**Cyngor Cymuned Clunderwen**

**Clynderwen Community Council**

Draft Minutes of meeting held by Clynderwen Community Council on Thursday 13th October 2022 in Clynderwen Community Hall.

**Present**, S Richards, D Williams, L Owen (Chair), P Lloyd, S James, K Bradbury (Acting Clerk)

**Observers:** C Robinson.

1. **Declaration of Interest – None**

Cllr Owen welcomed everyone to the meeting.

1. **Apologies**

Cllrs. S Wright, T Morris, D John,

1. **Confirm minutes of previous meeting**

Proposed as true record Cllr. S Richards Seconded Cllr. Les Owen

1. **Matters arising from the minutes -**
* Councillors ask the Clerk to find out information on the Enhancing Pembrokeshire Grant and circulate to all Councillors and community groups in the village.

**5**.**Chairmans Discretion** – No items

**6.Recruitment of Community Council Clerk**

An interview took place for the vacant Clerks job. Ms C Robinson has been appointed and will start 1st November 2022. The Chairman congratulated Ms Robinson on her success and Councillors look forward to working with her.

**. 7Correspondence (letters and emails received during the month)**

* Cllr Wright has written regarding a proposal for a Memorial Tea for the 100yrs Anniversaries of the opening of both the Clunderwen and Llandissilio War memorials in 1922.
It is a British Legion and Community Council venture including Llandissilio CC. As the Remembrance Service is in Llandissilio this year, it was suggested the tea be held at the end of November. **Agreed.** A discussion took place. Cllrs queried who would run the tea. It was agreed to ask Cllr Wright for more information.
* In accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011, The IRP has drafted their Annual report for February 2023.The report can be viewed using the following link:

  [Independent Remuneration Panel for Wales Draft Annual Report - February 2023](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgov.wales%2Findependent-remuneration-panel-wales-draft-annual-report-2023-2024&data=05%7C01%7CLeighton.Jones%40gov.wales%7Cf7620e029bed462259b508daa77f35d8%7Ca2cc36c592804ae78887d06dab89216b%7C0%7C0%7C638006462041980459%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=0Iporc4n9AClz2KsRh66wW5eKfuPiMtnjTprjNXBy%2Bc%3D&reserved=0)

 The Panel considers members of Community and Town Councils should not be out of pocket for carrying out their duties.

* The Well being of Wales report can be viewed at [Wellbeing of Wales: 2022 | GOV.WALES](https://gov.wales/wellbeing-wales-2022) or [Llesiant Cymru: 2022 | LLYW.CYMRU](https://llyw.cymru/llesiant-cymru-2022?_ga=2.124856778.1585045116.1664186891-1697052736.1657277355)
* The Local Authority Liaison Committee Meeting for the A40 will now take place on 26th October between 11 am and 1 pm at the A40 Training Room. Cllrs must book if they wish to attend.
* Electoral Registration Forms have been sent to every household in Pembrokeshire asking residents to check whether the information that appears on the Electoral Register for that address is correct. Householders who need to respond are being urged to do so as soon as possible and online if possible.
* The Monitoring Officer is providing an online training session on the Code of Conduct in October for any Town and Community Councils that want to attend. It takes place on 25th October at 6.45pm by Teams. An RSVP is required. The sessions will last approximately 1 hour and will cover the Nolan Principles, declarations of interest and social media.
* One Voice Wales would like to invite representatives from Community & Town Councils to an important conference on Biodiversity and addressing the nature emergency. Online between 10 am and 4 pm on Thursday 27.10.2022. Booking is required.
* **Notice of Motion relating to Pets as Prizes**

A Notice of Motion was submitted to Full Council of PCC by Cllr Alistair Cameron (Kilgetty/Begelly Ward).

In resolving to adopt the recommendations the Cabinet also accepted an amendment to the effect that ‘a letter be sent to all Town (City) and Community Councils requesting that they also support an outright ban on the giving of live animals as prizes, in any form, on land that they own or control’.

**Agreed.** Councillors agreed to support this motion. Proposed Cllr. S James, seconded Cllr. P. Lloyd

* Electoral Administration and Reform White Paper. A consultation has been launched by the Welsh Government. Responses by 10 January 2023 to Elections.Consultation@gov.wales.
* A Thank you letter was received from The Cardi Bach for the donation of £200 given following the July Meeting.

**8.Request for Donations –** None Received this month

**9.Toilet Block –** No update this month.

**10.Planning**

**22/0399**/PA Pili Pala, Gower Villa lane, Clunderwen SA66 7NL. Proposal, Conversion of farm buildings to form two granny annexes. **This application has been refused**

**22/0455/PA**. 40 Bro'r Dderwen, Clunderwen. Proposal, construction of 2 storey House and detached garage*.* **Councillors have No objection to this application**

**22/0458/PA**. 15 Bro'r Dderwen, Clunderwen, SA66 7NR. Proposal, Construction of a 2 Storey House. **Councillors have No objection to this application**

**11. Community Maintenance inc Highways**

i. The Clerk was asked to investigate the cost of a bench to be located at the Cenotaph to commemorate its centenary year and report back to councillors. Llanboidy Community Council have one that would be suitable. **Agreed**. The Clerk will contact Llanboidy CC Clerk to find out where it was purchased from.

ii. Councillors queried if Griffiths, the contractors on the A40, have budget to support Community Events. **Agreed.** The Clerk and Councillors will investigate.

iii. Councillors reported a serious dip in the road on the A478 on the right-hand side by the junction to Login in Llandissilio. It has already been reported but no action has been taken. The dip could cause an accident. Clerk to report this to PCC.

iv. Speed measurement strips were laid on the road between Llandissilio and Bethesda during the summer. Councillors queried the reason for this and pointed out that the strips were in place during the summer holidays and would not have captured school traffic. The results may not be representative. **Agreed.** The Clerk will contact the Road Safety Partnership in PCC to report this and request more information.

**12. Review Governing Documents-**

**a. Financial Risk assessment**

The Financial Risk Assessment was reviewed and adopted. Proposed S James seconded P Lloyd. Vote was unanimous

**b. General Risk Assessment**

The General Risk Assessment was reviewed, amended and adopted. Proposed D Williams Seconded P Lloyd. Vote was unanimous.

13.**Training Schedule** - OVW has published guidance on drafting a training plan for Councillors.

15. **Finance**

**a. Account balance** at 29 th September 2022 was reported to Councillors -**£7497.76**

**b. Invoices to pay** - Clerks wages & expenses of £**9.60** for translation of the Agenda, TD Ladd- paint for Cenotaph for the work carried out by the YFC, Telemat **£187.98 + vat**, Insurance **£214.18,** Internal audit for 2 years **£300, Hall Rent** Aug/Sept/Oct **£75**

**A Letter of thanks will be sent to Clunderwen YFC. Clunderwen Community Council are very grateful to them for the work carried out at the Cenotaph.**

**Proposed D Williams, seconded S James. Vote was unanimous.**

**c. Income** – There was no income during September/October

**d. Budget** – The Clerk presented a draft Budget for Councillors to discuss. A discussion took place on costs including those of the toilet block and further discussion will take place at the November meeting

**e. Accounts**- The internal audit has now been carried out for the financial years 20-21 and 21-22. The findings of the internal auditor were relayed to Councillors. Compliance issues as reported are being rectified. The accounts were signed and will be sent to Audit Wales for the External Audit to be carried out. A qualified audit will be received due to late submission.

It was proposed by Cllr Williams that Letter of Thanks be sent to the internal auditor Mr D Harries for the work he has carried out on the accounts for the last two years. Seconded S James. Vote was unanimous.

**f. Insurance**- The insurance quote is £214.18.

Councillors agreed to pay this. Proposed Cllr. S James Seconded Cllr. P Lloyd. Vote was unanimous.

**Note -** Full details on Financial Matters can be obtained from the Clerk.

15. **Hybrid Meetings**

The Clerk explained the duty to offer Hybrid meetings. This is an issue as the hall does not have Wifi. It was agreed that if there was a request to attend by Zoom another venue would be sought for that meeting.

16.**Chairmans/Councillors allowances**

The Clerk explained the system of allowances to support Councillors in carrying out their role. It is up to individual Councillors to decide to claim or refuse and inform the Clerk of their intention.,

**17. Future Agenda Items**

* Community Projects (Enhancing Pembrokeshire Grant)
* Memorial Tea
* Budget

18**.Date of next meeting**

Thursday 10th November 2022 @ 7:30pm in Clunderwen Community Hall

**The meeting closed at 21.05 pm**

Working documents including Minutes and Meeting Agendas can be found on [www.pembstcc.co.uk](http://www.pembstcc.co.uk).