

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

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**MINUTES OF THE ANNUAL MEETING HELD ON 20TH MAY 2015**  
**AT THE SHIREHALL, BROAD STREET, PRESTEIGNE**

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

**Apologies:** Cllr G. Banks.

**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, Councillor 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 and summarising the main issues and events during another busy year for the Council. These included dealing with major issues for the town including the devolvement of additional services, significant planning applications and a number of anniversaries in the community including the 50th Anniversary at the Primary School, the 450th anniversary of John Beddoes School, the 50th anniversary of the Fire Station and the 40th anniversary and retirement of Godfrey Bray the town chemist. He outlined the fund raising carried out over his year as Mayor, primarily through walking events.

**MIN 2963 ELECTION OF TOWN MAYOR AND CHAIRMAN 2015/16**

Cllr. Kirkby then invited nominations for Mayor. Cllr. Tennant-Eyles reminded Members that he was not able to act a Mayor for the coming year as he would be away for several months although if nominated at the time he would consider standing for the 2016/17 year.

Cllr. Kirkby was proposed by Cllr. Tennant-Eyles, seconded by Cllr. Robinson and duly elected. Cllr. Kirkby assumed the Chair and thanked Members for his re-election.

Cllr. Kirkby then duly completed his formal acceptance of Office, witnessed by the Clerk.

**MIN 2964 ELECTION OF DEPUTY MAYOR AND VICE-CHAIRMAN 2015/16**

Cllr. Tennant-Eyles was proposed by Cllr. Kirkby and seconded by Cllr. Ms Humphreys and duly elected. Cllr. Kirkby proposed that Cllr. Wilding act as Deputy Mayor during the absence of Cllr. Tennant-Eyles in the Autumn of 2015. This was seconded by Cllr. Robinson and agreed by all.

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

**MIN 2965 REVIEW OF MEMBERSHIP OF SUB-COMMITTEES/WORKING GROUPS**

**Went's Meadow Sub-Committee** – Cllrs. Kirkby, Ms Humphreys, Owens and Wilding plus outside representatives as required.

**Allotments Working Group** – Cllrs. Smith, Robinson, Ms Baynham, and Kirkby.  
Liaison Councillor Cllr. Ms Baynham

**Local Development Plan Working Group** – Cllrs. Kirkby, Price, Tennant-Eyles, Baynham and Robinson.

**MIN 2966 REVIEW OF APPOINTMENT OF COUNCIL REPRESENTATIVES TO OUTSIDE BODIES**

Presteigne Primary School	Cllr. Price
East Radnorshire Day Care Centre	Cllr. Wilding
East Radnor Leisure Centre	Cllr. Ms Baynham
Presteigne Shirehall Museum Trust	Cllr. Kirkby
East Radnor and Borders Health Focus Group	Cllr. Price
One Voice Wales	Cllrs. Kirkby and Tennant-Eyles
Presteigne Trust	Cllrs. Tennant-Eyles and Owens
Presteigne Home Group	Cllr. Ms. Marchant

**MIN 2967 CONFIRMATION OF COUNCIL DOCUMENTS**

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

**(2) Financial Regulations:** Confirmed unchanged.

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

The Annual Meeting was followed by the ordinary business meeting.

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**MINUTES OF THE ORDINARY BUSINESS MEETING HELD ON 20TH MAY 2015**  
**AT THE SHIREHALL, BROAD STREET, PRESTEIGNE**

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

**Apologies:** Cllr G. Banks.

**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:*

*Cllr. Ms. B. Baynham, Chairman of Presteigne Carnival Committee re precepted donation to Presteigne Carnival.*

*Cllr. C. Kirkby, Vice-Chairman of Presteigne Carnival Committee re precepted donation to Presteigne Carnival and Company Secretary of Presteigne Shirehall Museum Trust re precepted donation to Shirehall Museum Trust.*

*Cllr. Ms. H. Marchant, Employee of Presteigne Festival re precepted donation to Presteigne Festival.*

*Cllr. Ms. F. Preece, Member of Presteigne Carnival Committee re precepted donation to Presteigne Carnival.*

*Cllr. B. Price. Member of Norton Sports Committee re contribution to defibrillator in Norton.*

*Personal and Prejudicial*

*Cllr. J. Wilding, neighbour of applicant and access road crosses his land re planning application P/2015/0290.*

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

**MIN 2968 PLANNING**

**(1) Planning Applications:**

**P/2015/0290**, application for lawful development certificate (section 191) for the existing siting of 67 residential caravans for permanent occupation at **Norton Manor Caravan Park, Norton**. Resolved that the following comments be made - *The Town Council feels that the opportunity should be taken to review the screening of the site. Trees planted for screening previously have one by one been removed for various reasons resulting in the site becoming more and more visible. The Town Council would like to suggest that a full tree survey is done so that a maintenance/replacement plan can be drawn up and adequate screening of the site be achieved. It was noted that sites 62-67 appear to be outside the boundary of the certificate requested. It is also strongly suggested that a habitat survey be carried out over the whole site but, particularly in the area of sites 62-67. The Town Council does not wish to comment on the legal issues involved in determining the application.*

**P/2015/0416**, outline (all matters reserved), erection of two dwellings at **Clatterbrune House, Greenfield Road, Presteigne**. Members discussed the issues raised by residents. It was resolved that the application be objected to on the following grounds -

1. *The impact on the adjacent listed building.*
2. *The impact on protected species on the site and the need for an ecological survey.*

3. *The disproportionate size of the proposed dwellings compared to neighbouring properties on the Clatterbrune Estate.*
4. *The effect on those current dwellings with over shadowing, a reduction in privacy and a reduction in natural light.*
5. *The proposed dwellings are not in keeping with those off the immediate area.*
6. *Concern over the capacity of the sewerage and drainage system to cope with additional dwellings given the Welsh Water response to the recent application for housing on the Knighton Road site.*
7. *The narrow access road is unable to cope with increased traffic, particularly given that the road is already used for access to the football club and grounds and also to the Welsh Water treatment works, (lorries presently have to reverse down this road as there is no turning space available);*
8. *Pavements shown on the plans of this access road do not presently exist and the road does not have sufficient width for these to be built.*
9. *The proposed access road will be serving not only this application but also application P/2015/0414, making a total of six properties. The Council feels that under these circumstances the access road should be brought up to adoptable standards on width, footways. surface etc.*
10. *The Council feels that an archaeological survey of the site should be carried out.*
11. *There are also concerns about the proposals for the existing trees both on and adjacent to the site. In addition the seven mature trees bordering the access road appear to not to have been covered in expert reports either on the trees themselves or their root spread and this should be done.*

*Letters had been received from 19 local residents objecting to the application, 2 letters which did not object to the application but requested certain conditions to be met before permission was granted and a petition signed by 24 persons (some of whom had also written letters). The concerns of these residents to be listed and sent to Powys County Council. Cllr. Kirkby advised that residents should ensure that their comments are also submitted direct to Powys County Council.*

**P/2015/0414**, Outline, residential development of 4 dwellings (all matters reserved) at **Clatterbrune, Presteigne**. Resolved that the application be objected to on the following grounds -

1. *The impact on protected species on the site and the need for an ecological survey.*
2. *The disproportionate size of the proposed dwellings compared to neighbouring properties on the Clatterbrune Estate.*
3. *The effect on those current dwellings with over shadowing, a reduction in privacy and a reduction in natural light.*
4. *The proposed dwellings are not in keeping with those in the immediate area.*
5. *Concern over the capacity of the sewerage and drainage system to cope with additional dwellings given the Welsh Water response to the recent application for housing on the Knighton Road site.*
6. *The narrow access road is unable to cope with increased traffic, particularly given that the road is already used for access to the football club and grounds and also to the Welsh Water treatment works, (lorries presently have to reverse down this road as there is no turning space available);*
7. *Pavements shown on the plans of the existing road onto Clatterbrune from the football club do not presently exist and the road does not have sufficient width for these to be built.*
8. *The proposed access road will be serving not only this application but also application P/2015/0416, making a total of six properties. The Council feels that under these circumstances the access road should be brought up to adoptable standards on width, footways. surface etc.*
9. *There are also concerns about the proposals for the existing trees both on and adjacent to the site. In addition the seven mature trees bordering the access road appear to not to have been covered in expert reports either on the trees themselves or their root spread and this should be done.*

Letters of objection had been received as per application P/2015/0416.

**(2) Planning (Wales) Bill Update:** Noted.

**(3) Reply from PCC re planning webpage:** Noted.

**(4) Anonymous Letter re planning breaches:** Noted. No action. The complainant had already sent their comments to the County Council.

**(5) Presteigne Electricity Substation hedge reinstatement:** It was reported that replacement hedge plants were now in place.

## **MIN 2969 MINUTES**

Cllr. Kirkby reported that Cllr. Banks had emailed the Clerk stating that he was not happy with the section on Presteigne Cemetery concerning his position as a Cabinet Member and that he would supply details. This he had not been done. The Clerk had checked her notes from the meeting and Members present agreed with the Minute on the matter. The Minutes of the meeting of 15th April, 2015 were therefore approved without amendment. The Mayor then duly signed the Minutes

## **MIN 2970 CLERK'S REPORT/UPDATE**

**(1) Presteigne Newsagents/Charlie Hebdo Incident:** Cllr. Kirkby reported that PS Briggs had visited the newsagents and spoken to the proprietor. The formal letter of reply to the Council was yet to be received.

**(2) Planning Appeal, Poultry Units, Upper Heath Farm:** The letter to the Planning Inspectorate had been circulated for agreement and sent to the Planning Inspectorate.

**(3) Disabled Access Issues/Dropped Kerbs:** Cllr. Kirkby reported that he had met with the lady in question and discussed the various improvements that had been requested. All the issues raised had been reported to the County Council previously and the Clerk had reminded it of the requests for improvements.

**(4) Repairs:** The road sign near to the old HSBC building had been repaired as had the damaged bollard at the old post office corner.

**(5) Meeting with Chief Executive:** Cllrs. Tennant-Eyles and Wilding and the Clerk had met with Jeremy Patterson and Cllr. Brown to discuss the devolvement of services and the present conditions included on asset transfer documentation. Further work would need to be done by both the Town Council and Powys to prepare a package of services for consideration. The Clerk confirmed that she had asked Mr. Patterson for a list of all assets and income presently held by the County Council in Presteigne. Overall the impression was that the County Council was open for discussions over services and would be looking at the contract terms on asset transfers with the Town Council's comments in mind.

**(6) Tree, Killhorse Lane:** This had still not been attended to.

**(7) Tennis Courts:** The surface had now been cleaned but the surface painting and line marking was still not done.

**(8) Joint Conference One Voice Wales and Society of Council Clerks:** The Clerk had attended this conference and reported that it had been a most useful day. She was also pleased to report that Presteigne and Norton had been commended on the success of the Zero Waste Project by the Welsh Minister giving the keynote speech. The project had been cited as an excellent example of what could be achieved in a community.

## **MIN 2971 FINANCE**

**(1) Donations:** The following donations were approved:

Presteigne Carnival	£500.00 (precepted)
Presteigne Shirehall Museum Trust	£1500.00 (precepted)
Presteigne Festival	£1000.00 (precepted)
St. Michael's Hospice (paint station sponsorship)	£100.00 (precepted)

The letter of thanks from Presteigne Primary School was noted.

Cllr. Price explained that the defibrillator grant applied for by Norton Sports Committee had been approved and asked that the funds be released from the reserve set aside for defibrillators. It was agreed that the sum of £250 be provided towards the project and that the remainder of the reserve be allocated to purchase the necessary heated box for the unit at a price of £398 plus VAT. The balance of £150 would be paid by the Sports Committee. Cllr. Price also confirmed that a learning pack had been supplied and that training sessions would be run.

Norton Sports Committee (defibrillator TC contribution) £250 (from defib reserve allocation)

(2) **Payments:** The following payments were approved:

Mrs T. Price	£1129.28
HMRC	£395.51
(income tax and employees and employers NI due on above)	
Springwell Microelectronics	£19.79
LRS Auditing (L. Stephens)	£121.00
Clearview Cleaning Services Ltd(£428.83 & £405.76)	£834.59
Border Janitorial Supplies Ltd	£102.24
Lyreco (office supplies)	£29.42
OCS Group Ltd (hygiene units Wilson Terrace)	£35.71
Presteigne Building Supplies	£30.10
Information Commissioner (data registration fee)	£35.00
Clun Solutions (computer service agreement)	£134.00
Dynamic Chemicals (litter picker)	£57.84 (MEADOW)
N. Close (April)	£63.88 (MEADOW)
N. Close (April)	£66.50
N. Close (May)	£62.50
N. Close (May)	£6.25 (ALLOTMENTS)
N. Close (May)	£56.25 (MEADOW)

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

Powys County Council 1 <sup>st</sup> Precept Payment	£18047.78
Allotment Rent	£25.00
VAT Refund 2014/15	£2503.74

(4) **Internal Audit Report:** The internal auditor had reported no issues or matters for concern.

(5) **External Audit/Annual Return and Governance Statement:** Members approved sections one and two of the external audit form, including completion of the annual governance statement, and the statement of significant variances produced by the Clerk for submission to the Council's external auditors. Section 3 was duly signed by the Clerk and the Chairman.

(6) **Bank Transfers:** The following bank transfers were approved:

The transfer of the VAT refund (as applicable to the Meadow Account) of £287.66 from the Treasurer Account to the Meadow Account

The precepted amount for 2015/16 of **£5300** from the Treasurer Account to the Meadow Account

The transfer of **£483.08** from the Allotment Account to the Treasurer Account to cover the Clerk's pay amount.

(7) **Bank Balances as at 5th May 2015:** The following bank balances were noted:

Treasurer £45,121.76	Money Manager	£15,375.85
Meadow £2090.60	Allotments	£1749.16
Warden Reserve £2957.66		

## **MIN 2972 HIGHWAYS, HOUSING AND ENVIRONMENT**

**(1) Tennis Courts:** Cllr. Kirkby stated that parts of the land was controlled by different County Council departments. This was being investigated and would be discussed further at a later meeting.

**(2) Presteigne Cemetery:** Cllrs. Kirkby and Wilding had met with the landowner to discuss the potential sale of 2/3 to 1 acre of land adjoining the present cemetery. Cllr. Kirkby had also spoken to the Environment Agency which had confirmed that no groundwater monitoring would be needed due to the site location, number of burials annually, no nearby private water supplies etc. In order to further the project it was resolved that planning permission be applied for as soon as possible. The expected cost was £187.50 for planning permission (half of £375) plus the provision of maps to submit with the application at approx £100. Members approved expenditure to a maximum of £500.

The Clerk had requested further costs from the County Council on grave digging and annual grass mowing at the cemetery but no reply had yet been received. Some details had been received from Gabbs Solicitors about the trust providing funds for the cemetery. Members noted the annual income of around £10,000.

**(3) Community Led Plan:** The first meeting had been held on 19th May and 38 people had attended with a number of these agreeing to be part of the steering group. Some concern was expressed that there was a lack of younger people and businesses/employers represented. Members confirmed that an extension to the time scale for the project set by Powys was essential. Cllrs. Kirkby, Smith and Wilding agreed to be part of the Steering Group.

**(4) Transfer of Public Conveniences:** The Clerk reported that the necessary repairs were now almost complete.

**(5) On Street Parking Review:** Cllr. Kirkby reported that documentation on the published consultation had been received earlier that day. Some Members felt that the earlier decision of the Council should be revisited and the Clerk advised that this could only be done within a six month period by special request from seven Councillors. It was agreed that Members who were concerned should do this and if this was successful an additional meeting would be held on 3rd June to discuss the matter in time to submit views before the closure of the consultation.

**(6) Sixth Form Building, John Beddoes Campus:** A site meeting would be arranged after the half term break.

**(7) High Trees, Clatterbrune:** It was agreed that this would be discussed further at the June Meeting.

## **MIN 2973 NORTON**

**(1) Email and reply re. litter pick:** Noted.

**(2) Defibrillator:** See Finance.

**(3) Drainage/Sewerage Problems Mynd Lane:** The Clerk was asked to report the problems to Welsh Water.

## **MIN 2974 WENT'S MEADOW AND EDDIE'S MEADOW**

**(1) Use by VSCC 10th October 2015:** Confirmed.

**(2) Use for Marie Curie Tea Party:** Provisionally booked for 25th June.

**(3) Annual ROSPA Inspection of Skateboard Area:** Cllr. Kirkby had met the inspector on site. There were some issues with the railings which Richard Rimington would correct and some holes that Mr. Close had

been asked to fill in. The new pyramid unit had raised more issues and these would be included in full in the report when received.

**(4) Theatre-Circus Use August:** The Group had asked to stay longer from 17th to 26th August. This was agreed.

**(5) Spraying of Weeds:** Members were informed that the cost of the necessary test to cover spraying in public was approx £400. Cllr. Kirkby agreed to check and see how long the certificate would be valid for and the Clerk was asked to check the cost of having Powys County Council to spray the area.

**(6) Vandalism:** Cllr. Kirkby reported that there had been several recent incidents and that the police would be patrolling the area regularly. He added that PC Andy Barden and a new PCSO had been invited to attend the June meeting.

## **MIN 2975 YOUTH MATTERS**

**(1) Youth Project:** Nothing to report.

**(2) PAVO email:** Noted.

## **MIN 2976 CORRESPONDENCE/GENERAL ITEMS**

**(1) One Voice Wales Final Response to Welsh Government White Paper, Reforming Local Government:** Noted.

**(2) Ombudsman for Wales:** Letter re revised guidance: Noted.

**(3) Welsh Government Guidance on Access to information on Community and Town Councils:** Noted.

**(4) Mid Wales Housing Association Shared Ownership Consultation:** Noted. No comment.

## **MIN 2977 TOWN COUNCIL SURGERY**

**(1) May Surgery:** Matters raised were

- new street lighting being too bright and the need for interactive street lights: reply made outlining PCC policy.
- replacement windows: referred to Cllr. Banks.
- untidy yard neat Little Shop: owner had been contacted and area been tidied
- parking permits for holiday lets in Hereford Street: to be looked at when discussing on street parking
- use of space behind drill hall for Hereford Street residents: to be looked at when discussing on street parking.

**(2) Cllrs. Smith and Ms Preece** agreed to attend the June Surgery

## **MIN 2978 INFORMATION**

The items for information were noted.

## **MIN 2979 URGENT BUSINESS/INFORMATION**

Future of Leisure Centres in Powys: The recent County Council press release was noted.

Cllr. Kirkby stated that he would be unavailable for the main June meeting but that Cllr. Tennant-Eyles had agreed to chair the meeting as Vice-Chairman and Deputy Mayor.

The meeting closed at 9.37 pm.