

**MINUTES OF A MEETING OF EAST WILLIAMSTON COMMUNITY COUNCIL HELD ON
THURSDAY 1ST SEPTEMBER 2022 AT EAST WILLIAMSTON COMMUNITY HALL AT 7.00PM**

PRESENT: Cllr I Wilkinson
Cllr C Hopkinson
Cllr D McIntosh
Cllr J Williams

APOLOGIES Cllr P Strydom
Cllr R Day

The clerk was in attendance (Jane Clark)

109/22 **DECLARATIONS OF INTEREST**

None received.

110/22 **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 7th July 2022 were proposed and seconded. They were agreed as a true record

111/22 **MATTERS ARISING**

The following matters were raised:

- a) Minute 94/22a) The Broadmoor sign has been replaced, however the Station Road sign has not yet been replaced. The East Williamston sign between Cold Inn and EW has been damaged and should be reported to PCC to repair/replace.
- b) Minute 94/22b) Plaque for Queen's Oak awaited.
- c) Minute 94/22c) One bench is in JP and a base is needed at Pentlepoir for the second one. Handyman to put some slabs down at front of Pentlepoir play area on path side. The Happy to Chat plaques have arrived and will be placed on appropriate benches.
- d) Minute 94/22 e) Station Road roadworks still not complete as they have been on stop.
- e) Minute 94/22 f) The fascia board is down and we should ask Tony Wall to take down the defibrillator and relocate it close by.
- f) Minute 94/22 i) Ask PCC if they have any update on the Templebar Rd mini roundabout as there are still a lot of issues there.
- g) Minute 94/22j) Remind TRA about debris on verge outside Dragon Palace.
- h) Minute 94/22 Heard nothing back from PCC about speed tests on Cold Inn road – remind them.
- i) Minute 99/22 new laptop etc. The Hall Assoc to be asked to provide a screen for the and we will purchase a dongle and a new laptop.

112/22 **PUBLIC PARTICIPATION**

No public present.

113/22

CLLR R DAY

Cllr Day had advised the Clerk that he would not be able to attend meetings for the foreseeable future due to work commitments. Members accepted this explanation and agreed that he could remain as a councillor.

RESOLVED: That Cllr R Day remain as a councillor despite being unable to attend meetings at the present time.

114/22

PLANNING APPLICATIONS

The following planning application was considered:

- a) **22/0404/PA: Alterations and extension at Highlands, 5 Green Park, Pentlepoir.** – Members had no objections to this application.

115/22

FINANCIAL MATTERS

The following financial information had been circulated:

- a) Bank Account Reconciliations Summary showing a balance of £38,734.23 in the Current Acct, £3,101.81 in the Deposit Acct, £8,143.97 in the Park account and £2792.01 in the Jubilee Park Acct.
 b) The Financial Statement – Cashbook showing income of £53,281.55 (gross) and expenditure of £44,657.77(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 was asked to find out from the admin at Edge IT Systems how to revise budgets after the precept had been set and how to monitor movements in Reserves.

116/22

ACCOUNTS FOR PAYMENT

The following accounts were approved for payment:

a) Mrs J Clark – September salary	£257.60
b) PAYE for September	£64.40
c) Google mail storage for August	£1.59
d) Audit Wales fee for audit 2019-20	£315.75
e) Zurich Municipal – new tractor insurance.	£613.29
f) JN Williams grass cutting July	£1,240.40
g) J Clark -reimb for paint for Broadmoor play area plus water	£45.90
h) Edge IT Systems 3 year contract and upgrade	£187.80

The Clerk was asked to check that the tractor insurance paid covered both tractors.

117/22 **AUDIT OF ACCOUNTS FOR 2020-21**

An Audit Opinion on the accounts for 2020-21 had been received from Audit Wales stating that it was an unqualified opinion and no matters had come to their attention which gave cause for concern other than the following point :

- a) The Council should provide the Clerk with a written contract to ensure clarity of terms and conditions of employment. This opinion was accepted and it was agreed that a Contract of Employment be drawn up at the earliest opportunity.

RESOLVED: **That the auditor's opinion on the accounts for 2020-21 be accepted and that a Contract of Employment be drawn up as soon as possible.**

118/22 **CONSULTATION OF AUDIT FEES**

A consultation document had been received on the proposed Audit fees for 2022-23. Members agreed to accept the proposed fees as outlined.

RESOLVED: **That no comment be made on the consultation on Audit Fees.**

119/22 **FINANCE AND GOVERNANCE TOOL KIT**

Members had received copies of Modules A and B of the Health Check of the above document which were studied at the meeting and notes made for future reference. Copies to be circulated to all cllrs prior to next meeting.

RESOLVED: **That modules A & B of the Health Check be completed and circulated.**

120/22 **TRAINING PLAN FOR CLLRS**

As part of the requirements of the Local Govt & Elections (Wales) Act 2021 it was necessary to prepare and publish a training plan to support training for councillors and council staff. It was suggest that the training plan to include the following:

- a) All cllrs to undertake Code of Conduct training and any other training as deemed necessary.
- b) That the Clerk be allowed to undertake any training deemed necessary.
- c) That a training budget be set in December for 2022-23 and in future years.

RESOLVED: **That the above points be included in a training plan for councillors and clerk.**

121/22

HAINY MOOR

It was agreed that this matter be discussed when discussing item 17 under the OVW Nature Networks Fund.

122/22

UPDATE ON PLAY PARKS AND AMENDED QUOTE FOR SAFETY SURFACING

The Chair, Cllr I Wilkinson had met with James Horton the play equipment inspector and requested an amended quote for the repairs to the safety surfacing. The new quote is for £2,398.02 as opposed to £3,966 and it was agreed this work be carried out. It was also agreed to ask James Horton to supply and fit a new seat for the swing at Broadmoor and to ask the handyman to repair the latch on gate at Pentlepoir.

Broadmoor play equipment has been pressure washed and all timber treated with wood preservative which has made a huge improvement to the park. Repairs have been made and shackles replaced as agreed. Pentlepoir play area to be done once children back in school.

RESOLVED: **That the repair work to the safety surfacing be carried out at Broadmoor and Pentlepoir as per the amended quote.**

That Pentlepoir play area be cleaned and painted once school restarts in September.

123/22

CORRESPONDENCE

The following correspondence had been received:

- a) OVW Nature Networks Fund - Heiny Moor to stay as is, as this Council is not prepared take on any further maintenance projects.
- b) Welsh Govt – The national awards of Wales – noted.
- c) Hywel Dda UHB – A Healthier Mid and West Wales for Pembrokeshire T & CC's – noted.
- d) Cerebral Palsy Cymru – request for donation – leave until March 2023.
- e) Tenovus Cancer Care – request for donation – leave until March 2023.

124/22

REPORT OF CTY CLLR JACOB'S WILLIAMS

Cty Cllr Williams submitted the following report:

Queries had been raised by residents in Vineyard Vale after the regular maintenance of green communal areas had ceased and these areas became overgrown. Cllr Williams contacted Ateb and was advised that they had experienced some issues following the re-tendering process for grounds maintenance services. Ateb was apologetic and advised that this had now been sorted, the regular maintenance at Vineyard Vale had resumed, and would continue as normal in future.

Concerns had been raised over the condition of trees in Elveston Lane, some of which are shedding branches and known to have had ash dieback for several years. Cllr. Williams made enquiries with the relevant highways officers for the trees to be looked at, since they are adjacent to the highway, and would update further in due course.

PCC had now implemented its same-day booking service at its civic amenity sites. Smashed glass bottles and overgrowth impeding the A477 Kilgetty-Kingsmoor Road pedestrian underpass had been reported to the area maintenance team.

125/22

ITEMS FROM COUNCILLORS

The following matters were raised:

- a) A large branch of a dead oak tree had come down in the park which has been cleared and tidied up.
- b) A photoshoot had been carried out at JP with the Green Flag Award, the new tractor and the Jubilee Oak tree plaque plus the new play eqpt with some cllrs and users of the park. This will be placed in the local newspaper.
- c) The speed signs need to be sorted. The Cold Inn sign will need to be taken down and Cllr R Day has two in his garage, all of which require relocating. We will have to ask PCC for permission to erect them . Put on agenda for October meeting and check the requirements for their installation from PCC.
- d) Councillors Wilkinson and McIntosh reported that at a recent Trustee Meeting of the East Williamston Hall & Community Association (the owners and lessors of Jubilee Park) it was suggested that the lease might be approaching term and that concern was expressed regarding any possibility that Council might not wish to renew this arrangement. If this situation arose it had been felt the Association might find it impossible to continue to manage the park in its current successful form.

Councillors undertook to check the terms of the lease but gave assurance of the continuing commitment from council towards support of the park. It was emphasised that the management of this amenity has always been regarded by both parties as wholly collaborative endeavour and it was assumed this will not change.

Post meeting note: the Expiration date for the lease was in fact confirmed as being 2038 - clearly a much longer term than assumed by the Association.

126/22

DATE OF NEXT MEETING

The next meeting will be held on Thursday 6TH October 2022 at 7.00pm.

The meeting closed at 9.45pm.

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

Signed.....Clerk