

MAI / MAY 2023

Cyngor Cymuned Eglwyswrw Community Council

AGM

Minutes of the Annual General Meeting held at Yr Hen Ysgol Eglwyswrw on Tuesday the 2nd of May 2023 at 8pm.

PRESENT

Cllrs - Cllr Enid Cole (Chairman), Cllr Lon Davies, Cllr Ieuan Davies, Cllr Robin Phillips, Cllr Sian Jones, Cllr Sion Lewis Morgan, Cllr Gareth Johnson and County Cllr John Davies (Temporary Voluntary Clerk).

At the outset of the AGM the Chairman took the opportunity to thank all for their support and efforts during the past year. It had been a year of change with the resignation of the former Clerk and other electoral changes, as Eglwyswrw became part of the Cilgerran County Electoral Area, having been part of Crymych for decades.

1. Apologies for Absence – Cllr Arwel Evans.
2. Elect Chairman for 23/24 – It was unanimously approved to elect Cllr Lon Davies
3. Elect Vice Chairman for 23/24 - It was unanimously approved to elect Cllr Gareth Johnson.
4. Elect External Financial Auditor and Risk Assessor for 23/24 – Mr Adrian Charlton.
5. Elect proper Financial officer for 23/24 - It was unanimously approved to appoint Mrs Nia Siggins.
6. Receive financial balance sheet and explanatory notes for 1/4/22 to 31/03/23 – It was unanimously approved as presented. The Statement of Annual Governance and Assurance would be considered at the June monthly meeting on completion of the Internal Audit.
7. Annual Business –
 - a. Clerk's Salary and Costs – Having reflected on the need for a new Clerk and the challenges to recruit to such positions, members agreed to raise the salary of the Clerk to £2,400 per annum excluding costs, payable monthly. It was further noted the employment of the Clerk was on a PAYE basis. It was further agreed to further review the salary in November 2023 in collaboration with the new Clerk.
 - b. Cheque signatories and banking arrangements – It was agreed to maintain Cllr Cole, Cllr Phillips and Cllr Jones as cheque signatories. It was further agreed to proceed to electronic online banking once the new Clerk had commenced her duties.
 - c. Insurance Requirement– Given the Insurance documents had been circulated to all members prior to the meeting, all members present agreed the Council were sufficiently insured and covered against all risks.
 - d. Review of Welsh Language Scheme – was reviewed and noted.
 - e. Review of Freedom of Information Act Scheme - was reviewed and noted.
 - f. Communication and e information strategy – The members noted the established arrangement, given the council publish all its minutes, agendas and all statutory documents on the Pembrokeshire Web site for Town and Community Councils.
 - g. Review of Personal Allowances – All members were informed by the Clerk that they would be automatically entitled to £156 personal allowance in the forthcoming year, with up to £500 payable to the Chairman as Chair's Allowance. All members of their own volition, signed individual declarations to decline the individual allowance and Chair Allowance for the forthcoming year.

There was no further annual business and the AGM was declared closed at 8.25pm.

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Minutes of the meeting held on Tuesday the 2nd of May 2023 at 8.30pm at Yr Hen Ysgol Eglwysrwrw.

At the outset of the meeting Cllr Lon Davies occupied the position of Chair for the ensuing municipal year and signed her declaration of office in the presence of all members. All members present renewed their Registers of Interest for the remainder of the term of office.

1. PRESENT

Cllrs - Cllr Lon Davies (Chairman), Cllr Enid Cole, Cllr Ieuan Davies, Cllr Robin Phillips, Cllr Sian Jones, Cllr Sion Lewis Morgan, Cllr Gareth Johnson and County Cllr John Davies (Temporary Voluntary Clerk).

2. APOLOGIES

Cllr Arwel Evans

3. Minutes of the monthly meeting held on the 4th April 2023

After electronic circulation and acceptance of the minutes prior to the meeting, they were signed by the Chairman as a correct record. It was a unanimous decision.

4. Matter arising from the minutes of the last meeting

153 – 129 Draft Contract of Employment for new Clerk - Completed - was noted.

153 -131 Contact new Internal Auditor - In progress – was noted.

155 VAT Sum claimed = £430.70p - was noted.

166a Fly Tipping Sign Trewilim Area - Outstanding – Signs to be erected soon. – was noted.

166b Speed Sensitive Sign B4332 - In progress – was noted.

167. Batteries Defibrillators for Eglwysrwrw and Crosswell - payment of £35.99 was approved.

168. Church Floodlights – Rhydwyn Davies would install time switches as requested – was noted.

5. Correspondence for decision

a. Canolfan Llwynhirion – Notice Board Funding – Request withdrawn as per circulated email.

b. Planning Application- 23/0015/PA - Domestic garage/store in rear garden. Bryngwyn, Eglwysrwrw. It was unanimously agreed to support the application.

ACTION – Clerk to inform PCC.

c. Cwm Arian Request for support to draw down from the Eglwysrwrw allocation of 2nd Homes CT £2,552.84 in the 2022/23 financial year for CLEAN Afon Nyfer Project. – It was agreed by all to refuse the request.

d. Coronation Tea party Eglwysrwrw Village Association – Request to purchase celebratory material as agreed in the last meeting. Payment due - £47.52p + £9.50p vat = £57.02p - was approved for payment.

e. Complaint of unlawful residential occupancy at Pwll Clai near Temple Gate Crosswell.

ACTION - Clerk to inform PCNP planning enforcement.

6. Correspondence for Information only – were all noted.

a. Review response of the Local Authority Ethical Standards Framework.

b. Welsh Government – New Grants for Coedtiroedd Bach to create tiny forests.

c. Suspension of BBC licence fee on 6th & 7th May 2023 in relation to the King Coronation.

d. Pembs C/C – Gambling Act 2005: Consultation on review of Licensing Policy.

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7. Financial Matters and Audit

- a. Balance as of 02/05/23 – £7,070.74p inc £2,333 first precept payment for 2023/24 and all outstanding payments as per agenda.
- b. Completion of 2021 -22 Audit – Matters to report back as seen below. – was noted.

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2022 of:

Eglwysrw Community Council

Auditor General's report

Audit opinion – Unqualified

On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

- c. Annual Audit date - Yet to be determined - Statement of Annual Governance and Internal Audit report would be presented at the June meeting following completion of the Internal Audit.
- d. P45 and P60 issued to previous Clerk – was noted.
- e. Invoice DMB Davies – PAYE Services 22/23 - £288.00 – as approved for payment with the decision to terminate the service. The new Clerk would hopefully be able to provide the PAYE service.
- f. Confirm Annual Insurance payment of Zurich Insurance as per email - £324.50p – was approved for payment.
- g. Wales Audit Office Invoice for 21/22 = £234.00 - was retrospectively approved for payment.
- h. Request for funding Gwyl fel na Mai – Crymych – It was decided to decline the request as the organisation had already received £9,850 from Pembrokeshire County Council and the event was not within the boundaries of Eglwysrw community.
- i. Request for Funding – Clwb Cricet Crymych Cricket Club – It was decided to decline the request as the organisation resided outside the boundaries of the community with no evidence provided of any Eglwysrw residents directly involved with the club.

8. County Cllrs Report

None

9. Matters to be considered at the next meeting

- a. Cllr Johnson raised the issue of illicit burning of waste on private property. County Cllr Davies informed members to advise complainants to contact him directly with their concerns

10. Date of Next Meeting

June the 6th 2023 Yr Hen Ysgol Eglwysrw at 8pm

Meeting closed at 9.30pm .

ACTION LOG

MINUTE

5b. Planning Application- 23/0015/PA - Support

Clerk to inform PCC.

5e. Alleged Unlawful residential occupancy at Pwll Clai

Clerk to inform PCNP

Cyfarfod Cyffredinol Blynyddol Cyngor Cymuned Eglwysrwr

Cofnodion y Cyfarfod Cyffredinol Blynyddol a gynhaliwyd yn Yr Hen Ysgol Eglwysrwr
Nos Fawrth, Mai 2ail 2023 am 8 o'r gloch.

PRESENNOL

Cyngh - Cyng Enid Cole (Cadeirydd), Cyng Lon Davies, Cyng Ieuan Davies, Cyng Robin Phillips, Cyng Sian Jones, Cyng Sion Lewis Morgan, Cyng Gareth Johnson a Cyng Sir John Davies (Clerc Gwirfoddol Dros Dro).

Ar ddechrau'r cyfarfod manteisiodd y Cadeirydd ar y cyfle i ddiolch i bawb am eu cefnogaeth a'u hymdrechion yn ystod y flwyddyn ddiwethaf. Bu'n flwyddyn o newid gydag ymddiswyddiad y cyn Clerc a newidiadau etholiadol eraill, wrth i Eglwysrwr ddod yn rhan o Ardal Etholiadol Cilgerran, ar ôl bod yn rhan o Grymoch ers degawdau.

1. Ymddiheuriadau am Absenoldeb – Cyng Arwel Evans.
2. Ethol Cadeirydd ar gyfer 23/24 – Cymeradwywyd yn unfrydol i ethol y Cynghorydd Lon Davies
3. Ethol Is-Gadeirydd ar gyfer 23/24 - Cymeradwywyd yn unfrydol ethol y Cynghorydd Gareth Johnson.
4. Ethol Archwiliwr Ariannol Allanol ac Asesydd Risg ar gyfer 23/24 – Mr Adrian Charlton.
5. Ethol Swyddog Cyllid priodol ar gyfer 23/24 - Cymeradwywyd yn unfrydol penodi Mrs Nia Siggins.
6. Derbyn mantolen ariannol a nodiadau eglurhaol ar gyfer 1/4/22 hyd at 31/03/23 – Cymeradwywyd yn unfrydol fel y cyflwynwyd. Byddai'r Datganiad o lywodraethu a sicrwydd blynyddol yn cael ei ystyried yng nghyfarfod misol mis Mehefin ar ôl cwblhau'r Archwiliad Mewnol.
7. Busnes Blynyddol –
 - a. Cyflog a Chostau'r Clerc – Ar ôl ystyried yr angen am Clerc newydd a'r heriau i recriwtio i swydd o'r fath, cytunodd yr aelodau i godi cyflog y Clerc i £2,400 y flwyddyn heb gynnwys costau, sy'n daladwy'n fisol. Nodwyd ymhellach fod cyflogaeth y Clerc ar sail PAYE. Cytunwyd ymhellach i adolygu'r cyflog ymhellach ym mis Tachwedd 2023 mewn cydweithrediad â'r Clerc newydd.
 - b. Llofnodwyr siec a threfniadau bancio - Cytunwyd i gadw'r Cyng Cole, y Cyng Phillips a'r Cyng Jones fel llofnodwyr siec. Cytunwyd ymhellach i symud ymlaen i fancio electronig ar-lein unwaith y byddai'r Clerc newydd wedi dechrau ar ei dyletswyddau.
 - c. Gofyniad Yswiriant - O ystyried bod y dogfennau yswiriant wedi'u dosbarthu i'r holl aelodau cyn y cyfarfod, cytunodd yr holl aelodau a oedd yn bresennol fod gan y Cyngor ddigon o yswiriant ac yswiriant rhag pob risg.
 - ch. Adolygiad o'r Cynllun Iaith Gymraeg – ei adolygu a'i nodi.
 - d. Adolygiad o Gynllun y Ddeddf Rhyddid Gwybodaeth - wedi'i adolygu a'i nodi.

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dd. Strategaeth gyfathrebu ac e-wybodaeth – Nododd yr aelodau y trefniant sefydledig, o ystyried bod y cyngor yn cyhoeddi ei holl gofnodion, agendâu a'r holl ddogfennau statudol ar Wefan Cyngorau Tref a Chymuned Sir Benfro.

g. Adolygu Lwfansau Personol – Hysbyswyd yr holl aelodau gan y Clerc y byddai ganddynt hawl awtomatig i £156 o lwfans personol yn y flwyddyn i ddod, gyda hyd at £500 yn daladwy i'r Cadeirydd fel Lwfans Cadeirydd. Llofnododd pob aelod o'i gwirfodd ddatganiadau unigol i wrthod y lwfans unigol a Lwfans y Cadeirydd am y flwyddyn i ddod.

Nid oedd unrhyw fusnes blyneddol pellach a chyhoeddwyd bod y Cyfarfod Cyffredinol Blyneddol wedi dod i ben am 8.25yh.

Cofnodion y cyfarfod misol a gynhaliwyd Nos Fawrth, Mai 2ail, 2023 am 8.30yh yn Yr Hen Ysgol Eglwysrwrw.

Ar ddechrau'r cyfarfod arwyddodd y Cyngorydd Lon Davies datganiad swydd y Cadeirydd am y flwyddyn ddinesig i ddod, ym mhresenoldeb yr holl aelodau. Adnewyddodd yr holl aelodau a oedd yn bresennol eu Cofrestrau Buddiannau am weddill y tymor.

1. PRESENNOL

Cyng. Lon Davies (Cadeirydd), Cyng Enid Cole, Cyng Ieuan Davies, Cyng Robin Phillips, Cyng Sian Jones, Cyng Sion Lewis Morgan, Cyng Gareth Johnson a Cyng Sir John Davies (Clerc Gwirfoddol Dros Dro).

2. YMDDIHEURIADAU

Cyng Arwel Evans

3. Cofnodion y cyfarfod misol a gynhaliwyd ar 4 Ebrill 2023

Ar ôl dosbarthu'r cofnodion yn electronig a derbyn y cofnodion cyn y cyfarfod, fe'u llofnodwyd gan y Cadeirydd fel cofnod cywir. Roedd yn benderfyniad unfrydol.

4. Mater yn codi o gofnodion y cyfarfod diwethaf

153 – 129 Cytundeb Cyflogaeth Drafft ar gyfer Clerc newydd - Cwblhawyd - nodwyd.

153 -131 Cyswllt Archwilydd Mewnol newydd - Ar y gweill - nodwyd.

155 Swm TAW a hawliwyd = £430.70c - nodwyd.

166a Arwydd Tipio Anghyfreithlon Ardal Trewilim - Eithriadol - Arwyddion i'w gosod yn fuan. – nodwyd.

166b Arwydd Sensitif i Gyflymder B4332 - Ar y gweill – nodwyd.

167. Diffibrilwyr Batris ar gyfer Eglwysrwrw a Crosswell - cymeradwywyd taliad o £35.99.

168. Llifleuadau Eglwysi – Rhydwyn Davies i osod cyfarpar rheoli amser yn ôl y gofyn – nodwyd.

5. Gohebiaeth angen penderfyniad

a. Canolfan Llwynhirion – Hysbysfwrdd Ariannu – Cais wedi'i dynnu'n ôl yn unol â'r e-bost a ddosbarthwyd.

b. Cais Cynllunio - 23/0015/PA - Garej/storfa ddomestig yn yr ardd gefn. Bryngwyn, Eglwysrwrw. Cytunwyd yn unfrydol i gefnogi'r cais.

GWEITHREDU – Clerc i hysbysu CSP.

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- c. Cwm Arian - Cais am gymorth i dynddefnyddio o ddyraniad Eglwyswrw o dreth cyngor 2il Gartrefi £2,552.84 ym mlwyddyn ariannol 2022/23 ar gyfer Prosiect CLEAN Afon Nyfer. - Cytunwyd gan bawb i wrthod y cais.
- d. Te Parti Coroni y Brenin - Cymdeithas Bentref Eglwyswrw – Cais i brynu deunydd dathlu fel y cytunwyd yn y cyfarfod diwethaf. Taliad dyledus - £47.52c + £9.50pvat = £57.02c - cymeradwywyd i'wy taliad.
- e. Cwyn am feddiannaeth breswyl anghyfreithlon ym Mhwl Clai ger Temple Gate Fynnongroes. **GWEITHREDU - Clerc i roi gwybod i adran gorfodaeth cynllunio APCAP.**

6. Gohebiaeth er Gwybodaeth yn unig – nodwyd y cyfan.

- a. Adolygu ymateb y Fframwaith Safonau Moesegol Awdurdodau Lleol.
- b. Llywodraeth Cymru – Grantiau Newydd i Goedtiroedd Bach i greu coedwigoedd bychain.
- c. Atal ffi trwydded y BBC dros dro ar 6 a 7 Mai 2023 mewn perthynas â'r King Coronation.
- d. Sir Benfro C/C – Deddf Hapchwarae 2005: Ymgynghoriad ar adolygu Polisi Trwyddedu.

7. Materion Ariannol ac Archwilio

- a. Balans ar 02/05/23 – £7,070.74c gan gynnwys taliad dreth presept cyntaf o £2,333 ar gyfer 2023/24.
- b. Cwblhau Archwiliad 2021 -22 – Materion i'w hadrodd yn ôl fel y gwelir isod – nodwyd.

Auditor General for Wales' Audit Certificate and report

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- c. Dyddiad Archwiliad Blynnyddol - Eto i'w benderfynu - Datganiad Llywodraethu Blynnyddol. Byddai adroddiad archwiliad mewnol yn cael ei gyflwyno yng nghyfarfod mis Mehefin ar ôl cwblhau'r Mewnol Archwilio.
- ch. P45 a P60 a roddwyd i'r Clerc blaenorol – nodwyd.
- d. Anfoneb DMB Davies – Gwasanaethau PAYE 22/23 - £288.00 - cymeradwywyd i'w dalu gyda'r penderfyniad i derfynu'r gwasanaeth. Byddai'r Clerc newydd, gobeithio, yn gallu darparu'r gwasanaeth PAYE.
- dd. Cadarnhau taliad Yswiriant Blynnyddol i Zurich Insurance yn unol â'r e-bost - £324.50c - cymeradwyo ar gyfer taliad.
- e. Anfoneb Swyddfa Archwilio Cymru ar gyfer 21/22 = £234.00 - cymeradwywyd yn ôl-weithredol ar gyfer taliad.
- f. Cais am arian Gwyl fel na Mai – Crymch – Penderfynwyd gwrthod y cais oherwydd roedd y mudiad eisoes wedi derbyn £9,850 gan Gyngor Sir Penfro. Nid oedd y digwyddiad o fewn ffiniau Cymuned Eglwyswrw.
- ff. Cais am Gyllid – Clwb Criced Clwb Criced Crymch – Penderfynwyd gwrthod y

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cais gan fod y sefydliad wedi ei leoli tu allan i ffiniau'r gymuned heb unrhyw tystiolaeth a ddarparwyd am unrhyw drigolion Eglwyswrw sy'n ymwneud yn uniongyrchol â'r clwb.

8. Adroddiad y Cynghorydd Sir

Dim

9. Materion i'w hystyried yn y cyfarfod nesaf

a. Cododd y Cyng Johnson fater llosgi gwastraff yn anghyfreithlon ar eiddo preifat yn penref Eglwyswrw. Hysbysodd y Cynghorydd Sir, i'r aelodau i gynghori achwynwyr i gysylltu ag ef yn uniongyrchol gyda'u pryderon.

10. Dyddiad y Cyfarfod Nesaf

Mehefin y 6ed 2023 Yr Hen Ysgol Eglwyswrw am 8yh.

Terfynwyd y cyfarfod am 9.30yh.

LOG GWEITHREDU

COFNOD

5b. Cais Cynllunio - 23/0015/PA – Cefnogi

Clerc i hysbysu CSP.

5e. Cwyn am feddiannaeth breswyl anghyfreithlon ym Mhwll Clai

Clerc toi hysbysu PCASB