

CYNGOR CYMUNED MANORDEIFI COMMUNITY COUNCIL

Minutes of the meeting held on Tuesday 11th October, 2022

at Abercych Village Hall

Present:

Councillors Pamela Parsons (Chair), Elizabeth Hall, Aled Lewis, Christian Thould, Suzanne Burley

Clerk – Judith Kings

No members of the public were in attendance

1. Apologies for absence

Lynda Williams, County Councillor Iwan Ward

2. Declarations of interest on matters arising from the agenda

Item 9i – the Clerk will leave the room after presenting information on the Clerk's hours of work and pay scales.

3. Approval of Minutes of last meeting 12/7/22 and 11/8/22

Having been circulated prior to the meeting, the minutes of the above meetings were approved and signed by the Chair.

4. County Councillor report

Councillors were able to report on behalf of County Councillor Ward that the matter regarding the pavement outside Maes Cilgwyn is ongoing. Newchapel is a safe zone priority area for speed checks so speed cameras will be at Newchapel on a regular basis. 20mph zones are part of a Welsh Government scheme likely to be introduced in residential areas next year

5. Matters Arising (not on the agenda)

- a) It was **noted** that the contractor who fitted the defibrillator cabinet has been contacted and has agreed to examine it. Date to be confirmed. The Clerk to liaise with Cllr Lewis regarding a site visit.
- b) It was **noted** that the water container in Abercych was filled by Peter Wilson.

6. Correspondence

- a) A letter has been received regarding the recycling bins in the Penrhiw Inn car park, asking for their removal because of misuse and bags of bottles being left next to the full bins.
- b) Interest has been received regarding the landscaping and maintenance of the Millennium Garden in Abercych.

7. Council Matters

a) Selection criteria for key decision making by the Council

It was **resolved** to adopt the following selection criteria when considering key decisions made by the Council:

- Is this project/funding/request local?
- Will the community within our ward benefit?
- Will this provide good value for money?
- Will this maintain and enhance the biodiversity within our ward?
- Evaluation to be undertaken on completion of the project.

b) Adoption of grants policy

It was **resolved** to adopt the grants policy to support the selection criteria.

c) Biodiversity report

The development of the Council's biodiversity report is ongoing. Cllr Burley is to email the Clerk with examples of what is happening in the area to encourage biodiversity. The report can note that tree preservation orders exist on a number of trees in the area.

The criteria for assessing planning applications is to include the impact on biodiversity.

d) Proposal to conduct a community survey

It was **resolved** to approve the survey, which will be conducted via Survey Monkey (a free, online survey platform.) Information regarding the Council will be included in the invite letter to inform residents about the Council. This letter should be translated into Welsh.

ACTION: Cllr Burley is to liaise with Cllr Lewis on this matter.

Distribution of the letter will be done by Councillors. As County Cllr Ward is keen to go door to door in the area to meet residents, this could be an opportunity to work together.

All houses in the area are to be contacted

e) Proposal to remove the recycling bins at the Penrhiw Inn site

Approved.

ACTION: The Clerk to contact County Cllr Ward to arrange removal.

f) Relocation of noticeboards and supply of boards to Carregwen and Pontrhydyceirt

The old boards are not fit for purpose. More information is needed regarding where to site the new boards. Matter deferred to next meeting.

g) Speeding issues through Abercych

As noted under the County Councillor report, it is likely that 20mph speed restrictions will be introduced by the Welsh Government in residential areas.

h) Purchase of gifts for the newly retired Councillors

Resolved to provide engraved slate plaques.

Following discussion, it was **resolved** that these would be the last gifts to be purchased for retiring Councillors, as all present felt that they would prefer not to have a gift.

ACTION: Clerk to contact Mike's Crafts to order the plaques

8. Planning

Planning application 22/0282/PA has been conditionally approved (Erection of forestry workshop and garage for the storage of tools and associated works vehicle, Tair Sir, Abercych, Boncath, Pembrokeshire, SA37 0EX) **Noted.**

9. Financial Matters

- a) Balance as of 3rd October 2022 £7,429.17. Bank reconciliation was signed by the chair
- b) Quarterly budget monitoring statement was **approved**

As Cllr Burley had another meeting to attend, it was resolved to bring forward item 9i.

l) Clerk's salary and working hours

The Clerk presented a breakdown of actual monthly hours worked which are considerably higher than contracted. The Clerk also provided information regarding pay scales and scenarios of costs to the Council of increasing the contracted hours.

The Clerk then left the room.

Following the return of the Clerk, the meeting had **resolved** that further information is needed (to be researched by the Chair).

- c) It was **noted** that the second precept amount of £2000 has been deposited in the bank

- d) It was **noted** that on-line signatories are now in place

e) Proposal to join One Voice Wales

Resolved to join OVW as this will save the Council money on the invoices for training.

f) Approval of payments

The following payments were **approved**:

Audit Wales fee for 2020/21 £200 (paid online)

DM Payroll services £60 (paid online)

Clerk's salary & costs £982.72

g) Audit Wales request for documentation for full audit

It was **noted** that the request for documents for the full audit by Audit Wales has been received and all relevant documents have been sent

h) Initial presentation of draft budget and precept demand for 2023-24

Deferred until next meeting

10. Information sharing/matters for the next meeting

Mount Pleasant farm wall is collapsing and there is a large pothole on the drive.

The Clerk is to contact John Davies to ask if he would be willing to lead the Remembrance service on Sunday 13th November in Abercych Hall. It was proposed to reuse the existing wreath and make a donation to the Royal British Legion.

11. Date of Next Meeting

Tuesday, November 8th at Newchapel Reading Room at 7.45pm

Agenda items to be with the Clerk by Monday 31st October.

MANORDEIFI COMMUNITY COUNCIL - PEMBROKESHIRE

Bank Reconciliation October 3 rd 2022		
	£	£
Balance per bank statement September 21 st 2022		
Treasurers account	£7,429.17	
		£7,429.17
Less: Unpresented cheques at October 3 rd 2022		
Cheque no.	£0.00	
		£0.00
Add: Uncredited deposits at September 6 th 2022		
Description	£0.00	
		£0.00
Total cash & bank balance		£7,429.17
Cashbook		
Opening balance as at July 5 th 2022		£5,812.17
Add: Receipts to October 3 rd 2022		£2,000.00
Less: Payments to October 3 rd 2022		£383.00
Closing balance per cashbook at Sept. 6 th 2022		£7,429.17

Prepared by:	Judith Kings	03/10/22
Checked by:		



TREASURERS ACCOUNT

MANORDEIFI COMMUNITY COUNCIL

Account summary

Balance On 23 May 2022	£5,812.17
Total Paid In	£0.00
Total Paid Out	£123.00
Balance On 21 Jul 2022	£5,689.17

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
23 May 22		STATEMENT OPENING BALANCE			5,812.17
15 Jul 22	CHQ P2	000706 Liz Hall - plants		21.00	5,791.17
21 Jul 22	CHQ P3	000707 Pamela Parsons - baskets + plants		102.00	5,689.17
21 Jul 22		STATEMENT CLOSING BALANCE	0.00	123.00	5,689.17

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

CHQ - Cheque

PKGNQ23100000

M32CTN0TDN17 D32CTN0TDN17



TREASURERS ACCOUNT

MANORDEIFI COMMUNITY COUNCIL

Account summary

Balance On 22 Jul 2022	£5,689.17
Total Paid In	£2,000.00
Total Paid Out	£260.00
Balance On 21 Sep 2022	£7,429.17

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
22 Jul 22		STATEMENT OPENING BALANCE			5,689.17
25 Aug 22	BGC	PEMBROKESHIRE CC	2,000.00		7,689.17
21 Sep 22	FPO <i>PH</i>	AUDIT WALES 600000001001474490 C00901 007441 607080 10 21SEP22 18:11		200.00	7,489.17
21 Sep 22	FPO <i>PS</i>	DM PAYROLL SERVICE 600000001001475165 2312 402608 10 21SEP22 18:13		60.00	7,429.17
21 Sep 22		STATEMENT CLOSING BALANCE	2,000.00	260.00	7,429.17

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

BGC - Bank Giro Credit FPO - Faster Payment

PKI0DDW3100000

M32C9001H1P D32C9001H1J

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CYNGOR CYMUNED MANORDEIFI COMMUNITY COUNCIL
BUDGET MONITORING

Expenditure to: 3 rd October 2022j	Budget for year £	Spend to date £	Variance £	Comments
Employee costs				
Salary	1800	900		
Training	950			
SLCC membership	72	70	2	
Office supplies	100	12.72		
Premises costs				
Rent Abercych	135			
Rent Newchapel	135			
Councillor allowances				
Mandatory allowance	450			
Training	450			
Services				
Audit	300	200	100	
Payroll	120	60		
Insurance	500	482.07	17.93	
Community services				
Plants/baskets	200	123	77	
Defibrillator costs	100			
Grounds upkeep	300			
Donations	600			
TOTAL EXPENDITURE	6212	1845.44		
Income to: 31 st May 2022	Income for year £	Income to date £	Variance	Comments
Precept	6000	4000		
Other				
TOTAL INCOME	6000	4000		
Cash & bank balances at 3 rd October 2022	7429.17			