

**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> June, 2024

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council on **WEDNESDAY 19<sup>th</sup> June, 2024 at 7.30 p.m.** at the **Norton Community Hub, Norton, 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/85308864777?pwd=bA5lsua5DbeU1fVYWwr5JtXbgufkfe.1>

Meeting ID: 853 0886 4777 Passcode: 185677

Dial by your location - 0208 080 6591 United Kingdom

Find your local number: <https://us06web.zoom.us/j/85308864777?pwd=bA5lsua5DbeU1fVYWwr5JtXbgufkfe.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 annual and ordinary meetings held on 16<sup>th</sup> May, 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 6<sup>th</sup> June, 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 Meetings of 16<sup>th</sup> May. Also to receive the Clerk's Report for June.

#### 5. FINANCE

a) Donations: To approve the following donations:- None this month.  
To note the letter of thanks from Wales Air Ambulance.

b) Payments: to approve the following payments:-

Sleeping Dragon Fund (from 23-24 Mayor's Allowance)	£300.00
Highground Maintenance Ltd	£ 449.69 MEADOW ACC
EDF Energy (Meadow)	£ to come MEADOW ACC
Mrs T. A. Price	£1588.64
HM Revenue & Customs	£601.58
NEST (Direct debit)	£146.30
T. Lloyd-John	£667.23
N. Close	£84.00
N. Close	£276.00 MEADOW ACC
HSBC (bank charges)	£8.00
HSBC (bank charges)	£8.00 MEADOW ACC
Property Repair Systems (fire retardant paint)	£1591.24 MEADOW ACC
Wales Audit Office (audit 2022/23)	£200.00
Pump International Ltd	£325.74 MEADOW ACC
British Gas (Wilson Terrace)	£16.33
EDF Energy (Hereford Street)	£43.68
CLAN CIC (Bioblitz event)	£220.70
(agreed from Climate and Environment Grant Monies)	
Border Janitorial	£94.67
Dell UK (laptop etc)	£756.13
T. Owens (refund zoom April 2021 to March 2022)	£172.68

c) Mayor's Expenses/Allowance:

Sleeping Dragon Fund (23-24 Mayor's Expenses Fund) £300.00

Note: Benches on order. Update on any other planned spending.

d) Money Market Account: The second account has now been renewed at 4.03% interest.

e) Receipts: To note the following receipt –

Allotment Rent £25.67 MEADOW ACCOUNT

f) To consider quotes for cleaning of Presteigne and Norton War Memorials.

g) Bank Transfer To approve the transfer of £472.24 from the Meadow account to the Treasurer account to cover the allotment hours (inc employers NI ) paid to the Clerk in May.

#### 6. PLANNING

(a) To consider applications received:

24/0689/HH Grid Reference: E:331549 N: 264609 Proposal: Demolition of existing conservatory and extension to rear and change of the parking arrangement to the front Site Address: Garrison Cottage, Church Street, Presteigne, LD8 2BU.

24/0767/HH Grid Reference: E:331192 N: 264446 Proposal: Single storey ground floor extension to create sitting room with cloakroom Site Address: 42 Castle Road, Presteigne, LD8 2EB



PLEASE NOTE THAT PLANNING APPLICATIONS MAY BE RECEIVED AFTER PUBLICATION OF THE AGENDA AND MAY BE ADDED DUE TO THE TIGHT TIMESCALE FOR SUBMISSION OF COMMENTS.  
SEE THE TOWN COUNCIL FACEBOOK PAGE OR THE PLANNING PAGE ON THE COUNCIL SECTION OF THE TOWN WEBSITE FOR LATEST APPLICATIONS.

- (b) Planning Decisions: To note the following decisions –  
23/0975/REM Sutton Barn and 16 Sutton House, High Street, Presteigne: Approval.  
(c) To consider submission of comments on the Nant Mithil Energy Park (see Bute Energy website <https://nantmithilenergypark.wales/>) (d) Reply re. Industrial Units.

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

- a) Dark Skies Project: Update. Clerk's Report 4b. Also to consider Dark Skies Documentary proposal (see meeting papers) and to note article in Camping and Caravanning Magazine.  
b) Climate and Environment Matters: To include –  
Appointment of outside representative to Committee (vacancy as JM not able to continue)  
Update re top up scheme for Nature Garden at Secondary School.  
Next Committee Meeting 26<sup>th</sup> June – to put forward items for agenda.  
c) High Street Grant: Update.  
d) Fold Farm DMMO Application Update.  
e) Email from 20sPlenty re Welsh Government site for feedback and letters of support. Letter from Ken Skates MS, Cabinet Secretary for North Wales and Transport re 20mph limit  
f) Footpath Issue: 'Chicken Lane'.  
g) Report of 'toxic' smoke at Old Works Depot (as emailed 12<sup>th</sup> June).

## 8. **NORTON**

- a) Norton Community Trust Update.  
b) To consider quotes for miscellaneous works in Norton (reserve of £354 plus current budget of £500 held.)

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

- a) Public Conveniences: To consider the following – update re. painting on both sites.  
b) Allotments: To note notice served on one tenant as agreed at May meeting and to consider reduced rent for new tenant.  
c) Meadows: To include –  
  - Cover for Regular Inspections – 29<sup>th</sup> June to 10<sup>th</sup> July
  - Need to move rope further from path adjacent to wildflower area.
  - To consider action on moles.
  - To review permitted usage of Meadow and New/Old Barns (Cllr. Baynham).
  - Use request Pentre farm CIC 23<sup>rd</sup> July – pop up farm/craft activity
  - Use Request for Picnic, East Radnor Ramblers 4<sup>th</sup> September.
  - Use Request for Fitness Day (private instructor) 3<sup>rd</sup> August.
d) Nature Reserve Matters: To receive a general update from Cllr. Ramsay and consider any decisions needed.  
e) To consider the recommendations of the Sites and Buildings Committee meeting held on 6<sup>th</sup> June.

### ***Nature Reserve:***

*To confirm that volunteer registration forms be produced by Clerk for completion.*

*To note the further reminder for volunteers to notify the Clerk when they were on site.  
To agree that quotes to be sought for the siting of the new benches on wooden sleepers.*

*To note work generally in hand and no immediate problems although the paths were difficult to keep clear.*

*To note trees on site to be included within the next full tree survey.*

**Allotments:**

*Progress on Lean-to Request: Cllrs. Preece and Price to check the Communal Shed for accessibility and Dimensions of requested lean-to to be requested for Full Council consideration.*

*To agree that Plot 36 be strimmed and covered.*

*To agree no further action on Pedestrian Bridge. Clerk to check it was fixed shut for the time being. PNAA to be asked on need for bridge.*

**Meadows:**

*To consider a review of the grass cutting regime.*

*To consider obtaining quotes for a fully DDA compliant path from Lower Went's Meadow to the New Barn.*

*To consider obtaining quotes for repair/renewal of the path from the Scout Hut to Lower Went's Meadow.*

*To note the fire-retardant paint shortly to be applied to the new barn by the Community Payback team.*

*To note the need for a repair to the sunken area of paving by the Old Barn.*

*To agree a budget of up to £150 for the replacement of the community barbecue.*

*To consider obtaining quotes for a full repair to the wooden pedestrian bridge.*

*To consider condition of MUGA surface and possible solutions. (one quote received)*

**Toilets:**

*To confirm that the Clerk chase work on Hereford Street Toilets.*

*To note that painting of Wilson Terrace is on list for Community Payback team.*

**General**

*To review condition of War Memorial and agree quotes be sought for a full clean.*

*Fallen Tree, Withy Beds, Clerk to report.*

**10. CORRESPONDENCE/GENERAL ITEMS**

- a) Leisure Services Review Update. (If any).
- b) Memorial Hall Update.
- c) Retirement of Dr. Johnson, Presteigne Medical Centre.
- d) Safety of Lithium ion batteries: Letter requesting support for Bill increasing safety measures.
- e) Local Bus Network Retendering: Consultation on routes/times.
- f) Summer Police Priorities: To consider any issues locally at present.
- g) SMART Towns Wales and MWT App for Businesses Update: See Clerk's report 3a.

**11. COUNTY COUNCILLOR'S REPORT**

**12. CO-OPTIONS**

To consider the applicants for co-option to fill the two vacancies.

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

**Enc.** Clerk's Report June. Minutes from May, 2024. Sites and Buildings Minutes, Various 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 6<sup>TH</sup> JUNE 2024**  
**AT THE GREEN ROOM, ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND VIA**  
**VIDEO CONFERENCING**

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

Outside Representatives: Mr. R. Rimington, Mr. G. Graham (via video link), Ms R. Bamford.

**Apologies:** Ms. S. Robson,

**In Attendance:** Mrs T. Price, Town Clerk.

**Declarations of Interest:** Members were requested to declare any personal and/or prejudicial interests they may have in matters to be considered at the meeting in accordance with the terms of the Local Authorities (Model Code of Conduct Order) (Wales) Order 2008 and the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016.

*Personal: None.*

*Personal and Prejudicial: None*

**MIN SB1/24 ELECTION OF CHAIRMAN 2024/25**

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

**MIN SB2/24 ELECTION OF VICE CHAIRMAN 2024/25**

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

**MIN SB3/24 NATURE RESERVE**

(1) General Update: Ms. Bamford gave a detailed report on recent work by the volunteers which included –

- Production of a work plan;
- Pond plants re-planted, clumps to be separated as they grow;
- Marginal areas seeded/planted and seemed to be germinating;
- Grass management included four larger seeded areas of wildflowers than the management plan due to the wildflower grant;
- The 2000 tree whips had had the grass cleared from around them and any dead whips had been re-planted;
- Keeping the paths cleared was proving challenging but the sides were now being mown to prevent long grasses falling onto the paths;
- National Forest Signage not yet arrived: Clerk had had an email on this recently updating on production but would chase for a time scale.
- The Scout's Squirrels Group was working with one of the volunteers to produce a hibernaculum;
- A volunteer was talking to the school about bird boxes;
- Tree Survey thought to be due soon. Agree to incorporate with the main Council tree survey in Spring 2025;
- Felling of Tree – this had been done on an urgent basis as it appeared to be in danger of falling. Ms. Bamford pointed out that the Management plan indicated that the leaving of main trunks standing should be considered and this had not been done. The Clerk confirmed that the contractor (who had attended at short notice) had been asked to leave a safe height of trunk if possible. Mr. Rimington stated that he thought that due to the slope of the tree/area this would not have been possible but the need to consider doing so in future, was noted. Cllr. Ramsay was concerned that the volunteers had not been further consulted on the actual felling of the tree. The Clerk stated that contractors were employed by the Council and as such volunteers should not be issuing instructions. The request to leave a trunk, if safe to do so, had been passed on but had obviously not been possible.



Cllr. Price pointed out that if there was a health and safety issue then urgent action was required and that the Council would always need to take immediate action to resolve the issue.

- The Clerk reminded Ms. Bamford that the community payback team could be asked to assist with some minor work if needed and asked that she be contacted if the team could help in any way.
- Bioblitz day was successful although the need to encourage more young people to attend was noted.
- A 'Friends of Coed Llanandras' Group was being considered.

Cllr. Ramsay added the following items –

- Ponds – water still running through to the bottom pond but that water was no longer flowing out from the bottom pond. Both ponds were maintaining the water levels at present.
- Benches – the bench previously donated was now on site. Cllrs. Baynham and Ramsay had not yet met on site to agree the locations for the two benches from the Mayor's Fund. The type of base was discussed and it was agreed not to have full concrete bases. Mr. Rimington suggested fixing the benches to concrete blocks. Following discussion it was agreed that the Clerk seek quotes for siting the benches on wooden sleepers.
- Insurance Requirements: Cllr. Ramsay queried the need for volunteers to register when on site and the Clerk confirmed that this was needed to comply with the Council's Insurers. She added that she had made enquiries with a neighbouring Council that not only required written confirmation when on site but also required all volunteers to fill out a registration form. This could be done before or immediately after any activity on the site. Ms. Bamford asked if brief visits to check on plants etc needed to still be recorded. As this could be done by anyone accessing the site and required no equipment etc it was noted that this would not be necessary but of course this would mean any such visits would not be covered under Council insurance for volunteers as the person was accessing the site as a visitor. It was agreed that volunteer registration forms be produced for the volunteers to complete.

Cllr. Baynham asked if the issue regarding disabled access for larger mobility scooters had been resolved and it was confirmed that this was being monitored but had so far only been a problem for one person.

Ms. Bamford left the meeting at this point.

#### **MIN SB4/24 ALLOTMENTS**

- (1) Request for a 'lean to' for attaching to a shed: There was some concern that this would reduce the available cultivation area too much but it was equally felt that the Council should try to support the tenant as much as possible. It was suggested that the communal shed could be used and Cllrs. Preece and Price would meet on site to review how possible this would be. The Clerk would ask for more details on size/design etc for Full Council to consider. She would also ask the PNAA for its view.
- (2) Update on Grant Items for Plot 36: The Clerk had as yet not been able to get any timescale for this and suggested that the plot be covered for the time being. It was agreed to recommend that the plot be strimmed and covered and the Clerk would get a price from Mr. Bennet for the work.
- (3) Closure of Wooden access bridge/possible repairs: The Clerk was asked to make sure that the bridge access was fixed closed and it was agreed to leave with no further action for the time being. The Clerk would ask the PNAA for its view on repair/removal.
- (4) Report from the PNAA representative: Ms. Robson had submitted a written report as she was unable to attend. This was as follows - *It has been a very slow start to the growing season due to the weather but we 'dig on'! The Association has just been 'ticking over' while we awaited plot holder's names and contact details. We will provide information on the association along with insurance details they may need. It is hoped that we can build up some community spirit when all have been contacted. The front of the community shed has been painted with blackboard paint so messages can also be left on matters relating to the group. A full inspection of the perimeter fence was completed in April and any breeches were repaired but we still have a few rabbits on site, which remains a problem! The Community Payback Team have made a first cut of all the paths and communal areas, which we are very grateful for. The small wooden access gate has been closed off awaiting repairs to the foot bridge hopefully this will happen soon. Whilst, I am informed, that all the plots (bar No36) have been allocated for this year there are several that are still overgrown which does have an 'knock on' effect to the joining plots.*



The Clerk reported that a large number of plots had changed hands this time and that this, together with an empty waiting list meant that several plots had only just been re-let. It was agreed that new tenants should be given time to get their plots in order.

#### **MIN SB5/24 WENT'S AND EDDIE'S MEADOWS, MUGA, FOOTBALL PITCH**

(1) Grass Cutting Review: The Clerk reminded Members that the current grass cutting contract would expire at the end of the season and that she would be seeking quotes for one and three year contracts from late Summer. Mr. Graham stated that he was happy with the current cutting regime subject to the grass banks adjacent to the two barns being strimmed on roughly a monthly basis. It was agreed that the Clerk ask for this to be done. Cllr. Ramsay asked about the process for making changes to the current regime – it was on the agenda for the current meeting. He was not able to give any details on what he was proposing. He was advised that the far 'car park' field was cut by a volunteer approximately a week to ten days before the annual Carnival. Only the paths were cut under the main contract. Cllr. Baynham proposed that there was no change to the present arrangements and this was seconded by Cllr. Price. Cllr. Kirkby felt that Cllr. Ramsay should be given the opportunity to submit suggestions for change and so the proposal was amended. This was agreed. The Clerk was asked to add an item for the Full Council June agenda for Members to consider whether to review the current regime.

(2) Improvements to access to Meadow from Old Mill footpath: It was noted that a resident had already approached the Council and agreed to alter the present stepped access on to the Meadow from the Mill footpath. Cllr. Kirkby and Mr. Rimington stated that this would, however, not be fully DDA compliant due to the gradient. A longer, alternative route that would more easily comply had been suggested by Cllr. Ramsay and it was agreed that Mr. Rimington would produce a specification for the proposed path so the Clerk could seek quotes for the work. The resident still to be allowed to go ahead with his proposed improvements.

(3) Update re. treatment of New Barn with Fire Retardant Paint: The Clerk reported that this was in hand and due to start very shortly with the painting being carried out by the Community Payback team.

(4) Refurbishment of the path from Scout hut to allotments: Agreed that Mr. Rimington would produce a specification for the work needed and the Clerk would then seek quotes.

(5) Report on Work Day: Mr. Graham gave a short report on the work day. A priority job to complete was the repair of the area of sunken paving slabs. Cllr. Wilding to be approached about this work. The removal of thorn saplings in the Scottleton Road entrance needed to be done but this would be a Winter job to be done in due course. Mr. Rimington asked for a budget of up to £150 to produce a bespoke barbecue insert for the barbecue at the old Barn and this was agreed for recommendation to Full Council.

All other jobs could wait until Spring 2025.

(6) Condition of Wooden Pedestrian Bridge: The temporary closure was noted but the Committee agreed that if at all possible then repairs should be carried out and the Clerk was asked to contact Mr. Bennett for a quote on a full repair.

(7) Pile of Top Soil: The Clerk confirmed that as agreed at the May Full Council meeting a local farmer had been contacted and had agreed to remove the top soil.

(8) Surface of MUGA: Cllr. Kirkby stated that the surface of the MUGA was becoming slippery and needed attention. The Clerk would make enquiries on how this should be treated.

#### **MIN SB6/24 TOILET BLOCKS**

(1) Report on year to date: Some minor vandalism and the theft of toilet rolls continued but was not as prevalent as over the Winter months. She added that the Council benefitted hugely from having such dedicated and hard-working contractors (cleaner and handyman) and who would attend to resolve any problems at very short notice and carried out their work to a high standard.

(2) Update re internal painting:

Hereford Street: Started but not completed. Clerk to chase for completion over the next few weeks.

Wilson Terrace Internal and External painting: Waiting for the Community Payback team to have time to complete.

#### **MIN SB7/24 URGENT INFORMATION.**

(1) Fallen Tree over River: Mr. Graham reported that a tree had fallen and debris was building up against it. It needed removing as it could increase the flood risk to areas upstream. It was thought that this was the responsibility of Radnorshire Wildlife Trust and the Clerk would report it.

(2) Use of New Barn: Cllr. Baynham stated that she had asked that this be reviewed at the June Full Council meeting.



- (3) Local Places for Nature Garden at High School: Cllr. Ramsay reported that under a top up grant the School was receiving a picnic bench and additional plants.
- (4) War Memorial: Cllr. Kirkby felt that the Memorial was due a proper clean. He agreed to check the current condition and report back to the Clerk. A quote could then be sought for Council consideration.

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

#### **Nature Reserve:**

- To confirm that volunteer registration forms be produced by Clerk for completion.*
- To note the further reminder for volunteers to notify the Clerk when they were on site.*
- To agree that quotes to be sought for the siting of the new benches on wooden sleepers.*
- To note work generally in hand and no immediate problems although the paths were difficult to keep clear.*
- To note trees on site to be included within the next full tree survey.*

#### **Allotments:**

- Progress on Lean-to Request: Cllrs. Preece and Price to check the Communal Shed for accessibility and Dimensions of requested lean-to to be requested for Full Council consideration.*
- To agree that Plot 36 be strimmed and covered.*
- To agree no further action on Pedestrian Bridge. Clerk to check it was fixed shut for the time being.*
- PNAA to be asked on need for bridge.*

#### **Meadows:**

- To consider a review of the grass cutting regime.*
- To consider obtaining quotes for a fully DDA compliant path from Lower Went's Meadow to the New Barn.*
- To consider obtaining quotes for repair/renewal of the path from the Scout Hut to Lower Went's Meadow.*
- To note the fire-retardant paint shortly to be applied to the new barn by the Community Payback team.*
- To note the need for a repair to the sunken area of paving by the Old Barn.*
- To agree a budget of up to £150 for the replacement of the community barbecue.*
- To consider obtaining quotes for a full repair to the wooden pedestrian bridge.*
- To consider condition of MUGA surface and possible solutions.*

#### **Toilets:**

- To confirm that the Clerk chase work on Hereford Street Toilets.*
- To note that painting of Wilson Terrace is on list for Community Payback team.*

#### **General**

- To review condition of War Memorial and agree quotes be sought for a full clean.*
- Fallen Tree, Withy Beds, Clerk to report.*

The meeting closed at 8.50 pm.



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

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## **MINUTES OF THE ANNUAL MEETING HELD ON 16TH MAY 2024 HELD AT THE JUDGE'S LODGINGS (MAYOR MAKING) AND THEN THE EAST RADNORSHIRE DAY CENTRE, PRESTEIGNE AND ALSO VIA VIDEO CONFERENCING**

Present: Cllrs. T. Owens, (Mayor), A. Van Huls (Deputy Mayor), B. Baynham, D. Edwards, F. Preece, L. Abecasis (part meeting only), M. Price, M. Williams (via video link), J. Wilding, C. Kirkby and J. Ramsay (via video link).

Apologies: None.

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.*

The first part of the meeting was held in the Courtroom at the Judge's Lodgings.

### **MIN 4334 ELECTION OF TOWN MAYOR AND CHAIRMAN 2024/25**

Cllr. Baynham opened the meeting by welcoming everyone. She then spoke for a short while on her year in office which had been very busy and had passed very quickly. Two major successes during the year had been the completion of the Nature Reserve Project and the achievement of Dark Sky Community status. She thanked Mr. Harling-Bowen, Mr. Asfuroglu and Powys County Council (particularly Street Lighting Officer, Leigh Williams) for all their help with the project. Of note also were the Awards from One Voice Wales, winning the best sustainability category with the Dark Skies Project and receiving commended awards in the Annual Report and Environmental categories.

She went on to thank those Councillors that had left the Council over the year, these being Ms Bamford, Ms. Grey, Mr. Poster and Mr. Firth. She added her thanks to the Clerk for her help and support over the year. Cllr. Ramsay was formally welcomed to the Council and Cllr. Kirkby was welcomed on his return. Cllr. Baynham concluded by wishing her successor good luck for their term in office and invited nominations for Mayor/Chairman for 2024/25.

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

Cllr. Owens completed his formal acceptance of Office, witnessed by the Clerk. He thanked Members for his election and Cllr. Baynham for her work during her term as Mayor. He added that he was looking forward to the year ahead and that he hoped all Councillors would work together to meet the challenges of the coming year.

### **MIN 4335 ELECTION OF DEPUTY MAYOR AND VICE-CHAIRMAN 2024/25**

Cllr. Owens then invited nominations for Deputy Mayor. Cllr. Van Huls was proposed by Cllr. Baynham and seconded by Cllr. Edwards. There were no other nominations and Cllr. Van Huls was elected unanimously.

Members then removed to the East Radnorshire Day Centre to continue business. Cllr. Abecasis left the meeting at this point.



## **MIN 4336 REVIEW OF MEMBERSHIP COMMITTEES/WORKING GROUPS**

The following Memberships were agreed –

### **SITES AND BUILDINGS COMMITTEE**

Cllrs. Baynham, Preece, Price, Kirkby and Ramsay.

Outside Representatives for Meadow Matters: Richard Rimington, Gareth Graham.

Outside Representative for Allotments: Susan Robson.

Outside Representative for Nature Reserve agreed and to volunteer group to be approached to fill this place.

### **STAFFING COMMITTEE**

Cllrs. Baynham, Edwards, Wilding, Vanhuls and Owens.

### **CLIMATE AND ENVIRONMENT COMMITTEE**

Renamed from Climate Crisis Committee. Terms of reference to be updated as follows –

*Membership – 2: Clerk to amend wording to clarify that ‘Members’ related to Members of the Town Council not Committee Members.*

*Responsibilities – 12: Add reference to solar panels and wind turbines.*

Agreed that the Committee could proceed to consider suggestions for the terms of reference of the Committee in May 2025.

Membership to be - Cllrs Baynham, Edwards, Ramsay and Kirkby.

Plus two outside representatives – Jenny Mottershead, Kate Van Den Ende

The Clerk would confirm with the outside representatives.

To continue as a Committee for a further year and to be reviewed again in May, 2025.

**LDP WORKING GROUP:** Cllrs. Baynham, Price, Edwards, Abecasis.

**LEISURE CENTRE WORKING GROUP:** To comprise all Members of the Council. Outside Representatives as needed.

### **DARK SKIES/INTELLIGENT LIGHTING WORKING GROUP**

Cllrs. Baynham, Kirkby, Ramsay. Outside Representative: Leigh Harling-Bowen.

**ALLOTMENT LIAISON MEMBER:** Cllr. Preece.

**YOUTH REPRESENTATION MEMBER(S):** Cllrs. Owens and Abecasis.

## **MIN 4337 REVIEW OF APPOINTMENT OF COUNCIL REPRESENTATIVES TO OUTSIDE BODIES**

The following representatives were agreed -

Presteigne Primary School

Cllr. Williams.

One Voice Wales

Cllrs. Owens and Van Huls.

East Radnorshire Care

Cllrs. Edwards and Van Huls.

Presteigne and Norton Community Trust - Cllrs. Edwards, Kirkby, Van Huls and Wilding.

Warden Guardian Foundation

Cllr. Kirkby.

## **MIN 4338 REVIEW AND CONFIRMATION OF COUNCIL DOCUMENTS**

(1) Standing Orders: Confirmed unchanged. The serving of the summons to attend meetings was re-confirmed.

(2) Financial Regulations (including direct debit and internet banking policy): Confirmed unchanged.

(3) Other Policy Documents: Council Complaints Procedure, Data Protection, Freedom of Information Documents, social media Policy and Staffing related policies: All confirmed unchanged.

(4) Continued adoption of the revised Code of Conduct (under Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016): Confirmed.

(5) Remuneration payments to Town Councillors: The following payments would be available in the municipal year May 2024 to April 2025:



- An annual sum of £156 per year per Member, paid in arrears (mandatory).
- An annual sum of £52 per Member for expenses, paid in arrears (mandatory).
- To continue to reimburse the cost of travel expenses incurred for travel on Council business outside the Community Council area.
- To refund the cost of care expenses up to the current stated approved cost per month (mandatory)
- The payment of the Mayor/Chairman's Allowance as per the budget allocated plus a separate budget for expenses.

(6) Grant Awarding Policy/Procedure: Confirmed unchanged. Name of Climate Crisis grants to be changed to 'Climate and Environment' Grants.

(7) Annual Report 2023/24: The Clerk confirmed that she would soon be drafting the report and invited articles from Members.

#### **MIN 4339 MEMBER ATTENDANCE**

Member attendance records for 2023/24 were duly noted. Cllr. Owens congratulated those who had achieved 100% attendance over the year.

#### **MIN 4340 GENERAL POWER OF COMPETENCE**

Members noted that the general power of competence was now available to eligible Councils subject to this being declared at the annual meeting. Unfortunately, although two of the three conditions had been met, as less than two thirds of the Council had been formally elected it was not possible to use the power at present.

The Annual Meeting was followed immediately by the ordinary business meeting.

**MINUTES OF THE ORDINARY BUSINESS MEETING HELD ON 16TH MAY 2024  
HELD AT THE EAST RADNORSHIRE DAY CENTRE, PRESTEIGNE AND VIA VIDEO  
CONFERENCING**

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

Apologies: Cllr. L. Abecasis.

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 4341 APPROVAL OF MINUTES**

Cllr. Kirkby requested an addition to the April Minutes and following a vote this was agreed. The Minutes of the meeting held on 17th April, 2024 were therefore approved with the addition of the following to Minute 4330(6) *'The Council had received four letters of support for the project from Sheep Music, the MBA, the Carnival Committee and from Rory Bennett. Cllr Kirkby also reminded the Council that they had included the project in 'The Presteigne Town Investment Plan' prepared by Rose Regeneration and adopted by the council in April 2023. As well as the building the project also includes the purchase of some £6,000 of useful equipment for putting on events on the meadow'*. The Chairman duly signed the Minutes.

**MIN 4342 UPDATE ON OUTSTANDING ITEMS**

- (1) Warden Guardian Foundation: Cllr. Kirkby reported that the new path was now complete.
- (2) Return of the Sleeping Dragon: Cllr. Baynham asked that congratulations to Mr. Pete Smith and all his helpers be noted. It was agreed that the Clerk write a letter of thanks.
- (3) Paving Slabs, Broad Street: Still not cleaned from Assembly Rooms to Judge's Lodgings.

**MIN 4343 FINANCE**

(1) Donations: No donations this month. The letters of thanks from Presteigne Community Garden and Powys Citizens Advice Bureau were noted.

(2) Payments: The following payments were approved –

Mrs T. Price (salary)	£1887.41
(inc allotment hours for 2023-24)	
HMRC (Tax/Ni)	£775.04
NEST (Pension)	£146.30 DIRECT DEBIT
T. Lloyd-John	£654.23
N. Close	£20.00
N. Close	£152.00 MEADOW ACCOUNT
Highground Maintenance	£449.69 MEADOW ACCOUNT
Knighton Men's Shed (insect hotels) (climate crisis fund)	£90.00
Artisan Print (Fold Farm)	£12.79
Artisan Print (Fold Farm)	£35.76
Amazon (graffiti spray) (refund T. Price)	£13.00 MEADOW ACCOUNT
EDF Energy (final bill – Wilson Terrace)	£32.98
British Gas Lite (first bill – Wilson Terrace)	£16.52
Presteigne Building Supplies	£230.47 MEADOW ACCOUNT
EDF Energy (Barn)	£20.45 MEADOW ACCOUNT
EDF Energy (Hereford Street)	£63.20
HSBC (Bank charges – Treasurer)	£8.00
HSBC (bank charges)	£10.00 MEADOW ACCOUNT
Information Commissioner (data registration)	£35.00



M. Wood (tree felling)

£150.00 MEADOW ACCOUNT

(3) Receipts: The following receipts were noted: -

Powys County Council 1<sup>st</sup> Precept Payment  
Allotment Rent

£25,252.32  
£140.00

(4) Internal Audit: The report of the internal auditor was noted. No issues had been raised.

(5) External Audit/Annual Return and Governance Statement: Member considered and approved the Annual Return and Annual Governance Statement for submission to the External Auditors together with associated papers.

(6) The following Bank Balances as at 4th May 2024 were noted as:

Treasurer	£47,583.99	Money Manager	£33,845.68
Meadow	£7076.78		
Warden Reserve	£1038.83	Capital Reserve	£126.07
Money Market Account (1)	£20,204.94	Money Market Account (2)	£31,000.00

(7) Bank Signatories: Confirmed unchanged.

(8) Bank Transfers: The following bank transfers were agreed -

Treasurer Account to Meadow Account	£11,275.00	Annual Precept amount
Treasurer Account to Meadow Account	£1739.79	VAT Refund

(9) Money market Account: Members noted that the previous account (£20,000 plus interest) had been re-invested in a new five month money market account to September 2024. The Clerk would review the Council's current balances to see if a further account could be opened in order to maximise interest.

(10) Balance of the Mayor's expenses for 2023/24: Deferred to June.

#### **MIN 4344 PLANNING**

(1) Planning applications: None this month.

(2) Planning Decisions: None this month.

#### **MIN 4345 HIGHWAYS, HOUSING AND ENVIRONMENT**

(1) Dark Skies Project Update: Members noted the proposed sign locations and thanks were made to Cllr. Edwards for obtaining the what3words locations. The Clerk would ask the Highways Department if these locations would be possible and the costs. The Clerk reported that it was unlikely the existing reserve for dark skies would be enough to purchase and install signs at all the suggested locations. Once costs had been obtained final locations would be agreed. The Clerk added that the sign wording needed to be amended to include 'International' and also the Dark Skies logo. Further permission from Welsh Government was being sought for this.

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

Locations for hedge/wildflower signs (grant project): Agreed unchanged.

Possible solar panel grant for Public Toilets: The Clerk reported that the time scale for this was extremely short and that it wasn't likely to be possible to apply. In addition the fund would not accept premises run on a one-year licence so this excluded the Hereford Street site. Cllr. Owens suggested that it might be useful to obtain quotes in any event in case a further fund became available to install panels at Wilson Terrace. Members expressed disappointment at the short time scale for this grant scheme.

Appointment of a representative on the Pethau Bychain Meetings (green network for Town and Community Councils): Agreed to appoint Cllr. Ramsay.

Places for Nature Top Up Packages: The Clerk had spoken to the Secondary School and the Head of Campus would be meeting with Keep Wales Tidy on Tuesday 21st May. Cllr. Ramsay agreed he would attend.

(3) Clatterbrook Footpath: Members noted the reply from County Council Officer which was '*The contractor sent me photos of the new steps on the end of the bridge on Thursday (18<sup>th</sup> April) and all the barriers were removed then. When on site, myself and the contractor discussed the section (which the Town Council had requested be stoned) and decided not to surface this section. The only bits of the path which have had imported stone is along the fence, where we have had to essentially build up the ground to provide the new path.*'

(4) Update re. Fold Farm DMMO Application: The Town Council comments had been submitted together with a final total of 63 witness statements. The Ramblers Association had also made a submission based on technical aspects of the draft report. The Officer had confirmed safe receipt and had indicated that she would need to interview some, if not all, of the new witnesses. Members were concerned at the time this would take and the Clerk was asked to request an updated time line for determination of the application.



- (5) Presteigne Car Parking Arrangements: Members considered the Clerk's report and discussed the possibilities for the future management of the car parks. It was agreed that the matter be deferred for the time being and re-visited once the County Council's own review was final.
- (6) Further damage to Lugg Bridge: Members noted that another stone had been dislodged from the bridge. The Clerk had reported it,

#### **MIN 4346      NORTON**

- (1) Community Trust Update: Work continued to progress and a formal opening was planned for 29<sup>th</sup> June. Cllr. Wilding reported that the community payback team were not in the area as often as in 2023 but that he had been in touch to ask that they continue with the grass cutting in the churchyard.

#### **MIN 4347      SITES AND BUILDINGS**

- (1) Public Conveniences: Nothing to report.
- (2) Allotments: The following matters were discussed –
- Update on Vacant Plots: Just plot 36 remained empty and was awaiting the raised beds applied for from the grant fund.
- Replacement parts/pump: Agreed more cost effective to purchase a new pump rather than the various parts needed. The existing pump would have some parts that could be kept for re-use.
- Update on Rent Payments: One existing tenant had still not paid their rent despite numerous reminders by email, phone and letter. It was agreed that the Clerk proceed to formally evict the tenant so that the plot could be re-let.
- Update on the grant for raised beds etc: No time scale had yet been provided.
- Temporary closure and consider repairs to pedestrian bridge onto site. (also closure of second bridge on Lower Went's Meadow): Cllr. Wilding reported that some repairs were needed to the allotment bridge but that it was not needed for access to the site. The other bridge was in worse repair but again was not essential. Both bridges had been temporarily closed and it was agreed that this continue until the Sites and Buildings Committee could review the situation.
- (3) Meadows: The following matters were discussed.
- Use Request for 8<sup>th</sup> June – Fitness Day/Music (private instructor): Agreed.
- Use Request for 29<sup>th</sup> May – Create Play Session (commissioned by PCC): Agreed
- Use Request for Powys Radnor Federation WI Murder Mystery/Picnic: 16<sup>th</sup> August: Agreed.
- Update on Work Day: A detailed account was contained in the Clerk's report. Two important items had not been completed – the graffiti on the new bar (The Clerk had asked Mr. Close to attend to this) and an area of sunken paving needed attention. Cllr. Wilding believed that this area may be due to rat tunnels and added that this seemed to have stemmed from the pile of soil left from the new barn construction. He offered to arrange for removal of the soil and Members were in agreement with this. Sites and Buildings Committee to review works still not complete.
- Date for the next Sites and Buildings Committee: Clerk to arrange.
- (4) Nature Reserve: Agreed that a full report be made to the Sites and Buildings Committee which was due to meet in the near future.

#### **MIN 4348      CORRESPONDENCE/GENERAL ITEMS**

- (1) Leisure Centre Update: Cllr. Baynham reported that an update was imminent.
- (2) Presteigne Memorial Hall Update: Cllr. Baynham reported on the most recent matters concerning the Hall. The County Council had sought legal advice on various aspects of the proposed transfer. She explained that for the time being the Officer at the County Council intended to concentrate on the transfer of the Hall itself with the transfer of the car park land parcels to follow. Cllr. Edwards had attended a recent meeting of the Committee but there had been no progress on the EOI submitted to the County Council. Members were very concerned that matters were still not progressing at any pace and it was agreed that the Clerk arrange a meeting between the Town Council and the Committee to discuss how the Council could further help progress the transfer.
- (3) EMERTS/Air Ambulance Update. Members noted the document produced by Builth Wells TC for One Voice Wales. The letter from Wales Air Ambulance Charity regarding the closure of the Welshpool base was noted with disappointment.
- (4) Further Reply from WAST re. response times/first responders: Members had all received a copy of the reply. Cllr. Owens would review the letter and if he felt it was needed would compose a further reply.
- (5) Sustainable Powys Briefing Notes: Noted.



(6) Broadband Update and Report on Meeting 13<sup>th</sup> May with County Council: The Clerk had attended this meeting and reported that the new Officer had promised to push forward the completion of the Town Wifi project. She had stressed the Council's disappointment with the progress of the scheme so far, with the refusal by highways of the parking sensor project and the general lack of publicity for the scheme.

Letter from resident of Slough Road: The Clerk had received an email requesting information on the current situation for the improvement of broadband in the area. She had been told by Openreach that Presteigne should be upgraded by 2026. Cllr. Van Huls believed that the area in question should already be able to access good speeds. The Clerk would provide him with the address so he could check.

#### **MIN 4349      COUNTY COUNCILLOR REPORTS**

Cllr. Baynham reported the following: -

Conclusion of her year as Chairman of the County Council.

Formation of an Independent Group of Councillors at County level. This combined the separate independent groups previously in place and the Group now formed the official opposition on the Council.

Highways Department Budget very tight.

Problems with school budgets were likely in coming years.

Overall the County Council was very short of money and difficult years were expected in the future.

Cllr. Edwards had nothing further to add.

#### **MIN 4350      COUNCIL VACANCIES**

No applicants in April and further notices had been posted.

#### **MIN 4350      URGENT BUSINESS INFORMATION**

(1) Presteigne Primary School: Members were disappointed to learn that the Headteacher had handed in his notice.

The meeting closed at 9.40 pm



# PRESTEIGNE AND NORTON TOWN COUNCIL

## CLERK'S REPORT - JUNE 2024

### 1. INFORMATION –

a) Visit Wales Entries: Dark Skies and Nature Reserve added. Thanks to Cllr. Ramsay for pictures of reserve.

b) County Council Briefing; I attended this via Teams on 22<sup>nd</sup> May. The briefing included a demonstration of the My Powys account including the new school transport facility, the new procurement and contracts website for local businesses/contractors, an update to various planning services and advance notification of a second climate conference in September. The presentations provided have been circulated.

### 2. FINANCE

a) Money Market Account: The second account has now been renewed for six months at 4.03%. I have considered whether it would be appropriate to invest more of the Council funds in an additional account and for the time being, given the cash flow required for the High Street Grant, I do not feel that this is a suitable time. I suggest the matter be further considered towards the end of the year.

### 3. CORRESPONDENCE –

a) SMART Towns/Mid Wales Tourism App: I attended a morning event as an update on these two items on 5th June. Regarding SMART towns and the Town Wifi network – obviously we need the two units on the Assembly Rooms to be installed and I have again been in touch with one of the Community Broadband Officers at PCC (who also attended) to try to push for this to finally happen. Much of the SMART town stuff is probably not applicable for Presteigne as it is a relatively small town but the capturing of visitor data/dwell times etc will be useful for events organisers/tourist attractions and the intention is that this data will be freely available to all who wish to use it. There will be another level of data which will include emails and which will only apply to those who actually log on to the wifi – discussions are ongoing as to who to and how this information will be shared. Given the correct consents it could be used for promoting events/offers in shops etc. Presteigne is one of the first towns to have the town wifi operational. Newtown TC is just identifying locations for units, Brecon is mid way through the process I believe.

Mid Wales Tourism attended and gave a presentation on the app that was discussed at Town Council earlier in the year. Many towns in Powys are now engaging with the process and the registration of businesses is underway. I have discussed an in person visit from the Officer responsible for our area and who would visit the shops to give them an opportunity to sign up. It will also be possible to register events. The app is free currently and so as good a time as any to sign up. The option to create a town voucher scheme would still be possible. With Council's agreement I can write to businesses advising them of the planned visit so at least they are aware of the opportunity. The new app has now been named IMI Wales.

### 4. SITES AND BUILDINGS

a) Committee Recommendations: These are listed on your agenda. Some details to update you. Grass cutting – the current contract runs out at the end of the financial year and I will start advertising, meeting contractors etc from August. This is for the main grass cutting contract covering Went's Meadow. Presently the grass is cut weekly with the whole of the main fields plus paths in the car park field and Lower Went's Meadow plus the mowing of the area leading to the river 'beach'. The volunteer that carries out the full mow of the car park field once annually before the Carnival was confirmed some weeks ago. Contract options offered with be for one, two, or three year periods. In recent times we have struggled to get any quotes submitted.

Wooden Bridges – in order to keep things moving I have requested an initial quote for the repair of the bridge on Lower Went's and also asked the PNAA for their view on the need for the allotment bridge.

Allotment Lean to request: The PNAA has been asked its thoughts. The communal shed does have a small step down so although the doors are wide enough it would not be suitable for disabled access. I have asked the tenant for more information on what she is suggesting.

Fallen Tree over river: Reported.



## **PRESTEIGNE AND NORTON DARK SKIES DOCUMENTARY PROPOSAL**

Howard Smith is an award winning film maker, being a Fellow of the Film and Video Institute. His recent documentary 'Scraggyneck' was nominated in the 'Best Documentary' category at Wolverhampton Film Festival. See <https://vimeo.com/717351711>

He has also achieved a Diamond Award for his film "Conrad" by BIAFF at their annual film festival along with several other awards. See <https://vimeo.com/446254246>

Howard is interested in making a documentary about Presteigne and its journey to become the first International Dark Sky Community in England and Wales. Presteigne's own composer and musician, Simon Deeley, has already started to compose music that can be used in the soundtrack.

The finished documentary will be used to promote Presteigne and inspire other communities in Wales to become dark sky destinations.

The objective would be to promote on social media and ideally premier at next years' Presteigne Music Festival.

To achieve this objective the support of Presteigne and Norton Town Council is needed to help obtain suitable grant funding.

I have discussed grant options with LHB. The Town Council could apply for grants (with Leigh's help and support) or Leigh can approach PACDG about applying through them.

A handwritten signature, possibly 'L', is located at the bottom center of the page.