

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

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**MINUTES OF THE ANNUAL MEETING HELD ON 19TH MAY 2025**  
**HELD AT THE JUDGE'S LODGINGS (MAYOR MAKING) AND THEN THE EAST**  
**RADNORSHIRE DAY CENTRE, PRESTEIGNE. ALSO VIA VIDEO CONFERENCING**

Present: Cllrs. D. Edwards, (Mayor), C. Ross (Deputy Mayor), B. Baynham, T. Owens, F. Preece, M. Price, A. Van Huls, L. Harling-Bowen and J. Ramsay.

Apologies: Cllrs. C. Kirkby MBE and A. Ramsay.

Absent: Cllr. N. Rogers.

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: None.*

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

**MIN 4471 ELECTION OF TOWN MAYOR AND CHAIRMAN 2025/26**

Cllr. Owens opened the meeting by welcoming everyone. He then spoke for a short while on his year in office which had, as usual, been very busy. In particular he noted the high street grant obtained and thanked former Cllr. Wilding and the Clerk for their work on the scheme. Items of note were - the dark skies project had continued, the new storage building on Went's Meadow was underway, the DMMO application for the path at Fold Farm had been approved and the former Presteigne Agricultural Show trophies had been recovered and were now stored at the Judge's Lodgings. Ongoing matters included work to retain the Leisure Centre and to support and promote the High School at the John Beddoes School Campus. He thanked Cllr. Van Huls for his work as Deputy Mayor. Due to work commitments Cllr. Van Huls was not able to consider the post of Mayor this time but would hopefully do so in the future. Thanks were also noted to the Clerk and to Mr. Close for their work over the year. Cllr. Owens concluded by wishing his successor good luck for their term in office and invited nominations for Mayor/Chairman for 2025/26.

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

Cllr. Edwards completed her formal acceptance of Office, witnessed by the Clerk. She thanked Members for her election and Cllr. Owens for his work during his term as Mayor. She added that she was looking forward to the year ahead and that she hoped all Councillors would work together to meet any challenges during the coming year.

**MIN 4472 ELECTION OF DEPUTY MAYOR AND VICE-CHAIRMAN 2025/26**

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

Members then removed to the East Radnorshire Day Centre to continue business.

**MIN 4473 REVIEW OF MEMBERSHIP COMMITTEES/WORKING GROUPS**

The following Memberships were agreed –

## **SITES AND BUILDINGS COMMITTEE**

Cllrs. Baynham, Preece, Price, Kirkby and J. Ramsay.

Outside Representatives for Meadow Matters: Richard Rimington, Gareth Graham.

Outside Representative for Allotments: Margaret Galliers.

Outside Representative for Nature Reserve: To be confirmed.

## **STAFFING COMMITTEE**

Cllrs. Baynham, Edwards, Ross, Van Huls and Owens.

## **CLIMATE AND ENVIRONMENT WORKING GROUP**

Membership to be - Cllrs Harling-Bowen, Edwards, J. Ramsay and Kirkby.

Plus two outside representatives – Hilary Rimington, Kate Van Den Ende

The Clerk would confirm with the outside representatives.

**LDP WORKING GROUP:** Cllrs. Baynham, Rogers, Price, Edwards.

**LEISURE CENTRE WORKING GROUP:** To comprise all Members of the Council. Outside Representatives as needed.

## **DARK SKIES/INTELLIGENT LIGHTING WORKING GROUP**

Cllrs. Kirkby, J. Ramsay, Harling-Bowen.

## **SUSTAINABLE POWYS WORKING GROUP**

Cllrs. Baynham, Edwards, Van Huls, Owens, A. Ramsay and Kirkby.

**ALLOTMENT LIAISON MEMBER:** Cllr. Preece.

**YOUTH REPRESENTATION MEMBER(S):** Cllrs. Owens and Rogers.

Grant Awarding Policy Working Group and Library Services Working Group to be formed if needed.

## **MIN 4474 REVIEW OF APPOINTMENT OF COUNCIL REPRESENTATIVES TO OUTSIDE BODIES**

The following representatives were agreed -

Presteigne Primary School

Cllr. Edwards.

One Voice Wales

Cllrs. Edward and Ross.

East Radnorshire Care

Cllrs. Edwards and Van Huls.

Presteigne and Norton Community Trust - Cllrs. Edwards, Kirkby, Van Huls and Harling-Bowen.

Warden Guardian Foundation

Cllr. Kirkby.

## **MIN 4475 REVIEW AND CONFIRMATION OF COUNCIL DOCUMENTS**

(1) Standing Orders: Confirmed unchanged. The serving of the summons to attend meetings was re-confirmed and following a proposal by Cllr. Baynham it was agreed that meeting papers would no longer be posted (with the exception of the agenda for the main notice board) but that printed meeting papers would be brought to the meeting for those that required them.

(2) Financial Regulations (including direct debit and internet banking policy): The updated regulations were approved as drafted.

(3) Other Policy Documents including Council Complaints Procedure, Data Protection, Freedom of Information Documents, social media Policy and Staffing related policies: All confirmed unchanged.

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

(5) Remuneration payments to Town Councillors: The following payments would be available in the municipal year May 2025 to April 2026:

- An annual sum of £156 per year per Member, paid in arrears (mandatory).
- An annual sum of £52 per Member for expenses, paid in arrears (mandatory).

- Reimbursement of the cost of travel expenses incurred for travel on Council business outside the Community Council area.
- Refunding the cost of care expenses up to the current stated approved cost per month (mandatory)
- Payment of the Mayor/Chairman's Allowance as per the budget allocated plus a separate budget for expenses.

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

(7) Annual Report 2024/25: The Clerk confirmed that she would soon be drafting the report and invited articles from Members. Suggestions put forward were the High Street Grant, update on dark skies, the year on the nature reserve, obtaining of storage container, change of meeting day and venue, re-opening of the Memorial Hall and the success of the Norton Community Hub.

#### **MIN 4476 MEMBER ATTENDANCE**

Member attendance records for 2024/25 were duly noted.

#### **MIN 4477 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.

The Annual Meeting concluded at 7.58pm was followed immediately by the ordinary business meeting.

# MINUTES OF THE ORDINARY BUSINESS MEETING HELD ON 19TH MAY 2025 HELD AT THE EAST RADNORSHIRE DAY CENTRE, PRESTEIGNE AND VIA VIDEO CONFERENCING

Present: Cllrs. D. Edwards, (Mayor), C. Ross (Deputy Mayor), B. Baynham, T. Owens, F. Preece, M. Price, A. Van Huls, L. Harling-Bowen and J. Ramsay.

Apologies: Cllrs. C. Kirkby MBE and A. Ramsay.

Absent: Cllr. N. Rogers.

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. L. Haring-Bowen, neighbour of property, re planning application 25/0677/TRE.*

## MIN 4478 APPROVAL OF MINUTES

The Minutes of the meeting held on 14<sup>th</sup> April, 2025 were approved as a true and accurate record and the Chairman duly signed the Minutes.

## MIN 4479 UPDATE ON OUTSTANDING ITEMS

(1) LDP Green Infrastructure Mapping: As agreed the list and table discussed at the April meeting was submitted and received the following reply was received *'I'd like to thank you and the Councillors for taking the time and providing such meaningful feedback. Your explanatory cover email is also much appreciated. I have to advise that we are still talking internally on how best to approach this and how much we can do effectively within the time and resources to hand for the Replacement LDP. Needless to say green infrastructure/nature recovery goes way beyond the planning system, but I am determined to try and seek aligned goals wherever possible so that opportunities from new development do not get missed unintentionally.'*

(2) . Presteigne Little People's Playgroup Event on Nature Reserve: Following the event the following thank you was received, *'We had a fantastic event on Saturday, we had over 100 participants from all ages. We made over £350 on the day but have yet to work out the total figure as we have one more business yet to donate. The Nature Reserve was bustling with people, cross generations. The trail took families around the reserve hunting for creatures hidden in their habitats. Upon completion the children were given a prize, which they were able to assemble and paint on site. The forest school session was so well received, running alongside face painting and refreshments. The feedback was fantastic, everyone was so happy from the participants to the volunteers. We are already looking forward to next year's event.'*

(3) The grants/donations approved at the April meeting had all been paid and the organisations sent information on how to apply for 2026-27.

(4) Get Well Card: Cllr. Owens had delivered the card to Rev Hollinghurst.

## MIN 4480 FINANCE

(1) Donations: No donations this month. The letters of thanks from Presteigne Festival, PACDG and Powys CAB, East Radnorshire Care and Wales Air Ambulance were noted.

(2) Payments: The following payments were approved –

PTP Ltd (refund N. Close)	£18.00
Doos4Security Ltd (storage building)	£1755.00 MEADOW ACC
Hornsey Steels (storage building)	£2203.30 MEADOW ACC
Presteigne Gates (posts)	£72.00 MEADOW ACC
Mrs T. Price (travel expenses – internal audit)	£38.70
Mrs T. Price (salary)	£2089.31
(inc allotment hours for 2024-25)	
HMRC (Tax/Ni)	£982.75

NEST (Pension)	£150.64 DIRECT DEBIT
L. Stephens (internal audit)	£100.00
Artisan Print (storage building plans)	£24.00 MEADOW ACC
Preserved Timber Products Ltd (storage building)	£4845.00 MEADOW ACC
T. Lloyd-John	£735.23
Presteigne Building Supplies	£886.93 MEADOW ACC
Presteigne Building Supplies	£20.89
EDF Energy (Meadow barn)	£20.29 MEADOW ACC
Cleanmy (toilet supplies)	£52.39
N. Close	£112.00
N. Close	£160.00 MEADOW ACC
Highground Maintenance	£469.96 MEADOW ACC
HSBC (Bank charges – Treasurer)	£8.00
HSBC (bank charges)	£10.00 MEADOW ACC
Information Commissioner (data registration)	£47.00
EDF Energy (Hereford Street Toilets)	£43.45
Purrfect Cat Hire (work on storage building)	£2739.00 MEADOW ACC
RJ Barrington (storage building)	£383.52 MEADOW ACC
British Gas	£14.91

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

Powys County Council 1 <sup>st</sup> Precept Payment	£25,351.04
Allotment Rent	£28.00

The Clerk was asked to send information on how the precept amount is calculated to all.

(4) Internal Audit: The report of the internal auditor was noted. No issues had been raised.

(5) External Audit/Annual Return and Governance Statement: Member considered and approved the Annual Return and Annual Governance Statement for submission to the External Auditors together with associated papers. Members noted that two sections of the Annual Governance Statement were entered as no, the Council was not eligible to use the general power of competence and it had not recently carried out a community consultation. The Clerk had included explanatory notes for the Wales Audit Office. Noted that 2024/25 was scheduled for a full audit. This was scheduled once every three years.

(6) The following Bank Balances as at 30<sup>th</sup> April, 2025 were noted as:

Treasurer	£70,148.81	Money Manager	£36,968.57
Meadow	£5,087.42	Money Market Acc	£50,000.00
Warden Reserve/Capital Reserve Accounts in process of being closed.			

(7) Bank Signatories: Confirmed unchanged other than to remove former Cllr. Wilding.

(8) Bank Transfers: The following bank transfers were agreed –

Treasurer Account to Meadow Account	£14,515.00	Annual Precept amount
Treasurer Account to Meadow Account	£1,928.54	VAT Refund
Treasurer Account to Meadow Account	£20,000.00	Lottery Grant
Meadow Account to Treasurer Account	£745.89	Allotment Hours (inc employer's NI)
Treasurer Account to Meadow Account	£1928.54	VAT Refund on Meadow Items

(9) Balance of the Mayor's expenses for 2024/25: Cllr. Owens would review and make a decision on how to allocate the remaining balance. It was agreed that the Clerk be authorised to make the appropriate payments and to report these back to a future meeting.

(10) Delegated Authority: Agreed that the Clerk have delegated authority to make all payments for the storage building project between meetings.

## **MIN 4481 PLANNING**

*Cllr. Edwards left the room at this point due to her position on the County Council Planning Committee. Cllr. Ross assumed the Chair for the discussion on the planning applications.*

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

25/0568/DEM Grid Ref: E: 331656 N: 264598 Proposal: Demolition of entire residential property including rear extension Location: The Old Laundry, Broad Street, Presteigne LD8 2AG. Resolved to support the application and to welcome action after a long delay.

25/0477/CAC Grid Reference: E:331656 N: 264598 Proposal: Demolition of entire residential property including rear extension Site Address: The Old Laundry, Broad Street, Presteigne, Powys LD8 2AG. Resolved. Resolved to support the application and to welcome action after a long delay.

25/0614/TRE Grid Ref: E: 331614 N: 264213 Proposal: Works to trees (one sycamore and two silver birches) Location: 27 Hereford Street, Presteigne, LD8 2AT. Resolved no objections be raised.

*Cllr. Harling-Bowen left the room for the duration of the next two applications.*

25/0592/FUL Grid Reference: E:328764 N: 264045 Proposal: Construction of 3 raised glamping units, installation of sewage treatment plant, parking area, bike store and all associated works Site Address: Land At Lower Rowley, Evenjobb, Presteigne, LD8 2NL. Resolved no objection to the application providing the units are not converted into permanent buildings in the future.

25/0677/TRE Grid Ref: E: 331468 N: 264444 Proposal: Works to trees within a conservation area Location: Harley House, 7 Broad Street, Presteigne LD8 2AA. Resolved no objections be raised.

*Cllr. Harling-Bowen returned to the room.*

25/0676/HH Grid Reference: E:330982 N: 264681 Proposal: Erection of extension. Site Address: 1 Warden Terrace, Joe Deakins Road, Presteigne, LD8 2BW. Members were unable to comment fully as there was a lack of detail included within the application e.g. dark skies compliant lighting information, materials to be used, any SUDs implications etc. Noted that the site was also close to an historic monument - the Warden. The Clerk would submit comments to this effect.

*Cllr. Edwards returned to the room.*

(2) Planning Decisions: The following decision was noted –  
25/0359/HH 3 Church View, Broad Street, Presteigne: Approval.

#### **MIN 4482 HIGHWAYS, HOUSING AND ENVIRONMENT**

(1) Dark Skies Project Update: Cllr. Harling-Bowen reported on the following –

- Successful visit by Jane Dodds MS and David Chadwick MP.
- Request to contact Mid Wales Tourism re. promoting dark skies. Agreed. Cllr Harling-Bowen to do so and to report back to the June meeting.
- Request for Funding for Dark Skies Leaflet: The Working Group was requesting £127 to print a leaflet which the Group would design. This was agreed from the dark skies allocated reserve. Distribution of the leaflet to be discussed once printed.
- Dark Sky Signage: The final design was now agreed and the Clerk had obtained a quote for £119.28 plus VAT for five A3 signs. This was agreed. Cllr. Baynham raised the need for a Welsh version of the sign and offered to obtain the necessary translation. Following a discussion it was agreed that this be done and that a separate Welsh sign be produced, printed and laminated in A3 size to be placed alongside the English version.
- Christmas Lights: The Clerk would arrange a date for the installer to meet Cllr. Harling-Bowen on site to review power needs and connection points. She had obtained costings from the County Council for connecting via street lights. The County Council would need to install the power connectors and this was £600-£800 per light/connection.

(2) Climate and Environment Update: Cllr. J. Ramsay reminded Members that an updated Section 6 biodiversity report would be due in December and the Working Group would provide suggestions in due course.

(3) Update re. Fold Farm DMMO Application: Members were pleased to note that the DMMO application had been granted although the landowner could still appeal the decision. It was agreed to remove the item from the agenda for the time being.

(4) Car Parking - Update: Cllr. Baynham apologised for the delay and advised that she was still waiting for a report to be produced for Cabinet. This was now expected in June. Agreed to defer for a further month. Noted that payment by card was now possible in Powys car parks.

- (5) Mill Lane Issues Update and Members' Reports on loose/fallen stones: Members had not been able to identify a problem and the Clerk was asked to see if photographs and a what3words location could be supplied.
- (6) Notification of Powys County Council Strategy for Managing Trees along Highways: Noted.
- (7) Resident comment on grass cutting, Orchard Close: Noted. No further action.
- (8) Licence to allow Guerrilla Gardeners to put planters in Presteigne: Cllr. Baynham reported that the initial intention was for one planter at the top end of High Street but that the County Council required a formal licence to be applied for. She suggested that the Town Council apply for the necessary licence and this was agreed.
- (9) Memorial Bench: A request had been received for permission to site a memorial bench on Went's Meadow, near to the river. This was agreed and Cllrs. Preece and Owens would meet the donors to agree an exact location.

#### **MIN 4483      NORTON**

- (1) Unclassified Roads: Cllr. Edwards said works were still needed although Killhorse and Newton Lanes were due to be worked on shortly.

#### **MIN 4484      SITES AND BUILDINGS**

- (1) Public Conveniences: The following matters were discussed –
- Painting of Hereford Street: The Clerk had chased the contractor who expected to carry out the work in the Summer.
  - Painting of Wilson Terrace: The Community Payback team were due to paint inside and outside of the block later in June.
- (2) Allotments: The following matters were discussed –
- Grant funded raised beds and picnic bench now in place on the site.
  - Plot 36: Agreed the Clerk proceed to let the plot, offering first to any tenant with mobility issues and if not taken then offered to all present tenants. If there were no takers the plot would be offered to the first on the waiting list.
  - Complaint: Members noted the complaint about one overgrown plot. The Clerk explained that the plot had been in a very poor condition when it had been let but that she was trying to speak to the current tenant. Noted.
- (3) Meadows: The following matters were discussed –
- Report on Work Day: Cllr. Preece reported on the various works completed and asked that thanks be noted to Mr. Graham for his hard work in organising the day. Thanks were also noted for the use of the woodchipper.
  - Update on Storage Building: Cllr. Ross reported that work was progressing well.
  - Update and Quotes received re. Brilliant Basics Paths Project: Agreed to allocate the contract to Purrfect Cat Hire with the provision of a contingency amount in case of unforeseen work needed. The length of path/works by the Old Mill would be carried out by the County Council. Cllr. Preece would oversee the project with the help of Cllr. Graham.
  - Offer of netting for Tree Guards: Members noted with thanks the offer of netting from Cllr. Kirkby but reiterated that they did not feel these were needed on the mature trees.
  - Cover for Inspections – 20<sup>th</sup> May – 1<sup>st</sup> June: The Clerk would email around for volunteers.
  - Bike Track – Agreed that some digging work be authorised up to a maximum cost of £200. Mr. Graham would assist with directing the works on site.
  - Date for next Committee Meeting: 9<sup>th</sup> June.
- (4) Nature Reserve: Cllr. J. Ramsay reported the following –
- The noticeboard was now in place as was the National Forest for Wales signage.
  - The path to the observation point was growing over and the volunteers would try to clear this before the open day on 31<sup>st</sup> May. The path would be looked at with a view to upgrading in due course.
  - There were goslings on the bottom pond and ducklings on the top pond.
  - Cllr. J. Ramsay and Ms Van Den Ende had shown a small group of students from the Primary School around the site.
  - Open Day Event on 31<sup>st</sup> May.
- (5) Norton Kiosk: Members considered the two quotes received and agreed to appoint Mr. Vaughan to carry out the electrical inspection due.

#### **MIN 4485      CORRESPONDENCE/GENERAL ITEMS**

(1) Leisure Centre Update: The letter of support from Titley Parish Council was noted. Cllr. Baynham advised that there was now a new Portfolio Holder in place and she had asked if they would be willing to speak to the Town Council.

(2) Town Council Surgeries –

Update on earlier items: No further progress.

Items from May Surgery: Cllr. Ross reported that he had had two visitors, both raising issues previously reported – the need for a No Through Road sign at the end of Scottleton Street and a broken street light. The sign had been requested and the Clerk would be supplied with details of the street light so it could be reported again.

Member to attend June Surgery: Cllr. Edwards.

The need for a larger sign/sandwich board to publicise the Surgeries was discussed but was deferred until a review of the usefulness of surgeries could be formally considered.

(3) Review of Meetings Start Time (presently 7.00pm): Given the length of recent meetings it was agreed to defer a review of the start time until September.

#### **MIN 4486      COUNTY COUNCILLOR REPORTS**

Cllr. Baynham reported the following: -

- New Leader of County Council.
- Political Group Meeting on 19<sup>th</sup> May.
- Sustainable Powys Meeting 20<sup>th</sup> May.
- Planned Work to Bridge, bottom of Broad Street: Herefordshire Council due to work on the bridge which was planned for closure for six weeks. She was trying to negotiate arrangements for vehicular access and had asked for a site meeting given the unsuitableness and length of the proposed diversion route. She would send the diversion map to the Clerk for circulation.

Cllr. Edwards had nothing further to add.

#### **MIN 4487      COUNCIL VACANCY**

No formal election had been called and the Clerk would now post the notices for co-option. A closing date of 30<sup>th</sup> June was agreed.

#### **MIN 4488      URGENT BUSINESS INFORMATION**

(1) Request for Pollarding of Trees, Station Road: Cllr. Baynham had chased this up and received the following reply – *‘there will be a requirement to bring these pollards back under a management regime as lapsed pollards can be prone to stem/branch losses due to weak attachment points. At present I don’t think they are at that stage and will introduce a phased approach to pollarding so that the street doesn’t lose all canopy coverage. This will start this Autumn/Winter.’*

(2) Stakeholder Consultation for Forest Management carried out by Natural Resources Wales: Agreed no comment be made.

(3) Reminder: Public Meeting re Powys County Farms on 27<sup>th</sup> May.

(4) Reminder: June Council meeting to be in the Norton Community Hub.

(5) Dog Bags: The Clerk advised that she was about to order a new pallet of the bags.

The meeting closed at 9.52 p.m.