



CYNGOR TREF -Y-CLAWDD / KNIGHTON TOWN COUNCIL

DRAFT MINUTES OF THE MEETING HELD ON THURSDAY 27 JULY 2023 AT 7.00PM AT THE CIVIC CENTRE, WEST ST, KNIGHTON AND VIA VIDEO CONFERENCING.

- Present:** Cllrs. D. Williams (Mayor/Chair), H. Adams-Evans (Deputy Mayor), B. Caine, B. Butler, P. Barrett, T. Taylor, C. Bevan, S. Vaughan, M. Vaughan
- In Attendance:** Ms. K. Compton (Press), Ms. L. James (Town Clerk), two members of the public.
- Apologies:** Cllrs. B. Andrews, C. Branford, P. Ford and T. Sharp.

1. Invitation to members of the public to speak:

The Chairman opened the meeting and invited members of the public to speak. One member of the public spoke about a perceived safeguarding issue in the town. The speaker explained that they had followed proper reporting procedures to the police, safeguarding leads and County Council. A copy of the letter sent to a County Councillor and a letter addressed to Knighton Town Council (KTC) were handed to the Council. Cllr. C. Bevan thanked the speaker for their eloquence and bravery in bringing this to Council and asked if a response had been received from Powys County Council. Cllr. D. Williams (Chairman) also thanked the speaker and advised them that the Town Council would respond to their letter. The Chairman also advised that the Town Council would foster better communication with the police and other agencies involved, whilst acknowledging the limitations involved.

2. Declarations of Interest:

Cllr. P. Barrett declared an interest in item 6.b. below (Planning).
Cllr. T. Taylor was deemed to have an interest in item 10.b. below (Motions)

3. Approval of Minutes:

The minutes of the meeting held on Wednesday 21 June 2023 were approved by all as a true and accurate record and have been signed by the Chairman as such.

4. Matters Arising from Minutes:

No matters arising.

5. Clerk's Verbal Report:

- a. **An election has been called for West ward.** Polling date is 24 August 2023.

- b. **Allotments.** An inspection is scheduled for April. Allotment holders will be advised in advance. This will prompt full consideration of any requests made this year and the possibility of implementation next year.
- c. **Online banking.** ID has been received from 2 signatories, awaiting approval by Smart Money Cymru.
- d. **Public toilets.** The toilets at Bowling Green Lane have been repeatedly vandalized. Quotes obtained for deep cleaning and repairs. BGL toilets will need to close temporarily for works to be carried out. The cleaner has resigned. An EOI is being completed to take on the management of new toilets at Offa's Dyke.
- e. **Clock Tower stonework.** CADW & Powys County Council are aware that a visit is required to establish repair/maintenance work needed.
- f. **Pontfaen noticeboard.** Update requested from Powys County Council.
- g. **Parking restriction changes around Knighton.** County Cllr. C. Kenyon-Wade has forwarded Town Councillor comments for the record to PCC Highways.
- h. **Town Regeneration Grants.** The Town Plan for Knighton has been delivered to local businesses for consideration and a meeting is to be held as follow up. Contact made with the Town Liaison Officer Richard Morgan for help and advice on drafting the grant application for improving shop fronts (Transforming Towns).
- i. **Former tennis court site at Bowling Green Lane.** Visit with Cllr. C. Branford to the, for an initial assessment of what needs to be done to proceed with repurposing the site. Quotes are being obtained will be presented to full council in September. Work to lift the restrictive covenant is ongoing.
- j. **Knighton in Bloom** judging has taken place this week. Proposed date for awards ceremony is 16th August.
- k. **Cenotaph.** A quote has been accepted from Robert Maunder to erect a chain fence around the tree, all scrap value received will be returned to KTC. No Parking signs have yet to be sourced.
- l. **The Local Governance Toolkit** – statutory requirement and Clerk's focus for August, this may require tasks to be allocated to individual Councillors or sub-committees.

6. Planning:

- a. Application Reference: 23/0832/REM Grid Reference: E:328388 N: 272531 Proposal: Section 73 application to vary condition number 3 attached to planning permission P/2018/0507 to extend the time limit for commencement Site Address: Land at West Street, Knighton, Powys, LD7 1EN. **NO OBJECTION.**
- b. Application Ref: 23/1099/TRE Grid Ref: E: 328423 N: 272205 Proposal: Removal of 11m of hedgerow in a conservation area Location: The Bungalow, Lower Cwm Road, Knighton LD7 1HF. **NO OBJECTION.**
- c. Application Ref: 23/0953/TRE Grid Ref: E: 328515 N: 272252 Proposal: Works to trees in a Conservation Area Location: Rear Of 6 George Road, Knighton, Powys LD7 1HF. **NO OBJECTION.**

7. Finance:

Approval of Monthly Account for June 2023: Approved as circulated and attached to these minutes.

8. Financial Assistance:

Teme Valley Environment Group (T-VEG), Edible Knight Project. It was **RESOLVED** to provide assistance by offering to cover costs up to the amount requested (£450.00) on presentation of invoices for KTC to pay and with the proviso that contractors be local to Knighton.

9. Correspondence:

- a. Emails of thanks for financial assistance were received from the friends of Knighton School and from the Knighton Silver Band.
- b. A letter was read out from an allotment holder requesting the Council consider enforcing organic cultivation (no use of pesticides or herbicides) across several neighbouring allotments.

10. Motions:

- a. This Council would like to express their gratitude to Mr Neil King for his many years of service as Town Clerk and recognises the hard work he has done on behalf of both the Council and for the good of the Town as a whole. We wish him a very happy retirement. Proposed by Cllr. P. Barrett. Seconded by Cllr. T. Taylor. **MOTION CARRIED.**
- b. The Council recognises the hard work and fully supports the aims of the Knighton Flood Protection Group and will work with them to facilitate a safer Knighton. Proposed by Cllr. P. Barrett. Seconded by Cllr. C. Bevan. **MOTION CARRIED.**
- c. In addition to the requirements of standing order 18 and unless urgent action is required all work incurring Council expenditure should be advertised on the Council Website and social media (Facebook) to allow as many businesses as possible to have an opportunity to bid for work. Any work with a potential value exceeding £10,000.00 should be subject to the tender process as described in Standing Order 18 para–D. Best practice of obtaining 3 quotes for all other work incurring Council expenditure is to be observed. Proposed by Cllr. P Barrett. Seconded by Cllr. B. Butler. **MOTION CARRIED.**
- d. That the lower section of the Allotments, plots 27 to 33, be designated as organic plots and that any new plot holders be instructed and undertake not to use pesticides or herbicides on their plots. Proposed by Cllr. T. Taylor. Seconded by Cllr. B. Butler. **MOTION LOST.** It was **RESOLVED**, following a proposal by Cllr. C. Bevan, seconded by Cllr. B. Caine, to revisit this motion following the scheduled Allotments Inspection in April 2024.
- e. Before the above motions were debated, a point of order was made by Cllr. T. Taylor, referring to the minutes of the Full Council Meeting held in September 2022, which show the motion: “when a member puts on a motion on the agenda, he/she must have a seconder. Members agreed if this was legal (clerk to check) to introduce.” It was **RESOLVED** to revisit this and confirm at the next meeting. (Action: Clerk.)

11. Personnel Committee Update:

Cllr. P. Barrett reported on the most recent meeting of the Personnel Committee.

- a. There is an urgent need to replace the cleaner for Knighton's public toilets.
- b. The Clerk's salary is to be reviewed at the end of probationary period on 09 October 2023 and annually on the anniversary of the Clerk's appointment (as stated in contract of employment).
- c. Minutes of the Personnel Committee meetings to be circulated to full council, as requested by Cllr. M Vaughan. (Action: Clerk.)

12. Mayor's Communications:

Cllr. D. Williams as Mayor advised that since the last meeting, he attended the Leavers Assembly at Knighton primary school.

13. County Councillor Updates:

No updates. County Councillors did not attend.

14. Urgent Items:

Cllr. T. Taylor spoke about vandalism in the town, particularly the dismantling and moving of bins. Circumstantial evidence has been gathered and an individual identified. It was **RESOLVED** to research how CCTV can be used to tackle vandalism. (Action: Clerk.)

15. Private Session:

The public and member of the press withdrew from the meeting at 8.20pm.

Meeting closed at 9.00pm

