

05/25

**MINUTES OF A MEETING OF LLANSTADWELL COMMUNITY COUNCIL HELD  
ON TUESDAY 11<sup>TH</sup> FEBRUARY 2025 AT HAZELBEACH COMMUNITY MISSION  
HALL AT 7.00PM**

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**PRESENT:** Cllr R Diggle (Chairperson)  
Cllr B Evans  
Cllr Jean Lloyd  
Cllr M Reynolds  
Cllr P Roberts  
Cllr S Thomas  
Cllr L Pugh  
Cllr G Wilson

**APOLOGIES:** Cllr H Dyer

The clerk was in attendance (Mrs J Clark-Davies)

**16/25      DECLARATIONS OF INTEREST**

Cllr S Thomas declared that he is also a member of Neyland Town Council.

**17/25      CHAIRMAN'S ANNOUNCEMENTS**

The Chair advised that he had been asked to write to the Boundary Commission regarding the changes within the Senedd, which he had done and sent copies to Paul Davies AM and Sam Kurtz, both of whom had agreed with our views.

**18/25      MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 15<sup>th</sup> January 2025 were proposed and seconded and agreed as a true record apart from adding Cllr M Reynolds to the list of those present.

**19/25      MATTERS ARISING**

The following matters were raised:

- a) Minute 04/25 a) The clerk will contact Rev Chadwick regarding the location of a grit bin on Church Road.
- b) Minute 04/24b) The clerk to contact Paul Thompson of Austwell regarding the repair to the leak at the toilets at Hazelbeach. Valero and Dragon LNG have offered to pay for this work for which Members are extremely grateful.
- c) Minute 9/25 Cllr P Roberts had inspected the damaged bench at Jordanston village and believes it can be repaired by heating the metal and bending it back into place.

**06/25**

- d) Minute 14/25 a) The trees on Waterston Road have not yet been cut back but GW will follow this up.

- e) 14/24b) PCC had emailed to inform us that the drainage work on Church Road would be commencing soon.
- f) Minute 14/24c) Cty Cllr P Miller had responded to our query about the resurfacing of lay byes.
- g) Minute 14/25d) PCC had phoned to say the work on the pavement near the Old School at Waterston would be carried out soon.

**20/25      PUBLIC PARTICIPATION**

There were no members of the public present.

**21/25      UPDATE ON ACCOUNTS TO 31ST JANUARY 2025**

The following reports were circulated:

- a) Bank Account Reconciliations Summary showing a balance of £710.25 in the Current Acct, £16,739.36 in the Saver Acct and £10,894.92 in the United Trust Bank acct.
- b) The Financial Statement – Cashbook showing income of £19,184.10 (gross) and expenditure of £19,749.34 (gross).
- c) The Financial Budget Comparison showing the Budget set, the actual income and expenditure figures and the balance remaining under each heading.

**RESOLVED:**      **That the above financial information be accepted.**

**22/25      ACCOUNTS FOR PAYMENTS**

The following accounts were approved for payment:

- |   |         |
|---|---------|
| a) Mrs J Clark-Davies February salary               | £299.60 |
| b) PAYE for February                                | £74.80  |
| c) Cleaner's wages for February (4 weeks)           |         |
| £305.20   |         |
| d) Octopus Energy - electricity for toilets January | £30.86  |

**23/25      TO CARRY OUT A RISK ASSESSMENT FOR 2024-35**

The Risk Assessment document had been circulated and was considered. A few small amendments were made as follows:

- a) Assets to be classed as medium risk and insurance and asset register should reflect the potential cost of repairs.
- b) Storage of data updated to include data stored on memory stick and hard copies. Passwords to be stored in the accts file and with the current chair.
- c) Location of meetings to be classed as low risk.

**07/25**

**RESOLVED:**      **That the Risk Assessment be approved with the above amendments.**

24/25

### **REVIEW OF INTERNAL AUDIT PROCESS**

The Clerk advised Members of the requirements of an internal audit review from The Practitioners' Guide which included all matters that required checking and reviewing to ensure that the systems of financial control are effective. These matters included the scope of the internal audit, the independence and capability of the internal auditor, the clarity of the relationship between the council, the clerk and the internal auditor and the effectiveness of the audit plan and reporting procedures.

After considering all these aspects of internal control, it was agreed that all procedures and risk assessments were in place and that the internal auditor is competent and has no involvement or relationship with the council other than as internal auditor. It was agreed to sign off the document and return to the clerk.

**RESOLVED: That the Review of the Internal Audit be accepted and agreed.**

25/25

### **INVOICE FOR CHRISTMAS LIGHTS 2023**

The invoice from SSE was queried by Members as being too high. Information on the data and calculations was requested and received from The National Grid. Cllr H Dyer had checked the transformers and had made his own calculations which were much lower than from SSE. Agreed that these calculations be forwarded to The National Grid for their comments.

**RESOLVED: That our own calculations be forwarded to the National Grid for comment.**

26/25

### **REVIEW OF COMMUNITY ARRANGEMENTS IN PEMBROKESHIRE**

The final recommendations report of the Democracy & Boundary Commission Cymru had been received which stated that the number of councillors representing the community to be reduced from 9 to 6 in 2027. After some discussion, Members were not in agreement with this proposal, and it was agreed that a letter be sent to Welsh Govt explaining our reasons for this.

**RESOLVED: That a strongly worded letter be sent to Welsh Govt giving our reasons for disagreeing with the proposal to reduce the number of Members from 9 to 6.**

08/25

27/25

### **PLAY AREA INSPECTIONS FOR JANUARY**

The play area inspection reports had been received and circulated, however there was nothing of high risk to report. Members would visit

each play area in the spring to carry out repairs etc to reduce the number of low-risk items.

**28/25      UPDATE ON BURIAL BOARD**

The chair of the BB Cllr R Diggle advised that the BB was currently solvent. Wales Audit had requested the audited accounts for 2023-24 which were to be signed off in the next few days. A local building company has come forward with a quote to repair the roof of the Chapel of Rest to make it safe and leakproof for £1,800. This will be discussed by the BB committee soon.

**29/25      PLANNING APPLICATIONS**

The following planning application has been received:

- a) **24/0999/PA: Extension to farm buildings and surface water mitigation (partially in retrospect) at Norton Farm, Rosemarket, SA73 1JD** – Members were happy to support this application.

**30/25      CORRESPONDENCE**

The following correspondence has been received:

- a) Invitation to OVW Online AGM on 11<sup>th</sup> March 2025 – chair to attend.
- b) Paul Davies MS/AS – timetable for 2025 Surgeries – noted and displayed.
- c) Cty Cllr Paul Miller – response regarding resurfacing of lay-bys – noted.
- d) Angle CC – volunteers for Country Cars. – noted.
- e) Paul Davies MS/AS – Newsletter – noted.
- f) PCC – details of Open Consultations – noted.
- g) OVW – Buckingham Palace Garden Parties 2025 – Cllr M Reynolds was nominated to be put forward.
- h) Pembs Coastal Forum News – noted.
- i) PCC Temporary Road Closure – Church Road – noted and displayed.
- j) Older People's Commissioner Questionnaire – noted.
- k) Pure West Radio – request for copy of Minutes for their newsroom – agreed.
- l) OVW – Understanding the Planning System – Your Questions Answered – noted.
- m) OVW Training Dates for February and March – noted.

**31/25      ANY OTHER INFORMATION**

The following matters were raised:

**09/25**

- a) A local resident had advised Members that they had felt intimidated by the owner of 97 Church Road regarding the additional wall built for a flower border. The clerk was asked to check if planning permission had been granted.

- b) A local resident had reported that the bins near the toilets at Hazelbeach were often overflowing in the summer months. The clerk advised that this had previously been reported, and PCC had emptied them promptly.

**32/25**

**DATE OF NEXT MEETING**

The next meeting will be held on Tuesday 11<sup>th</sup> March 2025.

The meeting closed at 8.55pm.

Signed.....

Chair.....Date

Signed.....Clerk