

05/24

**MINUTES OF A MEETING OF EAST WILLIAMSTON COMMUNITY COUNCIL HELD ON THURSDAY 8<sup>TH</sup> FEBRUARY 2024 HELD AT EAST WILLIAMSTON COMMUNITY HALL AT 7.00PM**

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**PRESENT:** Cllr D McIntosh (Chair)  
Cllr I Wilkinson  
Cllr P Strydom  
Cllr J Williams  
Cllr Colin Perry

**APOLOGIES:** Cllr R Day  
Cllr C Hopkinson

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

**14/24      DECLARATIONS OF INTEREST**

None received.

**15/24      MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 11<sup>th</sup> January 2024 were proposed and seconded and agreed as a true record.

**16/24      MATTERS ARISING FROM THE LAST MEETING**

The following matters were raised:

- a) Minute 03/24 Nothing heard from PCCC regarding speed limit at Cold Inn. Clerk to follow up.

**17/24      PLANNING APPLICATIONS**

The following planning application was considered:

- a) **23/0822/PA: Domestic garages at Cottage 3, Hanbury Lodge, Broadmoor, Kilgetty, SA68 0RH** - Members did not wish to comment on this application.

**18/24      UPDATE ON FINANCIAL MATTERS TO 31<sup>ST</sup> JANUARY 2024**

The following financial information had been circulated:

- a) Bank Account Reconciliations Summary showing a balance of £19,302.33 in the Current Acct, £3,151.50 in the Deposit Acct, £14,358.91 in the Parks account and £3,581.56 in the Jubilee Park Acct.
- b) The Financial Statement – Cashbook showing income of £33,969.87 (gross) and expenditure of £35,239.73(gross).
- c) The Financial Budget Comparison showing the Budget set, the actual income and expenditure figures and the balance remaining under each heading.

**19/24**      **ACCOUNTS FOR PAYMENT**

The following accounts were approved for payment:

a) Mrs J Clark – February salary	£289.60
b) PAYE for February	£72.40
c) Google monthly subscription	£1.59
d) Cllr D McIntosh reimb for purchase of spares for machinery.	£15.90
e) Terry Harrison – service on new tractor	£537.07
f) Cllr I Wilkinson – fuel purchased	£28.80
g) Cllr P Strydom – tyre repair for Grillo	£12.00

**20/24**      **RISK ASSESSMENT FOR 2024**

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.**

**21/24**      **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.**

**22/24**      **TO APPOINT INTERNAL AUDIT**

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 at last year. It was therefore agreed that she be appointed.

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

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### **PLAY AREA INSPECTION REPORTS**

These had only been received at 6.10pm on the evening of the meeting so Members had not had a chance to study them. It was agreed they be carried over to the next meeting.

**RESOLVED:**                   **That the January reports be carried over to the next meeting.**

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### **QUOTE FOR REPAIR/REPLACEMENT OF HIGH /MEDIUM RISK ITEMS**

A quote had been received from Infinity Play for the repair/replacement of all medium and high-risk items at the play areas. It was agreed that Members will meet to look at the quote in detail before being discussed at the next meeting.

The clerk advised that a representative of Sovereign Playgrounds was going to be in the area on 21<sup>st</sup> February and had offered to visit our play areas to give some advice on possible new pieces of play equipment. All members were welcome to attend.

**RESOLVED:**                   **That Members meet to discuss the quote in detail prior to discussion at the next meeting.**

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### **CORRESPONDENCE**

The following correspondence had been received:

- a) DPOCC – invitation to St David’s Day conference on 1<sup>st</sup> March 2024.
- b) Audit Wales – Fees and charges for 2024-25.
- c) OVW – draft minutes of Pems Area Committee meeting.
- d) OVW – Use of IT, websites and social media training.
- e) Older People’s Commission for Wales – report on digital exclusion in Wales.
- f) OVW – Bug Life Cymru – New resources.
- g) Local Democracy & Boundary Commission for Wales – acknowledgement of response.
- h) PCC regarding the discontinuation of T&CC websites from March 2025. An online meeting is to be held by PCC on 19<sup>th</sup> Feb at 6.00pm to further discuss this matter. It was agreed that the provision of a new website be placed on all agendas from March until further notice.
- i) Local resident had complained of an out-of-control dog running loose at JP. Two members volunteered to keep a look out for the dog and his owner over the next few weeks and to advise them of the complaint.
- j) An email has been received regarding a planning application in Redberth Gardens. As this is not within our area, we cannot comment on it.
- k) A quote had been received from PCC for the replacement of 3 grit bins that have been stolen recently. The clerk to ask PCC if we purchased grit bins from elsewhere, would they refill with grit?

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### **REPORT OF CTY CLLR JACOB WILLIAMS**

Cty Cllr Williams had nothing to report.

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**ITEMS FROM CLLRS**

The following matters were raised:

- a) In relation to the request from National Grid to remove trees close to cables at JP, two large trees were removed but they did not appear to be at the location initially indicated.
- b) Birch Utilities were present at a recent Men's Shed meeting, and it was suggested they be asked if they could shred the waste we have at the JP. No decision was made at this time.
- c) The Grillo pedestrian flail keeps getting punctures at the JP due to the blackthorn. Various solutions have been tried but the only solution seems to be to replace the wheels with solid wheels, the cost of which is about £400.00. It was agreed to proceed with this but to look for a cheaper option if possible.

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**DATE OF NEXT MEETING**

The next meeting will be held on Thursday 7<sup>th</sup> March 2024 at 7.00pm.

The meeting closed at 9.00pm.

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

Signed..... Clerk