



**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 24<sup>th</sup> November 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 A Richards, Cllr C P Smith, Cllr J N Wakelam, Cllr D N Yapp.

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: None.

Apologies for absence received: Cllr D L Powell.

Other Members Absent: Cllr G Jameson.

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 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 27<sup>th</sup> October 2020 (paper 4.1 previously circulated).  
The minutes of the remote Ordinary Business Meeting 27<sup>th</sup> October 2020 were reviewed.

#### **RESOLVED**

*The minutes of the remote Ordinary Business Meeting 27<sup>th</sup> October 2020 are approved and signed as a correct record with the addition of the omitted item:*

*12.2 To receive a verbal report from the Clerk on the Powys CC/ Community & Town Councils liaison meeting held on Thu 15<sup>th</sup> Oct'20*

*The Clerk reported verbally on attendance at the Powys CC/ Community & Town Councils liaison meeting held on Thu 15<sup>th</sup> Oct'20 at which topics discussed were:*

- *Covid-19 Response and Recovery*
- *Transformation Programmes Update (inc Mid Wales growth Deal and Transforming Education)*
- *Powys CC Financial Update*
- *Town Centre Regeneration Fund.*

- 4.2 To report, for information purposes only, matters arising from the minutes of the remote Ordinary Business Meeting 27<sup>th</sup> October 2020.

4.2.1 (10.1) BT Kiosk at Old Churchstoke

The Clerk reported that the insurance company has confirmed by telephone that it does not need to be informed about the additional asset as it is already covered by the insurance policy under street furniture.

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Cllr R K McLintock joined the meeting at this point.

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4.2.2 (15.2) Recreation: Tree Works

The Clerk reported that quotation 2 did not include a VAT element, so quotation 1 has been accepted and contract awarded to Wood Matters Ltd to the value of £435.

#### **5.0 Planning & Building Control**

##### **5.1 Planning & Building Control Specific Correspondence:**

5.1.1 Planning Application 19/0519/FUL at Corndon Manor: to receive for information, copy correspondence from a member of the public to the Public Services Ombudsman for Wales (papers 5.1.1a-c previously circulated).

Council received for information, the copy correspondence regarding the planning application.

5.1.2 Planning Aid Wales: to receive for information (papers 5.1.2a-c previously circulated).

Council received the Planning Aid Wales November newsletter and details for online training 'Responding to Policy Consultations' online training', 9<sup>th</sup> Dec'20, 6pm to 8pm, at £30 per person. The Clerk asked Members to inform him if they wished to attend.

- 5.1.3 Other Planning 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 (paper 5.2 previously circulated).

Council received notice of Powys CC planning determinations as follows:

Ref.	Site	Powys CC Decision
20/0636/FUL	Methodist Chapel, Hyssington	Consent
20/0641/FUL	Pleasant View, Pentre, Churchstoke	Refused
20/0767/FUL	Barn at Bacheldre Hall, Churchstoke	Approved

- 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.

Ref.	Applicant	Site	Description	rec.
None.				

- 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 (paper 5.7.1a previously circulated).

- (i) At Hyssington: Conservation Area TPO/20/0024: Planning Enforcement: Maypole Bank  
Council received a reply from the Powys CC Professional Lead Planning Services indicating there are on-going planning enforcement investigations relating to land at Maypole Bank and CCC's correspondence will be forwarded to the officer handling these asking that CCC is provided with an update as soon as possible. The Professional Lead also states a Planning Contravention Notice has been served on the owner seeking information and clarification on the works and a response to this is awaited.

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. None.

## 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 indicated there is nothing further to report at present.

6.2 Recreation Field Entrance Way: to recap the fencing capital project, to receive a draft and to resolve a final specification for fencing works, and to authorise the Clerk to prepare and issue invitation for quotations (paper 6.2 previously circulated).

The Clerk reminded Council of its capital budget allocation in the current financial year for replacement of the fence at the school side of recreation field entrance. Council received a draft specification for works.

### RESOLVED

*CCC approves the specification for re-fencing at the school side of recreation field entrance, and will invite quotations after Cllr D N Yapp has enquired with the school as regards the height of the fence remaining unchanged; works are planned to take place during February half term.*

Action – Cllr D N Yapp to enquire with school, then Clerk to process

## 7.0 Consultations

7.1 Powys Teaching Health Board (PTHB): Your Views About Pharmacy Services In Powys: to receive the survey, closing 13<sup>th</sup> Dec'20, and to resolve to publicise the survey through Council channels and encourage individual responses; the results to be used by PTHB to inform a draft Pharmaceutical Needs Assessment subject to consultation for a minimum of 60 days (papers 7.1a-d previously circulated).

The Chairman referred Members to the consultation documents. The Clerk reported that PTHB officers have confirmed that it is seeking publicity for individual responses, and the results will be used by PTHB to inform a draft Pharmaceutical Needs Assessment subject to consultation next year.

**RESOLVED**

*CCC will publish the survey on its website and encourages councillors and members of the public to make individual responses.*

Action – Clerk to process

**8.0 Finance and Assets**

8.1 Finance 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.

8.2 Financial Year 2019-20: to resolve to receive external audit report and opinion, if available, for conclusion of audit (paper 8.2) if available from the external auditor).

The Clerk reported that the external audit report and opinion has not yet been received.

8.3 Financial Year 2020-21: to receive, and resolve, the account of receipts, payments, and bank reconciliation to 30<sup>th</sup> Sep 2020 (paper 8.3 previously circulated).

The Chairman referred Council to the Clerk's mid-year bank reconciliation, receipts and payments to 30<sup>th</sup> Sep 2020.

**RESOLVED:**

*CCC notes and approves the account of receipts, payments, and bank reconciliation to 30<sup>th</sup> Sep 2020.*

8.4 Financial Year 2021-22: to receive, and resolve if desired, on appeals for financial assistance (paper 8.4 previously circulated).

The Chairman referred Council to the Clerk's report on general financial appeals received during the year.

**RESOLVED:**

*CCC makes provision in the 2021-22 budget for donations totalling £140, and provisionally allocates £70 each for the Royal British Legion and Wales Air Ambulance.*

Action – Clerk to process

8.5 Financial Year 2021-22: Budget Preparation: to receive, and resolve if desired, on the budget panel 1<sup>st</sup> draft budget (papers 8.5a-c previously circulated).

The Chairman referred Council to the budget panel's 1<sup>st</sup> draft budget and plan for 2021-22. The Clerk explained the layout, content and the precept calculation, and asked Members to consider whether any amendments are to be brought forward in December.

Action – for Dec agenda

8.6 Items Received Since Last Meeting: to report

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

Payer	Description	£
NatWest Bank	Gross interest Oct'20	0.18
J Richards	Ashes interment & excl. right (plot 232A)	150.00
Powys CC	Waste recycling proceeds Q2 2020-21	40.49
Total		190.67

8.7 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
1311	Churchstoke Rec'n Association	Playground bins Jan-Mar'20 (12 weeks)	27.00	0.00	27.00
1312	Wales Air Ambulance	Donation 2020-21 (S137)	70.00	0.00	70.00
1313	Royal British Legion	Poppy appeal donation 2020-21 (S137)	70.00	0.00	70.00
1314	Andrew Evans Landscapes Ltd	Grounds maint. Oct'20	919.71	183.94	1,103.65
1315	E J Humphreys	Zoom Pro Nov'20	11.99	2.40	14.39
<i>Total for authorisation this meeting</i>			<b>1,098.70</b>	<b>186.34</b>	<b>1,285.04</b>

*To report items previously authorised*

DD	Information Commissioner's Office	Data protection registration	35.00	0.00	35.00
DD	Public Works Loans Board	Playground loan 504503 instalment #10	1,525.19	0.00	1,525.19
1316	E J Humphreys	Clerk net salary Nov'20	<i>As employment contract</i>		
Action – Clerk to process					

8.8 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	17,223.31
Less consolidated ring-fenced funds	0.00	10,382.26
Net balances available	1,000.00	6,841.05

## 9.0 Highways & Rights of Way

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

9.1.1 Road Closure C2056 at Hyssington: to receive advance notice of intended closure 8am-5pm, 18<sup>th</sup> to 29<sup>th</sup> Jan'21 (papers 9.1.1a-b previously circulated).  
Council received advance notice of closure.

- 9.1.2 Road Closure C2183 at Churchstoke: to receive advance notice of intended closure 9.30am-3.30pm, 16<sup>th</sup> to 18<sup>th</sup> Feb'21 (papers 9.1.2a-b previously circulated).  
Council received advance notice of closure.
- 9.1.3 Road Closure C2056 at Hyssington: to receive advance notice of intended closure 8.22 to 4.00pm 15<sup>th</sup> Dec'20 (papers 9.1.3a-b previously circulated).  
Council received advance notice of closure.
- 9.1.4 Road Closure C2151 at Churchstoke: to receive advance notice of intended closure 8.00am to 4.00pm 14<sup>th</sup> Dec'20 (papers 9.1.4a-b previously circulated).  
Council received advance notice of closure.
- 9.1.5 Road Closure C2054 at Churchstoke: to receive advance notice of intended closure 8.00am to 5.00pm 14<sup>th</sup> Dec'20.  
Council received advance notice of closure.
- 9.1.6 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 paper 9.1.5a previously circulated).  
a) Council received notice of emergency closure C2056, 29<sup>th</sup> Oct to 2<sup>nd</sup> Nov'20, from junction south of Hyssington near Llanerch to junction by Marsh Cottage, previously circulated to Members 31<sup>st</sup> October.
- 9.2 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) *C2056 Cefn Bank, Hyssington: badly eroded surface is still outstanding.*  
Action – Clerk to process

## **10.0 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 2020-21: expecting a shortfall of £11m exacerbated by additional expenditure on dealing with Covid-19
  - Financial Year 2021-22: preparations are being made with the Welsh Government settlement expected before Christmas, and the council is hoping to limit a potential increase at, or below, 5%.
- b) Shropshire Council: no report.

## **11.0 Correspondence**

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

11.1.1 Training: to receive details of online and free training 2020-21 and amended schedule of training sessions for Nov'20 and to resolve, if desired, on attendance (paper 11.1.1 previously circulated). Council received details of remote training for November circulated earlier in the month. The Clerk had previously asked Members to inform him if they wished to attend.

11.1.2 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

11.2 Llandrindod Wells Town Council: to receive and resolve reply if desired, correspondence and questionnaire regarding declaration of a climate emergency (paper 11.2a-b previously circulated). The Chairman referred Members to the correspondence. Members noted the correspondence without further comment.

11.3 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

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

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

- a) Cllr C P Smith: reported on attendance at the AGM of the Churchstoke Recreation Association 23<sup>rd</sup> Nov'20 at which new officers were elected, and also reported that the meeting was adjourned to reconvene soon.
- b) Cllr C P Smith: reported she is researching potential funding from 'All Wales Play Opportunities Grant 2020-21' (application closing date 4pm on 4<sup>th</sup> Dec'20). The Clerk reminded Members it is unlawful for individual councillors to make decisions on behalf of Council, though officers may do so in certain circumstances.
- c) Clerk: reminded Members that 6-months allowance of £75 will be paid in December unless councillors have opted out of receiving it.
- d) Clerk: reported that car park soakaway tanks will be emptied by the end of the week.

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

- a) Cllr C P Smith: report from the Churchstoke Recreation Association.



12.3 Date of next meeting for information: Tue 22<sup>nd</sup> Dec'20, 7.30pm, to be held remotely.

### **13.0 Confidential Session**

13.1 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.*































13.2 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 – 8.41pm.

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

-  01 - OVW - News Bulletin Nov'20- 041120.pdf
-  02 - OVW - Remote training sessions in Nov'20 - 281020.pdf
-  03a - OVW - Ways in which OVW membership could access Circular Economy fund - 241120.pdf
-  03b - OVW - CEW\_A4\_Brochure\_V6\_DIGITAL\_ENGLISH\_1.pdf
-  04a - Repair Cafe Wales - £13.2m Repair and Reuse Fund - 051120.pdf
-  04b - Repair Cafe Wales - Application Form.pdf
-  05 - DP Police - Royal Mail Scam - 171120.pdf
-  05a - WCVA - Version 4 Guidance Community Centres Reopening Wales - 131120.pdf
-  05b - WCVA - Guidance for Community Centres reopening in Wales (2).pdf
-  06a - WGov - Consultation draft Performance & Governance principal councils - 121120.pdf
-  06b - WGov - Letter to stakeholders consultation draft performance governance principal councils - E.pdf
-  07a - WGov - Ministerial Advisory Forum Ageing (MAFA) Survey strengthening & advancing Equality & Human Rights - 171120.pdf
-  07b - WGov - Ministerial Advisory Forum Ageing (MAFA) Survey.pdf
-  08a - WGov - WG Electoral Newsletter October - 291020.pdf
-  08b - WGov - OCTOBER 2020.pdf
-  09 - WGov - The Waste (Wales) (Misc Amendments) Regs 2020 - 291020.pdf
-  10 - WGov - Flooding and TAN 15 update - 131120.pdf
-  11 - WGov - Vacancy Team Support Officer roles - 111120.pdf
-  12a - WLGA - Coronavirus email update - 091120.pdf
-  12b - WLGA - Coronavirus email update 09.11.2020 - 101120.pdf
-  12c - WLGA - Coronavirus email update 23.11.2020 - 241120.pdf
-  13 - NPTCBC-RCT - Wales Biodiversity Partnership Conference Responding to crisis for nature Wales - 161120.pdf

## Appendix 2: General correspondence received circulated post meeting

-  01a - Powys CC - All Wales Play Opportunities Grant 2020-21 - 171120.pdf
-  01b - Powys CC - AWPOG Poster ENG.pdf
-  01c - Powys CC - All Wales Play Opportunities Grant 2020-21 application form FINAL ENG.pdf
-  02 - R George MS - News from Russell George MS - 041120.pdf
-  03a - PTHB - Coronavirus Testing arrangements Powys WB 23 Nov'20 - 171120.pdf
-  03b - PTHB - Coronavirus Testing arrangements Powys WB 19 Nov'20 - 121120.pdf
-  03c - PTHB - Vacancy Independent Members - 021120.pdf
-  04a - Powys CC - Call for EOI for broadband support advice deadline 30 Nov'20.pdf
-  04b - Powys CC - Broadband Letter for Town and Community Councils - ENG.pdf
-  05a - Powys CC - Stop It Now Event Wed 18t Nov'20 - 021120.pdf
-  05b - Powys CC - STOP IT NOW Session Invite Poster.pdf
-  06 - Powys CC Arwain - Cyfle Ariannu Newydd Nawr Ar Agor - 021120.pdf
-  07 - DP Police - Courier Fraud Warning Fake Police Calls DP Police Area - 121120.pdf
-  08a - Citizens Advice Powys - 161120.pdf
-  08b - CA Powys Client Feedback.pdf
-  09 - MWWFRS - We are halfway through our consultation - 051120.pdf
-  09a - Repair Cafe Wales - £13.2m Repair and Reuse Fund - 051120.pdf
-  09b - Repair Cafe Wales - Application Form.pdf
-  10 - Barcud - Stakeholder Letter Housing Associations Merger - 031120.pdf
-  11 - SpArC - DURING LOCKDOWN - 121120.pdf
-  12 - Eden Project - Community Action Response resources - 301020.pdf
-  13 - SFG - Free Webinar What you need to know before signing a lease - 021120.pdf
-  14a - Home-Start Cymru - Information about - 111120.pdf
-  14b - Home-Start Cymru - dl-leaflet-bilingual final (1).pdf
-  14c - Home-Start Cymru - referrals-poster-finish-bi-lingual (1).pdf
-  15a - Play Wales - Get the latest information November's e-bulletin - 021120.pdf
-  15b - Play Wales - Making play sufficiency happen – new magazine - 041120.pdf
-  15c - Play Wales - A play friendly workforce for Wales - 161120.pdf
-  15d - Play Wales - Happy World Children's Day - 201120.pdf
-  16 - Playlist For Life - Music Dementia Charity Free New Resources & Information - 281020.pdf