

**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> March, 2025

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council on **WEDNESDAY 19<sup>th</sup> March, 2025 at 7.00 p.m.** at the **Assembly Rooms, Broad Street, Presteigne** and via video conferencing and you are hereby summoned to attend.

The public and press are cordially invited to attend.

Join Zoom Meeting

<https://us06web.zoom.us/j/86701698939?pwd=a1TLvYe8oXSIjFvfEZ23UZUME3SCMM.1>

Meeting ID: 867 0169 8939 Passcode: 258494

Or dial by your location 0208 080 6592 United Kingdom

Find your local number: <https://us06web.zoom.us/j/86701698939?pwd=a1TLvYe8oXSIjFvfEZ23UZUME3SCMM.1>

*Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda SUBJECT TO PRIOR NOTIFICATION TO THE CLERK AND THE CONSENT OF THE CHAIRMAN.*

Yours sincerely

Tracey Price

**TOWN CLERK**

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**AGENDA**

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**

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

### 3. APPROVAL OF MINUTES

To approve that the Minutes of the meeting held on 19<sup>th</sup> February, 2025 are a true and accurate record and authorise the Chairman to sign the Minutes as such.

#### 4. UPDATE ON OUTSTANDING ITEMS AND CLERKS REPORT

From the Meeting of 19<sup>th</sup> February. Also to receive the Clerk's Report for March.

## 5. FINANCE

- a) Donations: To approve the following donations:-

Presteigne Little People's Playgroup	£250
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(as agreed February 2025, from Climate Crisis Fund)

- b) Payments: to approve the following payments:-

Mrs T.A. Price (pay)	£1631.00
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HM Revenue & Customs	£627.29
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NEST	£150.64
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Highground Maintenance Ltd	£449.69	MEADOW ACC
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T. Lloyd-John	£382.49
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N. Close	£292.00
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N. Close	£164.00 MEADOW ACC
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HSBC (bank charges)	£8.00
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HSBC (bank charges)	£8.00 MEADOW ACC
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EDF Energy (July-January) £215.95 MEADOW ACC

A. Jervis (orchard puning)	£122.00 MEADOW ACC
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Powys County Council (green waste bin)	£60.00
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British Gas Lite (Wilson Terrace Toilets)	£13.23
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Presteigne Building Supplies (Norton Benches) £12.68

EDF Energy (February)	£17.64 MEADOW ACCOUNT
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EDF Energy (H'fd Street Toilets)	£87.11
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Mrs T. Price (refund stamps)	£62.40
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- c) Receipts: To note the following receipts –

Allotment Rent	£364.00
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Allotment Plot Deposit	£28.00
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- d) Review of Asset Register.

- e) Review of Risk Assessment.

- (f) Final Report of Independent Remuneration Panel: To receive and consider the final report of the Panel.

- (g) Council Insurance – see Clerk’s note 1.

- (h) New Website: To consider quotes for a new website. See separate report. Note: May need to be in confidential session due to commercial sensitivity.

- (i) Reply from PACDG re CONNECT monies – Clerk's Report 2.

- (j) **Renewal of Money Market Bond (£50,000):** To consider renewal of the bond for a further three or six month period.

- (k) To consider venue/budget for room hire in 2025-26.

- (l) Nature Reserve Budget for 2025-26: To consider the request from the Tree group re. spending of the allocated budget.

## 6. PLANNING

- (a) To consider applications received: None at issue of agenda.

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

- (b) Planning Decisions: To note the following decisions –  
24/1598/HH 4 Greenfield Road, Presteigne: Consent 18<sup>th</sup> February.

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

- a) Dark Skies Project:
  - To receive an update from the Working Group/Cllr. Harling-Bowen.
  - To note visit by Jane Dodds confirmed (all Members invited) and consider hire of meeting room.
  - Conference Report.
- b) Climate and Environment Matters: To include –
- c) Fold Farm DMMO Application: To note the comments submitted on the consultation report.
- d) Car Parking: Update Cllr. Baynham.
- e) Review of 20mph Limits: To consider proposed changes.
- f) Complaint re lack of lighting, Hereford Street Car Park.
- g) Various Highways Complaints re Slough Road etc (as emailed).

## **8. NORTON**

- a) Update on general works.

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

- a) Public Conveniences: To include -  
Complaint re. lack of lighting Hereford Street Car Park
- b) Allotments: To include -  
Complaint re. rabbits entering through perimeter fence.  
Request for siting of storage box on allotment plot.  
Update re deposits. See Clerk's Report 3.  
Update re PNAA. See Clerk's Report 4.
- c) Meadows: To include –  
Update - café bar/storage. (Cllr. Kirkby).  
Update – Brilliant Basics Grant (paths)  
Request from Scouts to site 20ft storage container.  
Use Request – Regular Fitness Classes.
- d) Nature Reserve Matters: To consider the following –  
general update from Cllr. J. Ramsay and any decisions needed.  
Update re. tool sharing request.
- e) Renewal of Electrical Certificate – Norton Kiosk. Clerk's Report 6.

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

- a) Leisure Services Review: Latest report of Leisure Centre Working Group.
- b) Report on Fire Service Webinar and to consider any further action needed. (Cllr. Kirkby).
- c) Christmas Trees on Shops 2025.



- d) VE Day: To receive an update from Cllr. Baynham re Memorial Hall Committee and to consider any Town Council event/arrangements. To consider purchase of wreaths to lay on 8<sup>th</sup> May.
- e) Report on March Town Council Surgery – Cllrs. Preece and Kirkby.
- f) Senedd Constituency Review Final Determinations. Information.

**11. COUNTY COUNCILLOR'S REPORTS**

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

**Enc.** *Clerk's Report March. Minutes from February, 2025. Any other background papers.*



## PRESTEIGNE AND NORTON TOWN COUNCIL

### CLERK'S REPORT - MARCH 2025

1. Council Insurance: In preparation for the expiry of the current three year agreement I have approached Zurich Insurance for a quote. However they will not provide any cover for the new barn. Longer standing Members will remember that the current insurers provide a restricted cover. This will obviously restrict the options when considering a new policy.
2. Reply from PACDG re use of CONNECT money: As requested I did get in touch with PACDG and received the following reply – 'Great minds...' and all that! We're holding back another £104 to cover our new monthly bank fee for the next 2 years, and we've also earmarked another £100 towards the cost of refurbishing the big noticeboard in Norton (the one outside Corte Cottage), which the Hub committee are leading on and also contributing to. We've paused plans for a community distribution for now as we're investigating the possibility of working with some of the larger businesses in town to try to get some sort of "chamber of trade" up and running again. We'll be monitoring progress over the next few months as we don't want the ex-Connect money to be sitting unused for any length of time, but as you say equally don't want to miss the chance to do something useful with it ourselves.'
3. Allotment Deposits: The first new tenant has paid the new deposit without any questions.
4. Allotment Association: The EGM was held on 9<sup>th</sup> March and a new committee has been formed to continue promoting the Presteigne and Norton Allotment Association. Margaret Galliers has agreed to Chair the group, Paul Newman will continue as treasurer and Piet Van Den Ende will remain as secretary. Five other plot holders have offered to serve on the committee.
5. Meeting with Secondary School: The School has agreed to meet with Town Council representatives on 8<sup>th</sup> April. INFORMATION ONLY.
6. Electrical Certificate, Norton Defib Kiosk: This will be due in August. I have one quote to date from our usual electrical contractor of £100.
7. Fold Farm DMMO Application: Comments on the second consultation have been submitted. INFORMATION ONLY.

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

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**MINUTES OF THE MEETING HELD ON 19<sup>TH</sup> FEBRUARY 2025**  
**HELD AT THE ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND VIA VIDEO**  
**CONFERENCING**

Present: Cllrs. T. Owens, (Mayor), A. Van Huls (Deputy Mayor), D. Edwards, C. Kirkby MBE, A. Ramsay, J. Wilding, C. Ross, F. Preece, B. Baynham, N. Rogers and J. Ramsay.

Apologies: Cllrs. L. Harling-Bowen, M. Price.

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 4438 APPROVAL OF MINUTES**

The Minutes of the meeting held on 22nd January, 2025 were approved as a true and accurate record and the Chairman duly signed the Minutes.

**MIN 4439 UPDATE ON OUTSTANDING ITEMS**

- (1) Bike Track: Cllr. Owens reported that he had chased the parent involved but had as yet heard nothing back. It was agreed that such a project was, in any event, better carried out in the drier months.
- (2) Orchard Pruning Day: Cllr. Kirkby reported that this had been very successful with all the trees being pruned. The prunings would be chipped in the coming days and if time permitted the recent windfall branches nearby would also be done.
- (3) Clerk's Report: Items mentioned were included on the agenda.

**MIN 4440 FINANCE**

- (1) Donations: The following donation request was considered -  
Request from PACDG to support room hire for ECO4 talk – County Cllr. Kenyon-Wade: Agreed to meet the cost up to a total of £25. Monies to come from the Climate Crisis Fund.
- (2) The following payments were agreed –

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



(Cllrs. Baynham and Kirkby)

(3) Receipts: The following receipts were noted –

Lottery Community Fund	£20,000.00
Powys County Council (repayment High Street Grants)	£21,514.74
Allotment Rent	£168.00
PACDG (refund small Christmas Trees)	£156.00

(4) Website Advertising Information: Members noted the advertising income information as follows - Current cost £26.00 per year, subsequent adverts at half price. Total Renewal Income for 2025 was £273.00. Total adverts thirteen.

(5) Request for refund of cost of batteries for the lights on the small Christmas Trees: Members felt that the request for a refund should be directed to PACDG which had received the balance of the CONNECT monies.

(6) CONNECT Comment re. Transfer of Balance to PACDG: Members noted the reply that the monies had been given to PACDG as much of it had been obtained through the running of the recycling centre, a project which had involved PACDG as volunteers to keep the site tidy. The Clerk was asked to comment to PACDG that given these monies the Council hoped that the monies would not all be given away but held to cover future PACDG projects.

(7) Mid Border Arts Proposal to Charge Town Council for Room Hire from April: Members discussed the proposed charges from April and the situation regarding the grant given to the organisation each year. It was noted that approximate annual costs, if agreed to, would be between £400 and £500 depending on the length of meetings. It was noted that no amount had been allocated in the budget for room hire. It was agreed to consider other options for a venue for future meetings and review further in March.

(8) Request for donation from Climate Crisis Fund and for permission to use nature reserve for Spring Nature Trail event on 12<sup>th</sup> April – Presteigne Little People's Nursery: Use of the nature reserve was agreed together with a £250 donation from the Climate Crisis Fund.

(9) Renewal of Green Bin for Guerrilla Gardeners (£60): Renewal of the green bin was agreed from general reserves.

(10) Budget Setting: Cllr. Wilding raised concerns over the use of free reserves towards the 2025-26 budget feeling the precept should have been raised to some degree. Comments noted.

#### **MIN 4441 PLANNING**

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

25/0110/FUL Grid Reference: E:331536 N: 264264 Proposal: Change of use of ancillary domestic summer house to holiday let Site Address: 43 Hereford Street, Presteigne, Powys, LD8 2AT. Resolved to make the following comment - the application states that 'Having lived in Presteigne over the last summer we have noted that there is steady flow of tourists in the town but a shortage of short stay affordable accommodation in or close to the town centre.' Members were of the opinion that there was currently sufficient holiday accommodation. Other than this the Council had no comment to make.

25/0199/TRE Grid Ref: E: 331511 N: 264279 Proposal: Felling of a sycamore tree Location: Appletree Lodge , Hereford Street, Presteigne LD8 2AT. Resolved no objections be raised.

25/0203/REM Grid Reference: E:332402 N: 263963 Proposal: Section 73 application to vary condition 2 of planning permission 24/0871/FUL in relation to reduction in size of building following ground investigation Site Address: Unit 1 Presteigne Mill, Presteigne, LD8 2HG. Resolved no objections be raised.

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

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

#### **MIN 4442 HIGHWAYS, HOUSING AND ENVIRONMENT**

(1) Dark Skies Project Update: Cllr. Harling-Bowen had submitted a written report as he was unable to attend the meeting and this included updates as follows -

- Discover Parks: Discover Parks had announced that it is planning to open a dark sky holiday park at Rockbridge in April. This will be complete with dark sky lighting, astronomical telescope and observatory. Cllr. Harling-Bowen had agreed to take light pollution readings once the project is complete. This represents a significant example of inward investment into the Community as a direct result of Presteigne obtaining International Dark Sky Community status.



- Dark Skies Corridor: Cllr. Harling-Bowen has held meetings with Radnorshire Wildlife Trust (RWT), Elan Valley Trust and has contacted Dwr Cymru. RWT have agreed to develop a project plan and are looking for suitable grant funding.
- Commission for Dark Skies: Cllr. Harling-Bowen has made contact with the Commission for Dark Skies, they are point of contact for all things dark skies in the UK which will provide support or advice going forward with the ongoing project delivery plan.
- Christmas lighting: Cllr. Harling-Bowen had contacted three suppliers and is awaiting final quotes. Noted that the Blachere quote if implemented would require changes to the Town's Christmas lighting power supply. He had discussed community involvement with Discover Parks and their owners are community minded. Their marketing manager has agreed to discuss the new lights with the owners and there is a possibility some support may be provided.
- The involvement of the Secondary School in dark skies education was noted, particularly as education was an important part of the ongoing project plan.

Cllr. J. Ramsay reported that a change had been needed to the draft dark sky signage but that this was now done.

(2) Climate and Environment Update: Cllr. J. Ramsay reported the following matters –

- November 2023 Council report not yet updated.
- Landscape/Woodland Investment Grants available.

(3) High Street Grant – Update: The Clerk confirmed that all work was now complete and the businesses paid. The final invoice would go to the County Council before the end of the week.

(4) Fold Farm DMMO Application: Members had all received the full report and appendices for consideration. Cllr. Kirkby had reviewed the report and consulted with the Ramblers' Association. It was agreed that, given the closing date for comments was the day of the next Town Council meeting, he draft a reply to the consultation which the Clerk would circulate to all for comment before submitting to the County Council.

(5) Car Parking: Cllr. Baynham reported that she had been invited to a Car Park Review Working Group meeting the next week and suggested that any discussion was deferred until the March meeting when she could report on that meeting. This was agreed. She had supplied the Clerk with financial data from recent years and this would be circulated to all. Cllr. Kirkby asked that at the Working Group meeting she raise the general under use of the High Street Car Park and the possibility of Asset Transfer to the Town Council.

(6) Pollarding of Trees, Station Road: Cllr. Kirkby felt that the trees were becoming very overgrown and needed pollarding. This had not been done for a number of years and branches were becoming over-sized, making pollarding increasingly difficult. It was agreed that the Clerk raise this with the Highways Department.

#### **MIN 4443 NORTON**

(1) General Works: Cllr. Wilding reported that the milestone works were complete and he had the stone ready for re-siting. The first bench had been completed and the second was currently drying out before being restored/re-treated.

(2) Other Matters: New heaters had been installed in the Community Hub.

#### **MIN 4444 SITES AND BUILDINGS**

(1) Public Conveniences: Toilet roll thefts were continuing. The Clerk was asked to see if the cleaner could vary her times on site to try to establish the times the thefts were taking place.

(2) Allotments: The following matters were considered:

- County Council Grant Update: The raised beds and picnic bench were now ordered and the County Council expected delivery in late March. It was agreed that plot 36 not be re-let for the time being.
- Need for new supporting fence posts, riverside fence: Agreed that Cllr. Wilding arrange for a contractor to install posts to support those that were wobbling/insecure. Agreed also that the final four posts be removed from the skateboard fence (subject to RoSPA not raising any issues) and also to remove and re-instate the surface of the redundant gate post. Cllr. Wilding added that the one post at the Knighton Road entrance was rotted and it was agreed that this too be replaced. It was also noted that the willow work to reinforce the river bank near to the weir had largely failed. Members would look on site when next there.
- Untidy Plots/Possible Deposit Scheme for new tenants: Tenants of the plots identified as being particularly untidy had been contacted and advised of the need to tidy their plots. Cllr. Preece would



re-visit the site to check for any plots that still needed attention. Cllr. Wilding raised the possibility of introducing deposits for new tenants. Following a discussion it was agreed to commence taking a deposit for all new tenancies but in order to not create a bar to access that the deposit be set at the equivalent of one year's annual rental.

Cllr. Edwards joined the meeting at this point.

- Clearance for Vacated Plots: It was hoped that the introduction of a deposit scheme would reduce the need to clear vacated plots.
- Update from Allotment Association: Members noted the email from the Allotment Association and the intention to call an extraordinary general meeting to wind up the Association due to a lack of interest.

(3) Meadows: The following matters were discussed –

- Update - café bar/storage: Cllr. Kirkby provided a brief update on the project. He had been in touch with the planning department and planning permission should be issued very shortly Sheep Music had set up a Just Giving page to raise the remaining £5000 needed for the project. One of the existing sheds would be removed in early March and he asked for permission to store a small amount of material in the storage container temporarily. This was agreed. He proposed that soil from the new building site be placed by the lower humps on the bike track so it could be used as part of the bike track improvements if these went ahead and again this was agreed.
- Meadow Use Request 12th June to 21<sup>st</sup> June – Nicole et Martin: Agreed.
- Meadow Use Request Powys Radnor WI – 9<sup>th</sup> August: Agreed.
- Plans/jobs for Meadow Work Day: Members agreed that the Spring Work Day be on 26<sup>th</sup> April. They noted the list of potential tasks supplied by Mr. Graham. Whilst noting the suggestion that the car park field have an extra cut at this time they confirmed that the present arrangements should continue, i.e. one cut to be carried out around a week before the town carnival.

(4) Nature Reserve Matters: Cllr. J. Ramsay reported that there were no pressing problems or decisions needed at present and gave a general update as follows –

- Pond plants arriving 21<sup>st</sup> February and a work day was planned at the weekend to put these in place. The Clerk asked that he remind the volunteers of the need to confirm the names and details of who was on site and when, as previously discussed.
- The Danger – Ice signs were now up on site.
- Tree Group willing to assist Cllr. Baynham with identifying trees suitable for Tree Preservation Orders. Cllr. Baynham reported that she had discussed possible trees with an officer at the County Council and he had recommended that the landowners be spoken to in the first instance and before taking any formal steps.

Cllr. J. Ramsay also reported that the removal of the beech tree at St. Andrew's was not imminent as the Church Warden was seeking a professional opinion on the need for complete removal.

(5) Storage Container - Request to keep and store flag poles (from former CONNECT): Agreed.

#### **MIN 4445 CORRESPONDENCE/GENERAL ITEMS**

(1) Leisure Centre Update: Deferred to end of Meeting.

(2) Secondary School – John Beddoes Campus: Deferred to end of meeting.

(3) Draft Powys Sustainable Resource Strategy: Consultation: Members encouraged to review the consultation and respond online. The need to register in order to submit comments was noted.

(4) Reintroduction of Council Surgeries: Cllr. Kirkby reported that he had been approached about re-starting Council Surgeries as part of the monthly Farmer's Markets. Around half of Members indicated a willingness to attend surgeries and it was agreed to re-start surgeries on a trial basis. Cllrs. Kirkby and Preece would attend the first surgery.

(5) Changes to Fire Service: Cllr. Owens reminded Members of the drop in event the next day in Whitton. Following feedback received from this and other events a formal engagement process would take place.

(6) Email from Presteigne Royal British Legion re. VE Day: Members noted the email from the Royal British Legion regarding events to celebrate VE Day. Cllr. Baynham agreed to get in touch with the Memorial Hall Committee to see if it would be interested in holding a celebratory event. The possibility of a Church Service was also considered. Members agreed general support for the Royal British Legion Matter to be discussed further at the March meeting.

(7) Update re. Presteigne Agricultural Show Trophies: These were due to be returned to the Presteigne Branch of Lloyds Bank for collection and Cllr. Owens had arranged for them to be stored/displayed in the Judges' Lodgings. He confirmed that appropriate insurance cover was held.

- (8) Closure of Lloyds Bank/Cashpoint Update. Members agreed to send a letter of thanks to all staff and one also to the longest standing staff member. Members noted the undertaking from Lloyds Bank to maintain the current cashpoint until a new LINK cashpoint was installed in the town.
- (9) Guerrilla Gardeners – email re. plans for planters in town: Noted. The Clerk had advised them to get in touch with Cllr. Baynham as the County Councillor.
- (10) Democracy and Boundary Commission Cymru - Policy and Practice document in preparation for the 2025 Electoral Review Programme – Consultation: Noted. No comments made.

**MIN 4446 COUNTY COUNCILLOR REPORTS**

No separate reports this month.

**MIN 4447 EXCLUSION OF PUBLIC AND PRESS DUE TO THE CONFIDENTIAL NATURE OF THE FOLLOWING BUSINESS ITEMS**

*Resolved under the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting during the consideration of the following business because of the confidential, commercial nature of the following items.*

**MIN 4448 LEISURE CENTRE REVIEW**

Cllr. Baynham had met with Officers at the County Council and discussed the review and the situation at the East Radnor Centre. It was agreed that the Working Group meet again on Monday 10<sup>th</sup> March, 7pm at the Day Centre to consider possible actions/next steps.

**MIN 4449 SECONDARY SCHOOL**

Cllrs. Baynham and Edwards provided an update on recent meetings held to discuss falling roll numbers on the Campus. It was agreed that Cllrs. Baynham, Edwards, Owens and Wilding meet the Portfolio Holder and the Director of Education to discuss the situation. It was also agreed that the Clerk write to the Headteacher and the Chair of the Governors expressing concern at the falling pupil numbers and asking what was being done to address this problem.

**MIN 4450 URGENT BUSINESS INFORMATION**

- (1) County Council Budget Setting Meeting: 20<sup>th</sup> February.
- (2) Bench, Went's Meadow/Ligne Garden: Agreed that Cllr. J. Ramsay could arrange a repair.

The meeting closed at 9.21 pm



PRESTIGE AND NORTON TOWN COUNCIL					
1. Community Assets					
At 31st March 2025 the following assets will be held:					
	Insured Value (if covered) £	Audit Value £			
Lower Wents Meadow -	1	1	Land Registry Reference WA639181		
Upper Wents Meadow	36363	36,363	Land Registry Reference WA82126		
Improvements to Upper Wents Meadow (detailed in Note 1)	26528	26,528			
new Community Barn July 2019	108160	100,000			
Nature Reserve (new 2022)	185,000	185,000			
Laptop computer (purchased June 2024 inc Microsoft Office)	-	630			
Laser Printer (purchased October 2019)	-	160			
Eddie's Meadow (purchased December 2012)	15000	15,000	Land Registry Reference CYM485093		
Former BT Telephone Kiosk, Norton	2080	1			
Former Reservoir Ground (donated by Welsh Water)	1	1	Land Registry Reference CYM589759		
Tennis Court/MUGA/Football Pitch	94278.61	1	Land Registry Reference CYM700636		
Wilson Terrace Toilets	-	790	Included in above transfer.		
Council/PAGDG Noticeboard (at Assembly Rooms)	900	900			
Defibrillator serial no. (21) X17A890597	900	900			
Defibrillator serial no. (21) X17A891377	900	900			
Defibrillator by Loma's Shop	900	900			
3 cabinets for defibs	1,200	1,200			
Playdale Little City Unit Play Equipment	-	9122			
Playdale Car Springer Play Equipment	-	944			
Playdale Gravity Bowl	1,198	1,198			
Picnic Benches (recycled plastic) 2	-	1,012			
Dog Bag Dispensers (6)	-	450			
Gazebos (10)	-	3,683			
Folding Tables (11)	-	312			
Christmas Lights, Presteigne	-	2,000			
Outdoor Gym	-	10,000			
Play Panels (2)	-	2,332			
Zip Wire	-	9,700			
New Equipment Skateboard Park (bought April 2014)	-	5,900			
Outdoor free standing hand gel dispenser	-	338	Not Owned by TC		
Hereford Street Toilets (run under licence)	116,879	-			
Ashbourne Seat (sited near Primary School)	-	488			
Lugg View Play Equipment	-	488			
Tractor/Implement and assorted equipment - Nature Reserve	-	9,988			
Sundry small items rakes etc	11,000	8,400			
Storage Container - Meadow	-	120			
Emily Bench - Eddie's Meadow	-	2,901			
Emily Benches (2) - Nature Reserve	-	258			
	600,390	458			
		438,478			
		=====			
The basis of valuation for Community Assets acquired before 1st April 1996 is a nominal value of £1.					
Community Assets purchased from the 1st April 1996 onwards are valued at historic cost.					
Note 1					
Improvements to Upper Wents Meadow:					
Barn	19845.08	Cost			
Garden	0	£			
Roadway	0	6,527			
Skateboard Park	0	5,886			
Bike Track	0	784			
New Equipment Skateboard Park (bought April 2014)	0	7,631			
		5,900			
		26,528			
The Town Council has not re-valued the land it owns as this land is for community use and is not intended for sale. This decision was made in March 2008 and minuted accordingly.					
2017 Laptop now written off					
2017 Printer - not repairable. Written Off					

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



Banking Arrangements	Annual	Feb-25	All accounts with HSBC Bank 2 current, 3 High Interest, 2 Money Market	
Insurance Provider	Annual	Aug-24	Currently Hiscox via AJ Gallagher. Agreement expires Sept 2025	
VAT return completed and submitted	Annual	Feb-25	To be completed a.s.p. after end of financial year.	
Contingency Fund for :-				
additional audit fee	Quarterly	Jan-25	Balances reviewed quarterly. Adequate reserves held in High Interest A/c	
annual salary review	Quarterly	Dec-24	Balances reviewed quarterly. Adequate reserves held in High Interest A/c	
cover for staff sick periods	Quarterly	Dec-24	Balances reviewed quarterly. Adequate reserves held in High Interest A/c	
casual elections	Quarterly	Jan-25	Balances reviewed quarterly. Adequate reserves held in High Interest A/c	
other	Quarterly	Jan-25	Balances reviewed quarterly. Adequate reserves held in High Interest A/c	
Budget agreed, monitored and reported	Quarterly	Jan-25		
Precept requested	each January	Jan-25		
Payments Approval procedure	Monthly	May-24	Submitted to monthly meetings/approval minuted	Internet Banking
Issuing of cheques	Monthly	May-24	Two signatures required. Clerk not permitted to sign.	
Bank reconciliations / invoices overseen by Councillors	six monthly	Mar-24	In line with interim and final audits.	
Clerk's salary reviewed & documented	Annual	Jan-25	Reviewed alongside setting of annual precept	
Chairman's allowance reviewed and agreed	Annual	Jan-25	Reviewed alongside setting of annual precept	
Internal Audit	six monthly	Oct-24	Interim and Final Audits carried out	
External Audit	Annual	Oct-24	via Wales Audit office	
Internal Check of financial records	Monthly	Sept/Oct 24	Carried out by RFO (Clerk) and invoices inspected annually by Mayor	
<b>Record Keeping</b>				
Minutes properly numbered etc.	On-going	Mar-24		
Asset register available/updated	On-going	Mar-24		
Financial Regulations available/updated	On-going	May-25	Review of regulations annually	
Standing orders available/updated	On-going	May-25	Review of regulations annually	
Back ups taken of computer records	Daily	Feb-25	Via one drive.	
Archived computer records	Monthly	Feb-25		
<b>Employees and Contractors</b>				
Contracts of Employment	On appointment	Dec-20	Town Clerk only, updated contract issued January 2021	
Written arrangements with contractors	On going	Mar-25	As above High Ground Maintenance (grass cutting) T. Lloyd-John (cleaning)	
Contractors Indemnity Insurance	On going	Mar-25	As above	
<b>Members Responsibilities</b>				
Code of Conduct Adopted	On-going	May-20	Information given to all Members	
Register of Interests completed and updated	Online	May-25	From January 2015 on website	
Register of gifts/hospitality	On-going	May-25		
Declarations of Interest Minuted	On-going	Feb-25	Included in Minutes and on website	
<b>Approved February 2025 Meeting</b>				



Presteigne & Norton Town Council

Monday 10<sup>th</sup> March 2025

**Re: Request for permission to install a storage container**

Dear Council Members,

On behalf of 1<sup>st</sup> Presteigne Scouts, I am writing to you to request permission to install a storage container adjacent to the Scouts Hut on Wents Meadow.

**Background**

1<sup>st</sup> Presteigne Scouts is run by a team of committed volunteers who provide a valuable service to the youth community of the area from the ages of 4-14 years old, through the sections of Squirrels, Beavers, Cubs and Scouts.

Not only have the number of sections increased over recent years (with the Squirrels section being established in 2024), but membership has increased significantly throughout all sections. This, in turn, has meant that the requirement for further resources and equipment has increased. We are looking for a practical solution for centralised storage to avoid taking advantage of our already charitable volunteer leaders. We have concluded that the installation of a storage container adjacent to the scout's hut seems to be the most cost effective, efficient and practical solution, for which we seek your permission.

**Proposal**

The diagram below shows an idea of the proposed location of a 20ft storage container. The storage container is represented by a white rectangle situated on the north side of the scout hut, between the hut and the railings of the entrance lane:



Please note the diagram is a guide and not to scale.

The measurements of the container would be:

**Length:** 20ft / 6.06m

**Width:** 8ft / 2.44m

**Height:** 8ft 6ins / 2.59m

The ground on this location is hard and suitable for a layer of scalping to base the container on (avoiding the need for a concrete base).

Due to the nature of utilisation, no amenities will be required.

1<sup>st</sup> Presteigne Scouts are prepared to cover all costs for ground preparation, purchase and installation of the container, security, and upkeep.

To minimise the aesthetic impact of the container, we would take your advice on the way you would wish for it to be presented, whether it be cladded, painted to blend with surrounding colours or to incorporate a mural design.

We hope you agree with the principle of our requirement for additional storage to assist with the growth and efficiency of the organisation. The ideas we have put forward to you in this request are fully negotiable, and we look forward to hearing your thoughts and outcomes on the proposal.

Yours Sincerely

A black rectangular redaction mark covering the signature of the sender.

1<sup>st</sup> Presteigne Scouts  
C/O Lorraine Powell

## **MEETING ROOM OPTIONS**

### **1. Assembly Rooms –**

Main Room - £15 per hour.

Downstairs Room - £12.50 per hour.

10% discount for block bookings so £13.50 and £11.25

Has broadband.

### **2. Day Centre –**

Free of charge given level of current donation to East Radnor Care.

Has broadband.

Not currently available on Wednesday evenings but available on Mondays/Tuesdays/Thursdays.

### **3. Old School –**

£10 per hour (to include set up and clearing away time) plus £2 per hour heating charge October to March.

Has broadband.

Not currently available on Wednesdays until 7.45pm. Thursdays available.

### **4. St. Andrews Church Hall –**

£10 per hour plus £10 for heating October to April.

Wednesday evenings free.

No broadband.

### **5. Memorial Hall**

Small Room £10 per hour (less 5% for block bookings so £9.50)

Third Wednesday currently free.

Currently no broadband although they expect to get this.

### **6. Norton Hub**

Currently booked for June and September meetings each year and no charge. Would consider some additional meetings also free of charge.

Has broadband.