

**MINUTES OF A MEETING OF LLANSTADWELL COMMUNITY COUNCIL HELD ON TUESDAY  
11<sup>TH</sup> JUNE 2019 AT 7.00PM AT MASTLEBRIDGE COMMUNITY HALL AT 7.00PM**

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**PRESENT:** Cllr G Wilson (Chair)  
Cllr B Evans  
Cllr M Howells  
Cllr Mrs J Howell  
Cllr Mrs J Lloyd  
Cllr P Roberts  
Cllr Mrs J Wilson

**APOLOGIES:** Cllr H Dyer

The clerk was in attendance (Mrs J Clark)

**77/19      DECLARATIONS OF INTEREST**

None received.

**78/19      CHAIR'S ANNOUNCEMENTS**

The chair had nothing to report.

**79/19      MINUTES OF THE MEETING HELD ON 7<sup>TH</sup> MAY 2019**

The minutes of the meeting held on 7<sup>th</sup> May 2019 were proposed and seconded. They were agreed as a true record apart from changing 24% to 25% in minute 66/19 a) and the clerk was advised not to pursue locating the deeds of Mastlebridge Community Hall.

**80/19      MATTERS ARISING**

The following matters were raised:

- a)** Minute 67/19: Cty Cllr Paul Miller had sent a plan of the land owned by Egnedol to Cllr B Evans and was awaiting receipt of a new planning application from them. He would update us accordingly.
- b)** Minute 71/19 The clerk was asked to contact the insurance company about carrying out work at the playparks using machinery. Cllr Roberts had received a quote for a wooden post (5" x 6m) for the aerial slide of £180.00 (delivered) so he could start the repairs as soon as clarification is received from the insurance company. The clerk advised that Mr Bart Rees was negotiating with his insurance company regarding cover for working on play equipment. The clerk would contact other contractors to see what insurance cover they had.
- c)** The clerk advised council of her meeting with Dave Astins of PCC regarding their community Delivery Project and of his intention of forwarding a list of land and assets currently owned by them which would be brought to the next meeting. Members asked about the Common land at Little Honeyborough and this would be checked with PCC.

**81/19**      **UPDATE ON BANK BALANCES AND ACCOUNTS TO 31<sup>ST</sup> MAY 2019**

The following financial documents had been circulated:

- a) The Bank Acct Reconciliation Summary with the current account balance of £2,522.68, the Saver Acct as £7495.49 and the United Trust Acct of £10,297.99.
- b) The Financial Statement- Cashbook showing income of £6224.44 and expenditure of £2,319.01 (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 above financial information be accepted and approved.**

**82/19**      **REPORT OF INTERNAL AUDITOR FOR ACCOUNTS 2018-19**

The report of the internal auditor had been circulated and was considered in some detail by Members. The only matters raised were the difference in the payroll paid and that recorded which showed a difference of £16.61 and the fact that the current account was overdrawn as at 31<sup>st</sup> March. The clerk would look into these matters and ensure they did not happen again. The internal auditor had completed and signed the relevant section of the Annual Return. The clerk agreed to forward the up to date Asset Register to all councillors.

**RESOLVED:**                      **That the report of the internal auditor be accepted.**

**83/19**      **APPROVAL OF ANNUAL RETURN ETC FOR ACCOUNT 2018-19**

The Accounting Statement for 2018-19 had been circulated along with the Governance Statements Parts 1 and 2. After careful consideration the figures were accepted and approved, and the Governance Statement completed. The clerk was asked to look at the Constitution for the Joint Burial Board Committee.

**RESOLVED:**                      **That the Annual Return and Governance Statement be signed and accepted as accurate.**

**84/19**      **ACCOUNTS FOR PAYMENT**

The following accounts were approved for payment:

- |  |         |
|--|---------|
| a) Mrs J Clark May salary                      | £206.20 |
| b) PAYE for May                                | £51.60  |
| c) Edge It Systems Ltd – hosted accts software | £105.00 |
| d) PCC Recharge for toilets at Hazelbeach      | £209.94 |

**85/19**      **PLANNING APPLICATIONS**

The following planning application had been received:

**a) 19/0141/PA: Agricultural building at Norton Farm, Rosemarket, SA73 1JD.** It was agreed to support this application.

**86/19**      **PRIVACY AND DATA PROTECTION POLICY**

A draft policy had been circulated previously and it was recommended that it be adopted with the word 'Town' being deleted.

**RESOLVED:**              **That the Privacy and Data Protection Policy be adopted.**

**87/19**      **CORRESPONDENCE RECEIVED**

The following correspondence had been received:

- a) Play Wales E Bulletin – noted.
- b) Review of Polling Districts and Polling Places – no action.
- c) PCC – Off-street Parking Places Order 2011 – noted.
- d) Pembs CAB AGM 2019 – noted.
- e) Paul Davies AM – May newsletter – noted.
- f) Paul Sartori – letter of thanks for donation – noted.
- g) Bobath Cymru – letter of thanks for donation – noted.
- h) Pembs Coastal Forum Newsletter – noted.
- i) PCC Enhancing Pembrokeshire Grant criteria for 2019-20 – clerk asked to obtain costs of flower troughs to be placed at community village signs.
- j) Wales Air Ambulance letter of thanks for donation – noted.
- k) Shelter Cymru – request for donation –donation of £100 agreed.

**88/19**      **ANY OTHER INFORMATION**

The following matters were raised:

- a) Cllr M Howells advised that he had found the Deeds relating to the purchase of land at Honeyborough Cemetery dated 1930 which states the land was owned 7/10ths by Neyland Town Council and 3/10ths by Llanstadwell Community Council and any proceeds from its sale to be divided in the same proportion. Unfortunately there is no information about the terms and provisions of the purchase so it was important that the Deeds were found either through Barclays Bank or via the Law Society.
- b) Cllr P Roberts asked if a complaint could be made to Natural Resources Wales regarding the storage of old vehicles, caravans etc at the Old School in Waterston.
- c) The caretakers of Mastlebridge Hall had requested a key to the noticeboard and it was agreed that a key be cut for them.

- d) Cllr Mrs J Howell advised that she had been asked by residents about having speed restrictions on Leonardston Road. The clerk agreed to contact Darren Thomas for an update on 'Quiet Lanes'.

89/19

**DATE OF NEXT MEETING**

The next meeting will be held on Tuesday 9<sup>th</sup> July 2019 at 7.00pm at Mastlebridge Community Hall.

The meeting closed at 8.45pm.

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

Signed.....Clerk