

**St Florence Community Council
Minutes of the Meeting held
Tuesday 12 November 2013
St Florence Village Hall
7.30pm**

Present:

Cllr A Eardley (Chair); Cllr B Buckmaster; Cllr D Evans; Cllr S Hughes;

Also Present:

County Cllr P Kidney;

Observers:

Members of the Public - Mr G Davies; Mr D Hughes; Mr J Edwards

Apologies:

Cllr K Treherne

13/11/29 Public Participation

Nothing Received

13/11/30 Declarations of Interest

Cllr Buckmaster – Agenda Items 4.3 Replacement Cooker; 4.4 Replacement Chairs; 8 Village Hall Maintenance.

13/11/31 Minutes of the Previous Meeting

A Amendments

13/10/20 – Cllr Buckmaster answered that in his opinion it should be investigated internally
The minutes of the previous meeting held on 01 October 2013 were subsequently approved and signed by the Chairman. **Proposed Cllr Hughes; Seconded Cllr Buckmaster.**

13/11/32 Matters Arising

A Public Toilet Provision

A meeting has been arranged with Pembrokeshire County Council to discuss further the possible siting of the Public Toilets at the Village Hall. This will take place on Tuesday 19 November, 7.30pm, St Florence Village Hall. **In Hand**

B Grass and Verge Maintenance Tender

Cllrs Buckmaster and Hughes agreed to photograph all areas of the village to be included in the Tender. The Clerk will email an electronic map of the Village to the two councillors involved. **In Hand**

C Replacement Cooker

Cllr Buckmaster left the meeting.

The WI have asked if it is appropriate to spend £1,000 of public money on a new cooker when they feel the current cooker is sufficient. A discussion took place and it was noted that on several occasions throughout the year extra hobs are definitely needed. It was also felt that some people may be dissuaded from booking the Hall due to the lack of adequate cooking facilities. Cllr Hughes agreed to look again at costings – bearing in mind that £160 has already been donated from The Sun towards the cost - and report back next month. **In Hand**

D Replacement Chairs

A brochure giving prices on replacement chairs was circulated to Councillors. It was decided that any new chairs should match existing patterns. The Clerk will contact the previous suppliers for prices. **In Hand**

It was agreed to sell the 10 unwanted chairs at a cost of £100. The Clerk will contact the interested party concerned and arrange same. **Proposed Cllr Evans; Seconded Cllr Hughes. All in Favour.**

Completed

Cllr Buckmaster returned to the meeting

E Removal of Hedge at Longstone

The Clerk has received no response from the Planning Enforcement Team. Cllr Evans added that she had studied the plans once again and noted that the hedge should be replaced. **Completed**

F Insurance Queries

The Clerk confirmed that the Duck Race which is held annually within the village is covered by our current insurance. A letter has been received from Mr. Richard Bakewell who runs the Karate Club from the Village Hall. His comments have been noted in relation to the unpleasant odour that is currently being omitted from the carpet. This has only been apparent since the carpets have been cleaned following a break-in some 12 months ago and it is thought that they have not dried out properly. The Clerk contacted the Insurers but they are unwilling to consider replacing the carpet due to the time lapse. She will contact the Insurers and inform that the Council is unhappy over this decision. A replacement carpet will cost approximately £2,000. She will obtain an estimate for a wooden floor for comparison.

It was also noted that Public Liability Insurance must be displayed in the Hall and that a phone be made available for emergency calls. Although a phone line together with BT Broadband will be available in the Village Hall from midnight on 13 November 2013 it was suggested that a pay as you go mobile phone be purchased for this use to keep costs down. **In Hand**

G Restoration of War Memorial

The Clerk has submitted a Grant Pre-application Form to the War Memorial Trust in London. They have requested good quality colour photographs of the Memorial before consideration can be given. The Clerk will supply same. **In Hand**

13/11/33 Planning

13/0655/PA Single Storey Extension & Detached Garage, Barn West, Old Farm House, Gumfreston. No Objections. **Completed**

13/11/34 Website Update

A one-off £500 grant is available for Website development via Pembrokeshire County Council or improvement to existing websites – subject to certain criteria. The Clerk will attend a meeting on 20 November at County Hall, Haverfordwest, to obtain further information.

The minutes of meetings, in the interim, will be forwarded to Mrs Amanda Davies and uploaded on the Village Association Website. **Proposed Cllr Hughes; Seconded Cllr Evans. All in Favour. In Hand**

13/11/35 Christmas Arrangements

It was agreed to meet at the Village Hall at 2pm on Sunday 01 December 2013 to decorate the Hall ready for Christmas. All available Councillors to attend. **Completed**

13/11/36 Village Hall Maintenance

Cllr Buckmaster left the meeting

An advertisement will be placed in the Tenby Observer advertising the vacancy for Caretaker, 5 hours per week at £7.50 per hour. The Tenders for Loft Insulation and also internal and external painting will be advertised at the same time.

A local company has been approached to carry out the repair to the leaking the roof. They will not repair the ceiling in the meeting room. Another local company has been suggested to carry out same. **In Hand**

Cllr Buckmaster returned to the meeting

13/11/37 Correspondence Received

Pembrokeshire County Council:

Clerks Forum – Community Council Websites. Clerk to attend

Eplanning – The Clerk will ask if both Eplanning and hard copies can be obtained.

Other:

Society of Local Council Clerks Membership. It was agreed that the Council would cover 50% of the cost of the Clerk's membership to the SLCC. **Proposed Cllr Buckmaster; Seconded Cllr Hughes.**

The Clerk will investigate the cost of the Council joining One Voice Wales. She will also contact PALC and express the Council's concern over lack of correspondence received.

13/11/38 Accounts and Finance

A Following the Clerk completing a bank reconciliation, it was found that a figure of £1,161.10 had been credited twice to the Community Council Account. The Clerk will advise the Bank of this mistake.

The Chair will ask the Bank to change the date of when Bank Statements are received to the end of each month.

It was agreed to pay the following invoices:

B Village Hall Account:

£40.00	100180	A Brace – Window Cleaning
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C Community Council Account:

£672.00	101346	Chris Viggars – Village Maintenance October
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£352.92	101347	Carol Clemson, Clerk, October Salary
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£25.17	101348	Carol Clemson, Expenses
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£17.00	101349	Royal British Legion Poppy Appeal – Wreath
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£278.58	101350	St Florence Cricket Club – October Field Cut
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D BDO

Correspondence is still ongoing between the Council and the BDO with regards to the 2012 and 2013 Return. There are several issues that still need to be addressed. The Chair will forward a response via email to this effect.

The Clerk will also arrange to meet with the internal auditor as soon as possible to discuss same.

Following a discussion between Cllr Buckmaster and Cllr Evans, Cllr Buckmaster requested that it be minuted that the previous financial inconsistencies still under investigation are unrelated to him or any new members of the Community Council.

13/11/39 County Councillors Report

County Councillor Kidney confirmed that the pavement between The Parsonage and Parklands is owned by the Council and that he will ask them to address the uneven surface. He will also contact the County Councils tree surveyor and ask that he provide a report on the village trees.

13/11/40 Items Submitted by Councillors

A Cllr Evans

- Requested that the chair confirm Agenda items with the Clerk before being circulated.

B Cllr Buckmaster

- Practitioners Guide. As all Councillors now have copy of this guide, he reiterated how important it is that this be followed.
- Requested that Agenda items be more specific to the point raised.
- Training Course for Clerk. Once Voice Wales are offering a distance learning course for new Clerks at a cost of £99. He asked that the Clerk consider signing up for this course and that the Council would cover 50% of the cost.
- Event Licensing. Following a recent meeting with Pembrokeshire County Council it became apparent that this needs to be updated. It was agreed that the Clerk will complete the paperwork. **Proposed Cllr Hughes; Seconded Cllr Eardley; Abstained Cllr Buckmaster**

13/11/41 Date of Next Meeting

This will take place on Tuesday 03 December, St Florence Village Hall, 7.30pm.

Meeting closed: 9.45pm