

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

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

9th March, 2023

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council on **WEDNESDAY 15th MARCH, 2023 at 7.00 p.m.** at the Assembly Rooms, Broad Street, Presteigne and via video conferencing and you are hereby summoned to attend.

The public and press are cordially invited to attend.

**PLEASE NOTE EARLIER START TIME DUE TO GUEST SPEAKER JAMES HITCHCOCK OF
RADNORSHIRE WILDLIFE TRUST.**

Join Zoom Meeting
<https://us06web.zoom.us/j/88172777190?pwd=VGVVQmpQQkZaRTZtVVdEY2x6LzNLZz09>

Meeting ID: 881 7277 7190 Passcode: 674945
Dial by your location - 0330 088 5830 United Kingdom
Find your local number: <https://us06web.zoom.us/u/kb4tY9IFKK>

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 15th February, 2023 are a true and accurate record and authorise the Chairman to sign the Minutes as such.

To approve that the Minutes of the Climate Crisis Committee meeting held on 22nd February, 2023 are a true and accurate record and authorise the Chairman to sign the Minutes as such.

4. UPDATE ON OUTSTANDING ITEMS AND CLERKS REPORT

From the Meeting of 15th February. Also to receive the Clerk's Report for March.

5. FINANCE

a) Donations: To consider a donation to the Sleeping Dragon replacement fund (from free reserves).

b) Payments: to approve the following payments –

Mrs T.A. Price	£1498.40
HM Revenue & Customs	£583.11
NEST Pensions (direct debit)	£139.37
Highground Maintenance Ltd	£345.89 MEADOW ACCOUNT
Presteigne Building Supplies	£214.80 MEADOW ACCOUNT
T. Lloyd-John	£382.49
N. Close	£35.00
N. Close	£238.00 MEADOW ACCOUNT
J. Cromar (tree survey – Meadows)	£870.00 MEADOW ACCOUNT
Amazon (refund T. Price – batteries)	£16.99
Artisan Print (A3 copies)	£9.60
HSBC (Bank Charges Feb – Treasurer Acc)	£8.00
HSBC (Bank charges Feb) – Meadow Acc)	£10.00 MEADOW ACCOUNT

Items below relate to Nature Reserve -

Powys County Council (gateway to nature reserve)	£1337.20
Presteigne Gates Ltd	£288.00
Bucknell Nurseries	£811.25
R.B. Landscaping	£9378.00
Paramount Plants	£442.50
Amazon (refund Cllr. Poster)	£17.30
O. Rimington (design work/refund leaflet printing)	£571.42
O. Rimington (design work – gate)	£320.00
META (translation)	£59.04
A. Dodgson (refund compost)	£31.96
Artisan Print	£73.27
CLAN CIC	£100.00
Amazon (refund R. Bamford)	£41.99
Amazon (refund R. Bamford)	£16.80
Amazon (refund R. Bamford)	£14.72
Presteigne Building Supplies	£421.46
Artisan Print	£16.87
Artisan Print	£7.16

META (J. Yeomans)	£200.00
Frank P. Matthews Tree Shop (refund K. V.)	£105.00
c) Email from PACDG re reduced insurance premium.	
d) To note the following receipts –	
Allotment Rent	£672.00
Donations re. Nature Reserve Event	£131.00
e) To review and agree the Risk Assessment.	
f) To review and agree the Asset Register.	

6. PLANNING

(a) To consider applications received:

23/0236/FUL Grid Reference: E:331636 N: 263551 Proposal: Proposed erection of a dwelling and all other associated works. Site Address: The Wood Yard, Broadaxe, Presteigne, LD8 2LA.

23/0302/FUL Grid Reference: E:330218 N: 267405 Proposal: Proposed demolition of existing outbuilding and erection of detached house including formation of access and associated works (resubmission of 22/1968/FUL) Site Address: Oxenbrook Cottage, Norton, Presteigne, LD8 2EN.

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 – none at issue of agenda.

7. HIGHWAYS, HOUSING AND ENVIRONMENT

a) Dark Skies/Lighting Update. (Clerk's Report 2c)

b) Climate Crisis Matters including –
Nature Reserve

Tree Hub Update (Clerk's Report 2b)

Recommendations of Climate Crisis Committee –

To note the proposed promotion of the Council Climate Crisis Grant Fund.

To consider the Committee recommendation that dogs not be allowed on the new Nature Reserve.

To note the Biodiversity Enhancement Plan for the new Nature Reserve.

To note the review of the management of Council owned hedges with a report to be presented to Council at the July meeting.

To agree the changes to the trial mowing arrangements at the Community Orchard/Below the bike track.

To agree a response to the resident's letter re Eddie's Meadow.

To review the management plan for Eddie's Meadow and consider any actions needed.

c) Thanks for 20 – Support Campaign Information.

d) Review of Bus Routes/Stops/Electric Bike/Car Grant Scheme. To receive a report on the recent site meeting and consider any further actions required. (Clerk's Report 2a).

e) Complaint re Condition of Verge/Shrubs, Station Road. (Clerk's Report 2d)

f) Update re works to High Street (as emailed 8th March). One Way Hereford Street final comments for submission to County Council.

8. NORTON

- a) Norton Community Trust Update.

9. SITES AND BUILDINGS MATTERS

- a) Public Conveniences:
- b) Allotments:
- c) Meadows: To include –
 - Use for Carnival 6-9th July.
 - Letter from resident re Eddie's Meadow management.
 - Work of Warden Guardians on former Reservoir and Eddie's Meadow.
 - De-Silting of Pond, Lower Went's Meadow.
 - Clearance of prunings/tree cuttings – Community Orchard/Far Field.
 - Vandalism at Old Barn. (Clerk's Report 3b).
 - Tree Survey Report.
 - Scout Hut Patio Cover Proposal.

10. CORRESPONDENCE/GENERAL ITEMS

- a) Town Wifi Update. (Clerk's Report 4a)
- b) Community Broadband Scheme Update. (Clerk's Report 4b)
- c) Invitation to St. Andrew's Church Service for King's Coronation – Sunday 7th May at 11am.
- d) Winding of Town Clock. (Clerk's Report 4c)
- e) Final Report of Independent Remuneration Panel for Wales (Clerk's Report 4d)
- f) Town Investment Plan Update.

11. COUNTY COUNCILLOR'S REPORT

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

Enc. Clerk's Report March. Minutes of February Meeting. Background papers.

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

MINUTES OF THE MEETING HELD ON 15TH FEBRUARY 2023 **HELD AT THE ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND ALSO VIA** **VIDEO CONFERENCING**

Present: Cllrs. D. Edwards (Mayor), B. Baynham (Deputy Mayor), T. Owens, M. Williams, J. Poster, J. Gray, J. Wilding, F. Preece, A. Van Huls, L. Abecasis, L. Firth.

Apologies: Cllr. Bamford.

Absent: Cllr. M. Price

In Attendance: Mrs T. Price, Town Clerk. Members of the public.

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

Personal: None.

Personal and Prejudicial: None.

No Guest Speaker as the Ambulance Service had cancelled an hour before the meeting.

MIN 4160 APPROVAL OF MINUTES

The Minutes of the meeting held on 25th January, 2023 were approved as a true and accurate record and the Chairman signed the Minutes as such.

MIN 4161 UPDATE ON OUTSTANDING ITEMS AND CLERKS REPORT

(1) Speed Enforcement: Requested for Norton any Presteigne By Pass. Chased for response on 13th February.

(2) County Council Quarterly Briefing: This had taken place in mid-January and covered the following – Ukrainian Arrivals, Cost of Living Hubs (46 in Powys), Test and trace work with Covid, UK Shared Prosperity Fund and the Mid Wales Regional Investment Plan, Budget update with a projected 5% rise in Council Tax proposed at present. Budget to include 16.446 million saving cost reductions in services and a 4.7 million reduction in school spending. The 5% Council Tax rise is also projected for a further four years. Climate change conference planned (in conjunction with Llandrindod Wells Town Council) on 14th June

(3) The organisations applying for grants had all been notified of the Council's decision. Thanks had been expressed by East Radnorshire Care, Judge's Lodgings Trust, PACDG, Wales Air Ambulance and Mid Border Arts.

(4) Climate Crisis Committee: First meeting to take place on 22nd February.

(5) TPOs and Local Development Plan Interactive Map: To be included in next County Council briefing.

MIN 4162 FINANCE

(1) Donations: None this month.

(2) Payments: to approve the following payments –

Mrs T.A. Price	£1498.40
HM Revenue & Customs	£583.11
NEST Pensions (direct debit)	£139.37
T. Lloyd-John	£421.49
N. Close	£28.00
N. Close	£126.00 MEADOW ACCOUNT

HSBC (Bank Charges December – Treasurer Acc)	£10.00
HSBC (Bank charges December) – Meadow Acc)	£8.00 MEADOW ACCOUNT
Highline Electrical (removal of Christmas Lights)	£540.00
Tree Shop Ltd	£57.60
Powys County Council (green waste bin)	£40.00 (Debit Card)
P. Ward (biodiversity plan)	£400.00
Paramount Plants	£525.00
Paramount Plants	£95.00
Ashridge Nurseries	£109.74
Highground Maintenance Ltd	£345.89 MEADOW ACCOUNT
Presteigne Building Supplies	£4.55
Presteigne Building Supplies	£193.24
T. Price (refund stamps)	£10.88
Artisan Print	£24.34
N. Hand (pond works)	£1488.00
P. Hollins (pond works)	£9084.00
Habitat Aid (seed mix)	£182.70
One Voice Wales (training fee – J. Gray)	£17.50

(3) Receipts: The following receipts were noted:

Website Advertising £19.00

Allotment Rent £56.00 MEADOW ACCOUNT

(4) Promotional Banner for East Radnor Leisure Centre: Members considered providing funding for two banners and allocated a maximum of £200 to be used from free reserves if needed. Clerk to suggest to Freedom Leisure that it produce some banners in the first instance before purchasing any from Council funds.

MIN 4163 PLANNING

(1) Planning Applications:

Cllr. Edwards left the room for the duration of the following item due to her position on the Council County Planning Committee.

Cllr. Baynham left the room for the duration of the following item due to having already submitted her comments on the item in her capacity as County Councillor.

The following pre-planning application was discussed –

Upgrade to existing radio base station installation at mbnl pow089, By-pass near Industrial Estate, Joe Deakins road (B4355), Presteigne, Powys, LD8 2DL: Members considered the information provided and resolved to submit the following comments –

- concerns over the height - feeling 18m would make it much more visible. To ask what the height of the existing structure was.
- if the height is not able to be reduced then would re-siting further into the industrial estate be an option.
- could the structure be green in colour to facilitate it blending in.
- a request that the existing tree cover should remain in any event as it provides excellent screening currently.

Cllrs. Edwards and Baynham returned to the Room.

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

22/190/HH, 9 Harpers Lane, Presteigne: Approval 9th January.

22/1871/HH, Westering, Stonewall Hill: Approval 2nd February.

MIN 4164 HIGHWAYS, HOUSING AND ENVIRONMENT

(1) Dark Skies/Lighting Update: A Working Group meeting had been arranged for 1st March. Consideration of monies for signage and professional photographs deferred for initial discussions at that meeting.

(2) Climate Crisis/Nature Reserve Update: Cllr. Bamford had submitted a written report on progress at the new nature reserve including the Heritage Lottery agreement to spending more on the gate using the contingency; everything going to plan on the site with approximately 1200 trees planted by various groups and volunteers so far, ponds dug and slowly filling and the path is currently being put in. She had been talking to residents about helping them with more privacy where needed through

additional planting. Pruning day had gone well with about 15 people attending and the contractor will finish any extra work as needed.

Members considered the selection of a contractor to carry out the necessary tree works and agreed to allocate the work to Alan Jones Tree Surgery.

(3) Town Investment Plan Update: The Clerk had spoken to Rose Regeneration but the final version was not as yet agreed by the County Council and she had been unable to get a copy of the latest version.

(4) Presteigne Roundabouts: Cllr. Baynham was pleased to report that Radnor Hills had agreed to sponsor and maintain the Greenfield Road Roundabout during 2023. A quote for attending to the other roundabout had now been received from Caring for God's Acre and Members agreed the cost of £275.

MIN 4165 NORTON

(1) Norton Community Trust Update: Cllr. Wilding reported that a builder had now been appointed and works were in progress.

MIN 4166 SITES AND BUILDINGS MATTERS

(1) Public Conveniences: Cleaning contract for 2023-2025 now signed.

(2) Allotments: Three plots now surrendered and re-let from March, 2023.

(3) Meadows: The following matters were discussed –

- Use by Norton Show Committee for Craft Fair: 28th August, 2023: Noted.
- Update on conifer hedge cuttings: Members noted that these had still not been moved. Agreed that the Clerk arranged for the cuttings to be burned alongside the orchard prunings but that a letter be sent to the resident advising them that in future cuttings should be immediately removed.
- Cutting of Back Field: Mr. Graham was still looking into possibilities and he had also himself cleared some of the areas that had been uncut for some time. Members noted their thanks for this and asked that the Clerk convey their thanks.

(4) Uneven Play Surface, Wilson Terrace Play Area: Cllr. Firth had taken photographs of some of the problem areas. Some of the issues were caused by moles but by the 'Little City' unit the grass matting had risen and needed attention. The Clerk would ask the County Council if this could be attended to. She was also reminded of the promise of a toddler swing to replace one of the normal ones and would remind the officer.

(5) Withy Beds Update re management/lease arrangements and consideration of Community Asset Transfer: Members noted that the Radnorshire Wildlife Trust had indicated a willingness to renew its lease on expiry and that the County Council was willing to accept a Community Asset Transfer request from the Town Council if it wished to do so. Members considered that there was no need for such a transfer given a new lease was to be in place.

MIN 4167 CORRESPONDENCE/GENERAL ITEMS

(1) Town Wifi Update: Units on the Assembly Rooms still not in place. The possibility of an extra unit on the Memorial Hall was being considered.

(2) Community Broadband Scheme Update: Next meeting due on 20th February. The Clerk would raise the issue of unwanted spam emails from Broadway Partners,

(3) Wales Air Ambulance and possible closure of Welshpool Base: The consultation was not yet public.

(4) Attendance at Remembrance Sunday Services: Cllr. Abecasis was concerned that Members had not received enough explanation of the protocol around attending the Remembrance Sunday Parade and Service.

(5) Discussion with Ambulance Service and First/co Responders Service: Deferred as the Ambulance Service had not attended the meeting.

(6) Powys Well Being Plan: Consultation: Resolved no comment be made.

(7) Knighton Hospital: Report on briefing by Health Board: Cllrs. Baynham and Edwards had attended and reported briefly on the plans for the Hospital.

(8) Disabled Access High Street Update: The Clerk reported that she had spoken to the shop and that Head Office had looked into this in the past and concluded that a permanent ramp was not possible. She was asked to remind the manager that he had promised to provide the detail.

(9) Request for Use of Town Council Emblem in Sleeping Dragon Fund Raising Project: Agreed that the emblem could be used to indicate Town Council support for the project. Clerk to agenda a possible donation in March.

(10) Future of East Radnorshire Leisure Centre Working Group Update: No further meeting held. Funding confirmed for 2023-24 but a full review would be carried out over the coming months and no decision had been made about longer term funding.

MIN 4168 COUNTY COUNCILLOR REPORTS

Cllr. Edwards reported the following: -

Current focus on budget for 2023-24.

Meeting with Officer to discuss arrangements for cutting of verges in Presteigne and Norton (attended by Cllr. Baynham also).

New text message service for those with hearing problems.

Apprentices being sought.

Cllr. Baynham had nothing further to report.

MIN 4169 URGENT BUSINESS INFORMATION

(1) Visit to Labtech: Cllrs. Edwards and Baynham together with the Clerk had received a tour of Labtech and a briefing on the recent incident.

(2) King's Coronation: Cllr. Edwards confirmed there were no plans at present for any Mayor's event.

(3) Memorial Hall: No event planned for Coronation. County Council about to carry out various checks and inspections to bring everything up to date. 70th Anniversary Party to be held and combined with the retirement of the present Chairman at the AGM in June.

The meeting closed at 8.27pm.

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

MINUTES FROM THE CLIMATE CRISIS COMMITTEE MEETING
HELD 22ND FEBRUARY 2023
AT THE GREEN ROOM, ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND VIA
VIDEO CONFERENCING

Present: Cllrs. Poster (Chairman), Firth (Vice-Chairman), Bamford and Gray (via video link)

Outside Representatives: Ms. K. Van Den Ende, Ms. J. Mottershead.

Apologies: None.

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 and the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016.

Personal: None. Personal and Prejudicial: None

1. ELECTION OF CHAIRMAN 2022/23

Cllr. Poster was proposed by Cllr. Bamford, seconded by Cllr. Firth and elected unanimously.

2. ELECTION OF VICE CHAIRMAN 2022/23

Cllr. Firth was proposed by Cllr. Bamford, seconded by Cllr. Gray and elected unanimously.

3. CLIMATE CRISIS GRANT FUND

Cllr. Bamford explained the history of the fund and the reduced annual budget due to previous years not being fully utilised and the Clerk reminded the Committee that the Council asked for groups to be formally constituted and to have their own bank accounts. It was possible to ask Council permission for occasional exceptions but this may or may not be granted depending on the circumstances.

The Council had a formal application form specifically for grants from this fund but there had only been a few applications (tree weekend/energy survey). In order to promote the Fund Cllr. Poster agreed to draft a short piece for the next Community News. The allocated reserve presently stood at approximately £1450 with a further £250 to be added in the new financial year.

Ms. Mottershead suggested possibly funding for the new community garden as despite it being over the border it would be serving residents of Presteigne and Norton. She would pass on an application form in case the group wished to apply.

4. COMMITTEE PROJECTS

It was agreed that for the present the Committee would concentrate on completing the Nature Reserve Project and would consider any further projects in due course.

5. AREAS OF RESPONSIBILITY

Agreed not to allocate specific areas of responsibility and matters of interest and relevance would be forwarded to all Committee Members for comment.

6. NATURE RESERVE PROJECT

Update: Cllr. Bamford provided an update on works at the new nature reserve –

- Path almost complete
- Ponds dug and slowly filling.
- Tree Survey completed and contractor appointed for works.
- Tree planting day very successful.
- Pond planting and further tree planting sessions planned.
- Formal opening planned for 3rd June.

Cllr. Poster suggested signage to discourage parking by the access gate and it was agreed that this would be considered.

Access for Dogs: The Committee then considered the issue of dogs accessing the new reserve. The Tree Group had provided a short report on the reasons why it believed access should not be given for dogs and Ms. Mottershead added that despite some existing reserves allowing dogs many new reserves no longer did so and she agreed to provide some examples for adding to the report. Some adjustments were then made to the final document for providing to full Council for a decision. It was agreed that the Committee strongly recommend that no access be provided for dogs.

Biodiversity Enhancement Plan: The draft report was considered. Cllr. Poster pointed out that there were actually twenty arboretum trees if those on the roadside edge were included. It was also noted that the map needed updating. There were no further comments.

7. HEDGE MANAGEMENT

Committee Members considered the current arrangements for hedge cutting on Council land. They noted the brief review by Council in December 2022 when the following was agreed -

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.

Ms Van Den Ende and Ms. Mottershead agreed to review the hedges within Council ownership and produce recommendations for Council to consider in due course. The draft report would initially be presented to the next Committee Meeting for comment.

8. GRASS CUTTING ARRANGEMENTS COMMUNITY ORCHARD, WENT'S MEADOW

Cllr. Bamford reported that the trial arrangement had not worked that well and suggested that maybe the probation community service could consider clearing around the tree bases by hand. It was agreed to abandon the circles left for the trial and to suggest leaving the area below the bike track unmown. The Council's grass cutters to be asked to mow a clear border to that area.

9. LETTER FROM RESIDENT RE. MANAGEMENT OF EDDIE'S MEADOW

A copy of the letter had been circulated with the meeting papers. The Clerk believed that a management plan had been originally produced but there had been no further surveys or assessments. She was asked to see if the Warden Guardians had any capacity to do any works on the site and Ms. Mottershead agreed to investigate possible survey costs. The Clerk would draft an initial reply for consideration by full Council in due course.

10. URGENT BUSINESS INFORMATION

(1) Climate Conference for Town and Community Councils: 14th June. Possible topics for submission included alternative energy sources for Council buildings and protection for existing trees. The Clerk would pass these suggestions on.

(2) Pruning of Orchard: Cllr. Bamford reported that some of the trees were plum and damson and so could not be pruned until the Spring. Agreed that she ask the contractor to return to complete these in due course.

(3) Verges: Cllr. Bamford gave a short update on the arrangements for verge cutting in 2023

11. DATE OF NEXT MEETING

Agreed as 5th July subject to Cllr. Poster being available.

Summary of Full Council Decisions Required –

To note the proposed promotion of the Council Climate Crisis Grant Fund.

To consider the Committee recommendation that dogs not be allowed on the new Nature Reserve.

To note the Biodiversity Enhancement Plan for the new Nature Reserve.

To note the review of the management of Council owned hedges with a report to be presented to Council at the July meeting.

To agree the changes to the trial mowing arrangements at the Community Orchard/Below the bike track.

To agree a response to the resident's letter re Eddie's Meadow.

To review the management plan for Eddie's Meadow and consider any actions needed.

The meeting closed at 7.56 pm.

PRESTEIGNE AND NORTON TOWN COUNCIL

CLERK'S REPORT

MARCH 2023

1. INFORMATION –

a) Pre-Planning Consultation – 4g Upgrade to Communications Station, Joe Deakins Road, Presteigne: I submitted the comments from the last meeting but have now been told that the proposals are on hold for the time being and not being progressed.

b) Attendance by Welsh Ambulance Service: Re-arranged for the April Council meeting.

2. HIGHWAYS ETC –

a) Bus Routes/Stops: Cllrs. Baynham, Edwards and I met with John Forsey of PCC to discuss bus routes and the current stops in Presteigne. We discussed the following –

- By pass shelter to be cleaned.
- Low usage of the Sargeants Bus and problems with connections e.g. to Llandrindod or Hereford.
- Lack of a direct bus to Llandrindod.
- Hereford Street stop currently on the wrong side of the road – to be moved.
- Townend Stop – bus stop markings to be put on road, stop to be marked.
- Remove old timetable box in Station Road.
- Timetables to be supplied for Clerk to circulate.
- Timetable for x11 to be put at bypass shelter.
- Possible introduction of electric bikes via grant fund.
- Possible electric car share.

b) Tree Hub: 113 trees were given away the first weekend of March.

c) Dark Skies Working Group: This met in early March and Cllrs. Baynham, Williams and myself were taken quickly through the draft application which is very near to completion. A possible Dark Skies Festival in the Autumn was discussed and Mr. Harling-Bowen had several talks/events in mind already. The County Council has seen the proposed lighting policy and is in principle willing to add this to its own lighting policy as an Appendix – this will mean that future developments will need to refer to the policy and should ensure that the lighting continues to conform into the future.

It was noted that events and education were the weakest aspect of the application and will need ongoing input. An ongoing monitoring programme of light readings will also need to be in place and LHB is willing to do this. He has already got a number of baseline readings plus a set since the lighting change.

The application process may take some months as once submitted the IDA may well come back with comment and questions.

Since the meeting Kerem has made some calculations on the carbon and financial savings and these are –

My estimate is 4.5 tonnes of CO2 reduction per year. 54kw saving per night. 19,710kw per year.

As agreed, I have taken 11 hours of operations as an average standard.

Part Night is 5.5 hours @100%

Part Night Dim is 5.5hours @100% until 12:00 and @50% from 12:00 until 05.30am

The study solely focuses on street lighting, signage is not taken into account.

This actually counts as a conservative estimate since we know that the operation hours in real life are greater than what we have taken into consideration.

If the cost is taken as 0.33p per KwH, it makes £6,500 saving per year.

d) Complaint re. condition of verge, Station Road: A complaint was received from a resident and was reported to PCC. PCC visited and did not see there was a problem. However I have approached the guerrilla gardeners who are willing to tackle it in the near future.

3. SITES AND BUILDINGS –

- a) Pond, Lower Went's Meadow: Now de-silted after many years of trying to get this done. Cllr. Bamford Done while the nature reserve pond contractor was in Presteigne. No extra charge.
- b) Vandalism at Barn: Some more damage to slats of old barn and attempts to light a fire using deodorant canisters, the slats and the hedge cuttings from the play area.

4. CORRESPONDENCE –

- a) Town Wifi: A meeting on site should now have been held between PCC and the installer to get the units on the Assembly Rooms sorted. I have asked for a unit on the Memorial Hall but as they do not at present have a broadband connection this may not be agreed. Update (if any) at the meeting.
- b) Broadband Project: Broadway have confirmed they will be proceeding in Presteigne and Norton and that the build is expected to start in the late Summer/early Autumn.
- c) Winding of Town Clock: On 7th March I received a phone call to say that there was in fact a new clock winder in place, together with a relief winder! The Clock has recently been serviced (paid for by PCC) and is now running on time although there is a problem with the hour chimes being one out – a service call to look at this has been requested.
- d) Final Report of Independent Remuneration Panel for Wales: This was circulated on 8th March and contains the final payment levels for 2023-24. Those who have been on the Council for some time will remember that due to the wording of the £150 payment it was necessary to put it through payroll. The wording this year has been changed and it is now termed a working from home allowance and so should be non-taxable and able to be paid outside payroll. I have checked with OVW who are not sure about this and waiting for confirmation from HMRC but it seems clear to me anyway. Due to the amount the Mayor's allowance will need to continue to be paid through payroll.

The annual £150 has been increased to £156 and in addition there is a 'cost of consumables' payment of £52 per year (or reimbursement can be made on receipts).

All other optional or compulsory payments are unchanged and those presently offered by PNTC are
Care costs to attend meetings (compulsory)
Travel costs (45p per mile) (optional)
Mayor's Allowance/Expenses (optional).

Members are asked each year if they wish to claim the allowances or not and if they do then payment is made in or around January (this avoids the need to reclaim any monies should a Member leave for any reason).

PRESTEIGNE AND NORTON TOWN COUNCIL				
1. Community Assets				
At 31st March 2023 the following assets were held:				
			Insurance Value £	Audit Value £
Lower Wents Meadow -			1	1
Upper Wents Meadow			36363	36 363
Improvements to Upper Wents Meadow (detailed in Note 1)			26528	26 528
new Community Barn July 2019			108160	100,000
Nature Reserve (new 2022)			185,000	185,000
Laptop computer (purchased June 2020 inc Microsoft Office)			493	493
Laser Printer (purchased October 2019)			307	160
Eddie's Meadow (purchased December 2012)			15000	15,000
Former BT Telephone Kiosk, Norton			2080	1
Former Reservoir Ground (donated by Welsh Water)			1	1
Tennis Court/MUGA/Football Pitch			94278.61	1
Wilson Terrace Toilets			790	790
Council/PACDG Noticeboard (at Assembly Rooms)	(April 2017)		900	900
Defibrillator serial no. (21) X17A890597	(April 2017)		900	900
Defibrillator serial no. (21) X17A891377	(April 2017)		900	900
Defibrillator by Loma's Shop	Jan-19		900	900
3 cabinets for defibs	(April 2017)		1,200	1,200
Playdale Little City Unit Play Equipment	(March 2017)		9,122	9,122
Playdale Car Springer Play Equipment	(April 2017)		944	944
Playdale Gravity Bowl	May-18		1,198	1,198
Picnic Benches (recycled plastic) 2	Apr-18		1,012	1,012
Dog Bag Dispensers (6)	Jul-18		450	450
Gazebos (10)	May-19		3,683	3,683
Folding Tables (11)	May-16		312	312
Christmas Lights, Presteigne			2,000	2,000
Outdoor Gym	Oct-18		10,000	10,000
Play Panels (2)	Aug-19		2,332	2,332
Zip Wire	Dec-19		9,700	9,700
New Equipment Skateboard Park (bought April 2014)	Jul-20		5,900	5,900
Outdoor free standing hand gel dispenser			338	338
Hereford Street Toilets (run under licence)			116,879	-
Ashbourne Seat (sited near Primary School)	Sep-21		488	488
Ashbourne Seat (sited in Station Road)	Jul-21		488	488
Lugg View Play Equipment	Jan-22		9,998	9,998
			647,747	426,204
			=====	
The basis of valuation for Community Assets acquired before 1st April 1996 is a nominal value of £1.				
Community Assets purchased from the 1st April 1996 onwards are valued at historic cost.				
Note 1				
Improvements to Upper Wents Meadow:				Cost
Barn			19845.08	£
Garden			0	6,527
Roadway			0	5,686
Skateboard Park			0	784
Bike Track			0	7,631
New Equipment Skateboard Park (bought April 2014)			0	-
				5,900
				26,528
The Town Council has not re-valued the land it owns as this land is for community use and is not intended for sale. This decision was made in March 2008 and minuted accordingly.				
2017 Laptop now written off				
2017 Printer - not repairable. Written Off				

PRESTEIGNE AND NORTON COUNCIL RISK SCHEDULE MARCH 2023							
Item	Frequency	Last reviewed	Notes				
Council Insurance							
Including :-							
Public Liability	Annual	Aug-23	3 year agreement to 2nd Sept 2025				
Employers Liability	Annual	Aug-23	Indemnity £10,000,000. Official's Indemnity £500,000				
Buildings Cover - Barn at Wents Meadow	Annual	Aug-23	Indemnity £10,000,000				
Toilets Wilson Terrace	Annual	Aug-23	Sum Insured £21,462.00				
Toilets Hereford Street	Annual	Aug-23	Sum Insured £101,962.00				
New Barn, Meadow	Annual	Aug-23	Sum Insured £126,404.00				
Assets	Annual	Aug-23	Sum Insured £116,975.00				
Office Equipment/Stationery	Annual	Aug-23	Insured away from home up to £5000, excess £250				
3 defibrillators & cabinets	Annual	Aug-23	£5000 (standard figure)				
Telephone Kiosk, Norton	Annual	Aug-23	£2,000				
Fidelity Guarantee	Annual	Aug-23	Sum Insured £150,000				
Commercial Legal Protection	Annual	Aug-23	£100,000				
Key Person Cover	Annual	Aug-23	£250 per week up to £2500 per claim.				
Personal Accident (employees/volunteers/Members)	Annual	Aug-23	Capital Benefit £100,000, temp benefit £500 week, medical exp £10,000				
Seats and Benches	Annual	Aug-23	Not insured. Adopt a Bench Scheme to monitor.				
Notice Board, Assembly Rooms	Annual	Mar-23	Checked monthly when notices posted. Not insured.				
Village Hall	N/A	N/A	Not responsible for a Hall				
Inspection of Playgrounds by Qualified Inspector							
Tennis Court/MUGA	Annual	Mar-23	Due August 2023 Via Approved ROSPA Inspector				
Skateboard Park	Annual	Mar-23	Due August 2023 Via Approved ROSPA Inspector				
Outdoor Gym	Annual	Mar-23	Due August 2023 Via Approved ROSPA Inspector				
Other Inspections/Maintenance Town Council Property							
Visual Tree Inspection by Town Council	Annual	Mar-23	Visual inspections carried out annually. Completed.				
Goalpost bar bolts fitted to make secure	N/A	N/A					
Tree maintenance at properties owned	N/A	N/A					
Bike/Skateboard/Barn - Equipment inspection by Town Council	Twice Weekly	Mar-23	Inspections made by Mr. Close				
Tennis Court/MUGA - Equipment Inspection by Town Council	Twice Weekly	Mar-23	Inspections made by Mr. Close				
Playground Equipment provided by TC for PCC playground	Fortnightly	Mar-23	Inspections made by Mr. Close				
Tree maintenance on recreation grounds	Annual	Mar-23	Tree Maintenance Plan produced. Two yearly professional survey				
Wilson Terrace Toilets	Twice weekly	Mar-23	within Meadow inspections, legionella assessments as needed				
Hereford Street Toilets	Daily	Mar-23	Daily via contract cleaner. Fortnightly via Mr. Close				
Financial Matters							
Banking Arrangements	Annual	Mar-23	Five accounts with HSBC Bank 2 current, 3 High Interest				

Insurance Provider	Annual	Aug-22	Currently Hiscox via Came & Co	
VAT return completed and submitted	Annual	Mar-23	To be completed a.s.p. after end of financial year.	
Contingency Fund for :-				
additional audit fee	Quarterly	Mar-23	Balances reviewed quarterly. Adequate reserves held in High Interest A/c	
annual salary review	Quarterly	Dec-22	Balances reviewed quarterly. Adequate reserves held in High Interest A/c	
cover for staff sick periods	Quarterly	Dec-22	Balances reviewed quarterly. Adequate reserves held in High Interest A/c	
casual elections	Quarterly	Mar-23	Balances reviewed quarterly. Adequate reserves held in High Interest A/c	
other	Quarterly	Mar-23	Balances reviewed quarterly. Adequate reserves held in High Interest A/c	
Budget agreed, monitored and reported	Quarterly	Jan-23		
Precept requested	each January	Jan-23		
Payments Approval procedure	Monthly	Mar-23	Submitted to monthly meetings/approval minutedInternet Banking	
Issuing of cheques	Monthly	Mar-23	Two signatures required. Clerk not permitted to sign.	
Bank reconciliations / invoices overseen by Councillors	six monthly	Mar-23	In line with interim and final audits.	
Clerk's salary reviewed & documented	Annual	Jan-23	Reviewed alongside setting of annual precept	
Chairman's allowance reviewed and agreed	Annual	Jan-23	Reviewed alongside setting of annual precept	
Internal Audit	six monthly	Oct-22	Interim and Final Audits carried out	
External Audit	Annual	Mar-23	via Wales Audit office	
Internal Check of financial records	Monthly	Apr-22	Carried out by RFO (Clerk) and invoices inspected annually by Mayor	
Record Keeping				
Minutes properly numbered etc.	On-going	Mar-23		
Asset register available/updated	On-going	Mar-23		
Financial Regulations available/updated	On-going	May-22	Review of regulations annually	
Standing orders available/updated	On-going	May-22	Review of regulations annually	
Back ups taken of computer records	Daily	Mar-23	Via one drive. Periodically via hard drive	
Archived computer records	Monthly	Mar-23		
Employees and Contractors				
Contracts of Employment	On appointment	Dec-20	Town Clerk, updated contract issued January 2021	
Written arrangements with contractors	On going	Mar-23	As above High Ground Maintenance (grass cutting) T. Lloyd-John (cleaning)	
Contractors Indemnity Insurance	On going	Mar-23	As above	
Members Responsibilities				
Code of Conduct Adopted	On-going	May-20	Information given to all Members	
Register of Interests completed and updated	Online	May-22	From January 2015 on website	
Register of gifts/hospitality	On-going	May-22		
Declarations of Interest Minuted	On-going	Mar-23	Included in Minutes and on website	
Approved March 2023 Meeting				