

MERLINS BRIDGE COMMUNITY COUNCIL

Minutes of Meeting on Wednesday 12th April 2023 at 6-30pm, at the Pembrokeshire College, Haverfordwest, and online via the Zoom videoconferencing platform

Present: Cllrs. Ian Lewis, Veronica James, Kate Bevan, Craig Reeves, John Cole, Jan Morgan, Michelle Lewis; Peter Horton (Clerk).

Apologies: C’llrs Mike Dare, Alison Palmer,

The meeting was chaired by vice-Chairman C’llr Jan Morgan

Declaration of known interests

C’llrs John Cole & Kate Bevan noted a personal and prejudicial interest in any discussion concerning the Welfare Committee, as sitting members of the Welfare Committee.

Approval of minutes of March 2023 monthly meeting

These were approved by Members, and retained by the Clerk for signature following the meeting (proposer C’llr Ian Lewis, seconder C’llr Michelle Lewis).

Presentation by P.A.V.S.

Item deferred, as the P.A.V.S. officer due to attend was unavailable. Item to be rescheduled for consideration in June 2023 meeting.

Matters arising

Speed-activated signage. The Clerk had obtained an update from P.C.C. They had informed him that a new sign was to be installed to replace the non-functioning one outside the Rugby Club. It was expected that this would be carried out in late summer / early autumn. They had advised that there was no intention to provide a sign at the bottom end of the Pembroke Road, as the arrangement only allowed for replacement of existing signs. However, they had indicated that the Community Works grant scheme may possibly go ahead after all, but no decision had been made yet. If it did go ahead, then an application for a further sign there might be possible. Members discussed the possibility of finding a way to use the new sign purchased in 2022. C’llr John Cole suggested seeking support from the Cheese Factory towards funding the installation of this on land outside their factory. He undertook to initiate discussions with them about this possibility.

Plans

There were no plans for discussion this month.

Correspondence

- 01) P.C.C. – Notification of governor vacancy at Mary Immaculate School – noted.
- 02) Wales Audit Office – Notification of completion of 2021/22 audit – dealt with in ‘Accounts’ below.
- 03) Welfare Committee – Request for financial assistance with costs of Coronation event – dealt with in agenda item below.
- 04) Zurich – Insurance renewal documentation – Members resolved to accept the renewal (proposer C’llr Craig Reeves, seconder C’llr John Cole).

Accounts

Payments

Clerk (reimbursement for line paint)	:	£ 75-59
Cleddau Press (printing)	:	£ 170-00
Zurich (insurance)	:	£ 556-25

The above payments were approved by Members (proposer C’Ilr Craig Reeves, seconder C’Ilr Kate Bevan).

[NOTE – the following additional payment, to Merlin’s Bridge Welfare Committee (contribution towards Coronation community event planned) was formally approved in the agenda item below on arrangements for the coronation: £2685-00

End of year interim statement of accounts

Copies of the interim end of year accounting statement had been circulated to all members.

Changes to bank signatories.

In hand with Clerk.

2021/22 external audit.

An unqualified approval of the 2021/22 accounts had been received from the Wales Audit Office. The Clerk confirmed that the statutory public notices concerning the audit conclusion had been placed on the webpage and in the community noticeboard.

County Councillor’s report

Railway Bridge, Old Hakin Road. This may possibly be subject to overnight road closures from 27th May 2023 for up to seven nights.

Road drains, Pembroke Road. This had been reported to P.C.C., and was said by them to be on their list to be actioned, but subject to a long waiting list. Members were concerned at the potential safety implications for road users and pedestrians. Clerk to write to P.C.C. to draw attention to the problem, and ask for action to be prioritised. C’Ilr Michelle Lewis also raised environmental considerations as a factor in pointing to the need for the matter to be addressed as a priority.

Discussion of co-option of new councillors

No expressions of interest had been received since the last meeting. Matter to be kept on the agenda for review in May.

Consideration of determinations from 2023 Independent Remuneration Panel for Wales report

Members resolved to maintain the same approach towards all optional determinations as that determined in May 2022 (proposer C’Ilr Jan Morgan, seconder C’Ilr John Cole).

Discussion of arrangements to celebrate coronation of King Charles III

The time of the actual Coronation had been released, and would be 11am. C’Ilr John Cole provided an update on the state of preparations for the community event planned for the Saturday 6th May. It was confirmed that arrangements were well in hand, with the Welfare Hall being held in reserve in case of poor weather. It was confirmed that bunting, banners and other outside decorations were in hand. Some work remained to arrange for the decoration of the interior of the hall. The possibility of the local schoolchildren contributing towards an exhibition inside the hall was mentioned, but not pursued in any detail.

Entertainment was confirmed as being organised, as were a mobile bar, fairground person with fairground ride, bouncy castle and burger bar.

Stalls and other activities were in hand and being cared for by Emmanuel Mission. A carriage and associated fancy dress competition was planned, along with party food for the children, a big screen to broadcast the coronation, etc.

Commemorative coins had been obtained to be presented to schoolchildren in attendance, with a presentation card inside each one as a link to the community council.

[NOTE - C'llrs Kate Bevan and John Cole left the room at this point, while a donation to the Welfare Committee towards the cost of staging the community event was discussed]

It was confirmed that the identified cost of staging the community coronation event was £2685. It was confirmed by the Clerk that a budget for the year of £4000 had been set for 'events'. Members approved payment of the entire £2685 to the Welfare Committee towards the cost of putting on the community event, recognising that it was a significant event in the local and national calendar (proposer C'llr Ian Lewis, seconder C'llr Craig Reeves).

[NOTE – C'llrs Kate Bevan and John Cole returned to the room at this point]
C'llr John Cole confirmed that a programme setting out the timetable of events during the day would be prepared and circulated.

Any necessary discussion of environmental / dog-fouling issues / planting of flower beds and trees in community

Flower beds / tree-planting. C'llrs Jan Morgan and John Cole had met P.C.C. on site earlier that day, and confirmed the locations of the proposed flower beds. The officer had also confirmed that it would be acceptable to plant small trees around the flower beds, and had been content with the type of trees proposed (small fruiting trees of Apple, Pear and Cherry varieties). Work to complete the flower beds was said to be imminent, but no exact date had been given. The sizes of flower beds proposed was to be similar to those currently in situ in Johnston. Clerk to seek written confirmation from P.C.C. regarding consent to plant trees around each bed.

Dog fouling. Six cans of temporary paint spray had been obtained by the Clerk, and were available from C'llr Jan Morgan. Also, posters created by the local schoolchildren had been printed, laminated and placed on street furniture around the community. Members felt that the situation had improved as a result of the actions taken, and the resultant increase in profile of the problem. Photos of posters in situ to be sent to C'llr Michelle Lewis for the Facebook page as possible.

During the site meeting with P.C.C., the subject of dog-bins had been discussed. The officer had indicated that P.C.C. would be amenable to placing a bin at Greenhill Park Crescent, and a further one by the garages at Boot Valley Lane. Clerk to follow up with P.C.C. arrangements for this, and enquire as to who would be responsible for emptying these if and when they should be installed.

Adoption of updated asset and financial risk assessments for community council

The Asset assessment had been revised by the Clerk. This was accepted by Members (proposer C'llr John Cole, seconder C'llr Kate Bevan).

The financial risk assessment had been revised by the Clerk. This was accepted by Members (proposer C'llr Jan Morgan, seconder C'llr Kate Bevan).

Clerk to check on ownership of third bus shelter opposite the entrance to St Issell's Ave.

Defibrillator cabinet. This was agreed as needing replacement. Clerk to get prices for next month. Agenda item to be tabled on May meeting agenda for discussion. The Clerk confirmed that the defibrillator that had been sent away for repair was now understood to be ready for return.

[NOTE – C'llr Veronica James left the meeting at this point with apologies].

Adoption of 2022-23 annual report of community council

Achievements connected with Christmas carol concert, publication, printing and distribution of Christmas cards in the community, and co-operative partnership working arrangements with the school and police over social issues and dog-fouling to be added. Agenda item to be tabled for May to approve the amended report.

Update on Woodland Trust tree order, and possible assistance from Pembs. College Horticultural Department

The tree pack had been received from Woodland Trust, and had been temporarily potted up by C'llr John Cole, awaiting planting. C'llr John Cole undertook to pot them on into individual pots as needed, with an understanding that the cost of pots and compost would need to be reclaimed. C'llr Cole confirmed that there was a suitable area of land available on the Welfare Field where they could be planted in a copse. Clerk to contact the Horticultural Department of Pembrokeshire College again to further arrangements, as they had indicated their willingness to be involved in planting of the trees. Message to seek their advice on suitable planting times for the trees, and to explore the possibility of their caring for the trees until the trees were ready to be planted.

Discussion of updates from Welfare Committee

C'llr John Cole provided a brief update to Members on the work being carried out in the building, including laying new floors, and completing new sewage disposal pipework.

Discussion of any necessary actions connected with community defibrillator

Dealt with in agenda item on risk assessments above.

Any other business

General circulation emails. C'llr Craig Reeves made reference to the emails that were occasionally circulated to members with general information of community / local interest. It was confirmed that these were normally circulated for subsequent dissemination via any convenient channels as deemed appropriate by members, such as Facebook, etc.

Next meeting

Wednesday 10th May 2023, at 6-30pm, in person at the Pembrokeshire College, and online using the Zoom platform, to commence with the 2023 A.G.M.
The meeting was closed at 7-55pm.