

ST FLORENCE COMMUNITY COUNCIL

Meeting Minutes
St Florence Village Hall
Tuesday 04 March 2014

Public Participation (Limited to 15 minutes)

3 members present: B. Turrell; Mr D Hughes; plus anonymous

It was noted that the public footpath to the side of the new housing development is very muddy and requires clearing. Councillor Kidney will bring this to the attention of Highways Dept..

Becky Turrell, Sustainable Communities Project Officer, PLANED, updated Councillors on a website they are planning to host in conjunction with PAVS to support local Village Halls. Each Village Hall will be given it's own page from where they can promote bookings, etc. The Clerk is to liaise with Becky and provide the necessary information that PLANED require. Becky added she was happy that the Council would like to re-engage with PLANED and it would be a great opportunity to look at what has been achieved since their last action plan and look at the new priorities that had arisen.

Apologies

None received.

Declarations of Interest

None received.

Signing of Minutes of Last Meeting (held 04 February 2014)

No amendments were received. Signed as a true record by Cllr. Eardley, Chairperson.

Matters Arising

Grass & Verge Maintenance Tender: As the tenders had only been circulated the day before the meeting, Councillors felt they had insufficient time to look at them properly. It was agreed to reconvene on Tuesday 11 March. 7.30pm, St Florence Village Hall to discuss further.

Additional Cooking Facilities: It was suggested that a further domestic cooker be installed and Cllr R Hughes offered to price the cost of same. A fund raising event, such as a bingo night, was also suggested to help pay for this facility. It was also noted that Mr & Mrs Roberts from The Sun Inn had already donated some money for the purchase of same and that a further donation may be forthcoming.

Replacement Chairs: Glyn Edwards can supply stacking chairs in the same colourway presently used at a cost of £50 each. Following a short discussion it was decided to purchase 10 lower priced stacking chairs at a cost of £12.80 each plus delivery from Ningbo Manufacturing Ltd to assess their quality. The Clerk will ask for an exact cost and a cheque covering payment be provided at the next meeting.

Proposed Cllr Buckmaster, Seconded Cllr R Hughes. All in Favour.

Insurance Queries – Carpet/Village Association/Other

Carpet: The Clerk reported that she had received a letter from Rainbow International, Swansea, that the NFU Mutual Insurance had agreed that the Village Hall Carpet be re-cleaned and deodorised. This has been organised for 20 February 2014. Cllr R. Hughes commented that this could be an admission of liability and if the problem continues after cleaning, we should ask for money towards a new flooring. This will be acted upon if deemed necessary. In the interim, Cllr Eardley has received information from Granwood Flooring who have installed the floor covering in Jameston Village Hall. The Clerk has been asked to contact them for a quote.

The Village Hall Association are to make a decision with regards to contributing towards the annual insurance premium at their next meeting. This will take place on Monday 10 March.

Other Fidelity insurance cannot be covered under our present insurance. It will have to be a separate policy. The Clerk has the necessary paperwork to complete for quotes. It was agreed by Councillors that fidelity be set at £20,000. As the current annual insurance premium expires in June, the Clerk is to shop around for quotes and advise accordingly. The Clerk has added Business Insurance to cover equipment owned by the Community Council to her personal contents insurance. This was done at no extra cost to this years' policy.

Restoration of War Memorial

Cllr S Hughes and The Clerk resolved to take the photographs and forward to the War Memorial Trust before the end of March 2014.

Caretaker

Differing advice has been received as to whether the caretaker can work on a self-employed basis. It was decided to hold a staff meeting between The Clerk, Booking Clerk, Caretaker and Councillors on Tuesday 11 March at 8.30pm. The Clerk will bring along a copy of all contracts and job specifications. It was noted at this point that the exterior lights at the hall are still causing problems and complaints are being received.

Dog Fouling Bin Dispensers

The Clerk reported that these can be purchased for under £100. Cllr J Evans thought these would not be cost effective and could cause a litter problem. After a short discussion it was decided to display 'Dog Watch' notices on the village notice boards giving information to local residents on who to contact should they witness dog owners not picking up after their pet. The Clerk will also contact PLANED to see if they can assist in any way. County Councillor Kidney added that this was a problem across the whole of Pembrokeshire, and not specific to St Florence.

Planning Applications

None Received.

Website Provision Update

The Clerk and Cllr. Buckmaster have attended the training sessions recently ran by the County Council. Up to 5 Landscape photographs of the village are required by the Council for upload onto the website page. It was mentioned that there are numerous photo's of the village already stored in the hall and some of these may be

suitable. If any residents have suitable photographs these will also be gratefully received. The Clerk is still yet to contact Graham Hadlow and ask if he can help.

BDO Audit Update

As no correspondence has recently been received by the BDO, the Clerk will email for an update. She will also look at the BDO Audit Briefing and note any key dates with regards to the next audit.

Community Emergency Plan

Following the extreme weather recently experienced, a lengthy discussion took place on the Community Emergency Plan that had been written by a previous Councillor. Cllr J Evans had read through the plan and his only comments were if there happened to be a heavy snow fall we may need 4x4 vehicles, tractors, etc., to bring provisions into the village. If a major incident ever occurred then the emergency services and/or the County Council would take charge. However Cllr J Evans will put together a list of village organisations, such as the WI, who will work together and complement the work of the local emergency responders, before, during and after any such event. It was concluded not to take any further action on the current CEP.

Proposed Cllr S Hughes. Seconded Cllr Buckmaster.

Safety of Common land trees adjacent to Shady Nook

County Councillor Kidney was asked to contact the PCC tree surveyor and inform him that, after the recent storms, several trees in this area have been reported as dangerous by a village resident. It was also noted that someone has been felling trees without permission nor a felling licence and this was an offence. Cllr Kidney will also ask for information from the surveyor on the rights and responsibilities of trees on common land and also check if this woodland is in a conservation area.

Correspondence Received

PALC . The Community Council have noted the lack of information received from this organisation. Although the Clerk was asked to contact PALC and ask for reimbursement on the annual membership this is yet to be done. Cllr S Hughes offered to write the letter on behalf of the council.

A letter of resignation has been received from Cllr. Kath Treherne. The Clerk will contact Miss Treherne and thank her for her time on the Council and for being such a supportive councillor to the village.

One Voice Wales. The Clerk has received the necessary paperwork to become a member of this organisation and a 50% reduction for the first years subscription has been given.

Accounts & Finances

A bank reconciliation and items for payment was circulated to councillors present. Please see Appendix A.

The Clerk will contact Course Hill Fuel for an annual statement of account.

All necessary documentation has been forwarded to Harris Bassett with regards to PAYE and the Clerk awaits further information.

Several invoices have been received from Jewsons in respect of the ongoing maintenance/painting. It was suggested that some form of authorisation needs to be given by a council member to keep tabs on spend. A schedule will also need to be produced with regards to the interior/exterior painting work being undertaken by Gerald Hewitt.

The ceiling in the disabled area has recently collapsed due to a leaking water pipe to the shower cubicle. The Clerk contacted the insurance and all work, apart from a £250 excess, will be covered. Mr Hewitt contacted an emergency plumber and the area was made safe and remedial work undertaken. It was made clear that no future work should be undertaken at the hall without authorisation from the Council. The Clerk made note of this and will inform the painter and decorator of same.

Two further signatories are required for the accounts. It was agreed that Cllr. R Hughes and Cllr Buckmaster would become signatories. The Clerk will forward the necessary paperwork for this to be completed.

County Councillors Report.

The County Council have agreed to look at the road near to Lilac Cottage in respect of clearing the grass and the widening of same.

The street light has been fixed in the Parklands, although it was noted that a larger amp fuse had to be used which has made the light extra bright.

The cutting of the small grassed roundabout in The Parklands, which is mowed by Cllr J Evans, is the responsibility of the Community Council.

The drain next to the shop is considered to be too high and needs to be lowered.

However this is not a priority and it is not known when this will take place.

The flooding near to the new build site was not a problem on the day that the County Council visited. They will be asked to look at again after rainfall.

The potholes in Knapp Road have been temporarily filled.

Fly tipping has been reported outside the entrance to Elm Grove. A sign is to be erected warning of fly tipping and bollards to be installed.

Items submitted by Councillors

Cllr Buckmaster asked what has happened to the Kirby Vacuum Cleaner that had been purchased for Village Hall use a number of years ago. No-one could shed any light on its disappearance and the clerk is to look through the old minutes for any information.

Cllr Kidney was informed that another street light is not working near to 3 Parsons Green and that a tree has fallen across the Ritec Valley public footpath near to East Tarr Farm.

Date of Next Meeting

Interim meeting 11 March 2014, 7.30pm

Monthly Council meeting 01 APRIL 2014., 7.30pm