

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON 17TH MAY 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, W. Toomey, D. Edwards, C. Ruby, N. Rogers.

Apologies: Cllr. P. Linnett.

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. Tennant-Eyles welcomed the members of the public and new and old Councillors to the meeting. He then spoke on his year as Mayor and reflected on the changes in the work of the Council since he first became a Member in 2004. He noted that much of the previous year had been taken up with work on the potential devolvment of services and buildings to the Town Council, together with work on grant applications for projects in the town which had met with some success. In addition the Town Council had worked with the County Council on safe cycling routes and the grant application to Welsh Government submitted by the County officers had been successful resulting in a grant of almost £300,000. He asked that thanks to former councillor, Hilary Marchant, be noted for her work on that project. He then announced that his fund raiser was to raise monies for work to install an oak frame shelter at Wilson Terrace playground in conjunction with the playground mums. In conclusion he thanked Cllr. Baynham for her support as Deputy and congratulated her on her success in becoming County Councillor for Presteigne. He then presented a bouquet of flowers to the Clerk in thanks for her work over the year.

Cllr. Baynham indicated that due to her new responsibilities as County Councillor she did not wish to be considered for Mayor but would be willing to remain as Deputy if this was the wish of Members.

MIN 3291 ELECTION OF TOWN MAYOR AND CHAIRMAN 2017/18

Cllr. Tennant-Eyles then invited nominations for Mayor. Cllr. Wilding was proposed by Cllr. Baynham, seconded by Cllr. Kirkby and duly elected. Cllr. Wilding assumed the Chair and thanked Cllr. Tennant-Eyles for all his work for the Town Council. Cllr. Tennant-Eyles then left the meeting. Cllr. Wilding then duly completed his formal acceptance of Office, witnessed by the Clerk.

MIN 3292 ELECTION OF DEPUTY MAYOR AND VICE-CHAIRMAN 2017/18

Cllr. Baynham was proposed by Cllr. Kirkby and seconded by Cllr. Ruby. Cllr. Bamford was proposed by Cllr. Toomey and seconded by Cllr. Bennett. Following a vote Cllr. Baynham was elected.

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

MIN 3293 FORMATION OF NEW COUNCIL

Members then completed and signed their declarations of acceptance of office/Code of Conduct witnessed by the Clerk. Cllr. Linnett had completed her declaration in the presence of the Clerk prior to the meeting.

MIN 3294 REVIEW OF MEMBERSHIP COMMITTEES/WORKING GROUPS

Local Development Plan Working Group (4) : Cllrs. Toomey, Wilding, Bamford and Edwards.

Community Asset Transfer/Devolved Services Working Group (4) : Cllrs. Kirkby, Bennett, Ruby and Owens.

Sites and Buildings Committee (5) plus outside representatives for Meadow matters (1) and allotments (1) : Cllrs. Toomey, Kirkby, Bamford, Bennett and Rogers. The Clerk would ask the Allotment Association to nominate a representative and Cllr. Kirkby would approach Mr. R. Rimmington to ask if he was willing to continue as outside representative for the Meadow.

Staffing Committee (5) : Cllrs. Baynham, Edwards, Wilding, Kirkby and Ruby.

Allotment Liaison Member : Cllr. Toomey.

Youth Representation Member(s) : Cllrs. Bennett and Rogers.

MIN 3295 REVIEW OF APPOINTMENT OF COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

Presteigne Primary School	Cllr. Rogers
One Voice Wales	Cllrs. Wilding and Baynham.
Home Presteigne	Cllr. Toomey
East Radnorshire Day Care Centre	Cllrs. Edwards & Owens
East Radnor & Borders Health Focus Group	Cllr. Ruby
Presteigne Trust	Cllr. Owens
Presteigne Area Community Development Group	Cllr. Ruby
Warden Guardian Foundation	Cllr. Kirkby

MIN 3296 CONFIRMATION OF COUNCIL DOCUMENTS

(1) Standing Orders: Confirmed. Standing Order 17 had been updated to contain the current procurement thresholds.

(2) Financial Regulations: Confirmed unchanged.

(3) Council Complaints Procedure: Confirmed unchanged.

(4) Freedom of Information/Data Protection and Security: Confirmed unchanged. The Clerk advised of changes to data protection regulations and it was agreed that she be appointed Data Protection Officer for the Council.

(5) Continued adoption of the revised Code of Conduct (under Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016): Confirmed.

(6) Remuneration payments to Town Councillors: Resolved no change be made to the present arrangements.

(7) Allotments Risk Assessment: Confirmed as circulated. This had been updated to note the insurance situation with tenant's plots and the PNAA not covered under the Council insurance policy.

(8) Grant Awarding Policy/Procedure: See ordinary meeting.

(9) Social media Policy: Resolved that the draft policy be adopted.

MIN 3297 NEW COUNCILLOR TRAINING

It was agreed that the Clerk would attend the One Voice Wales training in Builth Wells. She would then carry out training for new Members.

MIN 3298 MEMBER ATTENDANCE

Member attendance records for 2016/17 were duly noted.

The Annual Meeting closed at 19.47pm.

The Annual Meeting was followed by the ordinary business meeting.

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

MINUTES OF THE ORDINARY BUSINESS MEETING HELD ON 17TH MAY 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, W. Toomey, D. Edwards, C. Ruby, N. Rogers.

Apologies: Cllr. P. Linnett.

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: None.

Personal and Prejudicial: None.

MIN 3299 APPROVAL OF MINUTES

The Minutes of the meeting on 19th April 2017 were approved without amendment. The Chairman then duly signed the Minutes.

MIN 3300 CLERK'S REPORT/UPDATE

- (1) Parking: It was reported that there was still interest in the dual ticket meter scheme. More information would be provided for the June meeting.
- (2) Walker's Meadow/Welsh Water: The Clerk was asked to contact Kirsty Williams again.
- (3) Dog Mess, Townend: The Clerk would again ask the Housing Section to remind the tenant to clear this up.
- (4) Grant Awarding Policy/Procedure: A Working Group was formed to consider these issues and comprised Cllrs. Baynham, Rogers, Toomey, Ruby and Kirkby. The Clerk would arrange an initial meeting.
- (5) Hereford Street Toilets Refurbishment: The Clerk reported that this was now scheduled for July.
- (6) Community Access Defibrillators: Cllr. Kirkby raised concern that the cabinets were secured by a coded key pad. The Clerk explained that the wording was being amended to indicate that the cabinets would open on pressing C and turning the handle. The Ambulance Service would be notified by CARIAD of the cabinet locations and that no code had been set.
- (7) Local Development Plan: Cllr. Toomey provided Members with an update on her submissions to the County Council.
- (8) Election Hustings: The Clerk was asked to congratulate PACDG on the organisation of the recent hustings for the local elections.
- (9) War Memorial: The grant work was now almost complete and an information plaque was being prepared by the County Council.

MIN 3301 FINANCE

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

Presteigne Festival	£1000.00 (precepted)
Presteigne & Norton Community Support	£ 500.00 (precepted)

The request for financial support by Presteigne and Norton Twinning Association was noted. The Clerk indicated that further information was to be submitted for the June meeting

The letter of thanks from Presteigne Primary School was noted.

(2) Payments: The following payments were approved –

Mrs T. Price	£1254.60
HMRC	£459.56
(income tax and employees and employers NI due on above)	
NEST (direct debit, pensions)	£28.80
XMA Ltd (ink toner)	£74.42
XMA Ltd (ink toner)	£77.32
Dell (new laptop/software)	£627.81
Viking (toilet supplies, stamps)	£141.77
Clearview Cleaning Services Ltd	£856.80
LRS Auditing (internal audit)	£121.00
William Protheroe Ltd. (renovation of War memorial)	£2540.00
Information Commissioner (data protection registration)	£35.00
McCartneys (map for solicitor)	£132.00
Presteigne Building Supplies	£16.47
Presteigne Building Supplies	£14.33 MEADOW ACCOUNT
R.J. & J.E. Wilding (strimming Allotments)	£48.00 ALLOTMENT ACCOUNT
R.J. & J.E. Wilding (chain harrowing, Meadow)	£48.00 MEADOW ACCOUNT
R.J. & J.E Wilding 2nd harrowing)	£48.00 MEADOW ACCOUNT
EDF Energy (Barn)	£8.93 MEADOW ACCOUNT
Highground Maintenance Ltd	£268.55 MEADOW ACCOUNT
N. Close (fitting of defib cabinets)	£75.00
N. Close (refurb of two further benches)	£162.50

(3) Receipts: The following receipts were noted -

Powys County Council 1 st Precept Payment	£21,986.95
Allotment Rent	£81.00
PACDG (playground mums)	£398.00

(4) Internal Audit Report: The report of the internal auditor for 2016-17 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 £576.97 from the Treasurer Account to the Meadow Account was approved.

The transfer of the precepted amount for 2017/18 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 2017:

Treasurer	£52,687.43	Money Manager	£40,397.40
Meadow	£5,239.96	Allotments	£2,433.22
Warden Reserve	£2,961.42		

(8) Wales Audit Office, letter re. themes and Audit Fees: Noted.

(9) Update Bank Mandate: Cllrs. Baynham, Kirkby and Wilding would remain as signatories. Cllrs. Bamford, Owens, Edwards, Rogers and Bennett would be added. Previous Members would be removed from the mandate.

MIN 3302 PLANNING

(1) Planning Applications:

P2017 0422 Grid Ref: 328450.34/265416.22 for LBC: Replacement Window at Upper Dolley House, Dolley Green, Presteigne: Resolved that no objections be raised subject to appropriate consultation with the Built Heritage Officer

b) Planning Decisions: The following decisions were noted -

P/2017/0015 Sunshine Cottage, Slough Road, Presteigne: Conditional Consent.

P/2017/0298 Carreg Mwsged 26/04/2017 21 Warden Close Presteigne: Conditional Consent

P/2017/0221 Northwood, Slough Road, Presteigne: Conditional Consent.

MIN 3303 HIGHWAYS, HOUSING AND ENVIRONMENT

(1) PACDG Update: The written report from the Chairman of the Group had been previously circulated and was duly noted. The request to speak at the July meeting was agreed.

(2) Lorry Parking at Bring Site, By Pass: Cllr. Toomey explained that lorry parking was blocking access to the recycling bays. It was agreed to monitor the situation with no other action at present.

(3) Recycling of Plastic Film, Bring Site: Cllr. Toomey explained that the Chamber of Trade was exploring the possibility of siting a unit to recycle plastic film.

(4) Reporting of Highway Items for Repair: The following items were reported -

- repairs to Lugg Bridge still not done: Clerk to chase
- update on the Safe Routes Grant Application: engineer to be appointed soon
- grass cutting dates: first cut due late May
- cutting of visibility splay Warden Road: Cllr. Baynham to raise with County Council
- potholes in layby: Knighton Road: to be reported.

MIN 3304 NORTON

(1) Church: Cllr. Edwards reported on the recent meeting and on possibilities being considered to allow the Church to be used for more general community events. A further meeting was being held on 19th May.

MIN 3305 SITES AND BUILDINGS COMMITTEE

(1) Public Conveniences: The Clerk reported problems with the uniwash unit in the gents at Hereford Street. Options for repair were being investigated.

(2) Allotments:

- Application for plot by non resident: Resolved to refuse the request as there were presently no vacant plots and a short waiting list.
- Allotment Fence: Cllr. Wilding would arrange for the rotten posts to be replaced.
- Neglected Plots: The Clerk would write to the tenants of the two plots noted as being neglected following the recent site inspection by Cllr. Baynham and the Clerk.

(3) Meadows:

- Booking 16-18 June Sheep Music (craft & circus workshops): Noted.
- CCTV: Resolved not to take any further action on this suggestion.
- Skateboard Pyramid: Repairs had now been carried out by the installer. The tarmac surround had been resurfaced by Harpers Of Leominster free of charge.
- Play Area Inspections: No date yet arranged
- Paths, Eddie's Meadow: Cllr. Kirkby was chasing up the arrangements for these to be cut.
- Allotment Car Park, Visibility Splay: Cllr. Wilding would arrange.
- Car Park Field: To be cut the first week in June.
- Grants: The Clerk was in the process of submitting further applications for picnic benches, exterior lighting at the Scout Hut and improvements to the outdoor space adjacent to the Hut.

(4) Wilson Terrace Play Area

- Grant Application: An application had been submitted to Tesco for further equipment.
- Purchase of Additional Item: A single car springer had been ordered using the remainder of the original Bags of Help money together with a 50% contribution from the Playground Mums (via PACDG).
- PCC Works to the Site: The County Council was to dig out and re-turf areas, replace the missing swing and install a basket swing. It had also agreed to install the single springer (as above).
- Broken Bench: Mr. Close had inspected this and it was not worth repairing. The County Council had been informed that the bench was in a dangerous condition.

MIN 3306 CORRESPONDENCE/GENERAL ITEMS

- (1) Community Councillor Representative on Community Sub-Committee of Powys Standards Committee: None chosen.
- (2) One Voice Wales 2017 AGM, Request for Motions: None made.
- (3) Youth Representation: Cllr. Baynham reported on the recent joint meeting between herself, Cllr. Baynham and representatives from both primary and secondary schools. A number of the issues originally raised had been investigated and answers provided. Further meetings would take place between the students and the Youth Representation Members.
- (4) Dementia Awareness: Four Members expressed an interest in attending a session - Cllrs. Bennett, Bamford, Owens and Kirkby. Cllr. Kirkby would contact Mrs Van Den Ende to arrange.

MIN 3307 TOWN COUNCIL SURGERY

- (1) Report on May Surgery: None held.
- (2) Arrangements for June Surgery: Cllrs. Baynham and Edwards to attend.

MIN 3308 DEVOLVEMENT OF SERVICES

- (1) Old School Building/Drill Hall EOI Update: Cllr. Wilding provided a brief explanation for new Members. There was nothing further to report as decisions on these matters had been suspended by the County Council during the election period.
- (2) Assembly Rooms Update: Cllr. Kirkby outlined the history of this item and the current situation.
- (3) Presteigne Cemetery: Cllr Wilding explained that the Council was in the process of purchasing additional land and was also in negotiations over the transfer of burial board responsibilities.

MIN 3309 COUNTY COUNCILLOR'S REPORT

Cllr. Baynham gave a short report on her first days as County Councillor during which she had attended training and investigated a number of issues on behalf of residents.

MIN 3310 RETIRING COUNCILLORS

Cllr. Wilding suggested inviting recently retired Members to the refreshments held after the August meeting. Options for marking the service of Members was considered and it was noted that Council monies could not be used for this purpose.

MIN 3311 FUTURE SPEAKERS AT COUNCIL MEETINGS

July Meeting: PACDG, Maggie Taylor-Saunders.
Future Meeting: Police & Crime Commissioner. If not possible at a formal meeting then a separate informal meeting would be arranged.
Students taking part in the youth initiative could be invited to a future meeting.

MIN 3312 INFORMATION

The item for information was noted. The Clerk circulated the thank you card from Margaret Addis for her retirement gifts.

MIN 3313 URGENT BUSINESS INFORMATION

None.

The meeting closed at 9.48 pm