



**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 29th September at 7.30pm
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 J Jones, Cllr M J Jones, Cllr R K McLintock, Cllr D L Powell, Cllr A Richards, Cllr C P Smith, Cllr J N Wakelam, Cllr D N Yapp.

The Chairman welcomed Councillors, Clerk and guests 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: None.

Other Members Absent: Cllr G Jameson.

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
7.5	Planning Applications	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 **Green Grants 2020:** to present the Green Grants 2020.

The Chairman welcomed representatives of grant recipient organisations to the meeting, remarked on the local success of the green grants scheme and highlighted the numbers of grants and organisations assisted over the years. Members noted the declining returns from the bring-site which limits the funds available for the scheme.

Grants were presented as follows:

- | | |
|--------------------------------------|------|
| • Churchstoke Bowling Club | £250 |
| • Friends of the Green and Horsewell | £250 |
| • Hyssington Village Institute | £250 |

Recipient organisations thanked the Council for the 2020 grants.

Action – Clerk to process

5.0 **Guest:** to welcome Mr Arfon Hughes, Self-Build Housing Enabler on behalf of Self-Build Wales and Powys County Council, to speak to Council regarding a potential self-build housing scheme in Churchstoke area (papers 5a-c previously circulated).

The Chairman welcomed Mr Hughes to the meeting. Mr Hughes introduced the background to his work and highlighted aspects of the scheme including:

- The potential site in Churchstoke under ownership of Powys CC
- Self-Build Wales having contacted Powys CC for interest in a self-build scheme
- The principle and process of self-build schemes
- A request to CCC to pass on information about the scheme to the local community
- Applicants need to put forward 25% of the plots value but pay the balance upon completion

Cllr J N Wakelam joined the meeting at this point.

- Responsibilities for putting in infrastructure to the site
- Types of property and templates and maximum sizes of housing are available
- Applications are welcomed from local residents
- The scheme is providing private housing rather than public housing.

There followed questions and answers, and agreement to discuss the subject further at October meeting

Action – for October agenda

6.0 **Minutes of Previous Meetings**

6.1 To approve & sign the minutes as a correct record of the remote Annual Meeting 26th August 2020 (paper 6.1 previously circulated).

The minutes of the remote Annual Meeting 26th August 2020 were reviewed.

RESOLVED

The minutes of the remote Annual Meeting 26th August 2020 are approved and signed as a correct record.

- 6.2 To approve & sign the minutes as a correct record of the remote Ordinary Business Meeting 26th August 2020 (paper 6.2 previously circulated).
The minutes of the remote Ordinary Business Meeting 26th August 2020 were reviewed.

RESOLVED

The minutes of the remote Ordinary Business Meeting 26th August 2020 are approved and signed as a correct record.

- 6.3 To report, for information purposes only, matters arising from the minutes of the remote Annual Meeting 26th August 2020.
6.3.1 The Clerk reported that elections made to positions 'subject to acceptance' have all been accepted.
- 6.4 To report, for information purposes only, matters arising from the minutes of the remote Ordinary Business Meeting 26th August 2020.
None.

7.0 Planning & Building Control

- 7.1 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.
7.1.1 Planning Aid Wales: Council received information regarding online training opportunity 'Responding to Planning Applications, 30th Sep'20, 6-8pm.
- 7.2 Powys CC Planning Determinations: to report from Powys CC notifying the community council of planning decisions in the community council area (papers 7.2 a-b previously circulated).

Council received notice of Powys CC planning determinations as follows:

Ref.	Site	Powys CC Decision
19/1198/OUT	Land adj Tregarn Weston Rd, White Grit	Approve
20/0646/HH	Court House Cottage, Churchstoke	Approve
20/0948/FUL	Rhiastyn House, Hyssington	Approve

- 7.3 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.			

- 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: 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.

Declarations of Members' Interests:

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

RESOLVED

CCC responds to consultations on planning applications as follows:

Ref.	Applicant	Site	Description	rec.
20/1329/HH	Lucy Wallsgrove, The Barns, Hyssington	The Barns, Hyssington	Alterations and extensions to existing farmhouse including demolition of side extension and alterations to adjoining domestic outbuilding to form additional living accommodation	S
20/1374/FUL	Ms Pam Holloway, Tan House, Churchstoke	Outbuildings at Tan House, Churchstoke	Conversion of outbuildings to 3 dwellings, to include an extension, improvements to existing vehicular access, formation of two passing bays, installation of sewage treatment plant and all associated works	S
20/1377/FUL	Mrs C Bowen, Hobby Garden Ltd, 178 Kingfield Rd, Coventry	Old Timber Yard, Broadway Hall, Snead	Change of use of a building (B1(c)) to a dwelling and all associated works	N

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 (papers 5.8.1a previously circulated).
None.
- 7.7.2 From CCC to Powys CC: to report planning enforcement matters within the community.
- a) To note the ground works in the conservation area at Maypole Bank, Hyssington, and to endorse the Clerk's report to the Planning Authority on behalf of the Council (paper 7.7.2a-b previously circulated).

RESOLVED

CCC notes the ground works in the conservation area at Maypole Bank, Hyssington, and endorses the Clerk's report to the Planning Authority on its behalf.

- b) To report other 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.
None.

8.0 Recreation

- 8.1 Village Green at Hyssington: to report, and resolve if desired, from the Friends of the Green and Horsewell (FOTGAH) (Cllr R K McLintock).
Cllr R K McLintock reported good progress; tree works having been undertaken to the satisfaction of adjacent owner-occupiers; kerbing work is planned for October; continuing evidence gathering for registration as village green.
- 8.2 Recreation Field Dog Waste/ Refuse Bins: to receive a verbal update report from the Clerk regarding the commercial contract with the county council for a bin and emptying service.
The Clerk reported contracting Powys CC for a new bin, though awaiting contract documents and installation of the bin, and that existing black bags of waste have been removed by the county council. Members thanked the Clerk for the solution to what might have otherwise been a difficult long-term problem.
- 8.3 Recreation: Tree Works following the Arboriculture Survey 25th Feb'20 to resolve a specification for tree works (paper 8.3a-b previously circulated).
Council recalled the survey and its decision to attend to the Yew Tree (at Belle Vue) and the diseased Ash Tree (adj. bowling green) and received the Clerk's draft specification for works.

RESOLVED

CCC approves the draft specification for quote as presented.

Action – Clerk to process

- 8.4 **Recreation Field:** to receive, consider and resolve a request, and to consider and resolve the principle, for exclusive use by organisations or individuals of all or parts of the recreation field (redacted paper 8.4 previously circulated). Council received a request and considered the principle of exclusive use by organisations or individuals of all, or parts of, the recreation field.

RESOLVED

CCC has no objection to the request for use of a small portion of the community recreational field once a week for an outdoor group exercise session, for zero fee, though the field is there of all to use on a first come basis, and there is no right of exclusivity to any portion of the field.

Action – Clerk to process

- 9.0 **Fingerpost Restoration Project:** to receive the completion report from the contractor, Signpost Restoration Ltd, and to resolve to close the project (paper 9 previously circulated).

Council received the project report from Signpost Restoration Ltd and the recommendation from the Clerk to close the project.

RESOLVED

CCC closes the Fingerpost Restoration project and asks the Clerk to purchase paint for councillors to paint the unpainted collar bolts.

Action – Clerk to process

- 10.0 **BT Kiosk at Old Churchstoke:** to receive an update report regarding the transfer and to consider arrangements for its future use and maintenance (paper 10 previously circulated).

Council received confirmation via the Clerk that the Kiosk is now in ownership of CC though the transfer document is awaited from BT and asks the council to consider its purpose and maintenance.

RESOLVED

CCC thanks the Clerk for arranging the kiosk transfer and will contact one of the residents of Old Churchstoke who made the initial request for transfer, to enquire their intentions for purpose and maintenance.

Action – Clerk to process

- 11.0 **Coronavirus Covid-19 Recovery Funding Opportunities:** to receive details from the county council and to discuss, and resolve if desired, on funding opportunities in Churchstoke community (paper 11 previously circulated) (Cllr C P Smith).

Council recalled the information from Powys CC (#SupportLocalPowys with safe and resilient towns) outlining support and financial backing from the Welsh Government, to work with town and community councils, local businesses, chambers of trade and residents to design and install bespoke measures to create safe public areas for citizens to access freely and for businesses to reopen and remain viable.

RESOLVED

CCC enquires with the County Council whether the Covid-19 Recovery fund, or alternative funds, can apply to the village hall and/or recreation field.

Action – Clerk to process

12.0 Consultation(s)/ Engagement(s) by other organisations

12.1 Powys County Council: Licensing Act 2003 Policy: to receive the consultation on the draft revised policy and, if desired, to resolve a working party to bring forward recommendations for CCC's response to the October meeting (papers 12.1a-b previously circulated).

The Chairman referred Members to the consultation documents and invited Council to consider a response through working party recommendations to the October meeting.

RESOLVED

CCC does not wish to respond to the consultation on the Licensing Act 2003 draft policy 2021.

12.2 Montgomery Waters: Permanent Water Abstraction License: to receive the invitation for community comment on the impact of abstraction and, if desired, to response a response (paper 12.2 previously circulated).

The Chairman referred Members to the invitation to comment on behalf of the community to Montgomery Waters regarding its application for a permanent water abstraction licence.

RESOLVED

CCC does not wish to comment directly to Montgomery Waters regarding its application for a permanent water abstraction licence, preferring instead to comment to the regulatory authority, Natural Resources Wales when/if it undertakes consultation on such an application.

Action – Clerk to enquire with NRW

13.0 Finance and Assets

13.1 Office Equipment: Laptop Computer: to receive recommendation and costing from the Clerk for repairs or replacement of the existing laptop computer, and to resolve to authorise the expenditure (redacted paper 13.1a-b previously circulated).

The Clerk reported on recent failure and repairs to the council's laptop computer, purchased 2013, and recommended that the council commissions either major service repairs or purchase of a replacement, and referred to quotations for each.

RESOLVED

CCC authorises the Clerk to purchase a new laptop computer with set up and installation, as quoted.

Action – Clerk to process

13.2 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.

13.3 Items Received Since Last Meeting: to report

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

Payer	Description	£
A Evans	Allotment rent 1st Mar'20 -28th Feb'21	30.00
HM Revenue & Customs	Vat reclaim 2019-20	2,605.26
F Griffiths	Allotment rent 1st Mar'20 -28th Feb'21	30.00
NatWest Bank	Gross interest Aug'20	0.17
Powys CC	2nd instalment precept 2020-21	7,917.00
M & G Investments	Charibond dividend May-Jul'20	0.70
M Noakes	Allotment rent 1st Sep'20 -28th Feb'21	15.00
Total		10,598.13

13.4 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
1299	G17	Laptop computer support	35.00	0.00	35.00
1300	GloverSure Ltd	Website support	16.50	3.30	19.80
1301	Lee Stephens	Internal audit 2019-20	165.00	0.00	165.00
1302	Andrew Evans Landscapes Ltd	Grounds maintenance Aug'20	919.71	183.94	1,103.65
1303	GloverSure Ltd	Hosting website & email	145.00	29.00	174.00
1304	Signpost Restoration Ltd	Restoration & recording of Churchstoke fingerpost	3,850.00	770.00	4,620.00
1305	E J Humphreys	Zoom Pro Sep'20	11.99	2.40	14.39
<i>Sub-total for payment this meeting</i>			5,143.20	988.64	6,131.84

To report items previously authorised

1306	E J Humphreys	Clerk net salary Sep'20	<i>As employment contract</i>		
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Action – Clerk to process

13.5 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	21,929.40
Less consolidated ring-fenced funds	0.00	10,341.77
Net balances available	1,000.00	11,587.63

14.0 Highways & Rights of Way

14.1 From Powys CC/ Shropshire Council to CCC: to report for information general maintenance matters.

None, other than acknowledgement of CCC's July reports. Cllr G Frost communications from Powys CC Rights of Way officers show that CCC's application for a Definitive Map Modification Order (DMMO) is being processed.

14.2 From CCC to Powys CC/ Shropshire Council: to report and resolve if desired, general maintenance matters, if any.

RESOLVED

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

- a) C2056 Cefn Bank, Hyssington: badly eroded surface
- b) C2009 at Llan turn near BT junction box: pothole
- c) A489 adj Orchard Close, Churchstoke: drain collapsed drain
- d) Churchstoke Village: blocked drains in clean of clearing before winter conditions set in
- e) A489 Churchstoke: soil on the highway from the nearby building site causing highway hazard
- f) A489 adj Orchard Close development Ridgeway View: site access permission from A489 is via Orchard Close but appears to be taking place via Buttercup Cottage.

Action – Clerk to process

15.0 County Councillor & County Council Report: to receive a report, for information, from the county councillor & to discuss general Powys CC/ Shropshire Council matters.

- a) Powys CC: County Cllr M J Jones reported
 - Recent motions passed to declare a Climate Change Emergency and to aim for net zero carbon emissions by 2030
 - Increase in council tax on holiday homes to 175% of base level
 - 20mph limits in residential areas and town centres will receive Welsh Government support and will be trialled in roads through villages.
- b) Shropshire Council: no report(s).

16.0 Correspondence**16.1 One Voice Wales/ Society of Local Council Clerks**

- 16.1.1 Guidance on Meetings held on a Physical Basis: to receive, and to resolve if desired on working towards a return to physical meetings continuation of remote meetings for the time being (paper 16.1.1 previously circulated).
Council received OVW guidance on meetings held on a physical basis.

RESOLVED

CCC notes the OVW guidance on meetings held on a physical basis and in view of the continuing and rising Covid-19 picture, will continue to meet remotely for the time being.

- 16.1.2 Training: to receive details of online training and of free training sessions and to resolve, if desired, on attendance (paper 16.1.2 previously circulated).
Council received details of remote training and the Clerk recommended participation.
- 16.1.3 For Circulation: to receive and circulate for information other OVW/ SLCC items of correspondence, 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

16.2 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 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

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

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

a) Cllr D L Powell: apologised for failure of technology caused his temporary absence from this meeting so that he was unable to lead discussion on a planning application.

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

a) Cllr J Wakelam: trees in the school grounds are over-reaching the playground and may need remedy

b) Cllr J Jones: vacant allotments are overgrown and may need some remedy.

17.3 Date of next meeting for information: Tue 27th Oct'20, 7.30pm, to be held remotely.

18.0 Confidential Session

18.1 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.

18.2 Clerk's Salary and National Pay Settlement 2020-21 [confidential reason employment matters]: to receive details of the joint national pay settlement, and to resolve to that Council accepts the NJC National Agreement 2020-21 pays the Clerk's salary and back pay accordingly (papers 18.2a-b previously circulated).

Council received the details of the joint national pay settlement 2020-21 and the Clerk's report illustrating the effects of the agreement to 31st March 2021.

RESOLVED

CCC adopts the national settlement with effect from 1st Apr'20 to 31st Mar'21 and amends the Clerk's salary and pays the back pay due accordingly.





























Action – Clerk to process

18.3 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 – 9.44pm.

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

-  01 - OVW - Guidance Note on Meetings held on a Physical Basis Eng - 010920.pdf
-  02 - OVW - Remote Training Dates for One Voice Wales - 070920.pdf
-  03a - OVW - News Bulletin Sep'20 - 230920.pdf
-  03b - SLCC - News Bulletin Sep'20 - 240920.pdf
-  04a - WGov - Ministers written statement Phase 2 of Diversity in Democracy - 250920.pdf
-  04b - WGov - Written Statement Phase Two Diversity in Democracy - 250920.pdf
-  05a - WGov - Decarbonisation Newsletter Aug'20 - 280820.pdf
-  05b - WGov - Decarbonisation Newsletter Aug'20 English.pdf
-  06a - WGov - Support for the Heritage Sector in Wales - 070920.pdf
-  07 - WGov - Welsh Government update - Remembrance - 280920.pdf
-  08 - WGov - Closing Date Fri 18th Community & Town Councils lost income funding - 110920.pdf
-  09a - DP Police - Phishing Tell tale signs that its a scam - 010920.pdf
-  09b - DP Police - Tell Tale Sign 1.jpg
-  10 - DP Police - Gift Card Scam being targeted at Councillors - 270820.pdf
-  11a - DP Police - Scam Warning Microsoft Calls - 280820.pdf
-  11b - DP Police - Just Hang Up E sml.pdf
-  12a - DP Police - Parking Scam Emails - 150920.pdf
-  12b - DP Police - Parking Scam E.png
-  13a - Fly-tipping Action Wales toolkit information - 150920.pdf
-  13b - Fly-tipping Action Wales toolkit Eng.pdf
-  14 - Wales Coop - FREE WEBINARS CLHFest community-led housing festival - 280920.pdf
-  15a - WCVA - Guidance for Community Centres Reopening in Wales - 280820.pdf
-  15b - WCVA - Guidance-for-Community-Centres-reopening-in-Wales.pdf
-  16a - WLGA - Coronavirus email update 26.08.2020 - 270820.pdf
-  16b - WLGA - Coronavirus email update 28.08.2020 - 010920.pdf
-  16c - WLGA - Coronavirus email update 02.09.2020 - 030920.pdf
-  16d - WLGA - Coronavirus email update 14.09.2020 - 150920.pdf
-  16e - WLGA - Coronavirus email update 23.09.2020 - 240920.pdf

Appendix 2: General correspondence received circulated post meeting

-  01 - R George MS - News from Russell George MS - 080920.pdf
-  02a - Powys CC - PCC & Town & Community Councils Mtg 15.07.20 - 080920.pdf
-  02b - Powys CC - 15.07.20 - Mins PCC and Town ^0 Community Councils Mtg.pdf
-  03a - Powys CC Arwain - Summer issue of Regenerator - 180920.pdf
-  03b - Powys CC Arwain - The Regenerator Summer 2020.pdf
-  04 - SpArC - MORE THAN A SpArC OF LIFE - 100920.pdf
-  05a - DP Police - County Lines Resource Pack - 170920.pdf
-  05b - DP Police - County Lines Resources document.pdf
-  05c - DP Police - Housing County Line ^LM Cuckooing Presentation 2 (002).pdf
-  06a - IRPW - Draft Annual Report Consultation Feb'21 - 290920.pdf
-  06b - IRPW - draft-annual-report-2021-2022.pdf
-  07a - MWWFRS - Draft Corporate Plan 2021 - 2026 Stakeholder letter - 290920.pdf
-  07b - MWWFRS - Draft Corporate Plan 2021.pdf
-  08a - Co-production Network - Invitation shaping future economy mid & south west Wales - 290920.pdf
-  08b - Co-production Network - Stakeholder Pack - A shared vision for our economy.pdf
-  09a - Powys CHC - Survey on GP Access during COVID-19 Pandemic - 180920.pdf
-  09b - Powys CHC - Poster Flyer GP Access during Covid.pdf
-  10a - Powys CHC - Notice of Powys CHC Services Planning Cttee Mtg 22 Sep'20 - 170920.pdf
-  10b - Powys CHC - SPC Agenda 22.09.20.pdf
-  11a - Powys CHC - Notice of Powys CHC Executive meeting 22 Sep'20 - 170920.pdf
-  11b - Powys CHC - Executive Committee Agenda 22.09.20.pdf
-  12a - Powys CHC - Notice Montgomery Local Cttee Mtg 1st Oct'20 - 280920.pdf
-  12b - Powys CHC - AGENDA Montgomery LC.pdf
-  13a - Play Wales - Thinking about loose parts in school - 290920.pdf
-  13b - Play Wales - Response to mental health & wellbeing schools consultation - 150920.pdf
-  13c - Play Wales - Resources to support playworkers - 210920.pdf
-  13d - Play Wales - Research Making it possible to do play sufficiency - 240920.pdf
-  13e - Play Wales - Guidance for a whole school approach to playtime - 090920.pdf
-  13f - Play Wales - Get the latest information from September's e-bulletin - 030920.pdf