

**CYNGOR CYMUNED YR YSTOG
CHURCHSTOKE COMMUNITY COUNCIL**

2 Rows Terrace, Plough Bank, Montgomery, Powys. SY15 6QD

**MINUTES of FULL COUNCIL ORDINARY BUSINESS MEETING
on Wednesday 29th June 2016
at Churchstoke Community Hall at 7.30 p.m.**

1.0 Attendance, Apologies for Absence, Dispensations, and Declarations of Members' Interests – to record attendance and apologies for absence, receive declarations of interest from Members in accordance with Part III of the Local Government Act 2000, which established the Local Government Code of Conduct for Members, and note dispensations.

Attendance: Cllr B L Smith (Chairman), Cllr M J Jones, Cllr K D Massey, Cllr D L Powell, Cllr A Richards, Cllr P C Rigg, Cllr C P Smith, Cllr D N Yapp.

Apologies for absence approved by Council: None.

Other apologies for absence: Cllr J Jones, Cllr Z M Powell, Cllr J N Wakelam.

Apologies for absence received, not reported to the meeting: Cllr J Stelmasiak.

Other Members not present: None.

In attendance: E J Humphreys (Clerk to the Council).

Dispensations: Current dispensations can be found on the council's website.

Declarations of Members' interests: Members declared personal / prejudicial interests at the start/ during the meeting as follows:

Agenda Number	Item	Councillor	Nature of Declaration
5.0	Planning Matters	M J Jones	Personal not prejudicial interest as Member of Powys CC Planning Committee
5.3	Planning Applications	D L Powell	Personal and prejudicial interest in application P/2016/0520 as neighbour of the applicant
5.3	Planning Applications	M J Jones	Personal and prejudicial interest in application P/2016/0615 as neighbour of the applicant
15.2.1	Confidential correspondence to the council	M J Jones	Personal and prejudicial interest as neighbour of the correspondent

2.0 Public Participation: to receive members of the public who wish to address the Council in respect of any item of business included in the agenda. Any member of the public wishing to speak must notify the Clerk to the Council no later than 15 minutes prior to the start of the meeting.

None.

3.0 Minutes of Meetings: To approve and sign the minutes as a correct record of:

3.1 Annual Meeting 25th May 2016 at Churchstoke Community Hall (paper 3.1 previously circulated).

The minutes of the Annual Meeting 25th May 2016 were reviewed and approved.

RESOLVED:

'The minutes of the Annual Meeting 25th May 2016 are approved and signed as a correct record.'

3.2 Full Council Ordinary Business Meeting 25th May 2016 at Churchstoke Community Hall (paper 3.2 previously circulated).

The minutes of the Full Council Ordinary Business Meeting 26th April 2016 were reviewed and approved.

RESOLVED:

'The minutes of the Full Council Ordinary Business Meeting 25th May 2016 are approved and signed as a correct record.'

4.0 Matters Arising from Minutes for Information: To report matters arising for information, from the minutes of

4.1 Annual Meeting 25th May 2016 at Churchstoke Community Hall

4.1.1 (5.2) Election to Positions of Special Responsibility

The Clerk reported that the council awaits confirmation of acceptance from Cllr J Stelmasiak regarding election to positions of special responsibility for Allotments and Recreation Field, and to the Budget Preparation Panel.

4.2 Full Council Ordinary Business Meeting 25th May 2016 at Churchstoke Community Hall.

None.

5.0 Planning Matters:

5.1 Planning Specific Correspondence: to receive planning specific correspondence.

None.

5.2 Powys CC Planning Determinations: to report from the new process at Powys CC notifying Community and Town Councils of Planning Decisions in their area (papers 5.2a-c previously circulated).

Council received information from Powys CC that from the 1st June 2016, all Town and Community Councils will be sent fortnightly reports listing planning decisions, along with a guide on using the Powys CC planning portal and a back-dated report to start of April 2016. Noted.

The Clerk reported notification of planning determinations by Powys CC as follows:

Ref.	Site	Powys CC Planning Decision
P/2015/0340	Land adj to Buttercup House	Consent subject to S106 agreement

Council also noted that some pre-April'16 decisions have not been notified, but agreed not to spend council resources pursuing the matter.

5.3 Planning Applications – to receive & resolve responses to consultations; full application(s) detail(s) at <http://www.powys.gov.uk/en/planning-building-control/search-view-and-comment-on-planning-applications/> including:

Declaration(s) of Interest(s):

- P/2016/0520 – Cllr D L Powell declared a personal and prejudicial interest and left the meeting for this item.
- P/2016/0615 – Cllr M J Jones declared a personal and prejudicial interest and left the meeting for this item.

RESOLVED:

'CCC responds to planning application consultations as follows:'

Ref.	Applicant	Site	Description	rec.
<i>Consultations on application(s) in Churchstoke community</i>				
P/2016/0520	Mr Ben Vicary, Ty Bryn, Old Church Stoke	Ty Bryn, Old Church Stoke	Erection of extension and associated works	S
P/2016/0615	Katie Higgs & George Thomas, Little Bank Farmhouse, Churchstoke	Land at Little Bank Farm Mellington	Erection of an affordable dwelling, installation of septic tank, formation of vehicular access including improvements to existing access at junction opposite "The Pullets" (resubmission of P/2015/0915)	N*

**P/2016/0615 – CCC noted the application without further comment.*

Action – Clerk to process

5.4 Planning Enforcement – to report information from Powys CC planning office and on planning enforcement matters within the community.

The Clerk reported correspondence from the planning office as follows:

Ref./ Site	Description
Montgomeryshire Spring Water Company, Churchstoke	<p><u>From CCC meeting Feb 2013:</u> Council reported that there appeared to be new building and development taking place behind the water storage tanks. CCC had requested planning officers to check compliance with requirements of the planning process.</p> <p><u>Powys CC replies:</u> <i>'...an investigation revealed there was insufficient evidence to ascertain exactly what works had been undertaken and furthermore, P/2015/0180 was granted which incorporated a number of different elements which may have included the development. As such, having considered the significant time that has passed, it is decided that the matter is not expedient to pursue any further and the case shall be closed down in this instance.'</i></p>

The Chairman invited Members to bring forward planning enforcement matters and Members discussed enforcement as follows:

Ref./ Site	Description
None	

6.0 One Voice Wales/ Society of Local Council Clerks, Guidance Notes – to receive reports of AGM/ conference/ area meetings/ guidance notes/ training/ correspondence.

6.1 One Voice Wales/ Society of Local Council Clerks

Re: Joint Wales Conference

The Chairman and Clerk reported on attendance at the joint conference 22nd June in Swansea, highlighting two core presentations by Welsh Government Officers:

- Well-being of Future Generations Act: the new ways of working for public bodies and between public bodies, and the implications for community and town councils
- Local Government Reform: the new Minister, the draft timeline and potential implication for councillors elected in 2017.

6.2 OVW Montgomeryshire Area Committee

Re: Area Committee Meeting 8th June at Llanbrynmair

Cllr M J Jones reported he was unable to attend.

6.3 Other reports and items of correspondence (if any) for Information:

The Clerk indicated other correspondence will be circulated electronically post meeting where electronic copies are available.

Action – Clerk to circulate documents post-meeting

7.0 Cae Camlad Playground and New Play Area – to receive progress highlight report from the project team (Cllr D L Powell).

Cllr D L Powell reported for the project team and highlighted:

- a) The grass cutting schedule has been swapped between the new area and the old playground at Cae Camlad
- b) There are no arrangements for emptying refuse bins. Members agreed to ask the Clerk to enquire with Cae Post regarding the cost of incorporation into refuse collection from community hall and school.

Action – Clerk to process

Cllr K D Massey joined the meeting at this point.

8.0 Churchstoke Cemetery: to consider and resolve if desired regarding pest control, levelling and moving one compost heap, and building a compost heap surround (Cllr C P Smith).

Cllr C P Smith reminded Members of rabbit infestation, composting and non-compostable material, and artificial flowers and wreaths.

RESOLVED:

'CCC will commission enclosure of the south corner (near left) for a compost heap, and fill rabbit holes at other locations in the cemetery.'

Action – Cllr D L Powell to arrange

The Chairman thanked Cllr A Richards for removal and levelling the north corner (far right) compost heap.

9.0 Churchstoke Recreation Association: to report from the recent May meeting of the Churchstoke Recreation Association (Cllr C P Smith).

Cllr C P Smith reported from the recent meeting of the Churchstoke Recreation Association (CRA) highlighting:

- Generating revenue remains a difficult task
- The playgroup may move back to the school, which would exacerbate the revenue problem.

10.0 Financial Report:

10.1 Finance Specific Correspondence – to report finance specific correspondence, if any.

None.

10.2 Financial year 2015-2016 – to receive and approve the Internal Audit report, to receive and approve the Financial Accounts, and to approve the Annual Return with Statement of Assurance for dispatch to the external auditor (papers 10.2a-h previously circulated).

The Clerk presented the internal audit report and Financial Accounts for 2015-2016, the Annual Return and Statement of Assurance required for external audit, and answered Members queries.

RESOLVED:

'CCC approves the internal audit report and Financial Accounts for 2015-2016, the Annual Return and Statement of Assurance, and that the Annual Return and Statement of Assurance should now be submitted to external auditor for audit date 4th July 2016.

Action – Clerk to process

The Chairman thanked the Clerk on behalf of Council for the meticulous work in the preparation and explanation of the accounts and the audit documents.

10.3 Items Received Since Last Meeting – to report.

The Clerk reported items received since the last meetings as follows:

Payer	Description	£
NatWest Bank	Gross interest May 2016	2.50
M & G Investments	Charibond dividend Feb-Apr'	1.15
L Atkins	Allotments rents	42.50
H M Rev & Customs	Vat reclaim	6,667.40
E J Humphreys	PAYE Q1 due	145.80
	Total	6,859.35

10.4 Items for Payment – to resolve to approve items for payment as follows:

The Clerk reported items for payment.

RESOLVED:

'CCC. authorises payments as follows':

Chq	Payee	Description	£ex vat	£vat	£total
To authorise items for payment at this meeting:					
974	Phil's Tool Hire	Herras fencing May'16	130.00	26.00	156.00
975	H M Revenue & Custom	PAYE Q1 Apr-Jun 2016	145.80	0.00	145.80
976	And Evans L'scapes	Grounds maint 1/6	636.68	127.34	764.02
977	Lee Stephens	Internal audit 2015-16	99.00	0.00	99.00
978	SLCC Enterprises Ltd	Joint ovw/slcc conf x2	138.00	27.60	165.60
Total to authorise for payment this meeting			1,149.48	180.94	1,330.42
To report items previously authorised to be paid by direct debit or standing order:					
DD	Public works loans board	Playground loan inst 1	1,525.19	0.00	1,525.19
SO	E J Humphreys	Clerk gross salary Jun'16	547.40	0.00	547.40
Total previously authorised paid by dd/sord.			2,072.59	0.00	2,072.59
Grand total for payment at this meeting			3,222.07	180.94	3,403.01

Action – Clerk to process

10.5 Consolidated Balances – to report to date after sweep, receipts & payments.
The Clerk reported on gross, ring-fenced funds & net available bank balances as follows:

Item	Current acc. £	Reserve acc. £
Gross balances	500.00	34,339.58
Less consolidated ring-fenced funds	0.00	13,250.18
Net balances available	500.00	21,089.40

11.0 Highways & Rights of Way Reports:

11.1 From Powys CC/ Shropshire Council to CCC – to report general maintenance.

- a) C2147/U2712 at Hurdley Farm: notice that the roads will be closed between the hours of 09:00 and 17:00 from the 6th to the 8th September 2016 (inclusive) to enable Severn Trent Water to carry out a new water connection. Copies of the first and second notices will be issued in due course.

11.2 From CCC. to Powys CC/ Shropshire Council – to report general maintenance.

- a) Churchstoke Village: road drain blocked with silt, leading to flooding in times of rainfall.

12.0 County Council Matters– to receive & discuss other general Powys CC/ Shropshire Council matters.

- a) Powys CC: Cllr M J Jones reported:
- Nothing further to report at present.
- b) Shropshire Council: no report.

13.0 Correspondence – to receive items of general correspondence for information.

13.1 Public Services Ombudsman for Wales

Re: Annual Report 2015-16

Council received a copy of the report of Public Body and Code of Conduct complaints dealt with during the year.

13.2 Fields in Trust – Chairman

Re: Centenary Fields

Council received information regarding the Centenary Fields Programme which is intended to protect green spaces in community under the badge of Centenary Fields (ref centenary of WW1).

Action – Clerk to circulate documents post-meeting

13.3 Other correspondence to be circulated:

The Clerk indicated other correspondence will be circulated electronically post meeting where electronic copies are available.

Action – Clerk to circulate documents post-meeting

14.0 Chairman's Announcements, Items for Future Agenda & Date of Next Meeting:

Meeting:

a) Cllr B L Smith: councillors' training.

Action – for July agenda

b) Cllr K D Massey: reported that she has reviewed website entries for business and clubs and has gathered up to date information to be passed to the Clerk for uploading to the site. The Chairman thanked Cllr Massey for the work.

c) Cllr D L Powell: requested reciprocal use of projector and screen in return for loaning the council similar equipment earlier in the year. Members agreed to the loan on the basis of being a reciprocal loan.

d) Cllr K D Massey: volunteered to arrange the fitting of the council defibrillator and cabinet at St Nicholas House.

Action – Cllr K D Massey

e) Chairman: Next meeting: Full Council Ordinary Business Meeting, 27th July 2016, at Hyssington.

15.0 CONFIDENTIAL SESSION EXCLUSION OF PUBLIC AND PRESS

15.1 RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS.

Under the Public Bodies (Admission to Meetings) Act 1960 (2) to resolve that members of the public and press be requested to leave the meeting by reason of the confidential nature of the business about to be transacted.

15.2 CONFIDENTIAL CORRESPONDENCE

15.2.1 To receive correspondence to the council, inviting the council's response, and to resolve actions necessary to deal with same (redacted paper 15.2.1 previously circulated).

Declaration(s) of Interest(s):

- Cllr M J Jones declared a personal and prejudicial interest and left the meeting for this item.

Council received and discussed correspondence regarding planning application P/2016/0389.

RESOLVED:

'CCC authorises the Clerk to reply indicating that Council has made its response to the planning authority as a consultee, and does not intend to enter into individual correspondence with the public on the matter.'

Action – Clerk to process

Meeting ended – 9.47 p.m.