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# PUNCHESTON COMMUNITY COUNCIL

A meeting of Puncheston Community Council was held on Wednesday 26th April 2017 at Puncheston School at 8.0 p m.

Present were: - Mr Dewi Lewis (Chairman), Dr Peter Lilley, Mrs Anne Thomas, Mrs Alison Evans, Councillor Bob Kilmister Pembs CC and John Griffiths (Clerk).

1. Apologies

Apologies were received from Messrs Wyn Williams and Gareth Howells.

2. Minutes of the last meeting.

Copies of the minutes of the meeting held on Wednesday 29th March 2017 had been distributed to members. The minutes were agreed as being a true record and were signed.

## 3. Matters Arising from the Minutes.

(a) COMMUNITY COUNCIL ELECTIONS. The Clerk reported that he had taken all six nomination papers to County Hall and all were in order. He has checked the County Council website and there are no further nominations therefore there will be no election. Only one member present could confirm that he had received a letter from the Returning Officer confirming the receipt of his nomination papers. The Clerk to pursue this matter.

(b) CANTREF STONE NEAR GARNTWRNE. The Clerk reported that Pembs County Council , are now displayed at the Cantref Stone giving notice that the stone is to be removed.

(c) CLERK’S VACANCY. The Clerk reported that he had received two enquiries regarding the vacancy and one person has confirmed that he will be submitting an application for the post.

(d) PUNCHESTON GREEN. Members confirmed that they had inspected the green and they agreed that something needed to be done about the weeds growing in the stone chippings. It was agreed that Dewi Lewis would approach his son to see if he was prepared to spray the weeds with weed killer. It was also agreed that the Clerk should approach Mrs Janet Morris and her grandson Andrew to see if they would be prepared to maintain the two flower beds and also plant flowers which the Community Council would pay for.

4.Highway Matters.

(a) EDGE OF CARRIAGEWAY BREAKING UP. The Clerk reported that the edge of carriageway of the B4329 is breaking up between Poll Tax and Cornel Bach.

(b) POTHOLE. It was reported that there is a pothole in the highway at Yet-y-Rhug on the Little Newcastle to Letterston road.

 (a) and (b) to be reported to the Pembs County Council Service Line.

(c) DEPRESSION IN ROAD. Councillor Kilmister reported that there is a depression in the road opposite Tŷ’r Gôf, Puncheston. He has reported the matter to Area Maintenance, Pembs County Council who state that the matter is proper to Dŵr Cymru. The Clerk to take up the matter with Dŵr Cymru.

(d) COLLAPSED ROAD. Councillor Kilmister reported that part of the highway has collapsed near Slade on the Castlebythe to Morvil road. He has already reported this to Pembs County Council.

(e) JAPANESE KNOTWEED. It was reported that there are patches of Japanese Knotweed growing near Cross Fach, Puncheston, several patches on the Little Newcastle to Letterston road, also on the Little Newcastle to Trecwn road. It was agreed that the Clerk should check the highways in the Puncheston and Tufton areas and then report all the patches to Mr Neil McCarthy Pembs County Council for spraying.

5. Planning.

There were no items of planning.

6.Annual Accounts 2016/17 and Annual Audit.

(a) The Annual Accounts for 2016/17 had been prepared. The balance brought forward from 2015/16 was £1,593.15, Precept received £2,200.00, Wayleaves payment £201.01, total receipts being

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£3,994.16. Payments had included Clerk’s salary for twelve months £1,385.00, Clerk’s expenses for twelve months £28.43, Section 137 Donations £260.00, insurance £414.23, audit fee £186.00, hire of rooms £100.00 and other payments totalling£188.18. Total payments being £2,561.84. The balance carried forward to 2017/18 being £1,432.32, which agreed with the Community Account bank statement after taking into account the two uncleared cheques. The Chairman and Clerk signed the Accounts.

(b) The audit date has been set at 5th June 2017 with the records being made available to the electors from 4th May to 1st June 2017.

(c) The Annual Governance Statement was discussed and completed

(d) The Statement of Accounts had been completed to correspond with the Annual Accounts report and was approved. The Annual Return was then signed by the Clerk and Chairman.

(e) It was agreed that Mrs Sharon Wormleighton should continue to act as the internal auditor

7. Risk Assessment.

Members agreed that there was adequate insurance cover, with Fidelity Guarantee cover of up to £25,000. There must be two signatories to every cheque with all cheques being signed at Council meetings and the cheque stubs being initialled by the signatories. The Clerk does not sign cheques but holds the cheque books. The Internal Auditor is completely independent of the Community Council.

8. Applications for Financial Assistance.

All the requests received during the last twelve months for financial assistance as per Section 137 of the Local Government Act 1972 were considered, a total of eleven requests. It was proposed by Alison Evans, seconded by Dewi Lewis and agreed to make donations as follows, Cylch Meithrin Casmael £60.00, Wales Air Ambulance £60.00, Macmillan Cancer Support £30.00 and Paul Sartori Foundation £30.00.

9. Correspondence.

(a) PRECEPT. Remittance advice received from Pembs County Council confirming that the first instalment of precept of £734.00 had been paid into the Council’s bank account via BACS.

(b) WALES AUDIT OFFICE. Letter regarding Audit Fees and other matters relating to the 2015/16 audit, the information provided had already been received in the letters from the Wales Audit Office reported at the February meeting.

(c) PAUL SARTORI FOUNDATION. Invitation to attend the 35th Anniversary of the Paul Sartori Hospice at Home Service at St David & St Patrick Catholic Church, Haverfordwest on 18 April 2017.

(d) ONE VOICE WALES (OVW). It was proposed by Alison Evans, seconded by Peter Lilley and agreed to renew our membership of OVW on payment of £73.00. John Griffiths reported that he had attended the Pembrokeshire Area Committee at County Hall on 25th April 2017 and he gave a brief report. There were no motions for debate at the OVW 2017 AGM.

(e) The following were received for information: -

(i) Letter and poster from Eluned Morgan AM to ‘Get in Touch’.

(ii) Kidney Wales. Literature announcing the programme of Walking Forward for Wales 2017. Copies of this literature had been sent to Wyn Williams with the agenda.

(iii) WELSH GOVERNMENT. One copy of The Good Councillor’s Guide.

(iv) PLAY FOR WALES. Spring 2017 magazine.

(v) HAGS Catalogue.

(vi) WICKSTEED leaflet.

(vii) Telephone message from the Police for councillors to be vigilant for illegal raves.

10. Any Other Business.

(a) PUNCHESTON BUS SHELTER. Dewi Lewis brought a request from the Puncheston Recreation Committee. For the Community Council to pay for paint for the bus shelter, with members of the recreation committee volunteering to do the work. It was agreed that the recreation committee should proceed to purchase the paint and submit the invoices to the council.

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(b) OLD MINUTES AND OLD PAPERS. The Clerk produced examples of old minute books and old papers which he held and explained that these took up a lot of space and he did not want to have to hand these on to the new Clerk. He asked for permission to take these old records and deposit them in the Pembrokeshire Archives. It was proposed by Alison Evans, seconded by Anne Thomas and agreed that the Clerk take the old minute books and old papers to the Pembrokeshire Archives.

There being no further business the Chairman declared the meeting closed at 9.35 p m.

Date of next meeting agreed as Wednesday 31st May 2017 at Puncheston School. The Annual General Meeting will commence at 8.0 p m followed by the ordinary meeting.