

09/22

**MINUTES OF MEETING OF EAST WILLIAMSTON COMMUNITY COUNCIL HELD ON 3<sup>RD</sup>  
MARCH 2022 AT EAST WILLIAMSTON COMMUNITY HALL AT 7.00PM**

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**PRESENT:** Cllr I Wilkinson  
Cllr R Day  
Cllr C Hopkinson (remotely)  
Cllr J Williams

The Clerk was in attendance (Jane Clark)

**APOLOGIES:** None received.

**27/22**      **DECLARATIONS OF INTEREST**

None received.

**28/22**      **MINUTES OF LAST MEETING**

The minutes of the meeting held on 3<sup>rd</sup> February 2022 were proposed and seconded. They were agreed as a true record apart from removing Cllr M Taylor from the list of Apologies, and other amendments.

**29/22**      **MATTERS ARISING**

The following matters were raised:

- a) 16/22a) The potholes in EW have not been filled. Ask PCC why.
- b) 16/22b) We will know about the chat bench application next week.
- c) 22/22: Speed sign at Hillrise not working – ask electrician to have a look. The sign from EW is going to Templebar Road shortly and the one from Cold Inn to Broadmoor also. It was proposed we buy 3 posts for speed signs for future use to save on delivery charges. A rota will need to be drawn up as to where and when they will be relocated.
- d) 24/22: The traffic lights at Broadmoor have been removed and crossing islands have been reinstated.

**30/22**      **PLANNING APPLICATIONS**

The following planning applications were considered:

- a) 21/1122/PA: Rear extension and porch to existing bungalow at Rowan, Broadmoor: No objections.

**31/22**      **FINANCIAL MATTERS**

The following financial information had been circulated:

- a) Bank Account Reconciliations Summary showing a balance of £41,463.42 in the Current Acct, £3,101.34 in the Deposit Acct, £2,142.17 in the Park account and £2,123.00 in the Jubilee Park Acct.

**10/22**

b) The Financial Statement – Cashbook showing income of £29,629.34(gross) and expenditure of £46,891.36 (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.**

**32/22**

**TO CARRY OUT RISK ASSESSMENT FOR 2022**

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.**

**33/22**

**TO CARRY OUT REVIEW OF INTERNAL AUDIT FOR 2022**

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.**

**34/22**

**APPOINTMENT OF INTERNAL AUDITOR**

It was confirmed that Mr Bernie Scourfield be appointed as internal auditor for the accounts 2021-22. Mr Scourfield, however had indicated that this would be his last year and a new internal auditor would need to be found for 2022-23.

**RESOLVED: That Mr B Scourfield be appointed as internal auditor for the accounts 2021-22 and that a new internal auditor would need to be found for the 2022-23 accounts.**

**35/22**      **FINANCIAL ASSISTANCE REQUESTS UNDER S137 OF THE LOCAL GOVT ACT 1972.**

Requests for financial assistance had been received from the following organisations:

- a) Paul Sartori Hospice at Home - £50.00 and b) Wales Air Ambulance Charity - £50.00.

**RESOLVED:**                      **That the above donations be made under S137 of the Local Govt Act 1972.**

**36/22**      **SIGNING OF FUNDING AGREEMENT**

The funding agreement from PCC for the Enhancing Pembrokeshire Grant for the purchase of a new tractor was signed by the Chairman, Cllr I Wilkinson and witnessed by Cllr J Williams. This would be returned to the relevant department of PCC for counter-signing before payment of the grant.

**37/22**      **UPDATE ON PLAY PARKS**

Inspection reports had been received for all three parks. Cllr Ian Wilkinson offered to study them and to indicate which works we require a quote for.

**RESOLVED:**                      **That Cllr I Wilkinson to study the inspection reports and indicate which works we require quotes for.**

**38/22**      **CORRESPONDENCE**

The following correspondence had been received:

- a) Dan Phillips – grass cutting contract – noted.
- b) Long Course Weekend News – noted.
- c) PCC Democracy at Work Event to highlight Cllr role – noted.
- d) IRPW Annual Report 2022 – noted.
- e) OVW Training Feb & March – noted.
- f) PCC Pre-election Protocol – noted.
- g) POCC Annual St David's Day Conference on Anti-Social Behaviour – noted.
- h) NRW Future of Wales' Natural Environment – noted.
- i) Special Events for Queen's Platinum Jubilee – noted.
- k) New Countryside Code Advice for Land Managers – noted.
- l) OVW Report on S147 Multi-location meetings – noted.
- m) Welsh Govt Consultation on how to measure the including of migrants in Wales – no action.
- n) WW's Draft Water Resources Management Plan 2024- Pre-consultation – no action.
- o) Mrs Hurlihy had emailed asking to be kept informed of developments with regard to additional parking for JP – noted.

**39/22**                **REPORT OF CTY CLLR JACOB WILLIAMS**

Cty Cllr Williams provided the following update:

In a follow-up to two matters brought up at a previous meeting, the material which had been dumped on the former school site in Pentlepoir had now been removed, and the two missing manhole covers at the same site had also been replaced.

The planned follow-up roadworks to improve the layout and surface in the location of the new mini roundabouts in Pentlepoir had unfortunately been delayed by the recent storms, the new start date was not yet known.

**RESOLVED:**                                **That Cty Cllr Williams be thanked for his report.**

**40/22**                **ANY OTHER INFORMATION**

The following matters were raised:

- a) The Broadmoor village sign is down by Clayford Road end – report to PCC.
- b) The Street lights not working have been reported to PCC.
- c) Muddy Lane – there were white lines located here at some point in the past and PCC have agreed to locate a Give Way sign at this location. Check on this email.

**41/22**                **DATE OF NEXT MEETING**

The next meeting will be held on Thursday 7<sup>th</sup> April 2022 at 7.00pm.

The meeting closed at 8.56pm.

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

Signed.....Clerk

