



FREYSTROP COMMUNITY COUNCIL & FREYSTROP VILLAGE HALL

Minutes of the meeting held on Monday 11 March 2024 at 19:30
in the Village Hall, Freystrop

1. Attendance & Apologies

- i. Freystrop Community Councillors: W D Thomas (Chair), E Utting (Vice Chair), D S Harries, A M Simpson, M R Harries
- ii. Prospective Community Councillor: T F W Holder
- iii. Freystrop Community Council Clerk: R D Lavis
- iv. Pembrokeshire County Councillor (Llangwm Ward): M J John
- v. Members of the public: J Forrest, A Lawman, Z Thomas, A Brown, Master D Harries

2. Welcome

- i. The-Chair welcomed all to the delayed meeting caused by other commitments

3. FCC Policy on Declarations of Interest

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

1. Presentations & Questions from the Public

- o There were questions from A Brown.
 - Mr Brown had been told that he would be losing part of his property for a footpath on Moorland Road. Councillor M J John re-iterated that it was a suggestion that Moorland Road may be a good candidate for improving pedestrian access through the Llangwm Ward. [A report of the meeting is included in the Councillor's report]. The clerk added that planning conditions for all properties west of Mr Brown's included a stipulation for several metres next to the road not to be included within boundaries to allow for possible future road improvements. [It is not known if the planning for the historic improvements to Pear Tree Cottage following the death of J John included highway conditions]
 - A comment was made about the speed of the vehicles on the road especially the large trucks
 - Mr Brown also noted that on the Schedule of Members' Payments for 2023/24 a column heading included the phrase "(max £150 per member)" but the figures in the column were £156. The clerk explained that the previous year's form had been edited but the rate had not been changed. The form has been submitted to IRPW and any comments from them would be acted upon

2. Minutes of the 11 March 2024 Monthly Meeting

- o The minutes of the meeting were passed as a true representation
 - Proposed: A M Simpson. Seconded: E Utting

3. Matters Arising

- o Points of Order
 - Proposal of transfer of monies to FVH
 - The clerk brought to Council's attention that himself and Councillor A M Simpson, in her role as Treasurer for Freystrop Village Hall, had requested approval to reimburse the Village Hall the £149 it had spent on behalf of Freystrop Community Council. The minutes record the proposer as being Councillor A M Simpson. Although the request was entirely legitimate on reflection a different Councillor should have proposed the passing of the motion
 - Chair's Allowance discussion 11 March 2024
 - o No declaration of interest by the Chair was made at any point in the discussion of the discretionary award of the Chair's Allowance for 2023/24
 - o The Chair led the topic and was involved throughout
 - o On reflection the clerk realises the discussion should have been stopped and carried forward by the Vice Chair and Councillors asked if they wished the Chair to leave the room for the duration of the topic

4. Correspondence

- o Bus Service changes
 - These do not affect the 308 or Fflecsi services in the Community but may affect those reliant on connecting services
- o Urdd Fund For All
 - This had been posted on Facebook for residents to consider
- o Haverfordwest Town Council
 - Vacancies for positions of Mace Bearer & Sword Bearer
- o Stephen Crabb MP
 - The Chair read the letter to the meeting of an offer to attend a meeting by the current MP and was of the opinion it may be a good idea



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5. Highways & Rights of Way

- Vehicle parking on kerb/roadside outside An Trabhan, Post House & Bathesland
 - A letter from FCC had been written and delivered
 - The Chair and Mrs Thomas received a very disturbing visit from a resident of the Post House which did not directly relate to the contents of letter but to an associated incident which was the subject of a police report. The letter was returned to the Chair
 - The parking situation improved for a week but appears now to be reverting back
 - A lengthy discussion was had with no clear way to improving safety being found
- Hedgebank at Lower Freystrop
 - The Chair raised the matter of the bulging hedge with PCC to avert possible hazard on the Pembroke Road
 - PCC were of the opinion it is the landowner's responsibility to maintain the hedge
- Speed signs update
 - The clerk had been in communication with Nolton Community Council. New speed signs due to be installed there are being funded by the Enhancing Pembrokeshire Fund. There were no difficulties in claiming the funds

6. Planning Matters

- Outstanding applications
 - [23/0965/PA](#) – Lavender Cottage, New Road
 - Retrospective access and alterations to boundary
 - Refused 4 April 2024
- New applications
 - [23/1054/CL](#) – Shipping Back, Moorland Road
 - Siting of caravan
 - No reason for FCC to oppose
 - [23/1053/PA](#) - 1, The Cobbles, Old Selwyn Farm, Lower Freystrop
 - Alterations and extension to dwelling
 - No reason for FCC to oppose

7. Cemetery

- Perennial problem with drainage but cleared through Councillor E Uttings' contacts
- The grass had been cut in the last week

8. Bus Shelters, Kiosk & Other Assets

- The Chair informed the meeting that the bench outside Settlands is definitely owned by FCC and requires repairs. Chair to investigate
- Councillor M R Harries had received a request for repairs to be carried out on the bus shelter at Freystrop Cross. The window and roof require attention

9. Training/Seminars & Presentations

- Understanding the new recycling rules for Community & Town Councils
 - 16 April
- OVW Cost of Living Workshops
 - 23, 24 & 25 April

10. FCC Administration

- The estate of the late Councillor D Roy John
 - The clerk has received a request from the Administrators for details of the Council to enable the land transfer to be effected. No conditions were attached to the request and these details were supplied. The clerk reminded the meeting the future use of the land remains a condition of the will
- FCC WhatsApp Group/Councillor information
 - The clerk has not progressed this wishing to collate all Councillor data and comply with Data Protection and privacy concerns. It is hoped to have a document prepared for completion by each Councillor at the AGM
- Working Better Together Meeting 26 March
 - Councillor M J John and the clerk were both in attendance
 - Pembstcc website replacement. The clerk was not impressed by the suggestion from the working party that Google Workspaces be used as a repository for statutory documents
 - Tom Moses gave a presentation on his CWBR project including the usefulness of Youth Representatives on Councils
- Annual Report
 - Councillor A M Simpson has prepared several items for inclusion
 - It is intended the draft be ready for the May meeting



- Draft Remuneration Policy 2024/25
 - There was no discussion about the changes made
- Council Vacancy
 - No election had been called and co-option notices had been posted on 11 March
 - T F W Holder was attending meeting as prospective Councillor. The Chair warmly welcomed him and hoped he would feel he could contribute as a Councillor
- Youth Representatives
 - The clerk told Council that up to 2 Youth Representatives could contribute to meetings. The Havens Community Council were advertising and it was recommended as a good process at the Working Better Together Meeting
 - Councillors were in agreement that this is a good scheme
- OVW Membership 2024
 - There is a £104 renewal fee for 2024/25
 - The Chair declared an interest via his position on the Policy Committee
 - It was agreed that membership was useful and that the renewal be made
 - Proposed: D S Harries, Seconded: E Utting

11. FCC Financial Matters

- FCC Insurance Renewal
 - Zurich renewal quote received £241 from 1 June 2024
- Internet Banking
 - The clerk and Councillor A M Simpson are happy to assist Councillors D W Thomas and E Utting to use the HSBC internet banking when they are ready to sign up to it
- HSBC Safeguarding Review
 - Completion notice received
- Monies owed to Freystrop Village Hall
 - Transfer confirmation
- Payments made in March
 - Clerk's salary
 - Councillors' Allowances 2023/24
 - Chair's Allowance 2023/24
- Audit 2021/22
 - Invoice received for £200, payment authorised
 - Proposed: D S Harries, Seconded: M R Harries
- Audit 2022/23
 - Clarification requests
 - Income from old marquee
 - The sale was minuted but funds were paid into the Freystrop Village Hall account
 - Asset register
 - Auditors had not seen the register within the accounts
 - 2022/23 precept agreement minute
 - The minutes relating to the precept agreement in the previous financial year were provided
 - OCF2, OCF3 & Warm Room Grant documentation
 - All emails relating to the grant offers and acceptance have been provided
 - Clerk's hours and payments
 - Auditors were concerned that payments to the clerk did not match contracted hours at the rate of £12.50/hour. Payments within that financial year were for 9 months work only. The final quarter was paid in 2023/24 thus 2022/23 was under reported whilst 2023/24 will be over reported
 - A proposal by Councillor D S Harries and seconded by Councillor A M Simpson requested that the clerk be recompensed for any low payments in 2022/23. The clerk will prepare figures for consideration
- Audit 2023/24
 - The clerk detailed the revised process
 - Accounts and Annual Return to be approved by Councillors
 - Internal Audit to be complete by 15 June 2024 at latest
 - Audit notice to be posted by 16 June 2024
 - Public inspection of accounts between 1 July – 26 July 2024
 - Submission of basic audit documents by 5 July 2024
- Accounts 2023/24
 - Councillors had no queries relating to the prepared accounts and were happy to accept them



- Proposed: E Utting, Seconded: M R Harries
- Bank accounts
 - Current Account Balance: £3,785.44 at 10/04/24
 - Deposit Account Balance: £10,518.98 at 10/04/24

12. Community

- Neighbourhood Watch Report
 - No reports had been received over the previous weeks
- Litter
 - Councillor D S Harries has cleared debris after a car crash on Maddox Moor
- Clearance of small field on Targate Road
 - Concerns were raised over the work done and the future of the area. The clearance has been reported to PCC

13. Other Matters

- County Councillor's Report
 - Pembrokeshire County Councillor M J John update
 - Llangwm Community Council were concerned of the possibility of the risk of Long term sickness of clerks and the required cover. This was raised at the Working Better Together meeting
 - Registration to vote at the Police Commissioner election was closing. Electors were reminded it is now required to vote
 - The Leader of PCC is not standing for re-election
 - PCC are launching an E-Bikes scheme
 - Councillor M J John had a meeting with Highways for to discuss shared use path improvements within his ward. The Minor Works Fund is a possible source of funding. If scheme is large Active Travel becomes involved. All improvements should be Community led
 - Councillor M J John was asked if there was an update on the possible Solar Farm at Middle Hill/White House – no update. Pre planning will be required required
- One Voice Wales
 - Councillor W D Thomas reported that he had chaired area meeting. Area secretary reporting on boundary review. Minimal changes proposed for Pembrokeshire
- PCC Liaison Meetings
 - These have been superseded by the Working Better Together meetings
- Councillors' Requests
 - Councillor E Utting reported that a "Gathering in the Park" was being progressed by a small group of residents. This will take place on Saturday 18th May

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14. Village Hall

- Pembrokeshire Community Buildings Forum
 - A M Simpson and R D Lavis attended the meeting at Simpson Cross
 - Very useful presentations were given by Neyland Hub, Planed and PCC licencing
- The electrician has been contacted to repair broken heater
- The Chair proposed to contact George Hughes to clear the leaf litter behind the hall

15. Parc Hamdden Freystrop Recreation Park

- OCF4
 - Installation of the noticeboard has been delayed
- A M Simpson asked members if she could apply for a South Hook Grant and use some funds for exercise equipment for the field. There were no objections
- A Working Party will take place on the last Saturday of the month



16. FVH Administration

- Short Mat Bowls Equipment
 - Some kit has been removed, kitchen cupboard emptied
 - Removal of the mats is being planned
- WiFi
 - After discussion it was decided to put this item on hold
- Online Booking System
 - A M Simpson advised that although it is advantageous to use a system is currently too expensive
- Safety checks
 - Fire alarm check
 - [Carried out post meeting in the presence of all members]
 - Fire Safety equipment annual check
 - This has been undertaken and the new certificate is on display
 - Subsidence measurement
 - Not carried out
 - Defibrillator check
 - Carried out on 29 March 2024 by WDT
- Members' comments

17. FVH Financial Matters

- FVH Treasurer Report
 - Electricity contract renewal being looked at in advance of renewal on 9 April 2025
 - The Chair thanked A M Simpson for the analysis and research undertaken
 - The 2023/24 accounts are done. Income/Expenditure are static
- Bank accounts
 - Current Account Balance: £1,061.26 at 11/04/24
 - Deposit Account Balance: £16,835.54 at 11/04/24

18. Date of Next Meeting

- Next scheduled meeting 13 May 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 8 May

R D Lavis

Clerc & Swyddog Ariannol Cyfrifo, Cyngor Cymuned Freystrop/
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