

St Florence Community Council

Minutes of the Community Council Meeting held on Thursday 02 May 2013 7.30pm, St Florence Village Hall.

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

Apologies: None

1. Public Participation (limited to 15 minutes)

- Mr Hancock informed Council that the new sign advertising a local hotel at Minerton Cross was causing an obstruction and it was difficult to see the road clearly when turning.
- Mr Morgan commented on grass cutting. He was informed that Mr Adams is not carrying out this contract anymore
- Dog fouling in the village plus inconsiderate parking of cars in several locations that could cause a hazard to pedestrians were mentioned. Mrs Hancock added that it was sometimes difficult to enter/leave Flemish Close due to vehicles parking too near to the junction. The Clerk is to contact the local police for clarification on what is acceptable.

2. Minutes of the Previous Meeting held on 05 March 2013

The following amendments were noted:

- If members are invited to they can speak by the Chair
- Items can be added to the Agenda by any Councillor
- Once the Standing Orders are right, everything will fall into place. If put to the vote the Chair would be happy.
- Abstains should be noted not objected
- Film Licence. Film night on hold pending the implementation of new financial controls.
- e) Internet banking Implications for Community Councils. Cllr Buckmaster did not abstain as he brought it up.
- g) Maintenance of Playing field to County Cricket standard now that the cricket Club had decided not to play this season. Cllr Buckmaster objected not abstained
- h) Brought to attention that the absence of a councillor who had tabled an item must not prohibit the items discussion as this would lead to unacceptable delays in dealing with council work.
- 8) Hwyl Dda consultation on the closure of Tenby MIU - brief verbal report provided by Cllr Buckmaster following his attendance at the Extraordinary meeting of the Board in Carmarthen
- 9) Publishing of unapproved minutes - Laurence Harding Pembrokeshire County Council Monitoring Officer stated if published without permission – illegal. Go forward when true and accurate (signed)

Minutes of the Previous Meeting held on 02 April 2013

The following amendments were noted:

- The Clerk was going to investigate cheques paid to Excel & BDO 2009/2010; what is happening?
- Despite unfounded rumours, Cllr. Buckmaster has not accused anyone of anything, including theft.
- In April 2011 BDO advised Council to adopt Practitioner Guide 2011. Cllr. Eardley informs Cllr Buckmaster the Council is not working to that guide and that the standing orders are being reviewed, changes will be adopted through a vote.

- While the Council had been directed by BDO to adopt Practitioners Guide 2011, the Standing Orders have not yet been changed to reflect that.
 - Minutes of Previous meeting – Cllr Buckmaster objected to their accuracy, he had not abstained.
 - Contacts for the Clerk – the use of an email address that was not recognised explained why Cllr Buckmaster did not receive previous month's minutes either.
- a) Previous minutes state that DBS(formerly CRB) checks are NOT role specific - DBS Checks are role specific
 - h) Contacts for the Clerk - Cllr. Buckmaster questioned whether there had been an abuse of office by the Chair as the minutes gave an unbalanced view and also asked the threatening behaviour of Clerk's husband be minuted as it made it impossible for a member of the electorate to deliver correspondence to that address without fear of threat, therefore the address needed to be changed. Cllr. Buckmaster's opinion on using the Clerk's address was noted but a vote was taken and continuing to use the Clerk's address voted for.
- Publishing of illegal minutes - Cllr Buckmaster requested a formal apology be published in the local press. 3 voted against apology 2 voted for an apology. No printed apology will be issued.

Notes of the Autograss meeting held on 20 March 2013

Signed as a true and accurate record. Proposed by Cllr Eardley. Seconded by Cllr Griffiths. All in favour.

3. Declarations of Interests: Nothing to declare

4. Matters Arising

a) Ground rules for Community Council Meetings

b) Adopting Best Practice and the Practitioners Guide 2011

Items a and b will be dealt with by the sub-committee that has been formed to review the standing orders of the community council. The results will then be voted on by the whole council. This will be broken down into manageable tasks. The first of these is the pressing matter of reviewing the Complaints and Compliments procedure which will then be discussed and voted on for adoption.

c) **PALC Membership.** As PALC have been very supportive in the past, it was decided to become a member of this local organisation. Cllr. Buckmaster proposed. Cllr. Treherne seconded. All in favour.

d) **Emergency Contingency Plan** The Planning Officer is to attend prior to the June meeting at 7pm. It was requested that the fire and police service also be invited by the clerk. Cllr Buckmaster suggests we adopt County's plan. Cllr Griffiths answered that he had spoke with the County Council who suggest we use a local one.

e) **Resignation of Councillor** Cllr. Morgan, informed the council that the last few meetings had been more destructive than constructive which has led him to hand in a letter of resignation to take immediate effect. Councillors wished him every success in his retirement and the Chair thanked him for his service to the Council. The Clerk stated that she had already advised the local returning officer in order that the process to elect a replacement councillor can begin. Cllr Buckmaster proposed. Cllr. Evans seconded. All in favour

f) **Contracts of Employment** The Clerk is not currently on PAYE. HMRC to be approached re: PAYE exemption. Roles such as Booking Clerk, Caretaker, Field Cutters, etc., are taken on as a self-employed basis. All Council Officers are required to be employed on a PAYE basis. Sub-contractors pay their own NI and are taxed on a self assessment basis. Historically the caretaker has been sub-contracted. A paragraph from HMRC extracted from the BDO letter sent to DE and DG in 2011 was produced by Cllr. Buckmaster. Cllr Evans proposed that the caretaker and booking clerk be employed

on a sub contracted basis as long as we can afford to pay them. Clerk to contact the Pembrokeshire County Council monitoring officer Laurence Harding for guidance. HMRC states that all officer holders must be subject to PAYE. Are the booking clerk and caretaker officer holders? All future employment contracts and tenders to be written and filed proposed by Cllr. Eardley. Put to vote after clarification who becomes a council officer. There may be an outstanding tax liability

g) Update on Police Investigation into Finances The matter was raised for attention in Oct 2011. The missing account was found. With regards to the missing £400 cash – there is a continuing investigation and a number of Councillors have been interviewed.

h) Grubbing out of hedge at Ladylands, Copybush Lane Mr Birch spoke to Cllr Buckmaster. Mr Hughes had removed hedge bank and was replacing with a new fence and hedges. Mrs Baker from Old Copybush was pleased about it as it improved access.

i) PRS Music licence To be renewed Cllr. Buckmaster asked we review the requirements with the Booking Clerk. Proposed Cllr. Treherne. Seconded Cllr Griffiths. All in favour.

j) Update on West View Stop traffic with signs marked on road to send lorries to other side of road. John Sutton said this would push lorries to left. Mr. Hughes says lorries will ignore marks on road. They watch the Flemish chimney wall not his house. Mr. Hughes says he has been waiting 3 years and heard nothing. Cllr Eardley asks Cllr. Kidney to go back and discuss the issue with Pembrokeshire County Council. Cllr Buckmaster requests the issue is reported within a given date to work to be provided. County Cllr Kidney gives a timeline for when we can expect things to happen. Proposed Cllr. Buckmaster. Seconded Cllr. Treherne. All in favour.

5. Finance

Cllr Buckmaster requests Bank Reconciliations.

Bank balances date from early in month – Councillor Adams proposes change statement date to end of month.

Bank balances- 15th April Community Council account £5313.25

12th April Village Hall account £3383.96

Cheques not to be removed from cheque book

Cllr Treherne proposed. Cllr. Evans seconded. All in favour.

Cllr Eardley proposed separate cash books and bank reconciliations for Village Hall and Community Council so we can see what we are spending on. Seconded Cllr Treherne. All in favour.

6. Planning

Drop all planning to be circulated before the meeting.

Councillor Philips as a local business declared an interest, Cllr. Buckmaster and Cllr. Eardley (Heatherton). Cllr. Griffiths (Longstone).

Heatherton Accommodation and new Activities Cllr Buckmaster leaves the room. The chair was handed to Councillor Griffiths No objections last time – June 2012. Councillor Evans stated that her main issues were the flooding on Devonshire Drive which has still to be resolved plus the detrimental impact on other self catering accommodation. Reply proposed by Cllr. Evans. Seconded. Cllr. Treherne

Longstone Development - The Application previously discussed has already been approved therefore no further comments from the Council.

Councillor Adams leaves meeting at 9.15pm

The chair is handed back Cllr. Eardley and Cllr.Buckmaster returns.

7. County Councillors Report

Councillor Kidney comments on the feedback on the state of the road which was patched due to spending restraints it was patched again.

Ridgeway View. The road is not adopted – classified as a private residential road. With regards to the road narrowing solutions, only 1 resident is prepared to pay.

Hannah PCSO warned of bogus calls on residents. PCSO will visit at risk residents.

Notices to be put on notice boards re calls.

Cllr. Kidney to look into the matter of the proposed closure of St Florence public convenience.

8. Correspondence

Food Standards Agency- Invs Rating 3 Hygiene sticker

Public Protection Department- Clerk to send email address

HMRC -PAYE

Website – A content management system is required the clerk is to contact Laurence Harding to see if a CSS template exists. Prop Cllr Eardley. Seconded Cllr. Treherne. All in favour.

Other Business

The Chair requested that a list of the Community Councillors together with contact details be posted on both notice boards to enable members of the St Florence electorate to contact us with any issues that could then be put on the agenda for the next meeting. All Councillors present were in favour and agreed for the Clerk to post the following details.

Kath – email

Sue – email

Bruce – email and telephone number

Del – address and telephone number

Alan Eardley. - email/address and telephone number

Dave – email/address and telephone number

Alan Adams. - to be confirmed

Meeting Closed at 9.26pm

Next Council meeting Tuesday 4th June 7.30pm