

**MINUTES OF A MEETING OF LLANSTADWELL COMMUNITY COUNCIL HELD ON TUESDAY
13TH JUNE 2017 AT MASTLEBRIDGE COMMUNITY HALL AT 7.00PM.**

PRESENT: Cllr M Howells (Chair)
Cllr B Brown
Cllr Mrs A Richards
Cllr P Roberts*
Cllr G Wilson
Cllr Mrs J Wilson
Cllr Mrs J Howell

*Present for part of the meeting only.

The clerk was in attendance (Mrs J Clark)

APOLOGIES: Cllr Mrs H John

25/17 **DECLARATIONS OF INTEREST**

Cllr G Wilson declared an interest in agenda item 3 as he is married to Mrs Wilson.

26/17 **CO-OPTION OF NEW MEMBERS**

Three applications for co-option to Council had been received from Mrs J Wilson of Llanstadwell, Mrs Jane Howell of Mastlebridge, Mr Brinley Evans of Waterston and former councillors Mrs Helen John of Waterston.

It was agreed to co-opt all four applicants and that Mrs J Wilson be appointed to serve on the Neyland and Llanstadwell Joint Burial Board.

RESOLVED: **That Mrs J Wilson, Mrs J Howell, Mrs H John and Mr Brinley Evans be co-opted to Council.**

27/17 **CHAIRMAN'S ANNOUNCEMENTS**

The chair had not attended any functions but had been invited to the Neyland and Milford Haven Civic Services to be held over the next month.

28/17 **COUNTY CLLR PAUL MILLER'S REPORT**

Cty Cllr Paul Miller was not present and no report had been received. It was agreed that the clerk to email Cllr Miller to request a report for the July meeting.

29/17 **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 10th May 2017 were proposed and seconded. They were agreed as a true record.

MATTERS ARISING

The following matters were raised:

- a) Minute 1961a) Pontoons on waterway. The clerk advised that funding of £90,000 per year was provided for the pontoons by the Port of Milford Haven and additional funding would be required if any repairs to the pontoon at Hazelbeach were required. This would not be known until the pontoon was removed from the water. It was not possible therefore to ascertain additional costs until then.
- b) Minute 1961b) Darren Thomas of PCC had provided an update on Quiet Lanes. The chair, however was not happy with the response and circulated a draft response and a report from North Wales regarding their experience of Quiet Lanes which were approved for sending to Mr Thomas.
- c) Minute 1961c) Cllr Howells had not had an opportunity to ask Npower for a contribution towards a defibrillator as a meeting was not due for a few weeks. Cllr B Brown circulated a pic of a defibrillator which he had seen located in a phone box in New Radnor. It was proposed that a defibrillator be purchased for the phone box in Church Road and that information be obtained from the clerk to New Radnor Community Council as to how they publicised the whereabouts of their defibrillator.
- d) Minute 1964 The flowers troughs are in place and have been planted. Cllr Richards and Sarah Ashley were thanked for the considerable work they have put in to ensuring that the planters are looking good for the summer. Cllr Richards was reimbursed for the expenses she had incurred.
- e) Minute 1966k) The tree at Waterston park has been inspected and the clerk would request a report and the cost of the cutting back of the tree from the contractor. It was suggested that the clerk ascertains whether Western Power would be prepared to cut back the tree as it is close to power lines.
- f) Minute 1967: The clerk was asked to remind Ben Blake about the signage for Church Road.
- g) The clerk was asked to circulate the minutes of the Annual Meeting held in May 2017 and that the minutes of meetings be circulated as soon as possible after meetings, preferably within one week of the meeting.

UPDATE ON ACCOUNTS

The clerk was asked to ensure that this item was positioned close to the top of the agenda in future and that the pages of the financial information be numbered for ease of reference.

The following documents were circulated:

- a) The Bank Acct Reconciliation Summary with a current account balance of £2,222.71, the Saver Acct as £14,500.00 and the United Trust Acct of £10,000.
- b) Financial Statement – Cashbook showing income of £6,374.79 and expenditure of £ 902.06 (gross).

c) The Financial Statement – Budget Comparison showing the budget, actual income and expenditure and the balance remaining under each budget heading.

RESOLVED: **That the financial information provided above be approved and accepted.**

32/17

PLANNING APPLICATIONS

Cllr Mrs J Howell declared an interest in the planning application for consideration as her husband is the applicant.

a) **17/0021/PA: Agricultural shed on land at Waterston.** Following a short discussion, it was agreed to support the application.

RESOLVED: **That the application be supported.**

33/17

REPORT OF INTERNAL AUDITOR

The report of the internal auditor on the accounts 2016-2017 had been circulated prior to the meeting and it was agreed that there were no matters of concern to report other than one VAT issue. The clerk was asked to obtain information on this from HMRC. The report was accepted.

RESOLVED: **That the report of the internal auditor for the accounts 2016-2017 be accepted and there were no matters of concern to report other than one VAT matter which was noted.**

34/17

APPROVAL OF ANNUAL RETURN AND GOVERNANCE STATEMENT

The statement of receipts and payments and the Annual Governance Statement had been circulated to Members prior to the meeting. The figures were agreed and accepted and Parts 1 and 2 of the Governance Statement were responded to as appropriate. The Return was duly signed by the Chair and the Clerk for submission to the external auditor by 16th June 2017.

RESOLVED **That the Annual Return be agreed and forwarded to the external auditor by the due date.**

35/17

SEATS AT WATERSTON

Three quotes had been requested for two replacement seats at Waterston but only two had been received. It was agreed that the quote from RCF in Pembroke Dock be purchased at a cost of £197.00 each.

The clerk was asked to find out if PCC would remove the old seats and install the new ones.

28/17

RESOLVED: That two seats be purchased from RCF in Pembroke Dock and that PCC be asked if they could remove the old seats and install the new ones if possible.

*Cllr P Roberts left the meeting at 8.30pm.

36/17

NOMINATION FOR GOVERNOR FOR JOHNSON SCHOOL

It was agreed that no nominations be put forward to serve on the Governing Body of Johnston School.

RESOLVED: That no nominations be put forward for Governor of Johnston School.

37/17

MODEL LOCAL RESOLUTION PROTOCOL

Information had been received from OVW that the Public Service Ombudsman has agreed to the principle of referring some complaints against Members back to Community and Town Councils for a local resolution. As there was no common process to follow in dealing with such matters OVW has drawn up a model protocol which councils may use when dealing with such complaints. The protocol had been circulated previously to all members and it was agreed to adopt the protocol.

RESOLVED: That the Model Local Resolution Protocol referred to above be adopted by Council.

38/17

CORRESPONDENCE

The following correspondence had been received:

- a) 'Focus on Play' information from Play Wales – noted.
- b) Press statement on behalf of Board of CHC's in Wales – noted.
- c) Seafarers UK – Merchant Navy Day – noted.
- d) Lichfields – Valero consultation extension of deadline – noted.
- e) OVW – Pembs Standards Committee – noted.
- f) OVW – Pembs Area Committee – change of date- noted.
- g) OVW – representative on Area Committee – Cllr B Brown.
- h) Pembs Coast National Park Local Development Plan – noted.
- i) PLANED – invitation to AGM on 16th June at 10.30am at Haverfordwest.
- j) Port of Milford Haven Annual Report 2016 – noted.
- k) Valero – Community Newsletter - circulated.
- l) CAB – request for donation - It was agreed that a donation of £100 be made.

39/17

ACCOUNTS FOR PAYMENT

The following accounts were approved for payment:

29/17

a) Mrs J Clark May salary	£150.25
b) PAYE for May	£37.40
c) Mrs J Clark –reimb for Bullguard Internet security	£14.98
d) Mr B Scourfield – fee for internal audit 2016-17	£67.50
e) Mrs J Clark – reimb printer ink cartridges	£23.42

40/17

ANY OTHER INFORMATION

- a) The clerk was asked to put The Cocklebank on the next agenda.
- b) Cllr B Brown welcomed the new councillors to Council
- c) Cllr G Wilson stated that the WW1 Memorial seat at Hazelbeach was now being well used and the hatching in the car park was proving effective in preventing parking in front of the seat.

41/17

DATE OF NEXT MEETING

The next meeting will be held on Tuesday 11th July 2017 at 7.00pm.

The meeting closed at 8.55pm.

Signed.....Chair.....Date

Signed.....Clerk