

At a meeting of Jeffreyston Community Council held online on Monday the 5th of December 2022 @ 07.30pm

Present: Chairman: Mrs M Rogers, Councillors: Mrs A Morgan and Mr P Everall
County Councillor Mrs V Thomas

In Attendance: Clerk: Mrs M Everall

92/22 **Chairman's Welcome**

93/22 **Apologies for absence** – None

94/22 **Declaration of Interest** - None declared

95/22 **Minutes of the last meetings**

Resolved – *All present agreed that the minutes of the last ordinary meeting held on the 7th November 2022 be confirmed and signed by the Chairman as a true record.*

Resolved – *All Present agreed that the minutes of the additional meeting held on the 15th November 2022 be confirmed and signed by the Chairman as a true record.*

Resolved – *All present agreed that the minutes of the additional meeting held on the 1st December 2022 be confirmed and signed by the Chairman as a true record.*

96/22 **Budget 2023 – 2024** – Following last months discussion on the draft budget, the Clerk had updated the figures to include the increased wages and training costs, election costs and outlay expected for a Project Manager to oversee the Lottery play area refurbishment. Members agreed that any 2023 Coronation costs would come from reserve funds. There is an increase of 66% expenditure from last year due to inflation and the previously mentioned added costs.

County Council Budget 2023 – 2024 and Public Toilets

Included in the discussion was a recent letter, received after the agenda was published, from PCC in relation to public toilets and the PCC 2023 – 2024 budget. There will be a public consultation starting on the 5th of December on the upcoming budget and one of the measures under consideration is the closing or at least suspension of public toilets. As there is a public convenience in Cresswell Quay, members agreed that this was very concerning. If this was to happen, PCC would consult with Jeffreyston CC to see if there was an opportunity for an asset transfer to the Community Council to take over the facilities. An alternative option could be for the Community Council to fund PCC the contract cost through the precept in order to keep it open. The letter from PCC detailed the cost of maintaining the toilets, the current cost for providing public toilet facilities in Creswell Quay through the existing contract is £13,456 per annum. This includes, cleaning, consumables, responsive repairs, utilities, vehicles, management charge and overheads. The Clerk and Members will raise awareness in the community of the importance of their participation in this public consultation.

Resolved: Members unanimously agreed to approve the budget for 2023 – 2024 and set the precept request to PCC at £8,300

Resolved: Members unanimously agreed that the Community Council wait for the outcome of the consultation before a final decision is made regarding any asset transfer, however there would be no further increase in the precept until the 2024 – 2025 financial year.

97/22 **Section 137** Expenditure Limit for 2023 – 2024 is £9.93 per elector.

Resolved: Members noted the information supplied

98/22 **Risk Assessment / Risk Management Village Green Car Park Area**

Resolved: Members agreed that it would be prudent to include this as part of the Project Manager's assignment

99/22 **Appointment of Project Manager for the Lottery Play Area Refurbishment** – Clerk had issued members all of the three quotes received prior to the meeting. Following discussion, members agreed on Quote 3 as the most cost effective option.

Resolved: Clerk to contact all the applicants thanking them for their interest and prepare an engagement letter for the successful tender

100/22 **Clerk / RFO Vacancy** - Clerk reported that the Council issued invitations to interview to 3 applicants. Interviews were held on the 1st of December.

- The Press and Public were excluded from the meeting under the Public Bodies (Admission to Meetings Act 1960) due to the legal privilege and disclosure of personal information

Resolved: Two applicants were interviewed and following a discussion thereafter it was resolved that the post of Clerk/Responsible Financial Officer be offered to Emily Hale on the basis of working 20 hours per month on a salary commencing on the 1st of January 2023 on a SCP 6, £2740.90 per annum increasing to SCP 9 by increments every alternate year commencing on the 1st of April 2024 in accordance with NJC Conditions of Service. There would be an opportunity to review after 6 months. Clerk to prepare the Contract of Employment as discussed and approved by members in the meeting, ready for the relevant signatures.

101/22 **Councillor's Allowances 2023 – 2024** – Clerk advised that there was one 'opt out' form outstanding and reminded members that those that elect to take allowances must be registered on the HMRC PAYE System.

Resolved: Members noted the information supplied

102/22 **Training** – Peter had attended the 'Understanding Law' training session and found it very useful. Maria will be attending the 'Code of Conduct' training session on the 8th of December.

Resolved: Clerk to update the Training Register and continue to send the various courses on offer

103/22 **Finance and Governance Toolkit** – Clerk had sent paperwork relating to Theme 'A' Vision, Purpose and Community Planning to members prior to the November Meeting. Part 1 had been completed by the Clerk however Part 2 needed consideration by Council members.

Resolved: There had been no development to date therefore this item will be carried forward to the next meeting.

104/22 **Play Area and Lottery Funding** – Council had appointed a Project Manager who will be responsible for completion of the forms issued with the Offer of Funding. The Certificate of Title sent to the Solicitors in October has not been returned despite many phone calls and emails.

Resolved: Members expressed concern with the delay and Councillor Everall volunteered to call at the Solicitor's Office for an update.

105/22 **Correspondence / Consultations / Surveys**

- WAG Proposed Changes to Legislation on Social Care and Continuing Health Care
- WAG Infrastructure Assets
- OVW Bullying and Harassment in Councils
- WAG Statutory Licensing Scheme for all Visitor Accommodation in Wales
- WAG Consultation on Draft Regulations to Extend Exceptions to Second Homes Premiums
- PCC Resourceful Communities Towards a Well-being Economy – Invite to Attend
- PAVS Third Sector Health and Wellbeing News
- WAG Proposals for Enforcing Business, Public and Third Sector Recycling Regulations in Wales
- PCC Draft Well-being Plan Consultation
- OVW Courier Fraud Awareness
- WAG Changes to Statutory Guidance on School Uniform and Appearance Policies

Resolved: All Noted

106/22 **Planning Matters**

(a) 22 /0669/PA

Proposal: Proposed Extension and Alterations.

Site Address: Bromley Wells, JEFFREYSTON, Kilgetty, SA68 0RX

Resolved: Clerk had circulated the papers prior to the meeting and following replies from members, had responded to PCC Planning Department under 'Delegated Authority' as the 'reply by' date was before the December meeting. The Council had no objection to the planning application

107/22 **Financial Matters**

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| (a) HSBC Bank Balance as at 20.11.2022 | £3531.13 |
| (b) Wages December by S/O | 192.10 |
| (c) Clerk's Reimbursements | 13.85 |
| (d) Hire of Church Hall for Interviews | 30.00 |
| (e) Requests for donations | |
| (i) Request for assistance from the Welsh Air Ambulance Charity | |
| (f) To consider any urgent payment of invoices received after publication of the Agenda | |
| (i) Electoral Services Invoice (Amount £225) received for the May 2022 Elections | |

Resolved: Item (a) **Noted**

Items (b) and (c) and (d) and (f) (i) **Payments Approved**

Item (e) (i) **Approved a £50.00 Donation to The Welsh Air Ambulance**

- (g) Direct Debits for payments of invoices to PCC (Pembrokeshire County Council).
Although PCC had previously said that this was possible and had issued a mandate, when the Clerk submitted the completed mandate, contrary to what was originally said, they refused to set it up, the Community Council will therefore continue to make cheque payments.

108/22 **Highway Matters**

(a) Councillor Rogers reported that a sign near SA68 0RG appeared to have been hit and was facing the wrong way.

Resolved: Clerk to report to PCC

(b) Clerk had received a message from a concerned resident in relation to 3 refuse bags dumped outside their farm gate, Clerk had reported to PCC who had promptly removed them

(c) Damage to kerb on highway. Councillor Overall had taken photographs of kerb damage near the junction on the B4586 on the road from Jeffreyston village to Cresselly. A vehicle had cut the corner, mounted the kerb, causing an issue on the highway. Clerk reported to PCC who quickly dealt with the matter.

109/22 **Information Only / Items for the next Agenda**

- **Democratic Literacy**

Councillor Phil Davies, Martletwy Community Council Member had been in touch with the Clerk about their recent engagement with the children of St Oswald's VA School to discuss and raise awareness on democratic processes. The Clerk confirmed that over the years Jeffreyston Community Council had developed a positive relationship with the staff and children at the primary school and would be more than happy to take part in any future collaboration.

County Councillor Vanessa Thomas advised on the following items

- There is a proposed road closure near Lanes End junction, starting 3rd of January 2023 for 2 days. The formal confirmation from PCC will be circulated in due course.
- Councillor Thomas thanked members for their feedback on the 20 mile per hour consultation, which was included in her final report.
- PCC decision on the Second Home premium for 2023 – 2024 - as the local authority must provide a 6 month minimum notice period Councillor Thomas said that the next decision would relate to the 2024 – 2025 financial year.
- Although the Initial thoughts on a Christmas Tree for the community was well received, it is too late for this year but is something that the Council will bear in mind for Christmas 2023
- Councillor Thomas asked that Carew Wesley Warm Hub be promoted in the community. This is held in the Carew Methodist Hall, behind the Chapel, Mondays from 1 – 4pm, 5th December 2022 to the 27th of March 2023. You will find a warm welcome along with free refreshments and a monthly light lunch. Further details available: 01834 218614

110/22 **Date of Next Meeting**

The next scheduled meeting will be held online and proposed for Monday the 9th of January 2023 @ 7.30pm

The Meeting was declared closed at 21.55 pm

Signed: Chairman

Date: