

Minutes of meeting of Hay Town Council held at The Swan Hotel, Church Street at 6.30pm on 5th November 2018

Present: Cllr T Stedman (TS) Cllr J Pearson (JP) Cllr A Powell (AP)
Cllr J Prothero (JPr) Cllr S Morris (SM) Cllr R Golesworthy (RWG)
Cllr D Price (DP) Cllr H Davies (HD)

Apologies: Cllr F Howard (FH) Cllr H Sawyer (HS) N Lewis (NL)
County Councillor G Ratcliffe (GR)

In Attendance: N Burdekin (NB) Jason Hawkins (Dyfed Police)

2129. Declarations of Interest & Code of Conduct.

RWG – HADSCAL, The Warren, niece is working on the Kingdom Project, Trustee of the British Legion, the Buttermarket
AP – HADSCAL, The Warren, Hay Woodland Group
TS – Hay Woodland Group, Hay in Bloom
JP – BBNP Local Access meeting, Herefordshire Local Access Forum, Powys Local Access Forum
SM – The Warren, Cubs and Scouts Leader 1st Hay Scouts, Explorers
JPr – Hay in Bloom

2130. Questions from the public

Anita Wright raised the issue of Community Speed Watch Hay having only 3 volunteers, and referred to an e-mail already sent in to HTC. Anita asked HTC if they could support their work by:

- Promoting the need for extra volunteers for the Speed Watch;
- Speak to Powys CC regarding installing speed strips for accurate measurements;
- Either clearing vegetation obscuring the 'Welcome to Hay' sign at land at the Globe at the top of Newport Street or, preferably, for the sign to be re-sited in front of the wall by the field gate opposite Wyeford Road. Better still if a new, larger sign could be made with 'Drive with care' added;
- Organising a joint meeting between HTC and Cusop Town Council to discuss.

AP said it was important to get the speed strips in the right place, as last time this happened, they were put in the wrong location near Co-op.

NB will follow up on Anita's requests, starting with promoting the group's need for volunteers in HTC's December 2018 newsletter and Wye Local articles.

Kath Whitaker also raised the planning issue of a holiday complex being sought on land opposite the Gliss, with a response deadline of 7th November 2018. TS explained that unfortunately the site is within Clyro Town Council's area, not HTC, so HTC has not been approached for a response. TS advised Anita to speak with Cllr James Gibson-Watt.

2131. Police update

Jason Hawkins PSCO provided HTC with an update. There has recently been one theft of a vehicle in Hay, but it was recovered. There was also an attempted break-in to a domestic property near the Three Tuns pub. Two weeks previously, there was a break-in in Huws Gray machinery yard, although nothing was stolen. In terms of speeding traffic, Jason has been to Brecon Road with Anita Wright. TS said HTC could highlight the increase in thefts on the Facebook page and website.

AP asked JH about the % of flexibility over the speed limit that the police are currently working to. JH said he would find out and let HTC know.

2132. Minutes of the meeting dated 1st October 2018

TS raised an issue on item 2109 e. iv. relating to the administrative restructure, not a Councillor restructure. NB to amend and then TS will sign. Aside from this, the minutes dated 1st October 2018 were agreed as a true and accurate record.

2133. Matters arising from minutes not listed on the agenda

(a) Barclays Bank – TS said that there has been no comment from Cash Zone, so TS will contact them to see what the latest position is.

(b) Hay Reserve held by Powys CC

TS said that there is nothing further to report at this stage, but can provide an update under CAMRA at the end of the meeting.

(c) School designs for bus shelters

JP said that the school has sent a request to all pupils asking for designs, so this should bring about some designs soon.

(d) Transfer of Christmas Lights

NB said that Andrew Williams has replied to say that the inventory is taking place at the time of the Christmas Lights being installed.

(e) Safety concerns Blue Boar junction

NB met with Jo Lancey from Powys CC Highways' Team on 18th October 2018 to discuss possible measures to be taken. Jo confirmed that it was very unlikely that a crossing could be put in. Jo said that the first step would be to carry out a 12-24 hour traffic monitoring. Jo added that Powys CC does not have the manpower available to carry out this monitoring. NB asked Jo if HTC could arrange for it to be done. Jo said it could be done by people other than Powys CC officers, but they would have to prove not to be biased. Jo agreed to send NB the methodology in order to carry out this testing. NB also mentioned to Jo other points that RWG had e-mailed prior to the site visit, being unable to attend on the day. For example, RWG mentioned the point of the zebra crossing in Crickhowell which lies directly on a major junction. Jo explained to NB that this situation is very unusual and was installed prior to current legislation. Jo confirmed that the zebra crossing at Crickhowell would not be possible to be installed today.

SM asked if any of this was in writing. NB said that it has not been given in writing. NB was asked to forward RWG's e-mail to Jo and ask her to respond to each point in writing.

(f) Hay & District Show

SM said that he is waiting for a response to a request for help that will be in the December 2018 newsletter. SM added that he already has 3 or 4 people who have expressed a desire to help.

(g) Salem Chapel

TS explained that the Estate Agents have suggested to the Baptist Union that they accept an offer that has been tabled for Salem Chapel. The offer is above the asking price. This leaves HTC very unlikely to play any further role in the purchase.

(h) Any other items from minutes not listed on the agenda

No further issues were raised.

2134. Sub Committee Reports/Minutes

(a) Finance

(i) Minutes of meeting dated 29th October 2018

DP signed off the bank reconciliations to 23rd September 2018 on item FIN330.

DP went through several recommendations from the Finance Sub Committee.

FIN332. Funding of Kingdom and WMG Grants

TS and AP Declared an interest in terms of the Hay Community Woodland Group grant but remained in the room.

The grant budget of £1,000 was already overspent by £100, this being due to the grant of £1,000 given to the Kingdom project. Also an application was due to be received from the Hay Community Woodland Group to cover the costs of emptying the dog fouling bins. This was expected to be in the region of £1,000 for eight months this year.

Recommendation

That the Kingdom grant be funded from the grant budget which would be overspent by £100 and the WMG grant be funded for this year from the Town Plan project budget.
Unanimously approved.

FIN333. Outstanding Rent

A tenant in Council Offices is not happy that the rent was based on the rateable value of the room, not the square footage. The tenant offered to pay the outstanding rent provided that the rent of the room was the same as the rent of the room on the first floor. This would be £117 per annum less. The Sub Ctee took account of the Premises Sub Ctee's view and agreed that an exception could not be made and that the rent remain as determined.

Recommendation

That the tenant be advised that the rent would remain as previously notified and if the tenant wasn't prepared to pay this amount then the Council would have no alternative but to give the tenant notice to leave.
Unanimously approved.

FIN334. Annexe Rent Credit

It had previously agreed that the tenant should not be charged rent for up to 4 months or 50% of the costs of the improvements whichever is the least. The tenant had now supplied copy invoices which totalled £2,710, 50% being £1,355. The tenant had moved in on 7th June 2018 and 4 months free rent amounted to £1,372.60 (6 days in room in main building and 3 months 24 days in annexe).

Recommendation

That the tenant be given 4 months free rent (ie not be charged for the period 1st – 6th June in the main building nor for 3 months 24 days in the Annexe). The rental charge in the Annexe to commence on 1st October 2018.
Unanimously approved.

FIN335. 2017/18 External Audit report

The external Audit report for the financial year 2017/2018 received from Grant Thornton report was an unqualified report. The Sub Ctee accepted points raised and agreed that the Internal Audit arrangements would need to be reviewed and a Terms of Engagement letter agreed.

Recommendation

That the External Audit report be accepted. *Unanimously approved.*

FIN336. Internal Audit Arrangements

It was suggested that a specification for the Internal audit for the 2018/19 be drawn up and that it should include checking:-

- (i) The bank reconciliations
- (ii) HTC transactions in that they meet the statutory financial obligations and HTC Financial regulations

Recommendation

That NL should meet with Chris Lewis to provide him with the above specification and establish whether the cost will exceed £300. If that is the case obtain 3 tenders for the work.

Unanimously approved.

FIN337. Powys CC Loan

NL advised that an invoice had been received from Powys CC for the 3rd installment of the loan repayment.

Recommendation

That the repayments continue to be withheld.

Unanimously approved.

FIN339. Recreation Facilities Budget 2019/20

NL pointed out that even though the HTC contribution of £5000 and the Sports Clubs contribution of £5500 was yet to be added, the account was over £7000 on credit and perhaps representatives of the SMC should meet with members of the Finance Ctee to consider the level of the contributions and the budget for 2019/20.

Recommendation

To wait for the decision from Powys CC with regard to car park income before deciding whether to arrange a meeting.

Unanimously approved.

FIN340. AoB

(a) Payment date for staff salaries

TS suggested that staff salary payments should be made on a fixed date each month and not vary depending upon when the Full Council meeting was.

Recommendation

That staff salaries be paid on the last banking day of each month

This was slightly amended by Full Council as NL had reported that being paid on the last day of the month would mean 13 payments, not 12. DP said that the suggested amended date for payments is the first banking day of the new month. On this basis, the recommendation was *unanimously approved.*

(b) Fishing and Estates

(i) Minutes of meeting dated 5th October 2018

AP explained that there were no recommendations from this meeting and asked Councillors if they had any questions to raise regarding the minutes. No questions were raised. TS added that with NB an audit of the trees along Bailey Walk that have already been assessed and are in various conditions was carried out, along with photographs. This is to enable HTC to split the work into sections and to provide a clear specification to companies to submit tenders to carry out the work.

(c) Town Events

(i) Walking Festival feedback

JP said that barring the weather, the weekend had been very successful and the evening events were well attended. The festival had more or less broken even. Several walks on the Saturday had to be postponed due to heavy rainfall, but most walks on the Sunday took place. Next year, JP reported that the festival would be a 4 day festival from the 10th-14th November. JP added that there will be a meeting on 15th November in the Three Tuns pub to start planning for next year and to look at recruiting more volunteers.

(ii) Senior Citizens' Christmas Party Jan 2019

AP said that in the last meeting, a possible change of venue to Hay Primary School had taken place. However, since then, the Masonic Lodge has agreed it will install a ramp to provide better access to their building. So the event will take place at the Masonic Lodge as last year.

TS said that the menu has gone up by 50 pence, so a decision was needed by Councillors as to whether to pass this 50p rise on to the customer. AP proposed leaving the price of a ticket as the same as last year. JP seconded. *Unanimously approved.*

AP said that the next step is to start getting prizes, which can be left with Londis. TS, JP and NB to advertise this on Facebook and the website.

In terms of entertainment, AP said nothing has been firmly booked in, but AP will ask Roger Beatham. JP said we could ask for entertainers on Facebook. SM said he would ask Hay Shantymen if they could attend.

SM said that the signage for the Food Festival on Hay Bridge is out of sight behind the bench. JP to follow this up.

(d) Council Premises

(i) Minutes of meeting dated 29th October 2018

RWG took Councillors through several recommendations:

C156 (d) Lease period

It was thought that lease period should run for 12 months from 1st April – 31st March and that all tenants should be brought in line with this.

Recommendation: Issue new leases wef 1st April 2019 and if required part year leases for the remainder of this year.

Unanimously approved.

C156 (e) Rent Review

In view of the large increase in electricity costs it was thought that a rent review should be carried out and agreed by December so that tenants could be given three months' notice of any increase.

Recommendation: That a rent review be carried out before the December full Council meeting.

Unanimously approved.

(f) Meeting with tenants Chris Kemp, Grovely Business Solutions, has requested that the Town Council meet with tenants on a regular basis to, amongst other things, keep them informed of the future of the building.

Recommendation: That a meeting with tenants be arranged after the Powys CC Cabinet have met to discuss the issues in Hay.

Unanimously approved.

(h) Use of toilet by neighbouring businesses

Grovely Business Solutions have pointed out that neighbouring businesses are coming into the building to use the toilet and that this has an implication as far as running costs of the building are concerned. It was thought that as this was a public building the general public had a right to use the toilets.

Recommendation: No action be taken on this matter.

Unanimously approved.

C157: Toilets

(a) Budget at 23rd September 2018

This issue related to potential future income via CATs. RWG proposed discussing this item under CAMRA. *Unanimously approved.*

(ii) Outstanding rent

Covered under item 2133 a. (i). above.

(iii) Legionella/Statutory testing

RWG and NB are going to carry out all the testing as outlined in the Alcumus reports as legal duties to see how long this will take and what the implications are. The testing is scheduled to take place on the 12th November 2018.

(iv) Damage to Council Office roof

RWG reported that he had met Tom Mills from Heart of Wales Property with AP and NL earlier today to inspect the work carried out to date in repairing the roof. RWG explained that although the work is nominally complete, it was made very clear to Tom that HTC had some reservations as to the quality of the work undertaken. Tom is going to follow this up with the contractor and report back to HTC.

(v) Disabled toilet door Clock Tower

NB has asked Healthmatic about this several times and apparently the wrong parts were initially ordered. Healthmatic has assured NB that the correct parts have been ordered. NB to follow up.

(e) Communications

(i) Minutes of the meeting held on 3rd October 2018

(ii) Website e-mail addresses

HD and SM have tried to set up their new e-mail addresses, but have come across hitches to the system. DP said he is having a similar problem after TS tried to set his account up. JPr, TS and JP are set up. TS will speak to the website host to try and establish what the problem is.

(iii) Wye Local Article – December 2018 issue (JPr) Deadline 14th Nov 2018

JP will forward to JPr text relating to the Senior Citizens' Party for the article. It was agreed to add in some information on behalf of Community Speed Watch and the increase in thefts as reported by Dyfed Police.

(iv) Newsletter – December 2018 issue (JP)

JP confirmed that the newsletter has now been completed and will be sent to the printers. Hard copies need to be at Wye Local by 26th November 2018.

2135. Transfer of Assets update

(i) The Login Dingle Motte and Bailey – NB explained that he has begun completing the asset transfer using an older Expression of Interest form. NB has asked Powys CC for the most up-to-date version. NB will complete the newest version once he has it.

(ii) Hay Common – The same applies to Hay Common – NB will complete the asset transfer request using the latest Expression of Interest form once he has it.

2136. Filming in Hay

Black Lab Films has requested permission to film in a variety of locations in Hay. None of these locations are on HTC land, so no permission is necessary. NB has also directed the company to Powys CC to inform them of the planned filming.

2137. The Gliss

(i) Land Registry - TS said that Land Registry has requested more information, including a signed statement to accompany photographs taken of original documents from Powys archives.

(ii) Welsh Water works at the Gliss

NB said that following a meeting a meeting with Fishing & Estates Sub Committee, it was agreed that NB contact Williams Beales & Co. and ask them to inform Welsh Water's solicitor's that HTC is happy to bear its own legal costs, but that we cannot agree to a transfer of land without an indemnity from Welsh Water that any future statutory works to be carried out on the land will be borne by Welsh Water. NB has sent this to Williams Beales & Co. HTC is now awaiting Welsh Water's response.

2138. "Shared Spaces" update

NB had prior to the meeting e-mailed a 'Shared Spaces' update to Councillors. In summary, 9 portable ramps for businesses have been bought and are currently being stored in Council Offices. 'Low Carbon Hay' has met for the first time and, in partnership with Gareth Ellis (Green Valleys CIC), will carry out a Community Energy Planning Programme in Hay over a 6-8 month period. The first session is planned for 29th November 2018. NB to promote event on HTC's website. TS/JP to put on Facebook.

At this point in the meeting, TS suggested closing the meeting as a public meeting and moving to the session in CAMERA. DP proposed the motion, JP seconded. *Unanimously approved*

2139. Motion to Exclude Members of the Public and Press

It was proposed by FH and seconded by JP and agreed to approve a motion under Section 1(2) Public Bodies (Admission to Meetings) Act 1960: "Representatives of the press and other members of the public shall be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest at this stage".

Topic: Cemetery.

2140. Date and time of next meeting

Monday 3rd December, 6.30 p.m.

There being no further business, the meeting closed at 9.00pm.

Signed:

T. Shedman,

Date: 3rd December 2018