

**CYNGOR CYMUNED YR YSTOG  
CHURCHSTOKE COMMUNITY COUNCIL**

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

**MINUTES of FULL COUNCIL ORDINARY BUSINESS MEETING  
on Tuesday 29<sup>th</sup> November 2016  
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 D L Powell (Vice-Chairman), Cllr J Jones, Cllr M J Jones, Cllr K D Massey, Cllr A Richards, Cllr P C Rigg, Cllr C P Smith, Cllr J N Wakelam.

In the absence of the Chairman, the Vice-Chairman took the Chair.

Apologies for absence approved by Council: None.

Other apologies for absence: Cllr B L Smith (Chairman), 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
5.0	Planning Matters	M J Jones	Personal not prejudicial interest as Member of Powys CC Planning Committee
5.3	Planning Applications	J Jones	Personal not prejudicial interest in applications P/2016/1066-67
5.3	Planning Applications	M J Jones	Personal and prejudicial interest in application P/2016/1014 as neighbour
5.3	Planning Applications	P C Rigg	Personal and prejudicial interest in application P/2016/1052 as neighbour
8.0	Planning Applications	D L Powell	Personal and prejudicial interest as family member has quoted for work

- 2.0 Minutes of Meetings:** To approve and sign the minutes as a correct record the minutes of the Full Council Ordinary Business Meeting 25<sup>th</sup> October 2016 at Churchstoke Community Hall (paper 2 previously circulated).

The minutes of the Full Council Ordinary Business Meeting 25<sup>th</sup> October 2016 were reviewed and approved.

**RESOLVED:**

*'The minutes of the Full Council Ordinary Business Meeting 25<sup>th</sup> October 2016 are approved and signed as a correct record.'*

**3.0 Matters Arising from Minutes for Information:** To report matters arising for information from the minutes of the Full Council Ordinary Business Meeting 25<sup>th</sup> October 2016 at Churchstoke Community Hall.

**3.1 (17.0c) Council Website**

The Clerk reported that Cllr K D Massey and the Clerk will be meeting to review the website work on Saturday 3<sup>rd</sup> December.

**4.0 Electoral Matters:**

**4.1 Churchstoke Ward:** following the Declarations of Vacancies dated 25<sup>th</sup> October 2016) to receive information from the Elections Office that no election has been called and that the council is required by law to give notice and Co-opt to the vacancies.

The Clerk reported on notification from the office of the Returning Officer that no request for an election to fill the vacancies has been received from ten electors of the ward. Therefore, in accordance with the Local Elections (Parishes and Communities) Rules (1986), CCC is now required to fill the vacancies by co-option, and that the Local Government (Wales) Measure 2011 requires CCC to give public notice where vacancies are to be filled by co-option.

**RESOLVED:**

*'CCC gives notice of Co-Option, will publish notice of intent to co-opt, seeks interested members of the public and will notify the Clerk of names of interested parties, and the Clerk to distribute notices of co-option for notice boards and to post the notice to the website.'*

Action – Members to seek  
& Clerk to process

Notices of co-option were distributed to Members for notice boards.

Cllr K D Massey joined the meeting at this point.

**4.2 Correspondence:** to receive information from the elections officer regarding elections 2017, and to request for copy of the electoral register (paper 4.2 previously circulated).

Council received information from the elections office regarding arrangements for elections in May 2017, including: date (4<sup>th</sup> May'17), costs, casual vacancies, retirement of existing councillors and new councillors taking office (8<sup>th</sup> May'17), date of annual meeting, new register of electors, and contact names and numbers. The Clerk also reported that a data copy of the new register 1<sup>st</sup> Dec'16 has been requested for the permitted purposes. Noted.

**5.0 Planning Matters:**

**5.1 Planning Specific Correspondence:**

5.1.1 Powys County Council: re. P/2016/0779 at Lake Farm, Churchstoke. Council received formal notice that the above planning application was to be considered at the Planning, Taxi Licensing and Rights of Way Committee on 24<sup>th</sup> Nov'16 at 10am at Neuadd Maldwyn, Welshpool. The Clerk reminded Members that this had been circulated in advance.

5.1.2 Other Planning Correspondence: to receive, for information, other planning specific correspondence, if any.

- a) Planning Aid Wales: re. pre-application community consultations Council received information on an event designed to assist local councils deal with pre-application consultations for significant developments, on Tue 17<sup>th</sup> Jan'17 in Swansea. Noted.

5.2 Powys CC Planning Determinations: to report from the new process at Powys CC notifying Community and Town Councils of Planning Decisions in their area (papers 5.2a-b previously circulated).

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

Ref.	Site	Powys CC Planning Decision
P/2016/0832	Plot to rear of The Court House	Consent
P/2016/0778	St Nicholas Churchyard	Consent
P/2016/0842	Moat Farm, Bishops Castle	Consent

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:

Declaration of Members' Interest

- Cllr M J Jones declared a personal and prejudicial interest in application P/2016/1014 and left the room for this item.
- Cllr P C Rigg declared a personal and prejudicial interest in application P/2015/1052 and left the room for this item.

RESOLVED:

*'CCC responds to planning application consultations as follows:'*

Ref.	Applicant	Site	Description	rec.
<i>Consultations on application(s) in Churchstoke community</i>				
P/2016/0721	Ms Lisa Contestabile, Engineering Design, Powys County Hall, Llandrindod Wells	Plot adjacent to Fir House, Churchstoke	Amended proposals: Outline (some matters reserved) development of up to 45 dwellings and associated works to include demolition of existing building	<b>S*</b>
P/2016/1014	Mr James Levy, Pentre Mill, Pentre	Pentre Mill, Pentre	LBC: Replacement of flue	<b>S</b>
P/2016/1052	Mr Gricmanis, c/o Berrys, Willow House East, Shrewsbury Business Park	Land opposite Manor Cottage, White Grit	OUTLINE: Erection of up to 3 dwellings and construction of vehicular access	<b>S*</b>

P/2016/1066	Mr & Mrs A Williams, Bacheldre House Barn, Churchstoke	Bacheldre House Barn, Churchstoke	Conversion of outbuilding to create 3 dwellings, vehicular access, installation of sewerage treatment plant and all associated works	S*
P/2016/1067	Mr & Mrs A Williams, Bacheldre House Barn, Churchstoke	Bacheldre House Barn, Churchstoke	LBC: Conversion of outbuilding to create 3 dwellings and all associated works	S
P/2016/1136	Mr James, Mid Counties Co-op, c/o DarntonB3, The Coach House, Maun St. Monk Fryston, Selby	Crosslikey Supermarket, Churchstoke	Installation of new shop front	S

**\*P/2016/0721:** CCC supported the application with additional comment as follows:

- It asks that access onto the highway A489 is co-ordinated design with access for the permission for 40 dwellings opposite on land adj Buttercup Cottage (P/2015/0340)
- It welcomes a commitment to make 'community gain' contribution
- It welcomes the inclusion in the amended proposals of a new footway on the south side of A489 from the development through to the supermarket
- It would like to see the affordable condition spread across the range of styles of dwelling.

**\*P/2016/1052:** CCC supported the application with additional comment as follows:

- It notes that the development is in a rural settlement and outside a development area, so CCC is of the view that the development should have a condition for local need
- CCC urges planning officers to ensure that sewerage management and soakaway is adequate in an area of known drainage problems.

**\*P/2016/1066:** CCC supported the application with additional comment as follows

- It has concerns over visibility at the access from the site to the highway and asks that planners ensure safety conditions are met.

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

Ref./ Site	Description
None	

- 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 (inc paper 6a-b previously circulated).
- 6.1 One Voice Wales Innovative Practice National Awards 2017: to receive information, and resolve if desired, regarding the awards (papers 6.1a-b previously circulated).  
Council received information inviting nominations for One Voice Wales Innovative Practice National Awards 2017, with closing date for entries Fri 20<sup>th</sup> Jan'17. Noted.
- 6.2 Training: to report, for information, the Clerk's submission of CiLCA Qualification portfolio and forthcoming councillor training sessions.  
The Clerk reminded Members of council support for qualification in Certificate in Local Council Administration (CiLCA) and reported that the portfolio of evidence has been submitted ahead of deadline. Noted.
- The Clerk also reported forthcoming councillor training sessions as follows:
- Health and Safety, 6<sup>th</sup> Dec'16 at Trefeglwys. Noted.
- 6.3 To receive other correspondence from OVW/ SLCC, for information, as will be brought before the council by the Clerk (if any).  
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
- 7.0 Cae Camlad Playground and New Play Area:** to receive progress highlight report from the project team (Cllr D L Powell), and a response from CRA regarding bins and inspection regime.  
Cllr D L Powell reported that the Churchstoke Recreation Association accepts CCC's offer to attend to bins and visual inspection weekly at the rate offered, and reminded Members that the project team must refocus its energy on decommissioning the old playground.
- 8.0 Recreation Field and Open Spaces/Community Pride:** to receive and resolve on quotation for tree pruning at the recreation field.

Declaration of Members' Interest

- Cllr D L Powell declared a personal and prejudicial interest and left the room for this item.

In the absence of the Vice-Chairman for this item, Cllr M J Jones was elected to take the Chair.

The Clerk reported the estimate for trees pruning and reminded Members that this is unbudgeted and should be dealt with by resolution of council.

**RESOLVED:**

*'CCC accepts the estimate from Mr Dan Powell for trees pruning along the Recreation Field/ Fir Court Drive boundary to the maximum value of £300 and authorises the Clerk to commission works.'*

Action – Clerk to process

- 9.0 Consultation by Boundary Commission for Wales: 2018 Review of Parliamentary Constituencies:** to resolve a response, if desired, to the consultation (papers 9a-e previously circulated).  
The Vice-Chairman reminded Members of the consultation documents, and that the Boundary Commission for Wales proposes that the existing Montgomeryshire constituency will cease to exist with Churchstoke being allocated to Brecon, Radnor and Montgomery. Responses are welcomed by 5<sup>th</sup> Dec'16.

RESOLVED:

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

- 10.0 Churchstoke CP School:** to consider again the CCC representative to the School Governing Body (Cllr M J Jones).

Cllr M J Jones reported from recent meeting of the school governing body and reminded Members that there remains a vacancy for an additional community governor nominated by the community council. Cllr M J Jones also reported that a recent inspection has resulted in the school being removed from Estyn monitoring.

Action – for January agenda

- 11.0 Public Participation:** to report the end of the 6-month trial period, and to resolve on future policy and practice, with amendments if desired (paper 11 previously circulated).

The Vice-Chairman reminded Council of the trial policy and practice adopted in Apr'16 for 6 months, to encourage openness and transparency by enabling members of the public to address a council meeting on any item on the meeting agenda.

RESOLVED:

*'CCC notes conclusion of the 6-month trial period and adopts the permanent practice and protocol for public participation at meetings without amendment.'*

Action – Clerk to process

- 12.0 Dyfed Powys Police Speed Watch:** to receive information and to resolve, if desired, regarding supporting a community speed watch scheme (paper 12a-b previously circulated).

Council received information about a community speed watch scheme.

RESOLVED:

*'CCC notes the community speed watch scheme and agrees to post the information to notice boards and website.'*

Action – Clerk to process

- 13.0 Financial Report:**

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

None.

- 13.2 Appeals Financial Year 2017-18: to receive appeals for financial assistance (paper 13.2 previously circulated)  
The Vice-Chairman referred Members to the Clerk's report on general financial appeals received during the year.

**RESOLVED:**

*'CCC will make provision in the 2017-18 budget for donations totalling £140, and provisionally allocates £70 each for Royal British Legion, and Wales Air Ambulance.'*

- 13.3 Budget Financial Year 2017-18: to receive the budget panel 1<sup>st</sup> draft budget and plan (paper 13.3 previously circulated).  
Council received the budget panel's 1st draft budget and plan for 2017-18. The Clerk reminded Members that there is no concurrent funding grant available from Powys CC from 2017-18 onwards. The Vice-Chairman reported concerns that village halls will be losing further grant funds from Powys CC and the grants will cease entirely in 2018-19.

Action – for December agenda

The Vice-Chairman thanked the Clerk and the budget panel for the reports, and acknowledged the work and time spent on this matter.

- 13.4 Items Received Since Last Meeting – to report.

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

Payer	Description	£
NatWest Bank	Gross interest Oct 2016	1.61
E J Francis	Cemetery burial & excl right (plot 468)	380.00
Powys CC	Waste recycling proceeds Jul-Sep'16	646.27
Total		1,027.88

- 13.5 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:					
1005	Andrew Evans Landscapes	Grounds maint. inst. 3/6 Aug/ Sep/ Oct	955.05	191.01	1,146.03
1014	Planning Aid Wales	Training 23 <sup>rd</sup> Jan'17 Cllr C P Smith	26.99	0.00	26.99
1015	Information Commissioner	Data protection regist'n	35.00	0.00	35.00
1016	E J Humphreys	Allotments lock #2	12.08	2.41	14.49
Total to authorise for payment this meeting			1,029.12	193.42	1,222.51
To report items previously authorised to be paid by direct debit or standing order:					
SO	E J Humphreys	Clerk gross salary Nov'16	552.86	0.00	552.86

Total previously authorised paid by dd/sord.	552.86	0.00	552.86
Grand total for payment at this meeting	1,581.98	193.42	1,775.37

Action – Clerk to process

- 13.6 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	36,739.73
Less consolidated ring-fenced funds	0.00	14,121.61
Net balances available	500.00	22,618.12

#### 14.0 Highways & Rights of Way Reports:

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

- a) A489 near Churchstoke Bridge: tree growth at The Willows is blocking sightline along the highway near the junction with A490. Powys CC states that the willow obstructing the site line on the A489 /A490 junction has already been trimmed back but it will check and make sure this is sufficient
- b) A489 streetlamp CH90 between Courtlands and The Firs: appears defective being lit intermittently. Powys CC states that PCC Street lighting have already raised a job to correct the lamp CH90 and this will be completed as soon as resources are available
- c) A489 through Churchstoke: weeds growing in the debris built up against the kerbs, especially by the Churchstoke Bridge, likely to be washed into the gullies with heavy rain and may cause drains blockage. Powys CC states that the kerb lines in the village along the A489 will be swept in the next couple of days removing any of the debris build-up
- d) A489 layby at The Firs: the hedge from the Powys CC Estate land is overgrowing onto the layby and needs cutting back. Powys CC states that the HGSS supervisor will take a look at the overgrown hedge in the A489 layby at The Firs during his monthly highways inspections and contact the land owner if any action is required
- e) A489 Churchstoke Bridge Repairs: crack on the upstream (south west) side of the bridge. Powys CC states that Powys County Councils Contractor will be instructed to return and complete the re-pointing work to the cracked stonework joint between the bridge parapet wall and parapet pilaster
- f) A490: management of road closure during works between Churchstoke and Shrewsbury. Powys CC replies that the scheme is one of Shropshire Council's schemes and therefore their responsibility to provide any necessary publicity/issue of notices and Powys CC would have expected that Shropshire Council would have sent CCC, a courtesy email advising of the closure. Powys CC in these instances are a statutory consultee and would have been contacted to agree any diversion routes along roads within its boundary and to coordinate these works so as there not to have been any clashes with use of the road being closed.

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



- a) A489 at Cross Likey Zebra Crossing: lorries parking illegally on zig zags, and also parking on pavements outside the zig zag zone.
- b) A489 at Broadway: potholes reopening opposite Broadway House
- c) A489 and A490 Churchstoke village: recent road sweeping appears to have been undertaken on only one side of the A490 (on the side of The Green Farm but not on the side of the Horse and Jockey Public House).  
Action – Clerk to process

**15.0 County Council Matters** – to receive & discuss other general Powys CC/ Shropshire Council matters.

- a) Powys CC: Cllr M J Jones reported:
  - Budget seminar indicates a grave financial position, with adults services predicting overspend of £5m to next March, savings of £8m necessary over next 12 months, and potential increase in council tax of at least 3.75%
  - The Firs is for sale by public auction.
- b) Shropshire Council: no report.

**16.0 Correspondence** – to receive items of general correspondence for information.

- 16.1 Powys CC: Senior Contracts Officer: notice of withdrawal of Cans and Plastic recycling banks at community recycling sites.
- 16.2 Glyn Davies MP: Parliamentary Boundaries Review: Public meeting at Welshpool 5<sup>th</sup> Jan'17, 7pm, Welshpool to discuss the review proposals.
- 16.3 Dyfed Powys Police and Crime Commissioner: Information on 2017-18 Police Precept Consultation survey at <https://www.surveymonkey.co.uk/r/2BL6M9T>. The survey runs 21<sup>st</sup> Nov to 4<sup>th</sup> Dec'16.
- 16.4 Other correspondence to be circulated:  
The Clerk indicated other 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

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

- a) Vice-Chairman: Roy Delves Music Festival – support for a family music festival to be held some time next August (afternoon to Mid Evening) in the fields to the south of the store and plant; monies raised would go to the council for green grants. Members agreed to invite Mr Delves to the January meeting to describe the project in more detail.  
Action – for January meeting
- b) Next meeting: Full Council Ordinary Business Meeting 20<sup>th</sup> December 2016, 7.30pm, at Churchstoke (the December meeting dated early to avoid the week of Christmas).

**18.0 CONFIDENTIAL SESSION EXCLUSION OF PUBLIC AND PRESS**

- 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:

*'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.'*

















- 18.2 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 – 9.33 p.m.

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

-  01a - One Voice Wales Innovative Practice National Awards 2017 - 031116.pdf
-  01b - 16.10.27 Nomination Guide.pdf
-  02 - OVW H&S Training 6th Dec reminder - 141116.pdf
-  03a - Consultancy Services 2016 - 261016.pdf
-  03b-1 - OVW News - 271016.pdf
-  03b-2 OVW News - 241116.pdf
-  03c - Vacancy Electoral Commissioner Wales - 311016.pdf
-  03d - REVIEW OF THE NATIONAL STANDARDS FOR THE COMMUNITY HEALTH COUNCILS - 311016.pdf
-  03e - Ageing Well walking survey for neighbourhoods - 311016.pdf
-  03f - Vacancies Public Policy Institute for Wales Research Officers - 311016.pdf
-  03g - Appointment of Vice-Chair and Independent Members to NHS Wales - 311016.pdf
-  03h - Wales Remembers 1914-1918 Programme 2017 - 041116.pdf
-  03i - Consultation on the Welsh Government's new Welsh Language Strategy - 041116.pdf
-  03j - Future Generations Commissioner Talking Future Generations Report - 101116.pdf
-  03k-1 - Natural Resources Wales Report It Number - 151116.pdf
-  03k-2 - NRW Incidents we do.jpg
-  03k-3 - NRW Incidents we don't.jpg
-  03l - Peer Networking & Lead with Confidence workshop - Diversity in Democracy Project - 141116.pdf
-  03m-1 - The Draft Account and Audit (Wales) (Amendment) Regulations 2016 consultation - 241116.pdf
-  03m-2 - 161114-account-audit-consultation-en\_0.pdf
-  03m-3 - 161114-account-audit-consultation-annexa-en.pdf
-  03n - PAVO 2nd Dec'16 Llandrindod Leading Confidently presentation & Charing - 251116.pdf

## Appendix 2 – General Correspondence received and circulated post meeting

-  01 - Powys CC Cans & Plastic recycling sites ceasing - 2711165.pdf
-  02 - Glyn Davies AM Public Meeting 5th Jan'17 re Constituencies - 271116.pdf
-  03 - 2016-11-22 Police Precept Consultation Nov'16 Letter to Councils - 221116.pdf
-  04a-1 Powys CHC re SaTNHS Trust Future Fit stands Nov'16 - 271016.pdf
-  04a-2 - SaTNHS Trust Future Fit engagement Poster Nov2016.pdf
-  04b - R George AM e-Newsletter Nov 2016 - 111116.pdf
-  04c - Powys CAB news - 081116.pdf
-  04d - Powys CAB invitation 29th Nov'16 - 111116.pdf
-  04e - LDBCW Electoral Review Policy and Practice Principal Councils - 151116.pdf
-  04f-1 - Powys CHC Meeting 14th Nov'16 cover email - 071116.pdf
-  04f-2 - Agenda - Montgomeryshire LC 14th November 2016.pdf
-  04f-3 - Agenda item 6 Mins MLC August 2016 (3).pdf
-  04g-1 - Powys CHC Exec Meeting 22nd Nov'16 cover email - 161116.pdf
-  04g-2 - Powys CHC Agenda 22nd Nov'16.pdf
-  04h - Health and Care Event 2nd Dec'16 - 181116.pdf
-  04i - BHF Monthly news Nov'16 - 171116.pdf

End of appendices