

**At a meeting of Jeffreyston Community Council held online on Monday the 7<sup>th</sup> of November 2022  
@ 07.30pm**

**Present:** Chairman: Mrs M Rogers, Councillors: Mrs A Morgan and Mr P Everall  
County Councillor Mrs V Thomas experienced technical issues but was able to connect during item 13 Minute Ref 75/22 (Report on Clerk's Hours)

**In Attendance:** Clerk: Mrs M Everall

63/22 **Chairman's Welcome**

64/22 **Apologies for absence** – None

65/22 **To acknowledge Cllr Maccreath's resignation**

**Resolved** – that the Clerk notify Electoral Services of the Casual Vacancy

66/22 **Co-option to the council** – Item postponed pending availability of Councillor Thomas

67/22 **Appointment of Vice-Chair** – Item postponed pending availability of Councillor Thomas

68/22 **Declaration of Interest** - None declared

69/22 **Minutes of the last meeting**

**Resolved** – *All present agreed that the minutes of the last meeting held on the 3<sup>rd</sup> of October 2022 be confirmed and signed by the Chairman as a true record*

70/22 **Clerk's Update**

- Dog Fouling – Clerk had emailed PCC with no response however she did speak with the dog warden who is unable to supply us with any signage or undertake ad hoc visits to the community. Matter Closed
- Ford Bridge – following the last repair to the bridge the council received a further report of damage. Clerk had sent details and photographs to the Historical Building Conservation Officer at PCC, moving forward they will be undertaking surveillance of the bridge. The Member's suggestion of a weight limit on the bridge was also put forward. Matter Closed

71/22 **Play Area Inspection** – The latest report had been sent to members prior to the meeting and there was no immediate action needed. The self-closing gate has been noted as 'not functioning' with no other details. Clerk had contacted PCC who suggested it may be a surface rubber buffer at fault.

**Resolved:** The item will be checked in due course as ideally, the gate will be utilised in the new play area project.

72/22 **County Councillor Updates** from Ward and County Council – Item postponed pending availability of Councillor Thomas

73/22 **Training Plan** – Clerk had re-drafted the plan and it was sent to member prior to the meeting.

**Resolved:** Members approved the Training Plan. Proposed by Maria and Seconded by Peter Clerk to publish the plan on the Council's web page.

74/22 **Finance and Government Toolkit** – Clerk had sent Theme 'A' Vision, Purpose and Community Planning to members prior to the meeting. Part 1 completed by the Clerk and Part 2 is to be completed by the Councillors.

**Resolved:** Councillors will consider over the next few weeks and report to the Clerk by the December meeting.

75/22 **Clerk's Hours** – Clerk had sent a report to members prior to the meeting, including a record of hours worked over the past 10 months. Clerk is contracted to work 17 hours per month however the hours worked each month had far exceeded this, culminating in 50 hours worked in October with no additional payments ever claimed. The extra hours relate to the Lottery Fund Application, Training Plan and Finance and Governance Toolkit. The Clerk advised the Council that the situation was unsustainable due to her other work commitments and regrettably submitted her resignation to the Council.

**Resolved:** Clerk to advertise the vacancy with PCC, One Voice Wales, Noticeboards and Social Media for 20 hours per month at SCP 6, with a view to handover of duties at the beginning of January 2023

- **At this point County Councillor Vanessa Thomas was able to join the meeting**
- The Council then resolved to return to the earlier postponed Agenda items 4 (66/22), 5 (67/22) and 10 (72/22)
- **Item 66/22 Co-option to the Council**  
County Councillor Vanessa Thomas had previously applied for co-option to JCC (Para 1.7 and 1.8 of the Electoral Commission refers)  
**Resolved:** Members unanimously approved the co-option. Clerk to advise Electoral Services  
**At this point Councillor Thomas signed the Declaration of Acceptance of Office Form**

**Item 67/22 Appoint a Vice-Chair to JCC**

Following the resignation of Councillor Maccreath, the Council had a vacancy for Vice-Chairman

**Resolved:** That Councillor Arabella Morgan be appointed as Vice-Chairman for the coming year. Proposed by Councillor Rogers and Seconded by Councillor Everall.

**Item 72/22 County Councillor Update**

Update on items from the October Public Participation Item. Councillor Thomas reported that she had e-mailed and met with the residents about the matters raised and that discussion was ongoing.

76/22 **Pay Agreement 2022 – 2023** – Details of the agreement had been circulated

**Resolved:** The contents of the agreement had been noted and members acknowledged that any increase would be backdated to the 1<sup>st</sup> of April 2022

77/22 **Draft Budget 2023 – 2024** – The Clerk had prepared the draft budget and sent to members prior to the meeting. In addition to the usual costs, discussions included investment in Council Owned Laptop, Councillor's Allowances 2023 – 2024, Staff Costs, Increased Training Budget, Electoral Costs, and General / Earmarked Reserves

**Resolved:** Clerk will review, include changes agreed and present the final version for approval in December

78/22 **Community Lottery Grant** – Members of the Council were delighted to receive news that the application submitted in July had been successful with £42,500 awarded for refurbishment of the old equipment in the play area. Discussions included Permitted Development, Tender Process as the Council's Financial Regulations state any contract over £25k must go to tender. Also discussed was community liaison on equipment design and Certificate of Title.

Clerk had checked the Lease Agreement and confirmed there was a Right of Way to the car park and play area / village green. The Council discussed the considerable task ahead with the project's additional workload and asked the Clerk to look into the possibility of someone taking on the project management of the refurbishment.

**Resolved:** The Clerk to continue with communication with Solicitors in relation to Certificate of Title. To discuss project management with One Voice Wales and others, and contact the Lottery Organisation to clarify points raised by members on the Acceptance Form.

#### 79/22 **Correspondence / Consultations / Surveys**

WAG – Town and Community Council Digital Services

WAG – A Healthier Wales

WAG – Independent Remuneration Panel for Wales Draft Report – Feb 2023

OVW – Training Dates for Oct / Nov / Dec

WAG – Electoral Administration and Reform White Paper

HSBC – Changes to Terms and Conditions

OVW – Sustainable Farming Scheme Outline Proposals for 2025

OVW – Conference on Biodiversity

WAG – Consultation on Renting Homes (Wales) Act 2016

WAG – Draft Guidance on Responding to People Affected by Suicide

#### 80/22 **Planning Matters**

None received to date

#### 81/22 **Financial Matters**

(a) HSBC Bank Balance as at 20.09.2022	£4,292.36
HSBC Bank Balance as at 20.10.2022	£3,729.83

#### (b) **Approve Payments**

- Wages November (Standing Order)
- Royal British Legion Poppy Donation - £20.00

#### (c) **Requests for donations - None to date**

#### (d) **To consider any urgent payment of invoices received after publication of the Agenda**

#### (e) **To approve the Direct Debit mandate to Pembrokeshire County Council**

(Council's Financial Regulations Section 6 para 6.7)

**Resolved:** Members noted (a) Members approved (b) and (e) Clerk to return forms to PCC and deliver poppy donation cheque

#### 82/22 **Highway Matters**

None to date

#### 83/22 **Minor Matters / Items for the next Agenda**

- **Feedback on Code of Conduct Training** – Both Arabella and Peter found it very helpful
- **Poppy Wreath** – Arabella kindly offered to represent Jeffreyston Community Council in Church on Sunday
- **Councillor's Contact Details** – Clerk said she was about to update the Council's Contact Information Poster and would be in touch with members to check contact details

- **Community Council and St Oswald's VA School** – The Clerk has emailed the school to confirm the Council is happy to continue to share information on the Council's Social Media page and can share to the Council's webpage as well, providing the content is in pdf form.
- **November Training** – Maria is attending the 'Code of Conduct Training' with One Voice Wales (OVW) and Peter has chosen to join the course on 'Understanding the Law' by OVW

**Items for Next Meeting**

- Lottery Funding / Project Management
- Clerk's Vacancy / Handover of Duties
- Councillor's Allowances
- Budget Approval / Precept

**84/22 Date of Next Meeting**

The next scheduled meeting will be held online and proposed for Monday the 5<sup>th</sup> of December 2022 @ 7.30pm

**The Meeting was declared closed at 21.50 pm**

**Signed: Chairman** .....

**Date:** .....