

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

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**MINUTES OF THE ANNUAL MEETING HELD ON 21ST JUNE 2017**  
**AT THE SHIREHALL, BROAD STREET, PRESTEIGNE**

**Present:** Cllrs. J. Wilding (Mayor), Ms B. Baynham, ( Deputy Mayor), C. Kirkby MBE, R. Bennett, R. Bamford, T. Owens, D. Edwards, C. Ruby, N. Rogers, P. Linnett.

**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: Cllr. Baynham, employee of East Radnorshire Day Centre re precepted donation to Day Centre.*

*Personal and Prejudicial: Cllr. Wilding, landowner of site in P/2017/0518.*

*Note; Cllr. Baynham had already commented as County Councillor so took no part in the debate or decision on P/2017/0518.*

**MIN 3314 APPROVAL OF MINUTES**

The Minutes of the annual and ordinary meetings on 17th May 2017 were approved without amendment. The Chairman then duly signed the Minutes.

**MIN 3315 CLERK'S REPORT/UPDATE**

- (1) Member Training: The Clerk reported that the new Councillor induction course had been full. She would prepare notes on the code of conduct and arrange a short training session.
- (2) Welsh Water/Walker's Meadow: The Clerk had still not received a reply from Kirsty Williams AM.
- (3) Grant Awarding Policy: The Working Group would meet on 28th June 7pm in the usual meeting room.
- (4) Repairs to Lugg Bridge: Still not done.
- (5) Grass Cutting: Members expressed their thanks to Cllr. Baynham for following up the initial poor grass cutting. The contractors had returned and rectified this.
- (6) Potholes in Layby, Knighton Road: These had been done.
- (7) Allotment Visibility Splay: This had been done by Cllr. Bennett. Members expressed their thanks.
- (8) Dementia Awareness Session: Cllr. Kirkby had spoken to Kate Van Den Ende and a session would hopefully be held in the Autumn.
- (9) Future Speakers: Cllr. Kirkby proposed that a speaker from the County Council be invited to speak on the Local Development Plan. It was agreed that the Clerk would arrange this for either the July or September meeting.
- (10) Benches, By Pass: The two further benches had been completed and the budget for 2017-18 had now been used.

**MIN 3316 FINANCE**

- (1) Donations: The following donations were approved as precepted -
- |   |                      |
|---|----------------------|
| Presteigne Area Community Development Group | £200.00 (precepted)  |
| BISYOC                                      | £100.00 (precepted)  |
| East Radnorshire Day Centre                 | £2000.00 (precepted) |
| Presteigne Colts Central Fund               | £250.00 (precepted)  |

Warden Guardian Foundation	£200.00 (precepted)
Wales Air Ambulance	£100.00 (precepted)
Presteigne Memorial Hall	£1250.00 (precepted)

Request for donation Presteigne and Norton Twinning Association: It was noted that this had been withdrawn.

The letters of thanks from Presteigne and Norton Community Support and Presteigne Festival were noted.

(2) Payments: The following payments were approved –

Mrs T. Price	£1634.66
HM Revenue and Customs	£715.56
NEST (direct debit)	£28.80
T. Price (expenses)	£33.35
J. Wilding (1st instalment Mayor's Allowance)	£525.00
Viking (toilet supplies)	£42.55
OCS Group (Cannon) hygiene units	£16.85
OCS Group (Cannon) hygiene units	£28.94
Wallgate (part for uniwash)	£50.56
Border Janitorial (toilet rolls)	£84.00
Clearview Cleaning Services Ltd	£856.80
Dilwyns (deposit, cemetery land)	£4000.00
Presteigne Building Supplies	£13.12
Highground Maintenance Ltd (grass cutting)	£268.55 MEADOW ACCOUNT
Highground Maintenance Ltd (weed killing)	£132.32 MEADOW ACCOUNT
Mr. N. Close	£21.87
Mr. N. Close	£62.50 MEADOW ACCOUNT

(3) One Voice Wales Larger Councils Conference: Approval for the Clerk to attend at a cost of £50 was given. Cost to be met from the training budget.

(4) Receipts: The following receipts were noted -

Powys County Council (grant re toilets/reimbursement of electricity etc)	£7670.78
Powys County Council (refund re street light)	£846.00
Tesco Groundworks (Bags of Help Grant Final Payment)	£2000.00
Powys Federation of WIs (donation following use of tables)	£30.00

Cllr. Kirkby explained the background to the street light refund and also advised that the residents were now proposing to replant a tree on the mini island in St. David's Street. Members agreed to meet 50% of the cost up to a maximum of £125.00. (£100 had been allocated for the street light and this was no longer needed). Bucknell Nurseries was suggested as a possible supplier for the tree.

(5) Refund: The credit note for SLCC Conference £82.80 (cheque returned) was noted. The fee had been funded because the Clerk acted as secretary for the Powys SLCC Branch.

(6) The transfer of £635.76 from the Allotment Account to the Treasurer Account (to cover payment to Clerk) was approved.

(7) Signing of Bank Mandate: The new bank mandate form was completed.

(8) Conclusion of External Audit/Annual Return: The external audit had been completed with no issues raised.

## **MIN 3317 PLANNING**

(1) Planning Applications:

P/2017/0430 Grid Ref: 331142.31/264629.7 for LBC: Works to roof to include refurbish of roof using reclaimed welsh tile, replace fascia boards, replace guttering, replace lead flashing around chimney, works to chimney and roof insulation at 4 Castle Dyche, Scottleton Street Presteigne. Resolved no objections be raised.

P/2017/0498, Grid Ref: 330903.98/265077.57 for Outline: Erection of 2 dwellings to include improvements to the existing access. Change of use of existing business to residential at Land to the rear of Sunnydale, Knighton Road, Presteigne. Resolved that the following comments be raised; the site is outside the existing UDP boundary and compliance with exception policies on the UDP is a matter for the County Council, to raise concerns over the access although it has been improved from the earlier application and to ask that this be fully assessed by the Highways Department.

P/2017/0459 Grid Ref: 331139.72/264643.93 for Listed building consent for replacement of roof tiles to properties 1,2 & 3 together with installation of 4 no. roof lights to rear roof of properties 2 & 3 and repair

works to brickwork on chimney stack at 1,2 & 3 Castle Dyche, Scottleton Street, Presteigne. Resolved no objections be raised.

TREE/2017/0020, Works to trees subject to a preservation order (TPO20): Crown reduction of 1 no. sycamore and complete removal of 3 no. sycamores at Ambers, Norton Manor Park, Norton. Resolved to object to the above application for the following reasons - over time trees have been continually removed from the site thus removing the screening of the properties generally, the Council feels that the problem with this site (and others in the past) is that units have been replaced with considerably larger ones which are then of course closer to the surrounding trees, the Council requests that the site owners carry out a full tree survey of the site to identify the wider picture and so that an overall replacement planting scheme and organised removal can be planned rather than the individual piecemeal approach currently employed.

(2) Planning Decisions: The following decisions were noted -

P/2017/0321 Unit 2, Broadaxe Business Park: Conditional Consent for Change of Use.

P/2017/0337 plot adj The Laurels, Green End: Conditional Consent.

P/2017/0228 Plot B, Broadaxe Business Park: Conditional Consent.

(3) Local Development Plan: PCC Renewable Energy Position Statement: Noted.

(4) Bulb Planting, Knighton Road, Reply from Harpers: The company had confirmed that planting would be carried out at the appropriate time of year.

Cllr. Wilding then left the room for the duration of the following item. Cllr. Baynham assumed the Chair but made no personal comment and did not take part in the debate.

P/2017/0518 Grid Ref: 329842.05/266953.02 for Full: Application under the Telecommunications Act 1984 Schedule 2 for proposed installation of a telecommunications base station, 20m monopole supporting 3 no antennas, 2 no dishes with associated equipment cabinets and ancillary development at Land at Old Impton Farm Norton, Presteigne. Resolved to support the application.

### **MIN 3318 HIGHWAYS, HOUSING AND ENVIRONMENT**

(1) PACDG Update: The monthly update had been circulated and there was nothing to add.

(2) Cycle Route Grant Works Update: The Clerk had nothing new to report but confirmed that the Officer would meet the Town Council to provide a further walk through of the route in the near future.

(3) Reply from PCC re Household Waste and Recycling Centres: The reply from the County Council was noted although it was pointed out that the changes were now under review by the new County Council.

(4) Donation of Bench in Memory of Tony Bird: Members had no objections but the Clerk was asked to point out the need to delay installation until the exact details of the safe route had been finalised.

(5) Car Parking Arrangements in Presteigne: Cllr. Baynham reported that she was in the process of arranging a meeting between the Portfolio Holder and the Chamber of Trade to discuss parking the town.

(6) Street Cleaning: Cllr. Bamford reported that she had been approached by a resident with concerns at the state of the streets. The Clerk was asked to obtain more information on Health and Safety/training requirements.

(7) Reporting of Highway Items for repair:

30mph needing turning at Pitch Cottage as it was facing the wrong way.

Cllr. Baynham reported that re-surfacing work in Presteigne was currently awaiting a decision but that she was hopeful it would proceed.

### **MIN 3319 NORTON**

(1) Removal of Trees, Norton Manor: see planning item.

### **MIN 3320 SITES AND BUILDINGS COMMITTEE**

(1) Public Conveniences: Hereford Street refurbishment due to start 17th July.

(2) Allotments:

Allotment Representative on Committee: Confirmed as David Harvey.

Rabbit Problem: Members noted that the option to fully fence the river side boundary had been discussed with the PNAA when the site was created but had been declined. Tenants were able to fence their own plots within the allotment rules. It was noted that several tenants were using light netting etc to protect their plants and it was hoped that this would provide a solution.

Untended Plots: The Clerk reported that some work had been done to tidy the plots in question.

(3) Meadows:

Booking by Presteigne Playground Volunteers 2nd July 2017: Noted.

Cover for Inspections 26th June to 12th July: The Clerk would arrange a rota to cover the period of holiday for Mr. Close.

Outdoor Gym Equipment: Possible Application to Caloo: Members were supportive of this proposal and agreed that the Clerk submit an application.

Email re. brambles: The email from a resident was read to the meeting. The Clerk was asked to reply making the following points -

- the brambles were cut back a further time due to the presence of giant hogweed, an extreme irritant to humans.
- the hedge was professionally laid by a competent and fully trained person in order to allow extra light to the footpath and also to in the longer term improve and thicken the hedge.
- it was quite a gappy hedge to start with due in part to the overshadowing of the hedge by overgrown trees on the Withy Beds, run by the Radnorshire Wildlife Trust. After consulting with the Trust, these trees were cut back to allow more light in to encourage growth and also improve the light to the path itself.
- the Council consults with the Wildlife Trust as required

Grant Application, picnic benches etc: The Clerk was pleased to confirm that the application for various items for the Scout Hut area had been short listed and would receive either £1000, £2000 or £4000 depending on its position in the public vote.

Siting of Oversize Picnic Bench: Cllrs. Kirkby, Bennett and Wilding had met with the donor to discuss the best site and it was felt that Eddie's Meadow would be the best place. It would replace one of the two existing picnic benches. The spare bench was available to re-site and it was agreed that the Clerk offer this to the County Council for the Wilson Terrace play area.

Skateboard Pyramid: As minuted in May repairs were complete and the new tarmac laid by Harpers. The Clerk was asked to write a formal letter of thanks to Harpers for the tarmac work.

ROSPA Play Inspection: Still awaited.

Eddie's Meadow: Paths now cut.

Car Park Field: This had not yet been cut. Following discussion it was agreed that the field would be cut the week before the carnival but that the grass would not be collected.

Paths, Reservoir Ground: The Warden Guardian Foundation volunteers wished to lay paths using wood chip. It was agreed that the Council had no objection to this.

Western Power: Trees on the Meadow were to be cut back very soon to avoid interference with the electricity supply.

Sheep Music: Two very successful events had recently been held. Sheep Music would like to leave two of the sheds on site. This was agreed. The Clerk asked that the sheds be sited bearing in mind the need for the contractor to carry out grass cutting.

Grass Cutting: The Clerk was asked to compliment High Ground on the grass cutting, particularly of the paths.

#### (4) Wilson Terrace Play Area

Update on Springer Installation/PCC work to ground: The springer car had been delivered and was awaiting installation by the County Council as agreed,

Oak Shelter: A different firm was now supplying the oak frame. A fund raising event was planned for July to raise monies for roofing and other materials.

Grass cutting: This had initially not been done as scheduled. The contractor had now carried out two cuts on site. It was agreed to monitor the situation.

### **MIN 3321 CORRESPONDENCE/GENERAL ITEMS**

(1) Working with Young People/Youth Representation: It was agreed that the Clerk would contact both schools to let them know that the Town Council was very interested in hearing ideas and suggestions from the students at any time and suggesting that the respective school councils consider matters for the Town Council at their meetings. In addition older students were welcome to attend a Council Meeting to observe proceedings.

(2) WW1 Beacons of Light 11th November 2018: Information on Taking Part: Cllr. Wilding would look at the information.

(3) War Memorial Information Board: Members had no objection to the proposed information board. The Clerk was asked to suggest having a plinth instead of a board as a possibility.

(4) Defibrillator Training/Further First Aid Training Possibilities: Training in the use of the defibrillator was to take place on 3rd July at the Day Centre. The Clerk and Cllr. Baynham had discussed the possibility of

further first aid training in cpr or emergency first aid and an indication of those interested would be asked for on 3rd July. Funding possibilities could then be considered.

(5) Appointment of County Councillor to PCC Standards Community Sub-Committee: Members selected their preferred candidate and the Clerk duly completed the ballot paper.

(6) Heart of Wales Line Trail Launch Invitation: Noted. No one was able to attend.

### **MIN 3322 TOWN COUNCIL SURGERY**

(1) Report on June Surgery: Cllr. Baynham reported that the following items had been raised -

- Overgrown Hedge, near Lloyds Bank: To be viewed during the August Town Walk.
- Recycling bins left on street: Cllr. Baynham had spoken to the refuse section and letters would be delivered to those not removing their bins by the day after collection.
- Live/work unit, Industrial Estate, untidiness of one unit: Both the Clerk and Cllr. Baynham as County Councillor, would write to the planning department asking how long the site could be lived on before the unit was constructed and the 'work' element commenced.

(2) Arrangements for July Surgery: Cllrs. Baynham and Owens to attend.

### **MIN 3323 DEVOLVEMENT OF SERVICES**

(1) Old School Building/Drill Hall EOI Update: The Strategic Asset Board had met prior to the May elections but the decision had only just been released to the Clerk via email. The request for a transfer of the Drill Hall had been refused and the request for the transfer of the Old School had been agreed only as a long term lease and subject to grant funding to carry out refurbishment and improvements. The new Portfolio Holder had met with the Devolved Services Working Group on 20th June and discussed the possibilities. It was agreed that the Clerk write to the Portfolio Holder asking for a delay of three months while new Members examined the history of the transfer requests.

(2) Assembly Rooms Update: Cllr. Kirkby reported that the requests for a longer time to prepare a business plan, for a full building survey, and to provide the Group with a letter of intent of transfer of the freehold of the building (subject to an acceptable CAT application) in order that it can apply for grant funding, had all been agreed by the Strategic Asset Board. However a further email from the library service had indicated that a smaller sum than anticipated would be needed from the Town Council to continue the library service in Presteigne. The exact figure was still to be confirmed but was thought to be slightly under £1000 for the first year. Cllr. Kirkby would be arranging a meeting of the Group to discuss how best to proceed on the possible Asset Transfer.

(3) Presteigne Cemetery: Land Purchase Update and Exchange of Contracts. Decision on drawdown amount from PWLB: Cllrs. Baynham, Kirkby and Wilding explained the present situation on land supply for cemeteries in Powys. It was agreed that initially the completion payment for the cemetery land be made in the short term using general reserves and or an interest free loan from the County Council (with no commitment) if made available. Completion was due on 14th July. Monies from the Public Works Loan Board would be drawn at a later date as required. In the meantime Cllrs. Baynham and Wilding, together with the Clerk, would continue discussions with the County Council on future arrangements.

Approved transfer from the general Money Manager Reserve Account to general current account the sum of £36,663.67.

Approved cheque payment to Dilwyns Solicitors £36,663,67

(4) Presteigne Burial Board: Following discussion on the Town Council operating as the Burial Board for Presteigne and Norton it was agreed that the Clerk would produce a briefing paper on the options for the next meeting.

(5) County Council Community Delivery Project Information: The Clerk and former Cllr. Tennant-Eyles had met the project team and contributed to the report. The information was noted.

### **MIN 3324 COUNTY COUNCILLOR'S REPORT**

Cllr. Baynham reported that she had been appointed Chair of the Radnorshire Committee, Assistant Vice-Chair of the Council and as a Member of the Audit Committee. She had attended various training sessions and had resolved a number of complaints/concerns from residents.

**MIN 3325 COUNCIL VACANCIES**

No formal election had been called for either of the vacancies created by the resignations of Garry Banks and Wendy Toomey so the Council could now proceed to co-opt. Notices had been posted inviting applications and a decision would be made at the July meeting.

Co-option to fill the vacancy on the Norton Ward would also take place in July.

**MIN 3326 COMMITTEE AND WORKING GROUP MEMBERSHIP**

Cllr. Linnett was appointed Allotment Liaison Member. the remaining vacancies would be filled after the co-opted Members took office.

**MIN 3327 RETIRED COUNCILLORS**

Members considered the certificate designs and selected their preferred option. Cllr. Kirkby kindly agreed to produce the certificates.

**MIN 3328 URGENT BUSINESS INFORMATION**

None.

The meeting closed at 10.03 pm