



**CYNGOR CYMUNED YR YSTOG  
CHURCHSTOKE COMMUNITY COUNCIL**

E J Humphreys MA Oxf, BA(Hons) Community Governance, FSLCC  
Clerc i'r Cyngor | Clerk to the Council

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

**MINUTES of COUNCIL ORDINARY BUSINESS MEETING  
on Thursday 19<sup>th</sup> March 2026 at 7.30pm**  
at Hyssington Village Hall and remotely on Zoom-Pro platform.

Due to unforeseen circumstances this meeting was brought forward from 26<sup>th</sup> Mar'26 to 19<sup>th</sup> Mar'26.

**1.0 Welcome, Attendance, Apologies for Absence and Remote Meeting**

**Etiquette:** to record attendance, to receive, and resolve if desired, to approve absence(s), and to remind attendees to show civility and respect to all, throughout the meeting in line with the obligations of the Code of Conduct.

Attendance at the hall: Cllr E Evans, Cllr J Jones, Cllr M J Jones (Chair), Cllr R K McLintock, Cllr A Richards.

Attendance online: None.

The Chair welcomed all to the meeting and reminded attendees to show civility and respect to all throughout the meeting.

Apologies for absence approved by Council: None.

Apologies for absence received reported to Council: Cllr D Bebb, Cllr M Whittall, Cllr D N Yapp.

Apologies for absence received not reported to Council: None.

Other Members Absent: Cllr B L Smith, Cllr C P Smith.

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

**2.0 Declarations of Members' Interests and Dispensations:** to 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 to note Members' dispensations. Members are asked to submit any declaration forms to the Clerk (papers 2a-b previously circulated).

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

| Agenda Number | Item | Councillor | Nature of Declaration |
|---------------|------|------------|-----------------------|
| None          |      |            |                       |

**3.0 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 by email to [clerk@churchstoke.org](mailto:clerk@churchstoke.org) or telephone 01686-668790 or in person, no later than 15 minutes prior to the start of the meeting. Members of the public addressing the council are asked to respect matters of confidentiality and privacy.  
None.

#### **4.0 Electoral & Governance Matters**

4.1 Co-Option to Vacancies in Hyssington Ward: to receive applications, if any, and to resolve to co-opt to the two vacancies.  
Members and the Clerk reported no expressions of interest have been received.

**5.0 Guest: County Cllr Sian Cox:** to present on the Sustainable Powys programme and to discuss ideas on how to develop the county council's engagement with community councils in ways that work for Churchstoke. The Chair welcomed County Councillor Sian Cox to the meeting who spoke on the 'Sustainable Powys' work highlighting,

- Recognition that the county council does not have good relationships, and is not good at collaborating, with community & town councils and that is much better to work out ideas together rather than in isolation
- Parties may not be aware of the good work being done by others
- Need to seek comment on whether existing dialogue works, whether the concept of the link officers works, and what good relationships should look like in practice
- The trust that is placed on Clerks as significant leaders administering their councils efficiently
- Whether the county council can continue to run services with increasing need but diminishing funds.

There were questions and discussions covering a range of issues including government funding for the county council, sharing services between county councils in Mid-Wales and the Marches, and capacity of community councils to absorb service deficits.

The Chair thanked Cty Cllr Cox for attending and raising the dialogue between elected representative bodies.

#### **6.0 Minutes of Previous Meetings**

6.1 To approve & sign the minutes as a correct record of the Ordinary Business Meeting 26<sup>th</sup> February 2026 (paper 6.1 previously circulated).  
The minutes of the Ordinary Business Meeting 26<sup>th</sup> February 2026 were reviewed.

RESOLVED

*The minutes of the Ordinary Business Meeting 26<sup>th</sup> February 2026 are approved and signed as a correct record.*

6.2 To report, for information purposes only, matters arising from the minutes of the Ordinary Business Meeting 26<sup>th</sup> February 2026.

None.

- 7.0 County Councillor & County Council Report:** to welcome the local county councillor and to receive updates and exchange information on county council matters insofar as they affect the Churchstoke community and to endorse attendance by, and report from, the Chairman at a site meeting 18<sup>th</sup> Mar'26 at 13:00, regarding ongoing streetlight works (paper 7 previously circulated). In the absence of Cty Cllr D Bebb the Chair referred Members to the written report which highlighted,
- Streetlights update
  - Highways depot meeting 09/03/2026.

The Chair also reported on attendance at the invitation of Cty Cllr Bebb at a site meeting 18<sup>th</sup> Mar'26 at 13:00, with county council streetlight officer regarding ongoing streetlight refurbishments across the county – with work in Churchstoke due in the summer.

## 8.0 Planning & Building Control

### 8.1 Planning & Building Control General Correspondence:

8.1.1 Planning Aid Wales: to receive the latest planning news and training opportunities, if any.  
None.

8.1.2 To receive and circulate for information such other planning and building control correspondence as will be brought to the attention of the council by the Clerk.  
None.

### 8.2 Powys CC Planning Decisions: to report notifications from Powys CC of planning decisions in the community council area, if any. The Clerk reported notification as follows,

| Ref.        | Site                             | Powys CC Decision |
|-------------|----------------------------------|-------------------|
| 24/1845/FUL | Craigfryn/Blaxlands Farms, Snead | Refused           |
| 25/1549/FUL | Land adj. Broadway Hall, Snead   | Approve           |
| 25/1639/FUL | Lynwood, Churchstoke             | Approve           |
| 25/1685/HH  | Tan Y Bryn, Churchstoke          | Approve           |
| 25/1725/HH  | Pentre Willey, Churchstoke       | Approve           |

### 8.3 Planning Inspectorate Appeals: Notices of Appeals to receive & resolve responses to Notices of Planning Appeals including but not limited to those listed below. Later Notices may be considered at the discretion of the Chair.

| Ref. | Appellant | Site | Description |
|------|-----------|------|-------------|
| None |           |      |             |

### 8.4 Pre-application Consultations by Developers: to receive & resolve responses to pre-application consultations by developers including but not limited to those listed below. Later applications may be considered at the discretion of the Chair.

| Ref. | Appellant | Site | Description |
|------|-----------|------|-------------|
| None |           |      |             |

## 8.5 Planning Applications:

- 8.5.1 To receive, for information, representations regarding planning applications.  
None.
- 8.5.2 To receive & resolve responses to consultations (full application(s) detail(s) at <http://pa.powys.gov.uk/online-applications/?lang=EN>) including but not limited to those listed below. Later applications may be considered at the discretion of the Chair.  
The Chairman referred Council to the consultations.

### RESOLVED

CCC responds to consultation on planning applications as follows,

| Ref.       | Applicant   | Site                                  | Description  | rec. |
|------------|---|---------------------------------------|--|------|
| 25/1631/HH | Steve Jones, 1A<br>Bateman Road,<br>Croxley Green,<br>Rickmansworth | Corndon,<br>Minsterley,<br>Shrewsbury | Extension and alterations to an existing dwelling ((demolition of shed and conservatory). Part retrospective)) | S    |

Action – Clerk to process

- 8.6 Applications for Works to Trees Subject to Tree Preservation Order or in a Conservation Area – to receive & resolve responses to consultations including but not limited to those listed below. Later applications may be considered at the discretion of the Chair.

| Ref. | Applicant | Site | Description | rec. |
|------|-----------|------|-------------|------|
| None |           |      |             |      |

## 8.7 Planning Enforcement:

- 8.7.1 From other bodies to CCC: to report for information, planning enforcement matters within the community as will be brought to the attention of the council by the Clerk.  
None.
- 8.7.2 From CCC to Powys CC: to report planning enforcement matters within the community.  
The Chair invited Members to bring forward planning enforcement matters within the community for the attention of the planning authority.
- a) Behind Lynden, Castle Road, Churchstoke: the caravans appear to be occupied as separate dwellings. The Clerk indicated that CCC's enforcement report Nov'25 is, as far as CCC aware, an open case with the county council.

Action – Clerk to enquire

## 9.0 Recreation

- 9.1 Recreation Field: to receive further information and to resolve a request for exclusive use of the field and car park on 22<sup>nd</sup> Aug'26 (paper 9.1 previously circulated).  
The Chair reminded Members of a request at the February meeting for exclusive use of the field and car park on 22<sup>nd</sup> August for a men's fitness event

similar to events currently in the village hall and CCC's request for additional information. The Clerk reported additional information and commitments received from the requester.

#### RESOLVED

*CCC grants the request for exclusive use of the field and car park on 22<sup>nd</sup> August for a men's fitness event, according to the commitments given by the requester, at a cost of £100.*

Action – Clerk to process

### 10.0 Consultations and Engagements

10.1 Powys CC: Sustainable Powys: to report from attendance at the liaison meeting Mon 2<sup>nd</sup> Mar'26, 7pm, at Hafren, Newtown (paper 10.1 previously circulated).

The Chair and the Clerk reported on attendance at the recent Sustainable Powys liaison meeting on 2<sup>nd</sup> Mar'26, 7pm, at Hafren, Newtown highlighting,

- Growth strategy public consultation
- Events 2026-27 including the Wales stage of the Tour De France Grand Départ in Jul'27
- Pride in Place grants being targeted at 18 towns across Powys.

10.2 Powys CC: Panel Performance Assessment (PPA): to receive and resolve an invitation to express an interest in the Town & Community Councils Focus Group 23<sup>rd</sup> Apr'26, 10:00 to 10:50, and if so to elected one representative to attend remotely (paper 10.2 previously circulated).  
Council received the invitation.

#### RESOLVED

*CCC does not wish to express an interest in attending the Town & Community Councils Focus Group 23<sup>rd</sup> Apr'26.*

### 11.0 Representations to Outside Bodies

11.1 One Voice Wales (OVW) Society of Local Council Clerks (SLCC)

11.1.1 OVW: Training: to receive training dates Mar-Jun'25 (papers 11.1.1a-b previously circulated).

Council received the OVW training schedule, and the Clerk reminded Members attendance has at a previous meeting already been resolved as an approved duty and invited Members to inform if they wish to attend.

Action – Members to inform Clerk

11.1.2 OVW: National Awards Conference 2026: to receive information and to resolve on attendance on 1<sup>st</sup> July as an approved duty (papers 11.1.2a-b previously circulated).

The Clerk reminded Council of the opportunity to attend the National Awards Conference 2026 and recommended Council resolve it as an approved duty for Members who wish to attend.

#### RESOLVED

*CCC approved attendance at the National Awards Conference 2026 as an approved duty and asks Members who wish to attend to notify the Clerk.*

## Action – Members to inform Clerk

- 11.1.3 OVW: Membership 2026-27: to receive the OVW manifesto and, on the recommendation of the Clerk, to resolve to renew membership for 2026-27 at @£0.45p per property totalling £361 for 804 properties (papers 11.1.3a-b previously circulated).

Council received the OVW manifesto and an invitation to renew corporate membership from the Chief Executive outlining the benefits of membership of OVW. The Clerk recommended renewal of membership.

## RESOLVED

*CCC renews its corporate membership of One Voice Wales for 2026-27 at £361.*

Action – Clerk to process

- 11.1.4 To receive and circulate for information such other items of OVW/ SLCC correspondence as will be brought to the attention of the council by the Clerk.

The Clerk reported other correspondence, highlighting certain items, which will be circulated electronically post meeting where electronic copies are available, and set out in appendix 1.

Action – Clerk to circulate

- 11.2 To receive reports for information, if any, from representatives to other outside bodies.  
None.

## 12.0 Finance and Assets

### 12.1 Finance Specific Correspondence

- 12.1.1 Democracy & Boundary Commission Cymru: Annual Report 2026-27: to note mandatory payments, and to resolve optional payments according to determinations for the financial year 2026-27. Members are referred especially to determination 6 for community & town councils (papers 12.1.1a-b previously circulated).

Council received the DBCC Annual Report 2026-27 setting out the determinations for various allowances, and expenses for approved duties. The Clerk reported that determinations are unchanged from 2026-27 other than financial loss allowance, and highlighted the mandatory and discretionary elements and opt-out arrangements.

## RESOLVED

*CCC receives the Democracy & Boundary Commission Cymru Annual Report 2026-27, notes the mandated determinations as follows:*

- *reimbursement for extra costs of working from home: £156*
- *reimbursement for consumables: £52*
- *costs of care or personal assistance: by claim at set rates*

*and sets optional determinations, unchanged, as follows:*

- *senior role: none*

- *travel costs for approved duties: by claim at the set rates for duties outside the community*
- *overnight and subsistence for approved duties: by claim at the set rates for duties outside the community*
- *financial loss for attending duties: by claim at the set rates*
- *attendance allowance: for approved duties to a maximum of £30 set out in a separate scheme: zero*
- *payment to Civic Head (Chair): £150*
- *payment to Deputy Civic Head (Vice-Chair): none*

*unless any individual Member chooses to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.*

Action – Clerk to process

- 12.1.2 To circulate for information such other financial correspondence, if any, as will be brought to the attention of the council by the Clerk.  
None.

12.2 Items Received Since Last Meeting: to report for information.

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

| Payer                      | Description                    | £      |
|----------------------------|--------------------------------|--------|
| NatWest Bank               | Gross interest Feb'26          | 16.59  |
| R G Peate Funeral Services | Cemetery burial fee (plot 450) | 380.00 |
| Total                      |                                | 396.59 |

12.3 Items for Payment: to resolve to approve items for payment as follows.

The Chair referred Members to the items listed for payment.

**RESOLVED**

*CCC authorises payments as follows:*

| Chq                                 | Payee              | Description                                     | £ex vat         | £vat         | £total          |
|-------------------------------------|--------------------|---|-----------------|--------------|-----------------|
| 1765                                | Hyss'ton Vill Inst | Village hall grant 2025-26                      | 1,429.92        | 0.00         | 1,429.92        |
| 1766                                | Ch'stoke Rec Assoc | Comm hall grant 2025-26                         | 3,972.66        | 0.00         | 3,972.66        |
| 1767                                | One Voice Wales    | Replacement for cheque 1732 Sep'25 invoice 9965 | 21.00           | 0.00         | 21.00           |
| 1768                                | Powys CC           | Cemetery bin Feb'25                             | 20.20           | 0.00         | 20.20           |
| 1769                                | Powys CC           | Rec field bin Feb'25                            | 20.20           | 0.00         | 20.20           |
| 1770                                | E J Humphreys      | Admin exp Q3 Oct-Dec'25                         | 253.35          | 16.70        | 270.05          |
| 1771                                | HM Rev & Customs   | PAYE & Employer's NI Q4                         | 619.35          | 0.00         | 619.35          |
| 1772                                | Hyss'ton Vill Inst | Hall hire Sep'25-Mar'26                         | 120.00          | 0.00         | 120.00          |
| 1773                                | E J Humphreys      | Re-imbure Zoom Pro sub'n Feb'26 to Feb'27       | 129.90          | 25.98        | 155.88          |
| 1774                                | E J Humphreys      | Reimburse MS-Office sub'n Mar'26 to Mar'27      | 87.49           | 17.50        | 104.99          |
| 1775                                | Gloversure Ltd     | Website CMS renewal Mar'26 to Mar'27            | 105.00          | 21.00        | 126.00          |
| <i>Total authorised for payment</i> |                    |   | <b>6,779.07</b> | <b>81.18</b> | <b>6,860.25</b> |

To report IRPW determinations to be paid to Members

|                                     |               |  |        |      |        |
|-------------------------------------|---------------|--|--------|------|--------|
| 1776                                | R K McLintock | Allowances 1 Oct'25 to 31 Mar'26                 | 103.72 | 0.00 | 103.72 |
| 1777                                | R K Steel     | Allowance consumables only 1 Oct'25 to 17 Nov'25 | 6.84   | 0.00 | 6.84   |
| Total IRPW determinations to report |               |  | 110.56 | 0.00 | 110.56 |

*To report items previously authorised for payment*

|      |               |                         |   |  |  |
|------|---------------|-------------------------|---|--|--|
| 1778 | E J Humphreys | Clerk net salary Mar'26 | As employment contract<br>Action – Clerk to process |  |  |
|------|---------------|-------------------------|---|--|--|

12.4 Financial Balances: Consolidated Bank Balances: to report consolidated balances to date after transfers, receipts & payments.  
The Clerk reported on gross, ring-fenced funds & net available bank balances as follows:

| Item                                | Current acc. £ | Reserve acc. £ |
|-------------------------------------|----------------|----------------|
| Gross balances                      | 1,000.00       | 15,062.48      |
| Less consolidated ring-fenced funds | 0.00           | 3,841.03       |
| Net balances available              | 1,000.00       | 11,221.45      |

### 13.0 Highways, Rights of Way & Watercourses

13.1 Highways: to receive for information notifications & diversion maps for works, if any, already actioned or to be actioned as follows.

Council received as follows,

13.1.1 Powys CC: Temp Closure C2054 Churchstoke 11-15 May'26 (papers 13.1.1a-b previously circulated).

13.2 Highways: to receive for information such other items of highways and rights of way correspondence as will be brought be brought to the attention of the council by the Clerk.

None.

13.3 Rights of Way: to receive for information such items of rights of way correspondence, if any, as will be brought be brought to the attention of the council by the Clerk.

None.

13.4 Watercourses: to receive for information such items of watercourses correspondence, if any, as will be brought be brought to the attention of the council by the Clerk.

None.

13.5 Reports from CCC to Powys CC/ Shropshire Council: to report and resolve if desired, highways/ rights of way maintenance matters, if any.

The Chair invited Members to bring forward matters for the attention of the highways authorities.

RESOLVED

CCC reports for the attention of the highways authorities as follows,

a) Old Churchstoke to Priest Weston, Shropshire section: severe potholes.

Action – Clerk to process

### 14.0 Correspondence

- 14.1 To receive and circulate for information such items of general correspondence as will be brought to the attention of the council by the Clerk.  
The Clerk reported other general correspondence, highlighting certain items, which will be circulated electronically post meeting where electronic copies are available, and set out in appendix 2.

Action – Clerk to process

## **15.0 Chair’s Announcements, Items for Future Agenda & Date of Next Meeting**

- 15.1 Chair’s announcements: to receive for information announcements from Chair and Members.

a) Clerk: reported for Cllr C P Smith that she attended the funeral wake of the late Lyn Saxon as CCC’s representative to the Churchstoke Recreation Association.

- 15.2 Items for future agenda: to bring forward for information, items for consideration by the Clerk for future agendas.

None.

- 15.3 Date of next meeting 30<sup>th</sup> Apr’26, 7.30pm, at Churchstoke & online.

## **16.0 Confidential Session**

- 16.1 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

*CCC 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.*

- 16.2 Field Allotments Old Churchstoke: [confidential reason: commercial tenders]: to resolve, if desired, a statement of objectives and letting regarding income and/or multiple tenure, then to receive and resolve tenders for fixed term tenancies of 4x 1-acre allotments from 1<sup>st</sup> Apr’26 (confidential papers previously circulated).

The Clerk reminded Members that the tenancies on the four one-acre allotments at Old Churchstoke end on 31<sup>st</sup> March and that two commercially confidential tenders have been received.

RESOLVED

*CCC accepts the tenders for two year lets, with a landlord’s option to renew for a further three years on the same terms, and lets as follows:*

- *Allotment 1: B P H & D L Llewellyn £125pa*
- *Allotment 2: B P H & D L Llewellyn £125pa*
- *Allotment 3: K & T Llewellyn £125pa*
- *Allotment 4: K & T Llewellyn £125pa.*

Action – Clerk to process

16.3 Grounds Maintenance & Grass Cutting [confidential reason: commercial tenders]: to receive and resolve tenders for Grounds Maintenance & Grass Cutting 2026-27 and 2027-28 (confidential papers previously circulated). The Clerk reminded Members that the current contract for grounds maintenance and grass cutting ends on 31<sup>st</sup> March and reported that two commercially confidential tenders have been received. Council considered value of the tenders against the specification and the budget available.

*RESOLVED:*

*CCC accepts the tender of D.T. Ground Maintenance subject to contract, to the value of £8,675pa for two years.*








Action – Clerk to process

16.4 Confidential Correspondence [confidential reason: data protection of individuals]: to receive, and resolve if desired, such other business or correspondence of a confidential nature as will be brought to the attention of the council by the Clerk.



















None.

Meeting ended – 9.06pm.

## Appendix 1: One Voice Wales/ SLCC correspondence circulated post meeting

-  01 - OVW - E-Bulletin Issue 19 - 060326.pdf
-  02 - OVW - One Voice Wales Funding Newsletter March 2026 - 170326.pdf
-  03 - OVW - Our Next Lunch & Learn Session 24th Mar'26 - 110326.pdf
-  04 - OVW - Cost of Living Crisis Project - Information & Resoures - 270226.pdf
-  05 - OVW - Clerks RFOs Chair Accounts Closure & Annual Return Sessions - 130326.pdf
-  06a - Ganllwyd CC - Clerk Vacancy - 030326.pdf
-  06b - Yscir - CC Clerk job advert (long) - 060326.pdf

## Appendix 2: General correspondence received circulated post meeting

-  01 - Russell George MS - March Newsletter - 040326.pdf
-  02 - PACE - Updating your Community Council's Section 6 Biodiversity Report Duty - 2022-2026 - 110326.pdf
-  03 - PTHB - Newtown drop-in later this month 24th Mar'26 - 090326.pdf
-  03b - PTHB - Newtown health and wellbeing hub takes major step forward - 120326.pdf
-  03b-1 - PTHB - Image 1.png
-  03b-2 - PTHB - Image 2.png
-  03c - PTHB - News from the North Powys Wellbeing Programme - 160326.pdf
-  04 - SaTH NHS Trust - Working Together for Better Local Healthcare - 090326.pdf
-  05 - MWWFRS - Female Experience Day Have you got what it takes to be a Firefighter - 160326.pdf
-  06a - Tesco Enabler - Tesco Stronger Starts Funding Available - 160326.pdf
-  06b - Tesco Enabler - Flyer 4 Eng.png
-  06c - Tesco Enabler - Flyer 5 Eng.png
-  07 - Eisteddfod - 2027 National Eisteddfod Proclamation - 180326.pdf
-  08a - SpArC - POOL PROJECT - 2702269.pdf
-  08b - SpArC - Life at SpArC - 130326.pdf
-  09a - PAVO - Welshpool, Llanfair & Montgomery Locality Network Meeting 9 Apr'26 10.30am - 020326.pdf
-  09b - PAVO - Evaluation of Locality Network meeting - 020326.pdf
-  10 - PAVO - PAVO Volunteering in Powys – Call for Volunteering Delivery Partners - 100326.pdf
-  11a - Play Wales - Launching our new playwork quality mark - 020326.pdf
-  11b - Play Wales - Playwork NOS consultation now open - 090326.pdf
-  11c - Play Wales - March 2026 e-bulletin - 170326.pdf