



**CYNGOR CYMUNED YR YSTOG
CHURCHSTOKE COMMUNITY COUNCIL**

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

Clerc i'r Cyngor | Clerk to the Council: E J Humphreys MA Oxf, CiLCA, PSLCC

**MINUTES of FULL COUNCIL ORDINARY BUSINESS MEETING
on Tuesday 24th April 2018, 7.30pm
at Hyssington Village Hall.**

1.0 Attendance, Apologies for Absence, Dispensations, and Declarations of

Members' Interests: to record attendance, to receive and resolve if desired on apologies for absence, 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 (papers 1a-b previously circulated).

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

Apologies for absence approved by Council: None.

Other apologies for absence reported to meeting: Cllr J Jones, Cllr D N Yapp.

Other apologies for absence received not reported to meeting: None.

Other Members not present: None.

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

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

Agenda Number	Item	Councillor	Nature of Declaration
6.5	Planning Applications	B L Smith	Personal and prejudicial interest in application P/2018/0358 as neighbour of the applicant
6.5	Planning Applications	C P Smith	Personal and prejudicial interest in application P/2018/0358 as neighbour of the applicant
6.5	Planning Applications	D L Powell	Personal and prejudicial interest in application P/2018/0358 as family member of the applicant
6.5	Planning Applications	J N Wakelam	Personal and prejudicial interest in application P/2018/0358 as member of same bowling club as the applicant
6.5	Planning	MJ Jones	Personal and prejudicial interest in

	Applications		all applications as member of Powys CC Planning Committee
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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 & sign the minutes the minutes of Full Council Ordinary Business Meeting 27th Mar'18 at Churchstoke Community Hall as a correct record (paper 3 previously circulated).

The minutes of the Full Council Ordinary Business Meeting 27th Mar'18 at Churchstoke Community Hall were reviewed.

RESOLVED:

The minutes of the Full Council Ordinary Business Meeting 27th Mar'18 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 Full Council Ordinary Business Meeting 27th Mar'18 at Churchstoke Community Hall.

None.

5.0 Electoral Matters: Hyssington Ward: further to the elections 4th May 2017, and the Declaration of Intent to Co-Opt dated 8th May'17 to receive nominations and to co-opt to fill the 2 remaining vacancies on the council for Hyssington Ward. The Chairman reminded Members of the two remaining vacancies in Hyssington Ward following elections on 4th May, and of publication of intent to co-opt. The Clerk reported that no expressions of interest have been received.

Action – Members to seek

6.0 Planning Matters:

6.1 Planning Specific Correspondence: to receive, for information, planning specific correspondence,

6.1.1 Orchard Close Development in Churchstoke: to receive for information copy correspondence from a member of the public to the planning authority (paper 6.1.1 previously circulated).

Council received copy correspondence sent by a member of the public to Powys CC Planning Office regarding a breach of planning conditions at Orchard Close (hours of work), and the planning office response. Noted.

6.1.2 Other Planning specific correspondence (if any): to receive (papers 6.1.2a-b previously circulated):

a) Planning Aid Wales: Planning for Communities newsletter March 2018. Noted.

b) Planning Aid Wales: recruitment vacancies information. Noted

c) Powys CC: notice of adoption of the Powys Local Development Plan 2016-2026. Noted.

6.2 Powys CC Planning Determinations: to report from Powys CC notifying the community council of planning decisions in the community council area.

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

Ref.	Site	Powys CC Decision
P/2017/1466	Barn 2, Moonlight Barns, Snead	Planning perm. not required
P/2016/0891	Ael y Bryn, Hyssington	Consent
P/2017/1148	Cann Barn, Mellington	Consent
TREE/2018/0010	Middle Alport, Churchstoke	Approve

6.3 Planning Inspectorate Appeals – to receive & resolve responses to Notices of Planning Appeal including but not limited to those listed below. Later Notices will be considered at the discretion of the Chair.

Ref.	Appellant	Site	Description
None.			

6.4 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 will be considered at the discretion of the Chair.

Ref.	Applicant	Site	Description	rec.
None.				

6.5 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 but not limited to those listed below. Later applications will be considered at the discretion of the Chair.

Declarations of Members' Interests:

- Cllr B L Smith: declared a personal and prejudicial interest in application P/2018/0358 as neighbour of the applicant and left the room for this application.
- Cllr C P Smith: declared a personal and prejudicial interest in application P/2018/0358 as neighbour of the applicant and left the room for this application.
- Cllr D L Powell: declared a personal and prejudicial interest in application P/2018/0358 as family member of the applicant and left the room for this application.
- Cllr J N Wakelam: declared a personal interest in application P/2018/0358 as member of same bowling club as the applicant.
- Cllr M J Jones: declared personal and prejudicial interest as member of Powys CC Planning Committee and left the room for all applications.

In the absence of Chair and Vice-Chair for application P/2018/0358, Cllr J Wakelam took the Chair for this item.

RESOLVED:

CCC responds to planning application consultations as follows:

Ref.	Applicant	Site	Description	rec.
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P/2018/0350	Mr W Towlson, Shirley Lodge, Mellington, Churchstoke	Shirley Lodge, Mellington, Churchstoke	Formation of a new access to the property from a public highway	O*
P/2018/0358	Mr & Mrs Pryce, 4 Bridgend Cottages, Churchstoke	4 Bridgend Cottages, Churchstoke	Demolition of porch and construction of a single storey entrance conservatory	S**

**P/2018/0350: CCC objects to the application for the reason that there is insufficient information, purpose and reason for the new entrance onto the highway in the application to make an informed response.*

***P/2018/0358: CCC supports the application provided that planning officers are content with suitability for, and impact on, aspects relating to the conservation area.*

Action – Clerk to process

6.6 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 will be considered at the discretion of the Chair.

Ref.	Applicant	Site	Description	rec.
None.				

6.7 Planning Enforcement:

6.7.1 From Powys CC to CCC: to report for information, planning enforcement matters within the community (papers 6.7.1a-b previously circulated).

The Clerk reported correspondence from the planning office as follows:

Ref./ Site	Description
P/2012/0265	Plot to rear of Court House Hotel Churchstoke: Erection of 2. no detached dwellings together with formation of a new vehicular access
(paper 6.7.1a)	CCC had previously resolved to again brings the matter of the unauthorised entrance to Wernddu Lane to the attention of planning enforcement officers, together that of the foul language sign and the unauthorised erection of a garage, and asks that measures are taken to ensure that planning permission is properly adhered to Council received acknowledgement and information that the planning office is currently still in discussions with the owner will look to resolve these matters in the near future.
A489	Adj Co-Op and Montgomeryshire Natural Spring Water Co
(paper 6.7.1b)	CCC had previously resolved to ask that planning officers investigate whether advertising permission is required, and whether it causes visual distraction for users of the highway and risk to safety. Council received acknowledgement and information that the planning office is in the process of investigating your concerns and will inform of the outcome of my investigations in due course.

6.7.2 From Powys CC to CCC: to report for information, planning enforcement matters within the community (papers 6.7.1a-b previously circulated). The Chairman invited Members to bring forward planning enforcement matters as follows:

Ref./ Site	Description
P/2012/0265	Plot to rear of Court House Hotel Churchstoke: Erection of 2. no detached dwellings together with formation of a new vehicular access Council noted the erection of a steel fane protruding from the site towards the river which appears to be contrary to planning permission. RESOLVED: <i>CCC brings the matter of a steel fane protruding from the site towards the river which appears to be contrary to planning permission and asks once again that measures are taken to ensure that planning permission is properly adhered to.</i> Action – Clerk to process
M2003/1168	Land adj Village Green Hyssington Council noted the installation of a static caravan on the development site. RESOLVED: <i>CCC brings the matter of the static caravan to the attention of planning officers and asks that they ascertain whether it is consistent with planning permission.</i> Action – Clerk to process

7.0 One Voice Wales/ Society of Local Council Clerks: to receive reports of AGM/ conference/ area meetings/ guidance notes/ training/ correspondence.

7.1 OVW: Welsh Government: Review of Community & Town Councils: to receive the OVW composite response on behalf of the community & town council sector (paper 7.1 previously circulated).

Council received the OVW composite response to the consultation on the Community and Town Council Review being undertaken by the Welsh Government Independent Review Panel. Noted.

7.2 Other OVW/SLCC correspondence: to receive and circulate other OVW/SLCC correspondence received from/via OVW/SLCC.

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 documents post-meeting

8.0 Recreation:

8.1 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 that works to remove play equipment and reinstate with grass seeding are complete, and the fencing remains in place until the new grass surface is well established.

8.2 Recreation Field: to receive and resolve a request from the Churchstoke FC (CFC) to carry out mole-ploughing of the recreation field at the club's expense to improve drainage (paper 8.2 previously circulated).

Council received a written request from the Churchstoke FC to carry out digging to try to find the cause of the drainage problem, and to mole drain the pitch at the end of the season. Council noted that this offers the opportunity of improving drainage at no cost to the council.

RESOLVED:

CCC grants permission to the Churchstoke FC to carry out digging to try to find the cause of the drainage problem, and to mole drain the pitch at the end of the season, and reminds the club that it should be aware of underground field drains and to ensure they are not damaged by the works.

Action – Clerk to process

9.0 Cemetery: Child Burial Fees: to receive information regarding the Welsh Government's arrangements via a memorandum of understanding (MOU) for local authorities to abolish burial fees for children, and to delegate the Clerk to respond to the survey and to agree to abide by the Terms of the MOU (paper 9a-b previously circulated).

The Clerk reminded Council of earlier notice by the Welsh Government of its memorandum of understanding (MOU) to abolish burial fees for children. Council received information from Powys CC that to access the grant, it must agree to abide by the terms of the MOU and make arrangements to distribute the grant to other bodies acting as burial authorities such as CCC.

RESOLVED:

CCC delegates the Clerk to respond to the survey and to agree that CCC will abide by the terms of the memorandum of understanding.

Action – Clerk to process

10.0 General Data Protection Regulations (GDPR): to receive the recommendations of the Clerk regarding the new requirements of the GDPR (papers 10a-d previously circulated).

Council received the Clerk's report recommending that CCC resolve regarding the new requirements of the new GDPR coming into force 25th May 2018, together with an action check sheet, awareness briefing paper, and invitation to take a training opportunity at Newtown.

RESOLVED:

CCC accepts the recommendations outlined in the Clerk's GDPR report, i.e.:

- *To note the content of the report*
- *To instruct the Clerk to produce an internal awareness raising training package*
- *Instruct the Clerk to produce a Policy for Council*
- *Note the resource implications of this new legislation*
- *To note and action where appropriate the requirements of appendix 1.*

and authorises the Clerk to book training courses places at Newtown when dates are known and when Members indicate their availability to attend.

Action – Clerk to process

- 11.0 Consultation: Welsh Government: Community & Town Council Review** (<http://gov.wales/topics/localgovernment/communitytowncouncils/review-of-community-town-council-sector/?lang=en> closing 6th April): to receive and adopt the CCC response delegated to, and submitted, by the Clerk (paper 11 previously circulated).

The Chairman reminded Council of the consultation received at the October meeting, and the consultation papers and the four short questions posed. The Clerk reminded Council of its previous resolution to delegate its response to the Welsh Government consultation on the Community & Town Council Review to the Clerk with reference to Members. Council received the response submitted by the Clerk.

RESOLVED:

CCC receives and adopts the response delegated to, and submitted, by the Clerk to the consultation by Independent Review Panel undertaking the review of Community & Town Councils for the Welsh Government.

12.0 Financial Reports.

- 12.1 Finance Specific Correspondence: to receive finance specific correspondence.

12.1.1 Financial Year 2017-18: to report for information the date and timetable of Audit

The Clerk reported that audit papers have been received, with audit day being Monday 16th July, and that accounts will be prepared in May and June, then taken through internal audit and Council approval prior to dispatch to external auditor. Noted.

12.1.2 Wales Audit Office: to receive. for information, correspondence on 'The Importance of External Audit' (paper 12.1.3 previously circulated).

Council received correspondence from the Wales Office outlining the importance of external audit for community & town councils. Noted.

12.1.3 Other Financial Correspondence: to receive for information (if any).
None.

- 12.2 Financial Year 2018-19: Annual Investment Strategy – to receive & resolve to adopt the strategy (paper 12.2 previously circulated).

The Clerk presented and recommended the Annual Investment Strategy 2018-2019, prepared according to Welsh Assembly statutory guidance.

RESOLVED:

CCC accepts and adopts the Annual Investment Strategy 2018-2019 as presented.

- 12.3 Financial Year 2018-19: Appeals for Financial Assistance: to resolve on appeals/donations for (paper 12.3 previously circulated).

The Clerk reported on financial appeals for 2018-19 and referred Members to the briefing memo.

RESOLVED:

CCC makes provision from the 2018-19 budget for donations totalling £240, and authorises payment of appeals as follows:

Name of Organisation	2018-19 Budget approved
Montgomery Town Council (county war memorial)	100
Royal British Legion	70
Wales Air Ambulance	70
Total	240

Action – Clerk to process

12.4 Items Received Since Last Meeting: to report.

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

Payer	Description	£
Nat West Bank	Gross interest Mar'18	1.93
W J Morris funeral services	Cemetery burial fee (plot 395)	190.00
Total		191.93

12.5 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
1112	Greenfingers Landscape Ltd	Grounds maint. instal. #12 Mar'18 32779	337.50	67.50	405.00
1113	E J Humphreys	Admin exp. Jan-Mar 2017-18 Q4	283.85	17.60	301.45
1114	Churchstoke Recreation Assoc	Community Hall support grant 2017-18	2,404.31	0.00	2,404.31
1115	Hyssington Village Institute	Village Hall support grant 2017-18	865.43	0.00	865.43
1116	Powys CC	Rec'n field aeration 2017-18	418.80	83.76	502.56
1117	B L Smith	Allow'ce Oct'17-Mar'18	15.00	0.00	15.00
1118	C P Smith	Allow'ce Oct'17-Mar'18	15.00	0.00	15.00
1119	R K McLintock	Allow'ce Oct'17-Mar'18	15.00	0.00	15.00
1120	Powys CC	Playg'd inspect'n 2018	60.00	12.00	72.00
1121	One Voice Wales	Memb fees 2018-19	222.00	0.00	222.00
1122	E J Humphreys	Clerk net salary Apr'18	574.41	0.00	574.41
n/a	Powys CC	Cem'ry rates 2018-19	0.00	0.00	0.00
Total for payment this meeting			5,211.30	180.86	5,392.16

Action – Clerk to process

12.6 Financial Balances:

12.6.1 PWLB: to report, for information, the statement of CCC's borrowing to 31st Mar'18 (paper 12.6.1 previously circulated).

The Clerk reported on the loans balance outstanding at 31st Mar'18 as follows:

Creditor	Loan	Balance £
Public Works Loan Board	Playground loan – fixed	22,110.48

12.6.2 Consolidated Bank 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	1,190.00	32,106.87
Less consolidated ring-fenced funds	0.00	11,119.34
Net balances available	1,190.00	20,987.53

13.0 Highways and Rights of Way Reports.

13.1 From Powys CC/ Shropshire Council to CCC: to report for information, general maintenance (paper 12.1 previously circulated).

Council received information from Powys CC as follows:

- a) A489 Churchstoke Village: proliferation of advertising signs outside Co-Op and Montgomeryshire Natural Spring Water which causes visual distraction for users of the highway and risk to safety. Powys CC replies that will investigate to ascertain if any signs are located within the highway boundary, and if all signs are on private ground will refer this to the planning enforcement.

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

The Chairman invited Members to bring forward general maintenance matters to bring to the attention of the highways and rights of way authorities.

- a) C2055 Old Churchstoke to Priest Weston (Shropshire): very significant surface damage which Members report is leading the school bus contractor to consider ceasing to travel that section of road
- b) C2054 Cwm Farm to The Dyke: blocked drain
- c) C2056 between Hyssington to Fishpool Farm: underground pipe drains from Corndon Hill unable to cope with water flow off the hill, causing water to flow onto a resident's property.

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

- a) Powys CC: Cllr M J Jones reported:
 - Powys Local Development Plan (LDP) adopted
 - New Acting Chief Executive Officer appointed
 - Initial problems with introducing new refuse collection rounds
 - Trade waste fees are to be adjusted to compete with private contractors.
- b) Shropshire Council: no report.

15.0 **Correspondence:** to receive, and resolve if desired, items of correspondence which may be brought to the attention of the council by the Clerk.

15.1 Powys Teaching Health Board: Update on the NHS Future Fit Programme (paper 15.1.1a-b previously circulated).

Council received correspondence from Powys Teaching Health Board (PTHB) outlining the status and next steps on NHS Future Fit from NHS Shropshire Clinical Commissioning Groups (CCG) and NHS Telford & Wrekin CCG, with an assurance that it will ensure that arrangements are in place to engage the people of Powys as part of the forthcoming consultation. Noted.

- 15.2 Other general correspondence: to receive and circulate other general correspondence for information.

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 circulate documents post-meeting

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

- 16.1 Chairman’s Announcements: to receive announcements from Chairman and Members for information.

a) None.

- 16.2 Items for Future Agenda: to bring forward items for consideration for future agenda.

a) Cllr B L Smith: cost of setting up ‘churchstoke.org’ domain for councillors’ email in order to comply with requirements of GDPR.

- 16.3 Next meetings:

a) Annual Meeting 30th May 2018, 7.30pm, at Churchstoke

b) Full Council Ordinary Business Meeting 30th May 2018, to commence upon the rising of the Annual Meeting, 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 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 – 9.28pm.

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

-  7.1a - OVW Response to the Community and Town Council Review - 030418.pdf
-  7.1b - ONE VOICE WALES C&TC REVIEW RESPONSE.pdf
-  7.2a-1 - OVW Joint OVW SLCC Conference 16th May 2018 - 280318.pdf
-  7.2a-2 - OVW 2018 training agenda.pdf
-  7.2c - OVW March 2018 News Bulletin - 280318.pdf
-  7.2d - OVW Innovative Practice National Awards 2018 Winners etc - 090418.pdf
-  7.2d - OVW Montgomeryshire Meeting 16 May'18 Postponed - 170418.pdf
-  7.2e - ICO GDPR - ICO statement for town and community councils - 190418.pdf
-  7.2f - WAO The Importance of External Audit - A message from Deryck Evans Wales Audit Office - 040418.pdf
-  7.2g-1 - WGov funding support available in 2018-19 - reminder 130418.pdf
-  7.2g-2 - 2018.02.14 CTC Core themes - letter ENGLISH.pdf
-  7.2g-3 - 2018.02.22 Core themes - ANNEX A - ENGLISH.pdf
-  7.2g-4 - 2018.02.22 Core themes - application form guidance note - ANNEX B - ENGLISH.pdf
-  7.2h - Penmaenmawr TC Advert Temp Clerk Penmaenmawr TC - 060418.pdf
-  7.2i-1 - WGov Historic Environment Update 7 – Consultation launched - 170418.pdf
-  7.2i-2 - Historic Environment Update 7.pdf
-  7.2j - WGov Vacancy - Up to 10 Brexit Interns - 100418.pdf
-  7.2k - CEWC Atlantic School For Young Leaders - 180418.pdf
-  7.2j - Age Cymru 20180222 Showcasing tackling loneliness report - 060418.pdf

Appendix 2: Other general correspondence received circulated post meeting

-  15.1a- PTHB Update on the NHS Future Fit Programme from PTHB Chief Executive Carol Shillabeer - 280318.pdf
-  15.1b - PTHB 180328-PTHBUpdate-NHSFutureFit-TCC.pdf
-  15.2a - Children's playground at Country Park Churchstoke - 100418 REDACTED.pdf
-  15.2b - PCC Review of Community and Town Council Sector - 110418.pdf
-  15.2c-1 - SpArC Information for Councils April 2018 - 150418.pdf
-  15.2c-2 - SpArC Leisure Members 18.pdf
-  15.2c-3 - SpArC Theatre Audience 17.pdf
-  15.2d - Gloversure New GDPR law – ensure your business is compliant - 120418.pdf
-  15.2e - Powys CHC AGENDA Mont LC 10th Apr'18 - 040418.pdf
-  15.2f - PCC Arwain Powys Business Breakfast Networking Events 2018 (FREE) - 040418.pdf
-  15.2g - PCC Arwain Superfast Business Wales digital marketing workshop 19th Apr Newtown - 040418.pdf
-  15.2g - Play Wales e-bulletin April 2018 - 040418.pdf
-  15.2h - PCC HAGS Welsh Government Announce £1.7m Grant to fund new play areas in Wales - 120418.pdf