



**CYNGOR CYMUNED YR YSTOG  
CHURCHSTOKE COMMUNITY COUNCIL**

E J Humphreys MA Oxf, BA(Hons) Community Governance, FSLCC  
Clerc i'r Cyngor | Clerk to the Council

2 Rowes Terrace, Plough Bank, Montgomery, Powys, SY15 6QD.

**MINUTES of COUNCIL ORDINARY BUSINESS MEETING**

**on Thursday 27<sup>th</sup> February 2025 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, to approve absence(s), 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 D Bebb, Cllr E Evans, Cllr J Jones, Cllr M J Jones (Chair), Cllr R K McLintock, Cllr A Richards, Cllr B L Smith, Cllr C P Smith, Cllr M A Whittall.

Attendance online: None.

The Chair welcomed all to the meeting and reminded attendees to show civility and respect to all throughout the meeting.

Apologies for absence approved by Council: None.

Apologies for absence received: None

Other Members Absent: 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 4a-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 & Governance 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 Notice of Co-Option. Members and the Clerk reported no 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 23<sup>rd</sup> January 2024 (paper 5.1 previously circulated).  
The minutes of the Ordinary Business Meeting 2024 were reviewed.

**RESOLVED**

*The minutes of the Ordinary Business Meeting 23<sup>rd</sup> January 2024 are approved and signed as a correct record with one amendment...*

- (1.0) Cllr J Jones had tendered his apologies for absence.

Cllr B L Smith joined the meeting at this point.  
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 Ordinary Business Meeting 23<sup>rd</sup> January 2024.

Cllr M A Whittall joined the meeting during this item.

5.2.1 (14.1b) Chair's Announcements: Emergency Planning

The Clerk reported making an enquiry to the county council and the Mid and West Wales Fire and Rescue Service, regarding a role CCC might play in a local risk assessment/ emergency plan and a positive initial reply from the county council civil contingencies and community safety lead officer. The Clerk reported further that the county council civil contingencies officer will attend CCC in April to discuss matters.

**6.0 County Councillor & County Council Report:** to welcome the local county councillor and to receive updates and exchange information on county council matters insofar as they affect the Churchstoke community (paper 6 previously circulated).

The Chair welcomed Cty Councillor D Bebb to the meeting who referred to his written report highlighting,

- Hyssington road/ verge damage
- Bus shelter at Co-Op, seeking CCC's thoughts on the matter  
Action – for March agenda
- Green Lane road surface.

## 7.0 Planning & Building Control

### 7.1 Planning & Building Control General Correspondence:

7.1.1 Planning Aid Wales: to receive, if any, the latest planning news and training opportunities (papers 7.1.1a-b previously circulated).  
Council received details of training opportunities and latest news from Planning Aid Wales. The Clerk reminded Members the council has a training budget and invited Members to let him know if they wish 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 Decisions: to report notifications from Powys CC of planning decisions in the community council area, if any (paper 7.2a-b previously circulated).

Ref.	Site	Powys CC Decision
24/1671/REM	Great Brithdir, Old Churchstoke	Approve
24/1851/HH	5 View Terrace, Churchstoke	Approve
24/1771/HH	1 Moonlight Barn, Snead	Refused

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. The Chair referred Members to the notices of appeal

### RESOLVED

CCC resolves as follows:

Ref.	Appellant	Site	Description
CAS-03939-P6Y2K1 (paper 7.3a previously circulated)	Mrs Robin Fox, The Dairy House, Cwm Linton, Churchstoke	The Dairy House, Cwm Linton, Churchstoke	24/0638/REM: Section 73 application to remove conditions 3, 4, 5, 6 and 7 of planning approval P/2012/1274 in relation to occupancy as holiday let
CCC does not wish to make any additional comments to the Planning and Environment Decisions Wales.			

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.

The Chair referred Members to the consultations.

#### RESOLVED

CCC responds to consultations on planning applications as follows:

Ref.	Applicant	Site	Description	rec.
25/0106/HH	Mrs Jones, Yr Hen Ysgol, Hyssington	Yr Hen Ysgol, Hyssington	Replacement single storey extension	S*
25/0234/FUL	J Meddins & Co., Lynwood, Churchstoke	Lynwood, Churchstoke	Construction of slurry store	S

*\*25/0106/HH: CCC supports the application as being an innovative improvement in-keeping with the location and setting.*

Action – Clerk to process

- 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.

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 (papers 8.7.1a-b previously circulated).
- a) USE/24/0398: at Pottery Car Park, Churchstoke (paper 7.7.1a previously circulated). CCC received information from the planning office that it considers the EV charging points to be permitted development, therefore no breach of planning permission has occurred, and the case will be recommended for closure.
- 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.  
None.

#### 8.0 Reports, if any, from Representatives to Outside Bodies for Information

None.

## 9.0 External Consultations & Engagements

- 9.1 Powys CC: Sustainable Resources Strategy: to receive the consultation closing 4<sup>th</sup> Apr'25, to resolve whether to respond, and if so to elect a working party to bring forward recommendations for response to the March meeting (papers 9.2a-c previously circulated).

The Chair referred Members to the consultation and the Clerk reminded Council this is a consultation on several strategic aspects of sustainable resources rather than narrowly focused on operations of household waste recycling centres which is receiving current publicity.

RESOLVED

*CCC does not wish to respond to the consultation.*

- 9.2 Democracy and Boundary Commission Cymru: 2025 Electoral Review Programme: to receive the consultation closing 24<sup>th</sup> Mar'25, to resolve whether to respond, and if so to resolve to delegate the response to the clerk after reference to a working party here elected (papers 9.2a-b previously circulated). The Chair referred Members to the consultation and the Clerk reminded Council this is a consultation on policy and practice of the electoral review programme rather than any particular electoral review *per se*.

RESOLVED

*CCC does not wish to respond to the consultation.*

- 10.0 Vale of Montgomery Rural Cluster (VMRC):** to recap the invitation to join the cluster (Oct'24), further information received (Nov'24) description and cost of membership from deputy chair of the VMRC (Dec'24), and to elect a councillor to attend as observer in April before resolving whether CCC will take membership.

The Chair reminded Council of the invitation to join the cluster, further information received, and a description and cost of membership from deputy chair of the VMRC. The Clerk reminded Council that it did not resolve membership in January, and preferred to enquire if it might attend the next VMRC meeting as an observer before considering the commitment further.

RESOLVED

*CCC elects Cllr M A Whittall as observer to the VMRC meeting on 23<sup>rd</sup> April at Abermule Village Hall, before resolving whether CCC will take membership*

Action – Cllr M A Whittall  
& for April meeting

## 11.0 Finance and Assets

- 11.1 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.

- 11.2 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 Feb'25	34.35
H Arden	Allotment rent 1 <sup>st</sup> Mar'25 to 28 <sup>th</sup> Feb'26	30.00

W J Morris Funeral Serv.	Cemetery burial fee (plot 99)	190.00
Total		254.35

11.3 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
1682	E J Humphreys	Norton computer anti-virus renewal 1 <sup>st</sup> Mar'25	83.32	16.67	99.99
1683	Society of Local Council Clerks	Professional membership subscription 2025 (pro-rata)	79.10	0.00	79.10
<i>Total authorised for payment</i>			<b>162.42</b>	<b>16.67</b>	<b>179.09</b>

*To report items previously authorised for payment*

1684	E J Humphreys	Clerk net salary Feb'24	<i>As employment contract</i>		
			Action – Clerk to process		

11.4 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	28,900.44
Less consolidated ring-fenced funds	0.00	9,766.34
Net balances available	1,000.00	19,134.10

## 12.0 Highways & Rights of Way

12.1 Highways: to receive for information notifications & diversion maps for works already actioned.

None.

12.2 Highways: to receive for information notifications & diversion maps for works to be undertaken.

Council received notification and maps as follows,

12.2.1 Powys CC: Temp Closure U2877 Churchstoke 2-4 Apr'25 (papers 12.2.1a-b previously circulated).

12.3 Highways: to receive for information such other items of highways and rights of way correspondence as will be brought to the attention of the council by the Clerk.

None.

12.4 Rights of Way: to receive for information such items of rights of way correspondence, if any, as will be brought to the attention of the council by the Clerk.

None.

12.5 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 to highways authorities as follows,*

- a) *C2055 Green Lane – potholes*
- b) *C2193 Todleth Bank – potholes.*

The Chair stated he had reported fly tipping at Snead layby directly to the county council and it appears to have been dealt with.

Action – Clerk to process

### 13.0 Correspondence, Feedback and Invitations

#### 13.1 One Voice Wales (OVW)/ Society of Local Council Clerks (SLCC)

13.1.1 OVW: Montgomeryshire Area Committee: to receive for information DRAFT Minutes of the Montgomery Area Committee, Mon 27<sup>th</sup> Jan'25 (paper 13.1.1 (papers 13.1.1 previously circulated).

Noted.

13.1.2 OVW: Area Committee Survey: to receive the recommendations of CCC's representative to OVW Montgomeryshire Committee and the Clerk, and to resolve a response (papers 13.1.2a-b previously circulated).

The Chair referred Members to the survey and the recommended response.

#### RESOLVED

*CCC responds to the OVW Area Committee Survey as set out in paper 13.1.2b).*

Action – Clerk to process

13.1.3 OVW: One Voice Wales Annual General Meeting: to receive notice of the AGM online Tue 11<sup>th</sup> Mar'25, from 4:00pm to 6:00pm, and to elect for attendance a CCC representative and substitute representative (paper 13.1.3 previously circulated).

The Chair referred Members to the invitation to the OVW Annual General Meeting.

#### RESOLVED

*CCC elects the Chair Cllr M J Jones to attend the OVW Annual General Meeting but no substitute representative.*

Action – Cllr M J Jones  
to attend

13.1.4 OVW: Practice Notes and Guidance: to receive (previously circulated). Council received Practice Development Notes and Guidance for information as follows,

- Digital Guidance (papers 13.1.4a-h previously circulated) covering,
  - a) Device Management
  - b) Conducting Business Digitally
  - c) Digital Security Tips for Community& Town Council

- d) Digitising Service Delivery
- e) Considerations for Document Retention
- f) Free Online Digital Training
- g) Using Office Collaboration Tools
- h) Using Social Media.

13.1.5 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 OVW/SLCC 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.

### 13.2 General Correspondence

13.2.1 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 other 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 Chair's Announcements, Items for Future Agenda & Date of Next Meeting

14.1 Chair's announcements: to receive for information announcements from Chair and Members.  
None.

14.2 Items for future agenda: to bring forward for information, items for consideration by the Clerk for future agendas.

Members raised items for consideration by the Clerk as follows,

- Cllr B L Smith: surface breaking on the entrance road to recreation field.

14.3 Date of next meeting: 27<sup>th</sup> March 2025 at 7.30pm at Hyssington & 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.

RESOLVED

CCC requests public and press to leave the meeting by reason of the [specified] confidential nature of the business about to be transacted.

15.2 Clerk's Terms and Conditions of Employment [confidential reason: employment matters]: to report attainment by the Clerk of the sector qualification 'BA(Hons), First Class, in Community Governance' and to resolve scale increment according to model contract (confidential paper 15.2 previously circulated).



The Chairman congratulated the Clerk on gaining a First Class BA Honours Degree in Community Governance and referred Members to the Clerk's report illustrating the effects of the qualification increment.

RESOLVED:

*CCC congratulates the Clerk on gaining a BA(Hons), First Class, in Community Governance and awards the qualification increment.*






















Action – Clerk to process

15.3 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 – 8.55pm.

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

-  01 - OVW - One Voice Wales & Planning Aid Wales Joint Event 27 March - 050225.pdf
-  02 - OVW - Buckingham Palace Garden Parties 7th & 20th May'25 - 280125.pdf
-  03 - OVW - Electoral Review Programme 2025 - 120225.pdf
-  04 - OVW - Use of General Powers of Competence - 250225.pdf
-  05a - OVW - Reminder Cost of Living Crisis Project Working With Partners Webinar - 240125.pdf
-  05b - OVW - Reminder Cost of Living Crisis Project Working With Partners Webinar - 310125.pdf
-  05c - OVW - News from the Cost of Living Crisis Support Team - 170225.pdf
-  05d - OVW - Upcoming Online Events from the Cost of Living Crisis Support Team - 250225.pdf
-  06 - OVW - You deserve an award OVW National Awards 30 Apr'25- 240225.pdf
-  07a - IRPW - Annual Report 2025 to 2026 - 250225.pdf
-  07b - IRPW - Annual report 2025 to 2026.pdf
-  08a - OPCW - Shaping my work as Older People's Commissioner - 030225.pdf
-  08b - OPCW - Digital Communications Pack - Have Your Say 2024.pdf
-  08c - OPCW - Have Your Say 2024 Questionnaire.pdf
-  09 - NFWI - Wales event to mark Neurodiversity Celebration Week - 140225.pdf
-  10 - SpArC - POOL at 50 - SILENT AUCTION - 240225.pdf
-  11a - BWBP - Position Paper - Case for Bronllys Well-Being Community Hub FINAL 07-02-2025 - 120225.pdf
-  11b - BWBP - Position Paper - Challenging PTHB Decision - FINAL - 11-11-2024.pdf
-  11c - BWBP - Position Paper Distribution List - Reimagining Rural Healthcare - 11-02-2025.pdf
-  12 - WGov - Vacancy Public Appointments - 040225.pdf
-  13 - Machynlleth TC - Job vacancy advert - Feb.2025 - 030225.pdf

## Appendix 2: General correspondence received circulated post meeting

-  01 - R George MS - February Newsletter From Russell George MS - 050225.pdf
-  02a - IRPW - Annual Report 2025 to 2026 - 240225.pdf
-  02b - IRPW - Annual report 2025 to 2026.pdf
-  03a - Powys CC - 20250221\_Powys\_20mph\_Consultation\_review.pdf
-  03b - Powys CC - 20mph review - 210224.pdf
-  04 - Powys CC Cllr Thorp - Powys climate & nature online workshop Food Security - 270125.pdf
-  05a - SpArC - POOL AT 50 - LAST PUSH - 310125.pdf
-  05b - SpArC - SpArC POOL AT 50 - The Final Swim - 140225.pdf
-  05c - SpArC - POCKET PARK - HELP - 200225.pdf
-  05d - SpArC - POOL AT 50 - GRAND FINALE - 250225.pdf
-  06a - SaTH NHS Trust - Final reminder for About Health (HTP) & Hospital Update - 270125.pdf
-  06b - SaTH NHS Trust - About Health Emergency Planning Registration Closing Soon - 060225.pdf
-  06c - SaTH NHS Trust - GetInvolved with SaTH - 140225.pdf
-  06d - SaTH NHS Trust - Don't miss the latest hospital update - 240225.pdf
-  07a - PACE - Powys climate and nature online workshop - Food Security - 280125.pdf
-  07b - PACE - Powys Climate and Nature workshops - 040225.pdf
-  08 - PTHB - Board - Wednesday 29 January 2025 - 270125.pdf
-  09a - MWWFRS - Mid & West Wales Fire & Rescue Service training exercise 'Holy Smoke' - 300125.pdf
-  09b - MWWFRS - Calon Tân in Brief January 2025 - 310125.pdf
-  09c - MWWFRS - Major incident pre-planning exercise to take place in Carmarthenshire - 030225.pdf
-  09d - MWWFRS - Deputy Chief Fire Officer Iwan Cray to host two external online webinars - 060225.pdf
-  09e - MWWFRS - Long Service & Good Conduct Award Celebrations - 240225.pdf
-  10 - Llais - IMPACT - Llais monthly newsletter - 140225.pdf
-  11 - KWT - Let Us Know How Your Council Will Support the 10th Great British Spring Clean - 060225.pdf
-  12 - Lingen Davies via PAVO - NEW TRAINING POSTER 1 Cym - 060225.pdf
-  13a - PTHB - Board Decision - waiting times - 300125.pdf
-  13b - PTHB - Lung Cancer Screening Survey Reminder - 030225.pdf
-  14 - OPCC - Police and Crime Plan 2025 – 2029 - 200225.pdf
-  15 - PAVO - Welshpool, Llanfair & Montgomery agenda 12 Mar'25 - 210225.png
-  16 - Repair Cafe Wales - 2025 – 2030 Our Five Year Vision - 270125.pdf
-  17 - 20s Plenty - Keeping your community streets safe in Churchstoke Community Council - 270125....
-  18 - Windfall - New Windfall grants to boost sustainability projects in Mont - 290125.pdf
-  19a - Play Wales - Playing outdoors in early years settings - 290125.pdf
-  19b - Play Wales - Children's Mental Health Week - 050225.pdf
-  19c - Play Wales - February e-bulletin - 130225.pdf