



**CYNGOR CYMUNED YR YSTOG  
CHURCHSTOKE COMMUNITY COUNCIL**

E J Humphreys MA Oxf, FdA 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 26<sup>th</sup> October 2023 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 on apologies for absence, 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 M J Jones (Chair), Cllr D Bebb, Cllr J Jones, Cllr R K McLintock, Cllr A Richards, Cllr B L Smith, Cllr C P Smith.

Attendance online: Cllr M A Whittall.

The Chair welcomed Councillors and Clerk 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 J N Wakelam, Cllr D N Yapp.

Other Members Absent: None.

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](mailto: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: 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 5<sup>th</sup> May'22 and the Council's Notices of Co-Option.  
The Clerk reported no further 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 28<sup>th</sup> September 2023 (paper 5.2 previously circulated).  
The minutes of the Ordinary Business Meeting 28<sup>th</sup> September 2023 were reviewed.

RESOLVED

*The minutes of the Ordinary Business Meeting 28<sup>th</sup> September 2023 are approved and signed as a correct record.*

---

Cllr B L Smith and Cllr C P Smith joined the meeting at this point.

---

- 5.2 To report, for information purposes only, matters arising from the minutes of the remote Ordinary Business Meeting 28<sup>th</sup> September 2023.  
None.

- 6.0 County Councillor & County Council Report:** to welcome the local county councillor and to receive updates and exchange information on county council matters (paper 6 previously circulated).  
Cty Cllr D Bebb presented his written report on a number of county council ward issues and answered Members' questions, including continuing work towards a new bus shelter near the Co-Op, tree work at North Walk, flooding, and refuse collection issues.

## **7.0 Planning & Building Control**

- 7.1 Planning & Building Control General Correspondence:

7.1.1 Planning Aid Wales: to receive latest planning news and training opportunities (paper 7.1.1 previously circulated).

Council received details of training opportunities and latest news from Planning Aid Wales. The Clerk invited Members to let him know if any wished to attend the training events.

Action – Members  
to inform Clerk

- 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 Determinations: to report from Powys CC notifying the community council of planning decisions, if any, in the community council area (papers 7.2a-b previously circulated).

Council received notice of Powys CC planning determinations as follows:

Ref.	Site	Powys CC Decision
23/1019/FUL	The Broads, 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.

The Chair referred Members to the consultations.

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.  
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 planning enforce matters for the attention of the planning authority as follows:*

- a) *Lynden, Castle Road, Churchstoke: appears to have been converted into multiple occupation for three families and has two occupied caravans to the rear. CCC asks that planning offices investigate appropriate planning permission has been obtained.*

Action – Clerk to process

---

Cllr M A Whittall joined the meeting at this point.

---

**8.0 Cemetery:** to receive information and resolve if desired regarding cemetery compost area and bin (Cllr B L Smith).

Cllr B Smith, Member with special responsibility for the cemetery reported following the removal of the dead and decaying trees the southwest corner is in need of grass re-seeding.

**RESOLVED**

*CCC will arrange grass re-seeding in the southwest corner of the cemetery in the spring.*

Action – Clerk to process

**9.0 Reports from Outside Bodies:** to receive reports for information, if any, from representatives to other outside bodies.

**9.1 Hyssington Village Hall:** to receive a request from the Village Hall Committee for CCC's support on behalf of the community and as a user of the hall for idea of installing solar panels as "a good thing for the future sustainability of the hall and reducing the environmental impact" and its application for funding to the Community Facilities Programme (paper 9.1a-b) (Cllr R K McLintock).

Cllr R M McLintock reported on efforts by the Village Hall Committee to prepare a funding bid for installation of solar panels at the hall.

**RESOLVED**

*CCC is supportive of the Village Hall Committee, on behalf of the community and as a user of the hall, for the installation of solar panels on the village hall.*

Action – Clerk to process

**9.2 Other Outside Bodies:** to receive reports for information, if any.

- a) Churchstoke Recreation Association (CRA): Cllr C P Smith reported the CRA will meet again in early November so will provide a report to CCC at its November meeting.

Action – for November agenda

**10.0 Consultations**

**10.1 Independent Remuneration Panel for Wales: Draft Annual Report February 2024:** to receive the consultation on the Panel's draft determinations for remuneration 2024-25, closing 8<sup>th</sup> Dec'23, to resolve whether to respond and, if so, to elect a working party to bring forward recommendations to the November

meeting. Members are referred especially to determinations 6, 7, 8 which relate to Community & Town Councils (papers 10.1a-c previously circulated). The Chair referred Members to the consultation.

RESOLVED

*CCC does not wish to submit a corporate response to the consultation.*

- 10.2 Senedd Cymru Finance Committee: Call for Information Welsh Government Draft Budget 2024-25: to receive the call for information (received via One Voice Wales), closing 30<sup>th</sup> Nov'23, to resolve whether to respond and, if so, to elect a working group to bring recommendations to the November meeting (papers 10.2 a-c previously circulated).

The Chair referred Members to the consultation.

RESOLVED

*CCC does not wish to submit a corporate response to the consultation.*

- 10.3 Chief Ambulance Services Commissioner: Emergency Medical Retrieval & Transfer Service Review Phase 2: further to Council resolution 26<sup>th</sup> Sep'23 regarding Air Ambulance, to receive the Commissioners' phase 2 report and consultation, closing 5<sup>th</sup> Nov'23, to resolve whether to respond and, if so, to delegate the response to Town Clerk after reference to a working group here elected (papers 10.3a-c previously circulated).

The Chair referred Members to the consultation.

RESOLVED

*CCC encourages individual responses from councillors and members of the public and makes its corporate response on behalf of the community that it does not wish to see any downgrade of the presence and service of the air ambulance at Welshpool on the grounds that it is of the view that it would likely result in a loss of local response times and a loss of local funding streams.*

Action – Clerk to process

- 10.4 Welsh Government: Awareness, Engagement and Representation on Community & Town Councils: Call for Evidence: to receive the call for evidence (received via One Voice Wales) from individual councillors and clerks, closing 27<sup>th</sup> Nov'23, and to resolve to encourage individual responses from councillors and the Clerk (papers 10.4 a-c previously circulated).

The Chair referred Members to the consultation.

RESOLVED

*CCC encourages individual responses from councillors and the Clerk.*

Action – Cllrs and Clerk

## **11.0 Finance and Assets**

- 11.1 Financial Year 2022-23: to resolve to receive and consider the external auditor's report and opinion for conclusion of audit (papers 11.1a-b previously circulated).

The Clerk reported the certified Annual Return and Audit Report for financial year 2022-2023, indicating that CCC has received an unqualified audit i.e., is in

accordance with proper practice and that no other matters or recommendations were raised for the attention of Council.

#### RESOLVED

*CCC receives and considers the certified Annual Return for the Financial Year 2022-2023 and publishes the Notice of Conclusion of Audit.*

Action – Clerk to process

The Chair thanked the Clerk for thorough work to manage the accounts and financial governance through another successful audit.

- 11.2 Finance Specific Correspondence: to circulate for information such financial correspondence, if any, as will be brought to the attention of the council by the Clerk  
None.

- 11.3 Items Received Since Last Meeting: to report for information.

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

Payer	Description	£
Aviva	Insurance excess for pottery notice board	125.00
NatWest Bank	Gross interest Sep'23	38.91
National Grid	Pole rents and wayleaves	64.29
Total		228.20

- 11.4 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
1578	Groundforce Landscape Ltd	Grounds Maintenance Contract – Sep 2023	816.14	163.23	979.37
1579	Glasdon UK Ltd	Playground bins x2	365.18	73.04	438.22
1580	Powys CC	Playground Inspection 2023	60.00	12.00	72.00
1581	Royal British Legion	Poppy appeal donat'n 2023	70.00	0.00	70.00
<i>Total for authorisation this meeting</i>			<i>1,311.32</i>	<i>248.27</i>	<i>1,559.59</i>
<i>To report gross IRPW determinations paid to Members less tax &amp; national insurance</i>					
1582	R K McLintock	Allowance 1 <sup>st</sup> Apr-30 <sup>th</sup> Sep			75.00
<i>Total IRPW determinations paid to Members</i>					<i>75.00</i>

*To report items previously authorised*

1583	E J Humphreys	Clerk net salary Oct'23	<i>As employment contract</i>		
------	---------------	-------------------------	-------------------------------	--	--

Action – Clerk to process

- 11.5 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	1,000.00	25,353.73

Less consolidated ring-fenced funds	0.00	7,161.78
Net balances available	1,000.00	18,191.95

## 12.0 Highways & Rights of Way

- 12.1 Consultation: Shropshire Council: Proposed diversion of a section of Offa's Dyke Path National Trail: to receive and resolve a response to the consultation (papers 12.1a-d previously circulated).  
The Chair referred Members to the papers.

### RESOLVED

*CCC supports the proposed Public Path Order and Varying Order for the National Trail at Offa's Dyke Path National Trail (footpath) dated 16<sup>th</sup> October 2023 at Drewin Farm, Churchstoke, on grounds of public safety.*

Action – Clerk to process

- 12.2 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.
- 12.2.1 Powys CC: to receive advance information and diversion map regarding temporary closure: B4385 Pentre 27 Nov – 1 Dec'23 (paper 12.2.1a-b previously circulated).  
Council received the advance information and diversion map.
- 12.2.2 Powys CC: to receive a status update on works to North Walk trees (paper 12.2.2previously circulated).  
Council received the status report.
- 12.3 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 matters for the attention of highways authorities as follows,*

- a) *C2054 at The Cann, Mellington: damage to the surface during recent flooding*
- b) *C2148 at Upper Aston: surface damage*
- c) *A490 near Churchstoke Bridge: blocked gullies preventing efficient drainage leading to flooding*
- d) *A489 between Broadway House and junction to C2147: potholes and surface erosion.*

Action – Clerk to process

## 13.0 Correspondence

- 13.1 One Voice Wales (OVW)/ Society of Local Council Clerks (SLCC)
- 13.1.1 OVW: Training Oct Nov Dec'23: to receive details and to resolve on attendance, if desired, as an approved duty (papers 13.1.1a-b previously circulated).  
The Clerk reported the OVW training schedule and invited Members to let him know if they wished to attend. The Clerk reminded Members that the council's statutory training plan and its Standing

Orders require councillors to undertake Code of Conduct training within 6 months of accepting office and had already approved attendance at OVW training as an approved duty if Members wish to attend.

Action – Members  
to inform Clerk

13.1.2 OVW: Montgomeryshire Area Committee: to receive papers for the meeting 23<sup>rd</sup> Oct'23 (papers 13.1.2a-d previously circulated). Cllr M J Jones indicated he was unable to attend the area committee meeting and referred Members to the papers from the meeting.

13.1.3 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 correspondence from One Voice Wales/ Society of Local Council Clerks, 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

13.2 General Correspondence: 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 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

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

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

- a) Chairman: reported he will attend and represent the council at the Remembrance Sunday ceremony on 12<sup>th</sup> Nov'23 and lay a poppy wreath on behalf of the community.
- b) Cllr A Richards: reported interest from a member of the public in setting up a youth club and may wish to speak to Council about the idea.
- c) Cllr C P Smith: reported several playground maintenance issues, and the new bins have been received and are to be fitted. The Clerk added that CCC awaits the inspection report.
- d) Clerk: reported arranging with supplier to modify the doors on the pottery notice board to replace locks with latches.
- e) Cllr M A Whittall: apologised in advance for his absence from the November meeting.

14.2 Items for future agenda: to bring forward for information, items for consideration by the Clerk for future agendas.  
None.



14.3 Date of next meeting: Ordinary Business Meeting 30<sup>th</sup> Nov'23 at Churchstoke Community Hall and remote online.

**15.0 Confidential Session**

15.1 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 business to consider no resolution is required.

15.2 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 – 8.40pm.

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

-  01 - OVW - News Bulletin - 011023.pdf
-  02 - OVW - REMINDER - JOINT EVENT - ONE VOICE WALES SLCC 8TH NOV'23 - 231023.pdf
-  03a - OVW - Powys Community & Town Councils Biodiversity grants - 171023.pdf
-  03b - OVW - Community and town council application form.pdf
-  04 - NHS Wales - Second Phase Wales Air Ambulance Service Engagement Takes Place Oct'23 - 101023.pdf
-  05a - Pageantmaster - ONE VOICE WALES & D-DAY 80 - 6TH JUNE 2024 - 041023.pdf
-  05b - Pageantmaster - D-Day 80 Anniversary Guide v105.pdf
-  05c - Pageantmaster - ONE VOICE WALES & D-DAY 80 - 6TH JUNE 2024 - 041023 B.pdf
-  06 - Powys PSB - Powys Publix Service Board - 041023.pdf
-  07 - KWT - Keep Wales Tidy - Webinars for LPfN - 241023.pdf
-  08 - PSOW - Advice and advocacy bodies list on our website - 251023.pdf
-  09a - OPCW - Support to capture older people's experiences of GP services - 091023.pdf
-  09b - OPCW - Primary healthcare questions for older people - PRINT.pdf
-  10 - Welshpool TC - Major consultation on our Town Hall - Welshpool Town Council - 101023.pdf
-  11 - CTA - Celebrate Community Transport Week within the sector - 161023.pdf
-  12a - WGov - Vacancy Senior Modern Slavery & Workers' Rights Manager - 290323.pdf
-  12b - WGov - Vacancy Public Appointments - 161023.pdf

## Appendix 2: General correspondence received circulated post meeting

-  01a - R George MS - October Newsletter from Russell George MS - 041023.pdf
-  01b - R George MS - November Newsletter - 261023.pdf
-  02 - Craig Williams MP - E-newsletter - 121023.pdf
-  03 - SpArC - Community Grants - Thank You - 041023.pdf
-  04a - SpArC - PastedGraphic-1 - 161023.png
-  04b - SpArC - PastedGraphic-2 - 161023.png
-  05 - MoP - URGENT TODAY & TONIGHT 2 x Meetings Phase 2 Save our Air Ambulance - 131023 REDACTED.pdf
-  06 - NHS Wales - Update from Emergency Ambulance Services Committee on EMRTS - 091023.pdf
-  07 - OPCC - PCC Bulletin - 290323.pdf
-  08a - Powys CC - Making contact – Local Democracy Week 2023 - 051023.pdf
-  08b - Powys CC - Contacting us - external.pdf
-  09a - Powys CC - Local Places for Nature grants - 111023.pdf
-  09b - Powys CC - Community and town council application form ENG (1).pdf
-  10a - OPCC - Invitation - 121023.pdf
-  10b - OPCC - Invitation Letter - 121023.pdf
-  11 - MWWFRS - Service Magazine - Calon Tân - October 2023 Edition - 261023.pdf
-  12 - KWT - Apply now for Community Orchard Package - 061023.pdf
-  13 - SaTH NHS Trust - Find out latest from Shrewsbury & Telford Hospital NHS Trust - 290923.pdf
-  14 - PAVO - Information from Laura Hares regarding Welshpool Community Haven - 290923.pdf
-  15 - PACE - Powys Community Action - 091023.pdf
-  16 - YC - Information on RAAC in Buildings For Building Owners ^0 Managers^N2 - 171023.pdf
-  17 - Play Wales - Welsh Government response to Ministerial Review of Play report - 231023.pdf