

MINUTES OF A MEETING OF EAST WILLIAMSTON COMMUNITY COUNCIL HELD ON THURSDAY 7TH JULY 2022 AT THE EAST WILLIAMSTON COMMUNITY HALL AT 7.00PM.

PRESENT: Cllr I Wilkinson(chair)
Cllr Charles Hopkinson
Cllr D McIntosh (remote attendance)
Cllr J Williams (remote attendance)

APOLOGIES: Cllr R Day

The Clerk was in attendance (Jane Clark)

92/22 **DECLARATIONS OF INTEREST**

None received.

93/22 **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 9th June 2022 were proposed and seconded. They were agreed as a true record.

94/22 **MATTERS ARISING**

The following matters were raised:

- a) Minute 81/22a) The Broadmoor sign has still not been replaced despite several requests to PCC. Clerk to ask once again. It was reported that the Pentlepoir sign on Station Road is also missing and that this be reported to PCC as well.
- b) Minute 81/22b) A plaque for the Queen's Jubilee Oak tree is in hand.
- c) Minute 81/22c) The benches have been delivered and one is for Pentlepoir and the other for Jubilee Park. It was agreed to order 3 'Happy to Chat' plaques from PCC.
- d) Minute 81/22d) Members were advised that the handyman had started work.
- e) Minute 81/22 f) The roadworks on Station Road are almost complete.
- f) Minute 81/22 g) The fascia board will be removed from the bus shelter next week.
- g) Minute 81/22h) The ride on mower has been repaired.
- h) Minute 81/22 i) The new tractor has been insured.
- i) Minute 90/22a) The response from PCC was read out and it was noted that PCC would monitor the situation at the Templebar Road mini roundabout.
- j) Minute 90/22d) The clerk had contacted the TRA but no response had been received.
- k) Minute 90/22e) The lack of bus timetables at the new bus shelters had been reported to PCC and these were in hand.
- l) Minute 90/22g) PCC have carried out a speed check on the road from Cold Inn recently and the results are awaited. The speed sign is not working so should be checked and re-located.

95/22 **CO-OPTION OF COUNCILLOR TO EAST WILLIAMSTON WARD**

It was proposed, seconded and agreed unanimously that Mr Peter Strydom be co-opted to Council on the East Williamston ward. The clerk would send him all the necessary documentation.

RESOLVED: **That Mr Peter Strydom be co-opted to council with immediate effect.**

96/22 **PLANNING APPLICATIONS**

The following planning applications were considered:

a) 22/0150/PA: Extensions and alterations for Cottage 6, Hanbury Lodge, Broadmoor, SA68 0RH – no objections were raised for this application.

b) 22/0142/PA: Variation of condition 2 of permission 18/1335/PA for Hillcroft, Hill Lane, Kilgetty, SA68 0QT- no objections were raised.

c) 22/0009/PA: New residential dwelling at East House, East Williamston, SA70 8RT – concern was expressed about the hedge and tree removal and possible overdevelopment of the site.

97/22 **UPDATE ON ACCOUNTS TO 30TH JUNE 2022**

The following financial information had been circulated:

a) Bank Account Reconciliations Summary showing a balance of £24,667.31 in the Current Acct, £3,101.81 in the Deposit Acct, £8,142.89 in the Park account and £2802.01 in the Jubilee Park Acct.

b) The Financial Statement – Cashbook showing income of £36,441.14 (gross) and expenditure of £40,997.38 (gross).

c) The Financial Budget Comparison showing the Budget set, the actual income and expenditure figures and the balance remaining under each heading.

The Clerk advised that there was £5,876.33 to claim back in VAT and that she would claim this sum back in July rather than wait until March 2023.

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

98/22 **ACCOUNTS FOR PAYMENT**

The following accounts were approved for payment:

a) Mrs J Clark – July salary	£257.60
b) PAYE for July	£64.40
c) Zurich Municipal insurance premium for new tractor	£79.64
d) Cllr I Wilkinson petrol for machinery	£19.95

31/22

e) Edge It Systems – renewal fee for finance software	£110.00
f) Mike Lewis – repairs	£541.56

99/22

QUOTE FOR LAPTOP AND AUDIO EQUIPMENT

Cllr R Day had supplied a quote for a laptop and a webcam to enable members and others to attend meetings remotely as per new legislation. After some discussion it was agreed that equipment with a bigger screen would be more suitable for the purpose. Cllr D McIntosh agreed to liaise with Cllr Day over this matter and to obtain further quotes.

RESOLVED: **That Cllrs McIntosh and Day to liaise about obtaining further quotes for equipment to enable remote attendance at meetings.**

100/22

UPDATE ON PLAYPARKS

The Annual Inspection reports had been received and circulated. It was agreed that any items with a risk value of 5 and above in Broadmoor should be repaired as soon as possible. The clerk was asked to remind the contractor about cutting the hedge around the play area at JP and the weed spraying and to inform him that he will mark trees to be left in the hedgerow. The clerk was requested to ask the handyman to repair the board on the new climbing frame at JP.

101/22

QUOTE FOR REPAIRS TO SAFETY SURFACING

A quote had been received from James Horton for repairs to the safety surfacing in all play areas. It was agreed that the Chairman would meet with Mr Horton in August when he does the monthly inspections to discuss the quote with him.

RESOLVED: **That the chairman to meet with James Horton in August to discuss the quote with him.**

102/22

REVIEW OF FINANCIAL REGULATIONS

The Financial Regulations had been circulated and it was agreed to amend section 6 to allow payments to be made by bank transfer to reduce bank charges. The clerk to facilitate this method of payment with HSBC bank at the earliest opportunity and to arrange for the current chair to countersign online all payments made by bank transfer.

RESOLVED: **That section 6 be amended to include payments to be made by bank transfer and that this be arranged with HSBC bank.**

103/22

LOCAL GOVT & ELECTIONS (WALES) ACT 2021

The Clerk had circulated information on new requirements for Councils which were included in the above legislation. This included the following:

- a) That an item be included on all future agendas for public participation in meetings.
- b) That meetings be accessible from multiple locations for Councillors and members of the public.
- c) That an Annual Report be prepared and published annually after April.
- d) That a training plan for councillors and staff be prepared.

It was agreed that the above matters be implemented as soon as practicable and that a social media account be set up to improve publicity of council matters.

RESOLVED: That the above new requirements be met with immediate effect.

104/22

FINANCE AND GOVERNANCE TOOLKIT FOR TOWN & COMMUNITY COUNCILS

One Voice Wales, the Society of Local Council Clerks and Welsh Govt had developed the above toolkit to support councils to meet their statutory responsibilities, have strong financial management and governance and to deliver the best outcomes for communities. The toolkit is made up of a 'Health Check' and a 'Self-Assessment' and it was agreed that one item would be dealt with per meeting to ensure this council complies fully with its financial responsibilities.

RESOLVED: That the financial toolkit be discussed at the next few meetings, one section at a time to ensure we meet financial requirements.

105/22

CORRESPONDENCE

The following correspondence had been received:

- a) Natural Resources Wales – Resilient Communities Grant Launch – all criteria for this funding can be met but members did not feel inclined to take on further financial liability for the maintenance of another area of land such as Hainy Moor.
- b) PCC response relating to junction of Templebar Road – noted.
- c) Wales Air Ambulance – letter of thanks for donation – noted.
- d) A & C Aggregates – notice of price increase from July 2022 - noted.
- e) PCC Happy to Chat plaques for existing benches – 3 to be ordered.
- f) OVW Introduction to new Pembs T&CC Officer – noted.
- g) OVW Reps on Pembs Area Committee – no nominations received.
- h) Zurich Insurance – change to legal status. – noted.

- i) OVW Training dates – noted.
- j) OVW Mobile matting for outdoor areas – not required.
- k) Joshua Beynon – Pembs Pride Week – noted.
- l) OVW Nature Week – noted.
- m) PCC Response on bus timetables – noted.
- n) PCC response regarding speeds on road from Cold Inn to EW – noted.

106/22

REPORT OF COUNTY COUNCILLOR JACOB WILLIAMS

Cllr. Williams had received some queries from residents who were unhappy with the county council's civic amenity sites still operating on the booking system that was introduced at the time of the pandemic. The continuation of this policy, which was ostensibly brought in for public health reasons, was inconvenient for those who were unable to commit to a future time slot, or who only knew of their availability at short notice. The ability to make same-day bookings would be an advantage, and Cllr. Williams said that the topic, which he knew had been the subject of numerous complaints to councillors from across the county, was due to be addressed at the July full council meeting.

107/22

ANY OTHER INFORMATION

The following matters were raised:

- a) Cllr McIntosh advised that a work colleague of Cllr Day had requested to hold a workshop in JP. Members agreed in principle and will look into this further.
- b) Members were advised that white lines had been painted on 'Muddy Lane'.
- c) The chair advised Members that he had obtained funding from the Port of Milford Haven to purchase an item of machinery – a pedestrian flail mower which costs £3,700.00 plus VAT. He added that we have funding of £1,000 plus £900 in private donations and the old tractor can be sold for £1,000. This leaves a balance of £800 from the JP budget. Members were in favour of this purchase and Cllr Wilkinson was thanked for his work in obtaining the funding.

108/22

DATE OF NEXT MEETING

The next meeting will be held on Thursday 1st September 2022.

The meeting closed at 9.15pm.

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

Signed..... Clerk