

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

Tel: 01547 528575
Email: presteigneandnortontc@outlook.com

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

14th September, 2023

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council on **WEDNESDAY 20th September, 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 SPEAKERS FROM SHROPODOC/PRESTEIGNE MEDICAL CENTRE: DR SIMON CHAPPLE OF SHROPODOC AND PRESTEIGNE MEDICAL CENTRE PRACTICE MANAGER, NATALIE MCLAUGHLIN.

Join Zoom Meeting

<https://us06web.zoom.us/j/84984497465?pwd=MWhmeUIndHp0d2ViLzU4MERFRCTxUT09>

Meeting ID: 849 8449 7465 Passcode: 991712

Dial by your location - 0131 460 1196 United Kingdom

Find your local number: <https://us06web.zoom.us/u/kpesHpqK0>

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 August 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 Meetings of 19th July and 16th August. Also to receive the Clerk's Report for September.

5. FINANCE

a) Donations: To confirm the following donation -

| | |
|---|---------|
| Sleeping Dragon Fund (as previously agreed) | £300.00 |
|---|---------|

b) Payments: to approve the following payments –

| | |
|--|------------------------|
| B. Baynham (refund Mayor's Expenses) | £177.61 |
| Mrs T.A. Price | £1495.00 |
| HM Revenue & Customs | £586.51 |
| NEST Pensions (direct debit) | £139.37 |
| T. Lloyd-John | £654.23 |
| N. Close | £60.00 |
| N. Close | £176.00 MEADOW ACCOUNT |
| Highground Maintenance Ltd | £345.89 |
| Presteigne Building Supplies | £23.66 |
| HSBC (Bank Charges) – Treasurer Acc) | £8.00 |
| HSBC (Bank charges) – Meadow Acc) | £8.00 MEADOW ACCOUNT |
| Nature Reserve Payments – none this month. | |

c) To note the following receipts:-

| | |
|--|------------|
| Powys County Council (2 nd precept payment) | £24,312.60 |
| National Lottery (grant payment) | £264.15 |

d) Payment towards Presteigne Library Service Review (as scheduled July 2023). NB Invoice received for £1000. Clerk's Report 2a.

6. PLANNING

(a) To consider applications received:

23/1306/TRE Grid Ref: E: 331415 N: 264589 Proposal: Works to trees within a conservation area Location: The Vine, St David's Street, Presteigne.

23/1304/TPO Grid Ref: E: 329473 N: 266616 Proposal: Works to tree subject to a Tree Preservation order Location: Green Acres, Norton Manor Park, Norton Presteigne.

23/1277/FUL Grid Reference: E:331376 N: 264462 Proposal: Change of Use of Mixed Use Building to A3 Use Class (Part Retrospective) Site Address: 11 High Street, Presteigne.

23/1249/HH Grid Reference: E:331556 N: 264410 Proposal: Construction of a single storey garden studio Site Address: 9 Harper's Lane, Presteigne.

23/1342/REM Grid Reference: E:331249 N: 267628 Proposal: Section 73 application to vary condition 2 of planning permission 22/1871/HH in relation to approved plans Site Address: Westering, Stonewall Hill, Presteigne.

*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 –
23/055/HH – Lower Ackhill, Presteigne: Approval.
21/0881/RES Phase 2 Jack's View, Norton: Approval.

(c) Bute Energy/GreenGen Project: To receive any update.

(d) Planning Enforcement Update.

(e) Non Statutory Consultation on Proposed Substation and Overhead Line – Vyrnwy Valley to Lower Frankton (as emailed 7th Sept).

7. HIGHWAYS, HOUSING AND ENVIRONMENT

a) Dark Skies/Lighting Update inc Bat Walk (Clerk's Report 4b)

b) Climate Crisis Update Including:-

- Nature Reserve Project Update.
- Meadow Area and Local Places for Nature Grant: Application successful.
- Wildlife in your Ward Project
- Confirmation of National Forest Status Application.
- Pond Update if available.
- To consider requesting a further extension for the lottery grant.

c) Report on Site Meeting re speed limit, Coombe Corner.

d) Review of Grass Verge Cutting Arrangements.

8. NORTON

a) Norton Community Trust Update.

9. SITES AND BUILDINGS MATTERS

a) Public Conveniences:

b) Allotments: Incident at allotments/Went's Meadow.

c) Meadows: To include –

- Review of Management Plan, Eddie's Meadow.
- Review of Hedge Management Options following Site Meeting (Cllrs. Wilding and Poster).
- Update on further vandalism. (damage to small shed)
- Use for 'In the Body Day' 8th October.

- Presence of Himalayan Balsam. Clerk's Report 3a.
 - Blight on Orchard Trees. Clerk's Report 3b.
 - Use for Oktoberfest – Herefordshire Expedition Group – 30th September.
 - Cover for Inspections 18th to 29th September.
- d) Community Storage Update: To consider detailed proposal and costings for storage provision etc.
- e) Grant Application – Table Tennis/storage. Clerk's Report 3c.

10. CORRESPONDENCE/GENERAL ITEMS

- a) Update on current situation – Presteigne Memorial Hall.
- b) Youth Matters Update (Cllr. Abecasis).
- c) Annual Fireworks/Bonfire: Update (if any).
- d) Arrangements for Remembrance Sunday (Cllr. Baynham).
- e) Condition of Community Tables and options for repair. Clerk's Report 5b.
- f) John Beddoes Campus: To consider update meeting on current curriculum and numbers.
- g) Wales Audit Office: Consultation on Fee Scales/Ranges (as emailed 5th Sept 2023).
- h) Review of Working Group Protocol. Draft document included in meeting papers.
- i) Welsh Ombudsman's public consultation on "Our Equality Plan 2023-2026. As emailed.

11. COUNTY COUNCILLOR'S REPORT

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

13. 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.

14. STREET CLEANING CONTRACT ARRANGEMENTS

Enc. Clerk's Report September. Minutes of August Meeting. Various background papers.

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

MINUTES OF THE MEETING HELD ON 16TH AUGUST 2023
HELD AT THE EAST RADNORSHIRE DAY CENTRE, PRESTEIGNE AND ALSO VIA VIDEO
CONFERENCING

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

Apologies: Cllrs. D. Edwards, L. Abecasis.

In Attendance: Mrs T. Price, Town Clerk.

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

Personal: None.

Personal and Prejudicial: None.

MIN 4228 APPROVAL OF MINUTES

The Minutes of the meeting held on 19th July, 2023 were approved without amendment. The Chairman duly signed the Minutes.

There were no urgent updates. Full updates would be taken at the September meeting.

MIN 4229 FINANCE

(1) Payments: The following payments were approved –

| | |
|--|---------------------------------------|
| Welsh Water (Hereford Street Toilets) | £347.11 |
| Welsh Water (Wilson Terrace Toilets) | £27.71 |
| Welsh Water (Barn) | £18.46 MEADOW ACCOUNT |
| EDF Energy (Wilson Terrace) | £19.24 |
| PHS Group (services at Hereford Street) | £122.52 |
| PHS Group (services at Wilson Terrace) | £49.38 |
| NEST (pension conts.) | £139.37 |
| Mrs T.A. Price | £1495.00 |
| HM Revenue & Customs | £586.51 |
| Highground Maintenance Ltd | £345.89 MEADOW ACCOUNT |
| Mid Wales Ecology | £175.20 |
| Mr. N. Close | £40.00 |
| Mr. N. Close | £192.00 MEADOW ACCOUNT |
| Ms T. Lloyd-John | £667.23 |
| JRB Enterprises Ltd | £734.16 MEADOW ACCOUNT (Direct Debit) |
| J. Bird (street cleaning) | £168.00 |
| Powys County Council (bunting licence Xmas lights) | £115.00 |
| HSBC (bank charges) | £8.00 |
| HSBC (bank charges) | £8.00 MEADOW ACCOUNT |
| Nature Reserve Payments – | |
| Amazon (refund R. Bamford) | £25.99 |
| Amazon (refund R. Bamford) | £17.99 |
| Amazon (refund R. Bamford) | £13.99 |

(2) Renewal of Annual Insurance (inc three year agreement):

AJ Gallagher Insurance £1431.62

(3) Dark Skies Project: Request for funding/part funding or guarantee against loss for Bat Walk:
Costed at £100. Agreed to provide a guarantee against loss from the Dark Skies Reserve monies.

MIN 4230 PLANNING

Cllr. Wilding joined the meeting at this point.

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

23/0984/LBC Grid Reference: E:331434 N: 264351 Proposal: Installation of gas fired central heating and domestic plumbing pipework, replacing rusted steel and lead pipes, a very old oil-fired Rayburn cooker and a couple of storage heaters that provided the heating Site Address: Millfields, Hereford Street, Presteigne, LD8 2AT. Resolved no objections be raised.

23/0983/HH Grid Reference: E:331434 N: 264351 Proposal: Installation of gas fired central heating and domestic plumbing pipework, replacing rusted steel and lead pipes, a very old oil-fired Rayburn cooker and a couple of storage heaters that provided the heating Site Address: Millfields, Hereford Street, Presteigne, LD8 2AT. Resolved no objections be raised.

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

23/0789/FUL Unit 1, Broadaxe Business Park, Presteigne: Approval 17th July.

23/0790/FUL Units 5 and 6 Presteigne Industrial Estate, Presteigne: Approval 17th July.

MIN 4231 GENERAL ITEMS

(1) Use of Meadow: Request to use Meadow for Fun Day – 9th September: Noted as now cancelled.

(2) Nature Reserve - Update on ponds: Cllr. Bamford reported on recent site visits and on quotes received for options to line the ponds on the site. The most expensive option was a clay liner at around £11,000 plus installation; plastic lining with coir pond matting (pre planted) around the edges around £5000 plus installation and matting; and for clay only a cost was still awaited. She felt that in order to secure water to the top pond that this one at least should use a plastic type liner and that following that options for the bottom pond could be considered. Members agreed that Cllr. Bamford proceed with the work subject to a budget for the top pond of up to £10,000. Once this was done that options could be considered for the other pond.

(3) Street Cleaning Insurance Update: Cllr. Baynham reported that the contractor was currently not willing to take out public liability insurance. This was a requirement for all Council contractors. Members agreed that this was not negotiable although they would consider paying slightly more (20p) per hour to cover this if requested. If insurance cover was not taken out and details provided then the contractor would not be able to continue.

MIN 4232 URGENT BUSINESS INFORMATION

(1) Silver Kite Award: Cllr. Baynham reported that Cllr. Wilding had recently been presented with a Silver Kite Award at the Royal Welsh Show for his work in the community around Presteigne and Norton. She read her speech at the awards ceremony to the meeting and thanked Cllr. Wilding again for all his efforts locally.

The meeting closed at 7pm and was followed by the annual town walk.

Sites visited were –

- Eddie's Meadow: The need to cut out the blackthorn shooting at the top edge of the site was pointed out by Cllr. Price. Cllr. Wilding reminded Members of the suggestion in the new management plan that steps be put at the top to aid access onto the Warden. The management plan would be reviewed fully in September.
- Visit to new Nature Reserve: Members looked at the new site and Cllr. Bamford explained the tree planting and the acceptance onto the National Forest for Wales Scheme.
- Trees, Station Road (resident request to pollard): Agreed to ask County Council to inspect.
- Review of Grass Verges/Cutting: Various areas were looked at and options discussed. Full review at the September meeting.
- Countrywide Roundabout: Members thought the roundabout looked very good indeed and thanks to Radnor Hills were noted. The Clerk would write to thank the firm.
- Kington Roundabout: Had been fairly recently cut but arrangements for 2024 would be reviewed in due course.
- Norton Community Hub: Members were impressed with the progress made.
- Memorial Hall: Not visited but Cllr. Baynham gave a brief update on the current situation with the building not expected to be open before the end of the year.

PRESTEIGNE AND NORTON TOWN COUNCIL

CLERK'S REPORT

SEPTEMBER 2023

1. INFORMATION –

a) Annual Return/External Audit: No contact as yet from Wales Audit Office.

2. FINANCE

a) Reminder on Library Service Funding: After a number of years of not claiming any money towards the service PCC is now indicating it wishes to invoice. We contributed £1073 in 2018/19 and the same in 2019-20.

A reserve balance of £6854 is held to meet future requests. PCC asked if they may back date and invoice to cover the missing years (note that part of the time the service was closed due to covid anyway). If all the intervening years were now requested then a further four years including the current year would total £4292. There would be potential implications for our S137 spend which has a maximum limit each year if this was to happen.

An invoice was received on 20th July requesting payment for the current year.

A decision is needed on whether to agree this payment and on your thoughts for future years (if the offer is to cease then I need to let them know soon).

3. SITES AND BUILDINGS –

a) Himalayan Balsam: The Allotment Association has pointed out that Himalayan balsam is growing on the banks of the Lugg. This is a problem along many stretches of the river not just below Went's Meadow but your instructions on any action are requested.

b) Orchard Trees: Nick reports some seem to be affected by blight. Update hopefully at meeting.

c) Community Storage: Just for information there is currently £2500 in an allocated reserve for a storage container in Norton that could be utilised towards this if needed.

4. HHE –

a) Street Cleaning: The street cleaner does not wish to continue due to the need for public liability insurance. This will be discussed in confidential session.

b) Dark Skies – Bat Walk: Message from Leigh Harling-Bowen: 'The bat walk on Friday was a great success. We had 15 participants on the night and have about another dozen who are interested in doing a second bat walk in the future. With the donations on the night we actually made a profit over costs, so won't need PNTC to contribute to them. The breakdown is as follows:

| | |
|-------------------------------------|-------------|
| Donation from Transition Presteigne | £30 |
| Donation from CPRW | £25 |
| Donations on the night | £65 |
| Total | <u>£120</u> |
| RWT charge | £100 |
| Profit | <u>£20</u> |

I've paid the £20 into the PACDG bank account to go with the £500 they are holding to pay for the drone footage.

Please thank the town council members for offering to underwrite the costs. I hope to run another bat walk in the future - probably in the spring.

5. CORRESPONDENCE –

a) Annual Fireworks Display: No one has as yet come forward to organise this.

b) Community Folding Tables: One of these has been damaged and is now only just useable. A number of the others are missing the support pins which are needed to stabilise each table. Nick has spoken to Francis' at the Milebrook and thinks they could manufacture 20 new pins for around £30. New tables are around £40-50 each.

The tables are useable as they are and are generally showing signs of wear and tear but it is probably worth getting new pins to extend their life. I will also amend the hire form to stress the need to insert the pins each time and to do so correctly.

Roadside Verges Option 1

This utilises the new grant of £4,000 we have been awarded by PCC to make meadow areas through the town and builds on the work that volunteers and Bev have been working with PCC for the last four years.

It also includes asking PCC to keep some areas more tidy and possibly utilising the Community Payback Scheme to do some cutting and tidying, which should help with improving the appearance to the entrance to the town.

Part of the funding included money to make leaflets and signs to explain all of the efforts the council is making to enhance biodiversity in the town.

The table below relates to the attached map.

| | | |
|---|--|--|
| 1 | a. Leominster roundabout b. Surrounding verges | Under management by Radnor Hills New regular cutting by PCC over increased area. |
| 2 | Kington roundabout | Continuing management by CFGA has already reduced larger species and developed a much richer flora. |
| 3 | Verges around Kington roundabout | New regular cutting by PCC. Return of the Dragon will affect largest verge and its management. |
| 4 | Wide bypass verge between Greenfield Bungalow and a short distance past the collection of signs opposite turning to Leominster | To be included in Meadow Project – cut and collect, scarifying and seeding with perennial and some annual seed mixes. Control of docks and umbellifers. |
| 5 | Wide verge between hedge and bypass | PCC management with regular cutting no wildflowers. |
| 6 | Corner of bypass with turning to Leominster | PCC management with regular cutting and cutting further back towards the fence. Or potentially request Community Payback scheme to undertake regular cutting back of umbellifers and docks which have proliferated after ground disturbance on bank down to fences of neighbouring King's Court gardens. |
| 7 | Bank opposite Chilvers | Remain in PCC / volunteer cut and collect management. Continue to control cherry tree suckers and plant yellow rattle seed and plugs of ox-eye daisies etc |
| 8 | Bank under Warden and Area at end of Castle Road with bench | Remain in PCC / volunteer cut and collect management. |

| | | |
|----|---|--|
| | | Path to bench to be kept clear, cut by volunteers to avoid orchids. |
| 9 | Dyche Bank to turning down to garage | Remain in PCC / volunteer cut and collect management. |
| 10 | Roadside verge opposite Radnorshire Arms car park | PCC management with regular cutting of full width – no mohicans |
| 11 | Verge outside Memorial Hall, under trees | PCC/ volunteer cut and collect management .Scope for Pictorial Meadow seed mix |
| 12 | Verge opposite lower end of Broadaxe, outside Orchard Close | PCC / volunteer cut and collect management, enhancing with plugs and seeds |
| 13 | Corner of Broadaxe and bypass, under JB playground fencing | PCC / volunteer cut and collect management Scope for Pictorial Meadow seed mix / banner |
| 14 | Corner of bypass and Slough Road bank down to underpass | PCC management Request PCC or Community Payback scheme to undertake regular cutting back of umbellifers and docks |

Roadside Verges Option 2

As above with the addition of getting PCC to do extra cuts on the areas that they already cut.

This would be at our cost and the funds would have to be precepted but it would make an improvement to the appearance of the town as it get can get very long, depending on the weather, between cuts.

However the longer grass does have positives for pollinators as it has lots of dandelions in spring and other flowers later in the year so not cutting so frequently does boost biodiversity further.

Roadside Verges Option 3

The third option would be for the council to work out with PCC what they would cut in their budget and the volunteers stop working on the verges.

PRESTEIGNE
VERGES



Hedgerow Management Proposal

Adapted after meeting between Councillors and members of Climate Crisis Committee on site on 16/08/23 (John Wilding, Rose Bamford, Jem Poster (part of meeting only), Jenny Mottershead, Kate van den Ende)

Background information

PNTC has the responsibility for managing the hedges around Went's Meadow, Eddie's Meadow and Coed Llanandras.

Hedges are living barriers, lines of trees, traditionally managed to be stock proof. Up until now, PNTC have paid contractors to maintain the hedges by cutting annually, in the current agricultural manner – topped and trimmed at roughly the same height each time.

Repeated annual cutting regimes, results in poor quality hedges. Their structure gradually diminishes, their capacity to regenerate reduces and the biodiversity they support declines. Cutting by a tractor also causes compaction of the soil which can stunt growth of the hedge, reduce its ability to retain water and reduce the biodiversity within the soil.

No hedge stays the same for ever. A hard cut, short hedge will start to fade away, and a tall hedge may eventually collapse or develop into a line of trees. Effectively every hedge goes through a life cycle, and good hedge management should recognise this.¹

The concern about the management of the hedges and the land on Eddie's Meadow offers a perfect opportunity to reassess the current management of all PNTC's hedges into the cycle recommended by The Tree Council, Hedgelink, Keep Wales Tidy, Coed Cymru / Woodland Trust, World Land Trust, People's Trust for Endangered Species and others (see figure 1).

Within the constraints of safety alongside roads and pavements and those hedges that grow underneath electricity supplies, PNTC's hedgerows could be managed differently, so that the hedge structure remains strong and thrives into the future.

The added bonus of healthy, well managed hedgerows is that they become wildlife corridors, "the long forest", supporting species from fungi to raptors. They provide safe space for mammals, reptiles and nesting birds and nectar sources for a range of invertebrates. The fruits and seeds provide vital winter food for birds.

Proposal

Having researched current best practice and having assessed the hedges in Went's and Eddie's Meadows with advice from experienced, professionals², we propose:

1. a reduction in cutting which will enable the hedges to produce new growth with a view to increasing flowering and fruiting.
2. that the main cutting of hedges should be delayed until as close to the end of February as is feasible, depending on the weather and contractor availability. This will allow birds and mammals to make maximum use of their shelter and food supply.
3. that there is an annual inspection in autumn by members of the Climate Change Committee to monitor growth and to make recommendations of adjustments to the plan to the TC if necessary. This annual assessment will also consider any feedback from Town Councillors and from members of the community.

Detailed proposal for individual hedges - referencing map below

Roadside hedges 7 and 8

To be cut as before, outside, top and inside.

Reasons - 7 for safety on roadside and for neatness around play areas, 8 for safety on roadside, for neatness and to prevent potential loss of light to allotment plots below hedge.

Cut of the outside edge will take place in summer. The top and inside in winter.

Roadside hedge 6

To be cut on outside and top, but leaving inner side uncut.

Reasons – compromise between neatness and allowing transition habitat to develop on inside, stretching towards new area being sown as wildflower meadow.

Cut of outside in summer, top in winter.

Allotment car park hedge 5

To be left uncut and in-filled and widened on inner edge, by planting suitable native tree species in winter 23/24

Hedge 1 along bottom edge of Went's Meadow's, between allotments and community barn

To be trimmed in winter on a 2, or ideally 3 year rotation (depending on rate of growth), raising the cutter height and width each time, by 10 - 15cm to avoid knuckles forming and to allow the sides and base to thicken out.

Hedge 2 alongside community barn

Annual winter cut on the side nearest the track, to ensure clear access to community barn. Other side and top to be treated as Hedge 1.

Hedge 4 from Ligne Garden to back of properties on Scottleton Street

Treat as Hedge 1.

Hedge 3 above footpath to Mill, at bottom of car parking field

Winter 23/24, very light cut of top of hedge. Infill gaps with suitable native tree species.

After that, allow to widen into field, forming a transition habitat between Withy Beds and grassland of field

Powys Countryside Volunteers have agreed to cut vegetation growing on edge of footpath below hedge to keep footpath clear.

As part of the management of the hedgerows in Went's Meadow we suggest that opportunities to inform the public are taken.

Proposed Schedule

| Date | Action | Carried out by | Cost to TC |
|----------------|--|-----------------------|--|
| Winter 2023/24 | Infill young hedge at car park, using locally sourced and donated trees where available. | Volunteers | If not enough trees and materials donated or left over from reserve, buy from Bucknell nursery. Apply to use money in Climate Action fund. |

| | | | |
|---|---|--|---|
| Summer 2024 | Cut side of hedge 2 next to track by community barn. Very light cut of top of hedge 3 | Contractor | Unknown, but far less than previous years |
| | After cut, infill hedge 3, using locally sourced and donated trees when available. | Volunteers | As above |
| | Cut roadside edge of hedges 6, 7 & 8 in June / July, as safety requires. | Contractor | Hedges 6,7 and 8 were cut on all 3 edges in summer 2023 so price known. 2024 will cost less. |
| Winter 2024/25 | If, after assessment of growth, any of hedges 1, 2 & 4 require cutting, start process described for 2025 / 26 below Cut top of hedges 6, and top and inside edge of 7 & 8 as described above | Contractor | Unknown, but far less than previous years |
| Summers 2025 and 2026 | As Summer 2024 | Contractor | Less than 2022 |
| Winter 2025 / 26 (depending on growth rate) | Cut top of hedge 6, and top and inside edge of 7 & 8 as described above. Roadside edges if necessary Cut hedges 1,2 & 4 15 cms higher and wider than pre 2023 Light cut of hedges 3 & 5 if necessary | Volunteers clear brash to designated area at bottom of Went's Meadow's | |
| Summer 2027 | As Summer 2024 | Contractor | Less than 2022 |
| Winter 2027 / 28 | Cut top of hedge 6, and top and inside edge of 7 & 8 as described above. Roadside edges if necessary | | |

Current regime and estimated costs (provided by Tracey Price before 2023 summer cut)

Roadside of hedge, Knighton Road - cut June/July, depending on growth

All other hedges cut once per year in autumn.

Utility companies do have right to cut back and do serve notice to clerk.

Contractor cost £25 per hour, excluding VAT.

2022's cost was £465 and year before £355 – but doesn't include VAT and does include harrowing and cutting of car park field.

References

¹ Nigel Adams Countryside Management website – he developed the hedgelink mgt cycle resources

² Helene and Danny Hodgson from Llanidloes (07834 240559, handpowered@yahoo.com) Recommended by Stanley Turner, RWT volunteer with Piet van den Ende

Hedgelink - funded by Natural England

Their website hedgelink.org.uk has videos of benefits of hedgerows, generally and in specifically in rural areas, along with a digital version of leaflet

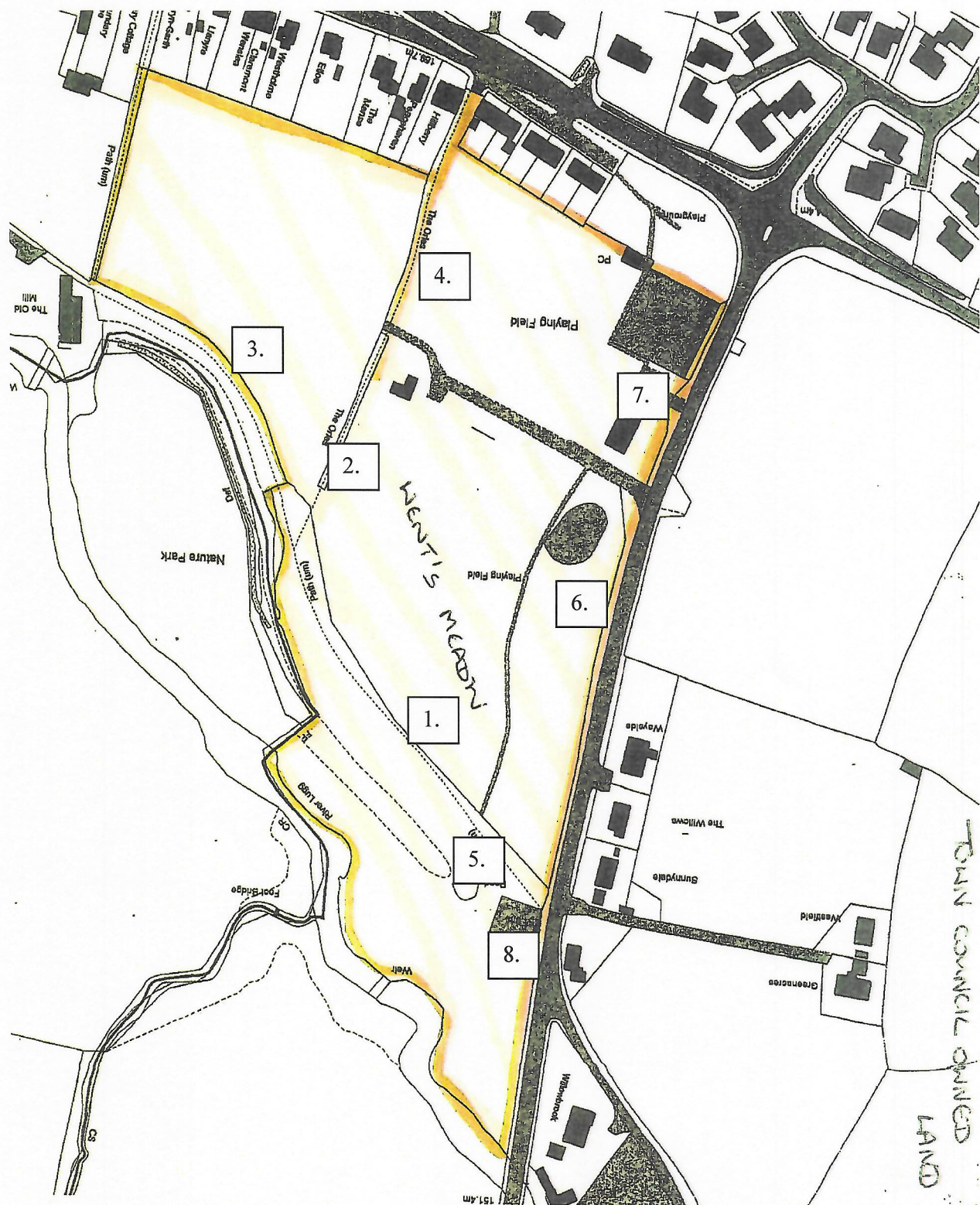
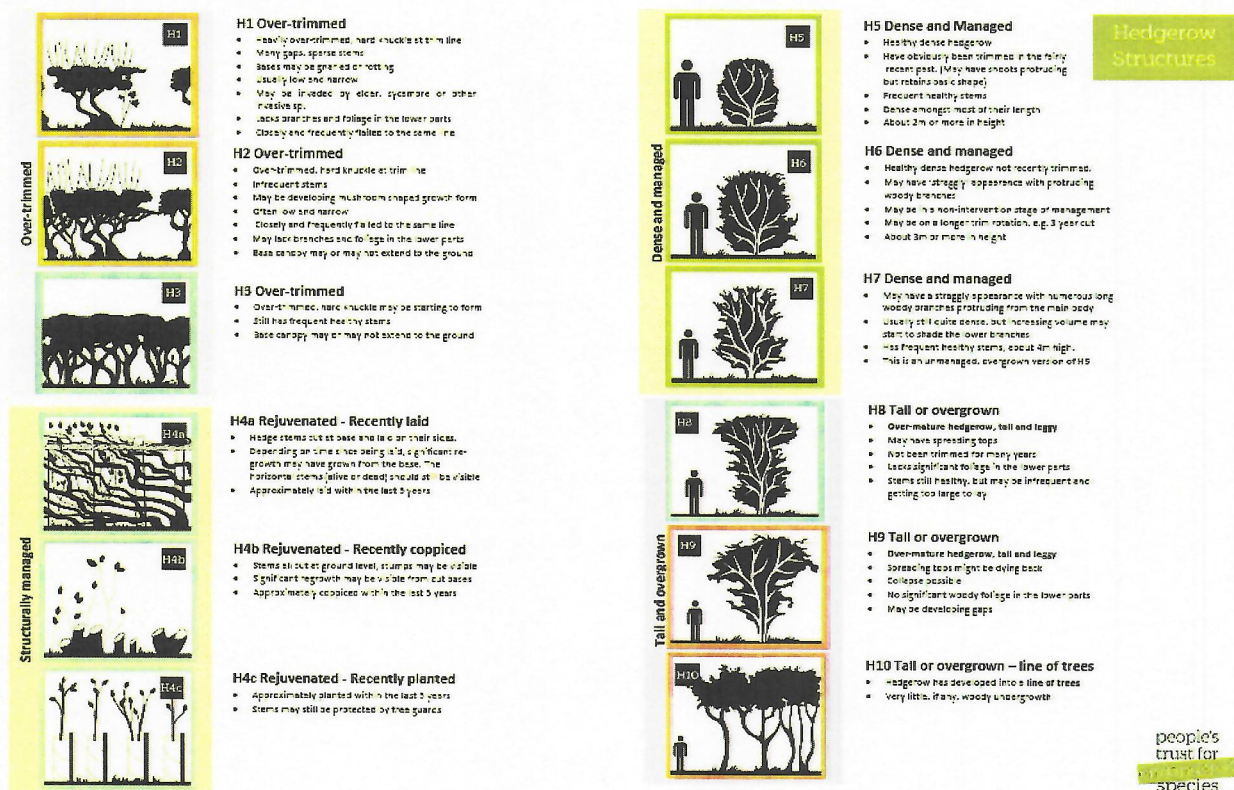
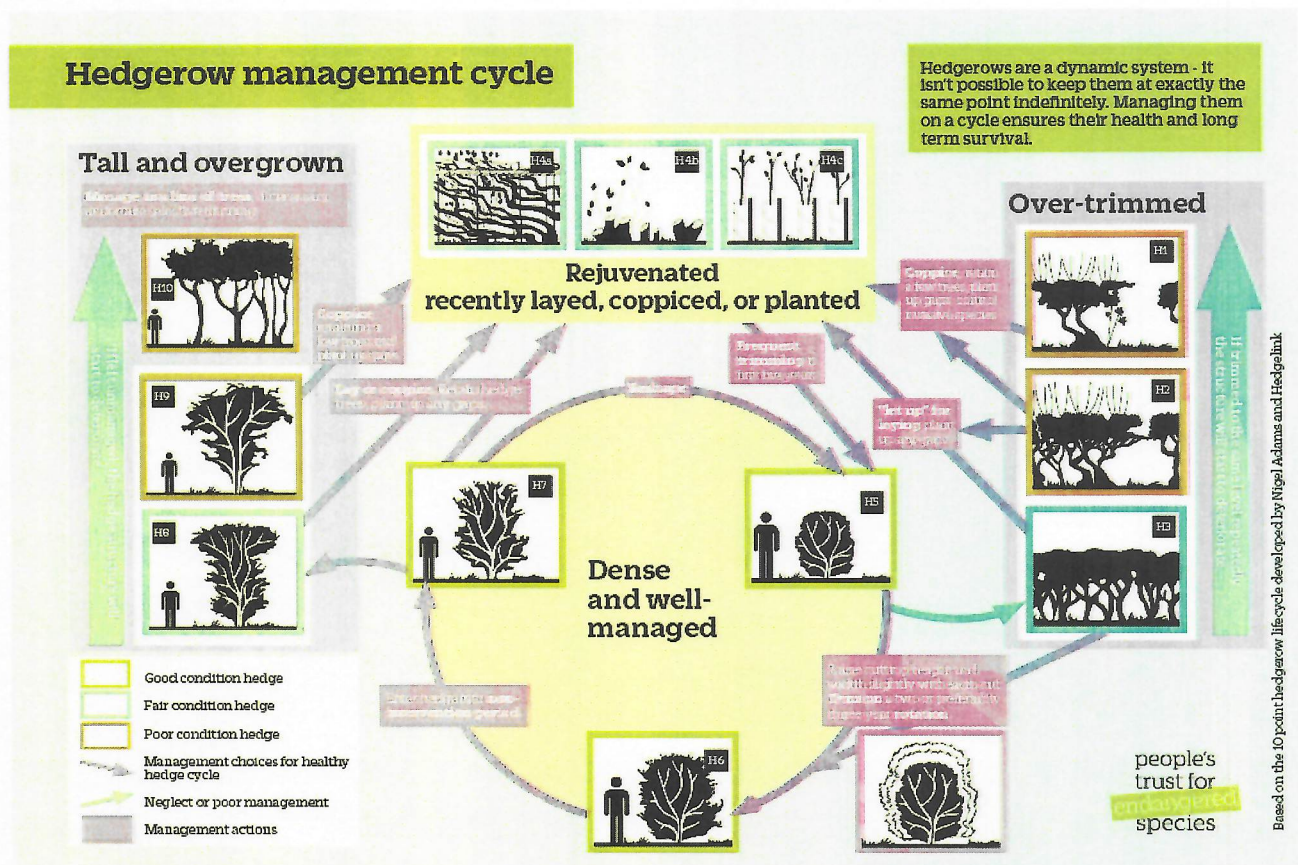


Figure 1



Town and community councils with annual income or expenditure under £2.5 million

- 9 Town and community councils in Wales are subject to a limited assurance audit regime.
- 10 In October 2020, the Auditor General published a paper setting out how these audits will be carried out on a three-year cycle as set out in **Exhibit 11**.

Exhibit 11: three-year audit cycle for town and community councils

| | Group A | Group B | Group C |
|--------|---------------------|---------------------|---------------------|
| Year 1 | Transaction testing | Limited procedures | Limited procedures |
| Year 2 | Limited procedures | Transaction testing | Limited procedures |
| Year 3 | Limited procedures | Limited procedures | Transaction testing |

- 11 Charges for this work are based on time taken to complete the audit at fee rate charges as set out in **Exhibit 1** on **page 8**.
- 12 In circumstances where the auditor requires further evidence to properly discharge their responsibilities, including following publication of a related public interest report, additional testing will be undertaken to address the auditor's concerns.
- 13 It is emphasised that the actual charge made to any particular body will be dependent on the time actually worked on that particular audit. The range of fees provided in **Exhibit 12** is for indicative purposes only.

Exhibit 12: estimated time charges for the audit of 2023-24 accounts of town and community councils

| | Band 1 (<£10k) | Band 2 (<£25k) | Band 3 (<£50k) | Band 4 (<£100k) | Band 5 (<£500k) | Band 6 (>£500k) |
|--------------------|-------------------|-------------------|-------------------|--------------------|--------------------|--------------------|
| Transaction audit | £160 – £195 | £181 – £213 | £245 – £300 | £379 – £463 | £676 – £809 | £899 – £1160 |
| Limited procedures | £117 – £138 | £145 – £172 | £145 – £172 | £223 – £266 | £223 – £266 | £223 – £266 |

PRESTEIGNE AND NORTON TOWN COUNCIL

Working Groups Protocol : September 2023

1. The Town Council (but not its Committees) can set up Working Groups to carry out tasks/examine work areas as defined by the Council. These groups meet informally.
2. The opportunity for members of the public to join such groups is allowed so members of the public can contribute in areas of particular expertise or interest. No more than one third of a working group may be members of the public.
3. The purpose of a Working Group is to meet to discuss issues, explore options and develop proposals and report back to the Council (or on Council instruction to a Committee) with recommendations. It may meet to consider ongoing issues (such as the Local Development Plan) or to consider one off matters.
4. Working Groups have no decision-making powers but simply present the Council or Committee with their findings. They are set up to give particular topics much more time and attention to detail outside agenda-driven meetings and to provide background to enable the Council to make decisions.
5. When setting up a Working Group, the Council will make clear the terms of reference, regarding objectives, scope, and outcome(s). These will be formally approved by the Council. Once the work has been completed, the Working Group will be disbanded.
6. Membership. The number of Councillors able to join a Working Group will be decided at the time of its formation but it must consist of no fewer than two councillors and it is recommended that it should not exceed five in total number. The number of public vacancies must also be decided at the time of the Working Group's inception.
7. A quorum for any meeting of a Working Group will be three members, at least two of which must be Councillors. A lead Member should be appointed to co-ordinate reports/liase with the Clerk.
8. A Working Group will not have a budget.
9. Working Groups tend not to meet in public and it is recognised above that they are more informal than a committee meeting. However due regard should be had to the Council's standing orders; the Code of Conduct still applies, and declarations of pecuniary and other interests will be required at each meeting.
10. All Working Groups will follow all relevant adopted Council policies and any that may subsequently be adopted after the formation of the Working Group.
11. All documents and records produced, and emails shared by Working Groups will be retained as per the Council's Data Retention Policy. Members of the Working Group should be aware of the rules regarding storage of personal and/or confidential information.
12. Direct Contact with Council contractors should not be made and any concerns should be raised with the Clerk.
13. County Council Matters: Again any queries or questions should be raised with the Clerk who will liaise with the relevant County Council Member. It is not appropriate for any member of a working group to contact a County Council Officer directly.
14. Any Council Member may ask to attend a Working Group to observe proceedings.