

**MINUTES OF A MEETING OF LLANSTADWELL COMMUNITY COUNCIL HELD AT THE
MASTLEBRIDGE COMMUNITY HALL ON TUESDAY 13TH JUNE 2023 AT 7.00PM**

PRESENT: Cllr R Diggle (chair)
Cllr B Evans
Cllr S Thomas
Cllr P Roberts
Cllr G Wilson

APOLOGIES: Cllr Mrs J Lloyd
Cllr H Dyer

The Clerk was present (Jane Clark)

69/23 DECLARATIONS OF INTEREST

Declarations of interest were received from Cllr S Thomas as a Member of Neyland Town Council and a representative on the Burial Board for this Council. Cllr B Evans declared an interest in the planning application relating to Three Crowns House in Waterston, as a direct neighbour.

70/23 CHAIRMAN'S ANNOUNCEMENTS

The chairman, Cllr R Diggle advised that he had attended a remote meeting the previous evening regarding the provision of Urgent and Emergency Paediatric services at Withybush and Glangwili Hospitals. He gave a brief overview of the information provided and advised that local meetings would be held throughout the county for members of the public to attend to discuss the options available.

The chairman also advised that he has been appointed as the chairman of the Burial Board and Cllr P Hay of NTC is Vice-chair. He gave a brief overview of the present financial situation within the Burial Board and stated that he would be drafting a paper for discussion at the September meeting.

71/23 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 10th May 2023 were proposed and seconded and agreed as a true record.

72/23 MATTERS ARISING

The following matters were raised:

- a) Minute 54/23 a) The Clerk had managed to contact Sean Tilling to arrange a site visit and was awaiting a date and time.
- b) Minute 54/23 c) The No Horses sign had been amended.

21/23

- c) Minute 54/23 d) A contractor had been employed by Mr J Smith of Church Road to carry out a refurbishment of the phone boxes on Church Road and Mastlebridge at no cost to this authority and work had already started.
- d) Minute 54/23e) The planters at Hazelbeach were being maintained by a local resident who was thanked for his work on behalf of the community for keeping them in such good condition.
- e) Minute 54/23 f) The Clerk had obtained numbers of children between 4 and 18 yrs of age from the Census figures. It was agreed that the Clerk to contact Neyland Community School, Ysgol Caer Elen, Haverfordwest High School, Milford Secondary School, Pembs College and Crymych school for number of children who live in the Llanstadwell community area. Coronation mugs will be ordered and distributed to schools who will then distribute them to pupils.
- f) Minute 67/23 a) The Clerk will order 'No Dog Fouling' signs at the earliest opportunity.

73/23 PUBLIC PARTICIPATION

There were no members of the public present.

74/23 UPDATE ON ACCOUNTS TO 31ST MAY 2023

- a) Bank account reconciliations summary showing a balance of £3,105.85 in the Current Acct, £24,122.00 in the Saver Acct and £10,894.92 in the United Trust Bank acct.
- b) The Financial Statement – Cashbook showing income of £5,561.45(gross) and expenditure of £6,377.96 (gross).
- c) The Financial Budget Comparison showing the Budget set, the actual income and expenditure figures and the balance remaining under each heading.

The Clerk would contact Barclays to arrange for Cllr R Diggle to authorise payments made online via bank transfer.

RESOLVED: **That the above financial information be accepted.**

75/23 UPDATE ON PURCHASE OF DEFIBRILLATOR

The Clerk advised that she had made arrangements for a defibrillator to be located on the outside wall of the church toilets near The Old Vestry at St Tudwal's Church, Llanstadwell. A defibrillator had been ordered from the Tenby & Saundersfoot First Responders and an invoice for £1,350.00 had been received. Once paid, the defibrillator will be installed.

RESOLVED: **That payment of £1,350 be made for a defibrillator for the Old Vestry wall, Church Road, Llanstadwell.**

76/23 PLAYPARK INSPECTION REPORTS FOR MAY

The May reports had previously been circulated and the following matters were raised:

- a) Hazelbank: No high or medium matters apart from the cradle seats which were in hand.
- b) Jordanston: Wooden slats on bench 2 and the wooden support for the aerial slide need repairing. This work to be carried out by Cllrs P Roberts and B Evans.
- c) Safety surfacing was required under the swings. A quote had been received for this work.
- d) Waterston: There were corroded bolts on the slide canopy and the goal posts are corroded.

77/23

QUOTES FOR NEW PLAY EQUIPMENT

Quotes had been received from James Horton for the following items:

- a) Dismantling of the swings at Hazelbank and Jordanston at £417.00
- b) Replacement of cradle seat swings at Hazelbank at £358.00
- c) A new Springer toy at Jordanston at £2,116.37
- d) Rubber matting under swings at Jordanston at £1,491.48.

It was agreed that the quotes for b) and d) be accepted and the work carried out asap. The quote for a Springer be discussed at the January meeting.

RESOLVED: **That the quotes for b) and d) be accepted and the word ordered.**

78/23

REVIEW OF INTERNAL AUDIT PROCESS FOR ACCOUNTS 2022-23

The Clerk advised Members of the requirements of an internal audit review from The Practitioners' Guide which included all matters that required checking and reviewing to ensure that the systems of financial control are effective. These matters included the scope of the internal audit, the independence and capability of the internal auditor, the clarity of the relationship between the council, the clerk and the internal auditor and the effectiveness of the audit plan and reporting procedures. After considering all these aspects of internal control, it was agreed that all procedures and risk assessments were in place and that the internal auditor is competent and has no involvement or relationship with the council other than as internal auditor. It was agreed to sign off the document and return to the clerk.

RESOLVED: **That the internal audit review be accepted.**

79/23

PLANNING APPLICATIONS

The following planning applications were considered:

- a) **23/0154/PA: Proposed bungalow on site adjacent to Three Crowns House, Waterston, SA73 1DU.** b) **23/0198/PA: New extension and replacement dbl garage and store at 2 Alban Crescent, Waterston, SA73 1DY – Members were in support of this application.**

- b) **23/0198/PA: New extension and replacement dbl garage and store at 2 Alban Crescent, Waterston, SA73 1DY** – *Members were in support of this application.*
- c) **22/0840/PA: Demolition of existing garage and sales areas etc at Haven Bridge Garage, Honeyborough, SA73 1QZ** – *Members agreed to support this application in principle but had concerns relating to the access and egress from this site and considered it to be inadequate for the level of traffic using this busy road with a 50mph speed limit.*

80/23

CORRESPONDENCE

The following correspondence had been received:

- a) OVW 20mph Communications and Engagement Toolkit – noted.
- b) Consultation on proposal to federate Holy Name and St Francis Catholic Primary Schools – no comment.
- c) Welsh Govt: Local Nature Partnerships – noted.
- d) Paul Sartori Hospice at Home – request for donation – donation of £50.00 made.
- e) Darin Thomas – land in Waterston with Japanese Knotweed – no action (not our land)
- f) Urgent and Emergency Paediatric Services at Withybush & Glangwili Hospitals: Invitation to meeting for T & C Councils – noted.
- g) Appointment of Community Council Member of the Standards Committee – no action.
- h) Jason Smith – refurbishment of red phone boxes – Mr Smith to be thanked for his contribution towards this work.

81/23

NEW MODEL STANDING ORDERS FROM OVW

New Model Standing Orders had been forwarded by OVW for adoption in order to comply with new legislation ie The Local Govt & Elections (Wales) Act 2021. It was agreed that they be amended to apply to this council and be brought back to July meeting for formal adoption.

RESOLVED: That suitably amended new Standing Orders be considered at the July meeting for formal adoption.

82/23

TO APPROVE ANNUAL RETURN FIGURES AND GOVERNANCE STATEMENT FOR ACCOUNTS 2022-23

The Accounting Statement for 2022-23 had been circulated along with the Governance Statements Parts 1 and 2. After careful consideration the figures as prepared by the Clerk were accepted and approved, and the Governance Statement completed. The Annual Return was signed by the Chairman and the Clerk.

RESOLVED: That the Annual Return and the Annual Governance Statement be approved.

83/23

**TO CONSIDER PURCHASE OF CORONATION MUGS FOR LOCAL
SCHOOLCHILDREN**

This matter had been discussed earlier in the meeting.

84/23

ANY OTHER INFORMATION

The following matters were raised:

- a) Members were advised that the gate to Warlow's Yard behind the red phone box on Church Road had been left open, however a new padlock had been placed on it to prevent access.
- b) The Clerk advised that she had been informed by PCC that the hedge on the boundary of the Boat Club at Hazelbeach was to be removed as it had died.

85/23

DATE OF NEXT MEETING

The next meeting will be held on Tuesday 11th July 2023 at 7.00pm at Mastlebridge Hall.

The meeting closed at 9.20pm.

Signed..... Chair.....date

Signed.....Clerk.