



**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, SILCM

**MINUTES of FULL COUNCIL ORDINARY BUSINESS MEETING
on Wednesday 28th June 2017, 7.30pm, at Churchstoke Community Hall.**

1.0 Attendance, Apologies for Absence, Dispensations, and Declarations of Members' Interests: to record attendance, to receive and resolve if desired on apologies for absence, and 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 note dispensations (papers 1a-b previously circulated).

Attendance: Cllr D L Powell (Chairman), Cllr J Jones, Cllr M J Jones, Cllr A Richards, Cllr C P Smith, Cllr J N Wakelam, Cllr D N Yapp.

The Chairman welcomed members of the public.

Apologies for absence approved by Council: None.

Other apologies for absence reported to meeting: Cllr B L Smith.

Other apologies for absence received not reported to meeting: None.

Other Members not present: None.

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

Dispensations: Current dispensations can be found on the council's website.

Declarations of Members' interests: Members declared personal / prejudicial interests at the start/ during the meeting as follows:

Agenda Number	Item	Councillor	Nature of Declaration
5.0	Planning Matters	M J Jones	Personal not prejudicial interest as Member of Powys CC Planning Committee
5.3	Planning Applications	M J Jones	Personal and prejudicial interest as neighbour of the applicant
5.3	Planning Applications	J N Wakelam	Personal not prejudicial interest as employed by accountant of the applicant

2.0 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.

2.1 Mr A Mattox: correspondence regarding Orchard Close

Mr Mattox addressed the meeting regarding recent pre-planning application consultation by the potential developer of Orchard Close, and asked that if a formal planning consultation is received that CCC consider that part of the development site, 12 houses, is outside the UDP boundary and in open country.

The Chairman thanked Mr Mattox for taking the opportunity of the public participation protocol and his time and trouble to bring forward his views.

3.0 Minutes of Meetings: to approve and sign the minutes as a correct record the minutes of:

3.1 Annual Meeting 17th May 2017 at Churchstoke Community Hall (paper 3.1 previously circulated).

The minutes of the Annual Meeting 17th May 2017 at Churchstoke Community Hall were reviewed and approved.

RESOLVED:

The minutes of the Annual Meeting 17th May 2017 at Churchstoke Community Hall are approved and signed as a correct record.

Cllr C P Smith joined the meeting at this point.

3.2 Full Council Ordinary Business Meeting 17th May 2017 at Churchstoke Community Hall (paper 3.2 previously circulated).

The minutes of the Full Council Ordinary Business Meeting 17th May 2017 at Churchstoke Community Hall were reviewed and approved.

RESOLVED:

The minutes of the Full Council Ordinary Business Meeting 17th May 2017 at Churchstoke Community Hall are approved and signed as a correct record.

4.0 Matters Arising from Minutes for Information: to report matters arising for information from the minutes of:

4.1 Annual Meeting 17th May 2017 at Churchstoke Community Hall.

4.1.1 (5.1) Electoral Matters Co-Option Churchstoke Ward and (7.2e) Election to Positions of Special Responsibility

The Clerk reported that Ms Kim Massey has decided against acceptance of office by co-option, therefore a vacancy exists with effect from this meeting and declaration of vacancy will be advertised in the usual way.

4.2 Full Council Ordinary Business Meeting 17th May 2017 at Churchstoke Community Hall.

None.

5.0 Planning Matters:

5.1 Planning Specific Correspondence: to receive information, and resolve if desired, planning specific correspondence, if any.

5.1.1 Powys CC: Application P/2016/1052 Erection of a dwelling and construction of vehicular access at Land opposite Manor Cottage, White Grit – Notice that the application is to be heard at County Planning, Taxi, licensing and Rights of Way Committee on 22/06/2017 (paper 5.1.1 previously circulated).

Council received notice that the application was to be heard at the County Planning, Taxi, Licensing and Rights of Way Committee on 22/06/2017. The Clerk informed Members that the committee has approved the application.

5.1.2 A Member of the Public: to receive letter and reply from a member of the public regarding Orchard Close and P/2017/0111 (papers 5.1.2a-b previously circulated).

The Clerk reported correspondence from a member of the public regarding CCC’s response to the developer pre-planning application consultation on Orchard Close, also regarding the planning authority consultation on P/2017/0111, and the Clerk’s reply on behalf of the council. Noted.

5.1.3 Other planning specific correspondence, for information, if any (inc papers 5.2.2a-b previously circulated).

Council received other correspondence as follows:

- a) Welsh Government National Development Framework for Wales – Newsletter June 2017. Noted.
- b) Planning Aid Wales Notice of Annual General Meeting 26th June at Wrexham. Noted.

5.2 Powys CC Planning Determinations: to report from Powys CC notifying Community and Town Councils of Planning Decisions in their area.

The Clerk reported notification of planning determinations by Powys CC as follows:

Ref.	Site	Powys CC Planning Decision
None		

Cllr M J Jones joined the meeting at this point.

5.3 Planning Applications: to receive & resolve responses to consultations; full application(s) detail(s) at <http://www.powys.gov.uk/en/planning-building-control/search-view-and-comment-on-planning-applications/> including but not limited to those listed below. Later applications will be considered at the discretion of the Chair.

RESOLVED:

‘CCC responds to planning application consultations as follows:’

Ref.	Applicant	Site	Description	rec.
<i>Consultations on application(s) in Churchstoke community</i>				
P/2017/0556	Ms Melanie Squires, Pleasant View, Pentre	Pleasant View, Pentre	Change of use of land from agricultural to residential (retrospective)	N*

P/2017/0579	Mr & Mrs S Jones, Corndon, Chirbury	Corndon, Chirbury	Extension and alterations to an existing dwelling	S
P/2017/0603	Mr Mason, 2 Moonlight Barns, Upper Snead	1 Moonlight Barns, Upper Snead	Erection of a front porch and rear extension and all associated works	S
P/2017/0626	Mr Richard & Wendy Brown John-Leech, Brook House, Appletree, Shelve	Brook House, Appletree, Shelve	Full: Removal and replacement of agricultural building at Brook House, Appletree, Shelve	S
P/2017/0654	Ms Delves, The Firs, Churchstoke	Land at The Firs, Churchstoke	Outline: Erection of 3 detached properties, including detached carports, formation of vehicular access and associated works	O*

***P/2017/0556** – CCC notes the application and would like to comment for consideration as follows:

- the community council is of the view that this is an agricultural unit with agricultural property integral to the agricultural use of the adjoining field, and would not wish to see loss of the agricultural tie between land and dwelling
- for the same reasons, if change of use were to be granted, the community council would not wish to see extended permitted development rights.

***P/2017/0654** – CCC objects to the application for reasons as follows:

- It is proposed to have 3 separate entrances from the highway lay-by to the site which would limit the use of the well-used lay-by
- The proposal for 3 dwellings appears to be an over-development of the site
- The public footpath which crosses the site should be protected or re-routed through proper procedure
- The applicant's justification for the application on grounds of housing need is misleading, as there is already over-provision of housing plots against actual take-up in the village (many of which are with the applicant's family)
- The statement that no trees are to be felled is misleading as one large very old Oak tree has already been felled in recent weeks to make way for the development
- The south part of the site is outside the development areas set out in the UDP.

Action – Clerk to process

5.4 Planning Enforcement: to report information from Powys CC planning office and on planning enforcement matters within the community.

The Clerk reported correspondence from the planning office as follows:

Ref./ Site	Description
None.	

The Chairman invited Members to bring forward planning enforcement matters and Members discussed enforcement as follows:

Ref./ Site	Description
Land at Glebe, Old	CCC would like to report, and ask enforcement officer to investigate, a new entrance onto the highway from the field – this being a similar

Churchstoke	entrance in the same position to one refused some 8-10 years ago and which was required to be 'stopped-up'.
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Action – Clerk to process

6.0 One Voice Wales/ Society of Local Council Clerks, Guidance Notes: to receive other reports of AGM/ conference/ area meetings/ guidance notes/ training/ correspondence:

Council received correspondence as set out in appendix 1 and the Clerk highlighted as follows:

6.1 OVW Larger Councils Conference and Good Practice Awards Jul'17: to receive information and resolve, if desired, on attendance (paper 6.1a-b previously circulated).

Council received notice and invitation to Larger Councils Conference and Good Practice Awards 5th July, where the keynote speakers Jen Heal, Design Commission for Wales discussing Good Practice in Community/Place Planning and Richard Baker from Welsh Government discussing Devolution of Services and Asset Transfers. Noted.

6.2 OVW Montgomeryshire Cttee 14 Jun'17: to receive notice of meeting (paper 6.2 previously circulated).

Council receive notice of meeting of the committee 14th June where the guest speaker was Mr Dafydd Llewelyn Police and Crime Commissioner. Noted.

6.3 OVW Training: to receive information on training May-Nov'17 (paper 6.3 also previously circulated).

Council received detail of the training programme available from OVW from May to Nov. The Clerk recommended that as many Members as possible take advantage of the training. Noted.

6.4 Other correspondence: to receive and circulate other correspondence received via OVW.

The Clerk reported other 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 circulate documents post-meeting

7.0 Cae Camlad Playground and New Play Area: to receive progress highlight report from the project team (Cllr D L Powell).

The Chairman reported that a Bill of Sale has been prepared and posted to notice boards and website. The Clerk reported that the RoSPA inspection report has not yet been received from the county council but is expected in time for the July meeting.

Cllr D N Yapp enquired whether lids could be obtained for the new playground bins.

Action – Cllr D L Powell to enquire

8.0 Defibrillator at Hyssington: to consider, and resolve if desired, on initiating a project to acquire and install a defibrillator at Hyssington.

The Chairman reminded Members of its intention some years ago to acquire and install a defibrillator for Hyssington. The Clerk reported that capital funds allocated in previous years are in reserves.

RESOLVED:

CCC will proceed with the acquisition of a defibrillator to be provided at Hyssington Village Hall.

Action – Clerk to process

9.0 Application for Access and Underground Water Utility via Gorsty Lane

Hyssington: to receive an application by Mr P Hitchen, C21 Construction, for permission to install an access and underground water utility via Gorsty Lane, to the building plot adj Hyssington Village Green (paper 9 previously circulated). Council received correspondence from Mr Hitchen of C21 Constriction asking permission for access and underground water supply to the building plot adjacent to the village green at Hyssington via Gorsty Lane to the left of the current gate to the plot.

RESOLVED:

CCC thanks Mr Hitchen for approaching the community council with a constructive suggestion to avoid disturbance of the village green and, with the caveat that CCC obtains registration of ownership with the land registry, permits access and underground water supply to the building plot via Gorsty Lane to the left of the current gate to the plot, with all excavations to be made good upon completion of works.

Action – Clerk to process

10.0 Consultation by Welsh Government: Pharmacy in Churchstoke:

to receive, notice of appeal by West Midlands Co-operative Chemists (previously circulated) to Powys Teaching Health Board (PLHB) decision to refuse application for a pharmacy in Churchstoke, and to adopt CCC's resolution (28th Feb'17) as the formal response submitted by the Clerk for 21st June deadline (papers 10a-d previously circulated). Council received formal consultation regarding an appeal by West Midlands Co-operative Chemists (previously circulated) to Powys Teaching Health Board (PLHB) decision to refuse application for a pharmacy in Churchstoke. The Clerk reminded Members that the deadline for responses was prior to this meeting, and reported that CCC's opinion from February has been submitted as response.

RESOLVED:

CCC adopts the response made by the Clerk as its formal submission to the appeal.

11.0 Public Consultation PTHB: Dementia Home Treatment Team and Fan Gorau in North Powys:

to receive the consultation, and resolve a response if desired, on options for Dementia Home Treatment Team and Fan Gorau inpatient assessment unit at the Montgomeryshire County Infirmary in Newtown (papers 11a-c previously circulated). Council received consultation on the closure of Fan Gorau unit at the Montgomeryshire County Infirmary.

RESOLVED:

CCC does not wish to respond to the PTHB consultation on Dementia Home Treatment Team and Fan Gorau inpatient assessment unit at the Montgomeryshire County Infirmary.

12.0 Financial Reports.

12.1 Finance Specific Correspondence: to receive finance specific correspondence if any.

None.

12.2 Financial year 2016-2017

12.2.1 To receive and approve the Financial Accounts 2016-17 and to receive and resolve the Internal Audit report (paper 12.2.1a-b previously circulated)

The Clerk presented the internal audit report and Financial Accounts for 2016-2017, the Annual Return and Statement of Assurance required for external audit, and answered Members queries.

RESOLVED:

CCC notes and adopts the internal audit report and will amend the process for payment of the Clerk to be net of tax by cheque.

Action – Clerk to process

CCC approves the Financial Accounts for 2016-2017 as presented.

12.2.2 To approve the Annual Return with Statement of Assurance for dispatch to the external auditor (papers 12.2.2 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 as presented, and that the Annual Return and Statement of Assurance should now be submitted to external auditor for audit date 3rd July 2017.

Action – Clerk to process

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

12.3 Items Received Since Last Meeting: to report.

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

Payer	Description	£
	Allotments rents plots 2a, 5	45.00
B Vicary	Field allotment rent plot 4	220.00
E J Humphreys	PAYE Q3 2016-17 re-imburement	149.20
AL and RA Powell	Field allotment rent plot 3	110.00
Ch'stoke Bowling Club	Peppercorn rent 2016-17	1.00
M&G Investments	Charibond dividend	1.15
NatWest Bank	Gross interest June 2017	0.35
	Allotment rent plot 12, 14	53.57
Churchstoke FC	Fence and advertisement fees	250.00
	Allotment rent plot 10	30.00
E J Humphreys	PAYE Q1 Apr-Jun re-imburement	98.60
	Total	958.87

12.4 Items for Payment: to resolve to approve items for payment as follows:
The Clerk reported items for payment.

RESOLVED:

'CCC authorises payments as follows':

Chq	Payee	Description	£ex vat	£vat	£total
<i>To authorise items for payment at this meeting:</i>					
1044	Lee Stephens	Internal Audit 2016-17 accounts	110.00	0.00	110.00
1045	HM Revenue & Customs	PAYE Q1 Apr-Jun	98.60	0.00	98.60
<i>Total items to authorise for payment at this meeting</i>			208.60	0.00	208.60
<i>To report items previously authorised to be paid by direct debit or standing order:</i>					
DD	Public Works Loans Board	Loan 504503 instalment no.3	1,528.19	0.00	1,525.19
SO	E J Humphreys	Clerk salary Jun'17	558.43	0.00	558.43
<i>Total previously authorised to be paid by dd/sord.</i>			2,086.62	0.00	2,083.62
<i>Grand total for payment at this meeting</i>			2,295.22	0.00	2,295.22

Action – Clerk to process

12.5 Consolidated Balances: to report to date after sweep, receipts & payments.
The Clerk reported on gross, ring-fenced funds & net available bank balances as follows:

Item	Current acc. £	Reserve acc. £
Gross balances	500.00	36,187.64
Less consolidated ring-fenced funds	0.00	13,232.47
Net balances available	500.00	22,955.17

13.0 Highways and Rights of Way Reports.

13.1 From Powys CC/ Shropshire Council to CCC: to report general maintenance.
a) C2054 Wernddu Lane between Wernddu Farm and the Meadows Farm: lorry damage to the verge leading to drainage problems. Powys CC replies that it has scheduled a job to reinstate the verge, which will channel the surface water to the gully and therefore reduce the risk of vehicles slipping off the carriageway.

- b) A490 Churchstoke to Chirbury near Calcot Farm: water drains across the road, leading to danger of vehicles 'aquaplaning' and potential vehicle accidents. Shropshire replies with acknowledgement and that the fault has been forwarded for investigation.

13.2 From CCC to Powys CC/ Shropshire Council: to report general maintenance.

RESOLVED:

CCC reports matters for attention to highways and rights of way authorities as follows:

- a) *A489 near Brookside Cottage: hedge still obstructing pavement*
- b) *A489 near C2046 Coed Lane junction: road surface breaking up*
- c) *A489 near C2054 Werndu Lane junction: road surface breaking up*
- d) *A489 near Hall Bank: overhanging trees obstructing the pavement*
- e) *A489 near Old School House: hedge obstructing the pavement*
- f) *A489 near Orchard Close: central bollard lying flat*
- g) *A489/A490 junction: central bollard lying flat*
- h) *B4385 near Feeding Grounds: eastern place name for Mellington is damaged and needs relocating in order to avoid repeat damage.*

Action – Clerk to process

14.0 County Council Matters: to receive & discuss other general Powys CC/ Shropshire Council matters.

- a) Powys CC: Cllr M J Jones reported:
 - The new Council is a coalition of Independents and Conservatives giving a controlling group of 49 councillors with a cabinet of 6 Independents and 4 Conservatives.
- b) Shropshire Council: no report.

15.0 Correspondence: to receive, for information, items of general correspondence which may be brought to the attention of the council. Council received correspondence as set out in appendix 2 and the Clerk highlighted as follows and the Clerk highlighted as follows:

15.1 Complaint regarding grass-cutting: to receive a complaint regarding grass-cutting at the cemetery, and the reply made by the Clerk (papers 15.1a-b previously circulated).

Council received a complaint from member of the public regarding grass cutting at the cemetery, and the Clerk's reply explaining that cutting was scheduled and undertaken next day. Noted.

15.2 Other correspondence: to receive and circulate other correspondence received.

The Clerk reported other 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 circulate documents post-meeting

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

- 16.1 Chairman's Announcements: to receive announcements from Chairman and Members for information
- a) Chairman: reported on a recent questionnaire circulated by St Nicholas Church with proposal to convert part of the church into community hall type use, and encouraged Members to respond indicating that the community already has a good community hall.
- 16.2 Items for Future Agenda: to bring forward items for consideration for future agenda
- a) Chairman: reported interest from a member of the public for co-option for Hyssington Ward for July meeting.
- 16.3 Next meeting: Full Council Ordinary Business Meeting: Wednesday 26th July 7.30pm, at Hyssington.

17.0 Confidential Session Exclusion of Public and Press

- 17.1 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 confidential nature of the business about to be transacted.

RESOLVED:

In accordance with the Public Bodies (Admission to Meetings) Act 1960 (2) the Council 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.

- 17.2 Land Registration at Hyssington [confidential reason: legal preparations]: to receive, and resolve if desired, regarding preparation and progress of the registration.
The Clerk informed Council of continuing progress by the council's solicitor in registration of the land at the village green at Hyssington.

RESOLVED:

Council notes the solicitor's progress with registration of land ownership at the village green, and authorises the Clerk to progress likewise for Gorsty Lane.

Action – Clerk to process

- 17.3 Terms and Conditions of Employment [confidential reason: employment matters]: to report attainment by the Clerk of the sector qualification 'Certificate in Local Council Administration (CiLCA)' and to resolve scale increment according to model contract (confidential paper 17.3 circulated previously).
The Clerk reported success in attaining CiCLA qualification and referred Members to the briefing paper.

RESOLVED:

Council congratulates the Clerk on obtaining CiLCA qualification, agrees to award one scale increment according to model contract, and releases any unused funds for Clerk's qualification from council's ring-fenced reserves.



















Action – Clerk to process

- 17.4 Confidential Matters and Correspondence [confidential reason data protection of individuals]: to receive, and resolve if desired, such business or correspondence of a confidential nature as will be brought before the council by the Clerk.
None.






















Meeting ended – 9.35pm.

DRAFT

Appendix 1: One Voice Wales/SLCC Correspondence and circulated post meeting

-  6.1a - OVW Letter Larger Councils Conference July 2017.pdf
-  6.1b - OVW Agenda Larger Councils 5th July.pdf
-  6.2 - OVW Montgomeryshire Cttee 14 Jun'17 - 030617.pdf
-  6.3a - OVW Quick Check Training Finder - Mid 2017.pdf
-  6.3b - OVW Overview Modules Jan 2017 ENG.pdf
-  6.4a-1 - OVW Conference and AGM Sat 30th Sep'17 - 260617.pdf
-  6.4a-2 - OVW May News Bulletin - 250517.pdf
-  6.4b-1 - WGov Appointment Research Ethics Committee Professional Practitioner - 250517.pdf
-  6.4b-2 - WGov Ethicsmembershipspection.pdf
-  6.4c - WGov Historic Environment Update 4 - ENG.PDF
-  6.4d - WGov Sustainable Management Scheme - 220617.pdf
-  6.4e-1 - WGov GDF WWC LA & CC Invite Letter English_14_PDF.pdf
-  6.4e-2 - WGov Stakeholder Discussion paper GDF CE Workshop ENGLISH.pdf
-  6.4f - WGov Academi Wales Opportunities Bulletin - 180517.pdf
-  6.4g - HLF Apply for the Great Place Scheme in Wales - 200617.pdf
-  6.4h - FCFCG Wales Events - 070617.pdf
-  6.4i - South Wales Chamber A number of funding pots have become available for different sectors - 250515.pdf
-  6.4j - NALC Plant a Tree Charter Legacy Tree - 250517.pdf

Appendix 2: General Correspondence received and circulated post meeting

-  15.1a - Complaint from public re grasscutting cemetery - 070617 REDACTED.pdf
-  15.1b - Reply to public re grasscutting cemetery - 070617 REDACTED.pdf
-  15.2a - FOTGAH AGM~2~Mins~Appendices.pdf
-  15.2b - PCC RWS final invitation T & C.pdf
-  15.2c-1 - PCC Community Delivery Newsletter Issue 4 English.pdf
-  15.2c-2 - PCC Stakeholder Feedback Report v3.pdf
-  15.2d - PCC Arwain The Regenerator Spring 24.pdf
-  15.2e - PCC Newyddion Powys Newslne - 210617.pdf
-  15.2f - PCC PTHB Launch of 'Healthy, Caring Powys' 5th Jul'17 - 160617.pdf
-  15.2g - PCC Sales Workshops - 210617.pdf
-  15.2h - R George AM Jun'17 Newsletter - 070617.pdf
-  15.2i - Broadband Summit with Minister 17 Jul'17 - 070617.pdf
-  15.2j - KHVT - Landscape Partnership Scheme proposal - update - 300517.pdf
-  15.2j-2 - DP Police NBCC Questionnaire.pdf
-  15.2k-1 - DP Police National Business Crime Survey - 260517.pdf
-  15.2l - MWWFRS Did You Know Survey - 260517.pdf
-  15.2m - CA Powys Money Talks poster.pdf
-  15.2n - Cae Post Newsletter - July 2017.pdf
-  15.2o - GoSafe Driving without Due Care & Attention Conviction Operation SNAP - 310517.pdf
-  15.2p - Powys CHC AGM and Full Council Meeting 13th Jun'17 - 070617.pdf
-  15.2q - Seafarers Fly the Red Ensign Day 3rd Sep'17 - 310517.pdf

End of appendices