

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

9th November, 2022

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council on **WEDNESDAY 16th November, 2022 at 7.00 p.m.** at the Assembly Rooms, Broad Street, Presteigne and also via video conferencing and you are hereby summoned to attend.

PLEASE NOTE EARLIER START TIME DUE TO GUEST SPEAKER

Please view planning applications online before the meeting.

This meeting may be held entirely by video conferencing. A note will be put on the town website if this is the case and Members will be notified by email.

The public and press are cordially invited to attend.

Join Zoom Meeting

<https://us06web.zoom.us/j/84066013313?pwd=a2NzUGdwaEFDbIJFaVdOZ2IKQTJhdz09>

Meeting ID: 840 6601 3313 Passcode: 574983

Dial by your location - 0208 080 6592 United Kingdom

Find your local number: <https://us06web.zoom.us/j/84066013313?pwd=a2NzUGdwaEFDbIJFaVdOZ2IKQTJhdz09>

The meeting will commence with a talk from PCSO Gareth Morris, Dyfed Powys Police to give advice etc. on the recent incidences of vandalism. The formal meeting will follow immediately after the conclusion of the talk.

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

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 19th October, 2022 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 on 19th October. Also to receive the Clerk's Report.

5. FINANCE

a) Donations: To consider the deferred application for a grant from the Presteigne Table Tennis Club.

To note the letter of thanks from Radnorshire Wildlife Trust.

b) Payments: to approve the following payments –

Highground Maintenance Ltd	£345.89 MEADOW ACC
NEST (pension payment)	£132.30
Mrs T.A. Price (salary Nov)	£1423.04
HM Revenue & Customs	£561.73
N. Close	£42.00
N. Close	£147.00 MEADOW ACC
T. Lloyd-John (cleaning)	£667.23
Amazon (refund T. Price – replacement condolence book)	£34.95
Presteigne Building Supplies	£36.28 MEADOW ACC
Orphans Press Ltd (website updates)	£144.00
Cartridge People Ltd (ink toner) (debit card)	£199.80
JRB Enterprises Ltd (dog bags)	£to be notified at meeting
HSBC (bank charges October)	£to be notified at meeting
HSBC (bank charges October)	£to be notified at meeting MEADOW ACC

c) To note completion of mid-year interim audit.

d) To consider the request for support to plant a hedge at the Wilson Terrace Play Area (including ongoing financial support for ongoing maintenance).

e) To review website advertising charges for 2023 (currently £26 per annum with reduced charge for additional adverts). To consider one free advert for hosts of town wifi units.

f) Reminder: Applications from local organisations to apply for Town Council small grants is 30th November for allocation in the 2023/24 financial year.

g) To note confirmation of the local government pay award for 2022/23. (Clerk's Report 2a).

h) Update re. Grant towards Community Energy Survey (Clerk's Report 2b).

i) Receipts: To note the following receipt –

H. Roberts (donation for use of barn)	£85.00 MEADOW ACC
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j) To note the current bank balances on 3rd November as –

Money Manager Account £218,187.38	Meadow Account £32,810.71
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Capital Reserve Account £30,673.21
Treasurer Account £33,459.11

Warden Reserve Account £1,017.58

k) Member Training: To note the training modules available from One Voice Wales over the coming weeks, in particular the Councillor Induction Module.

l) Cost of Elections May 2022: To note the costs as follows –

Norton Ward	£343.67
Presteigne Town Ward	£702.47
Total	£1046.14 (both Wards uncontested)

An invoice for the total will be sent by PCC in due course.

6. **PLANNING**

a) To consider applications received:

22/1775/DEM Grid Ref: E: 331081 N: 264211 Proposal: Demolition Notification for 1) Swimming Pool Building, Plant room & tiled swimming pool 2) Mobile Teaching Unit: Pre-fabricated mobile unit with flat roof. Location: Presteigne C P School, Slough Road, Presteigne LD8 2NH.

22/1871/HH Grid Reference: E:331249 N: 267628 Proposal: Proposed demolition of existing outbuilding and replacement with an ancillary domestic building. Site Address: Westering, Stonewall Hill, Presteigne, LD8 2HB.

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) Deferred Planning Application 22/1526/FUL, Presteigne Depot, Mill Lane, Presteigne. To consider any further information available and note the comments of PCC Ecology and Natural Resources Wales.

c) Planning Decisions: To note the following decisions – None at issue of agenda.

d) LDP Update. Call for Candidate Sites now live.

e) Tree Preservation Orders: Update (as emailed 5th November).

7. **HIGHWAYS, HOUSING AND ENVIRONMENT**

a) Dark Skies/Lighting Application Update.

b) Climate Crisis Update. To include

- Nature Reserve Grant Update on land purchase etc.
- Tree Hub Update and possibility of applying for additional trees.

c) Lugg Bridge Update.

d) Proposed reduction of 30mph limit to 20mph: To consider initial thoughts and the inclusion or otherwise of the by pass.

e) Fold Farm Footpath Update. (Clerk's Report 3a).

8. **NORTON**

a) Norton Community Trust Update.

9. **SITES AND BUILDINGS MATTERS**

a) Public Conveniences: To note electricity supply under fixed term contracts (Clerk's Report 4a).

- b) Allotments: PNAA Annual Report to be presented to Sites and Buildings Committee Meeting.
- c) Meadows: To include –
 - Use by Presteigne Pop Choir on 18th December.
 - To agree work to replace damaged oak posts, Scout Hut Car Park.
 - Vandalism Problem: To consider possible solutions.
 - Date for Sites and Buildings Committee – 21st November.
- d) Withy Beds and future management.

10. CORRESPONDENCE/GENERAL ITEMS

- a) Town Wifi Update.
- b) Community Broadband Scheme Update.
- c) Powys Investment Plans Initiative – Presteigne: Report on most recent meetings next steps.
- d) Warm Places: To receive an update on the provision by East Radnor Care.
- e) Christmas Fair (Cllr. Abecasis): Update on arrangements and possible need for Town Council Working Group.
- f) Electoral Administration and Reform White Paper Consultation (close January 2023) (as emailed 13th October). Report by Cllr. Baynham.
- g) To consider appointment of two outside representatives to the Climate Crisis Committee and to review the draft terms of reference for the Committee.
- h) To consider any comment on revised Community Action Plan as supplied by PACDG.
- i) To confirm the updated plan/policy – Operation London Bridge.
- j) Christmas Lights Update and to agree turn on date.
- k) Report on Meeting with Co-Responders.
- l) PNCS Warehouse and New Premises (Cllr. Williams).
- m) Grant Funding Opportunity – THINK transport Issues in the Community (closing date 30th November).

11. COUNTY COUNCILLOR REPORTS

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

(Information only items)

13. ITEMS FOR THE NEXT AGENDA

Members to submit any items for the next agenda.

Enc. *Background papers inc. Clerk's Report November. Minutes of October Meeting. Draft Terms of Reference – Climate Crisis Committee. Operation London Bridge Updated Policy.*

PRESTEIGNE AND NORTON TOWN COUNCIL

CLERK'S REPORT - NOVEMBER 2022

1. INFORMATION –

a) Street Lighting: Cllr. Baynham looked into this immediately after the last meeting and had the following reply (note also the removal of one lighting column)

'The lighting tray is in my car atm as we are going to replace them with new LED fittings, and I needed it to show our manufacturer to get the exact measurements. The electrician will re-install it next week. On a separate note, we have had to make the decision to remove streetlight PR321 as it was in a dangerous condition, there was an overhead supply feeding this light from light PR254, which was in a poor condition, and we were worried that the PR321 column could become live. We decided that the cost to get a new supply to the light was too much to justify and have therefore removed the light.'

b) Pensions and Re-Enrolment: Just to confirm that I have now completed the re-enrolment paperwork as required.

c) Warm Spaces: Just to update you and to let you know that the library will not now be opening as a warm space between Christmas and New Year. The reason given was budget constraints.

d) County Council Briefing Meeting: I attended this just after our October meeting (online). Topics raised were –

Budget Pressures: Very acute. Welsh Government Settlement to PCC expected to have a 3.5% rise. Way below inflation. PCC looking to collaborate more with Town and Community Councils to try to protect services etc.

School Transformation: Continuing but at a much slower pace, given the budget issues above.

Presentation on Countryside Access by Sian Barnes. Much stress on the help officers will give if Town and Community Councils get grant funding for projects related to this area. (The TC has indeed already worked closely with the Outdoor Recreation Officer on a number of projects). Rights of Way mapping now available on the website. Local Places for Nature Fund hopefully to be available next year too. PCC now have cut and collect machine. DMMOs – report currently being produced on how to process the waiting list and prioritise the applications. This report to also include the need to access volunteers to help with the less technical aspects of processing.

Warm Spaces: 47 expressions of interest received across the County. Web page and online map to be available very shortly.

Ukrainian Refugees: 5906 received into Wales, 431 in Powys.

Test, Trace, Protect: As testing dwindles Welsh Govt are utilising waste water info to produce statistics.

Planning: LDP Review process underway and call for sites to go out in November. Current sites that have not come forward for development will be very carefully reviewed. Portfolio Holder happy to attend a TC meeting to speak on LDP and planning. Clerks to all now receive a monthly call from their Area Planning Officer to update them on applications in their area. Applicants for planning permission now being asked to submit better applications – to reduce the number of repeated consultations with T & CCs. Planning training sessions on specific areas to be introduced. Queries raised on the lack of enforcement – policy currently under review.

Climate Crisis: Spring Conference planned for T & CCs. Likely to be in Llandrindod.

All in all a very useful meeting.

e) Council Condolence Book: I have made arrangements for this to be lodged with the County Archives in due course.

f) Knighton and Presteigne Food Bank: Please note the update below, if you would like Helen to come to a future TC meeting please let me know –

'We do hope to have secured premises in Presteigne, as of Feb/March 2023, and we are working hard on how to raise the funds for the rent. Once I know for sure I will let you know.'

We are busier than ever now at the food bank and I can confirm that we are delivering each week to Presteigne, sometimes out of hours as well if a crisis has been notified to us and cannot wait for a Tuesday or a Friday. To give you an example, yesterday (Tuesday) I delivered to three very large families in Presteigne and one in Norton. I already have received two referrals for families in your area for Friday and expect more. Each food parcel contained food, toiletries, hot water bottles and throws, nappies plus vouchers for the butcher and Salty Dog for fruit & veg. This is average at the moment and we expect it to increase as the cost of living crisis takes hold. I applied for a grant to provide

hygiene and personal care products to pupils at John Beddoes School, and to date have sent 60+ individual bags. We are also about to start providing laundry products as well, for the staff to hand out in addition to the hygiene bags.

I have attached an interim flyer, showing our new name and charity number and also an indication of the full scope of our service, including baby basics and help with the cold weather / lack of electricity and gas (slow cookers, covered hot water bottles and cosy throws).

I have copied some information below for you to read and share - it comes from our website which we are in the throes of updating with our new information. Have a look at the website for a look at how best to support our work and what items we need for Christmas .

www.knightonfoodbank.co.uk

I hope this help Tracey, but if you need any more info let me know - or if you want me to come to a TC meeting for a short Q & A session, I am more than happy to do so.'

2. FINANCE –

a) Annual Local Government Pay Award: This has now finally been agreed for the current year. Annual leave entitlement is to increase by one day per year and a general pay increase of £1925 has been agreed (this is pro rata for part time staff). I will calculate the arrears due and pay this plus the new salary from December 2022. Of course the process now starts for 2023/24!

b) Update re. grant towards community energy survey. The amount expected to be needed is now £227 and may drop further prior to the TC being invoiced if any further fee paying participants sign up.

3. HIGHWAYS ETC –

a) Fold Farm Footpath: I replied to the County Council as instructed and Cllr. Jackie has asked the Officer to keep her (and so the TC) informed of progress.

James Evans' Office has written to the Welsh Minister, received a short response and is awaiting a more detailed reply.

4. SITES AND BUILDINGS –

a) Toilets: Just to let you all know that both sites are currently in a fixed term agreement for electricity until Sept 2023 and March 2024 so we are not as yet experiencing higher prices.

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

**MINUTES OF THE MEETING HELD ON 19TH OCTOBER 2022
HELD AT THE ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND ALSO VIA
VIDEO CONFERENCING**

Present: Cllrs. D. Edwards (Mayor), B. Baynham (Deputy Mayor), F. Preece, T. Owens, R. Bamford, M. Williams (part), L. Abecasis, J. Poster, J. Gray.

Apologies: Cllr. M. Price.

In Attendance: Mrs T. Price, Town Clerk. Members of the public. Ms. J. Mottershead of Radnorshire Wildlife Trust.

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:

Cllr. L. Firth, firm employed on project, re. planning application 22/1347/FUL.

Declarations of Acceptance of Office were completed by Cllrs. Firth, Vanhuls and Wilding and witnessed by the Clerk.

The meeting commenced with a short talk from Ms. J. Mottershead of Radnorshire Wildlife Trust on a current grant project and the suggestion that a hedge be planted along the edge of the Wilson Terrace Play Area and that the Town Council agree to maintain that hedge in the future. Members asked a number of questions and agreed to consider the request in more detail at the November meeting. Cllr. Bamford would obtain a quote for annual maintenance for that meeting.

MIN 4111 APPROVAL OF MINUTES

The Minutes of the meeting held on 28th September, 2022 were approved without amendment. The Chairman duly signed the Minutes.

MIN 4112 UPDATE ON OUTSTANDING ITEMS

- (1) Street Light at Millbank: Now done.
- (2) Upgrading of Website: Work completed.
- (3) Tree Preservation Order List: Still awaited. The Clerk had chased the Officers for this.
- (4) Operation London Bridge: The Clerk had not yet met with Cllr. Owens to update the policy but would do so as soon as time permitted.

MIN 4113 FINANCE

- (1) Donations: The following donations were approved –

Royal British Legion (Poppy Wreaths)	£60.00
Norton Sports Committee (Firework display)	£200.00
Sheep Music (Firework display)	£500.00
Radnorshire Wildlife Trust	£250.00

All as precepted.

- (2) Payments: The following payments were approved –

Highground Maintenance Ltd	£345.89 MEADOW ACC
NEST (pension payment)	£132.30
Mrs T.A. Price (salary Sept)	£1423.24

HM Revenue & Customs	£561.53
N. Close	£31.50
N. Close	£ 119.00 MEADOW ACC
T. Lloyd-John (cleaning)	£641.23
D. Edwards (Mayor's Expenses Refund)	£21.00
EDF Energy (H'fd Street Toilets)	£79.05 Direct Debit
EDF Energy (Wilson Terrace Toilets)	£37.00
EDF Energy (Meadow)	£52.51 MEADOW ACC
Presteigne Building Supplies	£4.97
Presteigne Building Supplies	£18.85 MEADOW ACC
Mrs T.A. Price (various expenses)	£66.59
HSBC (bank charges September)	£8.00
HSBC (bank charges September)	£ 8.00 MEADOW ACC
T. Price (refund padlock – Amazon)	£8.99
Orphan's Press (annual website hosting)	£192.00

- (3) Budget Update to end of September: Noted as circulated. The Clerk clarified that the donation to a roundabout related to the new equipment at Wilson Terrace.
- (4) Review of Internal Audit Arrangements: Members approved the re-appointment of Mr. Stephens as internal auditor and confirmed the audit documents as supplied.
- (5) Mid-Year Interim Audit Arrangements: To take place w/b 24th October.
- (6) Inspection of Invoices by Chairman: Cllr. Edwards reported that this had taken place with no issues raised.
- (7) Community Energy Project: Members noted the further information supplied. It was agreed to support the request and provide £250 towards the project. The Council would be invoiced by PAVO for the amount.
- (8) Request for Up to £250 Donation – Presteigne Table Tennis Club: Members noted the request and there was concern that the group had no bank account or constitution. Cllr. Baynham suggested that the group fund raise via a gofundme page and agreed to speak to the group to see if this would be possible. She had looked into possible grants but as yet had not been able to find any suitable. Members agreed to defer the application until November.

MIN 4114 PLANNING

Cllr. Edwards left the room for the duration of the planning application items due to her position on the County Council Planning Committee. Cllr. Baynham took the Chair for this item.

- (1) Planning applications: The following planning applications were considered –

Cllr. Firth left the room for the duration of the following item.

22/1347/FUL Grid Reference: E:331556 N: 264410 Proposal: Change of use of part of ground floor from business to residential use Site Address: 9 Harper's Lane, Presteigne, Powys, LD8 2AN. Resolved no objections be raised.

Cllr. Firth returned to the room.

22/1526/FUL Grid Reference: E:331215 N: 264770 Proposal: Extension Of Existing Building To Provide Commercial Storage Units & Garaging For Vintage Cars. Site Address: Presteigne Depot, Mill Lane, Presteigne, LD8 2DA. Resolved to defer consideration of this application until the necessary surveys on contamination and Japanese knotweed could be done and reviewed.

Cllr. Edwards returned to the room.

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

22/0943/HH The Oxford, Hereford Street, Presteigne: Approval.

- (3) LDP Update: Nothing further to report at present. The invitation to put forward candidate sites for development was expected to go out publicly soon.

MIN 4115 HIGHWAYS, HOUSING AND ENVIRONMENT

- (1) Dark Skies/Lighting Application Update: Work on the Presteigne street lighting continued. Members were generally pleased with the new fittings and had noticed an appreciable difference. Cllr. Owens raised a query on one column that affected the pavement width and so could cause issues for those with access issues. Cllr. Abecasis reported that the light in the underpass was not working. Cllr. Baynham would speak to the Project Manager at the County Council about these two issues. Cllr. Firth reported that the lights were on all night at Broadaxe and the Clerk was asked to write to Welsh Government to ask if they could be changed to part night.

- (2) Climate Crisis Update: The following matters were discussed -

- Nature Reserve Grant Update on land purchase etc: Cllr. Bamford reported that there had been some progress on sorting out the concerns of the Council's Solicitors and it was hoped to complete the purchase in the near future.
- Tree Hub Update: Trees to be stored and distributed from the Old School. The Clerk would forward details of the proposed times etc to all Members.

(3) Fold Farm Footpath Update: The Clerk had written as instructed and the Portfolio Holder had agreed to inform her as soon as any progress was made.

(4) Lugg Bridge Update: It was noted that the emergency repairs promised by Natural Resources Wales had still not been done. Cllr. Baynham had had meetings with the Emergency Planning Section at the County Council and agreed to request an update. She also believed that NRW was in regular contact with the resident whose property was affected but she would check this also. She would also ask for advice on the need to remove the white goods at the property urgently before they fell into the river causing additional pollution.

MIN 4116 NORTON

(1) Norton Community Trust Update: Cllr. Wilding provided a brief update on the project; the font had been moved, emergency repairs carried out to the ceiling, architect's survey done and tenders for works to go out shortly.

(2) Village Bonfire: To take place on 30th October.

MIN 4117 SITES AND BUILDINGS MATTERS

(1) Public Conveniences: Wilson Terrace site to close after the fireworks event.

(2) Allotments: Currently seven people on the waiting list.

(3) Meadows: The following matters were discussed –

- Use by Sheep Music for Firework Display – 5th November: Noted.
- Request for land for Community Garden: Members considered this request and there were some concerns over any fencing, vulnerability to vandalism and long-term maintenance. The possibility of using an area on the new land being purchased was suggested and Cllr. Bamford would ask the Lottery Fund if this was a possibility. Item deferred to go to the next Sites and Buildings Committee.
- Replacement of Oak Posts, Scout Hut Car Park: Cllr. Williams believed up to three needed replacing. Cllr. Wilding would check and notify the Clerk so that a price for the work could be obtained and work organised.
- Knighton Road/Scottleton Street Entrance: Nettles to be added to the regular strim carried out by a local contractor. Larger gate at this entrance would now be chained shut.

(4) Storage Container Update: No update at this stage. Remove from agenda for the time being.

(5) Withy Beds: The Clerk had not yet been able to arrange a site meeting.

(6) Possible Grant Projects: The Clerk reminded Members that the Council could apply for a small lottery grant every twelve months and that this period was now almost up following the grant for play equipment at Lugg View and a new application could be submitted if there were any projects Members could put forward. Members felt that a small storage building would be of great benefit to the meadow site and allow secure and dry storage of community items such as the gazebos and tables. Cllr. Firth would liaise with Mr. Rimington over possible costs and details for such a project. Any building would also need to accommodate community games for use by organisations, improving community unity etc and in order to compile a successful grant application.

MIN 4118 CORRESPONDENCE AND GENERAL ITEMS

(1) Town Wifi Update. Inc parking sensor project: The Clerk reported that Cllr. Baynham had made progress regarding the units to be sited on the Assembly Rooms and it was hoped that these would be installed shortly. The project would then be complete.

(2) Community Broadband Scheme Update: The Clerk had nothing new to report.

(3) Powys Investment Plans Initiative: Members had all received a copy of the latest draft plan and several changes were approved for passing on to the consultant. Powys County Council would shortly be meeting with the consultant to discuss the latest draft following which it was expected to come before the Steering Group and Town Council for approval.

(4) Warm Places: Cllr. Baynham reported that she had been successful in obtaining a grant in order to open the Day Centre as a warm place over the Winter months. Days and times were yet to be set but the intention was for the centre sessions to be available to vulnerable people of all ages. Cllr. Abecasis was to

attend the next Knighton & Presteigne Locality Network Meeting and expected to learn more about warm places in the area then.

(5) Annual Report 2021-22: Members approved the annual report without any changes. It was agreed that a copy be placed in the library and on the website.

(6) Email re. removal of Wales Air Ambulance Mid Wales Base: Members considered the email and the concerns surrounding the proposed removal of the Air Ambulance base in Welshpool. They were concerned at the distance to any major hospital for local residents and at the delays often experienced for road ambulances attending incidents. It was pointed out that the new proposed location would be much further from Powys and thus make attending times much longer. The Clerk was asked to confirm the Council's support for the campaign to oppose the closure of the Welshpool base.

(7) County Council Consultation on Public Participation: Cllr. Baynham stated that she felt the public should be able to easily access meetings etc and supported the proposals. Agreed that no comment be made.

(8) Christmas Fair: Cllr. Abecasis reported that arrangements were underway for a Christmas Fair after a two year break due to covid. He asked if it would be possible for the Council's insurance to cover the event and the Clerk explained that this would not be possible unless the Town Council oversaw the event, (perhaps via a Council Working Group), it could not cover an event run under CONNECT. Cllr. Abecasis explained that CONNECT now met very rarely but agreed to consider the possibilities and report back to the November meeting.

(9) Draft Report of Independent Remuneration Panel: Members noted the proposed changes – an increase to the annual allowance to £156 and the introduction of an expenses allowance of £52. Resolved no comment be made.

(10) Electoral Administration and Reform White Paper Consultation: Cllr. Baynham agreed to produce a short report on the changes. The item was therefore deferred until the November meeting.

MIN 4119 COUNTY COUNCILLOR REPORTS

Cllr. Baynham reported the following –

- Attendance at Treasury Management Briefing Meeting.
- Concerns over recent instructions issued to schools over heating costs and ways to save.
- 20mph Initiative from Welsh Government, changing 30mph areas to 20mph areas. Note concerns were raised over the bypass becoming a 20mph area.)

Cllr. Edwards reported on the following –

- Attendance at various meetings as above.
- Issue with the current arrangements for the local recycling of blister packs – She had looked into this but the County Council could not process for recycling.

MIN 4120 REVIEW OF MEMBERSHIPS – COMMITTEES AND WORKING GROUPS

Sites and Buildings Committee:

Cllrs. Bamford, Preece, Firth, Gray and Price.

Outside Representatives: Agreed to increase to three for Meadow. Allotments remaining at one.

Representatives to be –

Mr. R. Rimington, Mr. G. Graham, Mr. C. Kirkby, Chair of PNAA (Ms. K. Lewis).

Staffing Committee: Cllrs Baynham, Edwards, Wilding, Vanhuls and Owens.

Library Services/Assembly Rooms Working Group: Agreed the number of Members to be reduced to four.

Cllrs. Williams, Abecasis, Bamford, Baynham.

LDP Working Group: Cllrs. Baynham, Firth, Edwards, Abecasis.

Climate Crisis Committee: Agreed that the working group now be formed into a formal committee, with four Members plus two outside representatives and meeting approximately twice per year.

Terms of reference would now be drafted for agreement.

Cllrs. Poster, Gray, Bamford and Firth.

New Nature Reserve Working Group: To be managed until completion of the project by the Climate Crisis Committee.

Dark Skies/Street Lighting Working Group: Cllrs. Baynham, Williams and Mr. L. Harling-Bowen.

Broadband Working Group: Cllrs. Owens and Edwards.

Grant Awarding Policy Working Group: Cllrs. Baynham, Wilding, Williams, Price.

Town Wifi Liaison Member: No longer required.

Allotment Liaison Member: Cllr. Preece.

Youth Representation Members: Cllrs Bamford and Abecasis.

MIN 4121 REVIEW OF APPOINTMENT OF COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

Members confirmed the following -

Presteigne Primary School Cllr. Preece.

One Voice Wales (2) Cllrs. Edwards and Baynham.

East Radnorshire Care (2) One rep previously decided – Cllr. Edwards.

Appointed at meeting -

East Radnorshire Care: Cllr. Vanhuls.

Presteigne & Norton Community Trust: Cllrs. Bamford, Edwards and Vanhuls. One vacancy remains.

Warden Guardian Foundation: Cllr. Bamford.

PACDG: Cllr. Williams.

MIN 4122 URGENT BUSINESS INFORMATION

(1) Congratulations to be noted to Ben Chilman for being chosen as Agricultural Student of the Year at the Farmers Weekly awards. The Clerk would write a letter of congratulations.

MIN 4123 ITEMS FOR NEXT AGENDA

Items to be include were –

- Condition of surface at Wilson Terrace Play Area.
- Town Council publicity/updates.

The meeting closed at 9.42pm.

**Cyngor Tref
Llanandras a Norton**

**PRESTEIGNE AND
NORTON TOWN
COUNCIL**



Operation London Bridge National Planning Requirements Action Plan November 2022			
Brief: Throughout the country in the event of the sad passing of H.M. The King the whole community will be affected. With the date of this event unknown, all appropriate organisations need to be prepared as there will be national protocols and procedures to be followed. The event - Operation London Bridge – this is the code name given to the arrangements for the passing of His Majesty.			
Action	Detail	Responsibility for PNTC	Date/Timescales
Notification: Following the death and the official announcement from Buckingham Palace	Pre-arranged events may have to be cancelled during this 10/11 day period. This can be insured against and Council's/Community groups will need to carry source individual insurance. Note: if Remembrance Sunday falls within the 10/11 day period, Remembrance Services will continue as normal with an added prayer. However, any celebratory, seasonal events, carol services or markets etc will need to be cancelled or re-scheduled.	No events organised by TC	A period of ten days state mourning will follow. D1 Day being the date of the death and D10 the date of the full state funeral in Westminster Abbey. If D10 falls on a Sunday then the funeral will be held on the D11 (Monday).

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Flags	<i>If you have a vertical flag pole, the Union Flag should be flown at half-mast throughout the period of mourning except for D2 Proclamation Day, when the new King is Proclaimed (Operation Spring Tide). If you pole is at an angle the Union Flag should be flown to full mast, with black cravats attached (contact local florists for a roll of black floral ribbon). All flags/flag poles return to normal by 9.00 a.m. the day after the funeral.</i>	Not applicable	
Website	<p>Draft statement from Chair prepared in advance.</p> <p>Home page to be overwritten with a page carrying a portrait of HM The King with associated sections as appropriate including any commemorative events locally and cancellations of any other pre-planned events.</p>	<ul style="list-style-type: none"> Drafted – see appendix A. 	<p>Chair's Statement agreed and held on file. To be published asap after official announcement.</p> <p>Town Clerk to action appropriate page on website.</p> <p>NB Chair to instigate process in absence of Town Clerk.</p>
Portraits	<p>A suitable portrait may need to be sourced (particularly if the Council will provide a book of condolence**)</p> <p>The portrait should have a black ribbon (florist ribbon as above)</p>	<ul style="list-style-type: none"> Portrait obtained. Frame obtained and held in OLB Box. Supply of ribbon and pins in OLB Box. 	<p>The portrait should remain in situ for the period of official mourning.</p> <p>Following this time, a portrait of the new King could be put in place with an alternative position established for HM the King's portrait.</p>

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Condolence Books	Loose leaf books are preferred; copies can then be sent to schools and care homes, if desired. Following D11 folders can be collated and bound with a letter sent to the Private Secretary at Buckingham Palace advising that the Book of Condolence is held within the Council archives.	<ul style="list-style-type: none"> Condolence book obtained. Site at Judge's Lodgings as central location UNLESS Winter months when building closed. Seek alternative venue asap if this is the case. Check with local churches for any arrangements. 	<p>Until D11</p> <p>PCC not planning to have a condolence book in Presteigne/Norton.</p> <p>Agree locations for loose leaf pages to be left –(on request only, for example in Residential Homes).</p> <p>Write to Private Secretary to notify on completion but to be stored in County Archives.</p>
Area to lay flowers	Some Communities might wish to designate an area for flowers to be laid. War Memorial a possible site. Flowers should be unwrapped and not left in cellophane.	<ul style="list-style-type: none"> Liaise with PCC over location and arrangements 	<p>Clerk to discuss location (if any) in Presteigne and Norton with PCC. Previously sited by War Memorial – confirm permission of school at the time.</p> <p>Clerk to discuss arrangements for removal of any flower left with PCC/arrange removal.</p> <p>Flowers <u>MUST BE</u> removed on the morning after the State Funeral.</p> <p>(The Chair should pick up the first bouquet then (optional) the Vice-Chair etc followed by other Councillors and members of the public (if such an event is arranged).</p>

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Proclamation	The National Proclamations will be read in London, Edinburgh, Belfast and Cardiff, along with County Proclamations read normally by the High Sheriff.	<ul style="list-style-type: none"> PCC confirmed that a formal statement will be made at 2pm on D2 at the Shirehall, Presteigne 	<p>The flowers could be removed for composting with the compost used to plant a commemorative tree.</p> <p>Check this is currently the case and if so then no proclamation needed by TC.</p> <p>If PCC not attending in Presteigne consider TC proclamation at appropriate time after national proclamations. Assist PCC with arrangements as needed.</p>
Church Services	<p>The Church of England has nominated St Paul's Cathedral to lead the service, format and prayers etc</p> <p>Each Diocese will issue this information locally and arrange civic services</p> <p>Dioceses will arrange full Civic Services in cathedrals and major churches on the mid Sunday of the 10 day mourning period; with local parish churches encouraged to hold services on the eve of the State Funeral.</p>	<ul style="list-style-type: none"> Start discussions with local clergy now Members to attend service. Chair to wear a black velvet pouch over chain Pendant/Jewel. Members to wear black ties, black armbands or black rosettes. 	<p>Meeting with Vicar of St. Andrews Church, Presteigne.</p> <p>Pouch to be worn over Mayoral Jewel.</p> <p>Members to source black ties.</p> <p>Black ribbon to be made available for female Members.</p> <p>Optional other than for Chairman.</p>

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Public Holiday	The day of the State Funeral will be a Public Holiday, unless Day 10 falls on a Saturday.	<ul style="list-style-type: none"> Implication on planned meetings etc 	Meetings to be re-arranged by Clerk if necessary.
<p>Note:</p> <p>The process will also need to be followed for Prince William and other Senior Royals.</p>			
<p>Appendix A:</p> <p>Chairman's Statement: The Mayor, Councillors and Town Clerk of Presteigne and Norton Town Council are saddened by the passing of our King. He has been a wonderful Monarch and will be missed around the world as well as here in Presteigne and Norton and throughout the UK.</p>			
<p>Appendix B:</p> <p>Mourning Timetable</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  </div> <div> <p>National Mourning Time Table</p> <ul style="list-style-type: none"> D Day = Date of Death D+1 = * Proclamation Day (London) D+2 = * Proclamation Day D+? = Middle Sunday – Civic Services D4-6 to D9 = Lying in State D10 = Date of Funeral <p>* Sovereign only</p> </div> </div>			

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TERMS OF REFERENCE

COUNCIL CLIMATE CRISIS COMMITTEE

MEMBERSHIP

1. Membership of the Climate Committee to be at least four Councillors (the Mayor and Deputy Mayor to be ex-officio Members) and appointed annually. In addition two outside representatives will be appointed.
2. Quorum for the Climate Crisis Committee to be three and at least three Members to agree any decision.
3. The Chair of the Committee will be elected at the first meeting of the Committee held after the full Council Annual Meeting in May.
4. All Councillors may attend a meeting and contribute but only those appointed to the Climate Crisis Committee by the Council may vote on resolutions.

RESPONSIBILITIES

1. To review the Climate and Ecological crisis policy annually and make recommendations for amendments.
2. To regularly review the management of Council land and make recommendations in order to support and enhance it as an environment for nature whilst continuing to respecting the other users.
3. To consider and prepare a budget proposal for areas under its remit and to put to full Council for consideration at the budget/precept setting meeting.
4. To prepare an annual report on the Council's actions in tackling the climate and ecological crisis.
5. To consider issues relating to the nature reserve as may be referred to it by full Council.
6. To review the progress of verges and roundabouts and make recommendations for further work or changes to the full Council.
7. To make links with community groups and make them aware of the Council's support for initiatives to combat the climate emergency and aid with nature recovery. Where possible to support groups in other ways e.g. pointing them towards funding opportunities or advice.
8. During the completion of the Nature Reserve Project to assist with day to day matters and oversee contractors and volunteers working on the site. To consider ongoing project matters relating to the nature reserve as may be referred to it by full Council.

9. To review any grants or initiatives that are available to communities to combat the climate emergency and aid with nature recovery and advise full council of opportunities.
10. To facilitate and assist groups to apply for the Council/s Climate Crisis small grants scheme.
11. To consider any other issues relating to the climate crisis as may be referred to it by full Council.
12. In general to consider the following areas and make recommendations to Full Council - Local resilience, Biodiversity, Local Food Consumption and Waste, Personal Initiatives, Transport and EV Charging, Tree Planting, carbon sequestration, Energy saving and production.

GOVERNANCE

1. The Climate Crisis Committee will act in accordance with its own terms of reference and also with the Standing Orders and Financial Regulations of the Council.
2. The Climate Crisis Committee will meet at least twice annually and may hold additional meetings as required.
3. The Clerk will service the Committee correspondence, Minutes and any other documentation.
4. The agenda for each Committee Meeting will be published at least three working days in advance of the meeting.
5. Minutes will be taken and distributed for agreement at the next Committee Meeting or full Council meeting whichever is soonest.
6. Meetings of the Committee shall be open to the public (in person and online or online only) except where the Committee resolves to exclude the public and press to deal with confidential items as permitted by legislation.

NOTE: THE COMMITTEE DOES NOT HAVE DELEGATED POWER TO MAKE DECISIONS ONLY TO RECOMMEND TO FULL COUNCIL.

Terms of Reference agreed at the full Council meeting November 2022
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Next Review: May 2023
