

**Cyngor Cymuned Freystrop  
Freystrop Community Council**



**Freystrop Village Hall**

Registered Charity Number 508498

# **FIRST ANNUAL REPORT**

## **2021/22**



# Annual Report for 2021/2022

*as required under The Local Government and Elections (Wales) Act 2021*

## GOVERNANCE

Freystrop Community Council (FCC) comprises of six Councillors – the maximum number allowed based on the population within the Community. The Councillors for 2021 were Esme Utting (Freystrop Cross), Dawn Harries (Maddox Moor), George Hughes (Lower Freystrop), Ross Harries (Moorland Road) and David Thomas (Chair New Road). There was one vacancy during the year.



The FCC administration from April to November was carried out by the Clerk & Responsible Financial Officer Mr. Clive Griffith. Following his resignation the Chair acted as Interim Clerk for the remainder of the financial year. In March the FCC appointed a new Clerk & RFO Mr. Russell Lavis (Moorland Road) to take up the post on 1<sup>st</sup> April 2022.

The FCC meetings were held on the second Monday of each month bar August and December 2021. 2021's AGM was delayed from the usual June until July.

Matters regularly discussed at meetings related to

Highways/Planning responses/Community facilities/Finance (see later in this report for comments on main issues). The public were also able to attend to raise issues of concern. At each meeting the County Councillor for the area Michael John attended to update the FCC on county-wide matters.

Meetings held during 2021/22 commenced with the April meeting online due to the COVID-19 pandemic as most had been during the previous year. Subsequently, however, the FCC reverted to "face-to-face" meetings for the remainder of the year. Again this first Annual Report enables the FCC to put on record their thanks to Cllr Ross Harries for setting up the Zoom meetings over the past 2 years thus enabling the business of the FCC to continue.

The current Councillors' terms in office end in May 2022 when the new Council will take over following the Election on 5<sup>th</sup> May. Cllr. George Hughes (Lower Freystrop) is standing down having served 17 years on the Council. The FCC wish to put on record their sincere thanks for his services over the years and wish him well in his retirement. Also, as this is the first, Annual Report required to be prepared it enables the FCC to record their appreciation to the late Cllr. Roy John who passed away in November 2020. Roy "The Cross", as he was known, was the "beating heart" of the Community and is sadly missed by all who knew him.

The FCC are also the trustees of the Village Hall and Playing Field and due to the dissolution of the previously autonomous committee many years ago the FCC took on the role of maintaining and operating the Hall and Field for the continued benefit of the Community. The finances relating to the Hall and Field are kept entirely separate from those of the FCC with bank accounts in different banks.



## **FINANCE**

The FCC obtained the majority of its operating funds from the Pembrokeshire County Council (PCC) by way of the annual precept. The application for the precept was based on a budgeting process in November 2020 and after ratification by the FCC submitted to PCC in January 2021. The precept for 2021-2022 was for £5000 which equated to £17.69/Band D property in Freystrop. This money is used to pay the salary of the Clerk/FCC insurance/annual allowance of £150 to Councillors/Chair's allowance of £500/internal and external audit fees/subscription to One Voice Wales (OVW)/donations to Church and Chapel towards grounds maintenance.

The FCC is required to submit an Annual Financial Return to Wales Audit. Prior to submission this return is audited by our Internal Auditor and approved by the FCC. Wales Audit have yet to respond to the 2019 -2020 and 2020-2021 submissions-presumably due to the pandemic.

The FCC currently has reserves of £13,000 for earmarked projects. £4,000 has been built up over the years to pay for a Community Election or by-election which the PCC would have to hold and for which they would need reimbursing. £1,500 has been set aside to purchase and install a defibrillator and £7,500 is ring fenced for improvements to the Playing Field.

The FCC Bankers are HSBC Bank in Haverfordwest which holds both the current and deposit accounts.

Charges started to be imposed on the current account in December 2021 of £5/month plus 40p/cheque transaction. Nominal interest was received on the deposit account. Bank statements were issued on a monthly basis for both accounts.

### **Freystrop Community Council Accounts**

- Bank Balances
  - Current a/c £3,228.71 as at 3/4/22. Charges £24.00 for Dec-Mar.
  - Deposit a/c (aka Projects) £13,002.67 as at 3/4/22. Interest for the year £1.75.
    - A total of £13,000 is reserved for specific purposes
      - £4,000 – Elections Fund (unlikely to be an election, therefore no top up required)
      - £7,500 – Playing Field
      - £1,500 – Defibrillator (unlikely to exceed £750)



## **MAJOR ISSUES**

### **Highways**

The FCC were successful in an application to PCC for a new bus shelter to serve Lower Freystrop. This was erected over the winter 2020-2021 and the FCC contribution of £1,500 towards the overall cost of c£12,000 was paid in early 2021-2022.

The FCC continued to be concerned about speeding problems in the area particularly at Freystrop Cross, along Targate Road past the Playing Field and at Lower Freystrop. PCC were notified of the problem areas and have promised to carry out monitoring. Both the official and community speed watch teams attended in the area during the past year and the FCC were appreciative of this. C.Cllr. Michael John raised the issue of the inappropriate speed limits at Troopers Inn crossroads with PCC following a series of accidents and the limit has now been reduced to 40mph.

### **Planning**

The PCC Planners approved a depot for a building and construction company on farmland adjacent to the Freystrop Village boundary and near to adjacent houses. The FCC objected to this application in the strongest possible terms stating that the development was totally inappropriate for a rural village and should be sited on an industrial park. Now that permission has been granted the FCC can only hope that the site will be developed as sympathetically as possible and that noise levels and hours of operation are monitored and that large vehicles entering and exiting the site are properly supervised.

The long-delayed second phase of Summerhill Estate off New Road got underway last year. This is a development of 28 houses with the general site layout as per the 1974 planning approval but with houses of a newer design to those already built under phase1. The developers have provided a much-needed extension to the Village Hall car park for the benefit of the Community.

### **Community Issues**

During the early phase of the COVID-19 pandemic in 2020 a Community Hub was set up to match “willing helpers” with “vulnerable residents”. This was mostly achieved via the Freystrop Facebook Group and proved invaluable in those early days. This local hub was slowly wound-down when the PCC set up a 24/7 County-wide Hub but it showed how quickly the Community could respond when required to do so.

### **Liaison with other Authorities and Organisations**

The FCC is represented on the liaison body of Pembrokeshire Town and Community Councils which meet with PCC and third sector bodies, e.g. PAVS and PLANED. Due to the pandemic the meetings in 2021 were all held online.

The FCC Chair is also the One Voice Wales (OVW) Pembrokeshire Representative on the OVW Executive Committee and is currently on their Policy Committee and so has input and receives feedback on wide-ranging issues related to Welsh Government, Welsh Local Government Association (WLGA), Independent Remuneration Panel for Wales (IRPW) and Audit Wales.



## **VILLAGE HALL & PLAYING FIELD**

As mentioned earlier the FCC has a subsidiary role in maintaining and operating the Village Hall and the Playing Field for the benefit of the Community.



With the winding down of the COVID-19 restrictions the Hall is now being extremely well-used again. Activities such as Taekwondo/Tai Chi/Craft/Drama/Latin Line Dancing/Canine Club are held every week. There also monthly bookings by the FCC itself for its meetings and the Women's Institute.

Pembrokeshire College also ran a series of first aid classes during the latter part of the year and Childrens' parties have begun to return. Due to the pandemic prior to re-opening the Hall was professionally deep-cleaned and 2 sanitising stations

were installed and kept regularly stocked.

The Hall was equipped with a new wireless controlled heating system in early 2021 which has proved to be very efficient and economical to date. The system was manufactured by Consort of Milford Haven and installed by AB Security & Installation of Llangwm. As this was an expensive item the FCC as Trustees reimbursed the Hall Committee the £2,200 cost.

The electricity supply contract with BG Lite which had run for 3 years comes to an end on 9<sup>th</sup> April 2022 and a new 3 year contract (unfortunately reflecting major energy price increases) commences on 10 April 2022.

Regarding the Playing Field an initiative was started in June 2021 by Esme Utting and Dawn Harries to look at improving the facility. They were joined by Russell Lavis, who took lead of the steering group for the project, and Simon Horsley.

A number of newsletters and consultations were created to find out what the Freystrop Community wanted from the site.

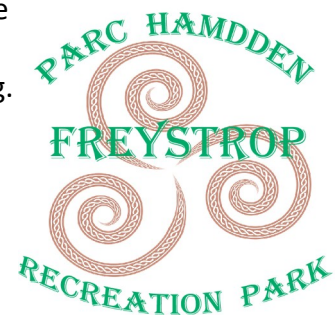
It was decided to rebrand the playing field as Parc Hamdden Freystrop Recreation Park to reflect the ambition of the 6 acres being for broader use and interest.

A monthly working party event was created. Enthusiastic volunteers have carried out extensive boundary clearance work and planted some 450 trees. They have also been successful in obtaining a number of grants e.g. £1,300 from the Outdoor Connections Fund.

A Service Level Agreement (SLA) was agreed with PCC to cover maintenance and insurance of the Children's Play Area equipment at a cost of £615 last year.

The banking arrangements for the Village Hall and Playing Field are with Barclays Bank Haverfordwest which holds both the current and deposit accounts.

As the Hall and field are a registered charity a return has to be made of income and expenditure to The Charity Commission each year and to update information relating to the Trustees.





## Freystrop Village Hall Accounts

- Income & Expenditure 2021-22 (Unaudited)
  - Income of £4675.30.
  - Expenditure £2089.09.
- Bank Balances
  - Current a/c £16,342.19 as at 31/03/22.
  - Deposit a/c £1602.62 as at 30/03/22. Interest for the year £0.16.

The Freystrop Recreation Park Project keeps a subset of accounts to manage funds dedicated to it and raised by it. All figures relate to monies available to the project at the time and may be held in multiple deposits, e.g. differing bank accounts, and may have been accrued in other accounting years.

### Freystrop Recreation Park Funds 2021/2022

			In	Out	
<u>Totals</u>	<b><u>8,925.31</u></b>		<b><u>8,973.91</u></b>	<b><u>(48.60)</u></b>	<b><u>Cash Held 103.40</u></b>
B/F	Sewage Pipeline	Bank	7,500.00		
	COVID-19 Recovery	Bank			
	27/09/21 Donation – Auriol Lawman (Roseleigh)	Cash	100.00		100.00
	23/10/21 CCF – Tree supports	Cash		(19.30)	Owed to Esme - PAID (19.30)
	26/10/21 MPH Hire – grinder	Cash		(29.30)	Owed to Esme - PAID (29.30)
	26/10/21 Scrapyard – goal & rugby posts	Cash	22.00		22.00
	01/12/21 Donation – Brian & Heather (Highgrove)	Cash	30.00		30.00
	10/03/22 Outdoor Connections Fund	Bank	1321.91		
05/04/22					<u>103.40</u>

The Steering Group wish to record their sincere thanks to all volunteers for their time and effort and everybody else who has lent their support in many other ways.

Volunteer hours in respect of work done at the Recreation Park are recorded. When multiplied by the Real Living Wage these give a notional value which can be used to cost volunteer hours. This value can be used in future grant applications where community match funding is allowed. The table below shows the involvement of the community through the months.

### Freystrop Recreation Park Volunteer Hours 2021/2022

<u>Month</u>	<u>Hours</u>	<u>Match Funding Accrued (@ £9.50/hr)</u>
June 2021	23.00	218.50
July 2021	19.50	185.25
August 2021	17.00	161.50
September 2021	114.50	1087.75
October 2021	66.25	629.38
November 2021	21.00	199.50
January 2022	31.00	294.50
February 2022	30.00	285.00
March 2022	53.50	508.25
<b>Totals</b>	<b>376.75</b>	<b>£3,579.13</b>



## **PLANS FOR 2022/2023**

### **Community Council**

The precept for 2022/2023 has been agreed at £5,000 – based on budget. See Appendix A. Following the Elections in May the FCC will be back up to the full complement of 6 Councillors. The AGM will be held in June 2022.

A training programme for the Councillors and Clerk will be put in place by November 2022 as required by the new legislation.

A Facebook Page – Freystrop Community Council – will be set up to improve dissemination of FCC specific items.

### **Village Hall**

Completion of Car Park at the Hall.

Installation of the defibrillator at the Hall will be accompanied by training in its use for all those members of the community that are interested.

### **Parc Hamdden Freystrop Recreation Park**

The monthly Working Party Events will continue at the recreation park.

Funding will be sought to create multi-use paths around the acreage for exercise inclusive of those with mobility issues.

Pledges have been made by residents to fund seating and tables in resting areas of the recreation park and we will be seeking to secure money for further units.

Working with Haverfordwest Rotary Club we are looking to the creation an orchard area in Autumn 2022. A number of events with residents and local groups will be arranged.

We will continue trying to get volunteers to work with the Steering Group on improvements to the Childrens' Play Area.

Enter into 3 year SLA with PCC for maintenance and insurance of existing play area NB this can be terminated by giving 1 months notice by either party.





## **CONTACT DETAILS OF CLERK AND COUNCILLORS**

### Details from 9 May 2022

Dawn S Harries	Maddox Moor		<a href="mailto:dawnsharries@gmail.com">dawnsharries@gmail.com</a>
M Ross Harries	Moorland Road		<a href="mailto:ross@mrhcs.co.uk">ross@mrhcs.co.uk</a>
Christine Saunders	Lower Freystrop		<a href="mailto:whelton922@yahoo.co.uk">whelton922@yahoo.co.uk</a>
Anna M Simpson	Moorland Road		<a href="mailto:stackrocks24@gmail.com">stackrocks24@gmail.com</a>
W David Thomas	New Road	01437 890297	<a href="mailto:wd.thomas1@btinternet.com">wd.thomas1@btinternet.com</a>
Esme Utting	Freystrop Cross		<a href="mailto:gutting@pobroadband.co.uk">gutting@pobroadband.co.uk</a>

### Clerk

Russell D Lavis	Sivalrid Moorland Road Freystrop SA62 4LE	07812508202	<a href="mailto:freystropcc@yahoo.com">freystropcc@yahoo.com</a>
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### Pembrokeshire County Councillor – Llangwm Ward

Michael J John	Millbrook House, 23 Main Street Llangwm SA62 4HP	01437 890175	<a href="mailto:Michael.john2@btinternet.com">Michael.john2@btinternet.com</a>
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Appendix A

FREYSTROP COMMUNITY COUNCIL  
BUDGET FOR 2022-2023

ITEM	AMOUNT (£)	NOTES
CLERK'S SALARY	2375	Gross
OVW SUBSCRIPTION	100	
FCC INSURANCE	300	
COUNCILLORS' ALLOWANCES	1200	*
CHAIRMAN'S ALLOWANCE	500	**
TRAINING FEES	150	
DONATIONS	300	
EXTERNAL AUDIT FEE	200	
INTERNAL AUDITOR'S HONORARIUM	50	
ANNUAL NEWSLETTER	200	
TOTAL	5375	

\* Assuming full Council of 6 Members at £150/member/yr plus agreement by IRPW on additional £50/yr for subsistence.

\*\* Requires approval for payment by Council.

ITEMS IN RESERVES (held in Projects bank account)

1. FCC payment to PCC in event of election or by-election	4000
2. Allocation towards Playing Field improvements	7500
3. Defibrillator purchase and installation	1500
TOTAL	13000

Council recommended to retain precept at same level as 2021-2022 year ie. £5000.

Approved at FCC meeting on 10 January 2022