**CYNGOR CYMUNED CILGERRAN COMMUNITY COUNCIL**

**MINUTES OF THE MEETING HELD ON MONDAY**

**22nd APRIL 2014**

Present: Cllr J Snowden, P Bottom, N Evans, J Wimhurst, L Williams, H Bellamy, P Jones, K Griffiths.

Apologies: Cllr J Davies, B Bird.

Absent: Cllr D Worth, T Thomas.

92 Minutes of the meeting held on 17th March 2014, proposed as correct by Cllr Bottom and seconded by Cllr Wimhurst.

**93 Matters Arising**

93.1 Village Warden Contract – In a written report, Cllr Davies reported that he had spoken to Emrys Llewellyn at Pembrokeshire County Council. He advised that any additional hours that are agreed upon, should be paid directly by the Community Council through the payroll system. Following a long discussion, Cllr Williams proposed that she and Cllr Evans work through the contract listing Richard’s duties and meet up with him to establish exactly what the additional duties and hours will be. Seconded by Cllr Bellamy and all in favour. Any additional duties that the school requests Richard to carry out should be settled by the school.

93.2 Equipment Inspection Report – The Clerk asked Cllr Bottom to provide an up to date list of the completed tasks from the annual inspection report so that she could report back to the County Council. The quotation for the mesh has not yet been received from CTP and the posts have not yet been painted, although the latch on the gate has been fixed. Cllr Snowden confirmed that he would chase this up.

Cllr Griffiths proposed that the Equipment Inspection Report become a standard agenda item in future, seconded by Cllr Snowden and all in favour.

93.3 Toilet Block – The Clerk reported that she had not yet received a quotation from Hefin Davies, the electrician. Cllr Williams proposed that the jobs be put to tender, seconded by Cllr Snowden and all in favour. Request for tenders to include an upgrade to the supply, installation of token meter box and rectification of the exposed cables will be sent to Hefin Davies, Matthew Penny and Rhydwyn Davies.

93.4 Revision of Standing Orders – Cllr Evans proposed that the amended Standing Orders be approved seconded by Cllr Bottom and all in favour subject to minor corrections. Cllr Griffiths suggested that policies referred to within the document should be verified. The Clerk will look into these policies.

93.5 Parc Y Pwmp Tree Planting – Cllr Thomas was not present at the meeting. Cllr Snowden confirmed that he would contact Cllr Thomas for an update.

93.6 Painting of Pump at Village Green – It was resolved that the Language and Heritage Committee be given permission to paint the old pump. Cllr Wimhurst confirmed that she would pass on the message.

93.7 Review Risk Assessment – It was agreed unanimously that the Clerk should send out a copy of the assessment to members before the next meeting for review and approval at the Annual Meeting.

93.8 Review Asset Register – It was agreed unanimously that the Clerk should send out a copy of the register to members before the next meeting for review and approval at the Annual Meeting.

93.9 Clerk’s Salary – The Clerk presented the Council with a list of hours worked to carry out extra duties in relation to the User Agreement and the new Website totalling 12 hours. Cllr Griffiths proposed that the Clerk be paid for the extra hours, seconded by Cllr Wimhurst and all in favour. Cllr Snowden and Cllr Jones will meet with the Clerk before the next meeting to look at the scale points and extra hours.

93.10 Renewal of Insurance – The Clerk presented a quotation received from Zurich Insurance company detailing the alternative premiums based on a one year, three and five year agreement. Cllr Griffiths asked what would happen if there was a claim. Members asked the Clerk to find out the terms and conditions and report back at the next meeting.

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**94 Correspondence**

94.1 St Llawddog’s Church – A letter was received requesting pledges of financial support over a three year period. Members discussed this in detail and decided unanimously that some support would be given and an amount would be decided at the next meeting. The Clerk will reply by letter.

94.2 Cllr Jones apologised and left the meeting early.

94.3 Pembrokeshire County Council Web Hosting Agreement was agreed unanimously and signed by the Chairman.

94.4 Wales Millenium Centre, Cardiff – request received from Fern George Associate Producer to attend meeting to discuss performance ‘In Light of Tom Mathias’. When a date has been agreed, the Clerk will invite members of the festive committee and the Language & Heritage committee to attend.

94.5 Letters of Complaint from Solva Community Council to Pembrokeshire County Council. Cllr Griffiths confirmed that there was an official investigation currently in progress. Councillors agreed that no additional action was needed. Seen and noted.

94.6 With regret a letter of resignation was received from Cllr Bird. Cllr Snowden expressed his appreciation for the work and time he had given to the community. The Clerk will send a letter of appreciation.

94.7 One Voice Wales – Pembrokeshire Area Committee Meeting. Seen and noted.

94.8 Rural Revitalization Conference Bristol on 26th June 2014 – details can be viewed on the website. Seen and noted.

94.9 Mid & West Wales Fire & Rescue Service – Annual Improvement Plan 2014/15 can be viewed on the website. Seen and noted.

94.10 The Big Lottery Fund – The People’s Million 2014 is open for applications of up to £50,000 for local community based projects.­ Cllr Bellamy proposed that the grant could be requested to fund a project for facilities at Parc y Dre.

94.11 Welsh Assembly Government – The Constitutional & Legislative Affairs Committee is consulting on its enquiry into making laws in the fourth assembly. See website. Seen and noted.

94.12 Pembrokeshire County Council – Guidance on Local Authority Trusts and Councillors appointed as Trustees can be obtained on the website. Seen and noted.

94.13 The Electoral Commission – European Parliamentary Elections across Wales on 22nd May 2014. Help needed to make people aware of the elections and to register for voting by 6th May 2014. Seen and noted.

94.14 Local Government –The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 is now in force. Seen and noted.

94.15 Guidance Local Government (Wales) Measure 2011 – Summary of consultation responses and guidance can be viewed on the website. Seen and noted.

**95 Development Control**

**Planning Applications.**

95.1 Brynawelon, Glanrhyd, Cardigan – Change of use to light industrial facility - 13/0923/PA. No objections.

**96 Finance.**

Balance as at close of meeting 17/3/2014 Current Account £8,338.22

Reserve Account £8,777.91

Total £17,116.13

**Payments**

96.1 Valeria Varney (March Salary) £186.98

96.2 SWALEC £39.77

96.3 Glenhurst Doors £2,130.86

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96.4 Pembs YFC – Donation £100.00

96.5 Archer Signs- CCTV £71.70

96.6 SLCC - Membership £76.00

96.7 OVW – Membership £192.00

Total £2,797.31

**Income**

96.8 MUGA Token £39.00

96.9 Bank Interest £1.08

Total £40.08

Balance as at close of meeting 22/4/2014 Current Account £5,579.91

Reserve Account £8,778.99

Total £14,358.90

96.10 The above payments were proposed as correct by Cllr Bottom and seconded by Cllr Wimhurst.

**97 County Councillor’s Report.**

97.1 Cllr Davies was not present at the meeting but sent the following written report.

97.2 It will be possible to provide some benches for Parc Y Pwmp after the summer.

97.3 Cllr Davies reported that he has spoken to the Trunk Road Agency, following the fatal accident that recently occurred at the Croft junction. There will be a site visit with the engineers to establish what can be done to improve road safety at Croft.

**98 Community Forum.**

98.1 Cllr Griffiths reported that the committee have set a task to establish exactly what each organisation within the community do, with the view of working together for the good of the community. Projects will also be planned with the help of PLANED.

98.2 Cllr Griffiths reported the Community Forum’s interest in the ‘cilgerran.info’ website with the possibility of resurrecting and adopting it in the future. Cllr Snowden asked members if they wish to continue sponsoring this domain name which is registered with him and due for renewal in November. Councillors were reminded that the site is on a server owned by Graham Jones of Ulike Systems who currently hosts it free of charge as a community service. Graham has also expressed an interest in acquiring the domain name. The matter will be brought forward to the next meeting.

**99 Any Other Business**

99.1 Cllr Griffiths asked if the Cilgerran Info website could be linked onto the Town & Community Council website.

99.2 Cllr Wimhurst confirmed the closure of Reids Linen Store and had asked the clerk to establish whether the building was listed. On checking with Pembrokeshire County Council, the Clerk confirmed that it was not a listed building.

The meeting closed at 9.50pm

Date of next meeting 19th May 2014

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairman

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk to Cilgerran Community Council

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