

**MINUTES OF A MEETING OF LLANSTADWELL COMMUNITY COUNCIL HELD ON TUESDAY
13TH FEBRUARY 2024 AT HAZELBEACH COMMUNITY MISSION HALL AT 7.00PM.**

PRESENT: Cllr R Diggle (Chair)
Cllr Mrs J Lloyd
Cllr P Roberts
Cllr G Wilson

APOLOGIES: Cllr B Evans
Cllr H Dyer
Cllr S Thomas

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

15/24 DECLARATIONS OF INTEREST

None.

16/24 UPDATE ON BURIAL BOARD MATTERS

The chair of the BB, Cllr R Diggle gave an update on the latest developments and advised that Council will receive a request for a contribution to the purchase of a new mower for the cemetery.

17/24 CHAIR'S ANNOUNCEMENTS

The chairman had nothing to report.

18/24 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 9th January were proposed and seconded and agreed as a true record.

19/24 MATTERS ARISING

The following matter was raised:

- a) Minute 152/23 – no response from PCC on planning issue. Clerk to contact County Cllr Paul Miller.

20/24 PUBLIC PARTICIPATION

There were no members of the public present.

21/24

UPDATE ON ACCOUNTS TO 31ST JANUARY 2024

- a) Bank account reconciliations summary showing a balance of £842.58 in the Current Acct, £18,724.44 in the Saver Acct and £10,894.92 in the United Trust Bank acct.
- b) The Financial Statement – Cashbook showing income of £15,160.09 (gross) and expenditure of £22,806.81 (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 information be accepted.

22/24

ACCOUNTS FOR PAYMENT

The following accounts were approved for payment:

a) Mrs J Clark Feb salary	£260.60
b) PAYE for February	£68.80
c) Cleaner's wages for February (4 weeks)	£305.20
d) Spare parts for Waterston play area.	£304.16
e) Purchase of new defibrillator for Hazelbeach (no cabinet)	£975.00
f) Infinity Play – four swing seats	£240.11

Members asked about the cleaning of the public conveniences and the Clerk advised that VPOT have agreed to provide all cleaning materials, they will decorate the toilets internally and clear the overgrowth from the outside of the toilets when required. It was suggested perhaps they could possibly paint the exterior of the toilets during the summer months. The clerk was requested to write to VPOT to thank them for their kind and generous offer of assistance.

23/24

TO CARRY OUT A RISK ASSESSMENT FOR 2023-24

The risk assessment document had been circulated with the agendas indicating each risk identified, what level of risk it presented, the management of the risk and the recommended actions. The risk assessment was checked item by item and it was agreed that all elements of risk had been identified and managed appropriately.

RESOLVED: That the risk assessment document be approved and agreed.

24/23

REVIEW OF INTERNAL AUDIT

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 internal audit review be accepted.

25/23

APPOINTMENT OF INTERNAL AUDITOR

Mrs Julie Burgess had been asked if she wished to continue as internal auditor for the accounts 2023-24 and she had agreed at the same cost as last year. It was therefore agreed that she be appointed.

RESOLVED: That Mrs Julie Burgess be appointed as internal auditor.

26/23

JANUARY INSPECTION REPORTS FOR PLAY AREAS

The January reports had been received and circulated and were discussed as follows:

- a) **Hazelbank:** Two wooden slats need to be replaced on Bench 1 (M).
- b) **Jordanston:** a) There are corroded springs on the rocker (L/M) plus the attachment bolts and plate are corroded. b) The clerk advised that the local engineering company that had quoted to replace the aerial slide are now unable to do so because of insurance reasons. Cllr Wilson will contact another local company for a quote and the Clerk was asked to obtain quotes from 3 playground equipment companies. c) There is a rotten slat on the multi play unit that requires replacing.
- c) **Waterston:** There are some corroded bolts (ask HD about these) and muddy areas on the slide embankment. Clerk to look at options to resolve this.

RESOLVED: That the above items be actioned as soon as possible.

27/23

DONATIONS MADE UNDER S137 OF THE LOCAL GOVT ACT 1972

The following organisations had requested financial assistance:

- a) Music for a Summer Evening concerts - £300.00
- b) Marie Curie - £50.00
- c) Paul Sartori Cancer Care - £50.00

28/24

PLANNING APPLICATIONS

The following planning applications were considered:

- a) 23/0837/PA: Replacement of existing summer house with detached annexe as ancillary accommodation for existing dwelling at 65A Church Road, Llanstadwell, SA73 1EB
- b) Removal of condition 3 (Balcony screen) of Planning permission 23/0606/PA at 9 Lighthouse Drive, Llanstadwell.

Members agreed to support both applications.

29/24

CORRESPONDENCE RECEIVED

The following correspondence had been received:

- a) OVW Training dates for Jan, Feb and March – noted.
- b) Urdd Summer Camps – thanks for donation – noted.
- c) PCC – Proposed changes to 356 Bus Service from April 2024 – Members were disappointed at this news but did not comment.
- d) Barclays – closure of Haverfordwest branch. – noted.
- e) Paul Davies AM Newsletter – noted.
- f) Audit Wales – Fees Scheme for 2024-25 – noted.
- g) OVW Cost of Living Crisis Survey – clerk to respond.
- h) OVW – Use of IT, Websites & Social Media Training – noted.
- i) Older People’s Comm for Wales – Digital exclusion in Wales – Members agreed with the comments made.
- j) Pembs Coastal Forum News – noted.
- k) OPCC Newsletter – noted.
- l) OVW Newsletter – noted.
- m) HDUHB – Final Engagement Phase of Air Ambulance Service – no comment as this will not affect our area.

30/24

ANY OTHER INFORMATION

No matters were raised.

31/24

DATE OF NEXT MEETING

It was agreed that the March meeting would revert to the original date of 12th March as the Clerk would be away in Scotland on 5th March.

The meeting closed at 8.55pm.

Signed.....Chair.....date

Signed..... Clerk