

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

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Mrs Tracey Price (Clerk)
Garn Farm
Chapel Lawn
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Shropshire.
SY7 0BT

9th December, 2025

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council on **MONDAY 15th December, 2025 at 7.00 p.m.** at the **Norton Community Hub, Norton** and via video conferencing and you are hereby summoned to attend.

The public and press are cordially invited to attend.

Join Zoom meeting.

<https://us06web.zoom.us/j/88389193450?pwd=hLAq66uNkan63mlgxkmGcUzNy0PCpW.1>

Meeting ID: 883 8919 3450 Passcode: 361089

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda SUBJECT TO PRIOR NOTIFICATION TO THE CLERK AND THE CONSENT OF THE CHAIRMAN.

Yours sincerely

Tracey Price

TOWN CLERK

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**

Members are requested to declare any personal and/or prejudicial interests they may have in matters to be considered at this meeting in accordance with the terms of the Local Authorities (Model Code of Conduct Order) (Wales) Order 2008 and the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016.

3. **APPROVAL OF MINUTES**

To approve that the Minutes of the meeting held on 17th November, 2025 are a true and accurate record and authorise the Chairman to sign the Minutes as such.

To approve that the Minutes of the Staffing Committee meeting held on 1st December, 2025 are a true and accurate record and authorise the Chairman to sign the Minutes as such.

4. UPDATE ON OUTSTANDING ITEMS AND CLERKS REPORT

From the Meeting of 17th November. Also to receive the Clerk's Report for December.

5. FINANCE

a) Donations: To approve the following donations – none this month.

b) Payments: to approve the following payments:-

Microsoft (outlook email storage)	£19.99 (Debit Card)
Highline Electrical (installation of Christmas Lights)	£780.00
Locsafe (additional keys – H/S Toilets)	£37.20 (Debit Card)
RB Landscaping (work at allotments inc gatepost)	£500.40 MEADOW ACC
British Gas Lite (Wilson Terrace Toilets)	£16.62
Alun Crichton	£200.00 MEADOW ACC
Purrfect Cat Hire (work Nature Reserve)	£600.00 MEADOW ACC
Highground Maintenance Ltd	£469.96 MEADOW ACC
Mrs T.A. Price (Dec Salary)	£1668.44
HM Revenue & Customs	£733.21
Mrs T.A. Price (travel expenses)	£38.70
NEST (pension payment)	£155.40
EDF Energy (Meadow)	£27.25 MEADOW ACC
Presteigne Building Supplies (toilets)	£313.18 MEADOW ACC
Presteigne Building Supplies (allotments/storage shed)	£55.86
N. Close	£52.00
N. Close	£216.00 MEADOW ACC
EDF Energy (Hereford Street Toilets)	£61.79
Kington Building Supplies (Storage Building)	£340.77 MEADOW ACC
Presteigne Building Supplies	£313.18 MEADOW ACC
Presteigne Building Supplies	£55.86
T. Lloyd-John	£558.49

c) New Projects: To submit new projects for 2026/27. (possible projects – car parks, additional monies for Xmas lights, telephone kiosk costs, new Christmas Lights, street cleaning, Norton War Memorial).

(A summary of lights providers and costs is included in the meeting papers)

NB Costs for Projects are not final at this stage and inclusion is provisional and subject to confirmation at the full budget setting.

d) To note conclusion of external audit for 2024-25 and recommendation for community consultation.

6. PLANNING

(a) To consider applications received:

25/1740/TRE Grid Ref: E: 331462 N: 264311 Proposal: Works to trees within a conservation area
Location: 52 Hereford Street, Presteigne, Powys LD8 2AU. (Emailed 2nd December)

PLEASE NOTE THAT PLANNING APPLICATIONS MAY BE RECEIVED AFTER PUBLICATION OF THE AGENDA AND MAY BE ADDED DUE TO THE TIGHT TIMESCALE FOR SUBMISSION OF COMMENTS.
SEE THE TOWN COUNCIL FACEBOOK PAGE OR THE PLANNING PAGE ON THE COUNCIL SECTION OF THE TOWN WEBSITE FOR LATEST APPLICATIONS.

(b) Planning Decisions: To note the following decisions –

(c) Wind Energy Development Application: PEDW Application Reference: DNS CAS-01907-D7Q6Z1 Local Authority Reference: 25/1623/DNS Start Date: 18/11/2025 Proposal: The construction and operation of energy park, including wind energy development and associated infrastructure and habitat management areas Site Address: Nant Mithil Energy Park , 9km East Of Llandrindod Wells, Powys. To agree Council comments (deadline 23rd December).

(d) Reply re. TPO requests. As circulated 25th November.

(e) 25/1475/FUL Grid Reference: E:331238 N: 264776 Proposal: Change of use of building to community gym (part retrospective) Site Address: Salt Barn (former Depot), Mill Lane, Presteigne. To review the updated information and consider further/final comments.

7. HIGHWAYS, HOUSING AND ENVIRONMENT

- a) Dark Skies Project: To receive an update on the following –
 - o Request for Shielding of Light PR64.(Clerk's Report 4)
 - o Dark Skies Week February 2026 – To consider an event(s) and spend from budget (current year budgeted £1500, allocated reserve £968, Total £2468)(present year spending has been deducted)
 - o To agree Annual Report To International Dark Skies Association.
- b) Climate and Environment Matters:
 - Water Quality Monitoring on River Lugg: Reply from Environment Agency.
 - Woodland Trust Tree Giveaway (Clerk's Report 10)
 - Climate and Working Group Notes and Summary.
- c) Fold Farm DMMO Application: To receive any update.
- d) Car Parking: Further consideration of options.
- e) Update re. Presteigne Cemetery.
- f) Update re. Lugg Bridge Repairs. Clerk's Report 11.
- g) State of Herefordshire Roads (particularly road to Presteigne Cemetery).
- h) Opportunity for Biodiversity Grants from OVW.

8. NORTON

- a) To consider any village matters.
- b) Light in Norton Kiosk (Clerk's Report 5).
- c) Cleaning of War Memorial (Cllr. Edwards)

9. SITES AND BUILDINGS MATTERS

- a) Public Conveniences: Update on any ongoing matters.
- b) Allotments: To note –
 - gatepost replaced.
 - Two plots currently vacant
 - Tenants advised of rent increase.
 - New pump bases completed.
- c) Meadows: To include –
 - Update – Brilliant Basics Grant (paths). (Cllr. Preece) and comment re. additional trees (Clerk's Report 12).
 - Reply from Guerrilla Gardeners re. Ligne Garden.
 - Delay in rubbish collections after events. (Clerk's Report 6)
 - To consider quote for replacement of rotten sleepers around skateboard area (as per ROSPA inspection report).

d) Nature Reserve Matters:

To receive a general update from Cllr. J. Ramsay and consider any decisions needed.
To consider quotes for tree work (as per tree survey report).

10. CORRESPONDENCE/GENERAL ITEMS

a) Leisure Services Review: Update.

b) To agree the Town Council representative for the revised Presteigne and Norton Town Trust until May 2026. (currently Cllrs. Edwards, Kirkby, Harling-Bowen with one vacancy).

c) Official Email Addresses (see Clerk's Report 7).

d) Adoption of Telephone Kiosk: To review and sign agreement and pay the £1 adoption fee (subject to continued provision of electricity and if possible a paint kit).

e) Review of Posting of Meeting Papers (as requested by Cllr. Kirkby).

11. COUNTY COUNCILLOR'S REPORTS

12. CO-OPTION

To consider applicants for co-option.

13. ANY URGENT BUSINESS INFORMATION (at discretion of Chair)

14. EXCLUSION OF PUBLIC AND PRESS DUE TO THE CONFIDENTIAL NATURE OF THE FOLLOWING BUSINESS ITEMS

15. STAFFING COMMITTEE

To consider the recommendations of the Staffing Committee.

Enc. Clerk's Report December. Minutes from 17th November, 2025. Staffing Committee Minutes from 1st December. Other background papers.

PRESTEIGNE AND NORTON TOWN COUNCIL

CLERK'S REPORT

DECEMBER 2025

1. Missing Bin, High Street: Now replaced. INFORMATION ONLY.
2. Recent Conference: I attended an online conference in mid November – topics covered included use of AI, Councillor allowances, Audit, Employment Law, training and developments in planning regulations (which included the possible introducing of a higher fee for retrospective applications). INFORMATION ONLY.
3. Pavement etc Slough Road: PCC have confirmed a works ticket has been raised for this area. INFORMATION ONLY.
4. Request for Shielding of Street Light PR64. Reply from PCC as follows –‘We are restricted with what we can do with the lights in this area. It's also on a tight junction with narrow footpaths, so we don't really want to limit the lighting any further.’
5. Light, Norton Kiosk: This light is not working and I don't think the new electrical supply put in for the defib also connected up the light. To get it working would require an electrician and I'm not sure how necessary it is given the flashing light on the defib lights up the kiosk well enough.
6. Rubbish after Events: The last two Sheep Music events have had rubbish/recycling connections booked for the next week but which have not happened until PCC have been chased. This is an issue as bins can be knocked over and dogs/wildlife rip the bags causing a mess which needs to be cleared up and the pile of bags on site (still at 25th Nov) is attracting others to dump bags there. This obviously creates work during the regular meadow inspections.
7. Official Email Addresses: These are now available to be set up for those that want them. It does create a more professional look for the public as well as having advantages for FOI requests and for Council control over the security of emails. Most of you do now use a specific email address for Council emails and that is a good step towards better security but a .gov email would be better still if you feel you can do it. For those still using their personal email address – this is not recommended and I strongly recommend that you take up the offer of a .gov address. From now on new Councillors will be offered an official email address.
8. Allotments: The new gate post has now been fitted and the remaining two bases completed for the pumps.
9. Christmas Lights: These were put up on 27th November. Highline have very kindly loaned (free of charge) a small length of lights to fill in the gap from the length that failed. INFORMATION ONLY.
10. Free Tree Giveaway etc: I have not been able to find any schemes for trees we could pass on to individuals, The Woodland Trust do provide trees to communities but ask for a grid reference for the planting site so this is for a group of trees planted together. A site would need to be identified, Maybe this is something the Climate and Environment Working Group could consider looking into?
11. Lugg Bridge Repairs: *Reply from PCC: I cannot tell you exactly where Lugg bridge would place on the list. We are currently generating a new list following this years structural inspections and Lugg Bridge was inspected in September this year. Looking at the defect scores, I would very much doubt that it will make next years planned maintenance programme, as parapet damage scores very low on out list of defects which are scored from A1 to E5 on every element. I have cc'd Adam and Antony in as they work from Penybont Depot and may have come to temporarily secured the copings.*

Currently we have 46777 defects logged on all structures in the county and as you can imagine there are probably going to be a lot more highly ranked structures on the list. At a guess I would say that Lugg is at least a third down that list, but we cannot give an any more accurate answer at this stage. I will contact you if anything changes. If you do have any concerns in the meantime, please report it as a damaged structure and it will be logged for future reference.

12. Tree Planting, Meadow: Comments from member of Sites and Buildings Committee - *'Noticed in the provisional minutes for last month one of the councillors suggested planting a couple of trees because of the removed section of hedge. Just to note the planned works involve planting new hedge plants along the field side of the new ramp to replace what was removed when the time is right so I would suggest planting more trees to compensate is not necessary plus there are plenty of trees up there to have to look after in the future.'*

13. Quotes for Tree Work: Requests for quotes sent out in mid November.

14. Replacement Buffers for two Outdoor Gym Items: The company who supplied and the manufacturer have both recently ceased trading so I am trying to source these elsewhere. INFORMATION ONLY.

**Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL**

**MINUTES OF THE MEETING HELD ON 17TH NOVEMBER 2025
HELD AT EAST RADNORSHIRE DAY CENTRE, SCOTTLETON STREET, PRESTEIGNE
AND ALSO VIA VIDEO CONFERENCING**

Present: Cllrs. D. Edwards, (Mayor), C. Ross (Deputy Mayor), T. Owens, A. Ramsay, M. Price, L. Harling-Bowen, B. Baynham, J. Ramsay and F.H. Fleming.

Apologies: Cllrs. C. Kirkby MBE, N. Rogers, F. Preece.

In Attendance: Mrs T. Price, Town Clerk.

Declarations of Interest: Members were requested to declare any personal and/or prejudicial interests they may have in matters to be considered at the meeting in accordance with the terms of the Local Authorities (Model Code of Conduct Order) (Wales) Order 2008.

Personal: None.

Personal and Prejudicial: None.

Prior to the commencement of the formal meeting Members heard about the 'Little Art Gallery' Project which was proposed for the Station Road Telephone Kiosk. Members were very supportive of the idea and felt it would be an ideal project for the kiosk.

MIN 4546 APPROVAL OF MINUTES

The Minutes of the meeting held on 20th October, 2025 were approved as a true and accurate record and the Chairman duly signed the Minutes.

The Minutes of the Sites and Buildings Committee meeting held on 27th October, 2025 were approved as a true and accurate record and the Chairman duly signed the Minutes.

MIN 4547 UPDATE ON OUTSTANDING ITEMS AND CLERKS REPORT

- (1) Missing Bin, High Street: Not yet replaced.
- (2) Various Damaged/Loose Slabs, High Street and Broad Street: Reported to County Council and listed for repairs.
- (3) Damage to Lugg Bridge: Some repair work done. Clerk to ask whether further work is planned as pointing still needed and standard of repair seemed to indicate it was done as a temporary measure.
- (4) New Council Website: Now live.
- (5) Christmas Lights Arrangements: Contractor would install and switch on late November/early December.
- (6) Wilson Terrace Toilets: Now closed for the Winter.

MIN 4548 FINANCE

- (1) Donations: No donations this month.
- (2) Payments: The following payments were approved –

Mrs T.A. Price (pay)	£1954.17
HM Revenue & Customs	£903.64
NEST	£155.40
Highground Maintenance Ltd	£469.96 MEADOW ACC
T. Lloyd-John	£765.23
N. Close	£76.00
N. Close	£188.00 MEADOW ACC
F. Preece (refund allotment plot numbers)	£9.49 MEADOW ACC
F. Preece (refund batteries for Christmas Tree Lights)	£21.99
Alan C Preece (digging of allotment)	£140.00 MEADOW ACC

- | | |
|--|---------------------|
| Cartridge People (ink cartridges via debit card) | £353.90 |
| J & P Turner (bulbs via debit card) | £67.96 |
| British Gas Lite | £18.68 |
| Presteigne Building Supplies | £34.31 |
| EDF Energy (Meadow) | £18.98 MEADOW ACC |
| EDF Energy (Hereford Street Toilets) | £52.92 |
| Purrfect Cat Hire (storage building) | £638.00 MEADOW ACC |
| HSBC (Bank Charges) | £1.00 |
| JRB Enterprises (dog bags) | £1278.00 MEADOW ACC |
| Chemassist | £211.20 |
| Play Inspection Company | £287.88 MEADOW ACC |
| BWP Creative (completion of website) | £2019.42 |
- (3) Receipts: The following receipt was noted –
- | | |
|------------------------|-------------------|
| Allotment Plot Deposit | £28.00 MEADOW ACC |
|------------------------|-------------------|
- (4) Request for Funding for Bioblitz Day 2026: Funding agreed and to come from the Climate and Environment Grant Fund.
- (5) Confirmation of New Money Market Bond: This had been set up as agreed for a six month period at an interest rate of 3.11%.
- (6) Annual Review of Direct Debits: Details of all the current direct debits had been provided with the Meeting Papers. All were confirmed and approved.
- (7) Bank Transfer: The following transfer was approved -
- | | |
|--|---------|
| Meadow Account to Treasurer Account | £540.93 |
| (to cover allotment hours paid to Clerk) | |

MIN 4549 PLANNING

Cllr. Edwards left the room due to her position on the County Council Planning Committee and Cllr. Ross took the Chair.

- (1) Applications: The following applications were considered –
- 25/1481/TRE Grid Ref: E: 331565 N: 264492 Proposal: Pollarding of two Lime trees within a conservation area Location: Church View, Broad Street, Presteigne LD8 2AF. Resolved to support the application.

Cllr. A. Ramsay joined the meeting at this point.

25/1489/HH Grid Reference: E:330982 N: 264681 Proposal: Erection of two storey extension Site Address: 1 Warden Terrace, Joe Deakins Road, Presteigne, LD8 2BW. Resolved to make the following comments - concern was raised about the flat roof proposed, given other nearby properties had pitched roofs and Members also noted that there seemed to be no response from CADW which was felt to be important given the location of the property in the vicinity of an ancient monument - The Warden.

25/1475/FUL Grid Reference: E:331238 N: 264776 Proposal: Change of use of building to community gym (part retrospective) Site Address: Salt Barn (former Depot), Mill Lane, Presteigne. Members noted the comments of Welsh Water regarding the lack of detail on foul and surface water drainage and the need for the applicant to consult with NRW. They felt that there was insufficient information in a number of areas, these being -

- details of the provision of toilets and showers
- more information needed on the proposed foul water drainage
- more information needed on proposed surface water drainage
- information on mitigation measures to protect biodiversity and on the compliance of any external lighting with dark sky requirements
- confirmation that no excavation has or will take place given that the land is contaminated (despite the application form stating it is not a contaminated site)
- measures to mitigate any noise nuisance from music etc.

Resolved that the Town Council would like to see this information before making any final comments.

Cllr. Edwards returned to the room and re-took the Chair

- (2) Planning Decisions: The following decisions were noted –
25/1267/TPO, Silia Cottage, Warden Road, Presteigne: Approval.
25/1481/TRE, Church View, Broad Street, Presteigne: Approval.
25/1478/TRE, Land at Station Road, Presteigne: Approval.
- (3) Trees and TPOs: The Clerk on one email query from a landowner concerned about costs both for a Tree Preservation Order and in the future. The Clerk had replied that the Council did not indemnify the landowner from any future costs and that there were no initial costs associated with a TPO. There had been no further query raised. The full list had been sent in to the County Council and the requests would be investigated. A copy of the list had been sent to Cllr. Ross for the Tree Group.

MIN 4550 HIGHWAYS, HOUSING AND ENVIRONMENT

- (1) Dark Skies Project: Cllr. Harling-Bowen was putting together the first annual report needed for the International Dark Skies Association. Cllr. J. Ramsay raised a concern about an incorrect bulb installed as a replacement in a light in Broad Street and the Clerk advised that this had been installed on a temporary basis while the correct bulb was ordered. Members would monitor. Cllr. Harling-Bowen reported a concern about one of the lights by the library which was affecting the use of the telescope. He would get the light number and the Clerk would ask if that light could possibly be shielded.
- (2) Climate and Environment Matters: Cllr. J. Ramsay reported the following –
- Working Group – Due to meet later in November.
 - Biodiversity Section 6 Report: Members had all received a copy of the draft report. The Clerk advised that should there be anything to add then the report could be updated by Council in the future. Members added comments in the 'what will you change' section, namely – increased publicity for the small grants scheme and to try to better link policy and principles with the work being done on the ground. The remainder of the report was agreed unchanged and the Clerk would submit to Welsh Government as required. A copy would also be placed on the Council website.
 - River Lugg Water Pollution and Monitoring: Members noted the information from David Chadwick MP. The Clerk had chased NRW and the Environment Agency for responses.
- (3) Fold Farm DMMO Application: Cllr. Baynham confirmed there was no update to report.
- (4) Car Parking: Members considered the figures provided, in particular the figures quoted for the Town Council to purchase 'free days' in either of the two charged for car parks. The possibility of an asset transfer request was discussed and Cllr. Baynham advised that she felt County Council agreement to this was extremely unlikely. Members considered the best options for 'free days' if this was taken forward and in general it was felt that it was important to encourage the use of the High Street by residents and so increase footfall. It was agreed that Members would consider the figures further with a view to considering as a new project for 2026/27 in December, either by purchasing free days or in applying for an asset transfer. The Clerk reminded Members that the purchase of free days would be without liability for insurance, accidents or repairs while an Asset Transfer (if the County Council did agree) would come with these costs and liabilities. She advised that these should be borne in mind when considering the options.
- (5) Update on Lost Rights of Way: Members had all received a copy of the email detailing the progress on the various definitive map modification order applications.
- (6) Update re. Presteigne Cemetery: The Clerk informed Members that Cllr. Kirkby had not yet received any reply from Gabbs Solicitors. She had spoken to the Officer at the County Council that looked after the cemetery and had been advised that, in any event, no work could be carried out on headstones without the permission of the grave owner and of the County Council. The work required would not be simply a matter of re-affixing headstones with glue. Members agreed that the Clerk should publicise the safety checks and advise grave owners to check immediately if their family grave was affected. Anyone whose grave was marked should get in touch with the County Council urgently to discuss. Work to lay headstones flat had already commenced in part of the County but was not expected to start in Presteigne until at least the New Year.

With regard to a recommendation from the Sites and Buildings Committee the Clerk had made some initial enquiries with the County Council and received the following reply – 'We have just recently completed, at considerable expense, a 3 year programme of remedial works to trees in our cemeteries as identified in a tree survey commissioned in 2021. We are currently in the process of commissioning a further survey. The Council does not have the resources to invest in planting additional trees and consider that there are already a large number of healthy trees in the cemetery. There is also the issue that tree roots can create difficulties in digging graves and take up burial space.' The Officer had offered to discuss further and specific locations and tree species had now been suggested. A reply was awaited.

MIN 4551 NORTON

- (1) Bonfire and Fireworks: This event had been very successful.
- (2) Christmas Craft Fair: Also a very successful day.
- (3) Daffodil bulbs purchased and to be planted shortly. Some also available for Presteigne and Cllr. Edwards would speak to the Guerrilla Gardeners about planting.
- (4) Norton Christmas lights to go up soon.

MIN 4552 SITES AND BUILDINGS

- (1) Public Conveniences: Nothing to report this month.
- (2) Allotments: An update was provided on the following matters –
 - Rotten Gatepost: Contractor engaged to replace.
 - Untidy Plot: Tenant had given notice. Plot would be dug and covered in due course.
 - Damage to new pump handle: The Clerk had asked all tenants to be careful when using the pumps.
- (3) Meadows: The following matters were discussed –
 - Update - café bar/storage: Two invoices still to come.
 - Update – Brilliant Basics Grant (paths): No full update due to absence of Cllr. Preece. Work thought to be complete. The County Council Officer had confirmed he would not be able to do more work to the path at the Mill end but he had agreed to try to arrange to add a hand rail to that section. Cllr Ross suggested the planting of two new trees to mitigate against the loss of the section of hedge to create one section of the new path.
 - Hedge along path from Scottleton Street: A letter had been sent to the householder.
 - Request for top-up gravel, Ligne Garden from Guerrilla Gardeners: Agreed that the Clerk ask if the Guerrilla Gardeners could weed/clear of soil etc so the need for more gravel could be better assessed.
 - Further Orchard pruning day in January/February 2026: Agreed.
 - Annual Play Area Inspection Report: Members had all received a copy of the report. The Clerk advised that many of the items had either been attended to or were with Mr. Close or the Community Payback team for action. There was a need for more wood bark around the skateboard area and it was agreed that this could be done at the Spring Work Day.
- (4) Nature Reserve Matters: Cllr. J. Ramsay reported that the work to upgrade the path had been completed as were the adjustments to the entrance to allow better disabled access. The ponds were now full following Storm Claudia. He was currently in discussions with the National Forest for Wales as it was suggesting an additional National Forest sign and he believed this would duplicate much of the information on existing signage.
- (5) Recommendations of the Sites and Buildings Committee Meeting held on 27th October:
Allotments: The following items were recommended -
Community Payback Team to be asked to continue work in 2026: Agreed.
Outstanding Maintenance Items to be completed – new gate post, 2 x new pump bases: Agreed. Work hoped to be done shortly.
Rent Review increase to £30: Agreed to increase the annual rent for a plot to £30.
Approval be given for lockable seat/bench on Plot 36: Agreed.
Nature Reserve: The following items were recommended -
Potential Grant Funding to be explored in 2026 for items such as dipping platform, hides, storage: Agreed.
Entrance to Reserve: Cllr. J. Ramsay to review accessibility: Already completed.
Budget of £700 for 2026-27: Noted. Would be reviewed at the annual budget setting.
Meadows: The following items were recommended -
Quote for Various Strimming Works to be accepted: Agreed
Quote/additional cost to be sought for additional strimming near to new storage building. Agreed.
Mowing of Back Field: Clerk to check if current volunteer was still willing to continue. Agreed.
Mowing of Eddie's Meadow: Cllr. Kirkby to review main mowing areas, Clerk to ask Community Payback Team to strim paths in 2026. Agreed.
Repairs to Stone Bridge to be investigated/quotes obtained: Agreed. Mr. Graham was looking into this.
Work Day 2026: Cllr. Preece and Mr. Graham to arrange. Date to be set in due course. Orchard tree stakes to be removed as part of the day: Agreed.

Tree Survey Recommended Works: Clerk to seek quotes for work: Agreed. Invitations to quote had been sent out.

Tree Survey: Clerk to consult with regular orchard pruner on need to remove stakes: Agreed. The Clerk had already made enquiries and been advised that all but one stake could be removed. The one to remain was in the centre with a square stake. The remainder could be removed but the recommendation was to either replace the netting around the bases or to purchase tree guards to prevent damage from rabbits (said to occur during periods of snow). Cllr. Ross didn't feel this would be a problem so it was agreed to remove the stakes at the work day and monitor the trees for any rabbit damage.

Quote to be obtained for Pump Track: Agreed. Cllr. Kirkby to action.

Budget for 2026-27: £13,050.00: Noted. Would be reviewed at the annual budget setting.

Toilets:

Budget for 2026-27: £12,000. £7000 to be precepted, £5000 to be taken from the allocated toilets reserve. Noted. Would be reviewed at the annual budget setting.

General:

County Council to be approached about planting additional trees in Presteigne Cemetery: Agreed. Initial emails sent (see under 4550(6)).

Clerk to investigate possible future Wales Tree Giveaway: Agreed.

MIN 4553 CORRESPONDENCE/GENERAL ITEMS

(1) Leisure Services Review: No update but Cllr. Baynham agreed to chase up the replies to the various questions submitted some months ago.

(2) Letter from Welshpool Town Council re. public space protection orders/County Council: Following a vote it was agreed to write to Welshpool Town Council in support of a new public spaces protection order.

(3) Email from Presteigne and Norton Community Trust re. future trustees: Agreed that the number of Town Council Trustees could be reduced to one but the Clerk to ask that that one trustee be any Member of the Town Council not just from the Norton Ward.

(4) Use of Station Road Telephone Kiosk and Possible Adoption: Members were in full support of the Little Art Gallery Project and the Clerk was asked to commence the adoption process for the kiosk. Clerk also to ask for the electricity supply to be left on and for a paint kit to enable initial refurbishment.

(5) Review of May Decision to cease the posting of Meeting Papers: Deferred to December meeting.

(6) Invitation to have stand at Community Group Fair – 29th November: No Members were available to attend.

(7) Update re. new Christmas Lights: Cllr. Harling-Bowen outlined the present situation with the proposed new lights. Current quotes were being updated but a 5% uplift was suggested to allow for price increases until an order could be placed. There would also be additional costs for a new power supply and in some cases for delivery. The Clerk advised that she was suggesting a meeting on site with the preferred contractor (once decided) and the Council's light installer to ensure the proposed lights would work with the power supplies proposed. Cllr. Baynham was keen to get more accurate figures as soon as possible and Cllr. Harling-Bowen would continue to work on the information needed.

MIN 4554 COUNTY COUNCILLOR REPORTS

Cllr. Baynham reported the following –

- Thanks to those that helped clear the prunings from the War Memorial area, including Mr. John Wilding.
- Potholes, road surface problems: Councillors asked to report these online as this helped add pressure for action. The Clerk would circulate the links.
- Pavement, Station Road: Reported and to be cleaned/cleared.
- Recent meeting with Director of Education and Portfolio Holder to discuss schools.
- Attended budget action group workshops.
- Marches Partnership Programme: Confirmed that Town and Community Councils were not involved in this programme.
- Reminder of Sustainable Powys Meeting the following week.
- Bus on bypass: Notified to the County Council and assistance requested.
- Recent email re. state of pavement etc at Slough Road. She would contact the highways department.

Cllr. Edwards advised that the pavement repair outside the secondary school was not sufficient and had been raised as a query. White lining still to be done.

No other items were reported.

MIN 4555 CO-OPTION UPDATE

Closing date 30th November.

MIN 4556 URGENT BUSINESS INFORMATION

- (1) Remembrance Sunday: Thanks noted to all that had attended.
- (2) Congratulations noted to Sheep Music for another very successful bonfire and fireworks event.
- (3) Transforming Towns Grant: Agreed that the Council would facilitate a further grant application if there was sufficient interest. The Clerk would publicise on social media and update the initial letter for businesses in the town centre. Cllr. Ross would deliver. Clerk also to seek a definition of 'town centre' to make sure no businesses that were eligible were omitted.
- (4) Completion of Bar/Storage Building: Letter of thanks to be sent to Mr. O. Rimington.

The meeting closed at 9.59 p.m.

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

**MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 1ST DECEMBER 2025
AT THE EAST RADNORSHIRE DAY CENTRE AND VIA VIDEO CONFERENCING**

Present: Cllrs. B. Baynham, D. Edwards (Mayor), T. Owens, C. Ross.

Apologies: None.

Declarations of Interest: Members were requested to declare any personal and/or prejudicial interests they may have in matters to be considered at the meeting in accordance with the terms of the Local Authorities (Model Code of Conduct Order) (Wales) Order 2108 and the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2116.

Personal: None.

Personal and Prejudicial: None.

MIN ST1/25 ELECTION OF CHAIRMAN 2025-26

Cllr Ross was proposed by Cllr. Owens and seconded by Cllr. Edwards. Everyone was in favour and Cllr Ross accepted the post.

MIN ST2/25 ELECTION OF VICE CHAIRMAN 2025-26

Cllr. Owens was proposed by Cllr. Edwards and was seconded by Cllr. Baynham. Everyone was in favour and Cllr. Owens accepted the post.

MIN ST3/25 EXCLUSION OF PUBLIC AND PRESS

Resolved under the Public Bodies (Admission to Meetings) Act 2160 that the public and press be excluded from the meeting during the consideration of the following business because of the confidential nature of the following items.

No public were present.

MIN ST4/25 INCREASE IN NATIONAL PAY SCALES 2025-26 AND EXPECTED INCREASE IN 2026-27

Members noted the new pay scales for 2025-26. No information as yet available for 2026-27. Agreed to recommend a budget to be set allowing for a 3% increase at £31,633.92. It was further agreed that no extra allowance for any increase in employer national insurance contributions was needed. Any balance in excess of £31,933.92 to be met from free reserves.

MIN ST5/25 ANNUAL APPRAISAL OF CLERK

Members noted and accepted the annual appraisal which had been completed with the Clerk by Cllrs. Owens and Edwards.

Noted that when on annual holiday no Councillor should contact the Clerk and that the Mayor should be the point of contact. Emails to the Clerk would not receive a reply during this period. Likewise it was noted that replies would not be made 'out of hours'.

MIN ST6/25 TRAINING REQUIREMENTS FOR CLERK IN 2026-27

No specific requirements for 2026-27 but Members agreed to recommend that a training reserve budget should be considered when setting the Council budget in January.

MIN ST7/25 REVIEW OF HOURS/ALLOTMENT HOURS/PAYMENT ARRANGEMENTS

It was recommended that the system remain unchanged. It was further agreed that, should the Clerk be allocating more hours than normal to the allotments, she should flag this up to both the Chairman of Staffing Committee and the Chairman of Sites and Buildings Committee.

MIN ST8/25 ANNUAL LEAVE ARRANGEMENTS

Noted that annual leave was expected to be used by the end of the financial year.

MIN ST9/25. BUDGET RECOMMENDATIONS FOR 2026-27

As had been previously discussed in the meeting it was agreed the Staffing Committee should recommend the following to full Council: -

Annual Salary inc Employer's pension/NI - £31,634. Any amount in excess of this to be met from free reserves.

Clerk's Training: Consideration of training budget allocation to be made during made during precept setting in January.

MIN ST10/25 CLERK'S JOB DESCRIPTION

No changes.

MIN ST11/25 EMPLOYMENT OF ADDITIONAL STAFF

Resolved not to employ any additional staff but to continue with the use of contractors. No change to current hourly rates paid.

MIN ST12/25 URGENT BUSINESS (INFORMATION ONLY) (at discretion of Chair)

None.

Summary of Recommendations -

Annual Appraisal and additional comments be noted.

Clerk's hours unchanged.

Payment of Hours worked for Allotments: Arrangements unchanged.

Draft Budget Recommendations as follows:

Annual Salary including employer's pension and national insurance payments £31,634 with any balance to come from free reserves

Training: Current needs to come from existing allocated reserve. Consideration of a further amount for future training needs to be made at the budget setting meeting.

Additional Staff/Contractors: To continue as at present with no change.

The meeting closed at 8.45 pm.

Annual Return for the Year Ended 31 March 2025

Accounting statement 2024-25 for:

Name of body: **PRESTEIGNE AND NORTON TOWN COUNCIL**

	Year ending		Notes and guidance
	31 March 2024 (£)	31 March 2025 (£)	
Statement of income and expenditure/receipts and payments Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.			
1. Balances brought forward	101,288	120,639	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	72,938	75,752	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	71,767	86,716	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	28,345	29,379	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	97,009	98,738	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	120,639	154,990	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	120,639	154,990	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	120,639	154,990	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	434,724	438,478	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	nil	nil	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2025, that:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.	See note 2	No	Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.	Yes		Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at [insert name of website].	Yes		Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.	Yes		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.	Yes		Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: - Effective financial management including the setting and monitoring of the Council's budget - Maintenance and security of accurate and up to date accounting and other financial records - Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.	Yes		Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year	D
7. We have maintained an adequate system of internal control and management of risk, including: - measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments - assessment and management of risks facing the Council - an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.	Yes		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	D, E
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	Yes		Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.	Yes		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E
10. General power of Competence – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021	See Note 3	No	Meets the eligibility criteria to exercise the general Power of Competence	E

* Please include an explanation for any 'No' answers

Additional disclosure notes

Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2024-25 was £10.81 per elector.

In 2024-25, the Council made payments totalling £4224.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2. The Council has not held a community consultation recently. The most recent survey of residents was in 2022 as part of a Town Improvement Plan. Previous surveys have been held both generally and on specific matters (eg on housing need, development in Norton village).
3. The Council is not eligible for the General Power of Competence due to less than two thirds of Members having been formally elected.

Trust Funds

Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.

Yes

No

N/A

Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

X

Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO

I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2025.

RFO signature:

T.A. Price

Name: Tracey Price

Date: 19th May, 2025

Approval by the Council

I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:

Minute ref: 4480(S)

Chair signature:



Name: DEBORAH EDWARDS

Date: 19th May, 2025

* Please include an explanation for any 'No' answers

Auditor General's report and audit opinion

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2025 of **Presteigne and Norton Town Council**. My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 (the 2004 Act) and guidance issued by the Auditor General for Wales.

Audit opinion: Unqualified

On the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislative and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters and recommendations

I draw the Council's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the Council.

Community Consultation

As noted in assertion 1 of the Annual Governance Statement, the Council have not consulted the community to develop a vision & purpose for the Council.

We recommend that Council conducts a consultation with the community to establish a community vision for the Council.

There are no further matters I wish to draw to the Council's attention.

 Richard Harries, Director, Audit Wales For and on behalf of the Auditor General for Wales	Date: 14/11/2025
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Annual internal audit report to:

Name of body: **Presteigne and Norton Town Council**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2025.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			✓		
7. Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

* Please include an explanation for any 'No' answers

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			✓		

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

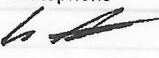
** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated 29.04.2025.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Mr. Lee Stephens

Signature of person who carried out the internal audit: 

Date: 28/4/2025

* Please include an explanation for any 'No' answers