



**CYNGOR CYMUNED YR YSTOG
CHURCHSTOKE COMMUNITY COUNCIL**

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

E J Humphreys MA Oxf, FdA Community Governance, FSLCC
Clerc i'r Cyngor | Clerk to the Council

NOTICE, SUMMONS & AGENDA – COUNCIL ANNUAL MEETING

THE ANNUAL MEETING OF THE COMMUNITY COUNCIL

will be held on Thursday 30th May 2024, 7.30pm
at Churchstoke Community Hall and online or by telephone.

All members of the Council are summoned to attend.

To join online

Join Zoom Meeting

<https://us06web.zoom.us/j/87620908695>

Meeting ID: 876 2090 8695

Passcode: 345232

To join by telephone

0203 481 5240 United Kingdom

0203 901 7895 United Kingdom

0208 080 6591 United Kingdom

0208 080 6592 United Kingdom

0330 088 5830 United Kingdom

0131 460 1196 United Kingdom

0203 481 5237 United Kingdom

Meeting ID: 876 2090 8695

Passcode: 345232

Please note, meetings may be recorded only with the prior written consent of the Council.

In accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1, extended by Local Government Act 1972 Section 100, the meeting is open to the public to attend as observers except where excluded (during the whole or part of the proceedings) by resolution of the Community Council by reason of the confidential nature of the nature of the business to be transacted.

Members of the public are informed that the limited space for public attendance in the meeting room is normally made available to the public on a first come basis.

All persons attending at the community hall are asked to observe current Coronavirus (Covid-19) measures¹. The meeting lounge has limited space for social distancing, so attendees may prefer to join the meeting remotely.

E J Humphreys

E J Humphreys MA Oxf, FdA Community Governance, FSLCC
Clerc i'r Cyngor | Clerk to the Council

24th May 2024

¹ Coronavirus (Covid-19) guidance can be found at: <https://gov.wales/coronavirus>

AGENDA

1.0 Welcome, Attendance and Remote Meeting Etiquette: to record attendance, and to remind attendees to show civility and respect to all, throughout the meeting in line with the obligations of the Code of Conduct.

PART 1 – ANNUAL BUSINESS

2.0 Elections of Chairman & Vice-Chairman for the Municipal Year 2024-25

- 2.1 Chairman: to receive nominations, to resolve the election of Chairman, and the new Chairman to sign the Declaration of Acceptance of Office and take the Chair. Nominations will be taken from the floor.
- 2.2 Retiring Chairman: to receive the retiring Chairman's report.
- 2.3 Incoming Chairman: to receive the incoming Chairman's address.
- 2.4 Vice-Chairman: to receive nominations and to resolve the election of the Vice-Chairman. Nominations will be taken from the floor.

3.0 Apologies for Absence: to receive, and resolve if desired, to approve absence(s).

4.0 Declarations of Members' Interests and Dispensations: to receive declarations of interest from Members in accordance with Part III of the Local Government Act 2000, which established the Local Government Code of Conduct for Members, and to note Members' dispensations. Members are asked to submit any declaration forms to the Clerk (papers 4a-b).

5.0 Public Participation: to receive members of the public who wish to address the council in respect of any item of business included in the agenda. Any member of the public wishing to speak must notify the Clerk by email to clerk@churchstoke.org or telephone 01686-668790 or in person, no later than 15 minutes prior to the start of the meeting. Members of the public addressing the council are asked to respect matters of confidentiality and privacy.

6.0 Election to Committees and Pools for the Municipal Year 2024-25

- 6.1 To resolve to retain the following Committees & Terms of Reference and Pools:
- a) Green Grants Committee (paper 6.1a)
 - b) Planning Committee (paper 6.1b)
 - c) Disciplinary & Grievance Pool (from which a panel of 3 will be drawn if required)
 - d) Appeals Pool (from which a panel of 3 will be drawn if required).
- 6.2 To receive nominations and to resolve the election to Committees and Pools above. Nominations will be taken from the floor.

7.0 Election to Special Responsibilities for the Municipal Year 2024-25

- 7.1 To resolve to retain/ establish the following Positions of Special Responsibility:
- a) Allotments & Recreation (x3)
 - b) Budget Preparation Panel (x3)
 - c) Cemetery (x1)
 - d) Democratic Governance & Organisation (x3)
 - e) Information & Website (x1)
 - f) Internal Audit & Financial Scrutiny (x1)
 - g) Personnel & Staffing (x1)
 - h) Police Consultation & Liaison (x1)
 - i) Posting of Information & Notices to Community Notice Boards (x6).
- 7.2 To receive nominations and to resolve the election to Positions of Special Responsibility above. Nominations will be taken from the floor.

8.0 Nominations of Persons to Outside Bodies for the Municipal Year 2024-25

8.1 To resolve to retain/ establish the following nominations to outside bodies:

- a) Churchstoke CP School Governors (x1)
- b) Churchstoke Recreation Association (x1)
- c) Hyssington Village Hall Committee (x1)
- d) One Voice Wales Montgomeryshire Area Committee (x1)
- e) Friends of the Green at Hyssington (x1).

8.2 To receive nominations and to resolve the election of representatives to outside bodies above. Nominations will be taken from the floor.

9.0 Finance for the Municipal Year 2024-25

9.1 Bank Mandate Authorised Signatories: to resolve the mandate and authorised signatories on the council's bank accounts.

9.2 Insurance: to resolve approval of the levels of insurance cover for 2024-25 (paper 9.2 to follow).

10.0 Corporate Governance for the Municipal Year 2024-25

10.1 Standing Orders: to resolve to confirm and retain (with revisions if appropriate) the council's Standing Orders (paper 10.1 to follow).

10.2 Financial Regulations: to resolve to confirm and retain (with revisions if appropriate) the council's Financial Regulations (paper 10.2 to follow).

10.3 Risk Assessment: to resolve to adopt the corporate Risk Assessment for 2024-25 (paper 10.3 to follow).

10.4 Scheme of Delegation: to resolve to confirm and retain (with revisions if appropriate) the council's Scheme of Delegation to Committees and to the Proper Officer of the Council (paper 10.4 to follow).

11.0 Dates and Arrangements for of Meetings for the Municipal Year 2024-25: to resolve the frequency and dates of Council and Committee meetings (paper 11).

PART 2 – ORDINARY BUSINESS

12.0 Electoral Matters: Co-Option to Vacancies Hyssington Ward: to receive expression(s) of interest, if any, and to resolve to co-opt to vacancies.

13.0 Minutes of Previous Meetings

13.1 To approve & sign the minutes as a correct record of the Special Ordinary Business Meeting 23rd May 2024 (paper 13.1 to follow).

13.2 To report, for information purposes only, matters arising from the minutes of the Special Ordinary Business Meeting 23rd May 2024.

14.0 County Councillor & County Council Report: to welcome the local county councillor and to receive updates and exchange information on county council matters (paper 14).

15.0 Planning & Building Control

15.1 Planning & Building Control Correspondence

15.1.1 Planning Aid Wales: to receive, if any, the latest planning news and training opportunities (inc. paper 15.1.1a-b).

15.1.2 Other Correspondence: to receive and circulate for information such other planning and building control correspondence as will be brought to the attention of the council by the Clerk.

15.2 Powys Local Development Plan: to report an invitation from Powys CC to a virtual Q&A session on the replacement LDP on 9th Jul'24 from 6-7pm, to resolve whether to

attend and if so, to elect up to two representatives to attend.

- 15.3 Powys CC Planning Decisions: to report from Powys CC notifying the community council of planning decisions, if any, in the community council area (papers 15.2a-b).
- 15.4 Planning Inspectorate Appeals: Notices of Appeals: to receive & resolve responses to Notices of Planning Appeals including but not limited to those listed below. Later Notices may be considered at the discretion of the Chair:

Ref.	Developer	Site	Description
None at date of issue of agenda.			

- 15.5 Pre-application Consultations by Developers: to receive & resolve responses to pre-application consultations including but not limited to those listed below. Later applications may be considered at the discretion of the Chair:

Ref.	Developer	Site	Description
None	D & S Gethin, c/o Roger Parry & Partners LLP, Mercian House, 9 Darwin Court, Oxon Business Park, Shrewsbury, SY3 5AL	Land Adjacent to Broadway Hall, Snead, Montgomery, Powys, SY15 6EB	Construction of a separate slurry lagoon and all associated works Details at https://www.rogerparry.net/plan/construction-of-a-separate-slurry-lagoon-and-all-associated-works-at-land-adjacent-to-broadway-hall-snead-montgomery-powys-sy15-6eb/

15.6 Planning Applications Consultations

15.6.1 To receive, for information, representations regarding planning application consultations (if any).

15.6.2 To receive & resolve responses to consultations (full application(s) detail(s) at <http://pa.powys.gov.uk/online-applications/?lang=EN>) including but not limited to those listed below. Later applications may be considered at the discretion of the Chair.

Ref.	Applicant	Site	Description
24/0568/HH	Mr B Redge, The Wetstones, Weston, Road, Whit Grit	The Wetstones, Weston, Road, Whit Grit	Conversion of existing garage into an en-suite bedroom, erection of a new outbuilding
24/0638/REM	Mr & Mrs Robn Fox, The Dairy House, Cwm Linton, Churchstoke	The Dairy House, Cwm Linton, Churchstoke	Section 73 application to remove conditions 3, 4, 5, 6 and 7 of planning approval P/2012/1274 in relation to occupancy as holiday let

- 15.7 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
None at date of issue of agenda.			

15.8 Planning Enforcement

15.8.1 From other bodies to CCC: to report for information, planning enforcement matters within the community as will be brought to the attention of the council by the Clerk (papers 15.8.1a-b).

15.8.2 From CCC to other bodies: to resolve reports of planning enforcement matters within the community.

16.0 Recreation

- 16.1 Playground Inspection: to receive, and resolve if desired, an invitation from Powys CC to join the independent annual inspection of children's play areas organised by its Outdoor Recreation Service at £62.40 plus vat per site (paper 16.1).
- 16.2 Playground: Waste: to receive information and Clerk's advice and to resolve amendment of arrangements with the Churchstoke Recreation Association with reference to Waste Separation Requirements (Wales) Regulations 2023 (papers 16.2a-b).
- 16.3 Recreation Field: to consider and resolve whether to undertake recreation field aeration treatment 2024-25 and to seek quotations.

17.0 Reports from Outside Bodies: to receive reports for information, if any, from representatives to outside bodies.

18.0 Finance and Assets

18.1 Finance Specific Correspondence

18.1.1 Independent Remuneration Panel for Wales (IRPW): to receive confirmation of treatment of allowance for tax purposes (papers 18.1.1a-b).

18.1.2 To circulate for information such other financial correspondence, if any, as will be brought to the attention of the council by the Clerk.

18.2 Items Received Since Last Meeting: to report for information.

18.3 Items for Payment: to resolve to approve items for payment as follows:

Chq	Payee	Description	£ex vat	£vat	£total
1628	Urdd Gobaith Cymru	Donation Urdd Eisteddfod	120.00	0.00	120.00
1629	Landscapes that Care	Works completed on 25 th & 26 th Mar, & 27 th Apr'24	483.20	96.64	579.84
Total to authorise for payment			603.20	96.64	699.84

To report items previously authorised or payment

1630	E J Humphreys	Clerk net salary May'24	As employment contract		
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18.4 Financial Balances: Consolidated Bank Balances: to report for information the consolidated balances to date, after transfers, receipts & payments.

19.0 Highways and Rights of Way

19.1 Highways: to receive for information notifications & diversion maps for works already actioned,

19.1.1 Powys CC: Emergency Closure: C2056 Hyssington 9-13 May'24 (papers 19.1.1 a-b)

19.2 Highways: to receive for information notifications & diversion maps for works to be undertaken,

19.2.1 Powys CC: Temporary Closure C2193 Old Churchstoke 14 Aug'24 (papers 19.2.1a-b).

19.3 Highways: such items of highways correspondence, if any, as will be brought be brought to the attention of the council by the Clerk.

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

19.5 Reports from CCC to Powys CC/ Shropshire Council: to report and resolve if desired, highways/ rights of way maintenance matters, if any.

20.0 Correspondence

20.1 One Voice Wales (OVW) Society of Local Council Clerks (SLCC)

20.1.1 OVW: Training Jun'24: to receive details and to resolve on attendance, if desired, as an approved duty (papers 20.1.1a-b).

20.1.2 OVW: To receive various Practice Development Notes for information:

a) Annual Reports (paper 20.1.2a)

b) Members' Allowances (paper 20.1.2b)

c) Digital Working and Hybrid Meetings (papers 20.1.2c-1,2)

- d) Recruitment, Induction & Retention of Clerks and RFOs (paper 20.1.2d)
- 20.1.3 Montgomeryshire Area Committee: to receive draft minutes of the meeting 16th Apr'24 for information (paper 20.1.3)
- 20.1.4 OVW: Innovative Practice Conference: to receive details on the conference on 3rd Jul'24 attendance at which is already resolved as an approved duty (papers 20.1.4a-b).
- 20.1.5 OVW: Model Contract of Employment: to receive the new model contracts of employment and to resolve the Member with special responsibility for Personnel & Staffing to work with the Clerk to update existing contract and to report back to council in due course with recommendations (papers 20.1.5a-b)
- 20.1.6 Powys CC: Powys Public Services Board (PSB): to receive an invitation to participate in the delivery of the PSB's Well-being Plan (paper 20.1.6)
- 20.1.7 To receive and circulate for information such other items of OVW/ SLCC correspondence as will be brought be brought to the attention of the council by the Clerk.
- 20.2 General Correspondence
 - 20.2.1 Powys CC: to report from the Chair and Clerk on attendance at the quarterly liaison meeting 22nd May'24 (paper 20.2.1).
 - 20.2.2 To receive and circulate for information such other items of general correspondence as will be brought be brought to the attention of the council by the Clerk.
- 21.0 Chairman's Announcements, Items for Future Agenda & Date of Next Meeting**
 - 21.1 Chairman's announcements: to receive for information announcements from Chairman, Members, and the Clerk.
 - 21.2 Items for future agenda: to bring forward for information, items for consideration by the Clerk for future agendas.
 - 21.3 Date of next meeting: 27th June'24 (TBC) at 7.30pm at Churchstoke & online.
- 22.0 Confidential Session**
 - 22.1 Resolution to Exclude the Public and Press: Under the Public Bodies (Admission to Meetings) Act 1960 (2) to resolve 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.
 - 22.2 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.

End of agenda