	
Hereford Street Toilets (run under licence)	116,879	-	Not Owned by TC
Ashbourne Seat (sited near Primary School)	-	488	
Ashbourne Seat (sited in Station Road)	-	488	
Lugg View Play Equipment	-	9,998	
Tractor/implements and assorted equipment - Nature Reserve	11,000	8,400	
Sundry small items rakes etc	-	120	
Storage Container - Meadow	-	2,901	
Emily Bench - Eddie's Meadow	-	258	
Emily Benches (2) - Nature Reserve	-	458	
	600,390	438,478	
		=====	

The basis of valuation for Community Assets acquired before 1st April 1986 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
Garden	0
Roadway	5,686
Skateboard Park	764
Bike Track	7,631
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



<b>PRESTEIGNE AND NORTON COUNCIL RISK SCHEDULE FEBRUARY 2025</b>			
<b>Item</b>	<b>Frequency</b>	<b>Last reviewed</b>	<b>Notes</b>
<b>Council Insurance</b>	Annual	Aug-24	3 year agreement to 2nd Sept 2025
Including :-			
Public Liability	Annual	Aug-24	Indemnity £10,000,000. Official's Indemnity £500,000
Employers Liability	Annual	Aug-24	Indemnity £10,000,000
Buildings Cover - Barn at Wents Meadow	Annual	Aug-24	Sum Insured £26,200
Toilets Wilson Terrace	Annual	Aug-24	Sum Insured £124,575
Toilets Hereford Street	Annual	Aug-24	Sum Insured £154,313
New Barn, Meadow	Annual	Aug-24	Sum Insured £142,803
Assets	Annual	Aug-24	Sum Insured £5000 (standard figure)
Office Equipment/Stationery	Annual	Aug-24	£2,080
3 defibrillators & cabinets	Annual	Aug-24	Sum Insured £150,000
Telephone Kiosk, Norton	Annual	Aug-24	£100,000
Fidelity Guarantee	Annual	Aug-24	£250 per week up to £2500 per claim.
Commercial Legal Protection	Annual	Aug-24	Capital Benefit £100,000, temp benefit £500 week, medical exp £10,000
Key Person Cover	Annual	Aug-24	Not individually insured. Adopt a Bench Scheme to monitor.
Personal Accident (employees/volunteers/Members)	Annual	Feb-25	Checked monthly when notices posted. Not insured.
Seats and Benches	Annual	Aug-24	£11,660
Notice Board, Assembly Rooms	Annual	Aug-24	£2,575
Machinery/implements	Annual		
Fixed outside equipment	Annual		
<b>Inspection of Playgrounds by Qualified Inspector</b>			
Tennis Court/MUGA	Annual	Feb-25	Due October 2025 Via Approved ROSPA Inspector
Skateboard Park	Annual	Feb-25	Due October 2025 Via Approved ROSPA Inspector
Outdoor Gym	Annual	Feb-25	Due October 2025 Via Approved ROSPA Inspector
<b>Other Inspections/Maintenance Town Council Property</b>			
Visual Tree Inspection by Town Council	Annual	Feb-25	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	Feb-25	Inspections made by Mr. Close
Tennis Court/MUGA - Equipment Inspection by Town Council	Twice Weekly	Feb-25	Inspections made by Mr. Close
Playground Equipment provided by TC for PCC playground	Fortnightly	Feb-25	Inspections made by Mr. Close
Tree maintenance on recreation grounds	Annual	Feb-25	Tree Maintenance Plan produced. Two yearly professional survey
Wilson Terrace Toilets	Twice weekly	Feb-25	within Meadow inspections, legionella assessments as needed
Hereford Street Toilets	Daily	Feb-25	Daily via contract cleaner. Fortnightly via Mr. Close
<b>Financial Matters</b>			



Banking Arrangements	Annual	Feb-25	All accounts with HSBC Bank 2 current, 3 High Interest, 2 Money Market
Insurance Provider	Annual	Aug-24	Currently Hiscox via AJ Gallagher. Agreement expires Sept 2025
VAT return completed and submitted	Annual	Feb-25	To be completed a.s.a.p. after end of financial year.
Contingency Fund for :-			
additional audit fee	Quarterly	Jan-25	Balances reviewed quarterly. Adequate reserves held in High Interest A/c
annual salary review	Quarterly	Dec-24	Balances reviewed quarterly. Adequate reserves held in High Interest A/c
cover for staff sick periods	Quarterly	Dec-24	Balances reviewed quarterly. Adequate reserves held in High Interest A/c
casual elections	Quarterly	Jan-25	Balances reviewed quarterly. Adequate reserves held in High Interest A/c
other	Quarterly	Jan-25	Balances reviewed quarterly. Adequate reserves held in High Interest A/c
Budget agreed, monitored and reported	Quarterly	Jan-25	
Precept requested	each January	Jan-25	
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-25	Reviewed alongside setting of annual precept
Chairman's allowance reviewed and agreed	Annual	Jan-25	Reviewed alongside setting of annual precept
Internal Audit	six monthly	Oct-24	Interim and Final Audits carried out
External Audit	Annual	Oct-24	via Wales Audit office
Internal Check of financial records	Monthly	Sept/Oct 24	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-25	Review of regulations annually
Standing orders available/updated	On-going	May-25	Review of regulations annually
Back ups taken of computer records	Daily	Feb-25	Via one drive.
Archived computer records	Monthly	Feb-25	
<b>Employees and Contractors</b>			
Contracts of Employment	On appointment	Dec-20	Town Clerk only, updated contract issued January 2021
Written arrangements with contractors	On going	Mar-25	As above High Ground Maintenance (grass cutting) T. Lloyd-John (cleaning)
Contractors Indemnity Insurance	On going	Mar-25	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-25	From January 2015 on website
Register of gifts/hospitality	On-going	May-25	
Declarations of Interest Minuted	On-going	Feb-25	Included in Minutes and on website
<b>Approved February 2025 Meeting</b>			