

**CYNGOR CYMUNED YR YSTOG
CHURCHSTOKE COMMUNITY COUNCIL**

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

**MINUTES of FULL COUNCIL ORDINARY BUSINESS MEETING
on Tuesday 31st January 2017**

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 K D Massey, 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 D L Powell (Vice-Chairman), Cllr A Richards, Cllr J N Wakelam.

Other Members not present: Cllr M J Jones.

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
None			

- 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.

Cllr K D Massey joined the meeting at this point.

- 3.0 Minutes of Meetings:** To approve and sign the minutes as a correct record the minutes of the Full Council Ordinary Business Meeting 20th December 2016 at Churchstoke Community Hall (paper 3 previously circulated). The minutes of the Full Council Ordinary Business Meeting 20th December 2016 at Churchstoke Community Hall were reviewed and approved.

RESOLVED:

'The minutes of the Full Council Ordinary Business Meeting 20th December 2016 at Churchstoke Community Hall 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 the Full Council Ordinary Business Meeting 20th December 2016 at Churchstoke Community Hall.

4.1 (6.1.2a) Planning Aid Wales

The Clerk reported attendance, for another council, at the event in Swansea in 17th January, and that it was useful and well attended though disappointing that no planning officers from Powys CC were present to contribute to the workshops.

4.2 (9.0) Recreation & Open Spaces: specification grounds maintenance

The Clerk reported that feedback has been received from the grounds contractor by way of constructive suggestions to consider, when preparing a new specification.

5.0 Electoral Matters: Churchstoke Ward: following the Declarations of Vacancies dated 25th October 2016) and there being no election called, to receive nominations and to co-opt to the vacancies.

The Chairman reminded Members of the vacancy on the council, and there being no election called, the council is required by law to fill the vacancies by co-option. There were no nominations.

RESOLVED:

'CCC will defer co-option due to the proximity of ordinary elections on 4th May'17.'

6.0 Planning Matters:

6.1 Planning Specific Correspondence:

6.1.1 Powys CC: Powys LDP – to receive, for information, notification from the Powys LDP Working Group on the timeline for publication (paper 6.1.1 previously circulated).

Council received information regarding timetable towards publication of the LDP in the winter of 2017-18. Noted.

6.1.2 P/2016/0721 Plot adjacent to, Fir House, Churchstoke – to receive, for information, notification that the application is to be considered at the Planning, Taxi Licensing and Rights of Way Committee on 12/01/2017 (paper 6.1.2 previously circulated).

Council received formal notice that the above planning application was to be considered at the Planning, Taxi Licensing and Rights of Way Committee on 12th Jan'17 at 10am at Neuadd Maldwyn, Welshpool. The Clerk reminded Members that this had been circulated to Members on receipt of notice.

6.1.3 Other Planning Correspondence: to receive, for information, other planning specific correspondence, if any.

a) Planning Aid Wales: re. Preparation of Place Plans

- Council received information on an event designed to assist local councils prepare place plans, on Tue 7th Feb'17 in Newport. Noted.
- b) Powys CC: re Street Naming & Numbering Guidance Notes
Council received a copy of Street Naming & Numbering Guidance Notes – 2016, also available at
<http://www.powys.gov.uk/en/planning-building-control/register-a-new-property-street-name/>. Noted.

Action – Clerk to circulate documents post meeting

- 6.2 Powys CC Planning Determinations: to report from Powys CC notifying Community and Town Councils of Planning Decisions in their area (paper 6.2a-c previously circulated).
The Clerk reported notification of planning determinations by Powys CC as follows:

Ref.	Site	Powys CC Planning Decision
P/2016/0721	Land adj Fir House, Churchstoke	Consent (outline)
P/2016/0785	Lake Farm, Churchstoke	Consent (full)
P/2016/1014	Pentre Mill, Pentre	Consent (listed building)
P/2016/1136	Cross Likey Supermarket, Ch'stoke	Consent (full)

- 6.3 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:

RESOLVED:

'CCC responds to planning application consultations as follows:'

Ref.	Applicant	Site	Description	rec.
<i>Consultations on application(s) in Churchstoke community</i>				
P/2016/1313	Mr Bob Kimber, BBK Engineering, Brooklyn House, Woodbatch Lane, Bishops Castle	Land at Ger-Y- Cwm, Snead	Change of use of land together with erection of a building for manufacture and repair of recycling & agricultural equipment incorporating an agricultural workshop, partial demolition of existing farm buildings together with improvements to the existing 2 no. accesses and all associated works	S
DEM/2017/0001 (papers previously circulated)	Mr James Levy, Pentre Mill, Pentre, Churchstoke	Pentre Mill, Pentre, Churchstoke	Demolition notification: Demolition of a modern barn	S*

***DEM/2017/0001:** Council supported the application and recommended that provision of bat and owl nest boxes in the vicinity is made a condition of permission, if planning officers have reason to believe that bats or owls use the building.

Action – Clerk to process

- 6.4 Applications for Works to Trees Subject to Tree Preservation Order or in a Conservation Area – to receive & resolve responses to consultations including (papers 6.4a previously circulated).

RESOLVED:

'CCC responds to works to trees consultations as follows:'

Ref.	Applicant	Site	Description	rec.
<i>Consultations on application(s) in Churchstoke community</i>				
TREE/2017/001 (paper 6.4a previously circulated)	Mr Gary Frost, Gorsty House, Hyssington	Gorsty House, Hyssington	Removal of a cedar and ash tree & pruning of an oak tree within a Conservation Area	S

Action – Clerk to process

- 6.5 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
None.	

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

Ref./ Site	Description
P/2012/0265	<p><u>Plot to rear of Court House Hotel Churchstoke</u> Erection of 2. no detached dwellings together with formation of a new vehicular access</p> <hr/> <p>Members reported the ground works taking place, various representations from members of the public, and recalled the conditions of planning consent which might not have been followed.</p> <p>RESOLVED: <i>'CCC requests planning officers ensure that all conditions of consent are followed with specific reference to conditions 9 (protection of trees), 11 (provision of parking area for construction vehicles), 14 (archaeologist on site). In addition, CCC reports again the unauthorised alteration to an entrance onto Wernddu Lane being used by construction traffic, the muddy condition of Wernddu Lane consequent on constriction traffic and concerns that there is a lack of health and safety notices and clothing on site.'</i></p>
Broadway	<p>Broadway House, Churchstoke</p> <hr/> <p>The Chairman reported the construction of an earthworks bund and large wooden gate installed around Broadway House.</p> <p>RESOLVED: <i>'CCC wishes to bring the earthworks and gate to the attention of planning officers to check that such works are compliant with planning requirements, and that water is not diverted onto the highway.'</i></p>

Action – Clerk to process

- 7.0 One Voice Wales/ Society of Local Council Clerks, Guidance Notes:** to receive other reports of AGM/ conference/ area meetings/ guidance notes/ training/ correspondence.
- 7.1 One Voice Wales: Training: to receive information regarding training opportunities and the councillor training schedule for Jan-Mar'15 (paper 7.1a-b previously circulated).
Council received the training schedule Jan-Mar'17, and the Clerk highlighted training being held locally and recommended attendance where appropriate and feasible. Noted.
- 7.2 One Voice Wales: Guide to Community & Town Councils & the Role of Community and Town Councillors: to receive the guide for the elections May 2015 (paper 7.2 previously circulated).
Council received a copy of the guide by way of encouragement to members of the public know more about and take up a role of community councillor in the elections on 4th May'17. The Clerk reported that the guide has already been posted to the council website news page. Noted.
- 7.3 Society of Local Council Clerks: Practitioners' Conference: to authorise attendance by the Clerk at the Practitioners' Conference, part funded by the training bursary, by way of training, continuous professional development, and keeping up to date with sector issues & good practice (paper 7.3 previously circulated).
The Clerk reported the agenda of training workshops at the 11th Practitioner Conference 23rd to 24th Feb'17 at Kenilworth and that booking has been made in order to gain the saving of 'early-bird' prices at £249 less £100 bursary.

RESOLVED:

'CCC authorises attendance by the Clerk at the 2017 Practitioners' Conference, part funded by the training bursary, by way of training, continuous professional development, and keeping up to date with sector issues & good practice.'

Action – Clerk to process
& attend

- 7.4 One Voice Wales: Montgomeryshire Area Committee
Council received notice and agenda for the next meeting of the committee on Tues 24th Jan, 7pm at Abermule. Noted.
- 7.5 To receive other correspondence from OVW/ SLCC, for information, as will be brought before the council by the Clerk (if any).
The Clerk indicated other correspondence will be circulated electronically post meeting where electronic copies are available, and set out in appendix 1.
Action – Clerk to circulate documents post-meeting
- 8.0 Cae Camlad Playground and New Play Area:** to receive progress highlight report from the project team (Cllr D L Powell).

In the absence of Cllr D L Powell, the Clerk indicated there was no report. Cllr D N Yapp reported positive feedback from members of the public and that the site appears to be well used.

- 9.0 Churchstoke CP School:** to receive nominations and to elect an additional community governor to represent the community council).
The Chairman reminded Members that they wished to consider the matter (reference meeting 29th Nov'16 minute 10) and reminded Members that there remains a vacancy for an additional community governor nominated by the community council. Cllr D N Yapp expressed interest in the vacancy though would like to research what is involved before further commitment.
- 10.0 Family Music Festival 2017:** to receive information from Mr Roy Delves MBE on proposals for a music festival in 2017 and to resolve feedback (paper 10 previously circulated)
The Chairman reminded Members that they wished to consider the matter (reference meeting 29th Nov'16 minute 17a). The Clerk reported that Mr Delves is unable to attend the meeting and referred Members to the Clerk's briefing note and proposals to hold a music festival at end Aug'17 with anticipated proceeds so approximately £2,000 going to the community via the Green Grants Scheme.

RESOLVED:

'CCC gives in principle support to the proposals for the music festival on the terms outlined by Mr Delves, and looks forward to more detail being available from Mr Delves by Easter-time.'

Action – Clerk to process

- 11.0 Website:** to receive progress report on build of the new website (Cllr K D Massey).
Cllr Massey and the Clerk reported on progress building the content of the new website, and asked Members to review and feedback constructive suggestions before the site is released as live. Members were also requested to provide photographs to supplement their councillor profiles.
- Action – Members to review and feedback

12.0 Financial Report:

12.1 Finance Specific Correspondence: to receive finance specific correspondence, if any.

12.1.1 Powys CC: Village Hall Grants: to receive reply regarding village hall grants for 2017-18 (paper 12.1.1 previously circulated).

The Clerk reminded Members of the notice from Powys CC that village hall grants cease for the year 2017-18, and of contrary information received in October 2015 stating that grants to village halls would cease in 2018-19. The Clerk reported clarification from PCC that it apologises for the error in Oct'15 and in fact grants cease for 2017-18. Noted.

12.1.2 Other finance specific correspondence, if any

a) Tenovus Cancer Care: financial appeal. Noted.

- 12.2 Budget Financial Year 2017-18: to receive the 3rd draft & to resolve the annual revenue budget, precept, and capital programme (paper 12.2a-b previously circulated).

The Clerk reported the final draft 2017-2018 budget, and reminded Members that the final budget return must be submitted to Powys CC by 1st Feb'17.

RESOLVED:

'CCC the draft budget as presented, and sets a precept for 2017-2018 to the value of £19,788.52 at £23.50 per Band D property.'

Action – Clerk to process

- 12.3 Items Received Since Last Meeting – to report.

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

Payer	Description	£
NatWest Bank	Gross interest Dec 2016	0.29
Powys CC	3 rd instalment precept & rec'n grant	6,807.00
W J Morris	Burial fee (plot 408)	190.00
Planning Aid Wales	Refund cancelled training 23 rd Jan'17	26.99
R G Peate	Burial fee (plot 441)	190.00
Total		7,214.28

- 12.4 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:					
1019	One Voice Wales	Annual conf (Cllr MJ)	80.00	0.00	80.00
1020	Wales Audit Office	Ext. audit 2015-16 accs	186.00	0.00	186.00
1021	E J Humphreys	Admin exp Q3 Oct-Dec'16	222.95	14.95	237.90
1022	A L & R A Powell	Tree works rec'n field	300.00	60.00	360.00
1023	Ch'stoke Rec Assoc	Room hire Sep-Dec/aff'n'17	46.00	0.00	46.00
Total to authorise for payment this meeting			834.95	834.95	834.95
To report items previously authorised to be paid by direct debit or standing order:					
SO	E J Humphreys	Clerk gross salary Jan'17	552.86	0.00	552.86
Total previously authorised paid by dd/sord.			552.86	0.00	552.86
Grand total for payment at this meeting			1,589.90	149.90	1,739.80

Action – Clerk to process

- 12.5 Consolidated Balances – to report to date after sweep, receipts & payments.

The Clerk reported on the M&G quarterly statement for 1st Oct-31st Dec 2016:

Fund	Number of shares	Share Price (p)	Value at 31/12/2016 (£)
Charibond	100	128.95	128.95

The Clerk reported on gross, ring-fenced funds & net available bank balances as follows:

Item	Current acc. £	Reserve acc. £
Gross balances	500.00	39,039.34
Less consolidated ring-fenced funds	0.00	15,159.63
Net balances available	500.00	23,879.71

13.0 Highways & Rights of Way Reports:

13.1 From Powys CC/ Shropshire Council to CCC: to report general maintenance (inc. papers 13.1a-b)

- a) Shropshire Council: A490 Highway Scheme.
Council received a reply to its representations regarding the management of road closure of A490 during the recent improvement scheme, and an apology that communications were not made directly with CCC, though Powys CC had been informed.
- b) Shropshire Council: A488 Onny Fisheries road closure.
Council received formal notice of emergency closure 9am Mon 23rd Jan until 9am Wednesday 25th Jan, that traffic lights put in place until Friday 27th Jan at 5pm, to deal with a collapsing culvert.
- c) Powys CC A489 Crosslikey Zebra Crossing.
Council received a reply to its request for additional parking prohibition markings beyond the zig-zag zones at the crossing and an offer to meet councillors to agree the extent of extending the zig-zag lines.

RESOLVED:

'CCC accepts the offer of extended zig-zag lines at the crossing, and the Chairman will meet highways officers to arrange the extent of additional markings.'

Action – Clerk to process

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

- a) A490 near pottery car park: traffic island bollards are obscured with mud.

Action – Clerk to process

Cllr D N Yapp left the meeting at this point.

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

- a) Powys CC: no report.
- b) Shropshire Council: no report.

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

15.1 Powys CC Electoral Services: Powys Electoral Review 2017: to receive information and invitation regarding the forthcoming Local Democracy and Government Boundary Commission review of all 22 Local Authorities (paper 15.1 previously circulated).

- 15.2 Powys CC Electoral Services: Dispensations: to receive invitation to Clerks for a briefing and information that general dispensations granted to all Town & Community Councillors in Powys by the Standards Sub-Committee will cease on 8th May, 2017 when the term of office of councillors ends.
- 15.3 Welsh Government: Community and Town Council Elections 2017: to receive information to raise awareness and encourage participation in the local government elections in May 2017 (paper 15.3a-c previously circulated).
- 15.4 To receive, for information, items of general correspondence which may be brought to the attention of the council:
The Clerk indicated correspondence will be circulated electronically post meeting where electronic copies are available, and set out in appendix 2.
Action – Clerk to circulate documents post-meeting

16.0 Chairman’s Announcements, Items for Future Agenda & Date of Next Meeting:

- a) Chairman: Notice Board at the Pottery Car Park – sliding glass door falls out of runners and that council might consider a new notice board.
- b) Chairman: Next meeting, Full Council Ordinary Business Meeting 28th February 2017, 7.30pm, at Churchstoke.

17.0 CONFIDENTIAL SESSION EXCLUSION OF PUBLIC AND PRESS

17.1 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 [specified] confidential nature of the business about to be transacted.


RESOLVED:

‘In accordance with the Public Bodies (Admission to Meetings) Act 1960 (2) the Council resolves that members of the public and press be requested to leave the meeting by reason of the [specified] confidential nature of the business about to be transacted.’

- 17.2 Confidential Matters and Correspondence [confidential reason data protection of individuals]: To receive, and resolve if desired, such business or correspondence of a confidential nature as will be brought before the council by the Clerk.
None.

Meeting ended – 8.59 p.m.

Appendix 1: One Voice Wales/SLCC Correspondence and circulated post meeting

-  7.1a Training Opportunites from One Voice Wales - 100117.pdf
-  7.1b Quick Check Training Finder - Mid 2017 - 110117.pdf
-  7.1c Overview Modules Jan 2016 ENG.pdf
-  7.2 Community and Town Councils and the role of Local Councillors 2 - OVW Guide 211216.pdf
-  7.3 SLCC Practitioners' Conference Agenda 2017.pdf
-  7.4 OVW Mont Area Committe Agenda 24th Jan'17 - 180117.pdf
-  7.5a One Voice Wales January bulletin - 260117.pdf
-  7.5b-1 WGov Reform of school governance regulatory framework consultation ending 17 Feb'17 - 250117.pdf
-  7.5b-2 Consolidation and revision of the school governance regulatory framework in Wales webpage - 260117.pdf
-  7.5b-3 161110_consultation_reformofschoolgovernanceregulatoryframework_en.pdf
-  7.5c Battle's Over A Nation's Tribute 100 yrs of Remembrance 11th Nov'18 - 030117.pdf
-  7.5d WGov Wales Remembers Programme 2017 Registration process and new 'Gallery' - 270117.pdf
-  7.5e WAO Wales Audit Office Newsletter Jan'17 - 270117.pdf
-  7.5f-1 WAO Local authorities in Wales not making best use of third sector - 270117.pdf
-  7.5f-2 WAO Third-sector-funding-checklist-eng.pdf
-  7.5f-3 WAO Third-sector-funding-eng.pdf
-  7.5g NatAssembly Equality, Local Government and Communities Committee - consultation Trade Union (Wales) Bill - 180117.pdf
-  7.5h NatAssembly FINAL Consultation letter on Trade Union (Wales) Bill_e.pdf
-  7.5i-1 WGov Appointment of Independent Members to Aneurin Bevan University Health Board - 170117.pdf
-  7.5i-2 WGov Aneurin Bevan UHB - Independent Member (Community) - Job Advert - 170117.pdf
-  7.5j-1 WGov Appointments to the Pembrokeshire Coast and Snowdonia National Park Authorities - 180117.pdf
-  7.5j-2 WGov Appointments Advert to Pembrokeshire Coast Snowdonia National Park Authority - 170117.pdf
-  7.5k WGov Appointment of Chair & Members to Meat Promotion Wales - 211216.pdf
-  7.5l WGov Bathing Water Review in Wales 2017 - Consultation - 211216.pdf
-  7.5m WGov Hybu Cig Cymru advert English.pdf
-  7.5n Energise Wales Newsletter – January 2017 – Sector news, events and tender opportunities - 130117.pdf

Appendix 2: General Correspondence received and circulated post meeting

-  15.1 Powys Electoral Review 2017 - 100117.pdf
-  15.2 PCC Clerks Briefings - Community Council's Election 4th May 2017 - 110117.pdf
-  15.3a WGov Community and Town Council Elections 2017 - Email 211216.pdf
-  15.3b-i 30232_Local Gov't elections leaflet_WEB.PDF
-  15.3b-ii 30232_Local Gov't elections leaflet (W)_WEB.PDF
-  15.3c WGov Community and Town Council Elections 2017 - Website FAQ link 211216.pdf
-  15.4a PCC Letter to Community Councils - January 2017_ME.pdf
-  15.4b PCC Census Test to take place in Montgomeryshire - 230117.pdf
-  15.4c PCC Notice of Variation (COMMUNITY ELECTORAL ARRANGMENTS) - 110117.pdf
-  15.4d-1 PCC PLHB Powys Health and Care Strategy - 260117.pdf
-  15.4d-2 PCC PLHB HCSD-everyday-EN.pdf
-  15.4d-3 PCC PLHB Powys Health and Care Strategy Publicity.pdf
-  15.4d-4 PCC PLHB Draft Everyday Health and Care Strategy - 260117.pdf
-  15.4e-1 WTC - Powys County Council and TownCommunity Council Liaison Meeting - Tues 7th Feb'17.pdf
-  15.4e-2 WTC - Liaisonmeeting-february2017 - 130117.pdf
-  15.4f R George AM eNewsletter Jan'17 - 050117.pdf
-  15.4g R George AM Surgery Dates 2017 - 221216.pdf
-  15.4h Citizens Advice Powys Debt Advice - 190117.pdf
-  15.4i PCC War Memorials Project Funding Available - 200117.pdf
-  15.4j PCC Arwain Purpose of Tourism Product Innovation Fund TPIF fund - 250117.pdf
-  15.4k Powys CHC Notice of meeting Jan 17.pdf
-  15.4l Powys CHC Public Meeting Schedule 2017-18.pdf
-  15.4m WGov Town and Community Councils Survey - 230117.pdf
-  15.4n Flicks in the Sticks Welshpool Jan 2017 - 180117.pdf

End of appendices