In attendance: Cllr Victoria Evans (Chair); Cllr Liz Williams (Vice Chair); Cllr Jason Crowther & Cllr Phil Davies; Cty Cllr Di Clements; LLesnianski (Clerk) Apologies received: Cllr Phil Eynon

Declarations of interest received: None.

**Decisions made (by Agenda reference):**

**3. Minutes of Previous Meeting:** Unanimously agreed as true account of March 2024 meeting. Signed by Chair.

**5. Casual Vacancy**

Clerk reported. Casual Vacancy Notice advertised as required from 13/03/24 to 04/04/24. Available on community noticeboards, Facebook & community council webpage. The local authority, Pembrokeshire County Council confirmed no petition had been received for an election. They recommended the community council co-opt a councillor from any suitable applications received during this period. PCC confirmed the details of who would be eligible. Only one candidate had declared an interest in being a Councillor. Clerk confirmed Mr Bruce Carlisle had put his name forward. Councillors present confirmed he was known to them all and was a suitable candidate. Councillor Davies proposed the council co-opt Mr Carlisle as a Martletwy Community Council with immediate effect. The proposal was seconded by Cllr Evans. All councillors present voted in favour. Clerk to inform Mr Carlisle and complete necessary introductions and paperwork.

**6. Planning:**

**1. Applications Received:**

**a** 23/1000/P: Woodside, Martletwy, SA67 8AW. Cllr Davies confirmed this application is for a variation of condition following the granting of the Certificate of Lawfulness. No comments were offered. All present in support of the application.

**7. Highway Matters:**

Various issues to be reported to Highways Maintenance at the local authority.

**8. Finance:**

**a. End of Year Reports:** Clerk presented end of year report with the end of year Balance Sheet as well as Bank Reconciliation.

**b. Invoice:** Council approved payment of invoices for Lawrenny Village Hall (meeting venue); One Voice Wales membership; One Voice Wales training invoice; Zoom subscription.

**c. Clerk Salary:** Clerk presented Salary Report for January as emailed. Unanimously approved.

**d. Audit Office.** Clerk confirmed Audit Office had sent through finalised Annual Return with notice. Clerk confirmed their response and will make the notice available as required within the public domain.

**9. Community Council Policies:** Council Meetings: Changes to the community council’s policy regarding the number of meetings to be held was discussed. Following discussion, it was unanimously agreed the policy should be altered to 6 meetings per annum (rather than every other month) as this gave scope for meeting in person or online when required. It was also agreed there would be email correspondence in the months there was no meeting.

**12. Correspondence Received:**

a. Letter from candidate for new seat at next election, following boundary changes. #

b. Resident correspondence regarding the need for a tidal flood sign at both sides of Garron Pill

c. Correspondence from the Clerk of a local community council. They are seeking an internal auditor and are looking for recommendations.

**14. Date of next Meeting**:

Date agreed as Monday 13th May, at 19:30 in Lawrenny Village Hall, following the AGM at 7pm.

The rest of the meeting comprised of matters arising and usual community council business.

Meeting Closed: 20:45