

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

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**MINUTES OF THE MEETING HELD ON 21<sup>ST</sup> DECEMBER 2022**  
**HELD AT 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, M. Williams, J. Poster, J. Gray, J. Wilding, A. Van Huls.

Apologies: Cllrs. L. Abecasis, M. Price, L. Firth.

In Attendance: Mrs T. Price, Town Clerk.

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. B. Baynham, friend of applicant re. Planning application reference 22/2057/TRE and related to contractor re. toilet cleaning contract.

Cllr. J. Wilding, owner of business quoting for path and entrance works, re. grant works at new Nature Reserve.

**MIN 4135 APPROVAL OF MINUTES**

The Minutes of the meeting held on 16<sup>th</sup> November, 2022 were approved without amendment. The Chairman duly signed the Minutes.

The Minutes of the Staffing Committee meeting held on 19<sup>th</sup> December, 2022 were approved without amendment. The Chairman duly signed the Minutes.

The informal notes from the Sites and Buildings Committee meeting were received and noted.

**MIN 4136 UPDATE ON OUTSTANDING ITEMS**

(1) 20 MPH Limit: Following last month's meeting the Clerk contacted PCC as instructed and advised the Officer that the Town Council did not wish to see a 20mph for the bypass and would review the exact points within the town centre in due course as part of the formal consultation.

(2) Ambulance Service: Representatives will attend the February Council meeting.

**MIN 4137 FINANCE**

(1) Donations: None this month.

(2) Payments: The following payments were approved –

Highground Maintenance Ltd	£345.89	MEADOW ACC
NEST (pension payment)	£195.93	
Mrs T.A. Price (salary Dec inc arrears April-Nov and NI adjustment from Nov)	£2026.04	
HM Revenue & Customs (inc NI adjustment Nov)	£928.51	
N. Close	£3.50	
N. Close	£112.00	MEADOW ACC
T. Lloyd-John (cleaning)	£460.49	
R. Bennett (strimming etc for year)	£180.00	MEADOW ACC
Dilwyns Solicitors (balance of legal fees)	£930.92	
Highline Electrical (installation of Christmas Lights)	£540.00	
PNAA (cont twds path strimming)	£60.00	MEADOW ACC
Roy Price (hedge trimming etc)	£558.00	MEADOW ACC

Caring for God's acre (work on roundabouts)	£390.00
Presteigne Building Supplies	£19.82
HSBC (bank charges November)	£10.00
HSBC (bank charges November)	£8.00 MEADOW ACC
Mrs T.A. Price (expenses)	£51.97
Presteigne Youth Project (use of building and frontage for tree hub)	£150.00
PAVO (energy survey)	£250.00
Powys County Council (heritage light fittings)	£2395.00 (by debit card)

(3) Provisional New Projects for 2023-24: The following projects were agreed for consideration during the budget setting process -

Additions to Christmas Lighting,	Speed Indicator Signs - Norton,
Annual Updating of Website software,	Coronation of King Charles III,
Mayor's Display Board,	Street Cleaning Arrangements.

(4) Circulation of Grant Applications for 2023/24: The Clerk explained that all grant applications for 2023-24, together with the accounts from groups receiving £250 or more were now in the process of being circulated around Members. This would provide background when assessing applications as part of the budget setting in January.

(5) Annual Review of Direct Debits: Members noted and confirmed the direct debits listed.

(6) Bank transfer: The transfer of £185,000.00 from the money manager account to the Treasurer account in order to meet the land purchase costs was confirmed.

(6) Notification of Section 137 Limit for 2023/24: The Clerk explained the S.137 limit and Members noted the new limit was to be £9.93 per elector.

(7) The following receipts were noted:

Website Advertising	£130.00
Presteigne and Norton Community Trust (Dark Sky Monies)	£1537.24
Llais Y Goedwig (for hosting of tree hub)	£500.00

(8) Completion of External Audit: Members were pleased to learn that the full audit had been completed with no comments or issues raised. A full copy of the return had been circulated and received by all.

(9) Registration for Telephone Banking: The Clerk explained that this would make contact with the bank much easier and that a primary user (a current signatory) would need to be registered and she could then be registered as an additional user. This would enable her to more easily handle the regular safeguarding interviews with HSBC and account queries.

## MIN 4138 PLANNING

Cllr. Edwards left the room for the duration of the planning application items due to her position on the County Council Planning Committee. Cllr. Baynham took the Chair for these items.

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

22/1920/HH Grid Reference: E:331556 N: 264410 Proposal: Demolition of outside toilet & shower; Construction of rear extension to accommodate disabled shower and toilet, cloakroom, utility room and kitchen extension Site Address: 9 Harper's Lane, Presteigne, LD8 2AN. Resolved no objections be raised.

22/1968/FUL Grid Reference: E:330218 N: 267405 Proposal: Erection of a dwelling, formation of vehicular access, demolition of existing outbuilding and all associated works Site Address: Land Adj. Oxenbrook, Norton, Presteigne, LD8 2EN. Resolved to make the following comments – more details and information to be provided by the applicant on the visibility splay and access; general agreement with the comments made by Highways generally and the need for the upstairs windows, and particularly the balcony, to be sufficient distance away from neighbouring properties to protect their privacy. No further comments.

*Cllr. Baynham left the room for the following item having declared a prejudicial interest.*

Cllr. Owens assumed the Chair for the next item.

22/2057/TRE Grid Ref: E: 331324 N: 264458 Proposal: Tree works application for removal of cypress tree Location: Castle Barn, 40A High Street, Presteigne Powys LD8 2BE. Resolved no objections be raised.

Cllr. Edwards returned to the room.

*Cllr. Baynham returned to the room.*

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

22/1775/DEM Presteigne CP School: Permitted Development.

22/1347/FUL 9 Harper's Lane, Presteigne: Approval.

22/2205/FUL Ackhill Barn, Presteigne: Approval.

(3) LDP Update: Members noted that the call for candidate sites had now closed and planning officers would be assessing each site for suitability.

(4) Monthly Updates from Dedicated Planning Officer: Members received a verbal report from the Clerk on the first of these calls. The Officer had not been able to discuss individual applications and had also not been able to provide any further information on the listing of Tree Preservation Orders.

(5) Tree Preservation Orders/Interactive Map: Members were still not happy with the information available on the interactive map supplied and Cllr. Poster pointed out that even when a TPO was located on the map there was no detail on the extent of the area covered. The Clerk had asked that the use of the map and TPO information be included on a future briefing to Town and Community Councils.

#### **MIN 4139 HIGHWAYS, HOUSING AND ENVIRONMENT**

(1) Dark Skies/Lighting Application Update: Members noted the information contained in the Clerk's report and that the complete replacement of all of the street-lights in Presteigne should be done by Christmas 2022, finishing with the heritage lights in Broad Street. Further light pollution measurements would need to be taken once this is complete. There would be a need for more community involvement and assistance from Members would ideally be needed with this.

(2) Climate Crisis Update: The following matters were discussed -

Nature Reserve Update: Cllr. Bamford reported that with the land now purchased work was underway to obtain quotes and appoint the various contractors needed to complete the project. Members discussed and agreed the following contractors –

- Wildlife Survey – agreed to proceed as specified in the grant application using a Radnorshire Wildlife Trust recommended expert.
- Tree Purchase: Ordered from Bucknell Nurseries as a local and reputable nursery, to minimise disease risk and ensure saplings adapted and suitable to climate.

*Cllr. Wilding left the room for the duration of the following two items.*

- Pathway – Three quotes requested. Agreed to appoint RB Landscaping to carry out the work.
- Entrance – Three quotes requested. Agreed to appoint RB Landscaping to carry out the work.

*Cllr. Wilding returned to the room.*

- Tree Survey – Four quotes requested. Two declined to quote due to lack of capacity within the necessary time scales. Agreed to appoint Bosky Trees (B. Rose) as a specialist in historic and parkland trees providing the survey could be undertaken in the first two weeks of January in order to allow time to obtain quotes for any work needed. Should this not be possible then J. Cromar be appointed, again providing the survey could be carried out as above.
- Pond works - deferred to January to allow for more quotes to be requested and the earlier quote to be updated.
- Signage/Gate Design: Cllr. Bamford to obtain a quote for this.

Members were pleased to learn that the grant body had granted an extension of time until the end of June 2023. Community engagement events were being planned and it was hoped that at least some of these would take place in February. The site had been put forward as one of the 'plant a tree for me' sites and had been accepted. Cllr. Bamford had submitted details of the species needed.

Tree Hub Update: Cllr. Bamford reported that a total of 252 trees had been given away and that the intention was to hold just a few sessions at different locations in the February/March period. The Council had been given a £500 lump sum payment for organising the sessions/offsetting costs.

(3) Biodiversity Report: Members reviewed and accepted the updated report.

(4) Email from Ramblers Cymru re 'Paths to well-being': Members agreed to the proposal subject to the local Ramblers having enough volunteers. The Clerk would contact them and would reply to Ramblers Cymru accordingly.

(5) Management of Local Roundabouts: Members noted the update from Caring for God's Acre. Some Members expressed concern at the appearance of the roundabouts, particularly the Greenfield Road one and it was agreed that Cllr. Baynham explore the possibility of obtaining sponsorship for Greenfield Road. The Clerk would get a quote from Caring for God's Acre for the coming year.

#### **MIN 4140      NORTON**

(1) Norton Community Trust Update: Members had all received the most recent newsletter.

(2) Christmas Lights: Lights had been erected at the Church by Cllrs. Wilding and Edwards.

#### **MIN 4141      SITES AND BUILDINGS MATTERS**

(1) Sites and Buildings informal Meeting – Members considered the notes from the informal meeting and agreed the following -

##### **Allotments:**

Agreed to accept the quote for fence works from RB Landscaping. Work to be carried out before the growing season.

Pest control be considered once the fencing had been repaired and made secure. Clerk would renew quotes.

Ongoing rent for plot 36 to remain the same as all other plots.

Plot 36 not to be let to the current micro plot tenant but to be let from the waiting list.

Agreed to continue providing and paying for a green bin for the guerrilla gardeners.

Agreed to re-located the above green bin to the Old School

##### **Meadows:**

Maintenance items considered as included within the notes and acceptance of the quotes provided for the skateboard steps and regular strimming.

Agreed that quote for replacement of rotten posts was expensive and it was felt that this could be more cheaply and easily done. Clerk to ask if a less expensive option could be found.

Agreed no further action re possible alteration of Knighton Road Entrance.

Agree to appoint J. Cromar (as quoted) for the 2023 tree survey.

Agreed to defer the review the retention of the sheds on site until the main January meeting.

Request for land for a community garden: land now found.

Hourly rate offered to the handyman to be increased by £2 per hour from 1<sup>st</sup> April, 2023

Draft Budget for 2023/24 deferred to the January Budget Meeting.

##### **Toilets**

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

Cleaning contract for 2023/24 and 2024/25 awarded to T. Lloyd-John.

*Cllr. Baynham returned to the room.*

Agreed to not extend the opening season for Wilson Terrace.

Draft Budget for 2023/24 – deferred to January Budget meeting.

(2) Toilets: Nothing further to report.

(3) Allotments: Nothing further to report.

(4) Meadows: The following matters were discussed -

Works to clear path to Withy Beds: Clerk to ask the probation service if this could be included within its work programme. The length of path to cover from the car park gate to the Withy Beds entrance. Also to consider asking the guerrilla gardeners if the probation service could not carry out the work.

Pruning of orchard trees: Cllr. Bamford suggested this could be covered within the nature reserve community consultation monies and the Clerk agreed to ask the previous expert if he would be interested in holding a teaching session.

Purchase of dog bags and additional budget consideration: the Clerk reported that she needed to order more bags but that there were insufficient monies remaining in the budget to ensure a supply until the end of the year. Members agreed to the purchase of a further twenty boxes of bags and approved the spend in excess of the budget allocated.

Hedge Management: Members discussed the current arrangements and options for the future. It was agreed that for the time being the hedge in Eddie's Meadow would be left grow out to the side and just the top would be cut. This could be reviewed as necessary. The remaining hedges on Town Council land would be cut as at present but this would be monitored periodically.

(5) Withy Beds and future management: Cllrs. Baynham, Edwards and the Clerk had met the County Council Officer on site and discussed the various options. The Officer would now speak to the Wildlife Trust to find out it's plans once the current lease came to an end in 2024.

(6) Uneven Surface, Wilson Terrace: Deferred in the absence of Cllr. Firth.

#### **MIN 4142 CORRESPONDENCE AND GENERAL ITEMS**

(1) Town Wifi Update: Some problems remained with the two units to be sited on the Assembly Rooms but it was hoped that these would be sorted out soon. The road sensors to collect parking data as part of a trial had not yet been agreed by Highways and it seemed that it was unlikely that it would be going ahead.

(2) Community Broadband Scheme Update: Cllr Owens reported on the most recent meeting. Funding had still not been approved by UK Government but Broadway was considering proceeding on a commercial basis. A decision on this was due early in the New Year.

(3) Powys Town Investment Plans Initiative: Meeting with consultant to take place on 10<sup>th</sup> January. Informal meeting to be arranged prior to this if possible.

(4) Electoral Administration and Reform White Paper Consultation: No report made.

(5) Grant Awarding Policy: Approved as circulated.

(6) Temporary Closure of East Radnor Leisure Centre: Members were pleased to learn that the three month closure had now been cancelled but were mindful of the forthcoming problems with budgets for 2023/24. It was agreed that the Clerk write to the Portfolio Holder stating the Council was pleased that the closure had been rescinded but that it would wish both the local County Councillors and the Town Council to be consulted going forward.

(7) Attendance of Councillors at Remembrance Sunday Services: Deferred to January due to the absence of Cllr. Abecasis.

(8) Recent emergency event in the Community and Emergency Planning: It was agreed that this was within the remit of the County Council but it was agreed that the Clerk write and ask for a formal debrief from the police, together with details of the protocol for evacuations.

#### **MIN 4143 COUNTY COUNCILLOR REPORTS**

Members reminded to complete the 'Have your Say' consultation online.  
Merry Christmas to all.

**MIN 4144 URGENT BUSINESS INFORMATION** None.

**MIN 4145 ITEMS FOR NEXT AGENDA** None.

#### **MIN 4146 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) members of the public will be excluded during discussion of the following items.*

Report from the Staffing Committee meeting held on 19<sup>th</sup> December.

The following items were agreed –

- Annual Appraisal be noted.
- Clerk's hours to be unchanged.
- Payment of Hours worked for Allotments: Arrangements to remain unchanged.
- Additional Day of Annual Leave (part of national pay award) noted.
- Draft Budget Recommendations –  
Annual Salary including employer's pension and national insurance payments £28,100  
Training: to come from existing allocated reserve.
- No additional Staff to be appointed but ad hoc cleaning jobs to be bought in as required.

The meeting closed at 9.46pm.