

St Florence Community Council

Minutes of the Community Council Meeting held at 7.30pm on Tuesday 2nd April at 7.30pm, St Florence Village Hall.

(Available in Welsh upon request to the Clerk)

Present : Chair Cllr Griffiths, Vice Chair Cllr Evans, Cllr Adams, Cllr Eardley, Cllr Treherne, and Cllr Buckmaster.

Apologises: Cllr Philips and Cllr Morgan.

Also Present: County Councillor Kidney, Mr T Roberts, Mr J Edwards, Mr R Hughes, Mr D Hughes and Mr Hallett.

Before the meeting begins Chair, Cllr D Griffiths requests a moment of reflection in memory of Cllr Mr John Wolverson who sadly passed away recently.

1. Public Participation (limited to 15 minutes)

- Mr D Hughes informs the council that since meeting with a surveyor from Pembrokeshire County Council regarding large Lorries hitting the corner of his property he has heard nothing since. Nor has he had any response from Cadw who some three years ago were looking into the possibility of removing some of the corner from the Flemish Chimney to allow vehicles to travel without connecting with Mr Hughes property. Chair Cllr Griffiths informs Mr Hughes that the item is on the agenda for this meeting and that County Councillor Kidney has an update also.
- Mr R Hughes asks the council if there is any further information from the police in regards to a missing sum of cash, the clerk informed Mr Hughes that the police are still dealing with this and there is no further information to report.

2. Minutes of the meeting held 8th January 2013 Cllr Buckmaster asked for the following amendments to be made to January's minutes.

- *That he requested that two cheques were to be looked into in further detail, one to Excel and the other to the Auditor.*
- *That he requested cheques to be pre written and attached to invoices.* Cllr Eardley stated to Cllr Buckmaster that he alone cannot dictate how the cheques are presented and it had already been agreed that this would be looked at when eh standing Orders are reviewed.
- *That he read out a statement as follows "I cannot condone or endorse the practices and ways of the past or allow them to continue into the present. Everything in the future must be dealt with strictly in accordance with the Practitioners Guide 2011 Governance and accountability for local councils in Wales" A copy of which was given to the Clerk. At the time Cllr Evans informed Cllr Buckmaster that was not a guide the Council had adopted.*
- *That three letters of complaint regarding him had been read out. Two from the Clerk and one from a follow councillor.*

Councillor Eardley proposes the minutes as a true and accurate record, Cllr Evans seconds this, and Cllr Buckmaster abstains from voting. All other councillors are in favour and the Chair signs and dates the minutes.

Minutes of the meeting held 5th March 2013. Councillor Buckmaster proposes that these minutes be held over till the next meeting so he can have more time to review them as they went into his spam box and he had to obtain copies from Cllr Treherne. The Clerk informs him she used the same email address as the previous month. Cllr Evans seconds this so the minutes of the March meeting will carry over to the May meeting.

3. **Declarations of Interests.** Councillor Buckmaster is unsure whether he has an interest to declare in a matter as he felt he was given insufficient paperwork to make that decision. He will declare an interest if needs be when the matter is discussed.
4. **Matters Arising.**
 - a) **Notes from Public meeting regarding Auto Grass Track.** Cllr Treherne took the notes at the recent meeting as the Clerk was unavailable. The Clerk then typed up the notes which are currently with Cllr Treherne for checking. These will carry over to the next meeting.
 - b) **Working Party to review Complaints and Compliments Procedures and Standing Orders.** Cllr Treherne has looked into this and printed out copies of Code of Conducts for Community Councillors and The Best Practice Guide – A complaints Procedure. These are both possibilities for the council to adopt so the clerk will distribute them to all councillors to review before the next meeting. The advice from the Monitoring Officer regarding reviewing these items the best practice is to elect three councillors to form a working party and feed information back to the whole council before a policy is adopted. Councillor Griffiths recommended that Cllr Treherne form part of the working party as she had already put in a lot of work. Councillor Evans proposed Cllr Eardley also form part of the group, the Clerk had received a request from Cllr Phillips to also be included. Cllr Buckmaster expressed interest in taking part as he stated he had a lot of experience of governance. It was decided for all councillors to have copies of the information Cllr Treherne had produced and then to decide on a working party to continue forward in the next meeting.

There are three letters to be addresses within the complaints procedure but the council as a whole felt they were unable to deal with these complaints until a procedure was set in place, the Clerk will inform the writers that the council will respond in due course.
 - c) **Vehicles Colliding with West View.** As discussed in public participation, the area was view by John Sutton surveyor at PCC. Mr Hughes is still awaiting his response. Mr Sutton did advise that a sign showing no large Lorries could be an option but Cllr Eardley points out with building plans at the lower end of the village this may not help. County Councillor Kidney apologises to Mr Hughes that he has not heard from PCC and asks him to wait another week. The Clerk will contact Mr Hughes next week to see if he has had any more information and if not she will contact County Councillor Kidney again and write to PCC.
 - d) **Grass Cutting from Shop to Eastern Lane.** Mr Hallett had advised the council at the last meeting he was unable to carry on with this area of cutting. It will be added to the list of Village Cutting.
 - e) **CRB (DBS) Checks for all Councillors.** Cllr Treherne informs the council after doing some research into the matter she thinks we may be acting illegally if we were to carry out DBS checks as they are not role specific, she provides paperwork to support this. Problems that

would be posed are who would hold the check and what would be done with the sensitive information that could be contained. It was proposed by Cllr Adams not to go ahead with this and seconded by Cllr Evans, all councillors in favour.

- f) **Emergency Contingency Plan.** This is in the development stages at the moment and a rough draft has been compiled by Cllr Griffiths, highlighting what an emergency would be determined as, such as snow, major incident or accident. It identifies risks and resources. Cllr Treherne has spoken to the Emergency Planning Officer at Pembrokeshire County Council who would be happy to attend a meeting to provide assistance and advice. Councillor Buckmaster asks if he is linked to the emergency services as they will play an integral part in the plan, Cllr Treherne believes he gives advice on behalf of PCC only. Cllr Griffiths states that once they have spoken with the Emergency Planning Officer it may be beneficial to hold a public meeting including the emergency services to gather more information. The Clerk will contact the EPO and invite him to a meeting.
- g) **Children's Project.** Cllr Treherne informs the council she has spoken with a Youth worker from Tenby and also the Area Youth Co-ordinator who confirms she could speak with the children of the village to see what sort of projects they would like money put into. Ideas could be summer schemes or art and movable graffiti. The Clerk informs the council the funds are currently being recovered from the dormant account and she would inform the council as soon as this happens, Cllr Treherne will await this news before pressing any further ahead.
- h) **Contacts for the Clerk.** The Clerk informs the council that the new contact email address for her is now stflorencecommunitycouncil@hotmail.co.uk Cllr Treherne informs the clerk that not all of the council have access to email so another form of correspondence must be available for all councillors as there must be a consistent approach. The clerk informs the council that her home address is available for posting. Due to a letter sent to Cllr Buckmaster from the Clerk asking him to desist in contacting her he feels posting is not an option for him. The clerk explains that she felt harassed by Cllr Buckmaster turning up at her door on more than one occasion without invitation had prompted her to write the letter. A statement from the clerk would be needed in order for Cllr Buckmaster to now post item to the clerk. He stated that he would still not be happy to do this and felt the postal address for all council communication should go to the hall address. The Clerk points out there is no letter box at the hall and Cllr Evans informs him that it has always been the clerk's home address as the postal contact for the council and that mail left at the hall would be neither secure or delivered to the correct person due to the number of people hiring the hall. Cllr Evans proposes the address stay as the Clerk's and Cllr Adams seconds this. Cllr Buckmaster registers his opposition. Cllr Griffiths in favour, Cllr Treherne and Eardley are in favour subject to a written statement from the Clerk to Cllr Buckmaster revoking the previous no contact letter. The Clerk will provide a statement entitling Cllr Buckmaster to contact her by post or email.
- i) **Position of Caretaker.** Cllr Buckmaster says he has not had enough information on this subject to decide whether he should declare an interest. Cllr Griffiths explains the hall is financially worse off after losing bookings from St Florence and Creselly Cricket Club. The cost of maintaining the hall is rising but the work the caretaker does is commendable. A monthly total of income from the hall will be requested from the booking clerk to get a clearer picture. Cllr Buckmaster declares an interest and states that he has a letter from the auditors regarding PAYE, Cllr Eardley says the caretaker's position has always been one of self employment. It is decided to carry the matter over for the next meeting when Cllr Buckmaster can produce the letter. The matter will be Contracts for Employment.

- j) **Maintenance of Playing Field Tenders.** The Clerk informs the council two tenders were received, the first quoting £13,050.00 and the second £1,950.00 the quotes were discussed and Cllr Eardley proposed to accept the lower quote this was seconded by Cllr Evans all councillors were in favour. Cllr Buckmaster requested it be noted that in the same meeting the council proposed to maintain a playing field where Cricket will not be played and to get rid of the caretaker. Cllr Griffiths states it was never an option to get rid of the caretaker. Cllr Eardley advises that the decision to maintain the playing field was made at the last meeting and is clearly noted in the minutes of last month's meeting.

5. **Finances.**

- a) The bank balances are read out from the most recent statements, there is not an updated statement for the Community Account due to the delay in post because of the Bank Holidays.

Village Hall Account 14/03/2013 £3097.96

The Clerk advises that herself and Cllr Eardley have set up TAS accounts and have begun to input data from April 2012, this is ongoing. Cllr Buckmaster informs the council that Open Books would be more appropriate, Cllr Eardley disagrees as TAS is a very informative package which will suit the council. Cllr Buckmaster requests it be noted that Open Books would be more appropriate.

b) **Invoices Payable.**

Tenby Observer Advert for tender	£84.00
Clerks Expenses	£13.04
Caretaker	£327.50

Councillor Buckmaster declares an interest. Payment is proposed by Cllr Evans and Seconded by Cllr Treherne all councillors in favour and invoices are passed for payment. The Clerk writes the cheques and passes to signatories.

6. **Planning.**

12/1161/PA Erection of 34 CCTV static cameras to include infrared motion detectors and the erection of an ancillary building Jordanston Farm. The council discussed the application and concurred the site was unmanned so it was sensible to have security, as long as it did not breach any privacy. No Objections

7. County Councillor Report.

- County Councillor Kidney apologises again to Mr D Hughes of West View for the lack of communication detailed earlier.
- The parking situation at Ridgeway View was reviewed by the surveyor and there is possibility of a drop kerb.
- Shrubbery in the village is too be viewed by Glenville Codd at his next visit.

Cllr Griffiths asks County Cllr Kidney to look again at the give way sign at the junction of Parsonage Farm Inn as some motorists are still not complying with it.

8. Correspondence.

- **Letter from Mr T Roberts regarding a letter he was expecting from the council.** The clerk explains that after seeking advice from the Monitoring Officer at PCC she had been advised the council had no powers to write to Mr Roberts regarding comments from a member of the public and it was a civil matter. The clerk will inform Mr Roberts of this in writing.
- **Complaint Regarding Clerk and Council from Sian Hughes.** This letter is one of the three mentioned earlier which will be acted upon once the working party has concluded its review.
- **Query Regarding grass cutting at Parklands from Mr D Edwards.** The council asked the Clerk to write to the owner of the land asking for an estimated date for cutting.
- **One Voice Wales Membership.** This will be reviewed by the working party.
- **Paul Satori Foundation request for funds.** Filed for future reference.
- **Pembrokeshire County Council Questionnaire on electronic engagement.** The clerk informs the council that the questionnaire covers the use of internet and electronic engagement by the council. She will return the questionnaire and attend a meeting of Clerks to discuss this at the end of the month.
- **Play For Wales Spring 2013 Issue.**

The Meeting closed at 9.10pm

9. Next Meeting Thursday 2nd May 2013 St Florence Village Hall 7.30PM

PLEASE NOTE THE CHANGE OF DATE

Clerk: Mrs S Morgan
5 Hop Gardens Road
Sageston

Tenby
Pembs
SA70 8SF

stflorencecommunitycouncil@hotmail.co.uk