



**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, FSLCC

**MINUTES of FULL COUNCIL ORDINARY BUSINESS MEETING  
on Tuesday 25<sup>th</sup> September 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 G Jameson, Cllr G Frost, Cllr M J Jones, Cllr J Jones, Cllr R K McLintock, Cllr A Richards, Cllr B L Smith (Vice-Chairman), Cllr C P Smith, Cllr J N Wakelam.

In the absence of the Chairman, the Vice-Chairman took the Chair. The Vice-Chairman welcomed members of the public.

Apologies for absence approved by Council: None.

Other apologies for absence reported to meeting: Cllr D L Powell (Chairman), D N Yapp.

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	M J Jones	Personal and prejudicial interest as a member of Powys CC Planning Committee

**2.0 Presentation of Green Grants Awards 2018:** to welcome representatives of grant recipient organisations to receive the Green Grants 2018.

The Vice-Chairman welcomed representatives of the Green Grant recipient organisations and reminded Council and recipients of the success of the scheme since 2002, awarding £37,760 in 149 awards to 33 separate organisations.

Grants were presented to:

Organisation	£ award	Item description
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Churchstoke Bowling Club	250.00	top dressing for the green to improve the grass and playing surface
Hyssington Village Institute	250.00	painting of the front and side of the hall
Knit for Life	245.00	shipment of 7 boxes of knitted item from the group to South Africa
Total	745.00	

The Vice-Chairman thanked thank Delfin Investments for generously hosting the site, and for maintaining cleanliness around the collection banks, and reminded the community at large to keep recycling as every item recycled then recycles money back into the community that would otherwise be lost to it.

**RESOLVED:**

*CCC asks the Clerk to write to Mr Roy Delves to thank Delfin Investments and its staff for hosting the site, and for maintaining cleanliness around the collection banks.*

Action – Clerk to process

**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 Meetings:**

4.1 To approve & sign the minutes the minutes as a correct record of Full Council Ordinary Business Meeting 29<sup>th</sup> August 2018 at Churchstoke Community Hall (paper 4.1 previously circulated).

The minutes of the Full Council Ordinary Business Meeting 29<sup>th</sup> August 2018 at Churchstoke Community Hall were reviewed.

**RESOLVED:**

*The minutes of the Full Council Ordinary Business Meeting 29<sup>th</sup> August 2018 at Churchstoke Community Hall are approved and signed as a correct record.*

Cllr A Richards joined the meeting at this point.

4.2 Matters Arising from Minutes for Information: to report matters arising for information from the minutes of Full Council Ordinary Business Meeting 29<sup>th</sup> August 2018 at Churchstoke Community Hall.  
None.

**5.0 Governance**

5.1 Electoral Matters: Hyssington Ward: further to the elections 4<sup>th</sup> May 2017 and the Declaration of Intent to Co-Opt dated 8<sup>th</sup> May'17, to receive nominations and to co-opt to fill the 1 remaining vacancy on the council for Hyssington Ward.

The Chairman reminded Members of the two remaining vacancies in Hyssington Ward following elections on 4<sup>th</sup> May 2017, and of publication of intent to co-opt. The Clerk reported no expressions of interest have been received.

Action – Members to seek

5.2 Representation on Outside Bodies: to receive, and resolve if desired, an invitation from Montgomery Medical Practice for representative from Churchstoke community (papers 5.2a-b previously circulated).

Council received an invitation from Montgomery Medical Practice Patients Association for up to two representatives from Churchstoke community.

RESOLVED:

*CCC nominates Cllr R K McLintock as the council's representatives from Churchstoke community to Montgomery Medical Practice Patients Association and will promote the remaining vacancy on the council website.*

Action – Clerk to process

## 6.0 Planning Matters:

6.1 Planning Specific Correspondence: to receive, and resolve if desired, planning specific correspondence:

6.1.1 Planning Aid Wales: to receive information on training opportunities (paper 6.1.1a-c previously circulated).

Council received and noted information on training opportunities as follows:

- a) Introduction to Planning Enforcement, Wed 17<sup>th</sup> Oct, Brynmawr
- b) Introduction to Planning, Wed 28<sup>th</sup> Nov, Llandrindod Wells. Cllr G Frost expressed an interest in attending
- c) Responding to Planning Applications & Maximising your Community Influence, Mon 24<sup>th</sup> Sep, Neath.

RESOLVED:

*CCC supports attendance by Cllr G Frost at Introduction to Planning training on Wed 28<sup>th</sup> Nov at Llandrindod Wells.*

Action – Clerk to process

6.1.2 Other Planning specific correspondence: to receive for information (inc paper 6.1.2 previously circulated).

Council received correspondence as follows:

- a) A Member of the public: three queries regarding application P/2017/1076 at Orchard Close, a fatal traffic accident on A489, and works at Churchstoke Quarry off A5489. The Clerk reported that he has given a factual reply. Members noted that roadside advertising signs near the location of the fatal accident have since been removed.

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

Ref.	Site	Powys CC Decision
None.		

6.3 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 will be considered at the discretion of the Chair.

Ref.	Appellant	Site	Description
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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://pa.powys.gov.uk/online-applications/?lang=EN> including but not limited to those listed below. Later applications will be considered at the discretion of the Chair.

Declarations of Members' Interests:

- Cllr M J Jones declared a personal and prejudicial interest and left the meeting for this item.

The Vice-Chairman referred Members to the consultations.

**RESOLVED:**

*CCC responds to planning application consultations as follows:*

Ref.	Applicant	Site	Description	rec.
18/0349/FUL	Mr R Benjamin, Satipanya Buddhist Trust, Satipanya, White Grit	Satipanya, White Grit	Removal of existing oil tank and Installation of Air Source Heater	S
18/0399/FUL	Ms G Delves, The Firs, Churchstoke	The Firs, Churchstoke	Formation of a new vehicular access together with the change of use of agricultural land to residential	O*
18/0441/HH	Mr A Bryant & Ms H Baker, 19-21 Patricia Av, Goldthorn Park, Wolverhampton	Camlad View, Old Churchstoke	Erection of an extension	S

*\*18/0399/FUL: Council objects to the application on the grounds that there is already an existing planning permission by the applicant for three vehicular access points into the highway layby on land adjacent to the west. The layby is well used by local and through traffic, so Council is of the view that a new fourth vehicular access would exacerbate the congestion of the layby and further restrict legitimate use of it.*

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 Outstanding Enforcement Enquiries: to receive, and resolve if desired, the Clerks report of outstanding enforcement enquiries made of the planning office (paper 6.7.1 previously circulated).

The Vice-Chairman reminded Members of their wish to consider outstanding enforcement matters and referred to the Clerk's report collating outstanding enforcement enquiries made of the planning office.

### RESOLVED:

*CCC will send the list of outstanding enforcement enquiries – which may not be definitive – to the senior planning officer (copy to Head of Property, Planning and Public Protection) and to protest at lack of progress on resolving matters.*

Action – Clerk to process

The Vice-Chairman thanked the Clerk for the time-consuming work collating the information from dispersed items of correspondence and for reporting it in a clear summary to Council.

6.7.2 From Powys CC to CCC: to report for information, planning enforcement matters within the community

Ref./ Site	Description
None.	

6.7.3 From CCC to Powys CC: to report for information, planning enforcement matters within the community.

The Vice-Chairman invited Members to bring forward planning enforcement matters as follows:

### RESOLVED:

*CCC reports planning enforcement matters as follows:*

Ref./ Site	Description
<i>Land adj Village Green and Gorsty Lane, Hyssington</i>	<i>A new entrance from the development on land adj Village Green and Gorsty Lane, Hyssington has been created onto Gorsty Lane. Whilst CC accepts that it is preferable to the entrance crossing the village green, it understands that planning permission is needed.</i>

Action – Clerk to process

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

7.1 OVW: OVW Conference & AGM 29<sup>th</sup> Sep'18: to receive the motions for debate and resolve, if desired, on guidance for CCC's representative (papers 7.1a-c previously circulated).

Council received the motions for debate at the AGM.

### RESOLVED:

*CCC does not offer guidance on voting on the motions for debate and prefers Cllr M J Jones to hear the debates on day and vote according.*

Action – Cllr M J Jones

7.2 SLCC: to receive a verbal report from the Clerk on attendance and topics at the SLCC Wales Regional Training Conference (paper 7.2 previously circulated). The Clerk reported on attendance at the Wales Regional Training Conference, though funded by another council. Items highlighted included:

- Keynote speaker, Ken Hancott, Tarragon Training
- Senior Underwriter, Came & Company Local Council Insurance on employing volunteers and their insurance
- Nicholas Hancox, SLCC's National Legal Advisor on update on GDPR and important legal changes
- Independent Remuneration Panel for Wales
- Crispin Taylor, SLCC's National Finance Advisor on Processing Members' allowances through council payroll
- Chief Executive, Planning Aid Wales on the main planning application issues raised by community councillors.

7.3 Other OVW/SLCC Correspondence: to receive and circulate for information other correspondence received from/via OVW/SLCC as will be brought to the attention of the council by the Clerk.

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

Action – Clerk to circulate documents post-meeting

## **8.0 Recreation:**

8.1 Pottery Notice Board: to receive and resolve on a quotation for removal and disposal of the existing notice board and mounts, installation of the new notice board at same location, and making safe & good the surface after works (paper 8.1 previously circulated).

The Vice-Chairman reminded Members of the new notice board purchased for the Pottery Car Park which is still awaiting installation. Council received a quotation for installation from a local contractor.

RESOLVED:

*CCC authorises installation of the new notice board at the Pottery Car Park by Mr Dan Powell as per quotation to the value of £150 plus VAT.*

Action – Clerk to process

8.2 Playground Inspection: to receive and resolve on the annual playground RosPA standard inspection report, and on a chargeable option for additional regular inspections (paper 8.2a-b previously circulated).

Council received the annual playground RosPA standard inspection report (undertaken 18<sup>th</sup> June, received 13<sup>th</sup> Sep), and on a chargeable option for additional regular inspections at £50.00 per site per visit/ inspection. Members noted that all items are identified as very low or low risk (except for the Mixed 2-Bay swing which is identified as medium risk due to the inherent medium risk) and that no remedial tasks are required.

RESOLVED:

*CCC notes the report which indicates no remedial tasks are required and does not wish to take additional inspections for the next 12 months.*

## **9.0 Finance:**

9.1 Financial Year 2017-18 – to receive external audit report and opinion, and to resolve conclusion of audit (papers 9.1a-b previously circulated).

Council received the External Audit Certificate and Report and Notice of Conclusion of Audit for financial year 2017-2018, and that CCC has received and qualified audit, due to 'Notice of Appointment of Dates for the Exercise of Electors' Rights. Other matters concerning level of reserves were raised for the attention of Council which do not affect audit opinion.

### **RESOLVED:**

*CCC receives the Audit Certificate and Report and Notice of Conclusion of Audit for financial year 2017-2018 and will act on the qualification and matters identified.*

Action – Clerk to process  
Action – Cllrs to post notice  
to notice boards

9.2 Financial Year 2018-19: to authorise £28.99 expenditure over Reference Books/ Works budget, from reserves, for purchase of the new 11<sup>th</sup> edition of 'Arnold-Baker on Local Council Administration' (paper 9.2 previously circulated).

The Clerk reported the publication of the 11<sup>th</sup> edition of the reference work and recommended that Council replace its current 9<sup>th</sup> edition.

### **RESOLVED:**

*CCC authorises £28.99 expenditure over Reference Books/ Works budget, from reserves, for purchase of the new 11<sup>th</sup> edition of 'Arnold-Baker on Local Council Administration'.*

Action – Clerk to process

9.3 Members' Allowances: to receive, for information, the advice of the Clerk that Members' Allowances should be taxed at source.

The Clerk reported new advice from One Voice Wales that Society of Local Council Clerks that taxable lump sum allowances should be taxable at source and paid net other than travel and subsistence or expense proved by receipt) and reported to HMRC as Real Time Information (RTI).

### **RESOLVED:**

*CCC notes that taxable lump sum allowances are taxable at source and will be paid net (other than travel and subsistence or expense proved by receipt) and reported to HMRC in the usual way along with payroll real time information (RTI).*

Action – Clerk to process

9.4 Financial Year 2019-20: to note the timetable and arrangements for the preparation of the workplan and budget for 2019-20.

The Clerk reminded Council that budget preparation for 2019-20 will begin to present a first draft in November, and asked Members to consider what items they wish to include in the business plan for 2019-20 so that costing can be obtained. Council noted the timetable:

- First Draft Nov'18
- Second Draft Dec'18
- Third Draft Jan'19
- Final Budget Resolution Jan'19.

Action – Members to consider for Oct  
Action – Budget group to meet Nov

9.5 Finance Specific Correspondence: to receive finance specific correspondence for information (if any).

None.

9.6 Items Received Since Last Meeting: to report.

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

Payer	Description	£
M E & A Hughes	Cemetery memorial (plot 493 Jerman)	190.00
M&G Investments	Charibond dividend May-Jul'18	0.70
Powys CC	2 <sup>nd</sup> instalment precept 2018-19	7,202.00
NatWest Bank	Gross Interest Aug'18	1.48
Total		7,394.18

9.7 Items for Payment: to resolve to approve items for payment as follows:

The Clerk reminded Members that a breakdown of grass cutting frequencies had been requested, and obtained, from the grounds maintenance contractors (Greenfingers) which shows that maintenance of certain areas has been omitted and that frequencies was not to specification. Councillors also noted the Clerk, Cllr G Frost & Cllr R K McLintock had met the contractor's team leader to indicate areas and frequencies.

The Clerk recommended suspension of payments to Greenfingers until the matter is resolved as agreed with the contract manger and reported other items for payment.

RESOLVED:

CCC authorises payments as follows:

Chq	Payee	Description	£ex vat	£vat	£total
1150	Churchstoke Recreation Assoc'n	Room Hire (May-Jul'18) x2	30.00	0.00	30.00
1151	Churchstoke Recreation Assoc'n	Playground bins 1 <sup>st</sup> Apr-12 <sup>th</sup> Aug (21 wks)	47.25	0.00	47.25
1153	Severn Waste Services	Empty soakaway tanks 29 <sup>th</sup> Mar'18 (invoice 1253)	160.00	32.00	192.00
1154	Gloversure Ltd	Web hosting & email serv. 11 Sep'18-10 – Sep'19	145.00	29.00	174.00
1155	Ch'stoke Bowling Club	Allotments water 17 <sup>th</sup> May to 23 <sup>rd</sup> Aug'18 (99 days)	54.75	0.00	54.75



1156	HM Revenue & Customs	PAYE 2018-19 Q2 Jul-Sep	0.60	0.00	0.60
<i>Sub-total for payment this meeting</i>			<b>360.35</b>	<b>61.00</b>	<b>421.35</b>
1157	E J Humphreys	Clerk net salary Aug'18	Confidential employment sum		
Action – Clerk to process					

**RESOLVED:**

CCC does not authorise payments as follows:

Chq	Payee	Description	£ex vat	£vat	£total
1152	Greenfingers Landscapes Ltd	Grounds Maintenance Aug'18 (invoice 34935)	337.50	67.50	405.00

9.8 Financial Balances: to report consolidated balances 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	1,000.00	37,081.61
Less consolidated ring-fenced funds	0.00	10,284.99
Net balances available	1,000.00	26,796.62

**10.0 County Council Matters:** to receive for information, & to discuss general Powys CC/ Shropshire Council matters.

- a) Powys CC: Cllr M J Jones reported:
  - The budget savings of £12m needed are running £7.7m below target, and the county council is using reserves to meet the shortfall.
- b) Shropshire Council: Cllr M J Jones reported:
  - Enterprise House at Bishops Castle is to close due to financial savings at Shropshire Council.

**11.0 Correspondence:** to receive items of correspondence which may be brought to the attention of the council by the Clerk.

11.1 Powys CC: Consultation Public Space Protection Order (PSPO): to receive the consultation closing 31<sup>st</sup> Oct'18, and to resolve if desired on a task group to bring forward recommendations to Council on the consultation (paper 11.1 previously circulated):

The Vice-Chairman referred Members to the consultation papers by Powys CC Countryside & Outdoor Recreation Service on potential PSPOs enabling the introduction of Dog Banning Orders at specific and identified problem areas of Powys CC managed land as a means to counter persistent unreasonable behaviour by some dog owners that is affecting the quality of life for a number of local communities. The Clerk reported that Powys CC Countryside & Outdoor Recreation Service manages no land in Churchstoke community. Noted.

11.2 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 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

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

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

a) Clerk: reported that documents for land registration at Hyssington Village Green have been retrieved from the council's solicitor and passed to Cllr R K McLintock for transfer to the Friends of the Green and Horsewell (FOTGAH).

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

None.

12.3 Next meeting: Full Council Ordinary Business Meeting Tues 30<sup>th</sup> Oct 2018, 7.30pm at Churchstoke.

## **13.0 Confidential Session Exclusion of Public and Press**

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:**
















*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.*

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 – 9:11pm.

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

-  01a - OVW - Motions for 29th Sep'18 Conference and AGM - 240818.pdf
-  01b - Motions for One Voice Wales AGM 29th September 2018.pdf
-  01c - Flyer 2018 FINAL VERSION Eng.pdf
-  02 - 2018 SLCC WALES training agenda.pdf
-  03 - OVW - Mid Wales Dev Officer Post September 2018.pdf
-  04 - OVW - Maldwyn Area Meeting Change of Date - 050918.pdf
-  05 - OVW - INFORMATION MANAGEMENT TRAINING (INC. GDPR) - HOWEY TUE 25 SEP'18.pdf
-  06 - BCW - 2018 Review of Parliamentary Consituencies in Wales - 050918.pdf
-  07 - NRW - Bulletin Issue 30 August 2018 - 030918.pdf
-  08 - WGov - Have a view on future Fracking & Coal Bed Methane development in Wales - 040918.pdf
-  09 - WGov - Enabling Natural Resources & Well-Being in Wales 2019-2023 Call for Grant Proposals - 120918.pdf
-  10a - CTA - Connecting Communities in Wales Transport Innovation Networks - 310818.pdf
-  10b - CTA - Connecting Communities in Wales Transport Innovation Event 09 Oct'18 - 100918.pdf
-  10c - CTA - Transport Innovation Network Mid Wales Registration Tue 9 Oct 2018 at 10am details.pdf
-  11 - IRPW - Presentation - Society of Local Council Clerks Conference 5 September 20....pdf

Appendix 2: Other general correspondence received circulated post meeting

-  01 - R George AM - News from Russell George AM - 080818.pdf
-  02 - R George AM - News from Russell George AM - 070918.pdf
-  03a - PTHB - Powys 111 and OOH Stakeholder Bulletin Sep'18 - 050918.pdf
-  03b - 1809-111oohStakeholderBulletin-issue05-EN.pdf
-  04a - PTHB - Powys 111 & OOH Stakeholder Bulletin 21 Sep'18 - NHS 111 Wales tel no in Powys 3 Oct'18 - 210918.pdf
-  04b - PTHB - 180921-111oohStakeholderBulletin-issue06-EN.pdf
-  04c - PTHB - A3posters\_FL.pdf
-  05a - Powys CC - Council Tax Eligibility for Reductions (Guidance) - 200818.pdf
-  05b - Powys CC - council-tax-discount-reduction-leaflet.pdf
-  06a - Powys CC - Powys Better Business Networking Events Autumn 2018 NEW DATES - 200918.pdf
-  06b - PBBN\_Autumn2018.pdf
-  07a - PCC Arwain - Theme 2 is open - 210918.pdf
-  07b - PCC Arwain - Nerys Howell How to sell 02 Oct'18 - 210918.pdf
-  07c - PCC Arwain - SUSTAINABLE FARMING ROADSHOW - 220818.pdf
-  07d - PCC Arwain - Beili Du Chapel Consultation 22.09.18 - 120918.pdf
-  07e - PCC Arwain - The Green Valleys CIC Job opportunities - 010818.pdf
-  07f - Powys CC Arwain - Going for Growth - 210819.pdf
-  08a - Don't Let the SpARC Go Out Campaign - Summer Update - 010818.pdf
-  08b - SpArC - SEPTEMBER NEWS - 010918.pdf
-  09a - CPRW MMP - Village Award 2018 Invitation 21 Sep'18 - 060918.pdf
-  09b - CPRW - Newsletter Sept18 - 140918.pdf
-  10 - Powys CHC - September Poster - 070918.pdf
-  11 - DBEIS - Wind Farms - 070918 Eng.pdf
-  12 - Cylchlythyr CAIS Newsletter (Haf 2018 Summer) - 230818.pdf
-  13 - Play Wales - Playday 2018 - 010818.pdf