

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

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Mrs Tracey Price (Clerk)
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13th January, 2022

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council on **WEDNESDAY 19th JANUARY, 2022 at 7.30 p.m.** via video conferencing and you are hereby summoned to attend.

The public and press are cordially invited to attend.

Join Zoom Meeting

<https://us02web.zoom.us/j/85989287057?pwd=RWtscE5ocSs5Q1F1OWxXVXJISWFmUT09>

Meeting ID: 859 8928 7057 Passcode: 704928

Or dial by your location - 0208 080 6592 United Kingdom

Yours sincerely

Tracey Price

TOWN CLERK

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 15th December, 2021 are a true and accurate record and authorise the Chairman to sign the Minutes as such.

To approve that the Minutes of the meeting held on 12th January, 2022 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 15th December. Also to receive the Clerk's Report for January.

5. FINANCE

a) Donations: None this month.

b) Payments: to approve the following payments –

Mrs T.A. Price	£1383.56
HM Revenue & Customs	£554.82
NEST Pensions (direct debit)	£130.06
Mrs T.A. Price (refund cctv notices)	£27.96 MEADOW ACCOUNT
T. Lloyd-John	£378.49
N. Close	£14.00
N. Close	£147.00 MEADOW ACCOUNT
EDF Energy (Barn) (Direct Debit)	£35.08 MEADOW ACCOUNT
EDF Energy (Wilson Terrace Toilets)	£35.04 (Direct Debit)
EDF Energy (Hereford Street Toilets)	£162.54 (Direct Debit)
HSBC (Bank Charges December – Treasurer Acc)	£8.00
HSBC (Bank charges December) – Meadow Acc)	£8.00 MEADOW ACCOUNT

c) Request for Use of Climate Crisis Grant Fund to hold further tree information talks (deferred from December).

d) Offer of £250 donation towards replacement of Sheep Music Stage (Cllr. Kirkby).

e) To receive the completed external audit return and the comments of the Wales Audit Office (full copy included with meeting papers).

f) To note the following receipts:

Website Advertising £78.00

6. PLANNING

(a) To consider applications received: None at issue of agenda but see note below.

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 –

21/1992/TRE Postings House, High Street, Presteigne: Approval 17th December.

21/2120/TRE, Harford House, Hereford Street, Presteigne: Approval 17th December.

21/2070/TRE, Golwg Yr Eglwys, Cannon's Lane, Presteigne: Approval 20th December.

21/0361/FUL, Former Church of St. Andrew's, Norton: Consent 30th December.

21/0362/LBC, Former Church of St. Andrew's, Norton: Consent 30th December.

(c) Consultation on planning legislation and policy for second homes and short-term holiday lets.

(d) Powys Local Development Plan: Draft Delivery Agreement Consultation.

7. HIGHWAYS, HOUSING AND ENVIRONMENT

- a) Dark Skies/Lighting Update. To include possible activities for Dark Sky Festival in February.
- b) Climate Crisis Update.
- c) Welsh Water Sewage System Upgrade Update. To include reply re. phosphate permit, Norton.
- d) Update re. Old Doctor's Surgery (Cllr. Kirkby).
- e) Update re. Fold Farm Footpath and decision on any further action.
- f) Street Cleaning: To consider review of current position and meeting with PACDG to discuss 2022 arrangements.

8. NORTON

- a) Norton Community Trust Update.
- b) Condition of Bus Stop, Norton: Reply from PCC.

9. SITES AND BUILDINGS MATTERS

- a) Public Conveniences:
- b) Allotments:
- c) Meadows: To include –
 - Update re. low hanging tree branches – access track from Knighton Road and Footpath to Old Mill.
 - To consider the quote for one off cut of car park field in late June.
 - To note the costs for one weed killing treatment in 2022.
 - To consider action on mole problem.
- d) Adopt a Bench Update.

10. CORRESPONDENCE/GENERAL ITEMS

- a) Town Wifi Update.
- b) Community Broadband Scheme Update.
- c) Public Participation at Council Meetings: To review Standing Orders 3e-3k in relation to public speaking.
- d) Use of Defibrillator: To consider training via PAVO. (Cllr. Kirkby).

12. TOWN COUNCIL SURGERY

No January Surgery.
To appoint Members for the February Surgery.

13. COUNTY COUNCILLOR'S REPORT

14. ANY URGENT BUSINESS INFORMATION (at discretion of Chair)

15. EXCLUSION OF PUBLIC AND PRESS DUE TO THE CONFIDENTIAL NATURE OF THE FOLLOWING BUSINESS ITEMS

Due to the confidential nature of the business on this agenda, under the Public Bodies (Admission to Meetings) Act 1960 (3) it is proposed to put forward a motion to exclude members of the public during discussion of the following agenda items

16. TOWN CHRISTMAS LIGHTS 2022

To consider quotes for, and allocation of, contract for installation of Christmas lights for 2022 or for 2022-2024 (one or three year options).

Enc. Clerk's Report January. Minutes of December Meeting. External Audit Return. Various Background papers.

Note: Minutes from 12th January, 2022 to follow.

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

MINUTES OF THE MEETING HELD ON 15TH DECEMBER 2021
HELD VIA VIDEO CONFERENCING

Present: Cllrs. F. Preece (Mayor), D. Edwards (Deputy Mayor), D. Davies, T. Owens, C. Kirkby MBE, B. Baynham, R. Bennett, P. Smith, J. Wilding, N. Rogers.

Apologies: Cllr. R. Bamford, C. Ruby.

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:

Cllr. Baynham: related to contractor, re. toilet cleaning contract for 2022-23.

Cllr. Bennett, close friend of applicant, re. Planning applications 21/1949/HH and 21/1950/CAC.

Cllr. Owens, family interest in property, re. Planning application 21/1992/TRE.

Cllr. N. Rogers, applicant re. Planning application 21/2068/FUL.

Cllr. K. Van Den Ende, allotment tenant, re. decisions on Allotment rent etc.

MIN 3979 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr. Van Den Ende duly completed the acceptance of office form on screen.

MIN 3980 APPROVAL OF MINUTES

The Minutes of the meeting held on 17th November, 2021 were approved without amendment. The Chairman duly signed the Minutes.

The Minutes of the Staffing Committee meeting held on 24th November, 2021 were approved without amendment. The Chairman duly signed the Minutes.

The Minutes of the Sites and Buildings Committee meeting held on 30th November, 2021 were approved without amendment. The Chairman duly signed the Minutes.

MIN 3981 UPDATE ON OUTSTANDING ITEMS

(1) Website Advertisement in Broad Sheep: The Clerk confirmed that the wording of the advertisement had been amended and the £40 fee paid.

(2) Works at Radnorshire Arms Garage: Cllr. Baynham was able to confirm that the Planning Department was in discussions with the owners.

(3) Fold Farm Footpath: Cllr. Kirkby asked if there had been any progress. Cllr. Baynham had nothing to report but agreed to chase.

(4) Street Cleaning: Cllr. Kirkby reported that there were a lot of wet and slippery leaves at the Scallions that needed attention.

(5) Old Doctor's Surgery: Cllr. Baynham updated Members on the situation and the Clerk confirmed that she had not heard back from Building Control on possibly boarding up the building. Cllr. Baynham would chase up from the County Council side and the Clerk would contact PCSO Anna Bowen to see if any contact had been made with the owner.

(6) Changes to Election Rules: In summary the main changes were, a delay in introducing personal statements for candidates so not part of the 2022 elections, electronic submission of nomination forms will be an option that can be offered but it is not compulsory, a change to the formula for polling and counting agents, publication of home address no longer compulsory and a requirement to include details of political party membership on the nomination form. The County Elections team would be briefing Clerks on arrangements for the May elections in March.

- (7) Notices - Do Not Feed the Rats: These had been done and the Clerk had not had any comments.
- (8) Wales Training Seminar for Clerks: Members noted the Clerk's attendance at the Wales Training Seminar.
- (9) Grant Requests from National/Larger Organisations: A list of these would go out with the January papers or before for consideration at the January meeting as previously agreed.
- (10) Annual Report: Members were reminded that the first Annual Report as required in the recent Local Government Act will need to cover the 2021-22 financial year. Members were asked if they could provide an article on an area of Council activity for inclusion and to let the Clerk know if so.
- (11) External Audit: This had still not been received. The Clerk advised that this was the first year that the Wales Audit Office have taken the work back in house and that it has also had to cope with a large number of audits not completed by the contractors last year. This had contributed towards the delays. She was not aware of any Council that had had their audit papers returned.
- (12) New Welsh Government Toolkit (Draft): Members had all received an email about this and the need for input from Members if at all possible. The final toolkit was intended to be available to all Councils soon after the May elections.

MIN 3982 FINANCE

(1) Donations: None this month.

(2) Payments: The following payments were approved –

Mrs T.A. Price	£1383.56
HM Revenue & Customs	£554.82
NEST Pensions (direct debit)	£130.06
T. Lloyd-John	£378.49
N. Close	£10.50
N. Close	£98.00 MEADOW ACCOUNT
F. Preece (Mayor's Allowance second instalment)	£500.00
Mrs T.A. Price (refund Amazon – computer mouse)	£9.99
JHA Price & Sons (fencing allotments)	£382.32 MEADOW ACCOUNT
JRB Enterprises Ltd (dog bags)	£261.60 MEADOW ACCOUNT
Highground Maintenance Ltd (grass cutting)	£319.57 MEADOW ACCOUNT
Presteigne Building Supplies	£38.78
Presteigne Building Supplies (new barn)	£82.92 MEADOW ACCOUNT
Roy Price (hedge cutting etc)	£426.00 MEADOW ACCOUNT
HSBC Bank Charges	£8.00
HSBC Bank Charges	£8.00 MEADOW ACCOUNT

(3) New Projects for 2022-23: The following projects were submitted –

- Replacement Mayor's Chain, refurbishment of existing Chain, display board (estimated cost £4000).
- Platinum Jubilee Celebrations
- IT Equipment to support hybrid Meetings.
- Annual Report Costs printing etc.

(4) Circulation of Accounts from Organisations receiving £250 or more annually from the Council and applications for grants in 2022-23: Members noted that this was currently being circulated.

(5) Annual Review of Direct Debits: Members noted the list of direct debit circulated for each account and confirmed that all were correct.

(6) Refund of £33.00 from Meadow Account to M. Galliers. This had been paid by bank transfer in error and has been returned. Noted.

(7) Letter from County Council re. estimated election costs in 2022: The Clerk outlined the estimated costs and added that she would include an item in the draft budget and that this would take into account the amount currently held in all allocated reserve.

(8) Section 137 limit for 2022-23: Members noted that this will be £8.82 per elector.

(9) Receipts: The following receipt was noted:

£130.00 - Website Advertising.

(10) Offer of £250 from Presteigne Carnival Committee towards the cost of replacing the Sheep Music Stage: Members were pleased to accept the offer.

(11) Request for Use of Climate Crisis Grant Fund: Members agreed that £150 from the fund could be used to plant yellow rattle plants. They asked for estimated costs on the planned tree talks and would consider the request further at the January meeting.

MIN 3983 PLANNING

(1) Planning applications: The following planning applications were considered –

Cllr. Owens was placed in the waiting room for the duration of the following item.

21/1992/TRE Grid Ref: E: 331313 N: 264509 Proposal: Application to works to a tree in a conservation area namely to fell tree Location: Postings House, 32 High Street, Presteigne Powys LD8 2BE. Resolved no objections be raised.

Cllr. Owens returned to the meeting.

21/2098/REM Grid Reference: E:331696 N: 264492 Proposal: Section 73 application to vary condition no. 2 attached to planning approval P/2018/0156 to allow an extension of time in which to submit a reserved matters application Site Address: Land At, Fold Farm, Broad Street, Llanandras. Resolved no objections be raised.

21/2120/TRE Grid Ref: E: 331444 N: 264340 Proposal: Felling of 3 trees, an ash, cypress and sycamore, within the conservation area Location: Harford House, Hereford Street, Presteigne Powys LD8 2AT. Resolved no objections be raised.

Cllr. Bennett was placed in the waiting room for the duration of the following two items.

21/1950/CAC Grid Reference: E:331301 N: 264590 Proposal: Removal of existing rear pitched roof dormer window and construction of larger flat roof dormer as replacement to existing dwelling. Site Address: 2 Pound Lane, Presteigne, Powys, LD8 2DB. Resolved no objections be raised.

21/1949/HH Grid Reference: E:331301 N: 264590 Proposal: Removal of existing rear pitched roof dormer window and construction of larger flat roof dormer as replacement to existing dwelling Site Address: 2 Pound Lane, Presteigne, Powys, LD8 2DB. Resolved no objections be raised.

Cllr. Bennett returned to the meeting.

Cllr. Rogers was placed in the waiting room for the duration of the following item.

21/2068/FUL Grid Reference: E:333946 N: 263259 Proposal: Erection of an agricultural building to cover an existing silage pit. Site Address: Broadheath Farm, Presteigne, LD8 2HG. Resolved no objections be raised.

Cllr. Rogers returned to the meeting.

21/2046/FUL Grid Reference: E:330453 N: 267162 Proposal: Conversion of barn to form 3 dwellings, to include alterations to access and all associated works Site Address: The Old Granary, Norton, Presteigne, Powys LD8 2EY. Resolved no objections be raised subject to the Built Heritage Officer having no concerns. Cllr. Kirkby commented on a statement made in the Welsh Water consultation response concerning there being no phosphate permit for the Norton Treatment Works and the Clerk was asked to seek clarification on this.

21/2047/LBC Grid Reference: E:330453 N: 267162 Proposal: Conversion of barn to form 3 dwellings and all associated works Site Address: The Old Granary, Norton, Presteigne, Powys LD8 2EY. Resolved no objections be raised subject to the Built Heritage Officer having no concerns.

21/2075/HH Grid Reference: E:331170 N: 264361 Proposal: Proposed creation of new access including a dropped kerb and three off-street parking spaces Site Address: 20 Castle Road, Presteigne, LD8 2EB. Resolved no objections be raised.

21/2123/HH Grid Reference: E:330766 N: 264695 Proposal: Garage conversion/ rear extension to form new bedroom & utility room. Addition windows to existing dwelling Site Address: 58 Warden Close, Presteigne, Powys, LD8 2DH. Resolved no objections be raised.

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

- 21/1385/HH 1 The Barn, Presteigne: Consent 15th November.
- 21/1839/TRE Radnorshire Arms Hotel: Approval 18th November.
- 21/0805/LBC Hall Cottage, 3 Oak Villas, Broad Street, Presteigne: Approval 18th November.
- 21/1592/HH 33 Castle Road, Presteigne: Consent 30th November.

- 21/1370/RES Land at Fold Farm, Presteigne: Refused 26th November.
- 21/1334/FUL McColville Ltd: Consent 1st December.
- 21/1864/REM Old Vicarage, Norton: Approval 3rd December.

(3) Consultation on planning legislation and policy for second homes and short-term holiday lets: Clerk to re-send to all Members. Deferred until January.

(4) Comments on planning application 21/1801/FUL, Pen Offa: Resolved not to respond in connection with this application as it was sited outside the Town Council area.

(5) Senedd Petition calling for moratorium on IPUs: Agreed that Members consider whether to sign the petition as individuals.

MIN 3984 HIGHWAYS, HOUSING AND ENVIRONMENT

(1) Dark Skies/Lighting: Members noted that Helen Gooderham has now been into the Primary School to talk about Dark Skies and this had been very well received.

Members noted the possibility of holding an event as part of a Dark Skies Festival and the Clerk was asked to discuss with Mr. Harling-Bowen on the type of event that might be possible and report back to the January meeting.

(2) Climate Crisis: Members noted that the grant application was in progress but that the expected decision time once submitted was eight weeks.

(3) Welsh Water Sewage System Upgrade: Members noted the reply on the permanent lighting at each site with no lights on as standard in Norton and PIR sensors on the lighting in Presteigne. Welsh Water had stressed the need for the lighting to comply with Health and Safety Standards. Cllr. Kirkby asked that the Clerk respond asking for more detail on the light fittings and asking that the minimum possible level of brightness be installed and that the light fittings be dark skies compliant.

(4) Powys County Council Car Park Charging Order Notification: Noted. No changes to the costs for Presteigne Car Parks. Cllr. Baynham agreed to check to see where the by pass car park was on the list for re-surfacing.

(5) Lugg Bridge Update and report on Site Meeting: Cllrs. Kirkby and Baynham had attended the meeting with an Officer from the County Council and the Officer had agreed that works to the upstream side of the bridge were needed imminently and these would be programmed for between April and October 2022 (works were not permitted outside this period). In addition Cllr. Kirkby had noted surveyors again looking at Lugg Bridge for Balfour Beatty but it had since been confirmed that this was an error and they should have been looking at Ford Bridge checking its structural integrity and strength.

(6) Presteigne Roundabouts – Update from Caring for God's Acre: Noted.

(7) Presteigne Cemetery: The County Council had agreed to provide the funding for the fencing needed but had asked if the Town Council would arrange and pay for the work and the County Council would then refund it. Cllr. Wilding had obtained one formal quote for the work but had been unable to obtain any further quotes due to the need to carry out the fencing imminently and of sufficient quality. It was agreed to therefore proceed with the quote obtained and the Clerk was asked to confirm with the County Council Officer that this was in order.

MIN 3985 NORTON

(1) Community Hub/Church Update: Cllr. Wilding reported that the plans were now recommended for approval but awaited the agreement of CADW. The delays in obtaining the planning permission meant that the grant application had missed being determined in the current round but would be considered in March. The lease had not yet been signed as it was felt this was not prudent until the planning permission had been obtained.

MIN 3986 SITES AND BUILDINGS

(1) Public Conveniences: See under Committee recommendations below.

(2) Allotments: See under Committee recommendations below.

(3) Meadows: the following matters were discussed –

- Use Request Presteigne Carnival Committee – 7-10th July, 2022: Agreed.
- Work completed by Cllr. Bennett: Members noted the works carried out by Cllr Bennett including the installation of a replacement oak post at the Scout Hut Car park and cutting the hedge at Eddie's Meadow that could not be accessed by tractor. Thanks were noted to Cllr. Wilding for supplying the post.

- CCTV Update: Members noted the comments included in the Clerk's report and it was agreed not to purchase equipment for the present. The Clerk to purchase cctv warning signs for each of the Council's buildings (four) and these would be put up to see if they acted as a deterrent.

(4) Adopt a Bench Update: The Clerk would start organising a scheme as soon as possible. Cllr. Owens agreed to assist.

(5) Town Fingerposts Update: The Clerk reported that ten posts had now been identified and this obviously meant the costs would be much more than originally thought. Cllr. Baynham suggested that the fingerposts be included as a new project and a fixed budget allocated. Work to stop when this had been used. This was agreed.

(6) Withy Beds Boardwalk Update: Members had all seen pictures of the intended surface which would be laid onto the existing boardwalk. The Clerk confirmed that any weak or rotten sections/support posts of the original boardwalk would also be repaired. She added that the grant money awarded would cover all these costs but that the officer had been unable to find a quote to replace the complete boardwalk within the amount allocated. The Radnorshire Wildlife Trust had been consulted and works would need to be complete by the end of the financial year.

(7) Defibrillator Checks: Cllr. Baynham informed Members that there had been a problem with the battery life on the first unit used as part of the emergency recently and added that she thought the issue of battery life should be investigated to try to prevent this being an issue in the future. Members were aware that the units were all checked weekly by Mr. Close and the Clerk was able to confirm that the green tick showing all was ok had been present on the check carried out prior to the incident. The Clerk had spoken to the Ambulance Service and had been told it was most unusual for the batteries to fail if the green tick was showing but that a number of factors would affect the battery life and could reduce it from the normal five years. These were cold weather spells and of course use in an emergency. Installing heated cabinets was an option and the Ambulance Service could source these at cost if the Council was willing to pay for them. These cabinets would also need to be connected to the electricity. The Clerk confirmed that she was currently able to obtain replacement pads and batteries free of charge through the Ambulance Service. After discussion it was agreed that the best option was to replace the batteries on a three yearly basis to pre-empt their possible failure during their last period of life. Members decided not to purchase heated cabinets at this stage.

(8) Sites and Buildings Committee Recommendations: Members considered the recommendations of the Committee and agreed the following –

Cllr. Van Den Ende was placed in the Waiting Room for the duration of the Allotments Items.

Allotments:

Use of plot 36 by the PNAA (at no charge). To be reviewed after one year.

Maintenance items as listed in the Minutes to be completed.

Rent to remain unchanged at £28 per plot.

Cllr. Van Den Ende returned to the meeting.

Meadows:

Grass cutting contract to be awarded to High Ground Maintenance Ltd for a period of three years from April 2022.

Minor maintenance items to be carried out as listed in the Committee Minutes.

Cut of the car park field to be arranged prior to the 2022 Carnival. Clerk to ask the Council's current grass cutting contractor for a price to cut and mulch the grass.

Quotes to be obtained for work to paths: Noted now obtained at £771.

Quote/Estimate to be obtained for changes to main Knighton Road entrance for consideration as new project in 2022-23.

Quote to be obtained for re-rendering of wall, old Barn area.

Siting of additional non-poisonous tree by Barn to provide ground cover.

Approval given for replacement of Sheep Music stage at cost of £1400 for materials and a possible £150 for labour if volunteers could not be found. Noted that the Carnival Committee were donating £250 towards this.

Quote to be obtained from replacing of timber steps Skateboard Area. Noted and approved at £190 for materials. No labour cost (volunteers to do).

Draft Budget recommendations noted.

Cllr. Wilding pointed out that changes to regulations on the use of red diesel may affect the availability and price of contractors.

Toilets

Cllr. Baynham was placed in the Waiting Room for the duration of the following items.

Cleaning contract for 2022/23 to be awarded to T. Lloyd-John.

Draft budget recommendation of £10,500 for 2022/23, £9500 to be raised from the precept and £1000 to come from allocated reserve for the toilets.

Cllr Baynham returned to the meeting.

MIN 3987 CORRESPONDENCE/GENERAL ITEMS

- (1) Town Wifi Update: The Clerk confirmed that the tenders were expected to go out shortly and that several firms were interested in carrying out the work. The Officer was due to leave the County Council at the end of December and given this the Clerk was asked to chase this up so the tender documents could be sent out before he left.
- (2) Community Broadband Scheme Update: Mr. Ellis from Broadway Partners had now left the firm and Mr. Reece Simmons had been appointed in his place. As he did not start until January a date for the Working Group to meet had not yet been arranged. The Clerk would do this early in 2022.
- (3) Well-Being in Powys – Consultation: Cllr. Baynham encouraged Members to complete this as individuals.
- (4) Review of Bus Routes: Cllr. Baynham suggested that it might be sensible to have fewer trips on the Kington-Presteigne-Knighton route and include others to allow residents to visit Leominster or Llandrindod. The Clerk was asked to write to the Officer at the County Council to suggest a review of the current routes.
- (5) Cabinet Written Statement: Review of the Ethical Standards Framework for Wales: The Clerk highlighted two main points – the possibility of code of conduct training becoming mandatory and the regularisation of the involvement of County Standards Committees.
- (6) Update on Assembly Rooms Lift Installation: Members were pleased to note that agreement had now been reached over the installation of a new lift however Cllr. Kirkby reported that the MBA still awaited a copy of the draft lease. The Clerk was asked to contact the Officer to thank him for resolving the lift issues but asking if the draft lease could be sent urgently to the MBA.
- (7) Updated Tourist Information Map: Members noted the updated map and had no further changes and agreed that the map looked excellent. The Clerk confirmed that the Wifi location points would be added once known.
- (8) WAST - Ambulance Service not calling the First Responders in cardiac arrest situation: Cllr. Baynham reported that during the recent emergency the first responders had not been called despite it being a life or death situation. The First Responders themselves had confirmed that they needed to be called by the Ambulance Service but that this had not happened during the recent incident despite the ambulance taking some time to arrive. Cllr. Davies was aware of another similar incident a week earlier. The Clerk was asked to write to the Ambulance Service to ask what the procedure or protocol was for calling the First Responders and why they were not called to the recent incident on High Street. Members thought it might possibly relate to the anticipated arrival time for an ambulance or if there were budget implications. James Evans MS and Fay Jones MP to be copied into the letter.

MIN 3988 TOWN COUNCIL SURGERY

Cllrs. Wilding and Ruby had attended and two matters had been raised –

Failure of Ambulance Service to contact the First Responders during a recent emergency: See 3987 (8) above).

Fast Traffic using Broadaxe Lane: This was reported to be an issue with satnavs directing traffic along the Lane. It was thought that a sign indicating the road was not suitable for HGVs might help re-direct lorry traffic and Cllr. Baynham agreed to raise this with the Highways Department. She would also ask the Officer if it was possible to alter the national database so that satnavs did not direct traffic this way.

No surgery in January.

MIN 3989 COUNTY COUNCILLOR'S REPORT

Cllr. Baynham reported the following –

- Welsh Government funding settlement due on 20th December and the ongoing effect on the budget setting process.
- Proposal for Mobile Library Service to be withdrawn following the intended introduction of home delivery.
- Suggestion for defibrillator training in early 2022: Clerk to arrange subject to the coronavirus situation.

- Community Broadband Officer leaving the Council.
- Built Heritage Officer had left and had been replaced.

MIN 3990 EMAILS OF COMPLAINT RE. PLANNING COMMENTS

Members had all received copies of the emails received and replies and the Clerk was asked to reply confirming the situation regarding the Minutes, the situation around planning comments etc.

MIN 3991 URGENT BUSINESS INFORMATION

Cllr. Preece reported the sad news of the death of former Town Councillor, Pam Linnett. She would attend the funeral.

MIN 3992 EXCLUSION OF PUBLIC AND PRESS

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 nature of the item.

The Clerk also left the meeting at this point.

MIN 3993 RECOMMENDATIONS OF STAFFING COMMITTEE

Members considered the recommendations of the Committee meeting held on 24th November and agreed the following –

Draft Budget: Annual salary budget for 2022/23 to be set at £25,760.20 (including employer's pension and national insurance contributions) and assuming national pay scale increases of 1.75% for both the 2021-22 year and 2022-23 year.

Training budget of £280 agreed.

Noted there is not yet any confirmed increase in the national pay scales for 2021-22 and 2022-23 and will be no increase in employer's pension contributions.

Change of the date of Annual Appraisal: Cllr Wilding proposed two Councillors carry out the annual appraisal: the Mayor and Chair of the Staffing Committee in November. Cllr. Baynham seconded the proposal, all present agreed.

Locum Appointment to Cover Sickness: It was agreed for Cllrs. Davies and Baynham to research providing a locum to cover for the Clerk in the event of any long-term sickness. However, it was noted there is currently no budget provision for this.

Work/Life Balance and Holidays: It was unanimously agreed not to employ a locum to cover short term absences such as holidays or short-term sickness. Following a full discussion Cllr. Kirkby proposed the original recommendations be amended to - the Town Clerk to review the number of additional meetings she attends to help with work/life balance and allow holidays to take place. The Staffing Committee to review this at the next meeting, seconded by Cllr Wilding, and unanimously agreed. It was agreed as on-going good practice to request the Clerk continuously questions the need to attend extra meetings and for her to make the decision on what is necessary.

It was agreed that the Staffing Committee meet again in three months to review the allotment hours/payment and any additional work the Clerk identifies.

Weekend Contact: Whilst Councillors had no problem with the Clerk working flexible hours throughout the seven day week at her own discretion, it was felt that, unless it was urgent, Members to be discouraged from making contact at the weekends.

Work Mobile: It was agreed to ask the Clerk to consider the offer of a work mobile telephone to enable out of hours voice messages to be left.

Allotments: It was confirmed Cllr Bennett was the current Allotment Liaison Member, therefore, looking to appoint someone else was not necessary. It was agreed to request the Chair of the Allotment Association be asked to contact Cllr. Bennett in the first instance with any future concerns.

A full confidential note of the discussions to be included on the staffing file.

The meeting closed 10.40pm.

PRESTEIGNE AND NORTON TOWN COUNCIL

CLERK'S REPORT

JANUARY 2022

1. Bus Stop, Norton: PCC have agreed to put a new timetable display board and re-print the timetables in Norton. This should be done in early January.
2. Works to Footpath, Clatterbrook: As per the email sent works were expected to commence on 27th December and it was hoped to complete them by 14th January.
3. Emails from TC to Members: I am occasionally getting a number of emails bouncing back when sent as a group – this means I then have to re-send individually which is a very slow way of doing it! I will have let you know if there is a problem - if you could add the TC email address to your contacts this may help.
4. First Responders/Ambulance Service: Reply from James Evans MS below –
Thank you for forwarding me a copy of your letter to the Ambulance Service. I am very sorry to hear of the sad news of the gentleman's passing. Please pass on my thanks and gratitude to those members of the public that offered assistance and did all they could. I am deeply concerned over the lack of Ambulance provision right throughout the County. I do not know the policy of when First Responders are called upon, so I am interested to see their reply. I am hearing reports almost on a daily basis from constituents who are facing unacceptable ambulance response times. This has resulted in significantly worse outcomes for the patient's recovery, especially with strokes, and sadly in this instance, the loss of a life.
I have met with representatives from the Ambulance Service – management and frontline staff – who tell me they are regularly waiting 6+ hours outside the A&E departments of our major hospitals. They have been working with the District General Hospitals to try to reduce the handover times but the A&E departments have been unable to improve this. The situation does not improve once inside the hospital as there are acute staffing shortages and lack of beds.
The latest update I have from Welsh Ambulance Service is that there will be additional Army personnel being deployed in early January to help with the staff shortages and provide additional cover for Mid Wales.
I raise this with the Health Minister, Eluned Morgan MS on a regular basis. I would urge many of you to do the same. As well as the role of Health Minister, Eluned is a regional Senedd Member for Mid & West Wales and as such, she is here to serve you. Her email address is:
correspondence.eluned.morgan@gov.wales
5. Dark Skies Application: Kerem and Leigh intend to finalise the application to become a dark skies community in the Spring once the street lighting is complete.
6. Norton Sewerage Works: As requested I contacted Welsh Water re the lack of a phosphate permit and received the following reply – *'I can confirm that we have recently completed a scheme to pump all sewage flows from Norton to Presteigne Wastewater Treatment Works (WwTW). At the current time, there is no Phosphate permit at Presteigne WwTW but we are currently undertaking a scheme to introduce one by 31st March 2025 (which is the end of our current capital investment programme (AMP7)) in line with the environmental obligations identified by our environmental regulator Natural Resources Wales (NRW) in their National Environment Programme (NEP).'*
7. New Duties under the Local Government and Elections (Wales) Act 2021: A reminder of those duties which will come into force in May 2022 –

Duty to publish an annual report: This will relate to the 2021-22 Council year and must be published by December 2022 although with elections taking place in May I am keen to get it completed as much as possible before then. It is also much more relevant the more current it is.

Ability to exercise general power of competence if eligible: As things stand you will be eligible to do this (unqualified audits for two years, qualified Clerk, two thirds of Council elected (this includes elected unopposed). Of course the May elections may alter the final qualification. It would seem sensible to become an 'eligible community council' as this means the S.137 limit is no longer of concern. If still eligible then I suggest this is considered as part of the Annual May meeting.

Duty to make opportunity for public to participate in Council Meetings: At present the Council only permits this by prior request and for a short period of time (see Council Standing Orders). Welsh Government have not issued any detailed guidance for this but states **'the person presiding over the meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting'**. Some Councils already have an open ten minutes at the start of each meeting for the public to speak without advance notice. NB - This provision does not mean that the public can take part in the debate. A decision is needed on how the Council wishes this to be managed so that Standing Orders can be updated prior to May.

Training plans to be produced for both Clerk and Members (by 5th November, 2022). Key areas highlighted for attention are general induction, code of conduct and financial management. One Voice Wales provides these courses (currently online) and they are normally about two hours each. The training plan must include details on the type of training, numbers to attend, timeframe for completion, costs. The plan must be reviewed at least on every ordinary election of the Council but it is recommended for review more often for example on co-option, provision of a new service. It is probably best that this be considered after May when the new Council is in place.

8. Rambler's Cymru Paths to Well Being Project: Members will remember I applied for Presteigne and Norton to be part of this project. Sadly just three areas were successful in mid Wales - Llechryd, Penparcau and Rhayader.

9. Boultonbrook Weir: I checked with CPAT after the New Year and the planned site visit has not yet taken place but is due to do so shortly.

10. Grass Cutting and Toilet Cleaning Contracts: These have been issued and sent off for signing by each contractor.

11. Christmas Lights: I have a quote from the existing contractor for 2022 but will seek additional quotes before the February meeting.

12. Delegation of Powers: As per the query raised at the end of the December meeting below is the section of the regulations –

Local Government Act 1972 s.101 – a local authority may arrange for the discharge of any of their functions –

(a) by a committee, a sub-committee or an officer of the authority; or

(b) by any other local authority.

There is no provision to delegate to an individual Member alone, even the Mayor.

There is also no provision possible for having an emergency budget which can be spent without any of the above authorities. Your free reserves provide your emergency funds for unexpected events but use of these still require approval as above.

Accounting statements 2020-21 for:

Name of body: **PRESTEIGNE AND NORTON TOWN COUNCIL**

	Year ending		Notes and guidance for compilers				
	31 March 2020 (£)	31 March 2021 (£)					
Statement of income and expenditure/receipts and payments							
1. Balances brought forward	116034	116943	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.				
2. (+) Income from local taxation/levy	69634	70851	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.				
3. (+) Total other receipts	37869	12635	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.				
4. (-) Staff costs	23843	24829	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.				
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).				
6. (-) Total other payments	82750	54331	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	116943	121269	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).				
Statement of balances							
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.				
9. (+) Total cash and investments	116943	121269	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.				
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.				
11. (=) Balances carried forward	116943	121269	Total balances should equal line 7 above: Enter the total of (8+9-10).				
12. Total fixed assets and long-term assets	224022	230230	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.				
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).

Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2021, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> effective financial management during the year, and the preparation and approval of the accounting statements. 	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none"> discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. 	<input type="radio"/>	<input type="radio"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2020-21 was £8.32 per elector.

In 2020-21, the Council made payments totalling £5085 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO

I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2021.

RFO signature: *T.A. Price*

Name: MRS T.A. PRICE

Date: 19 MAY 2021

Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

Minute ref: 3901(5) MAY MINUTES

Chair of meeting signature: *F.H. Preece*

Name: CLLR. F. PREECE, CHAIR

Date: 19 MAY 2021

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2021 of:

Presteigne and Norton Town Council

Auditor General's report

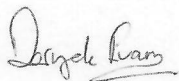
Audit opinion - Unqualified

On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's/Committee's governance arrangements; and
- that the Council/Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

The Council approved its Annual Governance Statement before receiving the Internal Audit report. The Internal Audit report is an important element of the assurance the Council receives over its system of internal control that its reports on in the Annual Governance Statement. When approving the Annual Governance Statement, the Council lacked the evidence to support its assertions. We recommend that for 2021-22 onwards, the Council receives and considers the Internal Audit report before it approves its Annual Governance Statement.



Deryck Evans, Audit Manager, Audit Wales
For and on behalf of the Auditor General for Wales

Date: 22/12/2021

* Delete as appropriate.

Annual internal audit report to:

Name of body:

PRESTEIGNE + NORTON TOWN COUNCIL

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2021.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No ¹	N/A	Not covered ²	
1. Appropriate books of account have been properly kept throughout the year.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	✓				
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	✓				

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 14/5/2021.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: LEE STEPHENS
Signature of person who carried out the internal audit: [Signature]
Date: 12/5/2021

Standing Orders 3e to 3k – Public Participation

- e) 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
- f) The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed TEN minutes unless directed by the chairman of the meeting.
- g) Subject to standing order 3(f), a member of the public shall not speak for more than THREE minutes.
- h) In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i) A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j) A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k) Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.