

KNIGHTON TOWN COUNCIL / CYNGOR TREF-Y-CLAWDD



DRAFT MINUTES OF THE FULL COUNCIL MEETING

HELD ON WEDNESDAY 15 NOVEMBER AT 7PM, AT THE CIVIC CENTRE, WEST ST., KNIGHTON AND VIA
VIDEO CONFERENCING

Present: Councillors D Williams (Chair/Mayor), H Adams-Evans (Deputy Mayor),
C Branford, C Bevan, M Vaughan, T Sharp, R Edwards, T Taylor, B Butler.
S Vaughan, B Andrews and P Ford.

In Attendance: County Councillor C Kenyon-Wade, K Compton (Press), L James (Clerk), Members of the
Public (1).

Public Participation: No members of the public were in attendance when the Chair opened the meeting.

Minute 01: There were no apologies.

Minute 02: No declarations of interest were received.

Minute 03: The minutes of the full council meeting held on 25th October 2023 were proposed by Cllr.
Adams-Evans as true and accurate, seconded by Cllr. Butler. All present agreed.

Minute 04 (agenda item 4b): Matters arising from the minutes

- a. 25/10/23 Minute 7b: Cllr. Taylor invited County Councillor Kenyon-Wade to update on the new bus shelter. She confirmed that there would be no extra cost to have a solid rather than mesh back.
- b. 25/10/23 Minute 08: Cllr. Taylor and Cllr. Sharp shared their findings regarding the offer from the Slow Walks initiative. They advised that the project does not share useful routes and that a number of the routes local to Knighton were convoluted, put walkers in the road and did not include Offa's Dyke at all.
- c. 25/10/23 Minute 19: Cllr. Andrews thanked the town council for its support for the Knighton Youth Group and to the Mid-Wales Journal for highlighting the plight of the group. County Councillors Matthew Dorrance and James Gibson-Watt have been publicly invited to visit the Youth Group and see the work it does. Cllr. Andrews extended this invitation to Knighton Town Council's Mayor and Deputy. If the visit coincides with the Council's monthly meeting, the Clerk was instructed by the chair to reschedule the council meeting. Cllr. Edwards asked if he may also attend, to see first-hand what the group does. Cllr. Andrews responded that Cllr. Edwards can visit any Wednesday night between 6pm and 8pm.

Minute 5 (agenda item 4.b.i.)

Cllr. Taylor explained the next steps following the adoption by the Council of the bus service improvement paper he presented at the last meeting. The first step is to schedule a meeting with Powys CC Officers and County Councillors to establish feasibility and cost. Cllr. Taylor will work with

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the Clerk to schedule the meeting and invited any other interested town councillors to attend and.

The next step will be to meet with the bus companies to implement the plan.

Minute 6 (agenda item 4.a.)

The Clerk provided a verbal update on the following:

- a. Online banking – Smart Money Cymru bank account will be active next week.
- b. Public toilets – still trying to obtain further quotes as no response to requests for a time to start to start from the quote provided before. Repairs have been carried out on the toilets behind the Knighton Hotel and the gents is now open. Toilets are now being locked at 4.45pm, but burnt toilet roll and empty beer bottles have been found on locking up. The toilet will now be closed at 3.30/4pm, before the school bus gets in, so as to eliminate children as the perpetrators.
- c. Income – 2 new regular bookings and a children's party this month.
- d. Grant applications – work has begun on the Local places for Nature (led by Cllr. Adam-Evans), Allotment grant from Powys (led by Cllr. Taylor) and Heart of Wales Community (led by the Clerk) grants.
- e. Website – a note has been added to the website advising residents that until it is fully updated they can access council reports and documents by contacting the Clerk.

Cllr. Adams-Evans added to the Clerk's update with further information about the Local Places for Nature Grant. Cllr. Adams-Evans, Cllr. Butler and Cllr. Williams met with Sally Sohingo plan the application. An amount of £5,000.00 is available and the proposal includes developing the area around the bus shelter at Bowling Green Lane, installing around 10 self-watering Amberol troughs around town and using the Knighton Men's Shed to build planters for the bus shelter area. Cllr. Ford asked if the Amberol self-watering troughs would be used around the clock tower and was advised by Cllr. Williams that the troughs would be positioned further out than the centre of town so may not be used at the Clock Tower. Cllr. Ford advised that the Knighton Flower Box knows how to construct self-watering troughs and would be happy to instruct the Men's Shed on how to do this. Cllr. Adams-Evans agreed we could look into this but advised there will be further opportunities for funding next year.

Minute 7 (agenda item 5): After a short discussion around the co-option application form, a vote took place with 9 councillors in favour and 4 against. Mr Tom Crail was duly co-opted as the new Knighton Town Councillor for Southeast Ward.

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Minute 8 (agenda item 6):

Cllrs. Andrews, Branford and S Vaughan (Ross) signed the application form as bank signatories for the new account with the Smart Money Cymru credit union . It was proposed by Cllr. Andrews and seconded by Cllr. Adams-Evans that the Council formally approve the move of funds and direct debits from the council's HSBC business current account and for the clerk to a primary user without authority to spend unless authorised by 2 of the Council's 3 signatories. Council voted unanimously in favour.

Minute 9 (agenda item 7):

The monthly accounts for October 2023 were proposed as true and accurate by Cllr. Andrews and seconded by Cllr. Adams-Evans. Council voted unanimously in agreement.

Minute 10 (agenda item 8):

- a. The Clerk updated on Financial Assistance previously agreed but not paid out. She confirmed that she had contacted the Knighton Festival and the Knighton Show and Carnival Committee to apologise for the oversights and that payment would now be forthcoming. Cheques were signed for £500.00 and £600.00 respectively at this meeting.
- b. New requests for assistance: none received.

Minute 11 (agenda item 9):

Planning application Ref:23/1160/FUL Grid Ref:E 328540 N:272333 received no objections. Cllr. Sharp advised she had visited the site and confirmed that the flat to be converted to commercial storage is currently empty. It was proposed by Cllr. Williams that the Council have no objections, seconded by Cllr. Andrews. Council voted unanimously to not object to the application.

Minute 12 (agenda item 10a):

Further amendments to KTC Financial Regulations were proposed by Cllr. Andrews and seconded by Cllr. Sharp. Namely to amend Financial Regulation 6.20 and 11.1.e. Council voted unanimously to approve the amendments.

Minute 13 (agenda item 10.b.):

Revised Terms of Reference for the Personnel Committee were proposed by Cllr. S Vaughan and seconded by Cllr. Andrews. It was resolved by majority vote to adopt the revised Terms and Conditions.

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Minute 14 (agenda item 10.c.):

The clerk presented a draft Health and Safety Policy Statement, a statutory requirement of the Local Government Act 1972. It was proposed by Cllr. Edwards and seconded by Cllr. Sharp to adopt and implement the policy. Council voted unanimously to adopt and implement the policy.

Minute 15 (agenda item 10.d.)

The clerk requested that the council attend an initial budget planning meeting before the end of November. The date was set as Thursday 29th November 2023. Further budget meetings will take place in December/January before submitting the precept demand to Powys CC by the deadline of 2nd February 2024.

Minute 16 (agenda item 11):

Two new members were appointed to fill vacant seats on the Personnel Committee. The members are Cllr. Edwards and Cllr. Branford, proposed by Cllr. Andrews and seconded by Cllr. M Vaughan.

Minute 17 (agenda item 12):

The following motion was Proposed by Cllr. Edwards and seconded by Cllr. Sharp:

“That the Council appoint a competent person, or a person willing to have the appropriate training, to implement Health and Safety procedures for all Council buildings, activities, and staff, including risk assessment management and that this person should be a Councillor or an outside contractor.”

Cllr. Ford advised that she and Cllr. Edwards recently obtained certificates in Emergency First Aid at work. Cllr. Andrews stressed the importance of IOSH & COSHH certification and that a member should be trained qualified in this. Cllr. Andrews advised there are implications for hiring out the council chambers as venue to other groups, and the importance of building compliance and health and safety assessments must be carried out and acted upon. Cllr. Adams-Evans asked if Cllr. Andrews would take on the role as proposed in the original motion. Cllr. Andrews advised that although he is IOSH qualified and carried out risk assessments on the Council’s buildings during the covid lockdowns, he believed that times have moved on and that the responsibility for such risk assessments should now lie with a younger member of the council. Cllr. Adams-Evans asked if Cllr. Andrews would work alongside one other councillor, to which he agreed. Cllr. Adams-Evans proposed the below amendment to the original motion, seconded by Cllr. Sharp:

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“That the Council appoint 2 *competent persons*, or 2 *persons* willing to have the appropriate training, to implement Health and Safety procedures for all Council buildings, activities, and staff, including risk assessment management and that *these persons* should be a Councillor or an outside contractor.”

The motion with amendment was moved to a vote and passed.

Cllr. Williams then proposed that Cllr. Andrews and Cllr. Edwards be appointed to the role, seconded by Cllr. Adams- Evans. This moved to a vote and Cllr. Andrews and Cllr. Edwards were duly appointed and it was agreed they would report back to full council each month, under the standing agenda item of Governance.

Minute 18 (agenda item 13)

One item of correspondence was brought to the council’s attention from a resident asking that the car park area around the clock tower be closed for the Christmas light switch on, the clerk was advised to write to the resident thanking them for their letter and explaining that the parking area could not be closed but that people could be politely asked to not park there.

A short discussion about the Christmas event ensued in which Cllr. Ford advised that she would let the shops know the date of the switch on and invite them to remain open for the evening.

Minute 19 (agenda item 14)

County Councillor C Kenyon-Wade summarised her findings having attended the Powys County Council budget seminar, mainly that Powys is facing a deficit and planning cuts to services and increasing council tax. A meeting was held this week with a Powys CC Highways officer and Town Councillors Williams and Branford to look at extending the double yellow lines along Offa’s Road; having double yellow lines at the ‘pinch point’ at the Cwm and addressing a resident’s concerns about where Russell Street meets The Narrows being unsuitable for through traffic. In relation to the Town Investment Plan, Council was advised that the Tourism Group has begun its signage review ready to apply to the Brilliant Basics grant fund. The new Tourism Group leaflets were distributed and agreed to be of great quality, full of useful information.

County Councillor Kenyon-Wade ended her update by asking for confirmation that the Council had made their decision about the new bus shelter. This was moved to a vote, proposed by Cllr.

Williams and seconded by Cllr. Taylor, that the order goes ahead for the larger bus shelter, with solid back, powder coated in a light colour with the finish being gloss or matt depending on which one is more graffiti resistant.

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County Councillor Ange Williams is on annual leave.

Minute 20

The Mayor provided an update on engagements and activities, remarking that it had been a quiet month. The main event was the Remembrance Day parade and ceremony at the Cenotaph, which went well but will need minor tweaks next year. He publicly extended thanks to all those involved in organising the event, in particular the Royal British legion, the parade warden, traffic controllers and resident David Bright for fixing the broken bench at the Cenotaph in time for the event.

Minute 21 (agenda item 16): Christmas event update and key dates:

- a. Christmas Event Update: New lights have been bought for the tree. Former councillor Ben Caine will provide the poster for this year's event, to be publicised from Monday 20th November on notice boards and online. Cllr. Adams-Evans has successfully approached Co-op to sponsor the event and they have pledged to donate 15 boxes of mince pies (90 pies in total). Cllr. Adams-Evans will also approach Costcutter and Premiere to make similar donations. Cllr. M Vaughan pledged to sponsor the event on behalf of his business and donate sweets.
- b. Cllr. Ford will visit local shops to gauge interest in reviving the Knighton shop window advent calendar trail. It was agreed that if the shops invest £5 each then the council would match that amount to fund the trail.
- c. Key dates: Saturday 25th November: Lights to be brought out of storage and checked.
Sunday 26th November 8.am start: Tree being put up at the Cenotaph; lights to be strung around town; 2 cherry pickers have been booked and experienced volunteers from the community have pledged to assist as before. Grotto: At the Civic Centre, Cllr. Branford, the Clerk, and any other councillors who wish to help will wrap boxes to decorate the grotto. Also, Gazebo frame to be provided by Cllr. Ford or Cllr. Williams and delivered to the Civic Centre.
Monday 27th November: Restorella at the Civic Centre all day to set up the grotto.

Minute 22 (agenda item 16)

Cllr. Ford has booked the Civic Centre from 5pm on Wednesday 13th December and has invited councillors and shopkeepers to attend an event arising from her completion of the Emergency First Aid at Work course. The event will provide a short training session on how to administer medication to counteract the effects of an opioid overdose and provide free kit to those who attend.

Meeting closed at 8.40pm.