



**CYNGOR CYMUNED YR YSTOG  
CHURCHSTOKE COMMUNITY COUNCIL**

E J Humphreys MA Oxf, CertHE 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 Tuesday 22<sup>nd</sup> December at 7.30pm  
held remotely on Zoom-Pro platform.**

**1.0 Welcome, Attendance, Remote Meeting Etiquette and Apologies for Absence:** to record attendance, to recap on the remote meeting etiquette, to receive and resolve if desired to approve absence(s) (paper 1 previously circulated).

Attendance: Cllr B L Smith (Chairman), Cllr J Boundy, Cllr G Frost (Vice-Chairman), Cllr J Jones, Cllr M J Jones, Cllr R K McLintock, Cllr D L Powell, Cllr A Richards, Cllr C P Smith, Cllr J N Wakelam.

The Chairman welcomed Councillors and Clerk to the council's remote live-streamed ordinary business meeting and reminded Members of the remote meeting etiquette.

Apologies for absence approved by Council:  
See post item 12.4.

Apologies for absence received: Cllr D N Yapp.

Other Members Absent: None.

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
5.5	Planning Applications	M J Jones	Personal & prejudicial interest as a member of Powys CC Planning, Taxi Licensing & Rights of Way Committee
5.5	Planning Applications	G Frost	Personal & prejudicial interest in application 20/2071/RES as a

			friend of the agent for the applicant
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**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 to the Council no later than 15 minutes prior to the start of the meeting.  
None.

#### 4.0 Minutes of Previous Meetings

4.1 To approve & sign the minutes as a correct record of the remote Ordinary Business Meeting 24<sup>th</sup> November 2020 (paper 4.1 previously circulated). The minutes of the remote Ordinary Business Meeting 24<sup>th</sup> November 2020 were reviewed.

RESOLVED

*The minutes of the remote Ordinary Business Meeting 24<sup>th</sup> November 2020 are approved and signed as a correct record.*

Cllr D L Powell joined the meeting at this point.

4.2 To report, for information purposes only, matters arising from the minutes of the remote Ordinary Business Meeting 24<sup>th</sup> November 2020.

4.2.1 (12.1c) 6-Months Allowances

The Clerk reported that Members' tax details were not received in time for this meeting, so payment will be scheduled for January.

#### 5.0 Planning & Building Control

5.1 Planning & Building Control Specific Correspondence: to receive and circulate for information such correspondence, if any, as will be brought to the attention of the council by the Clerk.  
None.

5.2 Powys CC Planning Determinations: to report from Powys CC notifying the community council of planning decisions in the community council area (inc paper 5.2 previously circulated).

Council received notice of Powys CC planning determinations as follows:

Ref.	Site	Powys CC Decision
20/1653/FUL	Montgomery Natural Spring Water	Approve
20/1661/TPO	The Stilt House, Hall Bank	Approve

5.3 Planning Inspectorate Appeals: Notice(s) of Appeal: to receive & resolve responses to Notices of Planning Appeal including but not limited to those listed below. Later Notices may be considered at the discretion of the Chair.

Ref.	Appellant	Site	Description
None.			

5.4 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.	Applicant	Site	Description	rec.
None.				

5.5 Planning Applications: 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.

Declarations of Members' Interests:

- Cllr M J Jones having declared a personal and prejudicial interest in left the meeting for this item.
- Cllr G Frost having declared a personal and prejudicial interest in application 20/2071/RES left the meeting for this application.

RESOLVED

CCC responds to consultations on planning applications as follows:

Ref.	Applicant	Site	Description	rec.
20/1707/FUL	Mr & Mrs Cherry, Upper Snead Farmhouse, Snead	Outbuilding at Upper Snead, Snead	Conversion and alteration of an outbuilding to provide a holiday let	S
20/1710/FUL	Mr G D Corfield, The Brynkin, Green Lane, Churchstoke	The Brynkin, Green Lane, Churchstoke	Creation of a new vehicular access and associated works	S
20/1901/FUL	Mr & Mrs Richards, The Granary, The Drewin Farm, Churchstoke	The Drewin Farm, Churchstoke	Siting of 4 holiday pods, installation of sewage treatment plant, hard standing areas, alterations to existing access and all other associated works	S
20/1966/FUL	Mr & Mrs Spencer, Corndon Malt House, Old Churchstoke	Corndon Malt House, Old Churchstoke	Conversion of barn A to create annexe accommodation to existing dwelling and conversion of barn B to create holiday accommodation, installation of sewage treatment plant and all associated works	S

Later applications considered at the discretion of the Chair

20/2045/FUL	Mr D Scriven, Roveries Hall, Lydham, Bishops Castle	Shepherds Whym Farm, Banks Head, Bishops Castle	Demolition of existing farmhouse and erection of a replacement dwelling, to include the installation of a package treatment plant and other associated works	S
20/2071/RES	Mr & Ms Wilkins & Dix, Ael y Bryn, Hyssington	Ael y Bryn, Hyssington	Reserved matters application in respect of outline consent P/2016/0891 for erection of a dwelling and associated works	S

Action – Clerk to process

- 5.6 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.				

5.7 Planning Enforcement:

- 5.7.1 From other bodies to CCC: to report for information, planning enforcement matters within the community (papers 5.7.1a-b). Council received acknowledgement and status from Natural Resources Wales and from Powys County Council regarding CCC's report of possible breaches of hedgerow and drainage Acts and Regulations at Hyssington.

Council received further information from Cllr G Frost regarding criteria for coppicing (as opposed to removal) and the protection afforded to conservation areas.

- 5.7.2 From CCC to Powys CC: to report planning enforcement matters within the community. The Chairman invited Members to bring forward planning enforcement matters within the community for the attention of the planning authority.

**RESOLVED**

*CCC reports and enquires with the Planning Authority as follows:*

- a) *House to the rear of The Courthouse Hotel, Churchstoke: to report a shed has been erected on one of the extended decks which is already the subject of an enforcement enquiry*
- b) *Pleasant View, Pentre: to enquire the status of enforcement action regarding refusal of application 20/0614/FUL (two buildings containing dog kennels, grooming parlour and food storage and change of use of land to dog exercise area).*

Action – Clerk to process

## 6.0 Recreation

- 6.1 Village Green at Hyssington: to report, and resolve if desired, from the Friends of the Green and Horsewell (FOTGAH) (Cllr R K McLintock).  
Cllr R K McLintock reported that it is expected that application for registration of village green will be ready for submission at the end of January. Members congratulated Cllr McLintock, Cllr Frost, and the community in Hyssington for persevering with the improvements and application for registration, showing what can be achieved by local co-operative action.
- 6.2 Churchstoke Recreation Association (CRA): to receive a report from CCC's representative to the CRA (Cllr C P Smith).  
Cllr C P Smith reported that the follow up meeting to the AGM has not yet taken place, and is expected in January.

Action – for Feb agenda

## 7.0 Finance and Assets

- 7.1 Finance Specific Correspondence:
- 7.1.1 Welsh Government: to receive for information the Appropriate Sum for Local Government Act S137 expenditure limit for 2021-22 (paper 7.1.1 previously circulated).  
Council received notification that the limit is increasing from £8.32 (2020-21) to £8.41 (2021-22) per elector. Noted.
- 7.1.2 Wales Audit: to receive for information the Audit Cycle 2020-21 Onwards for Community and Town Councils in Wales (papers 7.1.2a-b previously circulated).  
Council received the Audit Wales' schedule for the new audit arrangements, CCC to receive basic audits for financial years 2020-21 and 2021-22, then full audit for 2022-23. Noted.
- 7.1.3 Other Finance Correspondence: to receive and circulate for information such correspondence, if any, as will be brought to the attention of the council by the Clerk.  
None.
- 7.2 Financial Year 2019-20: to resolve to receive external audit report and opinion, for conclusion of audit (paper 7.2 previously circulated).  
Council received and considered the certified Annual Return and Audit Report for financial year 2019-2020, indicating that CCC has received an unqualified audit (i.e. is in accordance with proper practice and that no other matters or recommendations were raised for the attention of Council.)

### RESOLVED

*CCC receives and considers the certified Annual Return for the Financial Year 2019-2020, and publishes the Notice of Conclusion of Audit.*

Action – Clerk to process

The Chairman thanked the Clerk for the diligent work taking the accounts and governance through to a successful conclusion of external audit.

- 7.3 Financial Year 2020-21: Appeal for Financial Assistance: to receive and resolve a request for assistance from Churchstoke CP School for the purchase of an external case for its defibrillator (paper 7.3 previously circulated).  
Council received an appeal for financial assistance from Churchstoke CP School for its purchase of an external case for its defibrillator to be placed at the community hall at a cost of £355 plus VAT.

**RESOLVED:**

*CCC donates £355, from Green Grants funds, to the school for its purchase of an external case for its defibrillator to be placed at the community hall.*

Action – Clerk to process

- 7.4 Financial Year 2021-22: Budget Preparation: to receive, and resolve if desired, on the budget panel 2<sup>nd</sup> draft budget (papers 7.4a-c previously circulated).  
Council received the 2<sup>nd</sup> draft budget and plan for 2021-22. The Clerk reported amendments made for the 2<sup>nd</sup> draft and the effects on the final precept, and reminded Members that the council must resolve the budget by 22<sup>nd</sup> Jan'21 to meet the billing deadline at Powys CC.

Action – for Jan agenda

- 7.5 Items Received Since Last Meeting: to report

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

Payer	Description	£
NatWest Bank	Gross interest Nov'20	0.17
ME & A Hughes	Ashes memorial fee (plot 232A)	95.00
Total		95.17

- 7.6 Items for Payment: to resolve to approve items for payment as follows:  
The Chairman referred Members to the items listed for payment.

**RESOLVED:**

*CCC authorises payments as follows:*

Chq	Payee	Description	£ex vat	£vat	£total
1317	G17	Laptop computer & setup	755.00	0.00	755.00
1318	E J Humphreys	Admin. exp. Jul-Sep'20	195.58	15.59	211.17
1319	Wood Matters Ltd	Tree works Dec'20	435.00	87.00	522.00
1320	E J Humphreys	Zoom Pro Dec'20	11.99	2.40	14.39
1321	HM Revenue & Customs	PAYE Oct-Dec'20	60.40	0.00	60.40
<i>Total for authorisation this meeting</i>			<i>1,457.97</i>	<i>104.99</i>	<i>1,562.96</i>

*To report items previously authorised*

1322	E J Humphreys	Clerk net salary Dec'20	<i>As employment contract</i>		
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Action – Clerk to process

- 7.7 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	15,153.32
Less consolidated ring-fenced funds	0.00	10,289.77
Net balances available	1,000.00	4,863.55

The Clerk highlighted that ring-fenced funds now outbalance free resources and recommended Council reviewing the ring-fenced funds at the January meeting.

Action – for Jan agenda

## 8.0 Highways & Rights of Way

8.1 From Powys CC/ Shropshire Council to CCC: to report for information general maintenance matters.

8.1.1 Road Closure C2056 at Hyssington: to receive advance notice of intended closure 8am-6pm, 15<sup>th</sup> to 17<sup>th</sup> Mar'21 (papers 8.1.1a-b previously circulated).

Council received advance notice of closure.

8.1.2 Other reports: to receive and circulate for information other highways/ rights of way correspondence as will be brought to the attention of the council by the Clerk (inc. papers 8.1.2a-b previously circulated).

a) Council received notice of temporary closure C2055 Hall Bank, 21<sup>st</sup> Dec'20, previously circulated to Members 14<sup>th</sup> December.

8.2 From CCC to Powys CC/ Shropshire Council: to report and resolve if desired, general maintenance matters, if any.

The Chairman invited Members to bring forward highways matters for the attention of the highways authority.

### RESOLVED

*CCC reports highways matters to Powys CC/ Shropshire Council as follows:*

a) *A490 between Churchstoke and Chirbury above Marrington Dingle near Calcot Farm: there appears to be a blocked drain on the Churchstoke side of the temporary traffic lights which in times of heavy rainfall causes considerable water flow exacerbating the erosion at the landslip*

b) *U2714 Church Bank, Hyssington: deep potholes causing hazards to vehicles.*

Action – Clerk to process

9.0 **County Councillor & County Council Report:** to receive a report, for information, from the county councillor & to discuss general Powys CC/ Shropshire Council matters.

a) Powys CC:

- Financial Year 2021-22: the county council is expecting news of the Welsh Government settlement this week
- Christmas and New Year: many services have now shut down or operating at reduced levels for the holiday period.

b) Shropshire Council: no report.

## 10.0 Correspondence

### 10.1 One Voice Wales/ Society of Local Council Clerks

10.1.1 OVW Training: to receive details of online and free training 2020-21 and amended schedule of training sessions for Dec'20 and to resolve, if desired, on attendance (paper 10.1.1a-b previously circulated). Council received details of remote training for December circulated earlier in the month. Council also received details of remote training for January 2021. The Clerk asked Members to inform him if they wished to attend.

10.1.2 SLCC Practitioners Conference 2021: to receive details and to endorse attendance by The Clerk at the online conference 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> Feb'21 by way of continuous professional development and keeping up to date with sector issues & good practice, and to reclaim of 50% funding from the Welsh Government training bursary scheme (papers 10.1.2a-b previously circulated). The Clerk reported the notice and agenda of training workshops at the online 15<sup>th</sup> Practitioner Conference at a net of bursary price £37.50.

#### RESOLVED

*CCC endorses attendance by the Clerk at the online 2021 Practitioners' Conference, part funded by the training bursary, by way continuous professional development and keeping up to date with sector issues & good practice.*

Action – Clerk to process

10.1.3 For Circulation: to receive and circulate for information other OVW/ SLCC items of correspondence, brought to the attention of the council by the Clerk. The Clerk reported 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 process

10.2 Llandrindod Wells Town Council: to receive and resolve reply if desired, correspondence asking for support for regarding NHS Dental Provision in Powys (papers 10.2a-b previously circulated). The Chairman referred Members to the correspondence.

#### RESOLVED

*CCC supports the campaign by Llandrindod Wells Town Council regarding NHS Dental Provision in Powys and will reply indicating it will support by placing the campaign letter and survey on the CCC website.*

Action – Clerk to process

10.3 Other General Correspondence: to receive and circulate for information other general correspondence as will be brought to the attention of the council by the Clerk. The Clerk reported 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

## **11.0 Chairman's Announcements, Items for Future Agenda & Date of Next Meeting**

11.1 Chairman's announcements: to receive for information announcements from Chairman and Members.

None.

11.2 Items for future agenda: to bring forward for information items for consideration for future agenda.

None.

11.3 Date of next meeting for information: Tue 19<sup>th</sup> Jan'21, 7.30pm, to be held remotely.

## **12.0 Confidential Session**

12.1 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

*Under the Public Bodies (Admission to Meetings) Act 1960 (2) 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.*

12.2 Recreation Field Entrance Way [confidential reason: commercial quotations]: to receive and resolve quotations for the fencing works (paper 12.2a and confidential paper 12.2b previously circulated).

The Chairman reminded Members of the specification and the public invitation to quote for fencing works. The Clerk reported on one (anonymised) quotation received.

RESOLVED

*CCC accepts the quotation of Dan Powell to the value of £2,100 subject to conditions of contract, for the specified fencing work at the recreation field entrance way.*

Action – Clerk to process

12.3 Terms and Conditions of Employment [confidential reason: employment matters]: to report attainment by the Clerk of the sector qualification 'Certificate of Higher Education in Community Governance' and to resolve scale increment according to model contract (confidential paper 12.3 previously circulated).

The Chairman referred Members to the briefing paper and on behalf of Council congratulated the Clerk on attainment of the sector qualification 'Certificate of Higher Education in Community Governance'.

RESOLVED

*Council congratulates the Clerk on obtaining Certificate of Higher Education in Community Governance, and agrees to award one scale increment according to model contract.*

Action – Clerk to process

12.4 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.

The Clerk reported receiving during the meeting a request for approval of absence and recommended re-opening agenda item 1.

RESOLVED

*CCC re-admits members of the public and press and re-opens Item 1 to consider a request for approval of absence.*

Council received one request to approve failure to attend.

RESOLVED

*Cllr G Jameson: CCC approves failure to attend by Cllr G Jameson for 3 months or until return to physical meetings whichever is shorter for the stated reason "Our freedom of assembly and association has effectively been removed. The government's reaction to this "pandemic" is that people are the problem and technology and technocracy is the solution. However, I don't feel comfortable going down that path, interfaced with Zoom or anything else "new normal". I will gladly return to attending proper monthly meetings when common sense and real science prevail".*























The Chair thanked councillors for their work and commitment during 2020, and extended best wishes and complements of the season to the community of Churchstoke.

Meeting ended – 9.07pm.

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

- 01a - OVW - Remote training sessions Dec'20 - 251120.pdf
- 01b - OVW - JAN'21 Remote training sessions - 171220.pdf
- 01c - OVW - ADDITIONAL FREE PLACES AVAILABLE ON CORE MODULES - 251120.pdf
- 02a - DP Police - Scam Warning New domain pretending to be Microsoft - 101220.pdf
- 02b - OPCC - Fraud warning to local councillors & public as many are targetted - 031220.pdf
- 04 - FGC - New Domestic Abuse Policy Commissioner Future Generations Staff - 261120.pdf
- 05 - IWA - Consortium news story UWP2 launch - 091220.pdf
- 06a - WGov - Volunteering Recovery Grant information - 021220.pdf
- 06c - WGov - Volunteering Recovery Grant - Application Form - FINAL VERSION - English.pdf
- 07a - WGov - Volunteering Recovery Grant information to circulate to networks & stakeholders - 101220.pdf
- 07b - WGov - Volunteering Recovery Grant - FAQs - English.pdf
- 08a - WGov - WG Elections Newsletter - November - 301120.pdf
- 08b - WGov - NOVEMBER 2020.pdf
- 09 - WGov - Future Wales the national plan 2040 Newsletter Issue 015 Dec'20 - 091220.pdf
- 10a - WGov - Ministerial Advisory Forum Ageing (MAFA) - Age Matters - 021220.pdf
- 10b - WGov - Ministerial Advisory Forum on Ageing Launch Public Consultation Strategy Ageing Society - 151220.pdf
- 11 - WGov - Vacancy Fixed Term & Secondment Opps for Team Support to Grade 7 - 171220.pdf
- 12a - NRW - Natural England Countryside Code Review deadline 15 Dec'20 - 021220.pdf
- 12b - NRW - Countryside Code Review Additional opportunity to comment - 171220.pdf
- 12c - NRW - Countryside Code Survey.pdf
- 13a - NHS Wales - Save a Life Cymru - 151220.pdf
- 13b - NHS Wales - Save a Life Cymru videos for downloading.pdf
- 13c - NHS Wales - Leaflet in W and E columns for One Voice Wales.pdf
- 14a - WLGA - Coronavirus email update 30.11.2020 - 011220.pdf
- 14b - WLGA - Coronavirus email update 15.12.2020 - 161220.pdf
- 15 - WISERD - e-Newsletter November 2020 - 301120.pdf
- 16 - Disability Wales - Civic Participation Officer Job Advert - 251120.pdf
- 17a - CTC - READVERTISEMENT DEPUTY TOWN CLERK & FINANCE MANAGER - 101220.pdf
- 17b - CTC - Readvertisement English 08.12.20.pdf

## Appendix 2: General correspondence received circulated post meeting

-  01 - R George AM - News from Russell George MS - 081220.pdf
-  02a - PTHB - Additional COVID-19 Testing Capacity in Powys - 081220.pdf
-  02b - PTHB - Covid-19 Updates from Powys Teaching Health Board - 181220.pdf
-  02c - PTHB - WGov Keep Wales Safe campaign - 221220.pdf
-  03a - MWWFRS - Consultation on Draft Corporate Plan closes Fri 04 Dec'20 - 311120.pdf
-  03b - MWWFRS - Calon Tan Winter 2020 - 011220.pdf
-  04a - OPCC - Public Consultation Letter from PCC to Community Reps Dec'20 ENG - 091220.pdf
-  04b - OPCC - English Printable Version.pdf.pdf
-  05a - Powys CHC - Newsletter Issue 4 - 131220.pdf
-  05b - Powys CHC - FINAL POWYS CHC Annual Report 2019-2020 - ENGLISH.pdf
-  06a - Powys CHC - Report following Survey on GP Access During COVID-19 Pandemic - 221220.pdf
-  06b - Powys CHC - Report of GP Access Survey November 2020.pdf
-  07a - Powys CHC - Notice Powys CHC Full Council Mtg 8th Dec'20 - 021220.pdf
-  07b - Powys CHC - Full Council Agenda 08.12.20.pdf
-  08a - Powys CHC - Notice Mont Local Committee Meeting 5th Jan'21 - 221220.pdf
-  08b - Powys CHC - Agenda Montgomeryshire LC Meeting 05.01.21 - 221220.pdf
-  09 - Age Cymru - Survey aimed at Older Carers in Wales - 141220.pdf
-  10 - PDSG - News Dec letter - 091220.pdf
-  11 - Carnegie UK Trust - News From Carnegie UK Trust Nov'20 - 251120.pdf
-  12a - Play Wales - December's e-bulletin - 011220.pdf
-  12b - Play Wales - Our impact report for 2019-2020 - 031220.pdf
-  12c - Play Wales - Publications 2020 - 151220.pdf

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