

**MINUTES OF A MEETING OF LLANSTADWELL COMMUNITY COUNCIL HELD ON TUESDAY
10TH MARCH 2020 AT THE MISSION HALL, HAZELBEACH AT 7.00PM**

PRESENT: Cllr G Wilson (chair)
Cllr H Dyer
Cllr M Howells
Cllr Mrs J Howell
Cllr Mrs J Lloyd
Cllr P Roberts
Cllr Mrs J Wilson

APOLOGIES: Cllr B Evans

The Clerk was in attendance (Mrs J Clark)

24/20 DECLARATIONS OF INTEREST

None received.

25/20 CHAIRMAN'S ANNOUNCEMENTS

The chair advised that he had not attended any events but Cllr Mrs J Lloyd had attended a 'Code of Conduct' training session in Neyland the previous evening which she commented had been very informative. Cllr M Howells had attended a meeting of Pembroke Power Station Liaison Committee and advised that they were still working on the foam problem which was still not fully resolved.

26/20 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 11th February 2020 were proposed and seconded. They were agreed as a true record.

27/20 MATTERS ARISING

The following matters were raised:

- a) Minute 15/20 a) Cllr Howells reported that he had obtained quotes for the registration of the land and Price & Son of Haverfordwest were the cheapest at £650.00. The clerk confirmed that NTC had agreed to pay 50% and it was agreed that this work should proceed.
- b) Minute 15/20 b) The clerk read out an email from Stephen Bengier of PCC relating to the drainage works required on Waterston Road and Church Road advising that these works will be scheduled as and when funds become available.
- c) Minute 15/20 c) The Clerk asked for clarification on the number of 'Quiet Lanes' signs required, which was 30 and it was agreed that the application for funding under PCC's Community Works grant be made.

28/20 **UPDATE ON ACCOUNTS TO 29TH FEBRUARY 2020**

The following financial documents had been circulated:

- a) The Bank Acct Reconciliation Summary with the current account balance of £ the Saver Acct as £12,224.05 and the United Trust Acct of £10,297.99.
- b) The Financial Statement- Cashbook showing income of £14,953.00 (gross) and expenditure of £7,446.25 (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 accepted.**

29/20 **ACCOUNTS FOR PAYMENT**

The following accounts were approved for payment:

- | | |
|--|---------|
| a) Mrs J Clark February salary | £206.20 |
| b) PAYE for February | £51.60 |
| c) Alliance Lifting Services – repairs swings Jordanston | £336.00 |
| d) Cllr M Howells - reimb for purchase of map. | £22.80 |
| e) Cllr P Roberts – reimb for purchase of items for playpark | £58.50 |

30/20 **PLANNING APPLICATIONS**

There were none to consider.

31/20 **RISK ASSESSMENT FOR 2019-20**

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. In addition the clerk was asked to clear all old documents that were stored in the Neyland Town Council offices and to relocate the filing cabinet to the new office.

RESOLVED: **That the risk assessment for 2019-20 be accepted and agreed.**

32/20 **REVIEW OF INTERNAL AUDIT 2019-20**

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 and 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.

33/20

APPOINTMENT OF INTERNAL AUDITOR FOR 2010-20 ACCOUNTS

It was agreed that Mr Bernie Scourfield be appointed as internal auditor as in previous years.

RESOLVED: That Mr B Scourfield be appointed as internal auditor for 2019-20.

34/20

ANNUAL REPORT OF INDEPENDENT REMUNERATION PANEL 2020

The above report had been received and it was agreed that the following determinations be adopted:

- a) Determination 42 adopted which was a legal requirement that the council has in place a policy which allows each councillor to claim an annual payment of £150.00 if they so wished towards costs and expenses.
- b) Determination 45, a policy allowing for the reimbursement of travel costs for attending approved duties in connection with the council.
- c) Determination 48, a policy allowing for the reimbursement of costs of care of dependent children and adults necessary for involvement with council duties.

RESOLVED: That the above determinations be adopted.

35/20

RESPONSE TO LDP2 CONSULTATION DOCUMENT

Cllr H Dyer had attended a meeting organised by PCC to discuss the LDP2 consultation document and he had advised them that Hazelbank cannot cope with these additional properties because of the narrow access road and the playpark at the end of the road. It was agreed that a response highlighting the points made above be sent to PCC.

RESOLVED: That the Clerk sends a response to PCC with the comments as stated above.

36/20

SPEED LIMIT ON A477

The Clerk had circulated an email from Stephen Bengier of PCC following his recent meeting with members of NTC stating that the road from the WP Lewis garage across the Honeyborough Roundabout to the Cleddau Bridge

would be included in a speed review to be carried out shortly and other methods of slowing down traffic would be considered.

RESOLVED: That the above information on speeds on the A477 be noted.

37/20

ANNUAL INSPECTION OF PLAYPARKS

The annual inspection reports had been received for the following play parks:

- a) Hazelbank: There was only one item of medium risk and that was a post loose in the Trim Trail. It was agreed that this would be rectified when the weather improves and the ground is drier.
- b) Jordanston: There were several matters that were of medium risk and they related to the aerial runway with rotten timbers; wooden benches required repairing, the Junior Multiplay had a slippery surface and some metal areas were badly rusted plus the Junior swings had worn bushes and corrosion.

The swings at Jordanston had been painted and repaired since the inspection and Cllr P Roberts agreed to repair the benches. The aerial runway would be repaired by Cllrs Roberts and Evans once approval had been given by our insurance company. The clerk was asked to find out if PCC could arrange a training course for councillors who wished to carry out the weekly visual inspection.

RESOLVED: That all medium risk items would be repaired as and when the weather allowed and the insurance company confirmed cover.

That the Clerk find out about training courses for Members wishing to carry out weekly visual inspections.

38/20

CORRESPONDENCE

The following correspondence had been received:

- a) Request from Cruse Bereavement for donation.
- b) Rosemarket CC – litter on road to Rosemarket from Honeyborough.
- c) Paul Davies AM – newsletter.
- d) Pembs Coastal Forum – Community led outdoor activity provision survey.
- e) OVW – Minutes of meeting of the OVW Larger Council's Committee.
- f) OVW – Innovative Practice Annual Awards Ceremony.
- g) PCC Planning Dept – B1 and D1 use classes.
- h) Sandy Bear Children's Bereavement Charity – letter of thanks for donation.
- i) Keep Wales Tidy – Local Places for Nature packages for T & C Councils.
- j) Welsh Govt – Consultation Events Beyond Recycling.
- k) Police & Crime Commissioner – Policing in a Rural Area Conference.
- l) PCC Planning Dept: Information on B1 and D1 classes of planning.

- m) Llangollen Int Musical Eisteddfod – request for donation – no action.
- n) Wales Air Ambulance Charity – letter of thanks for donation.
- o) Hywel Dda CHC’s Feb newsletter.

39/20

ANY OTHER INFORMATION

The following matters were raised:

- a) Cllr M Howells requested reimbursement of £22.80 for the purchase of scale plans for the Burial Board, the cost of which should be shared with NTC. This was agreed.
- b) It was agreed that five flower troughs be ordered to be placed at the village signs within the community area. The clerk was requested to ask PCC for permission to place them on the roadside verge.

40/20

DATE OF NEXT MEETING

The next meeting will be held on Tuesday 14th April 2020 at 7.00pm.

The meeting closed at 8.50pm.

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

Signed.....Clerk