

WALWYNS CASTLE COMMUNITY COUNCIL

Clerk/RFO Catrin Williams, Homestead Cottage, Waterston, Milford Haven SA73 1DT

Tel 07557407190 - Email catrin1526@outlook.com

Meeting Minutes for the Annual General Meeting held at Walwyns Castle Village Hall - 6th July 2022 – 7:30pm

IN ATTENDANCE

County Cllr Reg Owens. Cllrs. Julian George (Chair), Angela Evans, Ron Davies, Valerie George. Catrin Williams (Clerk).

APOLOGIES

Cllrs. Geoff Harries and Alun Harries

Cllr George opened the meeting by welcoming County Cllr Owens to the meeting.

ADOPT MINUTES OF THE MEETING ON THE 4TH MAY 2022

The minutes were signed by Cllr Julian George (Chair) as a true record of the meeting from 4 May 2022. Proposed by Cllr Valerie George and Seconded by Cllr Ron Davies. One amendment to the meeting minutes - declaration of interest by Cllr Julian George in matters regarding the Eco Park.

MATTERS ARISING

Condition of road by Cotts Farm and Moor Farm.

The road passing Moor Farm and Cotts Farm are awaiting improvements. Cllr Owens suggested contacting Gavin Pritchard from PCC. The Clerk to contact.

Jubilee Mugs

Jubilee mugs were welcomed by the residents. The last remaining mugs have been purchased for £6 each (the cost of production) and payment has been received.

Notice board

Gerald and Jeremy have completed work on the notice board. Due to a shortage of Purspex, toughened glass was used instead. Cllr Julian George issued the Clerk with a key.

Eco Park

Cllr Julian George informed the meeting that Pembrokeshire County Council have approved the Planning however the development is under review by Welsh Government. Cllr Owens added that he's making enquiries with PCC legal team regarding the LDP.

Grant Thornton

Payment has not been made to Grant Thornton. The Clerk contacted GT and they had no record of outstanding payments. Cllr Julian George to forward a contact from GT for the Clerk to check once more.

DECLARATIONS OF INTEREST

Cllr Julian George – Eco Park.

AGENDA

Election of Chair and Vice Chair

Chairman: Cllr Julian George was proposed by Cllr Angela Evans and seconded by Cllr Valerie George.

Vice Chairman: Cllr Angela Evans was proposed by Cllr Ron Davies and seconded by Cllr Julian George.

Review of Standing Orders and Internal Controls

To be reviewed at each AGM. The templates created by the previous Clerk (Christine Lewis) to continue. Payments to be approved by Councillors before payments can be made.

Payments to be made via double signature cheque only. No petty cash.

Annual Return for the Year End 31st March 2020, 31st March 2021, 31 March 2022

All of the above to be sent for Audit. The Clerk added that there is likely to be a late fee.

Signed by Cllr Julian George. Proposed by Cllr Angela Evans and seconded by Cllr Valerie George.

National Park

Vicky from NP can meet on 14th July to discuss location of tree planting. Suggestions for locations have been received from Kate Morgan. Cllr Julian George to meet Vicky and the Clerk to confirm time.

Clerk's contract

A contract written by NALC from OVW amended with the Clerks details was available for all to read. Cllr Julian George confirmed ROP. Cllr Julian George signed the contract. Cllr Owens added the difference a good Clerk can make to a Council.

PLANNING

22/0262/PA – South Headborough Farm

No objections.

CORRESPONDENCE

- Pride Week – noted.
- Wales Nature Week – noted.
- OVW – Training dates and letter from Emyr John – noted.
The Clerk to attend courses available by OVW. All agreed.
- Good Councillors Guide – noted.
- Finance and Governance Toolkit by OVW – noted.

ACCOUNTS

Summary

The Clerk gave a summary of the opening and closing balance, income and expenses, from the past three years. A copy of the Accounts to be made available to the public if they wish.

Invoices for approval

- Notice board
- Nick Price – bookkeeping

- Clerks' salary
- Clerks' stationary

Due to the volume of work required to prepare the accounts (three years) a fee of £50 was received from Nick Price. All above payments proposed by Cllr Valerie George and seconded by Cllr Ron Davies.

Summary of recent transactions

As seen on the Agenda and requested by Cllr Ron Davies previously.

ANY OTHER BUSINESS

Cllr Valerie George has been in contact with County Cllrs Reg Owens and Peter Morgan regarding the cutting of hedges and verges by PCC on the Dale Road, near White Hart Cross. Hedge cuttings have been left in two opposing laybys (measuring 7 feet and 6 feet) limiting their use. Cllr Valerie George added that the waste is a form of fly tipping. Following enquiries, County Councillor Peter Morgan reported the waste would be moved however Cllr Valerie George has received updated information explaining that the waste would stay.

Cllr Ron Davies commented that often hedge cutting waste is often contaminated and therefore challenging to dispose of. The Clerk to contact Darren Thomas regarding the issue and County Cllr Reg Owens to assist with resolving the issue.

LATCH fundraising event in Herbrandston on 6th August 2022.

DATE OF NEXT AGM – May 2023

DATE OF NEXT MEETING – 7th September 2022

MEETING CLOSED - 20.54

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C Williams – 6th July 2022