



**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 COUNCIL ORDINARY BUSINESS MEETING
on Wednesday 26th August 2020, 8.01pm
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 M J Jones, Cllr R K McLintock, Cllr A Richards, Cllr C P Smith, Cllr J N Wakelam.

The Chairman welcomed Councillors and Clerk to the council's remote live-streamed ordinary business meeting and recapped 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, Cllr J Jones, 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
5.4	Pre-application Consultations by Developers	M J Jones	Personal & prejudicial interest as a member of Powys CC Planning, Taxi Licensing & Rights of Way Committee

- 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 Green Grants Committee Meeting 29th July 2020, the committee being comprised of all councillors (paper 4.1 previously circulated).

The minutes of the remote Green Grants Committee Meeting 29th July 2020 were reviewed.

RESOLVED:

The minutes of the remote Green Grants Committee Meeting 29th July 2020 are approved and signed as a correct record.

- 4.2 To approve & sign the minutes as a correct record of the remote Ordinary Business Meeting 29th July 2020 (paper 4.2 previously circulated).
The minutes of the remote Ordinary Business Meeting 29th July 2020 were reviewed.

RESOLVED:

The minutes of the remote Ordinary Business Meeting 29th July 2020 are approved and signed as a correct record.

- 4.3 To report, for information purposes only, matters arising from the minutes of the remote Green Grants Committee Meeting 29th July 2020.
The Clerk reminded Members that Covid-19 restrictions means that it is unlikely that CCC will be able to host a physical meeting in September to present Green Grants payments and that cheques will be posted, though recipients will be invited to the remote meeting.
- 4.4 To report, for information purposes only, matters arising from the minutes of the remote Ordinary Business Meeting 29th July 2020.
None.

5.0 Planning & Building Control

- 5.1 Planning & Building Control 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.

5.1.1 A Members of the Public: Grace House, White Grit: Council received two copy-letters sent to the county council, Estyn and MP regarding public disturbance and adherence to planning conditions at the property. Cllr M J Jones reported that the sewerage elements of the problems have been resolved.

5.1.2 Planning Aid Wales: Council received Planning for Communities Newsletter Aug'20.

- 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 a-b previously circulated).

Council received notice of Powys CC planning determinations as follows:

Ref.	Site	Powys CC Decision
20/0480/FUL	Blue Barn, Green Lane, Churchstoke	Approve
20/0652/REM	Lake Farm, Churchstoke	Consent
20/0716/FUI	Todleth Farm, Old Churchstoke	Approve

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.

Declarations of Members' Interests:

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

Ref.	Applicant	Site	Description	rec.
None	Montgomery Natural Spring Water Co	Montgomery Natural Spring Water Company, Churchstoke	Storage Extension	N*

**CCC notes that the development appears to have started before pre-application or planning application consultations. CCC also comments that if this is phase 1 of several phases of development that it would prefer to see all phases referenced in one single application for planning permission rather than piecemeal applications.*

Action – Clerk to process

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 (papers 5.8.1a previously circulated).

None.

- 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.

RESOLVED:

CCC reports planning enforcement matters to the planning authority as follows:

<i>Ref./ Site</i>	<i>Description</i>
<i>Maypole Bank, Hyssington</i>	<i>Felling of trees and removal of hedgerows in a conservation area reported 1st Mar'20.</i>
<i>TPO/20/0024</i>	<i>Members are concerned that 6 months later there appears to be no obvious enforcement action so enquire on progress.</i>
<i>Montgomery Natural Spring Water Co, Churchstoke</i>	<i>A warehouse construction which may not have planning permission appears to be in progress</i>
<i>Adj Buttercup Cottage, Churchstoke</i>	<i>Water flows off the development flooding into Orchard Close and onto the A489 which is likely to create an additional highways hazard in winter conditions.</i>

Action – Clerk to process

6.0 Finance

- 6.1 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.

- 6.2 Financial Year 2019-20

- 6.2.1 Independent Remuneration Panel for Wales (IRPW): to report publication and dispatch to the IRPW of Payments to Members for 2019-20 (paper 6.2.1 previously circulated).

The Clerk reported the annual return and report of Members' Allowances (2019-20) which will be dispatched to the IRPW and posted to the council's website. Noted.

Action – Clerk to process

- 6.2.2 Internal Audit and Accounts 2019-20: to receive the Internal Audit report and to receive and approve the Financial Accounts 2019-20 (papers 6.2.2a-d previously circulated).

The Clerk presented the Financial Accounts and Internal Audit report for 2019-2020 and answered Members queries.

RESOLVED:

CCC receives and notes the internal audit report and approves the Financial Accounts for 2019-2020 as presented.

- 6.2.3 Annual Return of Accounting Statement & Statement of Assurance 2019-20: to approve the Annual Return for dispatch to the external auditor (paper 6.2.3 previously circulated).
The Clerk presented the Annual Return and Statement of Assurance required for external audit and answered Members' queries.

RESOLVED:

CCC approves the Annual Return and Statement of Assurance 2019-20 as presented, and that the Annual Return and Statement of Assurance should now be dispatched to external auditor.

Action – Clerk to process

The Chairman thanked the Clerk on behalf of Council for the work in the preparation and explanation of the accounts and audit documents.

- 6.3 Items Received Since Last Meeting: to report

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

Payer	Description	£
NatWest Bank	Gross interest Jul'20	0.21
W Steed	Allotment rent 1 st Mar'20 -28 th Feb'21	30.00
D Doody	Allotment rent 1 st Mar'20 -28 th Feb'21	30.00
L Atkins	Allotment rent 1 st Mar'20 -28 th Feb'21	30.00
J N Wakelam	Allotment rent 1 st Mar'20 -28 th Feb'21	30.00
Total		120.21

- 6.4 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
1291	Andrew Evans Landscapes Ltd	Grounds maintenance Jul'20	919.71	183.94	1,103.65
1292	BT Payphones	Adopt a Kiosk fee	1.00	0.00	1.00
1293	Churchstoke Bowl Club	Green Grant 2020	250.00	0.00	250.00
1294	Friends of the Green and Horsewell	Green Grant 2020	250.00	0.00	250.00
1295	Hyssington Village Institute	Green Grant 2020	250.00	0.00	250.00
1296	E J Humphreys	Zoom Pro Aug'20	11.99	2.40	14.39
1297	Andrew Bromley Sign Writing	Playground Covid-19 x4 signs Aug'20	60.00	0.00	60.00
<i>Sub-total for payment this meeting</i>			<i>1,742.70</i>	<i>186.34</i>	<i>1,929.04</i>

To report items previously authorised

1298	E J Humphreys	Clerk net salary Aug'20	<i>As employment contract</i>		
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Action – Clerk to process

- 6.5 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	1,030.00	18,059.83
Less consolidated ring-fenced funds	0.00	8,817.96
Net balances available	1,030.00	9,241.87

7.0 Urgent Matters Which Require Attention Before the September Meeting

7.1 Recreation

- 7.1.1 Recreation Field Dog Waste/ Refuse Bins: to report a response from the Churchstoke Recreation Association regarding the dog waste bin, and to resolve a recommendation for commercial arrangement with the county council (paper 7.1.1 previously circulated).
Council received the Clerk's report and recommendations regarding the costs and practicality of a contract with Powys CC Commercial Waste for the dog waste bin at the recreation field.

RESOLVED

CCC notes the Clerk's report and accepts the recommendations to contract with Powys CC Commercial Waste for fortnightly collection for 180L bin. Labels will be placed on the bin to indicate funding by CCC and that the bin may be used for dog waste and general litter.

Action – Clerk to process

- 7.1.2 Playground: to note and confirm the re-opening of the playground after Covid-19 risk assessment and signage.
Cllr D N Yapp and the Clerk confirmed re-opening of the playground and that bi-lingual cautionary signage is in place.

- 7.1.3 BT Kiosk at Old Churchstoke: to receive a status report on the BT Adopt-a-Kiosk scheme (paper 7.1.3 previously circulated).
The Clerk reported the contract for transfer of the kiosk which will be dispatched along with payment following this meeting.

Action – Clerk to process

- 7.2 Correspondence: to receive, items of correspondence, brought to the attention of the council by the Clerk

- 7.2.1 Powys CC Highways: to receive for information notice of temporary closure C2055 Green Lane 9am-5pm 9-11 Sep'20 (papers 7.2.1a-b previously circulated).
Council received notice of temporary closure C2055 Green Lane 9am-5pm, 9-11 Sep'20.

- 7.2.2 One Voice Wales: to receive for information.
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

- 7.2.3 General: to receive for information.

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

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

8.1 Chairman’s announcements: to receive for information announcements from Chairman and Members.

None.

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

- a) Cllr J N Wakelam: tenders for tree works to Yew Tree and tree adj. Bowling Club consequent to the arboriculture survey earlier this year
- b) Cllr C P Smith: Covid-19 Recovery Funding Opportunities from Powys CC.

8.3 Date of next meeting for information: Tue 29th Sep’20, 7.30pm, to be held remotely.

9.0 Confidential Session

9.1 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.

9.2 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 – 8.54pm.

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

-  01 - OVW - Area Committee Meetings - 310720.pdf
-  02a - OVW - StarLeaf Video Conferencing - 290720.pdf
-  02b - OVW - StarLeaf OneVoiceWales-v2.pdf
-  03a - OVW - EMPLOYEES WORKING FROM HOME - 290720.pdf
-  03b - OVW - Checklist for managing homeworking.pdf
-  04a - OVW - TRAINING AVAILABLE FROM ONE VOICE WALES - 030820.pdf
-  04b - OVW - Overview Modules Jan 2020 Eligible for free places.pdf
-  04c - OVW - Bursary letter up to Feb 2021 - £100.pdf
-  04d - OVW - REMINDER TRAINING AVAILABLE FROM ONE VOICE WALES - 260820.pdf
-  05a - OVW - Best Practice Guides 1 - 130820.pdf
-  05b - OVW - Best Practice Comm Engag.pdf
-  06a - OVW - Mid Wales Dev Officer Post 2020 Welsh desirable - 070820.pdf
-  06b - OVW - Job Description Development Officer - Welsh Desirable.pdf
-  06c - OVW - Application form Development Officer Eng.pdf
-  07 - WGov - Covid19 loss of income CTC - terms - FINAL - 050820.pdf
-  08a - WLGA - Coronavirus email update 10.08.2020 - 110820.pdf
-  08b - WLGA - Coronavirus email update 12.08.2020 - 130820.pdf
-  08c - WLGA - Coronavirus email update 17.08.2020 - 180820.pdf
-  08d - WLGA - Coronavirus email update 21.08.2020 - 240820.pdf
-  08e - WLGA - Coronavirus email update 24.08.2020 - 250820.pdf
-  09a - Age Cymru - seeks older people's views of the Covid 19 lockdown - 050820.pdf
-  09b - Age Cymru - Survey Outline Covid 19 v4.pdf

Appendix 2: General correspondence received circulated post meeting

-  01a - Powys CC - PLANNING FOR REOPENING OF COMMUNITY CENTRES - 060820.pdf
-  01b - Powys CC - re-opening of community centres English Powys Env Health 4-8-20 V1.pdf
-  02a - Powys CC - PCC Town Community Councils Meeting 15.07.20 - 120820.pdf
-  02b - Powys CC - Town Community Councils July 2020.pdf
-  03 - Powys CC - Police & Crime Panel English Language Annual Report (Final) - 310720.pdf
-  04 - Russell George MS - News August 2020 - 030820.pdf
-  05 - MWWFRS - Calon Tan Summer 2020 - 110820.pdf
-  06a - OPCW - Information Highlights - 100820.pdf
-  06b - OPCW - Sec 50 English.pdf
-  06c - OPCW - Comm English.pdf
-  06d - OPCW - carmarthenshire_flyer (002).jpg
-  07a - SpArC - GOOD NEWS FROM SpArC - 070820.pdf
-  07b - SpArC - LEISURE CENTRE OPENING - 190820.pdf
-  07c - SpArC - OPENING MORE INFO - 190820.pdf
-  07d - SpArC - bishops castle fitness COVID A5 v3.pdf
-  07e - SpArC - bishops castle swimming COVID A5.pdf
-  07f - SpArC - Keeping Us All Safe BC Final.pdf
-  07g - SpArC - IN SAFETY - 220820.pdf
-  08 - Powys CHC - Winter is Coming Survey - 060820.pdf
-  09a - Play Wales - Research Making it possible to do play sufficiency - 300720.pdf
-  09b - Play Wales - e-bulletin August 2020 - 030820.pdf
-  09c - Play Wales - Make a Big Noise for Playday 2020 - 050820.pdf
-  09d - Play Wales - Children's right to play - 170820.pdf