

**MANORBIER COMMUNITY COUNCIL**  
**Minutes of the December 2023 General Meeting of Manorbier Community Council**  
**Emanuel Gospel Church Building, Jameston, Monday 4<sup>th</sup> December 2023 - 7.00pm**

**All Manorbier Community Council meetings are regulated by its Standing Orders.**

Public Participation session commenced at 7.00pm.

Present: Cllrs R Hall (Vice Chair), G Clark, J Miall, G Preece and D Barry

In attendance - The Clerk

In the absence of Cllr R Hughes - Cllr R Hall Chaired the meeting.

Meeting commenced at 7.00pm

**2023/11 93 To receive any Apologies for Absence** Cllrs R Hughes, (Chair), M Kidney, N Lane and County Councillor Phil Kidney

**2023/11 94 To receive any Personal and Prejudicial Declaration of Interests as per the Code of Conduct**

Cllr R Hall declared a personal interest in agenda item 2023/11 101 as the applicant is well know to Cllr Hall.

**2023/11 95 To Receive the Minutes of the Meeting Held on the 6<sup>th</sup> November 2023**

It was proposed and seconded that that the Minutes be accepted as a true record of the meeting held on the 6<sup>th</sup> November 2023 and be signed as such; Vote taken - all Cllrs eligible to vote in favour of such.

**2023/11 96 Matters Arising from the Minutes – Information Only**

- Cllr Clarke has agreed to carry out regular inspections of the play park
- Despite a request being made – no site visit has been carried out – following the Christmas break the Clerk to make a further request of such.

**2023/11 97 To receive an update regarding the Co-option process** – It is noted that one person has sown an interest in being co-opted to Manorbier Community Council – the Clerk is awaiting contact from them.

**2023/11 98 To Minute any comments made by members of the public present at the meeting**

– No members of the public were present at the December meeting

**2023/11 99 To consider the Financial Report**

Cash Flow			
14.10.20 - 14.11.2023			
		44,499.76	B/F
Payments Made		1,170.35	
Payments Received		0.00	
		43,329.41	C/F

It was proposed and seconded that the financial report be accepted as showing a true record of the Council's financial position to date; Vote taken - all Cllrs in full agreement.

## 2023/11 100 To approve and Acknowledge invoices for payment – As stated on the Financial Report

To Be Presented/Acknowledged			
	101446	Cancelled - Water Damage	
	101447	Cancelled - Water Damage	
01.11.2023	101448	Re issue of 1439 Sfoot Office incerdentils	£ 235.92
01.11.2023	101449	Clerk - October	£ 488.93
01.11.2023	101450	British Legion - Poppy Wreaths (X3)	£ 75.00
10.11.2023	101451	Lewis Lewis Office apportioned	£ 179.82
18.11.2023	101452	Emergency Tree Works	£ 800.00
		Clerks Wages and backpay due to government pay rise	
		Normal Salary = £611.13	
		£1 per hour pay rise = £276	
04.12.2023	101453	Through the PAYE system	£ 709.53
04.12.2023	101453	Microsoft Office Renewal	£ 79.99
04.12.2023	101454	Mole Catcher	£ 15.00
04.12.2023	101455	Room Hire November & December	£ 60.00
			£ 2,644.19

The above invoice are acknowledged and approved by the Full Council.

## 2023/11 101 Planning Application(s) Received – None at time drafting agenda.

### a) NP/23/0571/FUL Slade Farmhouse, Jameston

Removal of existing conservatory and replacement with an extension on the footprint. Extension to consist of ground floor breakfast room and first floor bedroom.

Following consideration of all the information presented by the Planning Authority, Manorbier Community Council do not raise any concerns regarding this application.

## 2023/11 102 To Consider Any Planning Applications Received After This Agenda Was Published (for any updates please contact the Clerk on 07525 007068)

As there are no scheduled meetings of Manorbier Community Council during the Christmas break – any applications received to be considered via Email and any comments passed onto the Planning Authority.

## 2023/11 103 To consider any Licensing Applications Received – None

## 2023/11 104 To consider Correspondence Received

- Email received advising of training sessions being held by One Voice Wales.
- Firing Notice received regarding firing times at Manorbier Firing Range.

## 2023/11 105 To receive County Councillors Report – None received

## 2023/11 106 Action Tracking- to receive any updates on the following matters, not covered elsewhere in the agenda.

- Jameston Play Park – Enhancing Pembrokeshire Grant Application has been approved in the sum of £14,097 – Play equipment chosen – Installation completed – site meeting requested and awaited
- Improvements to footpath in Manorbier (Vicarage Fields to Post Office) (County Cllr Kidney) – No further information at this time.

**2023/11 107 To consider Manorbier Community Council creating a Facebook page for the distribution of information only.** No further information at this time

**2023/11 108 To consider the budget review**

Following careful consideration of all the information provided, by the Clerk, it was proposed and seconded that the budget review depicts the finances from 1<sup>st</sup> April 2023 to date and no changes are required. Vote taken – all Cllrs in full agreement.

**2023/11 109 To consider the draft budget and precept request for 2024/2025**

Following consideration of all the information, provided by the Clerk, it was proposed and seconded that Manorbier Community Council accept the draft budget and request a Precept amount of £22,450.00 (Twenty two thousand, four hundred and fifty pounds only). Vote taken – all Cllrs in full agreement.

2023/24 Precept	£22,777.00	
2024/25 Precept	£22,450.00	£327 less than 2023/24

**2023/11 110 To consider the Manorbier Community Council continuing to use the Office in Tenby** – Due to a change in circumstances, consideration to be given as to whether it is convenient to continue with the existing arrangements.

It was proposed and seconded that Manorbier Community Council, along with Whitland Town Council, honour the last quarter rent for the office in Tenby and hand in Notice to Quit by the 31<sup>st</sup> March 2024. The Clerks home address to be used for all Postal Communication and files to be stored in the new office premises. Vote taken – All Cllrs in full agreement.

**2023/11 111 To consider the Manorbier Community Council continuing to use the photocopier in the Tenby office**– Due to a change in circumstances, consideration to be given as to whether it is convenient to continue with the existing arrangements.

Following consideration regarding the volume of printing carried out by the Manorbier Community Council it was proposed and seconded that there is no requirement for the Manorbier Community Council to adopt the lease for the photocopier. Vote taken – all Cllrs in full agreement.

**2023/11 112 To consider any items not on the Agenda** – Information only

- Council get-together – Suggested Castlemead

Next meeting – 15<sup>th</sup> January 2024

Melanie Priestley – Clerk to Manorbier Community Council  
Email: [clerk@manorbiercc.co.uk](mailto:clerk@manorbiercc.co.uk) Website: [www.pembstcc.co.uk](http://www.pembstcc.co.uk)