



FREYSTROP COMMUNITY COUNCIL & FREYSTROP VILLAGE HALL

Minutes of the meeting held on Monday 8 January 2024 at 19:30
in the Village Hall, Freystrop

1. Attendance & Apologies

- i. Freystrop Community Councillors: W D Thomas (Chair), E Utting, M R Harries, A M Simpson, D S Harries
- ii. Freystrop Community Council Clerk: R D Lavis
- iii. Pembrokeshire County Councillor (Llangwm Ward): M J John
- iv. Members of the public: None
- v. Apologies: Councillor R A Beeden

2. Welcome

- i. The-Chair welcomed all and thanked everybody for continuing the work of the Community Council in his absence.

3. FCC Policy on Declarations of Interest

- i. It was requested that interests are declared at appropriate points in discussions

4. Presentations & Questions from the Public

- i. No questions had been submitted

5. Minutes of the November 2023 Monthly Meeting

- i. The minutes of the ~~October~~ meeting were approved **NOVEMBER**
 - Proposed: A M Simpson. Seconded: D S Harries
 - Councillor E Utting signed off the minutes as she was Acting Chair for the meeting

6. Matters Arising

- i. Councillors had no comments

7. Correspondence

- i. One Voice Wales Cost of Living Survey
 - Clerks have been requested to complete the survey in the first instance.

FREYSTROP COMMUNITY COUNCIL

8. Highways & Rights of Way

- i. Vehicle parking on kerb/roadside outside An Trabhan, Post House & Bathesland
 - Resident's complaint
 - The clerk has reported to PCC an incident of a car narrowly avoiding collision with a pedestrian with a pram and a resident's vehicle on behalf of the resident
- ii. Moorland Road sign damage
 - The clerk has reported the damage to the Moorland Road sign at Freystrop Cross to PCC

9. Planning Matters

- i. Outstanding applications
 - INV-0233-22 - Works at Middle Hill Quarry
 - The clerk has requested an update from PCC
 - 22/1187/PA – Will Meadows
 - Section 73 Variation of Conditions
 - No update
 - 23/0574/PA – Will Meadows
 - Three residential units
 - Change of approved plans for 2 units
 - Refused 6 December 2023
 - 23/0579/PA – Bracknell Lodge
 - Outline planning submission
 - Conditionally approved 13 December 2023
- ii. New applications
 - 23/0736/SC – White House Farm
 - Screening request
 - No notification received of application
 - Decision: EIA required. 13 December 2023
 - Councillors made general observations about the possible application
 - 23/0565/PA – Wem Hill

• Outline planning request

- It was thought there may be visibility issues at any property accesses but highways have already indicated they believe there would be no problems

10. Cemetery

- i. An excess of water on the road following heavy rain had been reported to PCC. The drains and ditches have been checked to ensure they are clear

11. Bus Shelters, Kiosk & Other Assets

- i. The Chair observed that trimming had enhanced the area of the bus shelter at Lower Freystrop

12. Training

- i. EV Presentation
 - Councillor A M Simpson had viewed a presentation concerning the availability and procuring of funding for Electric Vehicle Charging projects
- ii. The clerk has received notification of the following training opportunities. The details will be forwarded to Councillors on request
 - [One Voice Wales Digital Training](#)
 - One Voice Wales Training Dates for January, February & March
 - Introduction to Community Speedwatch
 - PAVS Digital Communities Wales Training Programme
 - Managing Green Spaces in B-Lines for Pollinators
- iii. [Interactive self-guided tours for villages, towns and communities](#)
 - Councillor A M Simpson and the clerk intend to attend this training and to look towards instigating a project for the Freystrop Community

13. FCC Administration

- i. Pembrokeshire Community Review – Boundary Commission Meeting
 - The clerk had responded to the consultation on 17 December 2023. an acknowledgement of the submission has been received
 - The clerk received a copy of the response submitted by Councillor M J John and a copy of the draft submission from Hook Community Council Chair Councillor D M Petrie
 - Councillor M J John commented that PCC were not intending to force Councils to merge. The Boundary Commission may make other suggestions
- ii. Clerk's salary
 - An update has not been made at this time whilst banking arrangements with HSBC were being modified and the PAYE process had not been clarified with HMRC
- iii. The Estate of the Late Councillor D Roy John
 - Councillor E Utting declared an interest, Bethel Middle Hill Chapel being also a beneficiary
 - The clerk updated Councillors on the communications received and the discussions that had been held. The conversations highlighted issues with conditions of the acceptance of the bequest being requested by both the Executors and the solicitors handling the estate
 - It was agreed between the Chair, Councillor E Utting (who was also Acting Chair at the time of receipt of communications) and the clerk to get clarification of some of the items in the letter received from Redkite Solicitors. These items were not clear in their reference points and could be open to future misinterpretation. Further action would not be taken without clarity from Redkite



14. FCC Financial Matters

- i. Internet Banking
 - The clerk has full access to HSBC Internet Banking. Approval has been sought from HSBC to add Councillor A M Simpson. Following this the 2-step authorisation for payments will be tested before adding the remaining 2 signatories.
- ii. HSBC Safeguarding Review
 - HSBC have scheduled 24 January 2024 to undertake the review. This is outside their target date of 15 January however the clerk was assured a note explaining this had been added to the account. The Safeguarding team confirmed that the mandate submitted to correct the allowed signatures had been processed
- iii. PAYE
 - The clerk was advised by HMRC's New Employer team that the credentials associated with current Office Reference against which payments are being made must be requested. Payments against an Office cannot be transferred to another Office. The request has been made to HMRC Cumberland
- iv. Full audit
 - No update is currently available
- v. 2024/25 Budget
 - The clerk outlined the budget lines that remained static or had been decreased before outlining the lines where increases were expected
 - Clerk's salary + expenses. A 4% increase above the April 2023 award has been allocated
 - Councillors' Allowances. A pending award of £50/Councillor has been allocated
 - Chairman's Allowance. An additional £500 can now be awarded following a vote
 - Basic Audit fees are proposed to be set at £260. FCC is currently undergoing a full audit which has not been budgeted for. £300 was suggested for this line
 - A budget based on current budget lines would require an income of £7,461
 - The clerk had been requested to add Community Maintenance to the budget to cover costs such as, but not limited to, grass maintenance, repairs and Christmas Trees. Based on 2023/24 expenditure a value of £2,000 was suggested taking the total budget to £9,461
 - Dividing the 2023/23 precept by the Band D tax for Freystrop a guide property count of 263 is obtained. Councillors were advised that requesting a £7,000 precept would result in a 33p/month/property increase in tax. A £9,000 precept would require an increase of £1/month/property. All figures are rounded
 - A £9,000 precept is to be requested
 - Proposed: D S Harries. Seconded: E Utting
- vi. Bank accounts
 - Current Account Balance: £7,297.84 at 05/01/24
 - Deposit Account Balance: £10,468.27 at 05/01/24

15. Community

- i. Freystrop Community Newsletter 2023
 - The Chair thanked all those involved in the distribution of the publication
- ii. Christmas tree(s)
 - Comments have been received from residents lamenting the lack of Community Christmas Tree(s)
 - The Chair informed Council that mains power was available at St Clements Park. Solar Lights are available for any tree located at the Millennium Stone
 - The agenda item is to be parked as there are 10 months to prepare. [Clerk's note: This will be added to the September agenda to allow preparation time]
- iii. Neighbourhood Watch Report
 - No update
- iv. "FreyFest"
 - Nobody came to the meeting arranged to take place before the Community Council meeting
 - Councillor E Utting wishes to continue with a cut down version in conjunction with amusements

16. Other Matters

i. Working Better Together

- The next meeting is on 23 January 2024, 19:30. The clerk will forward the agenda when it is published

ii. County Councillor's Report

- PCC has a budget shortfall of c£30m. The settlement for 2024/25 is expected to be below average
- The 4 year financial plan is described as "bleak"
- The budget is due to be set in March
- The Council Tax on second homes is set at 200%
- For empty properties the Council Tax will rise to 300% within 4 years
- Council rent rates are below average and are set to rise
- Council house stock is to be increased

iii. One Voice Wales & PCC Liaison Meetings

- Pembrokehire Area Meeting Wednesday 10 January 19:00 Online
 - There is an attendance limit of 2 per Council. Agenda and login details from the clerk
 - The Chair indicated that he would be attending
- The Chair attended the OVW Policy Meeting

iv. Members' Requests

- The lack of a salt bin at Targate Corner had been mentioned to Councillor A M Simpson
 - Councillor M J John reminded the clerk that a Winter Preparedness email had been sent out by PCC in December..
- The clerk will follow up on this

FREYSTROP VILLAGE HALL

17. Village Hall

i. Outstanding Items

- Car park extension
- The secretary will contact BDS to enquire the progress of the Land Transfer

ii. Craft Fair

- The fair was well attended and considered a success. Stall holders expressed their interest in returning in 2024
- R A Beeden was thanked for the effort she made in organising the event
- Income: Stalls £130. Refreshments & Raffle £148.50

iii. Acanthus Holden Architects

- The secretary has received a scale of charges for any future work on the possible designs for a new village hall
- The meeting was informed that Acanthus had hosted a meeting with a fundraiser they work with. Indications were positive that full funding for a new hall could be obtained.
- It was deemed that retention of Village Hall Status was advantageous to the obtaining of funds. Trustee A M Simpson and the secretary have done some research into this. The secretary inquired whether the Chair could make some enquiries
- The Committee were unanimous in their decision to work with Acanthus Holden on a possible project and to sign the acceptance document
 - Signed by M R Harries. Witnessed by M J John

18. Parc Hamdden Freystrop Recreation Park

i. Autumn working parties

- The November working party was quiet but productive. A start was made to work from the west end of the Woodland Walk eastwards to join with the existing walk

ii. OCF4

- The bid for funds to erect a noticeboard at the park was successful. The funds have been received in to the FCC current account

iii. OCF5

- The deadline for OCF5 applications is 25 January
- An idea to subsidise a ride on mower for the park has been discounted
- An idea for a possible large project to provide an A2 map linked with walking information was felt to be unachievable within the OCF5 timescale. The Chair suggested contacting PCC to possibly provide a number A3 maps for positioning around the community as an interim provision

iv. Local Places for Nature/Keep Wales Tidy

- Trustees E Utting and A M Simpson had met with the project leader to discuss plans for the progress of the orchard project

v. Hire enquiry

- An enquiry had been received by an amusements provider to host entertainments at the park
 - A copy of the company's insurance would be required
 - Trustee A M Simpson would follow up

19. FVH Administration

i. Workplace Recycling Regulations

- Implementation of the regulations was discussed



- A decision was made to remove all disposal facilities from the hall and to request users to remove all rubbish
- ii. WiFi
 - The secretary informed the meeting that an enquiry was made by a prospective hall user requiring the use of WiFi. The majority of the Craft Stallholders also enquired about WiFi to enable them to take card payments
 - It was decided to investigate the cost implications
- iii. Web directories
 - Trustee A M Simpson is working through the online references for the hall updating them as required
- iv. Hall usage calendar
 - The Chair thanked Trustee A M Simpson for the work carried out on the online calendar which has been a great success
- v. Hall email address
 - An email address has been set up for all communications about the hall: villagehall@freystrop.wales
- vi. Absence/Emergency cover
 - Procedures to ensure that cover in the absence of any officers would continue to be looked at
- vii. Charity Commission
 - Addition of Trustees
 - Addition of Administrators
 - Annual return
 - Trustees A M Simpson and R D Lavis would assist the Chair to assist with the updating of the Charity Commission records
- viii. Safety
 - The December 2023 fire alarm check had been carried out prior to the Craft Fair
 - The January 2023 fire alarm check was carried prior to the meeting
 - PATS Testing was carried out in December 2023
 - The Defibrillator check was undertaken in January 2023
 - Extinguisher checks are due early February
- ix. Members' comments

20. FVH Financial Matters

- i. FVH Treasurer Report
 - The 2 level online authorisation of payments had been tested
 - Barclays Security had spoken to the Treasurer following the online payment of the PATS invoice
- ii. Bank accounts
 - Current Account Balance: £629.82 at 05/01/24
 - Deposit Account Balance: £16,772.82 at 05/01/24

21. Date of Next Meeting

- i. Next scheduled meeting 12 February 2024, 19:30 at Freystrop Village Hall
 - Monthly meeting of Freystrop Community Council and Freystrop Village Hall
 - Items for inclusion on any agenda should be received by the clerk by Wednesday 7 February

R D Lavis

Clerc & Swyddog Ariannol Cyfrifo, Cyngor Cymuned Freystrop/

Clerk & Responsible Financial Officer, Freystrop Community Council

Ysgrifennydd, Neuadd Bentref Freystrop/Secretary, Freystrop Village Hall

Ebost/Email freystropcc@yahoo.com

Approval Proposed by: *Liane U'Hing*

Seconded: *Anna Simpson*

Signed:

Liane U'Hing

Dated:

12/2/24