



**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 24th April 2025 at 7.30pm

at Churchstoke Community Hall and remotely on Zoom-Pro platform.

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, Cllr B L Smith, Cllr C P Smith, Cllr M A Whittall.

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: Cllr D Bebb.

Other Members Absent: Cllr D N Yapp.

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 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: Co-Option to Vacancies: Hyssington Ward: to receive expression(s) of interest, if any, and to resolve to co-opt to vacancies.

The Chair reminded Council of the vacancies remaining after the elections 5th May'22 and the Council's Notice of Co-Option. Members and the Clerk reported no expressions of interest have been received.

5.0 Minutes of Previous Meetings

5.1 To approve & sign the minutes as a correct record of the Ordinary Business Meeting 27th March 2025 (paper 5.1 previously circulated).

Cllr B L Smith joined the meeting during this item.

Cllr C P Smith joined the meeting during this item.

The minutes of the Ordinary Business Meeting 27th March 2025 were reviewed.

RESOLVED

The minutes of the Ordinary Business Meeting 27th March 2025 are approved and signed as a correct record with one amendment

- *Item 11.6b should record 'U2696 Pentrenant to Pen-y-cwm'.*

5.2 To report, for information purposes only, matters arising from the minutes of the Ordinary Business Meeting 27th March 2025.

Cllr M A Whittle joined the meeting during this item.

5.2.1 (11.6b) A489/ A490 Junction at Churchstoke Bridge

The Clerk reported Powys Highways Authority replies that no safety issues were found at Churchstoke bridge, and it will continue to monitor.

6.0 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 (paper 6 previously circulated).

In the absence of Cty Councillor D Bebb the Chair referred members to the written report which highlighted,

- School transport changes update
- Cae Camlad drains.

7.0 Planning & Building Control

7.1 Planning & Building Control General Correspondence:

7.1.1 Planning Aid Wales: to receive, if any, the latest planning news and training opportunities (papers 7.1.1a previously circulated).

Council received latest news and invitation to those who work in planning policy or have a connection or association with Place Plans to participate in an online survey.

- 7.1.2 Other Planning Correspondence: 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.

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

Ref.	Site	Powys CC Decision
25/0234/FUL	Lynwood, Churchstoke	Approve

- 7.3 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			

- 7.4 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				

- 7.5 Planning Applications:

- 7.5.1 To receive, for information, representations regarding planning applications.
None.

- 7.5.2 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.

Ref.	Applicant	Site	Description	rec.
None				

- 7.6 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				

- 7.7 Planning Enforcement:

- 7.7.1 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 (papers 8.7.1a-b previously circulated).

None.

7.7.2 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.

RESOLVED

CCC reports matters for the attention of the planning authority as follows,

a) *Heather Cottage, Old Churchstoke: the erection of detached garage does not appear to have been carried out in accordance with the plans and documents of planning application 24/0198/HH. The development appears to be,*

i) *attached to the dwelling*

ii) *on a location other than in the plans*

iii) *considerably larger than delineated in the plans.*

Action – Clerk to process

8.0 Recreation

8.1 Recreation Field Entrance Road: to note the specification and invitation for quotations (paper 8.1 previously circulated)

The Clerk reminded Council of the eroding surface and that it wishes to consider repair or resurfacing, although there is no budget allocation for 2025-26. Council noted the specification and invitation for quotations with a closing date of 5p.m. on Sunday 18th May 2025.

8.2 Bus Shelter: to receive information from the county council on official status of the bus-stop at the Co-op shopping centre and to debate and resolve on the matter of a bus shelter (paper 8.2a-b previously circulated).

The Clerk reminded Council that it wishes to discuss the matter of provision of a bus shelter near the Co-op, although there is no budget allocation for 2025-26. The Clerk reported further on confirmation from the county council that the bus stop has no official status and therefore it will not install a bus shelter at the site. The Clerk reported implications such as landowner permission, planning permission, purchase and maintenance costs of a community provided shelter.

RESOLVED

CCC will write to the landowner to enquire if they would provide a shelter.

Action – Clerk to process

9.0 Reports, if any, from Representatives to Outside Bodies for Information

9.1 Churchstoke Recreation Association (CRA)

Cllr C P Smith apologised for recent absence from CRA meetings but assured she will attend the next on 2nd May when the organisation of a pantomime will be discussed.

9.2 Vale of Montgomery Rural Cluster (VMRC)

Cllr M A Whittall reported on attendance as an observer at the VMRC meeting 23rd Apr'25 at Abermule, highlighting,

- The guest speaker from the county council was unable to attend
- Membership might be a good opportunity to work with other nearby communities on things such as volunteer footpath maintenance supervised by the county council, biodiversity initiatives rotating around the communities, the council's obligations under the Environment (Wales) Act 2016 S6, 'Keep Wales Tidy' assisted litter picks
- It might be beneficial to join the VMRC and nominate two representatives to the group.

The Clerk reported membership and representatives could be considered at the Annual Meeting in May along with representatives to other outside bodies.

Action – for May agenda

9.3 Churchstoke CP School

In the absence of Cllr D N Yapp, Cllr E Evans reported from the Governing Body of Churchstoke CP School highlighting,

- The current Acting Head has been appointed as Head
- Increased pupil numbers have moved the school from financial deficit to surplus
- Anticipating growth from current 39 to 46 to 52 against a previous declining trend
- Launching a decorating scheme funded by a local benefactor.

10.0 Finance and Assets

10.1 Finance Specific Correspondence

10.1.1 Audit Wales: Financial Year 2024-25 Audit Notice: to receive information regarding audit of accounts for 2024-25 (papers 10.1.1a-d previously circulated).

Council received information regarding audit of accounts for 2024-25, highlighting the tree-yearly audit cycle and that CCC is due to receive a basic (rather than full) audit. The Clerk highlighted the Annual Return must be certified by the RFO and approved by the Council as usual by 30th Jun'25.

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

10.2 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 Mar'25	29.22
S Prior	Allotment rent (plot 14)	17.50
Total		46.72

10.3 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
1693	E J Humphreys	Reimb. cemetery watering can/ CCC letters (Sep'24)	8.46	1.69	10.15
1694	Powys CC	Cemetery bin Jan-Mar'25	68.95	0.00	68.95
1695	Powys CC	Rec Field bin Jan-Mar'25	68.95	0.00	68.95
1696	E J Humphreys	Admin exp 2024-25 Q4	246.93	15.69	262.62
1697	Audit Wales	Audit fee 2023-24 accounts	575.00	0.00	575.00
1698	DT Ground Maint	Grounds contract Apr'25	1,445.00	289.00	1,734.00
1699	One Voice Wales	Membership 2025-26	341.00	0.00	341.00
n/a	Powys CC	Cemetery NNDR 2025-26	0.00	0.00	0.00
<i>Total authorised for payment</i>			2,754.29	306.38	3,060.67

To report items previously authorised for payment

1700	E J Humphreys	Clerk net salary Apr'25	<i>As employment contract</i>		
			Action – Clerk to process		

10.4 Financial Balances: Consolidated Bank Balances: to report consolidated balances to date after transfers, receipts & payments.

The Clerk reported the M&G Investments Charibond quarterly statement for 1st Oct to 31st Dec'24 as follows:

Fund	Number of shares	Share Price (p)	Value at 31/12/2024 (£)
Charibond	100	107.90	107.90

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

Item	Current acc. £	Reserve acc. £
Gross balances	1,000.00	18,992.86
Less consolidated ring-fenced funds	0.00	4,485.23
Net balances available	1,000.00	14,507.63

11.0 Highways & Rights of Way

11.1 Highways: to receive for information notifications & diversion maps for works already actioned.

None.

11.2 Highways: to receive for information notifications & diversion maps for works to be undertaken.

Council received notification and maps as follows,

11.2.1 Powys CC: Temp Closure U2699 Churchstoke 1st Jul'25 (papers 11.2.1a-b previously circulated). Members reported the planned diversion route is itself formally closed due to subsidence.

RESOLVED

CCC will write to the highways authority to report the diversion route for temporary closure U2699 Churchstoke 1st Jul'25 is itself formally closed due to subsidence landslip.

Action – Clerk to process

11.3 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.

11.4 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.

11.5 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 highways matters for the attention of the highways authorities.

RESOLVED

CCC reports to highways authorities as follows,

- a) U2719 Craigfryn to Snead Church: major potholes near the junction with A489 and significant surface erosion towards Snead Church*
- b) Sarn to Anchor road (in Kerry community) near Lower Hill: potholes such that the road is not easily passable.*

Action – Clerk to process

12.0 Correspondence, Feedback and Invitations

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

12.1.1 OVW: Training Schedule to 30th Jun'25: to receive the schedule of training opportunities (papers 12.1.a-b previously circulated).

The Clerk reported the OVW training schedule and 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

12.1.2 OVW: Montgomeryshire Area Committee: to report on the meeting 8th Apr'25 (paper 12.1.2 previously circulated).

Cllr M J Jones reported he was unable to attend at the meeting at Pontrobert at 7.30pm on Tuesday 8th April 2025.

12.1.3 OVW: Motions for 2025 Annual General Meeting: to receive an invitation for Council to submit up to two motions to the OVW AGM in Oct'25, and to invite motions from Members for selection at the May meeting (paper 12.1.3 previously circulated).

Council received an invitation for Council to submit up to two motions to the OVW AGM in Oct'25.

Action – Members to inform Clerk

12.1.4 OVW: Welsh Government Democratic Engagement Grant: to receive and resolve if desired on opportunities for grants to improve democratic opportunities (paper 12.1.4 previously circulated).
Council received information on opportunities for grants to improve democratic opportunities.

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

12.2 General Correspondence

12.2.1 Powys CC: Sustainable Powys: to receive and resolve an invitation to up to two representatives to attend the next Powys CC/ Community & Town Councils meeting as an approved duty (paper 12.2.1 previously circulated).

Council received invitation for up to two representatives to attend the next Town and Community Council Sustainable Powys meeting. The Clerk reminded the council; the last meeting was attended 3rd Dec'24 and reported by the Chair and Clerk.

RESOLVED

CCC authorises the Chair and the Clerk to represent the community council at future meetings Powys CC/ Community & Town Councils meeting on the topic of Sustainable Powys as an approved duty.

Action – Clerk & Chair to attend.

12.2.2 To receive and circulate for information such items of general correspondence as will be brought 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

13.0 Chair's Announcements, Items for Future Agenda & Date of Next Meeting

13.1 Chair's announcements: to receive for information announcements from Chair and Members.

a) Clerk: reminded Council that community grants are open for applications until 31st May'25 (details on website and notice boards) and urged Members to disseminate the opportunity though the community.

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

Members raised items for consideration by the Clerk as follows,

- Vale Montgomery Rural Cluster membership and representation
- Guest speaker from county council emergency planning office.

13.3 Date of next meeting (inc. Annual Meeting business): 29th May 2025, 7.30pm, at Churchstoke & online.

14.0 Confidential Session

14.1 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.









The Clerk reported there being no confidential matters to be transacted it was not necessary to resolve that members of the public and press be requested to leave the meeting.

14.2 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 – 8.26pm.

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

-  01 - OVW - E-Bwletin rhif 1 E bulletin issue 1 - 170425.pdf
-  02a - OVW - JOINT OVW SLCC EVENT on ETHICAL FRAMEWORKS IN ENG & WALES Wed 14 May'25 - 220425.pdf
-  02b - SLCC OVW Ethical Frameworks in England and Wales 14 May'25 AGENDA.pdf
-  03 - OVW - Independent Audit Committee Member Sought - 160425.pdf
-  04a - OVW - Upcoming Online Events from Cost of Living Crisis Support Team - 040425.pdf
-  04b - OVW - Cost of Living Crisis Project Information & Resources - 240425.pdf
-  05 - YSTADAU CYMRU - ASBESTOS AWARENESS TRAINING - 100425.pdf
-  06 - Barry Town Council - Job Advert - FINAL - ENG - 080425.pdf

Appendix 2: General correspondence received circulated post meeting

-  01 - R George MS - April Newsletter - 020425.pdf
-  02 - Powys CC - Sustainable Powys - LET'S TALK - 240425.pdf
-  03a - SpArC - Treasurer Vacancy - 010425.pdf
-  03b - SpArC - Plant Sale4_page-0001.jpg - 020425.jpeg
-  03c - SpArC - THANK YOU SWIMMERS - 100425.pdf
-  04a - MWWFRS - Calon Tan Spring 2025 - 280525.pdf
-  04b - MWWFRS - Chief Fire Officer Commends Response to Spate Conditions – Grass Fires - 010425.pdf
-  04c - MWWFRS - WildfireWise - 010425.pdf
-  04d - MWWFRS - Training Exercise 'High & Dry' to take place in Llanelli - 030425.pdf
-  05 - Llais - IMPACT Llais monthly newsletter - 100425.pdf
-  06 - PAVO - Welshpool, Llanfair, Montgomery Locality Network Mtg 4 Jun'25 at 10.30am - 030425.pdf
-  07 - Age Cymru - Booking open for Compassionate Communities in Wales event Thu 8 May'25 - 100425.pdf
-  08a - Play Wales - April e-bulletin - 160425.pdf
-  08b - Play Wales - Creating accessible play spaces - 220425.pdf