

# CYNGOR CYMUNED **MANORDEIFI** COMMUNITY COUNCIL

## Minutes of the Annual meeting held on Tuesday 9<sup>th</sup> May 2023 at Newchapel Reading Room

**Present:** Cllrs Lynda Williams, Aled Lewis, Elizabeth Hall, Suzanne Burley  
County Councillor Iwan Ward  
Clerk – Judith Kings

### 1. **Election of Chairman & declaration of acceptance of office**

Pamela Parsons was duly elected as Chairman. As she was not present at the meeting, the declaration of office will be signed at the next meeting.

### 2. **Election of Vice-chairman**

Lynda Williams was elected as Vice-chairman.

### 3. **Apologies for Absence**

Pamela Parsons sent apologies.

### 4. **Appointment of Responsible Financial Officer**

**RESOLVED** to appoint the Clerk as RFO to the Council.

### 5. **Appointment of Internal Auditor**

**RESOLVED** to appoint Anita Ward as Internal Auditor to the Council.

### 6. **Approval of annual financial statement, including expenditure under s137 LGA 1972**

**RESOLVED** to approve the annual financial statement for 2022-23.

### 7. **Appointment of a Financial Advisory Committee, including terms of reference and appointment of members**

**RESOLVED** to adjourn the decision until the next Council meeting.

**ACTION:** The Clerk will check Standing Orders regarding the minimum number of Councillors required for a committee and whether Standing Orders can legally be amended to allow only two Councillors plus the Clerk to form a committee.

### 8. **Clerk terms of employment**

To note that terms have been updated to reflect the increase in hours to 20 per month and the appointment to scale point 7 on the NALC pay scale with the salary being paid monthly by standing order on 28<sup>th</sup> of the month.

**NOTED – appraisal by the Chair still to be conducted.**

### 9. **Consideration of the report from the Independent Remuneration Panel for Wales (Councillor allowances)**

**RESOLVED** to accept the report. Councillors can inform the Clerk in writing if they do not wish to receive the allowances.

### 10. **Review of asset register**

**RESOLVED** to approve the asset register, recognising that its creation is an ongoing matter.

**ACTION:** The Clerk will try to ascertain the status of the lease on the Penrhiw carpark and the ownership of the Millennium Garden.

#### **11. Policy Adoption and Review**

- a) Adoption of updated Payment of Allowances to Councillors policy  
**RESOLVED** to adopt the updated policy.
- b) Standing Orders – review  
New model standing orders are due to be published by One Voice Wales shortly.  
**RESOLVED** to accept the current Standing Orders as adopted on 9/5/22 and review once the new model is available.
- c) Freedom of Information Act model publication scheme – review  
**RESOLVED** to continue with the model publication scheme as adopted on 9/5/22.
- d) Fair processing notice (GDPR) - review  
**RESOLVED** to continue with the current notice as adopted on 9/5/22.
- e) Code of Conduct – re-adoption (no changes)  
**RESOLVED** to re-adopt the Code of Conduct to provide a clear date of adoption.
- f) Welsh Language scheme – review  
**RESOLVED** to continue with the current arrangements, acknowledging that not all parts of the scheme can be complied with.
- g) Financial Regulations – re-adoption (no changes)  
**RESOLVED** to re-adopt the Financial Regulations to provide a clear date of adoption.

#### **12. Review of insurance**

**RESOLVED** to accept the insurance policy.

#### **13. Review of bank account signatories**

As one of the outgoing Councillors is a bank signatory, it is necessary to appoint a new signatory as soon as possible.

**RESOLVED** to appoint Cllr Lewis as the third signatory.

#### **14. Schedule of meetings for the year**

**RESOLVED** to accept the schedule of meetings as presented.

# CYNGOR CYMUNED **MANORDEIFI** COMMUNITY COUNCIL

## Minutes of the ordinary meeting held on Tuesday 9<sup>th</sup> May at Newchapel Reading Room

**Present:** Cllrs Lynda Williams, Aled Lewis, Elizabeth Hall, Suzanne Burley  
County Councillor Iwan Ward  
Clerk – Judith Kings

### 1. To accept and approve apologies for absence

Pamela Parsons

### 2. Declarations of interest on matters arising from the agenda

None.

The Clerk advised that Councillors should refer to the Code of Conduct to determine what Personal and Prejudicial interests are and asked Councillors to complete a Register of Interests form to be handed in at the next meeting. The Clerk also informed Councillors that a short declaration form would need to be filled in at each meeting where an interest is disclosed.

### 3. Approval of Minutes of last meeting (11/4/23)

**RESOLVED** to approve the minutes of the meeting held on 11<sup>th</sup> April 2023.

### 4. County Councillor report

A drop kerb will be put in as part of the pavement in Newchapel. The next meeting of Pembrokeshire County Council Planning Committee is 23<sup>rd</sup> May, but it is not known if the planning application for the dog field will be presented.

### 5. Matters Arising (not on the agenda)

#### a) Update on hanging baskets and flowers

Hanging baskets have been ordered. Cllr Hall will continue to help out with watering after her retirement from the Council.

**ACTION:** Clerk to check if the plants have been ordered for the planters.

#### b) Update on planning application for the Fynnone Dog Field

The planning committee hearing has been postponed whilst the public protection department updates its report.

### 6. Correspondence

Nothing of note has been received.

### 7. Council Matters

#### a) To receive a report following the residents' meeting in Abercych

The meeting went well. There was a good mix of residents in attendance. County Cllr Ward and Cllr Lewis were also present, together with Cllr Burley and Cllr Parsons. Issues were raised concerning drainage, litter, speeding, untidy houses and a lack of social engagement. Residents expressed their gratitude at the work that had already been undertaken by the Community Council to address these issues. Councillors were able to build up a good rapport with residents and were able to show how the Council is resolving issues. Cllr. Ward has also confirmed that a drainage assessment will be happening in the next 12 months in Abercych to understand what else the County Council can do to resolve the ongoing draining challenges.

**b) To receive an update on the speed awareness signs for the Manordeifi area**

The competition to design artwork for the signs has generated a number of entries. Six signs are needed in total.

**RESOLVED** to use six of the entries, one on each sign.

Councillors chose the winning pictures. Cllr Williams did not participate as her children had entries in the competition.

**RESOLVED:** Cllr Burley to purchase six gift vouchers at £5 each as prizes for the winners. Photographs of presentations will be placed in the Tivyside and Clebran.

**c) To report on the site meeting at the Millennium Garden and update on possible landscapers/gardeners who may be interested in undertaking work on the Garden**

The suggestion from the gardener, at the site visit, was to keep the grass area, create a seating area where the decking was, as this area is not conducive to growing anything and have wildflowers either side of the seating area. The right-hand side of the garden, looking from the road, could be fenced off until such time as the Council has the means to landscape it. The Clerk is awaiting a quote from this gardener.

Cllr Burley has had no response to her efforts to find suitable gardeners who might wish to put in a quote for the work.

There are people who have volunteered to help out with some maintenance once the garden is in a fit state to be used.

**RESOLVED** to discuss the matter further at the next meeting, when a quote may have been received.

**d) Co-option process for new Councillors**

Notices will be put in the noticeboards regarding vacancies. The Council must wait for 14 working days before advertising for co-option to allow for electors to call for an election.

**8. Planning**

No applications received.

**9. Financial Matters**

Bank balance as per bank statement: £5,950.61. One outstanding cheque of £85 for Abercych rent. Standing Order for £232.60 not on bank statement yet. Cashbook balance: £5633.01. The bank reconciliation was signed by the chair.

**NOTED** that the Standing Order for the Clerk's salary has been paid.

**10. Information sharing/matters for the next meeting**

A sweeper is still needed in Abercych – County Cllr Ward to address the matter.

A litter pick was undertaken by volunteers on Bank Holiday Monday, including County Cllr Ward and Cllr Burley. Over 1000 pieces of litter were picked up along the road from Llechryd bridge towards Boncath.

Green litter bags are needed – County Cllr Ward can supply these.

The annual dinner needs to be organised for July. **ACTION** by the Clerk.

Thanks were expressed to Councillor Elizabeth Hall for her hard work and dedication to the Community Council over 11 years. She has been an asset to the Council and the local community and will be missed on the Council. Manordeifi Community Council wish her well.

**11. Date of Next Meeting**

Tuesday 13<sup>th</sup> June, 2023, Abercych

MANORDEIFI COMMUNITY COUNCIL - PEMBROKESHIRE

Bank Reconciliation as at 1st May 2023		
Balance per bank statement 12th April 2023		
Treasurers account	£5,950.61	
		£5,950.61
Less: Unpresented cheques/online payments made after the statement date		
000713 Abercych Village Hall rent	-£85.00	
Standing Order Clerk Salary	-£232.60	
		£5,633.01
Add: Uncredited deposits at 1st May 2023		
	£0.00	
		£0.00
<b>Total cash &amp; bank balance</b>		<b>£5,633.01</b>
<b>Cashbook</b>		
Opening balance as at 1st April 2023		£6,602.05
Add: receipts		
Less: payments		-£969.04
<b>Closing balance per Cashbook 1st May 2023</b>		<b>£5,633.01</b>

Date

Prepared by:	
Checked by:	



**TREASURERS ACCOUNT**

MANORDEIFI COMMUNITY COUNCIL

Account summary

<b>Balance On 23 Mar 2023</b>	<b>£6,687.05</b>
Total Paid In	£0.00
Total Paid Out	£736.44
<b>Balance On 12 Apr 2023</b>	<b>£5,950.61</b>

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
<b>23 Mar 23</b>		<b>STATEMENT OPENING BALANCE</b>			<b>6,687.05</b>
12 Apr 23	FPO	JUDITH ANNE KINGS 500000001113392914 353914 111789 10 12APR23 16:40 <i>DEPFB PAYS</i> (1)		100.10	6,586.95
12 Apr 23	FPO	ONE VOICE WALES 500000001113393257 MANORDEIFI 309485 10 12APR23 16:41 <i>MEMBERSHIP</i> (3)		101.00	6,485.95
12 Apr 23	FPO	ZURICH TOWN & PARI 400000001118160225 3646373 206582 10 12APR23 16:41 <i>INSURANCE</i> (2)		535.34	5,950.61
<b>12 Apr 23</b>		<b>STATEMENT CLOSING BALANCE</b>	<b>0.00</b>	<b>736.44</b>	<b>5,950.61</b>

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:

FPO - Faster Payment

PLDMQJ3100000

M3TDAM0RSGK D3TDAM0RSGK

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## Receipts & Payments Log

Date	Cheque/ref. no.		Details	Receipts	Payments	Balance
		Checked with bank statement				
			balance b/f			£6,602.05
12.4.23	Online P1	/	Clerk reimbursement: Defibrillator pads		£100.10	£6,501.95
12.4.23	Online P2	/	Zurich Insurance		£535.34	£5,966.61
12.4.23	Online P3	/	One Voice Wales membership		£101.00	£5,865.61
28.4.23	Standing Order		Clerk salary		£232.60	£5,633.01