

MINUTES OF A MEETING OF EAST WILLIAMSTON COMMUNITY COUNCIL HELD ON THURSDAY 12TH SEPTEMBER 2024 AT THE EAST WILLIAMSTON COMMUNITY HALL AT 7.00PM

PRESENT Cllr P Strydom
Cllr D McIntosh
Cllr C Hopkinson
Cllr J Williams

APOLOGIES Cllr R Day
Cllr C Perry

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

94/24 DECLARATIONS OF INTEREST

None received.

95/24 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 11th July 2024 were proposed, seconded and agreed as a true record.

96/24 MATTERS ARISING

The following matters were raised:

- a) Minute 92/24d) All potholes in the village have been filled to a high standard and the white lines have been reinstated at Clayford Road/Cold Inn junction.

97/24 PUBLIC PARTICIPATION

No public present.

98/24 PLANNING APPLICATIONS

No planning applications to discuss.

99/24 UPDATE ON ACCOUNTS TO 31ST AUGUST 2024

following information was circulated:

- a) Bank Account Reconciliations Summary showing a balance of £26,307.31 in the Current Acct, £3,183.23 in the Deposit Acct, £14,522.26 in the Parks account and £5,546.56 in the Jubilee Park Acct.
- b) The Financial Statement – Cashbook showing income of £30,128.39 (net) and expenditure of £15,422.78 (net).

- 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.

100/24 ACCOUNTS FOR PAYMENT

The following accounts were approved for payment:

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|---|-----------|
| a) Mrs J Clark-Davies – Sept salary | £289.60 |
| b) PAYE for Sept | £72.40 |
| c) Google monthly subscription | £1.59 |
| d) Zurich Insurance premium for tractor | £622.82 |
| e) JN Williams – grass cutting for July | £924.00 |
| f) JN Williams – grass cutting and spraying in August | £1,252.80 |
| g) Mike Lewis – work on Honda mower and repairs to strimmer | £81.50 |
| h) Screwfix fixings for JP | £61.12 |
| i) Edge IT Systems – upgrade to Band1 of finance software | £70.80 |
| j) Cllr P Strydom – fuel | £40.07 |

101/24 WALES AUDIT OPINION ON 2022-23 ACCOUNTS

The Auditor General has completed the audit of the Annual Return for the year ended 31st March 2023 and his opinion has been circulated to all Members. The audit awarded a qualified opinion due to the following matters on the Accounting Statement:

- a) The Council was unable to provide supporting documentation for income that had been received by the Council.
- b) The Council had not updated its fixed asset register to reflect material assets that have been purchased during the financial year.

The Annual Governance Statement is not consistent with the Council's internal controls and governance arrangements for the year due the following:

- a) The Auditor General is unable to conclude whether or not the Account Statement is a complete and accurate record of the Council's receipts and payments.
- b) The Council has made payments using Paypal, which is not an approved method for making payments.

There were other matters and recommendations which do not affect the audit opinion but should be addressed by the Council as follows:

- a) The Council has not published papers that have been circulated to members in advance of meetings.
- b) There is a minor rounding error in the Accounting Statement.

- c) The Council maintains and operates four bank accounts which increases the risk of errors being made, increased bank charges and dormant accounts becoming 'lost'. It suggests that only necessary accounts are maintained.
- d) The internal auditor signed the Annual Return after the chair.
- e) There were invalid VAT numbers on one supplier's invoices and therefore the Council should investigate why the supplier has charged VAT using an invalid VAT number and amend its VAT returns and reports the issue to HMRC.

RESOLVED: That the Council ensures that complete and accurate records are kept of all receipts and payments.

That the Deposit account, the Jubilee Park account and the Play Areas accounts be closed, and the funds transferred to the current account and included in earmarked reserves.

That all other points raised above be acted upon.

*It was agreed to suspend Financial Regulations for the next two items on the agenda.

102/24 QUOTE FOR WOODCHIPPER

A quote has been received from Terry Harrison of £4,329 for a woodchipper, for which we have applied for a grant of £3,532.50 which is 20% of the total from Pembs Coast Charitable Trust. It was agreed to accept this single quote as it is from a local supplier who supplies and maintains most of our equipment and provides the necessary aftercare.

RESOLVED: That the quote from Terry Harrison of £4,329 for a woodchipper be accepted.

That a grant of £3,532.50 be applied for from Pembs Coast Charitable Trust.

103/24 QUOTE FOR FENCING

Members were informed that as we have been unable to find a local fencing company to quote for this fencing job, it has been agreed to purchase the materials ourselves and to pay for the installation of it separately. A quote of £2,750.00 for the materials has been received and the quote for installation is £1,250.00 approximately.

RESOLVED: That the above quotes for the purchase and installation of fencing be accepted.

104/24 **PERMISSION TO SUBMIT FUNDING APPLICATION TO PCC**

A draft application has been produced for an Enhancing Pembrokeshire Grant from PCC for the purchase of new play equipment and replacement of the boundary fence at Pentlepoir, however the figures have not yet been finalized. It was agreed that once all quotes have been received and confirmed that permission be granted to submit the application once it is approved by Members.

RESOLVED: **That once approved by Members, the application be submitted.**

105/24 **UPDATE COUNCIL POLICIES**

Council Policies were reviewed, and it was agreed that no changes were necessary, including the Welsh Language Policy and the Equality and Environmental Policies. The Clerk was asked to update the dates on the Policies so that they can be included with the PCC Enhancing Pems Grant application.

RESOLVED: **That no changes be made to Council policies at this time.**

106/24 **UPDATE ON PLAY AREAS**

The August inspection reports have been received and circulated. One high risk item was highlighted in EW as the swings, which have a bolt pulling through the cross member. This required immediate action, and it will be looked at tomorrow.

107/24 **CORRESPONDENCE**

The following correspondence had been received:

- a) Keith Jones emails relating to junction of Moreton Lane to join A478 – matter has been referred to PCC by Cllr J Williams. Inform Mr Jones of this.
- b) HSBC reduction on savings acct interest rates. – noted.
- c) PCC Early budget consultation for 2025-26 – noted.
- d) HDUHB Launch of ‘My Health, My Choice’ Primary Care and Community Services engagement – noted.
- e) House of Lords – request for support to improve safety of lithium batteries and their disposal (as used in e-bike and e-scooters) – agreed to support.
- f) OVW – launch of digital user community for T & Com Councils – noted.
- g) OVW Training dates for September – noted.
- h) Urdd Gobaith Cymru (Pems) request for donation – refused.
- i) Keep Wales Tidy free garden packs – packs have been received.
- j) JACS Village Gateways information – put on October agenda.

- k) Easy Websites -AGAR compliance.gov domain names and emails – discuss at October meeting.
- l) Richard Fanus – Langdon Mill slurry tankers complaint – suggest farmer uses the main A4777 and the A478 instead. Inform complainant of this suggestion.

108/24

REPORT OF CTY CLLR JACOB WILLIAMS

Cty Cllr Williams submitted the following report:

Cllr Williams was pleased to announce progress on the long-held desire for a footway linking Moreton to Wooden, which is currently dangerous to walk. Money has been allocated, during this financial year, to fund the necessary study, design, and compilation of a bid for a Welsh Government grant to fund the scheme. Cllr Williams was hopeful that such a bid would be successful and the scheme would follow, but that even if it wasn't immediately successful, the compilation of the design was unquestionably good news and welcome progress. The last time a footway was explored some years ago, Pembrokeshire County Council was unable to reach agreement with all of the relevant landowners regarding the dedication of land. This scheme, however, would see the pavement located on the Moreton Close side of the road, and it is believed that there may be sufficient width for it to be delivered on land within the ownership of the highway's authority. Cllr Williams was also hopeful that if this scheme went ahead, it would help improve the visibility for motorists exiting Clayford Road. Whilst it is too early to say, there would likely be an attendant reduction in the speed limit through Moreton, which is currently 40mph, which Cllr Williams knew would be welcomed by many in this small hamlet, who remain greatly concerned about the speed some motorists travel through it in both directions.

Made possible by a road safety grant from Welsh Government, Cllr Williams wished to bring attention to Pembrokeshire County Council's road safety department's free courses for drivers aged 65+ resident in the county. Held in Haverfordwest, the course includes a classroom-based morning followed, within a fortnight, by a driving lesson with an approved instructor to help address any personal concerns of mature drivers, as well as general safer driving techniques. Should any residents of the East Williamston community wish to enquire, please email road.safety@pembrokeshire.gov.uk or call PCC on 01437 775144.

Cllr Williams referred to minor ward-related maintenance issues since the last community council meeting. In addition, queries he had made with Kilgetty councillor Alistair Cameron concerning the previously discussed effort by all local county councillors to lobby the Co-Operative Group to repair potholes on their land which included the car park and road near the Kilgetty surgery, community hall and toilet block. Cllr

Williams had noted that the Co-Op supermarket car park had just been completely resurfaced, and wondered whether the Co-Op would be using the same contractors to undertake the repairs to the dreadful potholes near the community centre, as they were so close by. Disappointingly, Cllr Williams said it was still unclear whether this was the Co-Operative Group's intention or not, but he still hoped they would come good on their prior pledge to undertake repairs.

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

109/24 ITEMS FROM CLLRS

The following matters were discussed:

- a) The wreath for Remembrance Sunday was raised as we are not sure who is ordering them. There is a new clerk at Saundersfoot who will be asked to keep one for us.
- b) Members were advised that a large number of potholes have all been filled very tidily by PCC.
- c) The field at Hainy Moor was raised which is currently being drained by a pipe installed by PCC. The pipe is too short and needs to be extended. If PCC supplied the pipework the Assoc were prepared to install it. An estimate will be obtained for discussion in Oct.
- d) Members' long-term absence was raised, and it was suggested that any Members who cannot attend in person, attend remotely so that their presence is registered. The Broadmoor member to be asked if he could prepare a report on the speed signs.
- e) It was suggested to discuss events for VE day 80 at the October meeting.

110/24 DATE OF NEXT MEETING

The next meeting will be held on Thursday 3rd October at 7.00pm.

The meeting closed at 9.30pm.

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

Signed.....Clerk