

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

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Mrs Tracey Price (Clerk)
Garn Farm
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15th December, 2022

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council on **WEDNESDAY 21st December, 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.

Please view planning applications online before the meeting.

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/83043295481?pwd=eStmRHh2MDE0STFKY212aHA0SzFFQT09>

Meeting ID: 830 4329 5481 Passcode: 988880

Dial by your location - 0203 481 5237 United Kingdom

Find your local number: <https://us06web.zoom.us/j/83043295481?pwd=eStmRHh2MDE0STFKY212aHA0SzFFQT09>

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

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 16th November, 2022 are a true and accurate record and authorise the Chairman to sign the Minutes as such.

To approve that the Minutes of the Staffing Committee meeting held on 19th December, 2022 are a true and accurate record and authorise the Chairman to sign the Minutes as such.

Also to receive the informal notes from the Sites and Buildings Committee meeting.

4. UPDATE ON OUTSTANDING ITEMS AND CLERKS REPORT

From the Meeting on 16th November. Also to receive the Clerk's Report.

5. FINANCE

a) Donations: None this month.

b) Payments: to approve the following payments –

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	
PNA A (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) SEE CLERK'S REPORT	£250.00	

c) To submit provisional new projects for 2023-24, including consideration of -

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

d) To note Circulation of Accounts from Organisations receiving £250 or more annually from the Council and applications for grants in 2023-24.

e) Annual Review of Direct Debits. (Clerk's Report 2a).

- f) To confirm the bank transfer of £185,000.00 from the money manager account to the Treasurer account.
- g) To note Notification of Section 137 Limit for 2023/24 as £9.93 per elector.
- h) To note the following receipts:

Website Advertising	£130.00
Presteigne and Norton Community Trust (Dark Sky Monies)	£1537.24
Llais Y Goedwig (tree hub)	£500.00
- i) To receive the completed external audit return and note no concerns/comments raised by the Wales Audit Office. (As circulated 2nd December)
- j) To approve registration for telephone banking for one primary user (a current signatory) and for the Clerk as an additional user (non signatory) to enable the Clerk to more easily handle the regular safeguarding interviews with HSBC and account queries.

6. **PLANNING**

- a) To consider applications received:
- b) 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.

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.

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.

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 –
 - 22/1775/DEM Presteigne CP School: Permitted Development.
 - 22/1347/FUL 9 Harper's Lane, Presteigne: Approval.
 - 22/2205/FUL Ackhill Barn, Presteigne: Approval.
- c) LDP Update.
- d) Monthly Updates from Dedicated Planning Officer: To receive verbal report from the Clerk on the first contact.
- e) Tree Preservation Orders/Interactive Map: To receive Member comments and consider any further steps required.

7. **HIGHWAYS, HOUSING AND ENVIRONMENT**

- a) Dark Skies/Lighting Application Update.
 - b) Climate Crisis Update. To include
 - Nature Reserve Grant Update. To include appointment of contractors for
 - Paths
 - Signage
 - Entrance Gate
 - Tree Survey
- NB: This section may be taken in closed session as quotes are to be discussed.

- Tree Hub Update.
- To receive the Community Energy Survey (as circulated 13th December).
- c) To consider and approve updated biodiversity report.
- d) Email from Ramblers Cymru re 'Paths to well-being' and Town Council involvement. (Clerk's Report 3b)
- e) Presteigne Roundabouts: Update from Caring for God's Acre on work in 2022.

8. **NORTON**

- a) Norton Community Trust Update.

9. **SITES AND BUILDINGS MATTERS**

- a) To receive the informal notes and summary of Full Council Decisions required following Sites and Buildings informal Meeting –

Allotments:

*Council to inspect fence as soon as possible and consider action to rectify before the new growing season. **NB Site visit on 7th Dec. Estimate to come.***

Council to consider pest control be considered once the fencing had been repaired and made secure.

Council to consider ongoing rent for plot 36.

Council to consider whether to rent plot 36 to the current micro plot tenant or refer to waiting list.

Council to consider whether to continue providing and paying for a green bin for the guerrilla gardeners.

Council to consider re-locating of the bin to the Old School (subject to agreement from the Youth Project).

Meadows:

To approve maintenance items as listed above and acceptance of the three quotes provided for the skateboard steps and fence and regular strimming. (Note a quote for cutting the car park field will be supplied in due course for Council agreement).

To agree no further action re alteration of Knighton Road Entrance.

To accept the quote for the 2023 tree survey.

To review the retention of the sheds on site and if retained to agree that only repairs to make safe be carried out.

To further consider the request for land for a community garden.

NB Alternative Site now found by group.

To consider increasing the hourly rate offered to the handyman as suggested.

Draft Budget for 2023/24 – consider deferring to January Budget Meeting.

Toilets

Cleaning contract for 2023/24 and 2024/25 to be awarded.

Consider extending the opening season for Wilson Terrace by one week at either end (Note: This will have budget implications).

Draft Budget for 2023/24 – consider deferring to January Budget meeting.

- b) Toilets.
- c) Allotments.
- d) Meadows: To include –
 - works to clear path to Withy Beds.
 - Pruning of orchard trees.
 - Purchase of dog bags and additional budget consideration.
 - Hedge Management: To note email from resident and consider future policy.
- e) Withy Beds and future management. Report on site meeting.
- f) Uneven Surface, Wilson Terrace (Cllr. Firth).

10. CORRESPONDENCE/GENERAL ITEMS

- a) Town Wifi Update(inc parking sensors project)
- b) Community Broadband Scheme Update.
- c) Powys Investment Plans Initiative – Presteigne: Report on progress.
- d) Electoral Administration and Reform White Paper Consultation (close January 2023) (as emailed 13th October). Report by Cllr. Baynham.
- e) To consider and approve updated grant awarding policy.
- f) Temporary Closure of East Radnor Leisure Centre: To consider response to PCC and next steps.
- g) Attendance of Councillors at Remembrance Sunday Services (Cllr. Abecasis).
- h) Recent emergency event in the community and any processes to be adopted by Town Council (Cllr. Edwards).

11. COUNTY COUNCILLOR REPORTS

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

(Information only items)

13. ITEMS FOR THE NEXT AGENDA

Members to submit any items for the next agenda.
Also to confirm meeting dates in January as –
18th January – precept setting meeting.
25th January – ordinary meeting.

14. 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.

15. To receive a report from the Staffing Committee meeting held on 19th December and to consider recommendations relating to the following –

- Completion of Annual Appraisal.
- Training Requirements for 2023/24.
- Annual Pay Award and expectations for 2023/24.
- Standard Hours of Clerk
- Payment of Allotment Hours
- Review of Holiday Pay/hours
- Budget Recommendations for 2023/24
- Employment of Additional Staff.

Enc. *Background papers inc. Clerk's Report December. Minutes of November Meeting. Notes from Sites and Buildings Meeting. Grant Awarding Policy, Biodiversity Report. Staffing Committee Minutes (and detailed notes if applicable) to follow.*

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

MINUTES OF THE MEETING HELD ON 16TH NOVEMBER 2022 **HELD AT THE ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND ALSO VIA** **VIDEO CONFERENCING**

Present: Cllrs. D. Edwards (Mayor), B. Baynham (Deputy Mayor), T. Owens, R. Bamford, M. Williams, L. Abecasis, M. Price J. Poster, J. Gray, J. Wilding, L. Firth.

Apologies: Cllr. F. Preece.

Absent: Cllr. Van Huls.

In Attendance: Mrs T. Price, Town Clerk. Member of the public. PCSO Gareth Morris from Dyfed-Powys Police.

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. Abecasis, host of one of town wifi units, re. free website advertisement for hosts of wifi units.

The meeting commenced with a discussion with representatives of Dyfed-Powys Police on the concerns regarding vandalism and anti-social behaviour on Went's Meadow, on the increased patrols etc being carried out by the police and other possible solutions.

MIN 4124 APPROVAL OF MINUTES

The Minutes of the meeting held on 19th October, 2022 were approved without amendment. The Chairman duly signed the Minutes.

MIN 4125 UPDATE ON OUTSTANDING ITEMS

(1) Street Lighting: Cllr. Baynham had looked into this immediately after the last meeting and had been told replacement with new LED fittings. Unfortunately this had been delayed due to an issue with the electrics. Streetlight PR321 was in a dangerous condition and had been removed

(2) Pensions and Re-Enrolment: Re-enrolment paperwork completed as required.

(3) Warm Spaces: The library will not now be opening as a warm space between Christmas and New Year.

(3) County Council Briefing Meeting: The Clerk had attended this just after the October meeting Topics raised were Budget Pressures, School Transformation, Presentation on Countryside Access Warm Spaces, Ukrainian Refugees, Test, Trace, Protect, Planning and the LDP Review process and a Climate Crisis: Spring Conference planned for Town and Community Councils.

(4) Council Condolence Book: Now lodged with the County Archives.

(5) Knighton and Presteigne Food Bank -Update: 'We do hope to have secured premises in Presteigne, as of Feb/March 2023. We are busier than ever now at the food bank and I can confirm that we are delivering each week to Presteigne, sometimes out of hours as well if a crisis has been notified to us and cannot wait for a Tuesday or a Friday.

(6) Street Lighting, Broadaxe Business Park: The Clerk had asked about these lights being on all night and had chased it but as yet had had no reply.

MIN 4126 FINANCE

(1) Donations: Members considered the deferred application for a grant of £250 to replace a table tennis table. Cllr. Baynham had contacted the group to offer to help with a gofundme page but this had been

refused. Given the lack of a bank account or formal organisation to provide monies to it was decided to refuse the application.

(2) Payments: The following payments were approved –

Highground Maintenance Ltd	£345.89 MEADOW ACC
NEST (pension payment)	£132.30
Mrs T.A. Price (salary Nov)	£1423.04
HM Revenue & Customs	£561.73
N. Close	£42.00
N. Close	£147.00 MEADOW ACC
T. Lloyd-John (cleaning)	£667.23
Amazon (refund T. Price – replacement condolence book)	£34.95
Presteigne Building Supplies	£36.28 MEADOW ACC
Orphans Press Ltd (website updates)	£144.00
Cartridge People Ltd (ink toner) (debit card)	£199.80
JRB Enterprises Ltd (dog bags)	£137.10
HSBC (bank charges October)	£9.00
HSBC (bank charges October)	£8.00 MEADOW ACC
Border Janitorial	£85.70

(3) Completion of mid-year Interim Audit: Completed with no issues raised.

(4) Request for support to plant a hedge at the Wilson Terrace Play Area: Whilst appreciating the intention behind the proposal Members felt that the play area was just not the right place for a hedge, mentioning proximity to the new zip wire and site security as being primary concerns. Resolved that the Council is against the planting of a hedge in this location and consequently also not willing to provide any ongoing maintenance or funding for maintenance costs.

(5) Website Advertising Charges for 2023: Having reviewed the charges Members agreed that the current charge of £26 per year (with a second advert at a reduced charge) remain unchanged but advertisers be notified that this would be further reviewed in twelve months.

Cllr. Abecasis left the room for the consideration of the following item.

It was agreed that any business or organisation hosting a town wifi unit be offered a free advertisement on the town website.

Cllr. Abecasis returned to the room.

(6) Reminder: Applications from local organisations to apply for Town Council small grants by 30th November for allocation in the 2023/24: Noted.

(7) Local Government Pay Award for 2022/23: Members noted the national pay award for the current year.

(8) Update re. Grant towards Community Energy Survey: Members noted that the cost to be invoiced had now reduced to £227.

(9) Receipts: The following receipt was noted –

H. Roberts (donation for use of barn)	£85.00 MEADOW ACC
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(10) Bank Balances: The balances on 3rd November were noted as –

Money Manager Account £218,187.38	Meadow Account £32,810.71
Capital Reserve Account £30,673.21	Warden Reserve Account £1,017.58
Treasurer Account £33,459.11	

(11) Member Training: Members note the training modules available from One Voice Wales over the coming weeks, in particular the Councillor Induction Module and new Members were encouraged to attend.

(12) Cost of Elections May 2022: The costs were noted as follows –

Norton Ward	£343.67
Presteigne Town Ward	£702.47
Total	£1046.14 (both Wards uncontested)

An invoice for the total would be sent by the County Council in due course.

MIN 4127 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 –

22/1775/DEM Grid Ref: E: 331081 N: 264211 Proposal: Demolition Notification for 1) Swimming Pool Building, Plant room & tiled swimming pool 2) Mobile Teaching Unit: Pre-fabricated mobile unit with flat roof. Location: Presteigne C P School, Slough Road, Presteigne LD8 2NH. Resolved to support the application.

22/1871/HH Grid Reference: E:331249 N: 267628 Proposal: Proposed demolition of existing outbuilding and replacement with an ancillary domestic building. Site Address: Westering, Stonewall Hill, Presteigne, LD8 2HB. Resolved no objections to the application providing a condition is included that the building remains ancillary to the main property.

(2) Deferred Planning Application 22/1526/FUL, Presteigne Depot, Mill Lane, Presteigne. Resolved to object to the application until the concerns of Natural Resources Wales and the County Council Ecology Officer have been fully addressed and resolved.

(3) Planning Decisions: No decisions this month.

Cllr. Edwards returned to the room.

(3) LDP Update: Members noted that the call for candidate sites was now public and that sites could therefore now be submitted for development. Details had been published on the town website and Council facebook pages.

(4) Tree Preservation Orders: The Clerk had received information on a new interactive map on which TPOs could be located but had not found it easy to use and had again requested the written list. She had now been told that all the information was held online on the map. She was asked to forward the link to all Members so they could view the map and consider whether any further steps were needed.

MIN 4128 HIGHWAYS, HOUSING AND ENVIRONMENT

(1) Dark Skies/Lighting Application Update: Cllr. Baynham believed the changes to the Presteigne street lighting were almost complete. Work on the dark skies application was continuing and it was noted that, whilst not proposed for any changes, details of the lighting would need including within the application.

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

a) Nature Reserve Grant Update: Cllr. Bamford had very good news as contracts had been exchanged earlier that day. Completion was scheduled for 30th November. The following matters were agreed to move the project forward -

- Application be submitted to receive trees from the 'My Tree, Our Forest' scheme which would not only benefit the reserve but also allow residents unable to plant a tree themselves to feel that trees from the scheme were being planted locally.
- New Gateway to Primary School Site: Cllr. Bamford to discuss with the Headteacher.
- Request for extension of time limit to be submitted to Lottery Fund.
- Non native trees – a small number of these were to be planted and Cllr. Poster would advise. It was hoped that these would be donated and Cllr. Bamford was already aware of two possible donors.
- Community Engagement: Presteigne Tree Group to consider possible ideas for this.

b) Tree Hub Update: Trees to be delivered on 17th. Project to commence on 19th November.

(3) Lugg Bridge Update: Natural Resources Wales had put some very temporary flood barriers in place.

(4) Proposed reduction of 30mph limit to 20mph: Agreed that the Clerk inform the County Council that the Town Council would not wish the by pass speed limit to be reduced to 20mph, feeling this was inappropriate for that road.

(5) Fold Farm Footpath Update: Members noted that James Evans MS had written to the Welsh Minister and received a brief response but was awaiting a fully one in due course. In the meantime Cllr. Baynham was hopeful that work on the application was re-starting.

MIN 4129 NORTON

(1) Norton Community Trust Update: Cllr. Wilding informed Members that the work had now gone out to tender. Members had all received a copy of the recent newsletter.

(2) Bonfire and Fireworks: A very successful event had been held.

MIN 4130 SITES AND BUILDINGS MATTERS

(1) Public Conveniences: Members noted that both premises were currently on fixed rate contracts for the electricity supplies.

(2) Allotments: The annual PNAA report would be discussed at the forthcoming Sites and Buildings Committee Meeting.

(3) Meadows: The following matters were discussed -

- Use by Presteigne Pop Choir on 18th December: Agreed.
- Replace damaged oak posts, Scout Hut Car Park: Agreed to accept the estimate from RB Landscaping.
- Recent Attempted Vandalism: Members heard about recent vandalism on the site.

- Sites and Buildings Committee – To be held on 21st November.
- Use by Morris Dancers for practices: Agreed.

(4) Withy Beds Management: Site meeting to be held on 23rd November.

MIN 4131 CORRESPONDENCE AND GENERAL ITEMS

(1) Town Wifi Update: The Clerk reported that permission had now been given by the County Council for installation of two units on the Assembly Rooms building but that installation had been held up pending the signing of the agreements and in order to arrange access.

(2) Community Broadband Scheme Update: The Clerk was still awaiting a provisional timetable from Broadway Partners but was hopeful that the scheme would proceed.

(3) Powys Investment Plans Initiative: The draft plan was still with the County Council for consideration.

(4) Warm Places: Cllr. Baynham reported that opening arrangements were being finalised and it was hoped to open in the next few weeks.

(5) Christmas Fair: Cllr. Abecasis reported that the Fair had now been moved to the Friday evening and was being held in conjunction with the Church. There was therefore no current need to bring the event under the responsibility of the Town Council.

(6) Electoral Administration and Reform White Paper Consultation: Deferred to the December meeting. Cllr. Baynham would circulate a short report beforehand.

(7) Climate Crisis Committee:

- Appointment of Outside Representatives to the Climate Crisis Committee: Agreed to appoint Kate Van Den Ende and Jenny Mottershead as the outside representatives.
- Committee Terms of Reference: Agreed as circulated.

(8) Revised Community Action Plan (revised and supplied by PACDG): Members felt that there were items contained in the plan that required full and open consultation and as such it was not appropriate to publicise it. The Clerk was instructed not to publish the plan on the Council website.

(9) Operation London Bridge: Members agreed the updated plan/policy.

(10) Christmas Lights: It was agreed that the lights be turned on during 3rd December by Cllr. Edwards.

(11) Meeting with Co-Responders: Cllrs. Edwards, Baynham and Owens had attended a meeting to discuss the concerns of the co-responders over a reduction in the number of incidents they were called to attend. The Clerk was asked to request a representative of the Welsh Ambulance Service to attend.

(12) Presteigne and Norton Community Support Warehouse: Members noted that new premises had been found.

(13) THINK Grant Funding Information: Noted.

MIN 4132 COUNTY COUNCILLOR REPORTS

Cllr. Baynham reported the following –

- PAVO Training attended on social inclusion, warm spaces etc.
- Wales Air Ambulance Public Meeting: Cllr. Baynham had attended.
- East Radnor Care still not receiving no funding to open as a Day Centre.
- Wales Air Ambulance Consultation Meeting: Cllr. Baynham to attend.
- Appearance on BBC Radio Wales to discuss schools' cost crisis.
- Budget Update to Cabinet to take place on 22nd November.

Cllr. Edwards reported on the following –

- Attendance at first two meetings above as Cllr. Baynham.
- Garden Waste Collections to cease for the year soon.
- Library Competition to Design a Library Card for 4-16 year olds.

MIN 4133 URGENT BUSINESS INFORMATION

(1) Free Christmas Dinner on 18th December for people using the local food bank. Cllr. Abecasis to provide an update at the January meeting.

(2) Remembrance Sunday: Cllr. Edwards thanked those that had attended but expressed disappointment that more Members had not been present.

(3) Presteigne Bonfire and Fireworks: Members noted their thanks and congratulations on a very successful event.

MIN 4134 ITEMS FOR NEXT AGENDA

Items to be include were –

- Additions to Christmas Street Decorations in 2023 (Cllr. Abecasis)
- Ground Surface, Wilson Terrace Play Area: Cllr. Baynham and Clerk to meet officer on site and will report to January meeting).

The meeting closed at 9.27pm.

DRAFT

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

**INFORMAL NOTES FROM THE SITES AND BUILDINGS COMMITTEE MEETING
HELD 21ST NOVEMBER 2022
AT THE GREEN ROOM, ASSEMBLYROOMS, BROAD STREET, PRESTEIGNE AND VIA
VIDEO CONFERENCING**

Present: Cllr. Preece

Outside Representatives: Ms. K. Lewis, Mr. G Graham, Mr. C. Kirkby, Mr. R. Rimington.

Apologies: Cllrs. Bamford and Firth.

Absent: Cllrs. Gray and Price.

In Attendance: Mrs T. Price, Town Clerk. One additional allotment association member.

Declarations of Interest: Members were requested to declare any personal and/or prejudicial interests they may have in matters to be considered at the meeting in accordance with the terms of the Local Authorities (Model Code of Conduct Order) (Wales) Order 2008 and the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016.

Personal: None.

Personal and Prejudicial: None

Please note, in the absence of a quorum of Members (3) Cllr. Preece agreed to chair and those present agreed that they wished to discuss matters informally now rather than postpone until a future date. The Clerk would take informal notes to be circulated to Members. Those present asked that their disappointment at the low attendance was noted.

1. ELECTION OF CHAIRMAN 2022/23

Deferred as insufficient Members present.

2. ELECTION OF VICE CHAIRMAN 2022/23

Deferred as insufficient Members present.

3. ALLOTMENTS

The written report was noted and the following matters discussed –

Rabbit Problem: The PNAA Chair reported that this had become a massive problem over 2022 and had led to a number of plot holders becoming disillusioned as they were unable to grow any crop to maturity. Efforts had been made to mend the fencing which had failed in a number of places but given the additional access available via the roadside end of the site due to Welsh Water works many rabbits were now on the site and it was thought they were burrowing beneath the shed etc. A further problem was damage caused to the roadside fence and posts following the recent hedge trimming.

The Clerk reminded everyone that the Council was aware of the problem and intended to look at the fencing in December once vegetation had fully died back and to allow full viewing of the fence itself and the chicken wire inside it. She also reported that two quotes for formal pest control had been obtained and were £800 for three months and £2000 for a year with visits approximately fortnightly. It was noted that the allotment rules permitted the fencing of individual plots.

Recommended Action: that Council inspects fence as soon as possible and consider action to rectify before the new growing season.

Recommended Action: that pest control be considered once the fencing had been repaired and made secure.

Plot 36: The micro plots project had seen initial take up soon dwindling to just one person who had eventually started cultivating the whole plot as the others had not done so. The suggestion of the PNAA was that plot 36 be re-instated as a regular plot and that it be offered to the micro plot holder at a reduced rent. The Clerk reminded the meeting that the Council had considered the matter of reducing the rent in December 2020 and had decided that as all the plots were of varying sizes this was not advisable. She also pointed out that there was a waiting list for plots and so it may be seen as unfair that the micro plot holder avoided that list.

Council to consider ongoing rent for plot 36.

Council to consider whether to rent plot 36 to the current micro tenant or refer to waiting list.

Extra Green Waste Bin: PNAA Chair reported that the guerrilla gardeners had complained that the extra bin paid for by the Council was often full with waste from the allotments and that she had suggested the bin be stored at one of their properties. This they had been unwilling to do. She suggested that the bin be located behind the Old School and agreed to put the bin out for emptying if this was acceptable to the Youth Project Board. The Clerk would find out if this was possible and the Council would then decide how to proceed.

Council to consider whether to continue providing and paying for a green bin for the guerrilla gardeners.

Council to consider re-locating of the bin to the Old School (subject to agreement from the Youth Project).

Path Maintenance: The PNAA Chair reported that the contractor had only attended on a few occasions and then stopped. It was hoped to set up a volunteer rota for 2023. The Clerk reminded her that the Council had agreed to contribute towards the cost of the contractor and that details should be submitted to her for payment as soon as possible.

PNAA to submit request for costs.

Expenditure 2022-23 to date: Noted. It was also noted that the project balance held was a little under £3000.

Waiting List Report: Currently eight on the waiting list. Five had been waiting for over a year.

4. WENT'S AND EDDIE'S MEADOWS, MUGA, FOOTBALL PITCH

Grass Cutting/Weed Killing Arrangements: Considered to be very satisfactory. Discussion then took place around the best way to deal with the car park field prior to the Carnival. Mr. Graham also reminded the meeting of the need to clear into the corners and might possibly know someone willing to top the field if this enabled a fuller and tidier cut. In 2022 the contractor booked had been unable to clear the field due the amount and height of the grass and this had meant that the field had been cut roughly at the last minute in order to provide access.

Mr. Graham to get in touch with his contact and get cost for topping.

Council to agree and appoint a contractor to do this approx. 7-10 days before the carnival.

Maintenance Plan for 2022-23:

New Sleeper Steps for Stage: Noted as being very slippery. Mr. Rimington agreed to get covered with chicken wire to provide grip.

Dead Tree in hedge line: To be removed in due course.

Earth Mound: This was left from the barn project and was creating a rough untended area so need removal/levelling.

Drain Cover near old barn: Risen proud of surface and ideally in need of lowering.

Quote for regular strimming works: Recommended acceptance.

Quote for replacement of timber steps at Skateboard Area: Recommended acceptance of the one quote provided given that obtaining quotes was very difficult and the quality and reliability of the contractor providing the quote.

Quote to replace loose/rotten posts at Skateboard Area: Recommended acceptance of the one quote provided given that obtaining quotes was very difficult and the quality and reliability of the contractor providing the quote.

November 2021 Minutes – Alteration of Knighton Road Entrance: Recommended that no further action be taken given the amount of work and cost for relatively little gain.

November 2021 Minutes – Wall, Ligne Garden: This had been looked at last year and had been set aside as impractical to repair given the amount of damage. Mr Graham to approach a contractor and ask them to quote for the work.

Report on Annual Visual Tree Inspection/Tree Works: Clerk had carried out a visual inspection of the trees on the Council sites with no immediately dangerous issues to report. The two-yearly formal tree survey was due in 2023.

Rospa Inspection Report: Noted. Mr. Kirkby raised concerns on the comment re the MUGA surface and the Clerk reported that this related to some small holes/breaks in the surface and that repairs would be carried out. All other matters either listed above under maintenance or in hand/completed.

Budget Consideration for 2023-24: The Clerk advised that it was likely that there would need to be increases for the regular inspections, utilities (given the current fixed contract would expire in September 2023) and in the amount allocated for dog bags. Deferred for Council.

Grant Applications: None at present.

Arrangements for next Tree Survey: Three quotes requested. Two declined to quote. Agreed to recommend appointment of third contractor who had also carried out the survey in 2021.

Future of 'sheds' on Meadow: Those present felt the sheds were useful at present but agreed that in future they should only be made safe and not repaired generally. Mr. O. Rimington to be asked to assess the condition of the second shed in case it was not in a state to be retained.

Land for a Community Garden: It was felt that it would be appropriate to try to allocate a site for this at the bottom end of the field below the skateboard area. There were though concerns over the security of the site given it would not be fenced and also of damage from rabbits. There was also a concern over ongoing maintenance if the group folded. The left-over soil from the barn project could be used on the area to assist the project. Agreed to support in principle and refer to Council for a decision.

Hourly rate offered to the contractor/handyman: The last increase was implemented from April 2020 and the Clerk advised that a lot of the works carried out were skilled and would cost considerably more if separate professional tradesmen were employed. It was agreed to recommend an increase of £2 per hour from April 2023.

5. TOILET BLOCKS

Report on year to date: All well apart from a few relatively low-level incidences of vandalism.

Cleaning Arrangements/Contract for 2023-24: Deferred to full Council. Current contractor had offered to fix the price for two years.

Maintenance Work: None needed in 2023-24.

Possible Extension to opening season for Wilson Terrace Site: The Clerk reported that this issue was raised by one or two people regularly but that opening the site for a full year was problematic as there was no heating to prevent pipes freezing in cold weather. Agreed to suggest an extension to the opening season of one week at each end of the present season.

Budget Consideration for 2023-24: Deferred for Council consideration as a finance matter. Note the possible budget implications from the item above.

6. UDPATES:

New Nature Reserve: The Clerk confirmed that on completion of the project the site would come under the Sites and Buildings Committee.

Future of With Beds Site: Meeting to be held between Town Council and County Council Officer later that week.

Summary of Full Council Decisions Required –

Allotments:

Council to inspect fence as soon as possible and consider action to rectify before the new growing season.

Council to consider pest control be considered once the fencing had been repaired and made secure.

Council to consider ongoing rent for plot 36.

Council to consider whether to rent plot 36 to the current micro plot tenant or refer to waiting list.

Council to consider whether to continue providing and paying for a green bin for the guerrilla gardeners.

Council to consider re-locating of the bin to the Old School (subject to agreement from the Youth Project).

Meadows:

To approve maintenance items as listed above and acceptance of the three quotes provided for the skateboard steps and fence and regular strimming. (Note a quote for cutting the car park field will be supplied in due course for Council agreement).

To agree no further action re alteration of Knighton Road Entrance.

To accept the quote for the 2023 tree survey.

To review the retention of the sheds on site and if retained to agree that only repairs to make safe be carried out.

To further consider the request for land for a community garden.

To consider increasing the hourly rate offered to the handyman as suggested.

Draft Budget for 2023/24 – consider deferring to January Budget Meeting.

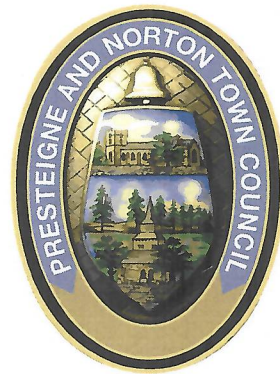
Toilets

Cleaning contract for 2023/24 and 2024/25 to be awarded.

Consider extending the opening season for Wilson Terrace by one week at either end (Note: This will have budget implications).

Draft Budget for 2023/24 – consider deferring to January Budget meeting.

The meeting closed at 7.53 pm.



Grant Awarding Policy

Email: presteigneandnortontc@outlook.com

Telephone: 01547 528575

The Council awards a number of small grants each year.

For the relevant policy and process please see the sections on Local or National Organisations below.

LOCAL ORGANISATIONS

The Town Council grants/donations policy for local organisations or local branches of larger groups is as follows:-

New Applicants: The Town Council awards a small number of grants/donations to locally based non profit making organisations, groups and charities which provide benefit to the Council area. Applications from individuals or profit making organisations will not be accepted.

To apply for a grant please contact the Clerk for the short application form.

Applications will be considered throughout the year except for requests of £250 or more which will be considered at the January precept meeting. Applications for over £250 must therefore be received by the 30th November unless there are exceptional circumstances.

Grants/donations may be used for a specific project, capital purchases or general running costs. Funding must be used for the purpose stated and unspent monies should be returned to the Council.

Successful applicants will be asked to provide a short explanation of how the money was spent. Applicants for grants of £250 or more should provide copies of their latest annual accounts.

In the interests of equal opportunities Groups/Projects should be open to all who want to be involved, unless there is a good reason for this not to be the case. If there are restrictions on who can be a part of a group then an explanation should be provided.

Please contact the Clerk for more information or to discuss an application.

Existing Applicants:

For existing grants of £250 or more, recipients will be asked for copies of their annual accounts and to complete a short form detailing what the award has been used for and for confirmation that the award is requested for the following financial year.

For existing grants under £250, recipients will be asked to complete a short form detailing what the award has been used for and for confirmation that an award is requested for the following financial year. Submission of accounts is not required.

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NATIONAL ORGANISATIONS

The Town Council will consider a small grant to a national organisation but has to ensure a direct and tangible benefit to Presteigne and Norton and its residents.

Applications should demonstrate the direct benefit to the Council area, for example number of people helped, specific local projects etc.

Applications will be considered each January and a specific application form is available on request.

All grant payments are made by bank transfer.

Please note: The amount of funding available is limited. Applicants will be notified by the end of January each year with payment made at the same time.

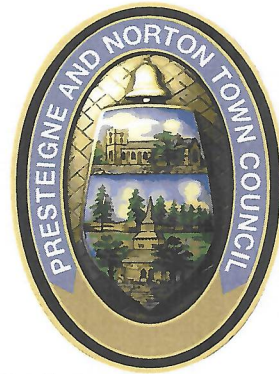
Adopted July 2019. Reviewed December 2022.

Next Review due December 2023.

Note: To be reviewed annually by Working Group and approved by Full Council.

Data Protection Statement: The Council will be collecting and holding data about applicants (including names and addresses) and so makes the following statement: The council may share your information with auditors, accountants, and government bodies in the interests of safeguarding public funds. It may be used in Council documents, social media etc. By applying for financial assistance you are agreeing to this use of your personal information. It will not be used for any other purpose.

**REPORT UNDER
BIODIVERSITY AND
RESILIENCE OF
ECOSYSTEMS DUTY
(Part 1, Section 6,
Environment (Wales) Act
2016)**



Email: presteigneandnortontc@outlook.com

Telephone: 01547 528575

UPDATED PLAN: DECEMBER 2022

Presteigne and Norton Town Council is committed to halting and, where possible, reversing the decline of biodiversity and realises the importance of biodiversity conservation and enhancement for our communities' health and wellbeing and enables behaviour change towards a sustainable lifestyle.

Environment (Wales) Act 2016

Under the Environment (Wales) Act (2016) all public bodies in Wales are required to;

- Maintain and enhance biodiversity when carrying out their responsibilities and in doing so promote the resilience of ecosystems
- Demonstrate an ecosystem approach by applying the principles set out in the Act
- Prepare and publish a plan outlining how they intend to fulfil the duty
- Publish a report, every three years, on the actions which they have taken to meet this duty. (This first report is due to be published by the end of 2019 covering the period 2016-2019)

A public authority, in complying with the Section 6 duty, must have regard to:

- The Section 7 list of habitats and species of principle importance for Wales.
- The State of Nature Report published by Natural Resources Wales.
- Any area statement which covers all or part of the area in which the authority exercises its functions, once these are produced.

Complying with the Section 6 duty will also help Public Authorities subject to the Well-being of future Generations (Wales) Act 2015 to maximise their contributions to the Well-being goals. At present this is not a statutory obligation for Presteigne and Norton Town Council.

Land under Management

The Town Council owns and manages the following areas of land –

Eddie's Meadow

Upper Went's Meadow (2 fields)

Lower Went's Meadow Site including 36 small organic allotments.

Football pitch/Multi Use Games Area (MUGA) at Went's Meadow/Wilson Terrace.

Former Water Reservoir Ground.

Land of Slough Road – Nature Reserve (just completed purchase on 30th November).

Eddie's Meadow: A formal management plan has been produced by the Radnor Wildlife Trust for this site which is managed as a hibernaculum. The site is untended apart from two access paths for walkers mown several times over a year.

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Upper Went's Meadow: Comprises one mown field area for recreation and one untended field which is mown once a year apart from access paths for walkers which are mown fortnightly. Includes a community orchard pruned annually.

Lower Went's Meadow: Mown once annually in the Autumn. Paths to provide access for walkers mown fortnightly. Hedge layed as needed to strengthen and encourage growth. Some paths recently cleared and stoned to allow for better access for the less abled. New information Board planned.

Football Pitch/MUGA: Recreation areas. Mown fortnightly.

Former Reservoir Ground: Tree covered. Information Boards and new pathways recently provided to encourage access and appreciation of the site. Owl and Bird boxes on site.

New Nature Reserve: This area of land (8.4 acres) has just been purchased with a heritage lottery grant and the intention is to create an accessible community woodland nature reserve using native tree and shrub species. The reserve will expand the existing natural broad-leaved woodland in this part of the Lugg Valley, enhancing the resilience of the woodland ecosystem and boosting the survival of naturally rare species such as the hazel dormouse which is resident nearby. Within the site will be an area of wetland which will be augmented by two ponds. Site surveys will be carried out to provide baseline information. The site adjoins the local primary school and will provide an access direct from the school enabling the very young of community to learn about nature and its importance at a young age.

A formal aboriculturalist survey is carried out every two years to ensure the health and safety of the trees on the sites and spot problems early.

All the above areas link closely to form a 'green belt' to the edge of the town of Presteigne.

The Council will aim to –

Raise awareness of biodiversity and its importance.

Safeguard principle species and habitats.

Restore & Create Habitats and resilient ecological networks.

Tackle negative impacts such as pollution, invasive species.

Support other organisations.

Ongoing Projects and Aims

1. Seek to fund formal management plans for those areas not presently covered.
2. Seek funding to inform and encourage appreciation of wildlife on the natural areas of the sites.
3. Continue to provide organic allotments.
4. Seek funding to restore and revitalise small pond and leat on site.
5. Safeguard existing species and habitats.
6. To continue to provide local species bulbs/plants for planting locally.
7. Liaise with Woodland Trust over management plan for Silia Wood.
8. To continue to liaise with the Radnorshire Wildlife Trust for joint projects involving Lower Went's Meadow and the adjoining Trust run Withy Beds site.
9. Wildflower Planting to town roundabout.
10. To encourage Members to attend training/conferences on biodiversity issues.

New Projects and Aims

1. Discussion with County Council on management of verges and promotion of wildflowers.
2. Provision of local variety bulbs for planting by volunteers around the town.
3. Grant Applications to improve access and knowledge of local wildlife, encourage visitors to sites.
4. Provide additional bat and owl boxes as funding permits.
5. Consider action to support pollinators and to be bee friendly.
6. To continue to look for opportunities to encourage biodiversity.
7. Consider providing support to local groups and organisations.
8. To complete the new Nature Reserve Project as listed above and continue to manage it for the future.

PRESTEIGNE AND NORTON TOWN COUNCIL

CLERK'S REPORT - DECEMBER 2022

1. INFORMATION –

- a) 20 MPH Limit: Following last month's meeting I 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.
- b) Ambulance Service: Representatives will attend our February meeting.

2. FINANCE –

- a) Review of Direct Debits: Completed annually. Currently we have –
 - Two direct debits from the Meadow Account for water and electricity.
 - Six direct debits from Treasurer (main current) Account for Water (2), Electric (2), Information Commissioner, and NEST (pension provider).
- b) Community Energy Survey: From PAVO – *'Further to previous e-mails, Please find attached an invoice from PAVO for match funding on the Community Energy Report prepared for the Presteigne and Norton area. I was hoping to be able to reduce the amount of match funding required - as per a previous e-mail, but as it happens the cost of the studies have come to slightly more than anticipated. I am hoping therefore that you will be content to pay the original agreed amount of £250 and allow us to put the £70 collected from attendance at the August event towards the overspend on the project. My hands are a bit full of CRF paperwork at the moment - but I will endeavour to line up the follow up actions from the recent meeting with Dave Green - i.e. discussions with Powys County Council and with Energy Local - early in the New Year. I hope the process to date has been useful in concentrating minds on what is possible in the Presteigne and Norton area.'*

Note: Apparently the energy survey is now available and I have requested it be shared with you as made a condition of your grant funding.

3. HIGHWAYS ETC –

- a) Dark Skies: Kerem has asked for some photos of the new lighting which Leigh Harling Bowen has kindly agreed to provide. Kerem hopes to finalise the details of the application by the New Year.

Latest emails from Kerem and Leigh – *On Fri, Dec 2, 2022 at 4:51 PM from LHB*

It's been a while since Presteigne Dark Skies has been discussed by the Town Councils working group or the Council as a whole. Some significant and exciting milestones are coming up, which are going to need the engagement of the Town Council and others if the communities of Presteigne and Norton are to become a Dark Skies Community.

I have discussed the application with Kerem and have also contacted the International Dark-skies Association to update them on progress with the street-light replacement and confirm that they are Ok with our progress so far. This is a periodic requirement that keeps our application "live".

I understand from Kerem that the first draft of the application should be complete by the beginning of 2023 and hopefully submitted in January. This is an iterative process, where the IDA look at the draft and recommend amendments, which are incorporated into subsequent drafts until the IDA are content with the application. This process can take up to six months.

I also understand from Leigh Williams of Powys County Council that the complete replacement of all of the street-lights in Presteigne will be done by Christmas 2022, finishing with the heritage lights in Broad Street. Further light pollution measurements will need to be taken once this is complete. I'd like to encourage community involvement with this and was wondering whether to contact the High School? To help with this I've contacted Terry Wells of PACDG (as a member of Transition Presteigne) to express an interest in obtaining a grant under the Community Award Scheme, to purchase a second light pollution meter.

To help publicise and celebrate Presteigne's forthcoming Dark Skies Community Status Kerem has floated the idea of a Presteigne Dark Skies Festival in 2023? This would be similar to that organised in Newport, Eire in 2022. See this link for more information: <https://www.mayodarkskyfestival.ie/at-a-glance> This is well outside of my comfort zone, but given the number of community groups, artists, naturalists etc. in Presteigne I'm sure it is possible. It will need the endorsement and engagement of the Town Council to make it happen and I'd like to start a conversation to see what can be done.

Another area that I would like the help and participation of the Town Council in is that of Business Planning. A community business plan would make the most of the "Unique Selling Point" of Presteigne and Norton being a Dark Skies Community. In 2021 Julie Lewis of PCC's Tourism and Regeneration department agreed that PCC would help us put together a business plan, if asked. The setting up of a Chamber of Commerce, which included the businesses on the industrial estate/ business park would also help, as I consider the businesses an untapped resource, not just for Dark Skies, but also for the Community as a whole. Can the Town Council help here?

From Kerem: Tracey, our submission is looking good. The only weakness I see is the community events and education which is a crucial part of the DS Community application. Leigh has been doing quite a lot on his own but I think we need to develop a greater framework which can encourage more participation and collaboration. We need to show how the town is eager to keep this spirit alive and spread the word even further. We don't want this to be only seen as a technical improvement. Therefore, this needs to be discussed with the council and the community to explore what can be done. This could start as a small annual event which can grow strong every year. It does not need to start off as a big production. They only want to see the willingness and commitment.

Thoughts on the comments above at the meeting please.

b) Email from Ramblers Cymru: 'Last year Presteigne and Norton Community Council applied to be part of our Paths to Wellbeing project but unfortunately we were unable to take the project forward with all groups that applied. We are currently looking at future funding to continue our project and I wondered if Presteigne and Norton Town Council would still be interested in working with us. You said you had approx. 20 active volunteers and that you had already developed walking routes. Our Paths to Wellbeing project looks to engage the wider local community in walking by connecting with nature and would include butterfly counts, bug hunting, invasive species removal, vegetation clearance and waymarking, as well as training in navigation and walk leader skills, amongst other things, a community consultation would find out what the community required. In the projects we have delivered since August 2021 we have reached out to schools, brownies, scouts, care homes, local groups to encourage people to walk and we would like to continue to do so.

I would be interested to hear if Presteigne and Norton Town Council would like to be involved moving forward. I'm happy to have a chat if that would be useful.'

4. SITES AND BUILDINGS –

a) Work on Presteigne Roundabouts: Report on this year's works as follows –

A summary of the work carried out at Presteigne roundabouts this year

A spring cut with grass removed with daffodils de-headed but their greenery left

Late spring tidy up with daffodil remnants removed

All docks, nettles and invasive plants removed

Further 15 plug plants in each roundabout planted

The edge of Kington roundabout mowed short with clippings removed (as this wasn't undertaken by the contractor)

Plug plants watered in summer months

A big late summer scythe hay cut of with all arisings removed

A late autumn October grass was cut by council. We raked and removed all arisings

Local species of seeds introduced from St Andrew's Churchyard in Norton

Ground prepared and yellow rattle seed spread in the autumn

In general, the roundabouts are responding very well to this management and are improving in species diversity each year.