

**CYNGOR CYMUNED YR YSTOG
CHURCHSTOKE COMMUNITY COUNCIL**

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

**MINUTES of FULL COUNCIL ORDINARY BUSINESS MEETING
on Tuesday 25th April 2017**

at Hyssington Village Hall at 7.30 p.m.

- 1.0 Attendance, Apologies for Absence, Dispensations, and Declarations of Members' Interests** – to record attendance and apologies for absence, 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.

Attendance: Cllr B L Smith (Chairman), Cllr J Jones, Cllr M J Jones, Cllr K D Massey, Cllr A Richards, Cllr P C Rigg, Cllr J N Wakelam.

The Chairman welcomed members of the public.

Apologies for absence approved by Council: None.

Other apologies for absence reported to meeting: Cllr D L Powell, Cllr C P Smith.

Other apologies for absence received not reported to meeting: Cllr D N Yapp.

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
6.0	Planning Applications	M J Jones	Personal not prejudicial interest as Member of Powys CC Planning Committee
9.0	Bowling Club, Allotments, Recreation Field	J N Wakelam	Personal and prejudicial interest as allotment holder and member of Churchstoke Bowling Club
9.0	Bowling Club, Allotments, Recreation Field	P C Rigg	Personal and prejudicial interest as a member of Churchstoke Bowling Club
10.0	Recreation Field	J Jones	Personal and prejudicial interest as a member of Churchstoke Football Club

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 Hyssington Village Green (Mr S Griffin).

Mr Griffin thanked CCC for reaffirming its partnership with the Friends of the Green and Horsewell (FOTGAH) and for delegating authority to Cllr D L Powell and the Clerk to proceed with land registry and voluntary registration as a village green, and highlighted:

- Initial works at the horsewell
- The building site on adjacent land has been sold recently, and activity suggests works may start
- Extant planning permission for works on the building land M/2003/1168 makes no mention of access to the field gate, which would compromise the north-western boundary of the Green
- Rights of Way definitive map shows no evidence of a footpath across the Green to the gate
- Importance of formalising CCC's ownership and voluntary registration under S15 of the Commons Act 2006.

The Chairman thanked Mr Griffin on behalf of CCC for the hard work undertaken by FOTGAH in research, and for recent clearance work opening up the horsewell.

3.0 Minutes of Meetings: To approve and sign the minutes as a correct record the minutes of the Full Council Ordinary Business Meeting 28th March 2017 at Churchstoke Community Hall (paper 3 previously circulated).
The minutes of the Full Council Ordinary Business Meeting 28th March 2017 at Churchstoke Community Hall were reviewed and approved with amendment to include.

RESOLVED:

'The minutes of the Full Council Ordinary Business Meeting 28th March 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 the Full Council Ordinary Business Meeting 28th March 2017 at Churchstoke Community Hall.

4.1 (9.0) Grounds Maintenance & Grass cutting.

The Clerk reported that the contract has started, with a first cut undertaken before the Easter bank holiday, and that contract papers are being prepared.

5.0 Elections May 2017: to receive Statements of Persons Nominated, and Result of Uncontested Election, for Community Council and County Council elections 4th May (papers 5a-c previously circulated).

Council received and noted the Statements of Persons Nominated (Churchstoke ward) and the Result of Uncontested Election (Churchstoke ward), for Community Council elections 4th May 2017. Council noted the remaining vacancies on the community council in Churchstoke Ward (1) and

Hyssington Ward (3). The Clerk described the process of co-option to fill remaining vacancies. The Chairman thanked retiring councillors especially those not seeking re-election and those who have served for several terms, for their work and support on the community council.

Action – Co-option for Annual Meeting agenda

Council also received and the Statement of Persons Nominated for County Council elections 4th May.

6.0 Planning Matters:

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

6.1.1 Planning Aid Wales: Planning Aid Wales: Planning Aid Wales Network Events: to resolve if desired, attendance at forthcoming events (papers 6.1.1a-b previously circulated).

Council received information regarding the event 'Place Plans – Rolling out the concept', Wednesday 24th May 2017, 12:00 to 16:00, at Elephant and Castle Hotel, Newtown. The Clerk recommended attendance as a good starting point if Members have an interest in developing a place plan for the community.

6.1.2 Other planning specific correspondence, for information, if any.
None.

6.2 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
P/2017/0107	Chapel Croft, Pentre	Consent
P/2017/0122	1 Chaseley Fields, Hall Bank	Consent

6.3 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:

RESOLVED:

'CCC responds to planning application consultations as follows:'

Ref.	Applicant	Site	Description	rec.
<i>Consultations on application(s) in Churchstoke community</i>				
P/2017/354	Mr & Mrs D Heath, Pinwydd, Churchstoke	Pinwydd, Churchstoke	Change of Use of traditional agricultural building to residential dwelling, demolition of agricultural building to rear, installation of sewage treatment plant and improvements to existing vehicular access	N

- 6.4 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
None.	

- 7.0 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 and the Clerk highlighted as follows:

- 7.1 One Voice Wales: Motions for 2017 Annual General Meeting: invitation to propose a maximum of two motions for debate at the AGM on Sat 30th Sep'17, by no later than noon on Fri 30th Jun'17
- 7.2 One Voice Wales: Montgomeryshire Area Committee: notice and agenda for the committee meeting 19th Apr'17, 7pm, at Machynlleth
- 7.3 One Voice Wales: copy of the OVW response to Welsh Government Consultation Local Government Reform
- 7.4 One Voice Wales: latest news bulletin from One Voice Wales
- 7.5 One Voice Wales: New Councillor Induction Training schedule
- 7.6 Welsh Government: new edition of The Good Councillors Guide 2017
- 7.7 Other correspondence: The Clerk indicated other correspondence will be circulated electronically post meeting where electronic copies are available, and set out in appendix 1.

Action – Clerk to circulate documents post-meeting

- 8.0 Cae Camlad Playground and New Play Area:** to receive progress highlight report from the project team (Cllr D L Powell).
In the absence of Cllr D L Powell there was no report.

- 9.0 Bowling Club, Allotments, Recreation Field:** to consider obligations of parties, receive a quotation for works, and resolve if desired, regarding replacement to fences between allotments, bowling green and recreation field.

Declarations of Members' Interests:

- Cllr J N Wakelam, having declared a personal and prejudicial interest, left the meeting for this item.
- Cllr P C Rigg, having declared a personal and prejudicial interest, left the meeting for this item.

The Chairman reminded Council of the removal of the bowling club hedge and previous correspondence from an allotment holder asking Council to consider replacement/ repairs to the exposed chain link fencing.

The Clerk reported on a quotation for fence replacement, and indicated the previous commitment by the bowling club to improvements at the bowling green (including fencing) and the obligations of parties to the lease.

RESOLVED:

'CCC reminds the Churchstoke Bowling Club of its proposals for improvements made June and July 2015, the council support and permission given, based on those proposals, and of the obligations of the club according to the lease.'

Action – Clerk to process

- 10.0 Recreation Field:** to congratulate Churchstoke Football Club on its season's success in gaining potential promotion to the Spar Mid Wales Division 1, and to resolve, if desired, regarding permission for the club to erect a temporary demountable field-side shelter as a condition to enable the club to enter the higher division.

Declarations of Members' Interests:

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

The Chairman reported on the success of the Churchstoke Football Club on its success in gaining potential promotion to the Spar Mid Wales Football League Division 1, dependant on certain conditions for spectator facilities, and the site visit (20th Apr) at the invitation of the club to describe potential works.

RESOLVED:

'CCC congratulates Churchstoke Football Club on its season's success in gaining potential promotion to the Spar Mid Wales Football League Division 1.

CCC accepts the club's request to erect a temporary demountable field-side shelter (hall side, in place of the dug-outs), this being on the understanding that...

- this is a condition to enable the club to take its promotion to Division 1*
- it will be bolted on concrete pad*
- size approximately 9m x 3.2m x 2.8m*
- appropriate planning permission (if required) will be dealt with by the club*
- arrangements are made with the council by the club to cover insurance, ownership, and regular safety inspections.'*

Action – Clerk to process

- 11.0 Hyssington Village Green:** to note the newsletter, and to adopt the work plan for renovation of the Horsewell by the 'Friends of the Green and the Horsewell' (paper 11a-b).

In the absence of Cllr D L Powell, the Clerk reported on the workplans for the Village Green and restoration of the Horsewell by the 'Friends of the Green and the Horsewell'.

RESOLVED:

'CCC adopts the workplan outlined by FOTGAH.'

12.0 Financial Report:

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

12.1.1 Wales Audit Office: Audit fees and other matters relating to the 2015-16 audit: Council received correspondence to all community and town councils in Wales clarifying certain matters relating to the 2015-16 audit, and a reminder of the themes for future audits as follows:

- 2017-18 – effectiveness of internal audit; use of reserves
- 2018-19 – compliance with standing orders; delegation to committees
- 2019-20 – use of S137 of LG Act 1972; arrangements for making payments
- 2020-2021 – employment of staff; well-being of future generations.

12.2 Financial Year 2017-18: Annual Investment Strategy 2017-2018 – to receive & resolve to adopt the strategy (paper 12.2 previously circulated).

The Clerk presented and recommended the Annual Investment Strategy 2017-2018, prepared according to Welsh Assembly statutory guidance.

RESOLVED:

'CCC accepts and adopts the Annual Investment Strategy 2017-2018 as presented'.

Cllr K D Massey left the meeting at this point.

12.3 Financial Year 2017-18: to resolve on appeals/ donations for 2017-18 (paper 12.3 previously circulated).

The Clerk reported on financial appeals for 2017-18 and referred Members to the briefing memo.

RESOLVED:

'CCC has provision in the 2017-18 budget for donations totalling £140, and authorises payment of appeals as follows':

Name of Organisation	2017-18 Budget approved
Royal British Legion	70
Wales Air Ambulance	70
Total	140

Action – Clerk to process

12.4 Pension Provision and Auto Enrolment for Council Employees: to report requirements and process leading to the auto-enrolment the staging date, and to resolve to adopt a Council Pension Scheme for Employees (paper 12.4 to follow).

The Clerk reminded Council of its obligations for pensions provision, the auto-enrolment staging date 1st May, and referred Members to the briefing report and recommendations.

RESOLVED:

'CCC approves as follows:

- *Scheme: CCC selects National Employment Savings Trust (NEST) as its Employer Pension Scheme for reasons: relatively low cost, both in charges and in percentage contributions from employer and employee; online set up and management by employer; no set up cost; set up by Government and tailored to suit small employers; choosing a private scheme would require some degree of expertise and would carry an increased risk without such expertise*
- *Pensionable Earnings: CCC uses qualifying earnings as the pensionable earnings*
- *Start Date: CCC sets the staging date 1st May 2017 as the Scheme Start Date*
- *Rate: CCC and employees contribute by default at the minimum requirements*
- *Payments: that CCC authorises payment of contributions by Direct Debit*
- *Policy: CCC will draw up a Pensions Policy to set out these resolutions clearly for use by future Council, councillors, and employees.'*

Action – Clerk to process

12.5 Items Received Since Last Meeting – to report.

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

Payer	Description	£
NatWest Bank	Gross interest Mar 2017	0.32
B P H Llewellyn	Field allotment rents 2017-18 plots 1 & 2	230.00
	Total	230.32

12.6 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
To authorise items for payment at this meeting:					
1036	E J Humphreys	Admin expenses Q4 2016-17 Q4 Jan-Mar	331.34	18.11	349.45
1037	Severn Waste Services	Empty soakaway tanks	160.00	32.00	192.00
1038	Andrew Evans Landscapes	Grounds maint Jan, Feb, Mar and final invoice for contract	954.83	190.97	1,145.80
1039	Churchstoke Recreation Association	Community Hall grant 2016-17	2,289.82	0.00	2,289.82
1040	Hyssington Village Institute	Village Hall grant 2016-17	824.22	0.00	824.22

n/a	Powys CC	Cemetery rates 2017-18	0.00	0.00	0.00
Total to authorise for payment this meeting			4,560.21	241.08	4,801.29
To report items previously authorised to be paid by direct debit or standing order:					
SO	E J Humphreys	Clerk gross salary Apr'17	558.43	0.00	558.43
Total previously authorised paid by dd/sord.			558.43	0.00	558.43
Grand total for payment at this meeting			5,118.64	241.08	5,359.72

Action – Clerk to process

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

The Clerk reported on the M&G quarterly statement for 1st Oct-31st Dec 2017:

Fund	Number of shares	Share Price (p)	Value at 31/03/2017 (£)
Charibond	100	129.57	129.57

Item	Current acc. £	Reserve acc. £
Gross balances	500.00	31,691.61
Less consolidated ring-fenced funds	0.00	11,503.57
Net balances available	500.00	20,188.04

13.0 Highways & Rights of Way Reports:

- 13.1 From Powys CC/ Shropshire Council to CCC: to report general maintenance

a) None reported.

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

a) A489 outside Brookside Cottage: Ivy encroaching onto the public pavement

b) B4385 near Foxholes, Montgomery Road, Bishop's Castle: pothole.

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:

- Nothing further to report at present.

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 and the Clerk highlighted as follows:

The Clerk indicated correspondence 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:**

a) Chairman: Next meetings:

- Annual Meeting of the Council 17th May 2017, 7.30pm, at Churchstoke
 - Full Council Ordinary Business Meeting 17th May 2017, on the rising of the Annual Meeting, at Churchstoke.
- b) Chairman: thanked retiring councillors especially those not seeking re-election and those who have served for several terms, for their work and support on the community council over the years.

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 [specified] 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 National Pay Settlement 2016-17 and 2017-18 [confidential reason employment matters]: to recall details of the joint national pay settlement, resolved and adopted 27th Sep'16, and to note the new rate for the Clerk to the Council for the period 1st Apr'17 to 31st Mar'18 (paper 17.2 previously circulated).

The Clerk reminded Council of the 2-year joint national pay settlement approved by CCC in September 2016. Council noted the effect for the coming year 2017-18, and that the standing order will be amended accordingly.

















- 17.3 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 – 9.12pm.

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

-  7.1 - OVW Motions letter 2017 Eng.pdf
-  7.2 - OVW Montgomeryshire Area Committee 19th Apr'17 - 070417.pdf
-  7.3a - OVW White Paper Reform Draft Response 10 April 2017.pdf
-  7.3b - OVW Community and Town Councils Manifesto FINAL.pdf
-  7.4 - OVW Latest news from One Voice Wales - 300317.pdf
-  7.5 - OVW New Councillor Induction Training 130417.pdf
-  7.6 - WGov The Good Councillors Guide 2017.PDF
-  7.7a-1 - WAO AJB261-eng.pdf
-  7.7a-2 - WAO Extract from Annual Report Eng & Welsh.pdf
-  7.7b - WGov News Quarter of billion pound boost for Wales' rural communities - 290317.pdf
-  7.7c - Welsh Water day event 2nd May, Cardiff Welsh Water 2050 - 060417.pdf
-  7.7d - WGov Member Victims and Survivors' Consultative Panel Call for applications - 050417.pdf
-  7.7e-1 - WGov Admin Support Vacancy Closing 7th April - email 280317.pdf
-  7.7e-2 - WGov Admin Support Vacancy Closing 7th April - Advert 280317.pdf
-  7.7f - NALC Tree Charter Become a Local Council Charter Branch - 060417.pdf

Appendix 2: General Correspondence received and circulated post meeting

-  15a - Pharmacy - 20170406 Letter Gavin Lewis to CCC re Appeal West Midlands Coop.pdf
-  15b-1 - PCC re changes to schools admissions - 310317.pdf
-  15b-2 - PCC re changes to schools admissions POSTER - 310317.pdf
-  15c - PCC New waste collection day arrangements to be delayed - 050417.pdf
-  15d-1 - PCC Community Delivery Newsletter out NOW - 300317.pdf
-  15d-2 - PCC Community Delivery Newsletter Issue 3 English.pdf
-  15e-1 - PtLHB Welcome Vision for Health and Care in Powys 2027 - 290317.pdf
-  15e-2 - PtLHB HCSD-everyday-EN-final.pdf
-  15f - R George AM e-Newsletter Apr'17 - 210417.pdf
-  15g - MWAH April 2017 Housing Bulletin - 050417.pdf
-  15h - PCC Census test day is this Sunday - 070417.pdf
-  15i-1 - PCHC Agenda - Montgomeryshire LC April 2017.pdf
-  15i-2 - PCHC Agenda item 6- unconfirmed Minutes Jan.pdf
-  15j - Welshpool HS Community Governor vacancy - 030417 REDACTED.pdf
-  15k - Cae Post Newsletter - April 2017 - 060417.pdf
-  15l - Gateway Flyer. Case Study .pdf

End of appendices