

**St Florence Community Council
Minutes of the Meeting held
Tuesday 03 December 2013
St Florence Village Hall
7.30pm**

Present:

Cllr A Eardley (Chairperson), Cllr B Buckmaster, Cllr D Evans, Cllr S Hughes, Cllr K Treherne

Also Present:

County Cllr P Kidney

(Members of the Public) Mr G Davies, Mr C Evans, Mr R Hughes.

Apologies:

None received

13/12/41

Public Participation (Limited to 15 minutes)

Mr Evans voiced his concern that purchasing a new range cooker in the Village Hall Kitchen costing up to £1000 was far too expensive when he felt the current facilities were adequate. The Chair explained that on several occasions throughout the year extra cooking equipment had to be loaned to cope with the volume of people in the Hall. He also assured him that the Council would not be spending £1000 and the issue would be covered later in the meeting.

Mr Evans also commented that in his opinion, St Florence villagers should have sole use of the village hall. Cllr Hughes answered that renting the hall generates a significant amount of money from local people, some of which do not live in the village. If only villagers were allowed to rent the hall then extra money would have to be added to the precept to cover the shortfall.

13/12/42

Declarations of Interest

None received

13/12/43

Minutes of the previous meeting

The bank balances had been omitted from the minutes. These were added by freehand and the Chair then signed as a true record. **Proposed Cllr Evans. Seconded Cllr Hughes. All in Favour.**

13/12/44

Matters Arising

A Toilet Provision

Following a meeting with the County Council reporting that it would be too expensive to change one of the storerooms at the Hall into public toilet provision, it was reluctantly agreed to turn down the offer of the Community Council taking over

the running of the current toilets due to the extreme cost. **Proposed Cllr Treherne. Seconded Cllr Hughes. All in Favour.**

B Grass Cutting Contract

Cllr Buckmaster is continuing to photograph the areas that require attention.

Although it is proving difficult to establish in certain areas what is to be cut it is hoped that this will be completed by the next meeting.

Cllr Buckmaster also mentioned that two stone walls are also beginning to fall down, one at The Glebe and the other at Bumbles Corner. County Cllr Kidney will ask Highways to contact the landowners and politely request that they put right.

A discussion then took place regarding the lime tree near to the Parsonage and whether it should be kept as a hedge or left to grow back into a tree. It was concluded that expert advice should be sought. Cllr Buckmaster will forward the photographs/drawings to County Cllr Kidney who will pass these on to the County Council Surveyor for his opinion. He will also be asked to look at the height of the Leylandii at Elm View and one of the trees on the playing field to see if this needs to be felled.

C Replacement cooker

Following on from the discussion that took place within public participation, it was decided to purchase 2 freestanding electric hobs with 2 rings each suitable to use on the kitchen counters. Cllr Hughes will price these appliances and advise at the next meeting.

As Mr & Mrs Roberts from The Sun Inn had kindly donated £160 to the purchase of a range cooker, the Clerk will write to them informing them of the Councils' decision and ask if they would like their donation putting towards the hobs or be returned.

D Replacement Chairs

Cllr Buckmaster has received a quote for suitable stacking chairs from Ningbo's at a cost of £12.95 Each. It was agreed that 15 of these be purchased in a heather colour to match the existing chairs. **Proposed Cllr Treherne. Seconded Cllr Hughes. All in Favour**

E Insurance Queries

Rainbow International visited the Hall recently to try and establish the reason for the musty smell omitting from the carpet. As the hall was in use on the day of their visit an alternative date is to be arranged with the Clerk.

F Annual Insurance

As the Village Association are also included on the Community Council's Annual Insurance policy, which covers them against public liability, including the Duck Race, Fireworks evening and storing of their equipment in the Hall, the Clerk was asked to contact the Chair of the Village Association and ask them to consider covering a percentage of the cost – currently £1200 per annum. **Proposed Cllr Eardley. Seconded Cllr Treherne. All in Favour.**

G Wall Memorial Restoration

No further news received. To be carried forward.

H Provision of Caretaker

Before the meeting began, Councillors Eardley, Evans, Hughes and Treherne discussed the role of caretaker. As Cllr Buckmaster was not present during this discussion, and the provision of caretaker had been omitted from the Agenda, it was agreed to carry this forward to next months meeting.

13/12/45

Planning

13/0611/PA Demolition of existing single garage, erection of new garage, garden room plus alterations to porch – Birch Grove, Eastern Lane, St Florence. **Permission granted**

13/0655/PA Single storey extension and detached garage outbuilding – Barn West, Old Farm House, Gumfreston. **Permission granted.**

13/12/46

Website

Ongoing. To be carried forward

13/12/47

Village Association Christmas Newsletter

Cllrs names and email addresses only will be included in the Christmas newsletter.

13/12/48

Village Hall Maintenance Redecorating contract

It was decided that Friday 13th December would be the closing date to receive tenders. Councillors will meet at the hall at 7pm on that evening to receive tenders.

13/12/49

Correspondence Received

A Pembrokeshire County Council

Food Hygiene Rating regarding new legislation in Wales coming into force making display of Food Hygiene Ratings mandatory. **No action required.**

Changes to waste and recycling collections over the Christmas and New Year period.

St Florence collections will not be effected. **No action required**

Council Tax Base – Financial Year 2014/15. **Agenda Item for next meeting**

B Other

Simon Hart MP. Surgeries to be held January to June 2014. **Display on Notice Board**

Play for Wales Issue 41 Winter 2013. Play news and briefing from the national charity for play. File. **No action required**

Wicksteed Playscapes brochure re fitness and lifestyle equipment. File. **No action required**

RoSPA Annual Play Area Inspections 2014 (via Email). As St Florence are not responsible for the play area in the village **No action required.**

13/12/50

Accounts and Finances (including 2014 Budget)

Bank reconciliation statements were handed to Councillors.

Balances to date:

Village Hall Account as per Cash Book dated 31 October 2013 - £4074.71

Community Council Account as per Cash Book dated 14 November - £11350.16

A discrepancy was found by the Clerk in that a transfer of £1,161.10 received from the dormant Youth Centre Account had been received twice. A cheque covering this amount is to be raised made payable to Barclays Bank.

It was agreed to pay the following Invoices:

Community Council Account

101351	£374.83	Carol Clemson, Clerk, November 2013 (C13/23)
101352	£54.00	SLCC – 50% membership for Clerk (C13/24)
101353	£156.00	Tenby Observer (Advert for Caretaker & Community Councillor vacancy) (C13/25)

Village Hall Account

100241	£250.00	Hazel Pickering, Booking Clerk, July to December 2013 (H13/17)
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Councillor Buckmaster informed the meeting that he has contacted 3 independent outsource payroll providers and asked that they provide quotes for their services, 2 of which have been received, 1 still in waiting. These companies will provide monthly payroll for all Community Council employees and ensure that correct tax is paid and issue annual P60s etc. Although this could be carried out in house by The Clerk, in light of previous financial irregularities, Cllr Buckmaster proposed that this be outsourced. **Proposed Cllr Buckmaster. Seconded Cllr Treherne. Cllr. Eardley abstained. All other Councillors in favour. Agenda item for next month.**

Following a lengthy discussion with regards to the 2014 budget, it was decided to hold a separate meeting to discuss same. This will take place on Tuesday 07 December, 7.30pm, St Florence Village Hall. Cllr Evans gave her apologies in advance. To help Councillors prepare for this meeting, the Clerk was asked to circulate the last 3 years' end of year accounts and also 3 Best Practice Guides that Cllr. Buckmaster had obtained from CPALC.

The usual monthly meeting will be held on Tuesday 14th December, 7.30pm, St Florence Village Hall.

13/12/51

BDO Return and relating issues.

The 2013 BDO Return has been completed by the Clerk and the internal auditor, Mr. Geoff Davies. This was presented to the Councillors present and signed by the Chair and Clerk, as Responsible Finance Officer. This will now be returned to the BDO Office.

An email has been received from the BDO recommending that Fidelity Insurance that is sufficient to cover the highest level of cash/bank balances held during the year, which is normally at the beginning of April after the first receipt of precept should be sought. The Clerk is to contact the Insurance Company and ask for quote on same.

13/12/52

Prejudicial Interests

Cllr Buckmaster commented that, in his opinion and due to the fact that relatives of Cllr Evans have carried out the Grass cutting contract in the past, Cllr Evans should declare an interest and leave the room whenever the grass cutting and verge maintenance contract be discussed. Cllr Evans answered that should her relative decide to tender for the 2014 contract, she will then declare an interest.

13/12/53

County Councillors Report

Councillor Kidney informed meeting that although no potholes were found in the surface of the footpath leading from Parklands to the Parsonage it has been swept and tidied.

Tenby MIU. It seems that the Hywel Dda Health Board will be closing this facility in the near future.

13/12/54

Items submitted by Councillors

Councillor Buckmaster: Has been approached and asked about street lights in the village. It appears that every other light may now be switched off from 6.30pm and they feel that this is unsafe for villagers. Councillor Kidney agreed to look further into this and report at the next meeting.

13/12/55

Date of Next Meeting

Tuesday 07 January 2014 – Budget Meeting

Tuesday 14 January 2014 - Monthly Meeting

Both 7.30pm, St Florence Village Hall.

Meeting closed at 21.45pm