

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

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**MINUTES OF THE ANNUAL MEETING HELD ON 18TH MAY 2016**  
**AT THE SHIREHALL, BROAD STREET, PRESTEIGNE**

**Present:** Cllrs. J. Tennant-Eyles (Mayor), Ms B. Baynham, ( Deputy Mayor), Ms. H. Marchant, C. Kirkby MBE , J. Matthews, H. Owens, Ms. F. Preece, P. Robinson, B. Price, P. Smith, J Wilding.

**Apologies:** Cllrs. G. Banks, Ms. N. Humphreys.

**In Attendance:** Mrs T. Price, Town Clerk, Members of the public.

**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*

For the first part of the meeting Members proceeded to the Courtroom.

Retiring Mayor, Cllr. Kirkby welcomed the members of the public to the meeting. He then spoke on his year as Mayor, thanking all Councillors and the Clerk for their help over the previous twelve months. He highlighted the particular issues caused by overall cuts in public spending and the effects those cuts were having on services in the community. He outlined the fund raising he had planned during his year as Mayor and which would take place over coming months in aid of St. Michael's Hospice.

**MIN 3124 ELECTION OF TOWN MAYOR AND CHAIRMAN 2016/17**

Cllr. Kirkby then invited nominations for Mayor. Cllr. Tennant-Eyles was proposed by Cllr Ms. Baynham., seconded by Cllr. Ms. Preece and duly elected. Cllr. Tennant-Eyles assumed the Chair and thanked Members for his election. During the coming year he said that he hoped that there would be satisfactory negotiations with Powys County Council for the takeover of an number of important assets in the Presteigne, thus securing the future of vital services in community such as the Youth Club, the Library, Community Support, the public toilets and the Cemetery. Cllr. Tennant-Eyles then duly completed his formal acceptance of Office, witnessed by the Clerk.

**MIN 3125 ELECTION OF DEPUTY MAYOR AND VICE-CHAIRMAN 2016/17**

Cllr. Ms. Baynham was proposed by Cllr. Price and seconded by Cllr. Kirkby and duly elected.

Members then removed to the usual meeting room to continue business.

**MIN 3126 REVIEW OF MEMBERSHIP/STRUCTURE OF SUB-COMMITTEES/WORKING GROUPS**

Cllr. Tennant-Eyles explained that for on going matters it was correct for formal Committees to be formed rather than Working Groups. It was suggested that two formal committees be set up, Sites and Buildings, and Staffing with two Working Groups being retained - Local Development Plan and Community Asset Transfers. It was resolved that this structure be adopted. Memberships would be agreed at a subsequent meeting and the Clerk would draw up appropriate terms of reference for each Committee for discussion.

**MIN 3127      REVIEW OF APPOINTMENT OF COUNCIL REPRESENTATIVES TO OUTSIDE BODIES**

Presteigne Primary School	Cllr. Price
East Radnorshire Day Care Centre	Cllr. Wilding
One Voice Wales	Cllrs. Tennant-Eyles and Ms. Baynham
Presteigne Trust	Cllrs. Tennant-Eyles and Owens
Presteigne Home Group	Cllr. Ms. Marchant
Presteigne Area Community Development Group	Cllr. Tennant-Eyles

East Radnor and Borders Health Focus Group, Presteigne Shirehall Museum Trust and East Radnor Leisure Centre no longer existed so no representatives were required.

**MIN 3128      CONFIRMATION OF COUNCIL DOCUMENTS**

**(1) Standing Orders:** Confirmed unchanged.

**(2) Financial Regulations:** Confirmed unchanged. Updated model financial regulations were currently being produced by One Voice Wales and these would be brought to Council for consideration as soon as available.

**(3) Council Complaints Procedure:** Confirmed unchanged.

**(4) Freedom of Information/Data Protection and Security:** Confirmed unchanged.

**(5) Allotments Risk Assessment:** Confirmed unchanged.

**MIN 3129      ADOPTION OF NEW MODEL CODE OF CONDUCT**

Resolved that the new model code of conduct be adopted with immediate effect. In response to a query from Cllr. Robinson the Clerk confirmed that Members were automatically disqualified from office for non attendance for a period of six calendar months unless an extension to this period had been agreed prior to the six months elapsing. It was agreed that the Clerk research the possibility of adopting a specific clause/policy to deal with poor attendance at meetings falling outside this rule.

**MIN 3130      REVIEW OF REMUNERATION PAYMENTS TO TOWN COUNCILLORS**

Resolved to continue providing travel expenses for travel to meetings outside the Council area at the current HMRC approved rate (presently 45p per mile); not to introduce the permitted payment of £100 per Member to cover general expenses and to consider any application for a care allowance (for the care of dependent children and others in order to attend Council meetings etc) on application. It was noted that the Remuneration Panel stated that receipts would be required for payment of such an allowance.

The Annual Meeting was followed by the ordinary business meeting.

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**MINUTES OF THE ORDINARY BUSINESS MEETING HELD ON 18TH MAY 2016**  
**AT THE SHIREHALL, BROAD STREET, PRESTEIGNE**

**Present:** Cllrs. J. Tennant-Eyles (Mayor), Ms B. Baynham, ( Deputy Mayor), Ms. H. Marchant, C. Kirkby MBE , J. Matthews, H. Owens, Ms. F. Preece, P. Robinson, B. Price, P. Smith, J Wilding.

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**In Attendance:** Mrs T. Price, Town Clerk, Members of the public.

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

*Personal:*

Cllr. Preece, member of Presteigne Carnival Committee, re donation to Presteigne Carnival

Cllr. Kirkby MBE, member of Presteigne Carnival Committee, re donation to Presteigne Carnival

*Personal and Prejudicial*

Cllr. Ms. Marchant, employee of Powys Library Service, re future of Presteigne Library.

*NB Dispensation from February 2013 applies to membership of clubs and charities.*

**MIN 3131 APPROVAL OF MINUTES**

The Minutes of the meeting on 20th April 2016 were approved without amendment. The Chairman then duly signed the Minutes.

**MIN 3132 CLERKS REPORT/UPDATE**

(1) Footpath, Fold Farm: The letter had been sent to the landowner but there was no reply as yet. Further action would be considered at the June meeting if there was still no reply.

(2) Site in Hereford Street: This appeared to have been partially tidied and was now up for sale.

(3) Road Infrastructure, Knighton Road Development: Despite reminding the County Council a further twice no reply had yet been received. Work on site was nearing completion and the Clerk was asked to write to Mid Wales Housing Association to remind them of the agreement to apply the cascade provisions for allocation of the properties.

(4) Presteigne Works Depot: The County Council was currently consulting with staff on re-location to the Penybont Depot. The site in Presteigne would be retained as a salt store for the time being.

(5) Google Translate Facility: Cllr. Tennant-Eyles reported that the button had now been added to the town website and that as previously agreed the Presteigne Trust was paying for the work.

(6) Street Cleaning: Broad Street and High Street had now been cleaned as requested. The pavings in High Street had also been repaired.

(7) Queen's 90th Birthday Celebrations: The Clerk confirmed that the medals had been ordered as agreed. Cllr. Tennant-Eyles reported that the grant application made by the Chamber of Trade to Awards for All had been unsuccessful.

(8) Quote for Pavings etc, Scout Hut: Harpers had still not supplied the quote despite numerous requests. Cllr. Kirkby agreed to contact Mr. Rees one last time. In the meantime Cllr. Wilding agreed to obtain a quote from another builder.

(9) Attendance in 2015/16: Cllr. Tennant-Eyles congratulated Cllr. Ms. Baynham on a 100% attendance at Council meetings over the preceding year.

## **MIN 3133 FINANCE**

(1) Donations: The following donations were approved as precepted -

Presteigne Carnival	£500.00
Presteigne Festival	£1000.00

Letter of thanks had been received from Knighton Food Bank, All Things Bright and Beautiful Flower Festival and Presteigne Primary School.

(2) Payments: the following payments were approved –

Mrs T. Price	£903.94
HMRC	£236.59
(income tax and employees and employers NI due on above)	
ThisisitStores (folding tables) (refund to T. Price)	£163.94
ThisisitStores (folding tables) (refund to T. Price)	£147.94
Society of Council Clerks (annual membership for Clerk)	£167.00
Artisan Print (poster for library event)	£6.43
LRS Auditing (L. Stephens)	£132.00
Clearview Cleaning Services Ltd	£815.74
Information Commissioner (data protection registration)	£35.00
Highground Maintenance Ltd	£188.16 MEADOW ACCOUNT
N. Close	£50.00 MEADOW ACCOUNT

(3) Receipts: The following receipt was noted -

Powys County Council 1 <sup>st</sup> Precept Payment	£18,562.58
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(4) Internal Audit Report: The report of the internal auditor for 2015-16 was received. No items of concern had been raised.

(5) External Audit/Annual Return and Governance Statement: Members considered and approved the Annual Return and Annual Governance Statement for submission to the External Auditors together with associated papers. The Clerk and Chairman would also certify and sign the copy documents requested by the External Auditors

(6) Bank Transfers:

The transfer of the VAT refund (as applicable to the Meadow Account) of £783.06 from the Treasurer Account to the Meadow Account was approved.

The transfer of the precepted amount for 2016/17 of £8180 from the Treasurer Account to the Meadow Account was approved.

(7) The following bank balances were noted -

Bank Balances as at 5th May 2016:

Treasurer	£68,616.45	Money Manager	£15,386.61
Meadow	£3,601.61	Allotments	£1,794.99
Warden Reserve	£2,959.74		

(8) Attendance at Larger Councils Conference: Members approved the attendance of the Clerk at this event in July at a cost of £45.

(9) Grant towards Queen's Birthday Street Party: Cllr. Tennant-Eyles requested the Council to consider an increased contribution towards the event. Members did not agree to increase the amount but the Clerk was asked to issue a cheque for any balance remaining from the £500 previously agreed following the purchase of the medals.

#### **MIN 3134 PLANNING**

(1) Planning Applications:

P/2016/0393, erection of proposed dwelling and garage at Land adj. Green End, Presteigne. Resolved no objections be raised.

P/2016/0186 Grid Ref: 330859.88/264871.88 for Erection of Ground Floor Extension at Plot 1 Development Opposite Playing Field Knighton Road Development Presteigne, Powys: Resolved no objections be raised.

P/2016/0405, Grid Ref: 331426.14/263968.58 for Erection of a live work unit and all associated works at Plot D Broadaxe Business Park Presteigne; Resolved that no objections be raised but the County Council to be asked how it would monitor usage to make sure of compliance.

P/2016/0468 Grid Ref: 330113.97/263642.43 for Erection of an agricultural workers dwelling, installation of a septic tank, improvements to access and all other works at Land at Hill Farm Evenjobb Presteigne Powys: Resolved no objections be raised providing the application fulfils all relevant planning criteria for such a dwelling.

(2) Enforcement Issue, Planting at Presteigne Electricity Sub Station: Reply from Planning Department: The Planning Department had confirmed that the planting carried out was satisfactory.

(3) Appeal Decision Reeves Hill: The appeal had been refused.

(4) Hedge, Knighton Road Update: The Planning Officer had carried out a site visit and was now awaiting a report from the County Ecologist.

#### **MIN 3135 HIGHWAYS, HOUSING AND ENVIRONMENT**

(1) Recycling Site, Bypass/Powys County Council Review of Sites in the County: The County Council had confirmed that all the sites in the County were under review. It was agreed that a letter should be sent to the County Council supporting the retention of the site. In addition the Chamber of Trade would be contacted to establish its views on the moving the centre to the works depot site although only as a last resort.

(2) Community Plan/PACDG Update: Cllr. Tennant-Eyles provided a full update on the current situation/plans with the Group which included guerrilla gardening and notice boards. An open day was still planned for June and Members confirmed Town Council support for the event. In addition the Group had committed to completing a grant application for the proposed community hub if the project was given the go ahead.

(3) Road Surfacing Works B4362; Map for Information: Noted.

(4) Parking Spaces Opposite Farmer's Arms, Hereford Street: Cllr. Tennant-Eyles reported that a letter had been sent to the Radnorshire Committee Members and in addition a request had been made to meet the present Chairman to explain the Town Council's concerns. Despite this the Radnorshire Committee had refused to re-visit the issue despite the very real risk of further accidents highlighted by the Town Council.

(5) Reporting of Highway Items for Repair: cracked/damaged pavings in Broad Street to be reported. It was also noted that there were a number of potholes on the road to the cemetery although these were marked for repair.

#### **MIN 3136      NORTON**

(1) Bench: Cllr. Tennant-Eyles reported that one bench was in need of repair/treatment. The Clerk was asked to arrange for Mr. Close to carry out the work.

(2) Adopted Kiosk: Cllr. Price reported that Norton Civic Society had still not carried out the re-painting as previously agreed. The Clerk was asked to check with the Society if it was still intending to do this and explain that if the work was not done in the near future then the Council would need to make other arrangements.

(3) Norton Show: This years Show would take place on 20th August and would be followed by an after Show meal on the evening and an afternoon tea on the afternoon of the 21st.

#### **MIN 3137      WENT'S MEADOW AND EDDIE'S MEADOW**

(1) Grant Applications Update: The application to the Greggs Foundation had been unsuccessful. A further application had been submitted to Tesco Groundworks and an application was underway to Awards for All for the car park extension.

(2) Tree work to Overhanging Branches, Footpath Adjacent to Withybeds: Cllr. Kirkby and the Clerk had met with representatives of the Wildlife Trust. The Trust was reluctant to pay 50% towards the cost of pruning back the overgrown trees (the cutting of which was included in the Groundworks grant application). It was agreed that the annual grant to the Wildlife Trust would be wholly withheld for 2016 and partially withheld for 2017 unless the grant application was successful. The Town Council would pay the remaining 50% of the cost. Two quotes had been obtained for the work which would be arranged in the Autumn once the outcome of the further grant application was known.

(3) Grass Cutting of Football Pitch Area: The Asset transfer had still not been completed and the County Council had agreed to pay for a maximum of four cuts to the site whilst the transfer was awaited. These cuts were being carried out by the Town Council's contractor and the Clerk would invoice for the cuts as appropriate. It was agreed that the Town Council would continue to cut the site at its own cost after these four cuts even if the transfer had still not been completed.

#### **MIN 3138      CORRESPONDENCE/GENERAL ITEMS**

(1) Commissioning Strategy for Older People, Consultation: Cllr. Ms Baynham had produced a full report which would be circulated and then submitted.

(2) Mortimer History Trail: Book Launch: Cllr. Ms. Marchant had attended this event and gave a short report on the book produced. She agreed to find out if the book would be stocked in Presteigne.

(3) One Voice Wales Motion Request for AGM: Noted. No motions to put forward.

(4) Dog Mess Complaint Townend: Although the garden had been cleared the problem was already recurring and the Housing Department at the County Council had been asked to monitor the situation.

(5) Release of Draft Minutes/Request for Paper Copies of Planning to be placed in library:  
Complaint from Member of the Public: Cllr. Tennant-Eyles reported on this issue. Research by the Clerk had been forwarded to Members and the potential issues were discussed. It was agreed that in future draft Minutes would be posted on the website at the same time as the Agenda for the following meeting. This was in addition to the copy already placed in the town library. Members further considered the request for the Town Council to provide printed copies of planning applications in the town library for use by the public. It was resolved not to do this for the following reasons - information was available online, public computers were available in the library and could

be used to access the information, assistance to do so could be sought from the librarians and the planning authority had itself withdrawn the issue of all printed copies.

(6) Auditor General for Wales Consultation: Noted. No comment to be made.

(7) COT Clean for the Queen Event: Noted. Volunteers were needed.

### **MIN 3139 TOWN COUNCIL SURGERY**

(1) Report on May Surgery: Cllr. Smith reported two items -  
a query on tree works near to Clatterbrune :The Clerk had forwarded information on tree preservation orders and contact details for the Planning Department to the resident.  
a problem with a light at the Radnorshire Arms: Cllr. Smith would call at the Hotel to see if the light could be turned off overnight.

(2) Arrangements for June Surgery: Cllr. Tennant-Eyles stated that either he or the Deputy Mayor would attend all Surgeries over his year in office. In addition he said he hoped that all Members would attend at least one surgery. Cllr. Robinson agreed to attend the June Surgery with Cllr. Tennant-Eyles.

### **MIN 3140 DEVOLVEMENT OF SERVICES**

(1) Youth Centre Building/Drill Hall: Project Report: Cllr. Tennant-Eyles informed Members that he had spoken to Sue Simpson at the County Council and offered to meet the new Portfolio Holder if this would help inform the process. He had also confirmed that the Library Service would be part of a further separate proposal on a different building.

(2) Presteigne Cemetery: Report on Meeting with Gabbs/Trustees: Cllrs. Kirkby and Tennant-Eyles , together with the Clerk had met one of the two trustees for the Pryce Williams Trust and Nansi Webb, Solicitor for the Trust. The capital sum in the trust could not be touched and the income had to be paid to the current burial board for Presteigne. The meeting had been positive and the Trust had appeared receptive to the possibility of the Town Council taking over the burial board responsibilities in the future. A full report would be circulated.

(3) Tennis Courts/MUGA Update: The Clerk reported that the paperwork had still not been received. It was agreed that subject to the inclusion of a clause to exempt the Town Council from the covenant to provide a fixed equipment play area the Mayor and Deputy Mayor be authorised to sign the documentation as soon as received.

The Clerk and Cllr. Ms. Marchant left the room for the duration of the next item.

(4) Library Services in Presteigne: Cllr. Kirkby presented a draft proposal for approval. Members considered the proposal and the financial projections. It was agreed that Councillor Kirkby would finalise the details of the proposal for circulation to all Councillors for approval, before submission to the County Council. The financial contribution from the Town Council would be considered at a later date. Councillors noted that a substantial increase in the precept was included in the proposal, but that it was less than that proposed by the County Council. Cllr. Tennant-Eyles felt that a full survey of the Community should be carried out before a precept increase of this amount could be applied.

(5) Future of Youth Services in Powys, Meeting on 20th June: Cllr. Tennant-Eyles would attend.

### **MIN 3141 INFORMATION**

The item for information was noted.

### **MIN 3142 URGENT BUSINESS INFORMATION**

(1) Chamber of Trade Event at the Judge's Lodgings: All invited and tickets available.

(2) Mayoral Chain: Cllr. Kirkby had arranged to have the Chain updated.

(3) Presteigne Primary School: Cllr. Price reported that the position of Head Teacher was being re-advertised. He also commended the work of Leon Abercasis from the Salty Dog for his work with children at the School.

The meeting closed at 10.05 pm