

**ST FLORENCE COMMUNITY COUNCIL**

St Florence Community Council Meeting  
held at the Village Hall, St Florence at  
**7.30pm on Tuesday 05 April 2016**

Present: Councillors Buckmaster (Chair); D. Evans; R Hughes and S. Hughes  
Also Present: C Clemson (Clerk), County Councillor P Kidney.

**16/04/01 Public Participation (Limited to 15 minutes)**

- No members of the public present

**16/04/02 Apologies**

- Received from Councillors Eardley and Randles.

**16/04/03 Declarations of Interest**

- None received

**16/04/04 Signing of Minutes of Last Meeting held 01 March 2016**

- The minutes of the last meeting held 01 March 2016 were signed as a true and accurate record with no amendments by the Chairperson, Councillor Buckmaster. Proposed R. Hughes. Seconded S. Hughes. All in Favour.

**16/04/05 Matters Arising**

**A St Florence in Bloom**

- Several residents have expressed an interest in helping. Councillor R Hughes proposed that purchasing a quantity of daffodil bulbs to plant in the hedgerow would be a welcome site as you enter the village. All Councillors agreed. These will need to be purchased and planted in the early Autumn. Seconded D. Evans. It was suggested that local sponsorship be found for the bulbs and Councillor R. Hughes will take the lead on this. Councillor Evans mentioned that she had received a telephone call regarding signage from local businesses that could be better displayed and perhaps this is something that could perhaps be addressed.

**B Cleaner**

- Post of cleaner has now been filled for 2 hours per week and this cleaning will be undertaken on a Sunday afternoon. In addition the cleaner will be asked to clean the disabled toilet in the bottom of the hall. All in Favour.

**C Dyfed Alarms**

- The contract with Dyfed Alarms has lapsed and needs renewing and that a new camera be installed to cover the car park. Proposed, Cllr R. Hughes. Seconded, Cllr S Hughes. All in Favour. The Clerk will contact Dyfed Alarms and request further information.

**D Replacement Cooker**

- In order to avoid any further delay in resolving this long outstanding item Cllr Buckmaster proposed that the procurement of the new cooker needed to be championed by a working group. After some discussion it was agreed that he and Councillor R Hughes lead on the purchase of the cooker and arrange its installation without further delay. Councillor R Hughes had researched the costs amounting to approximately £800 plus VAT for the cooker itself. Additional costs include pipework, propane bottles with automatic changeover valve, concrete plinth, lockable galvanised cage and some reorganising of the kitchen layout. A local gas safe plumber will be contacted. All councillors were in agreement that the range will be sited where the fridge and freezer are currently positioned.

Seconded D. Evans. All in Favour.

E Village Hall Missing Items

- All missing items have now been returned.

F Letter Box

- Cllr S Hughes confirmed that the Village Hall address had been registered with the County Council and post office and that the postcode had been confirmed as SA70 8LP. All correspondence can now be changed to this address. As an interim measure Cllr Buckmaster has an external letter box that can be sited under the CCTV camera until a permanent one is installed.

**16/04/06 Planning Applications/Notification**

- A 15/1274/PA Replacement of Dwelling, Quarry Cottage
- County Cllr Kidney, at PCC request, visited the owner and the reason for the replacement dwelling is because the current footings will not sustain the proposed extension. Also, if bats return to the existing dwelling before the end of May any work will not be able to be carried out until the end of September. Following a discussion councillors proposed not to comment on this application.
- B 15/1225/PN Prior notification of demolition of shed, Quarry Cottage
- The demolition of the shed has now taken place.
- C 15/1210/TF Tree Felling, Elm Grove Country House
- No objections
- D 15/1185/PA Proposed lounge extension, Bumblebee Cottage
- No objections

**16/04/07 Village & Village Hall Matters**

- The centre of the Wales in Bloom signage at the Flemish Chimney has been damaged in the recent windy weather. A local builder will be asked to look at same. The wooden door has also been damaged on the notice board by the shop. A new hinge has been purchased and Mike from the shop had kindly offered to fix. Some funding will be investigated to replace the notice board at Ridgeway View. There has also been some graffiti on the garage at the Village Hall. Cllr Buckmaster will cover this with paint. Cllr Buckmaster informed the meeting that the disabled entrance door at the bottom of the hall had now been planed to prevent it jamming.

**16/04/08 Correspondence Received**

- Grant Thornton, New External Auditors – requesting a copy of letter formally appointing internal auditor. Given previous poor record keeping Councillors were unsure whether any formal letter of appointment had been sent. This will now be drafted.
- Auditors have also requested that budget against actual spend is evidenced throughout the year. This action will therefore be added to the year planner as a quarterly standing item. This will also cover points 1, 2 and 3 on the letter from the auditor.
- St Florence Cricket Club – Offering to cut the grass on the Sports Field at the same rate as last year (£1950 to be split into seven monthly payments of £278.57 for months April to October). Proposed Councillor D Evans. Second Councillor S Hughes
- Vicar of St Florence – regarding the offer to plant trees in the churchyard and funding. Original letter passed to Councillor S Hughes who will draft a response clarifying the position.
- Clerk's resignation. The chairperson thanked the clerk for her contribution and wished her well in the future. To ensure continuity, it was agreed to take up the clerk's kind offer of completing the Annual Return before she leaves.



**16/04/09      Accounts & Finances**

- A      Bank Reconciliations
- B      Invoices for Payment
  - Add from cheque stubs, etc.,
- C      External Auditors
  - Already Discussed under Correspondence Received.
- D      Petty Cash System
  - A float of £50 is to be held by the Booking Clerk to cover village hall sundry expenses. A petty cash book will be purchased. Proposed Cllr D Evans. Seconded Cllr Buckmaster.

**16/04/10      County Councillors Report**

- Phone calls re toilet demolition and the pathway. Councillor Kidney clarified that it is only the pathway to the toilet that will be removed and not the footpath that runs alongside the Ritec.
- Claire Jones, County Council Monitoring Officer will provide a training seminar on Code of Conduct at Jameston Hall on 4<sup>th</sup> July at 6.00pm. St Florence Councillors are invited to attend.
- As yet there is no outcome on the Ridgeway traveller site.

**16/04/11      Items submitted by Councillors**

- Redundant Cricket nets. This will be an agenda item for the next meeting. In the interim Cllr Buckmaster will contact Jonathan Edwards from the Cricket Club and discuss same.
- Councillor Evans asked if she could contact the school and ask if they will be interested in Wales in Bloom. Other businesses will also be approached to see if they would like to take part.
- The position of clerk will be posted online and also circulated to Pembrokeshire County Council for dissemination

**16/04/12      Items for Year Planner**

- Items from External Auditors.

**16/04/13      Date of Next Meeting – Tuesday 03 May 2016**

**Meeting Closed at 21.25hrs**

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**Carol Clemson**

Clerk to St Florence Community Council

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