



**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 26th April 2022 at 7.30pm**

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

1.0 Welcome, Attendance, Apologies for Absence and Remote Meeting Etiquette:

- 1.1 To record attendance, to receive apologies for absence, to resolve if desired to approve absence(s), and to recap on the remote meeting etiquette (paper 1.1 previously circulated).

The Chairman welcomed councillors to the meeting and reminded Members of the remote meeting etiquette.

Attendance at the hall: Cllr B L Smith (Chairman), Cllr J Jones, Cllr M J Jones, Cllr R K McLintock, Cllr C P Smith, D N Yapp.

Attendance online: Cllr J N Wakelam, Cllr M A Whittall.

Apologies for absence approved by Council: None.

Other apologies for absence received: Cllr A W Richards, Cllr S J Boundy.

Other Members absent: Cllr D L Powell.

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

- 1.2 To remind Council this meeting falls within the pre-election period leading to elections 5th May'22. It is prohibited from generating publicity¹ or activities which could be perceived as seeking to influence public opinion or to promote the public image of a particular election candidate or potential candidate or their party. Councillors are referred to the Clerk's briefing note (paper 1.2 previously circulated).

The Clerk referred Members to the briefing note and reminded Council this meeting falls within the pre-election period leading to the elections 5th May'22. The Clerk reported Council is prohibited from generating publicity or activities which could be perceived as seeking to influence public opinion or to promote the public image of a particular election candidate, or potential candidate, or their party.

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

¹ Any communication, in whatever form, addressed to the public at large or to a section of the public

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
6.5	Planning Applications	M J Jones	Personal & prejudicial interest as a member of Powys CC Planning, Taxi Licensing & Rights of Way Committee
6.7.2	Planning Enforcement	M A Whittall	Personal non prejudicial interest with relative working at the Montgomeryshire Water Company

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 Matters

4.1 Hyssington Ward: further to the Declaration of Vacancy dated 4th Jul'21 and Notice of Intent to Co-Opt 8th Aug'21, to receive expressions of interest and to co-opt to the vacancy in the office of community councillor for Hyssington Ward. The Chairman reminded Members of the vacancy in Hyssington Ward and of publication of intent to co-opt. The Clerk reported no expressions of interest have been received and that the existing council ceases office on 9th May

4.2 Elections May 2022: to receive Notices of Results of Uncontested Elections to the community council (paper 4.2 previously circulated). Council received Notices of Results of Uncontested Elections to the community council from the County Returning Officer. The Clerk reported 7 councillors elected unopposed with 5 vacancies remaining which may be filled by calling for another election or by co-option:

Ward	Elected unopposed
Churchstoke	M J Jones A W Richards B L Smith C P Smith J N Wakelam M A Whittall
Hyssington	R K McLintock

5.0 Minutes of Previous Meetings

5.1 To approve & sign the minutes as a correct record of the remote Ordinary Business Meeting 29th March 2022 (paper 5.1 previously circulated).

The minutes of the Ordinary Business Meeting 29th March 2022 were reviewed.

RESOLVED

The minutes of the Ordinary Business Meeting 29th March 2022 are approved and signed as a correct record,

- 5.2 To report, for information purposes only, matters arising from the minutes of the remote Ordinary Business Meeting 29th March 2022.
None.

6.0 Planning & Building Control

6.1 Planning & Building Control General Correspondence:

- 6.1.1 Planning Aid Wales: to receive details of training opportunities, if any, and to resolve if desired on attendance (paper 6.1.1 previously circulated).
Council received details of training opportunities.

- 6.1.2 Other Correspondence: to receive and circulate for information such other planning and building control general correspondence as will be brought to the attention of the council by the Clerk (inc paper 6.1.2 previously circulated).
a) Powys CC: Council received user guidance notes for the Powys Planning Public Access Portal.

- 6.2 Powys CC Planning Determinations: to report from Powys CC notifying the community council of planning decisions, if any, in the community council area.
Council received notice of Powys CC planning determinations as follows:

Ref.	Site	Powys CC Decision
None.		

- 6.3 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.			

- 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 may be considered at the discretion of the Chair.

Ref.	Applicant	Site	Description	rec.
None.				

6.5 Planning Applications:

- 6.5.1 To receive, for information, representations regarding planning applications
None.
- 6.5.2 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.

Declaration of Members' Interests:

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

The Chairman referred Members to the consultations.

RESOLVED

CCC responds to consultations on planning applications as follows:

Ref.	Applicant	Site	Description	rec.
22/0642/HH	Mr & Ms Kirk and Hunter, Little Argoed, Churchstoke	Little Argoed, Churchstoke	Construction of a Garden room annexe	N*

**22/0642/HH: CCC notes the application as it considers there is insufficient information, or detail of internal layout, to indicate whether the unit will be self-contained or purely ancillary to the existing dwelling. CCC asks that the applicant confirms whether the unit is for holiday accommodation or is to be an extension to the existing dwelling and to be used solely by applicant.*

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 may be considered at the discretion of the Chair.

Ref.	Applicant	Site	Description	rec.
None.				

6.7 Planning Enforcement:

- 6.7.1 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.
None.

- 6.7.2 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.

Declaration of Members' Interests:

- Cllr M A Whittall declared a personal non prejudicial interest in this item.

RESOLVED

CCC reports to the Planning Authority for investigation of planning requirements as follows:

<i>Ref.</i>	<i>Site</i>	<i>Description</i>
None	Montgomeryshire Water Company grounds near waste recycling banks	Erection of a large marquee on hard standing with ground fixings

Action – Clerk to process

- 7.0 Cemetery:** to consider and to resolve the removal & disposal of a fallen tree limb at the cemetery (papers 7a-b previously circulated).
Cllr B L Smith, with special responsibility for cemetery, reported the fallen tree limb which obstructs ground contractors and poses a safety risk to visitors to the cemetery. The Clerk advised it could be removed and disposed by community volunteers if it were to be done safely.

RESOLVED:

CCC authorises the safe removal and disposal of the fallen tree limb via community volunteers.

Cllr J Jones with Cllr M A Whittall volunteered to make safe by removing and disposing of the fallen tree limb.

Action – Cllr J Jones with
Cllr M A Whittall to undertake

8.0 Reports from Representatives to Outside Bodies

- 8.1 Friends of the Green and Horsewell (FOTGAH): Village Green at Hyssington: to report, and resolve if desired, from CCC's representative to FOTGAH (Cllr R K McLintock).
Cllr R K McLintock reported there is no decision on the application as yet at the Registration Authority (Powys CC).

9.0 Finance and Assets

9.1 Finance Specific Correspondence:

- 9.1.1 Powys CC: Residual waste collection day and charges update: to receive information regarding rates and collection days for 2022-23 (paper 9.1.1 previously circulated).

Council received information on cost of collection (£6.07 per lift) and collection days (fortnightly Wednesdays) for 2022-23. The Clerk advised it is within budget.

- 9.1.2 To receive and circulate for information such other financial correspondence as will be brought to the attention of the council by the Clerk.
None.

- 9.2 Financial Year 2021-22: Debt Write-Off: to receive a report from the Clerk and to resolve to write off a debt for an abandoned tenancy of allotment (paper 9.2 previously circulated).
Council received the Clerk's report and recommendations regarding debt on an abandoned allotment tenancy to the value of £30.00.

RESOLVED

CCC notes the report regarding abandoned allotment tenancy (plot 5) and writes off the debt for 2021-22 to the value of £30 on the grounds of disproportionate cost of attempt of recovery.

9.3 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'22	0.17
Cllr R K McLintock	Repayment overpaid allowance Oct-Mar	15.00
Powys CC	Waste recycling proceeds Q4 Jan-Mar'22	35.64
	Total	50.81

9.4 To endorse payments made since the last meeting by the Clerk to the Council.
The Clerk reported payment made to HMRC to avoid interest charges.

RESOLVED

CCC endorses payments made since the last meeting by the Clerk as follows:

Chq	Payee	Description	£ex vat	£vat	£total
1449	HM Revenue & Customs	PAYE Q4 Jan-Mar'21 shortfall	40.00	0.00	40.00

9.5 To report issue of replacement cheque by the Clerk to the Council.
The Clerk reported cancellation of previous cheque payment and issue of replacement for corrected net value.

RESOLVED

CCC notes the issue of replacement cheque as follows:

Chq	Payee	Description	£ex vat	£vat	£total
1450	TM & SJ Boundy	Cllr Allow'ce Oct'21-Mar'22			£74.79 gross

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

RESOLVED

CCC authorises payments as follows:

Chq	Payee	Description	£ex vat	£vat	£total
1451	Audit Wales	Audit fee 2020-21 accounts	230.00	0.00	230.00
1453	Gloversure Ltd	Email support (re data storage)	15.00	3.00	18.00
1454	E J Humphreys	Reimburse admin expenses Jan-Mar'22	154.15	12.60	166.75
1455	One Voice Wales	Membership subs. 2022-23	274.00	0.00	274.00
n/a	Powys CC	Cemetery NNDR 2022-23	0.00	0.00	0.00
1456	E J Humphreys	Reimburse Zoom Pro Apr'22	11.99	2.40	14.39

1457	E J Humphreys	Reimburse token of appreciation to cemetery volunteer	14.17	2.83	17.00
<i>Total for authorisation this meeting</i>			4,663.91	33.53	699.31
<i>To report items previously authorised</i>					
1458	E J Humphreys	Clerk net salary Apr'22	<i>As employment contract</i>		
Action – Clerk to process					

- 9.7 Financial Balances: Consolidated Bank Balances: to report consolidated balances to date after transfers, receipts & payments.
The Clerk reported on gross, ring-fenced funds & net available bank balances as follows:

Item	Current acc. £	Reserve acc. £
Gross balances	1,000.00	12,645.64
Less consolidated ring-fenced funds	0.00	4,121.65
Net balances available	1,000.00	8,523.99

10.0 Highways & Rights of Way

- 10.1 Highways & Rights of Way Specific Correspondence: to receive for information such items of highways/ rights of way correspondence as will be brought be brought to the attention of the council by the Clerk.
None.

- 10.2 Reports from CCC to Powys CC/ Shropshire Council: to report and resolve if desired, highways/ rights of way maintenance matters, if any.
The Chairman invited Members to bring forward highways matters for the attention of the highways authorities.

RESOLVED

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

- a) *Heblands Bank between A489 and B4385: potholes*
- b) *A490 Churchstoke Bank: current works prevent safe access by pedestrians walking between Churchstoke Bridge and Churchstoke Bank for access to housing and amenities.*

Action – Clerk to process

- 11.0 County Councillor & County Council Report:** to welcome the county councillor and to receive verbal updates for information on County Council matters & to discuss general Powys CC/ Shropshire Council matters. The county councillor is reminded of the current pre-election period and asked to limit updates to facts of what the council as whole is undertaking/ planning rather than individual councillor opinions or achievements.

- a) Powys CC: County Councillor M J Jones chose not to report during the pre-election period.
- b) Shropshire Council: no report.

12.0 Correspondence

- 12.1 One Voice Wales/ Society of Local Council Clerks
- 12.1.1 Training May'22: to receive the training schedule and to resolve if desired on attendance as approved duty (paper 12.1.1 previously circulated).

Council received details of remote training for May'22. The Clerk asked Members to inform him if they wish to attend.

Action – Members to notify
& Clerk to process

- 12.2 For Circulation: to receive and circulate for information such other items of OVW/ SLCC 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 1.

Action – Clerk to process

- 12.3 General Correspondence: to receive and circulate for information such items of 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

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

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

a) Chairman: remarked on the end of the term of the current council and thanked all Members, past and present, for their contributions.

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

a) Cllr J Wakelam: maintenance of entrance road to recreation field.

- 13.3 Date of next meetings:

a) Annual Meeting: Tue 18th May, 7.30pm

b) Ordinary Business Meeting: Tue 18th May'22, 7.50pm or upon the rising of the Annual Meeting whichever is the later.

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.

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.















- 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 – 8.23pm.

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

-  01 - OVW - APRIL-MAY TRAINING DATES - 1304522.pdf
-  02a - OVW - PLANTING FOR POLLINATORS - 190422.pdf
-  02b - OVW - 43532 A2 poster Garden WEB.pdf
-  02c - OVW - 43532 A2 poster community space WEB.pdf
-  02d - OVW - 43532 A2 poster Balcony WEB.pdf
-  03 - OVW - Can you help - Nature and us - 290322.pdf
-  04a - FGCW - Manifesto for The Future - 290322.pdf
-  04b - FGCW - Local-Gov-Elections-Manifesto-for-the-Future-FGCW.pdf
-  05 - WGov - Corporate Joint Committee (General) (No.2) (Wales) Regulations 2022 - 290322.pdf
-  06a - WGov - Smarter working - a remote working strategy for Wales - 290322.pdf
-  06b - WGov - smarter-working-remote-working-strategy-wales.pdf
-  06c - WGov - remote-working-strategy-integrated-impact-assessment.pdf
-  07a - WGov - Applications for Welsh Government Apprenticeship Scheme 2022 now open - 310322.pdf
-  07b - WGov - 44846_a5_en_LEAFLET V2_WEB.pdf

Appendix 2: General correspondence received circulated post meeting

-  01 - R George MS - News from Russell George MS - 080422.pdf
-  02 - SpArC - BRIEF SpArC NEWS - 180422.pdf
-  03 - SpArC - POCKET PARK PROGRESS - 050422.pdf
-  04 - MWWFRS - Controlled burn season to end 31st March - 290322.pdf
-  05 - MWWFRS - A fond farewell from Chief Fire Officer Chris Davies QFSM - 050422.pdf
-  06a - MWWFRS - has published its Strategic Plan 2022-23 - 060322.pdf
-  06b - MWWFRS - Annual Business Improvement Plan 2022-2023.pdf
-  06c - MWWFRS - Strategic Plan 2022 - 2027.pdf
-  07 - MWWFRS - Four appliances donated to Ukrainian Fire Services - 220422.pdf
-  08 - Powys CC - Have you completed the Powys Levelling Up Fund Bid survey yet - 130422.pdf
-  08b - Powys CC - Powys Levelling Up Fund Bid survey. There is still time to have your say - 050422.pdf
-  08c - Powys CC for WGov - Register a business or organisation to help Ukrainian refugees coming to Wales - 010422.pdf
-  09a - Powys CHC - Community Pharmacy Survey - 080422.pdf
-  09b - Powys CHC - Pharmacy Survey Poster - English Final.pdf
-  09c - Pharmacy Survey Final [with graphics].pdf
-  10a - Powys CHC - Notice of Montgomery LC Meeting 7th April 2022 - 010422.pdf
-  10b - Powys CHC - Montgomery LC Agenda 07.04.22.pdf
-  11 - Wales Arts Council - Noson Allan Night Out - 050422.pdf
-  12 - Play Wales - When I was your age - 200422.pdf
-  13 - Play Wales - April e-bulletin - 140422.pdf