

**MINUTES OF A MEETING OF LLANSTADWELL COMMUNITY COUNCIL HELD
ON TUESDAY 8TH APRIL 2025 AT HAZELBEACH MISSION HALL AT 7.00PM**

PRESENT: Cllr R Diggle (Chair)
Cllr B Evans
Cllr H Dyer
Cllr G Wilson
Cllr M Reynolds
Cllr P Roberts
Cllr S Thomas

APOLOGIES: Cllr Jean Lloyd
Cllr Liz Pugh

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

49/25 DECLARATIONS OF INTEREST

Cllr B Evans advised that he has an interest in the agenda item 13 relating to PPS Pembrokeshire as he is related to the proprietor. Cllr S Thomas advised that he is also a member of NTC. Cllrs H Dyer, B Evans and M Reynolds are all members of the Boat club (agenda item 12) and Cllr R Diggle's brother-in-law is the Chair of the Boat Club.

50/25 CHAIRMAN'S ANNOUNCEMENTS

The chair advised that he had attended the OVW Pembs Area committee meeting and Claire George of PAVS had been one of the speakers. She spoke about what PAVS does, and it was very interesting. There will be a new source of funding available soon for providing disabled access which would only be applicable to us for the toilets. This matter to be discussed at the May meeting. The meeting reported on the new town & community council boundaries and most of those present were not happy due to the reduced number of councillors. There was also a report on the Role, Governance and Accountability of Members. Audit Wales want to make the audit process easier and in connection with the Code of Conduct, three quarters of referrals are from Town and Community Councils. It was suggested that Code of Conduct training be enforced more strongly and the County Council to provide HR support to T&CC's which was welcomed. Clustering of councils is also on the cards. There is a new biodiversity action plan, and the Clerk confirmed that she has booked onto an online seminar about S6 reporting.

51/25 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 11th March 2025 were proposed and seconded and agreed as a true record.

52/25

MATTERS ARISING

The following matters were raised:

- a) Minute 36/25a) Rev Chadwick has suggested that the grit bin be located at the top of the slope on Church Road where it was previously located. Members did not agree with this and would look for a better location.
- b) Minute 35/25 b) The leak at the toilets has been resolved and the supply to the Pumping Station has been isolated. A meter reading has been sent to WW and a further reading to the sent over Easter.
- c) Minute 35/25c) Cllr P Roberts will inspect the damaged seat at Jordanston over the next few weeks and hopefully carry out a repair.
- d) Minute 42/25 The Christmas lighting issue has been resolved for the 2024 season but not 2023 and we will have to pay as per the original invoice. It was suggested that this matter be referred to Ofgem as we had queried the invoice and were still in discussions when they had sent it to a debt collection agency.

53/25

UPDATE ON ACCOUNTS TO 31ST MARCH 2025

The following reports were circulated:

- a) Bank Account Reconciliations Summary showing a balance of £887.33 in the Current Acct, £12,798.65 in the Saver Acct and £10,894.92 in the United Trust Bank acct.
- b) The Financial Statement – Cashbook showing income of £19,243.39 (gross) and expenditure of £23,572.26 (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.

54/25

ACCOUNTS FOR PAYMENT

The following accounts were approved for payment:

- a) Mrs J Clark-Davies April salary
£299.60
- b) PAYE for April £74.80
- c) Cleaner's wages for April (4 weeks) at new rate £341.88
- d) PCC invoice for signage ordered £165.92

55/25

TO CARRY OUT A REVIEW OF STANDING ORDERS

The current Standing Orders had been circulated, and it was suggested that Standing Order point 6 d) be amended to state that any two members of a committee may convene an extraordinary meeting of the committee or sub-committee. This was agreed.

RESOLVED: That Standing Order point six be amended as stated above.

56/25 **TO CARRY OUT REVIEW OF FINANCIAL REGULATIONS**

The current Financial Regulations had been circulated, and it was agreed that no amendments were required.

RESOLVED: That no amendments were required.

57/25 **DONATIONS MADE UNDER S137 OF THE LOCAL GOVT ACT 1972**

Requests for donations had been received from Paul Sartori Hospice at Home, Music at Llanstadwell and Sandy Bear Children's Bereavement Charity. It was agreed to donate £50.00 to Paul Sartori, £50 to Music at Llanstadwell and £100 to Sandy Bear.

RESOLVED: That £50 be donated to Paul Sartori and £100 to Sandy Bear.

58/25 **REQUEST FOR ACCESS TO TOILETS WATER SUPPLY BY HAZELBEACH BOAT CLUB**

A request had been received from Hazelbeach Boat Club for access to the water supply at the toilets. Their current supply would be unavailable shortly and a water supply was required to fill their tanks for boat washing etc. It was agreed that the supply be made available subject to the following conditions:

- a) A water meter reading must be taken before and after use of our supply. (A book to be kept in the toilet storeroom for readings.)
- b) A connection to the water supply is provided to fill tanks only. Pressure washers are not to be connected to the hosepipe from the toilet, which must be locked away when finished with. The boat club will be responsible for the safe operation of the hosepipe across the road. The boat club to pay for the installation of the connection and hose and for the cutting of a second key for the storeroom.
- c) The cost for access to our water supply will be £100 pa which will be added to the annual rent for the boat yard. If usage exceeds 403 this will be charged for.
- d) The procedure will be to contact one of the key holders - either the Clerk (07980 303996) Emily Davies (07989 076117) the cleaner, or Cllr Hywel Dyer (07710 529672) to arrange a mutually acceptable time. The key holder will unlock the door to the rear room and a water meter reading will be taken prior to and after filling the tank(s). The key holder will lock the door once the process is complete.

RESOLVED: That the request by the Boat Club be agreed subject to the above conditions.

17/25

59/25 **PLAY AREA INSPECTION REPORT FOR WATERSTON**

The inspection report for Waterston play area had been received with the others to be received shortly. It was agreed that the new format was much easier to read. It had been previously suggested that a zip wire be purchased for Waterston, but it was agreed that they require a lot of checking and maintenance which would be quite costly. It was agreed that the zipwire at Jordanston be completely removed.

It was suggested that some of the funds received from the Waterston Play Area Group be spent on the park by purchasing a new piece of equipment which would be inclusive for all users. Representations could be made for financial assistance from local businesses such as LanzaTech, Dragon LNG, Pembroke Power Station, and the Port of Milford Haven. It had also been requested by users of the park for some recycling bins.

60/25

TO CONFIRM INCREASE IN PAYMENT TO CLEANER

It was agreed that the cleaner for the toilets should be paid the equivalent of the new Minimum Wage for over 23 years which was £12.21 per hour.

RESOLVED: **That the cleaner to be paid the equivalent of the new minimum wage for over 23 years old ie £12.20 per hour.**

61/25

TO DISCUSS SENEDD REPORT ON ROLE, GOVERNANCE AND ACCOUNTABILITY OF TOWN AND COMMUNITY COUNCILS

The chair advised that this is a particularly important document which should be carefully read by all council members. It is especially important that all council members have undertaken Code of Conduct training due to the considerable number of complaints made to the Public Services Ombudsman about the behaviour of members of some town and community councils (not Llanstadwell).

62/25

CORRESPONDENCE RECEIVED

The following correspondence had been received:

- a) Final Determinations for the 2026 Review of Senedd constituencies – noted.
- b) OVW – Further Digital Guidance – noted.
- c) OVW Launch of new website – noted.
- d) Castlemartin Ranch Action Group - CALFEX Exercises and Increased Firing Activities at Castlemartin – noted.
- e) One Voice Wales Survey of Member Councils and engagement with Area Committees – noted.
- f) Paul Davies MS/AS Newsletter – noted.
- g) OVW Wales regional Transport Plans – no comment.

18/25

- h) OVW What are our views on the Active Travel Act Guidance – no comment.
- i) Wales and VE Day 80 – no action.

- j) Transfer of functions from the Independent Remuneration Panel for Wales to Democracy and Boundary Commission Cymru – noted.
- k) OVW Training dates for March to June 2025 – noted.
- l) Welsh Water Campaign – Step into Spring – noted.
- m) Cllr M Reynolds – concerns raised by members of the public – noted.

63/25 UPDATE ON BURIAL BOARD MATTERS

The Chair, Cllr R Diggle provided an update on BB matters including the following:

- a) With £15,000 support from both NTC and LCC the income was £24,000 and expenditure £35,000 making a deficit of £11,000. There were no clerk's wages to pay and the subsidy for next year will be as planned.
- b) A draft report on the grievance which included transcripts of the interviews, but no conclusion or recommendations had been received. It will be after Eater before any conclusions are received. The BB will then discuss the report and will decide on how to proceed.
- c) Cllr S Thomas had previously raised the matter of the burial records from October to May 2024 and the chair confirmed that there was a total of thirty-six entries, six of which were made by the clerk and thirty were made by Cllr Hay of NTC. There were dates of burials included but no date of entry in the Burial Book.

64/25 ANY OTHER INFORMATION

The following matter was raised:

- a) Cllr H Dyer will keep a spreadsheet of electricity and water usage at the toilets which will show any surges in supply.

65/25 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 13th May 2025 at Mastlebridge Community Hall at 7.00pm.

The meeting closed at 9.20pm.

Signed.....

Chair.....Date.

Signed..... Clerk