

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

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Mrs Tracey Price (Clerk)  
Garn Farm  
Chapel Lawn  
Bucknell  
Shropshire.  
SY7 0BT

9<sup>th</sup> June, 2022

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council on **WEDNESDAY 15<sup>th</sup> JUNE, 2022 at 7.30 p.m.** at the Assembly Rooms, Broad Street, Presteigne and also via video conferencing and you are hereby summoned to attend.

This meeting may be held entirely by video conferencing. A note will be put on the town website if this is the case and Members will be notified by email.

The public and press are cordially invited to attend.

Join Zoom Meeting –

<https://us06web.zoom.us/j/85494189674?pwd=ajJvQ2krcUVWdWoybVJudENGd2NVQT09>

Meeting ID: 854 9418 9674

Passcode: 859804

Dial by your location 0203 481 5240 United Kingdom

*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.*

Yours sincerely

Tracey Price  
**TOWN CLERK**

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**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 annual and ordinary meetings held on 18<sup>th</sup> May, 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 Meetings of 18<sup>th</sup> May. Also to receive the Clerk's Report.

### 5. FINANCE

a) Donations: To approve the following donations – None this month.  
To note the letter of thanks from East Radnorshire Care.

b) Payments: to approve the following payments –

Mrs T.A. Price	£1393.22
D. Edwards (Mayor's Allowance – first payment (inc HMRC tax due)	
HM Revenue & Customs	£500.00
NEST (Pension contributions)	£591.55
Mrs. T. Lloyd-John	£132.30
Artisan Print (jubilee posters)	£654.23
Powys County Council (cont. twds roundabout W/T)	£18.67
B. Baynham (refund jubilee expenses)	£1000.00
Screwfix (refund T. Price) (toilets)	£153.34
Hart Plumbing Spares (refund T. Price) (toilets)	£60.97
Highground Maintenance Ltd (grass cutting)	£26.15
Cloudy IT (It equipment)	£345.89 MEADOW ACC
Dilwyns (search fees land purchase)	£5838.00
J. Cartwright (Mr. Bamboozle - Jubilee)	£600.00
B. Baynham (refund sundry invoices – Jubilee)	£150.00
N. Close	£179.83
N. Close	£112.00
	£217.00 MEADOW ACC

c) Mayor's Expenses 2021-22: To note the planned expenditure for the remaining amount of expenses (Cllr. Preece) (remaining amount £257.83)(Clerk's Report 2a).

d) IT Equipment for Hybrid Meetings Update. (Clerk's Report 2b).

e) Debit Card Policy: To consider and approve the debit card policy (as included within the meeting papers).

### 6. PLANNING

a) To consider applications received:

22/0901/TRE Grid Ref: E: 331550 N: 264609 Proposal: Works to tree in a conservation area Location: Garrison Cottage, Church Street, Presteigne Powys LD8 2BU.

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 –  
21/1900/FUL Holiday Chalet at Harp Meadow: Consent 12<sup>th</sup> May.  
22/0026/HH Breeze Cottage, 3 Fold Farm: Approval 19<sup>th</sup> May.



- 22/0027/LBC Breeze Cottage, 3 Fold Farm: Approval 19<sup>th</sup> May.  
c) Powys LDP Settlement Audit Questions: To agree responses (as circulated 31<sup>st</sup> May).

**7. HIGHWAYS, HOUSING AND ENVIRONMENT**

- a) Dark Skies/Lighting Application Update. To include lighting update at Milbank, Norton.
- b) Climate Crisis Update. To include
  - Nature Reserve Grant Update and agreement of next steps.
  - Update re. reusable cups/glasses.
- c) Welsh Water Sewage System Upgrade Update on phosphate concerns from Planning Department.
- d) Fold Farm Footpath Update: Report by Cllr. Williams.
- e) Complaint of 'humming' noise in and around Presteigne.
- f) Lugg Bridge: To receive the update from NRW and consider any further steps needed. (See Clerk's Report 3a).
- g) Fold Farm Footpath Update (Cllr. Williams).
- h) Grass Cutting Update (Cllr. Baynham).
- i) Update re. Street Cleaning Project and PACDG intention to cease administration at the end of 2022 and use of remaining hours/monies.
- j) Expiry of Permissive Footpath Agreement – Rockbridge: To consider renewal.
- k) Bus Stop Timetables and Cases Update on progress.
- l) Reporting of highway related matters to PCC.

**8. NORTON**

- a) Norton Community Trust Update.
- b) Community Speedwatch: Update.

**9. SITES AND BUILDINGS MATTERS**

- a) Public Conveniences: To consider deep clean of mould patches etc. at Wilson Terrace.
- b) Allotments: Nothing to report.
- c) Meadows: To include –  
To agree works including strimming to hedge, MUGA, allotment visibility splay, general works as needed.
- d) Boultonbrook Weir: Update on planned works.
- e) Replacement Swing Wilson Terrace: Update. (See Clerk's Report 5a)
- f) Withy Beds: Update (see Clerk's Report 5b)

**10. CORRESPONDENCE/GENERAL ITEMS**

- a) Town Wifi Update. Including SMART Town Pilot Project. (Clerk's Report 6a).
- b) Community Broadband Scheme Update.
- c) Storage Arrangements – Town Council Documents.
- d) Platinum Jubilee Celebrations Report.
- e) Future of Old PCC Depot Site (Cllr. Baynham).
- f) Letter re. condition of property on Hereford Street.
- g) Powys Investment Plans Initiative – Presteigne: Report on initial meetings and next steps.
- h) Letter of Thanks from Welsh Government re focus group on new Finance and Governance Toolkit.
- i) To consider and approve the draft Council Training Policy (as circulated).

j) Albert Square Pump etc: To consider requesting PCC remove dying holly and fix signs to Wall.

k) Repairs and updating of Mayor's Chain.

**12. TOWN COUNCIL SURGERY**

To review matters from the June Surgery.  
Members to attend the July Surgery.

**13. COUNTY COUNCILLOR REPORTS**

**14. ANY URGENT BUSINESS INFORMATION (at discretion of Chair)  
(Information only items)**

**15. ITEMS FOR THE NEXT AGENDA**

**Enc.** *Clerk's Report June. Minutes of May Meetings. Various Background papers.*



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

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## **MINUTES OF THE ANNUAL MEETING HELD ON 18TH MAY 2022 HELD AT THE JUDGE'S LODGINGS (MAYOR MAKING) AND THEN THE ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND ALSO VIA VIDEO CONFERENCING**

Present: Cllrs. D. Edwards (Mayor), B. Baynham (Deputy Mayor), F. Preece, T. Owens, R. Bamford, L. Abecasis, M. Williams.

Apologies: None.

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.*

The first part of the meeting was held in the Courtroom at the Judge's Lodgings.

Prior to the commencement of the formal meeting Cllr. Preece presented certificates to those retiring Members present, Mr. R. Bennett, Mr. C. Kirkby, Ms. D. Davies, Ms. C. Ruby and Ms. K. Van Den Ende. In addition, in recognition of his long service and eight times as Town Mayor, Mr. Kirkby was presented with an engraved paperweight. Certificates for those not present would be presented informally as soon as possible.

### **MIN 4048 ELECTION OF TOWN MAYOR AND CHAIRMAN 2022/23**

Cllr. Preece opened the meeting by welcoming everyone, particularly the new Members. She then spoke for a short while on the highlights from her year in office including the formal opening of the cemetery extension, the successful grant application for play equipment at Lugg View, the work of the Climate Action Working Group, the ongoing work on the dark skies project, the town wifi system and the community broadband project. In addition the town benches had all been refurbished thanks to very generous financial support from a former Town Mayor. However the biggest achievement in the past year was of course the successful grant application to make a new Woodland Nature reserve in Presteigne. Cllr. Preece concluded by wishing her successor good luck for their term in office and invited nominations for Mayor/Chairman for 2022-23.

Cllr. Edwards was proposed by Cllr. Owens. This was seconded by Cllr. Baynham. There were no other nominations and Cllr. Edwards was elected unanimously.

Cllr. Edwards then duly completed her formal acceptance of Office, witnessed by the Clerk. She thanked Members for her election, Cllr. Preece for her work during her term as Mayor and all those re-elected to the Town Council for putting themselves forward.

### **MIN 4049 DECLARATIONS OF ACCEPTANCE OF OFFICE – ALL MEMBERS**

All Members duly completed their declaration forms witnessed by the Clerk.

It was agreed that the closing date for applicants to be co-opted onto the Council would be 30<sup>th</sup> June.

### **MIN 4050 ELECTION OF DEPUTY MAYOR AND VICE-CHAIRMAN 2022/23**

Cllr. Edwards then invited nominations for Deputy Mayor. Cllr. Baynham was proposed by Cllr. Preece and seconded by Cllr. Bamford. There were no other nominations and Cllr. Baynham was elected unanimously.



Members then removed to the Assembly Rooms to continue business.

The meeting was briefly adjourned to virtually present a certificate and engraved paperweight (for long service) to Mr. J. Wilding who attended via zoom.

Cllr. Edwards confirmed the election of the Mayor/Chairman and Deputy and the declarations of acceptance of office/office of Chairman/Mayor for the benefit of those attending via zoom.

#### **MIN 4051 REVIEW OF MEMBERSHIP COMMITTEES/WORKING GROUPS**

Given that a number of vacancies remained following the election it was agreed to defer the majority of the memberships until those spaces were filled and consider them in September.

In order to maintain Council business in the meantime the following Members were appointed –

SITES AND BUILDINGS COMMITTEE: Cllr. Bamford.

CLIMATE CRISIS WORKING GROUP: Cllr. Bamford.

BROADBAND PROJECT WORKING GROUP: Cllr. Owens.

TOWN WIFI: Cllr. Abecasis.

NATURE RESERVE WORKING GROUP: Cllr. Bamford.

#### **MIN 4052 REVIEW OF APPOINTMENT OF COUNCIL REPRESENTATIVES TO OUTSIDE BODIES**

The following representatives were agreed -

Presteigne Primary School

Cllr. Preece.

One Voice Wales

Cllrs. Edwards and Baynham.

East Radnorshire Day Care Centre

Cllrs. Edwards. One more to be appointed in September.

Presteigne Trust - Noted that a number of previous Town Councillors are full Directors. Cllrs. Edwards and Bamford. To review in September.

All other representatives would be appointed in September.

#### **MIN 4053 REVIEW AND CONFIRMATION OF COUNCIL DOCUMENTS**

(1) Standing Orders: Confirmed with the addition of reference to hybrid and online only meetings. The serving of the summons to attend meetings was re-confirmed.

(2) Financial Regulations: Confirmed unchanged.

(3) Council Complaints Procedure: Confirmed unchanged.

(4) Freedom of Information Documents: Confirmed unchanged.

Social Media Policy: Confirmed unchanged.

Staffing related policies: Confirmed unchanged.

(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: The following payments would be available in the municipal year May 2022 to April 2023:

- An annual sum of £150 per year per Member, paid in arrears (statutory).
- To continue to reimburse the cost of travel expenses incurred for travel on Council business outside the Community Council area.
- To refund the cost of care expenses up to the stated cost of £403 per month (statutory)
- The payment of the Mayor/Chairman's Allowance plus a separate budget for expenses.

(7) Data Protection Documents: Confirmed unchanged.

(8) Grant Awarding Policy/Procedure: Confirmed unchanged.



(9) Council Training Plan: The Clerk would produce a draft policy for Members' comments in due course.

(10) Annual Report: The Clerk explained that this would be the first Annual Report for the Council and that this was now compulsory. She reminded Members of the need to submit a short statement on themselves for inclusion and also to contact her with ideas/drafts of any article they felt would be useful.

#### **MIN 4054 MEMBER ATTENDANCE**

Member attendance records for 2021/22 were duly noted. Cllr. Edwards congratulated Cllrs. Preece, Owens and Kirkby for their 100% attendance.

#### **MIN 4055 GENERAL POWER OF COMPETENCE**

Members noted that the general power of competence was now available to eligible Councils subject to this being declared at the annual meeting. Unfortunately, although two of the three conditions had been met, as less than two thirds of the Council had been formally elected it was not possible to use the power at present. In response to a question from Cllr. Owens the Clerk confirmed that the position would not change following the co-options to fill the remaining vacancies as these Members would not have been formally elected.

The Annual Meeting closed at 8pm.

The Annual Meeting was followed immediately by the ordinary business meeting.

# **MINUTES OF THE ORDINARY BUSINESS MEETING HELD ON 18TH MAY 2022 HELD AT THE ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND VIA VIDEO CONFERENCING**

Present: Cllrs. D. Edwards (Mayor), B. Baynham (Deputy Mayor), F. Preece, T. Owens, R. Bamford, L. Abecasis, M. Williams.

Apologies: None

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.*

## **MIN 4056 APPROVAL OF MINUTES**

The Minutes of the meeting held on 20th April, 2022 were approved without amendment. The Chairman duly signed the Minutes.

## **MIN 4057 UPDATE ON OUTSTANDING ITEMS**

- (1) Swing, Wilson Terrace: The normal swing had still not yet been replaced by the toddler seat promised. The Clerk would chase.
- (2) Bus Timetables and Cases: Still not changed/renewed in Norton or the by-pass car park.
- (3) Tree Concerns re TPOs, County Council website etc: No formal response as yet.
- (4) Rabbit Numbers on Went's Meadow: Cllr. Baynham reported that she had received a further complaint. The Clerk was asked to make sure that any holes were checked and filled as much as possible during the regular inspections.
- (5) Rat Problem: The Clerk reported that the rats were again being fed near to the old Barn on the Meadow.
- (6) Insurance Requirements for Users of the Barn/Meadow: The Clerk confirmed that existing regular users had been informed of the need for insurance and there had been no problems to date although one had not yet replied.
- (7) Painting Of Cemetery Gate: Cllr. Baynham suggested that quotes be obtained for painting the gates with a view to the Town Council possibly paying for the work given the County Council had no further monies to spend at present. Cllr. Owens felt that as a County Council responsibility then that Council should pay. Following discussion it was agreed that quotes be obtained and that the Town Council would consider whether to pay for the work depending on the total cost.
- (8) Tourist Information Boards: Members all felt the Boards were excellent and noted their thanks to all involved in the project.
- (9) New Housing Estate, Maes Corton: The occupancy details were noted.
- (10) Training Plans: The Clerk reminded Members of the need for a training plan to cover both Members and herself as Clerk. She would be working on a draft policy for Members consideration in the coming months.
- (11) IT Equipment: The Clerk provided an update on the situation regarding the grant funding available and the new fund which had just opened the previous day. In order to purchase the equipment demonstrated to the Clerk and Cllr. Owens 20% match funding would be required and this would be more than currently allocated in the budget. Members considered the options in detail, including possibly applying for equipment similar to that currently being used. It was agreed to increase the budget to £973 to allow an application to be made to the new Arwain fund for the specialised equipment.

## **MIN 4058 FINANCE**

- (1) Donations: The following grants/donation was approved –  
Norton Community Trust £5000.00 (precepted)  
Process for National Organisation Applications for 2022-23 and request for donation – Kid's Cancer Charity: Members considered the process followed in 2021-22. It was agreed that all applications of this



type be deferred until the grant awarding policy working group could meet to discuss the applications process generally. The Kid's Cancer Trust would be notified.

Members noted the letters of thanks from PACDG and Warden Guardian Foundation.

(2) Payments: The following payments were approved –

Leo Pest Control	£312.00 MEADOW ACCOUNT
Highline Electrical (2021 Xmas lights)	£720.00
Highground Maintenance Ltd	£345.89 MEADOW ACCOUNT
Presteigne Building Supplies	£30.99 MEADOW ACCOUNT
Llandrindod Wells Town Council (training places)	£45.00
Information Commissioner (data registration)	£35.00
PACDG (street cleaning 2 <sup>nd</sup> payment in 22-23)	£250.00
Mrs T. Price (salary)	£1393.42
HMRC (Tax/Ni)	£591.35
NEST (Pension)	£132.30 DIRECT DEBIT
T. Lloyd-John	£628.23
JRB Enterprises Ltd (dog bags)	£841.20 MEADOW ACCOUNT
HSBC (bank charges)	£8.00 (Bank deduction)
HSBC (bank Charges)	£8.00 MEADOW ACCOUNT
EDF Energy (electricity Wilson Terrace Toilets)	£36.49
Clubsport (paperweights – Mayor's Expenses)	£61.97
Amazon (certificate frames – Mayor's Expenses)	£63.92

(3) Receipts: The following receipt was noted -

Powys County Council 1<sup>st</sup> Precept Payment £23,549.04

(4) External Audit/Annual Return and Governance Statement: The Clerk reminded Members of the annual governance statements previously circulated. Members approved the Annual Return and Annual Governance Statements for submission to the External Auditors together with the associated papers.

(5) Bank Transfers: The following transfers were approved -

- Precepted amount (2022/23) of £11,450.00 from the Treasurer Account to the Meadow Account.
- Transfer of the VAT reclaim for 2022/23 of £2434.62 from the Treasurer account to the Meadow account.

(6) The bank balances at 7th May 2022 were noted as:

Treasurer	£58,970.49	Money Manager	£218,043.32
Meadow	£23,720.37		
Warden Reserve	£1,017.19	Capital Reserve	£30,655.52

(7) Review of the Signatories on Bank Mandate Form: New signatories were confirmed as Cllrs. Baynham, Owens, Preece, Edwards, Bamford and Abecasis.

Member to have view only access to carry out weekly checks on the accounts: Agreed to be Cllr. Baynham.

(8) Allocation to Capital Reserve: Agreed £2000 2022/23 allocated reserve budget for the MUGA etc be allocated to sit within the capital account.

(9) Debit Card Applications Update: Still in progress. The Clerk informed Members that a Debit Card Policy would be needed to ensure correct use.

(10) Request from PACDG - Additional Funds for Street Cleaning: The Clerk reminded Members of the recent and current budgets for this activity and that the balance held was on the agenda for payment this month. Members agreed not to increase the budget for this current year but suggested that the group approach in December prior to the budget setting process for 2023/24. When reviewing the budget Members would also consider whether the project would be better taken in house for future years.

## **MIN 4059 PLANNING**

*Cllr. Baynham left the room for the duration of the following item.*

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

22/0685/HH Grid Reference: E:331324 N: 264458 Proposal: Erection of garden studio room Site Address: Castle Barn, 40A High Street, Presteigne, Powys LD8 2BE. Resolved no objections be raised.

*Cllr. Baynham returned to the room.*

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

22/010//FUL, Cottage, Wild Meadow: Approval 25<sup>th</sup> April.

22/0109/REM, Cottage, Wild Meadow: Approval 25<sup>th</sup> April.



(3) Update on Planning Enforcement Cases: The Clerk reported that she had received no further information other than that Officers were investigating.

#### **MIN 4060 HIGHWAYS, HOUSING AND ENVIRONMENT**

(1) Dark Skies Project Update.

- Arrangements and Members to be part of BBC One Wales filming: Confirmed that Cllr. Baynham attend as both County and Town Council Member at the filming on 19<sup>th</sup> May.
- Lighting Policy for Presteigne and Norton: The Clerk confirmed that this was in the process of being drafted for adding as an appendix to the County lighting policy. Members would receive a draft copy for approval in due course.
- Concerns of Milbank Residents: Cllr. Edwards reported receiving concerns from residents of Milbank in Norton over a lack of lighting on parts of the Estate. The Clerk was asked to contact the street lighting section to ask if there were any improvements to be made.

(2) Climate Crisis Update: To include -

- Free Tree for each Household in Wales: Members agreed that Cllr. Bamford could look into the Council hosting a hub in the town and were pleased to learn that the Youth Project was willing for the rear of the Old School to be used. It was noted that the trees would not be available to those living over the border in England as the funding was from Welsh Government. The Clerk would respond expressing an interest in hosting a hub.
- Car Sharing: Members noted the suggestion from a resident that the Council organise a car sharing project. It was not felt practical that the Council take this forward but Cllr. Bamford agreed to look into this further to see if a community group could be formed to look into running such a project.
- Local Places for Nature – 2022 Application Information: Noted.
- Nature Reserve: Cllr. Bamford confirmed that she had been in touch with the current owner who had agreed that the planned ground survey could be undertaken by children from the school.

(3) Welsh Water Sewerage System Update: The Clerk confirmed that Welsh Water had indicated that it would not be possible to bring forward the works to obtain a phosphate permit but had suggested that the planning authority could include Grampian conditions to allow planning applications to be determined and work to commence providing the properties were not occupied until the phosphate problem had been addressed. She had asked the planning authority for its view on this and an initial response had been made about which she had sought further clarification.

(4) Fold Farm Footpath Update: The Clerk reported that she had raised the Council's concerns about being misdirected to the Ombudsman but had not yet received a reply. She had also contacted the planning inspectorate, MS etc to ask for help and support. James Evans MS had offered to assist if possible and his office had also indicated that the inability of the Ombudsman to deal with a complaint submitted by a local authority and that the remit of that office was to be reviewed. This did not help in the short term however. The Clerk had also contacted the ramblers and a meeting was due to be held on 9<sup>th</sup> June to discuss the present situation. Cllr. Williams would attend on behalf of the Council.

(5) Idling Buses: Members noted that the Secondary School was monitoring the situation.

(6) Woodland Creation: Members noted the email from Pryor and Rickett Silviculture on establishing contact with the Community Council over woodlands in Wales. It was agreed to receive written information but not to invite the company to attend a Council meeting.

(7) Potential Removal of Barriers at Underpass: Cllr. Baynham reported that this had been raised by the safe routes officer in order to comply with the recommendations of Sustrans. However she and the Clerk had both confirmed to the County Council that the staggered barriers had been put in place in response to Town Council concerns and reports of incidents where bicycles had not slowed on entering the underpass and had collisions with pedestrians. The barriers were to be left in place for the time being.

(8) Damage to Flood Defence, Lugg Bridge: Members noted that an officer had confirmed that Natural Resources Wales was monitoring the situation. They were aware that part of a flood defence (which is not owned by NRW) had collapsed along the river Lugg abutting a property. The house, and the land upon which it sits are owned by a resident and they understand that he has informed his insurers who have undertaken a survey which NRW had not yet seen. They confirmed that NRW's powers relating to flood defence were permissive powers rather than duties and therefore would consider in time, and when they have further information particularly with regards to safety and flood risk, what if any action they will take. The Clerk would ask for an update before the next meeting.



(9) Felling of Cherry Tree, By Pass: Cllr. Bamford had raised this as a concern and asked if it had been necessary to remove the whole tree. Cllr. Baynham confirmed that the tree had been split in the middle and removed for safety reasons. She added that an orange blossom tree had already been planted as a replacement. She also clarified the lack of a 'Tree Officer' at the County Council stating that there was a Tree Officer, who, although engaged primarily to deal with ash die back, also provided advice on other tree related matters.

(10) Re-painting of Town Finger Posts: The Clerk reported that it was presently not proving possible to take the posts apart in order to paint and re-letter them. Cllr. Baynham had asked the County Council Works Manager to see if one of their men could assist.

#### **MIN 4061      NORTON**

(1) Community Trust Update: Cllr. Edwards confirmed the lease was now signed and that fund raising and grant applications were underway.

(2) Norton Manor Defibrillator Update: Ownership now formally transferred on 'The Circuit' to the Council.

#### **MIN 4062      SITES AND BUILDINGS**

(1) Public Conveniences: Nothing to report.

(2) Allotments: Former Cllr. Bennett had carried out the repairs mentioned at the last meeting.

(3) Meadows:

- Use by Sheep Music for Fund Raising Event - 25<sup>th</sup> June: Noted and agreed.
- Use by Knighton Scout Group for camping/slip 'n slide - 10-12<sup>th</sup> June: Noted and agreed.
- Use by Radnorshire Wildlife Trust: Volunteer Event – 21-22 July: Noted and agreed.
- Provision of Community Storage: Cllr. Bamford outlined some possibilities for storage etc on the Meadow. She agreed to look into some costings and designs and report back to the Council.

#### **MIN 4063      CORRESPONDENCE/GENERAL ITEMS**

(1) Letter from Powys County Council re. nomination of Community Council representative on Community Sub Committee of Powys Standards Committee: No one wished to be nominated.

(2) Town Wifi Update: The Clerk reported that four buildings were now signed up to the scheme and that it was hoped that these installations would happen in mid-June. There was a delay with the County Council giving permission to use the Assembly Rooms building (for two units) as the Built Heritage Officer felt listed building consent may be required. This was being investigated.

(3) Community Broadband Scheme Update: The Clerk reported that numbers had slowed but that the intention was to attend the June Farmer's Market with the PCC Community Broadband Officer and the Broadway Partners Officer to promote the project. Cllr. Abecasis agreed to promote the project and the Clerk agreed to supply him with information/forms for completion.

(4) Storage of Council Documents Update: The Clerk reported that the Judge's Lodging did not have space for any Council storage and would only be interested in very few documents for historical reasons. She would proceed to have a good cull of the documents presently stored and continue to investigate the options and costs for digital scanning.

(5) Platinum Jubilee Celebrations Update: Cllrs. Baynham and Edwards updated Members on the arrangements for the celebrations in Presteigne and Norton respectively.

#### **MIN 4064      TOWN COUNCIL SURGERY**

There had been no Surgery in May due to the elections. No one was available for the June Surgery but the Clerk would attend to assist in promoting the broadband project.

#### **MIN 4065      COUNTY COUNCILLOR REPORTS**

Cllr. Baynham reported the following –

- County Council AGM on 26<sup>th</sup> May.
- Issues with Grass Cutting: She was still awaiting the final maps but had a number of concerns over areas not cut and would be raising these with the relevant Officer. She pointed out that rude and unpleasant comments on social media and asked that anyone with concerns be advised to contact her direct so that she could address any issues.

Cllr. Edwards had nothing to report at this point having only recently been elected.

**MIN 4066      URGENT BUSINESS INFORMATION**

The were no items of urgent business information and the Clerk advised that items for the next agenda should be forwarded to her as soon as possible

The meeting closed at 10.10 pm

DRAFT



# PRESTEIGNE AND NORTON TOWN COUNCIL

## CLERK'S REPORT - JUNE 2022

### 1. INFORMATION –

a) Training and Training Plans: The Councillor induction training session held by One Voice Wales was attended by Cllrs. Edwards, Abecasis and Williams. I hope you all found it useful. All OVW courses are currently online which does make it easier to attend. I do occasionally send around the course lists so if you are interested in any please let me know – we do have a budget for some training for Members. I highly recommend the code of conduct module although it does not take into account the dispensations granted by the County Council which is a shame.

b) The Caring for God's Acre people noted that the small willow tree in the middle of the bigger roundabout could do with a tree guard round it as the rabbits have been nibbling the bark. They will put one on when next in Presteigne.

### 2. FINANCE –

a) Mayor's Expenses: Cllr. Preece has just over £250 remaining from her year in office. 2021-22 was the first year when the Mayor's Allowance has been separated from the expenses (in previous years all was included under Mayor's Allowance and paid to the Mayor through the payroll. Having discussed possibilities with Cllr. Preece and also having consulted other neighbouring Councils I have not found any with a formal expenses policy for their Mayor but the consensus seems to be that it can be used as necessary.

b) LEADER Grant for IT Meeting Equipment: I am pleased to confirm that the grant application was successful and the equipment ordered. At the time of writing I do not have a delivery date – it is possible it may be in use at the June meeting!

### 3. HIGHWAYS ETC –

a) Lugg Bridge: I have followed up with both the NRW Officers. They continue to monitor the site on a weekly basis and say 'I have been taking photographs to provide visual monitoring of the site i.e. signs of the building condition worsening any pollutants visible. To date we have only witnessed increased scour from underneath the house and the cracks slightly widening.' They have also been in touch with the householder's insurance company but have not yet received the survey.

4. NORTON – No items this month.

### 5. SITES AND BUILDINGS –

a) Wilson Terrace Swing: A new toddler swing is apparently on order hence a normal swing has been installed in the interim period.

b) Future of Worthy Beds: This is advance notice that Powys County Council wish to enter into discussions about this area of land in the Autumn (once the Town Council is back to full numbers) and subject to the views of the Wildlife Trust (current tenants) at the time.

### 6. CORRESPONDENCE –

a) Town Wifi and SMART Towns: Here is the detail from the SMART towns pilot project that it is hoped will be set up in Presteigne very soon - Presteigne Business case: There are two marked up parking bays on a street in Presteigne. Parking in these bays is fine. However, cars often park behind and in front of the marked bays (essentially 4 cars) which causes deliveries to the town to be difficult or impossible because the illegally parked vehicles prevent delivery vehicles turning around the corner. It is proposed to install two parking sensors where the illegal parking takes place to build up accurate data on when, how often and duration of the illegal stays. This information can then reliably inform Powys CC of the situation so that enforcement can be targeted. The project will:

- Supply and assist with fitting of two parking sensors in the town
- Design a dashboard to display the sensor data
- Provide dashboard access to the town clerk
- Provide PDF reports on parking activity for presentation to Powys CC enforcement
- Write up a case study for the online resource and create video case study/ promotional piece.
- Host the sensors for 6 months (after which they can be transferred to a town dashboard if available)



# **Presteigne and Norton Town Council - Debit Card Policy**

## **1 Introduction**

1.1 The Town Council makes current account Debit Cards available to the Town Clerk and Responsible Financial Officer for purchases which it is not possible to obtain a pro-forma or invoice for.

1.2. This policy is intended to provide detailed guidance and assistance in obtaining and using a debit card and describes the responsibilities and restrictions which the cardholder must accept before being provided with any such card.

## **2 Obtaining a Debit Card**

2.1 A motion of Full Council is required to agree to obtain a Council Debit Card.

2.2 The Clerk and Responsible Financial Officer will complete the relevant bank application form, which is authorised by two existing signatories.

2.3 The Debit Card(s) will be in the name of the Town Council and associated to the current accounts of the Council.

2.4 The Town Clerk and Responsible Financial Officer will be the only person authorised to use any debit card.

## **3 Use of Debit Card**

3.1 The card may not be used to make cash withdrawals.

3.2 The card may be used for on-line and point of sales purchases in accordance with Financial Regulations.

3.3 The Town Clerk and Responsible Financial Officer will make every effort to notify a bank signatory prior to making a purchase within the pre-defined limits, which fall within the existing budget

3.4 A receipt must be obtained to support all purchases which must be signed by 2 bank signatories following the purchase.

3.5 All purchases will be input into the Council Accounts Records and presented to Full Council at the monthly meeting.

3.6 The card must be stored securely when not in use.

3.7 The card's security PIN number must be kept secure and not disclosed to anyone else, under any circumstances.

3.8 The bank must be notified immediately if the card is lost or stolen or fraudulent use is suspected.

3.9 The Town Clerk and Responsible Financial Officer will surrender the card to the Chair of the Town Council prior to leaving employment.

Draft Prepared	June 2022
Presented to Council	June 2022
Adopted	June 2022



# **Presteigne and Norton Town Council**

## **Training Policy**

### **Purpose**

It is the Council's policy that all employees and Councillors of the Council will be trained to a high standard to ensure that they are able to deliver the Council's Services effectively, efficiently and safely.

The Local Government and Elections (Wales) Act 2021 has made it mandatory for all councils to produce and publish a Training Plan. The Town Council plan will be prepared annually by the Clerk for approval by the Council. A record of all training accessed will be maintained by the Clerk.

### **1. Staff Training**

- a) The employee(s) of the Council is fundamental in all areas of its service delivery and development. Accordingly, it is essential that that the person(s) has the skills and knowledge to carry out their duties efficiently, effectively and safely.
- b) Staff have an annual appraisal and during this appraisal training needs are discussed and agreed. The Council welcomes personal development requests from its employee(s).
- c) To ensure the Council achieves its objective of having a motivated and skilled workforce providing a high standard of service, employees are required to notify their line manager of any areas of work in which they feel they require training.
- d) For certain tasks (especially those with a safety risk), certain training may, during a review, be agreed by the Council to be mandatory.
- e) The Council will set an annual Staff Training budget to facilitate training requested by the Clerk.

### **2. Councillor Training**

- a) As the policies of the Town Council are set by the Council as a corporate body, it is essential that all Councillors have the necessary skills and knowledge.
- b) All Councillors are offered the opportunity to attend relevant training courses offered by the various service providers subject to the agreement of the Council. The Clerk is responsible for informing the Council of relevant training

opportunities and arranging agreed training. The Clerk will make Members aware of relevant conferences etc on an ongoing basis.

- c) There is an expectation placed on all councillors to attend relevant training or to have relevant experience. Courses considered to be of particular value for new/inexperienced Councillors are the following One Voice Wales modules –

Councillor Induction.

Code of Conduct.

Introduction to Council Finance.

Introduction to Council Law.

The above courses last for approximately 90 minutes each and can normally be attended online in the evenings so no travelling is needed.

- d) The Council will set an annual training budget to facilitate training of Councillors.

### **3. Delivery**

- a) The Council recognises that because of its size most training will be provided by external bodies. Links have been established with various external training providers, including One Voice Wales.

### **4. Review, Feedback and Shared Learning**

- a) Staff and Councillors are encouraged to share what they learn from training/conference that they have attended. This will benefit the Council as a whole and increases value for money.

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