

**MINUTES OF A MEETING OF LLANSTADWELL COMMUNITY COUNCIL HELD ON
WEDNESDAY 14TH MARCH 2018 AT THE COMMUNITY HALL, HAZELBEACH AT 7.00PM.**

PRESENT: Cllr M Howells (Chair)
Cllr B Brown
Cllr B Evans
Cllr Mrs J Howell
Cllr Mrs H John
Cllr P Roberts
Cllr Mrs A Richards
Cllr Mrs J Wilson
Cllr G Wilson

APOLOGIES: None received.

The clerk was in attendance (Mrs J Clark)

026/18 **DECLARATIONS OF INTEREST**

None received.

027/18 **CHAIR'S ANNOUNCEMENTS**

- a) The chair announced that he had attended a meeting at Neyland Town Council in order to discuss the proposed new Burial Board Constitution.
- b) Cllr B Brown had attended a Planning Aid Wales training session in Tenby recently but indicated that he did not wish to attend another one.
- c) Cllr B Brown had also attended an engagement event in Carmarthen relating to the Review of Town and Community Councils. This had been a very well attended meeting and he had made notes to assist in the response to the four questions asked by the Review Panel.

028/18 **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Tuesday 13th February 2018 were proposed and seconded. They were agreed as a true record.

029/18 **MATTERS ARISING**

The following points were raised:

- a) A response had been received from the HDUHB and our comments will be fed into the decision process. A drop-in session had been arranged in Neyland rather than the requested second public meeting as they felt this was more effective at gauging public opinion.
- b) The clerk was asked to remind Darren Thomas about the costings for Quiet Lanes.
- c) The clerk was not able to find any information on grants and funding for public defibrillators and council agreed to make a donation of £50.00 to

09/18

Welsh Hearts as a contribution towards the training given on use of defibrillators.

- d) The clerk was asked to order two location signs for the defibrillator in Hazelbeach from the PCC Sign factory and to ask Dragon LNG if they would place a similar sign in Waterston.

030/18

BANK BALANCES AND ACCOUNTS UPDATE TO 28TH FEBRUARY 2018

The following documents were circulated:

- a) The Bank Acct Reconciliation Summary with a current account balance of £-572.52 and the clerk advised that she had transferred the sum of £1,000 from the saver account to the current account, the Saver Acct as £14,413.80 and the United Trust Acct of £10,135.74 as the investment had matured and interest had been added.
- b) Financial Statement – Cashbook showing income of £14,358.97 and expenditure of £ 12,958.60 (gross).
- c) The Financial Statement – Budget Comparison showing the budget, actual income and expenditure and the balance remaining under each budget heading.

It was agreed that the 10,135.74 be reinvested with the United Trust Bank for a further 12 months.

Due to the number of requests for a donation, it was agreed that the sum of £420.00 be vired across from the Community Improvements Budget to the s137 donations budget.

RESOLVED: That the financial information provided above be approved and accepted.

031/18

REQUESTS FOR DONATIONS UNDER S137 OF THE LOCAL GOVT ACT 1972

The following organisations had requested a donation from council under the above act.

- a) Neyland Carnival - £50.00 awarded.
- b) Music for Llanstadwell - £150.00 awarded.
- c) Cruse Bereavement Care – Pembs - £50.00 awarded.
- d) Paul Sartori Hospice at Home - £25.00 awarded.

RESOLVED: That the above donations be made using powers under s137 of the Local Govt Act 1972.

032/18

ACCOUNTS FOR PAYMENT

The following accounts were approved for payment:

10/18

a) Mrs J Clark February salary	£150.25
b) PAYE for February	£37.40
c) SWALEC – Elec supply for Christmas lights	£16.42
d) PCC Recharge for toilets - third qtr	£180.92
e) Mrs J Clark – Postages	£8.58
f) Welsh Hearts donation	£50.00

033/18

RISK ASSESSMENT FOR 2017-18

The risk assessment document had been circulated with the agendas indicating each risk identified, what level of risk it presented, the management of the risk and the recommended actions.

The risk assessment was checked item by item and it was agreed that all elements of risk had been identified and managed appropriately.

RESOLVED: That the risk assessment for 2017-18 be accepted and agreed.

034/18

APPOINTMENT OF INTERNAL AUDITOR

The following documents had been circulated to all councillors:

- a) CV for Mr B Scourfield
- b) Letter of Engagement from Mr B Scourfield.
- c) The scope of the internal audit to be carried out.

It was agreed that Mr Bernie Scourfield is adequately qualified and was appointed as the internal auditor for the 2017-18 accounts.

RESOLVED: That Mr B Scourfield be appointed as Internal Auditor.

035/18

REVIEW OF INTERNAL AUDIT 2018

The Clerk advised Members of the requirements of an internal audit review from The Practitioners' Guide which included all matters that required checking and reviewing to ensure that the systems of financial and control are effective. These matters included the scope of the internal audit, the independence and capability of the internal auditor, the clarity of the relationship between the council, the clerk and the internal auditor and the effectiveness of the audit plan and reporting procedures. After considering all these aspects of internal control, it was agreed that all procedures and risk assessments were in place and that the internal auditor is competent and has no involvement or relationship with the council other than as internal auditor. Cllr B Brown agreed to sign off the document and return to the clerk.

RESOLVED: That the internal audit review be accepted.

036/18

CONSTITUTION OF THE NEYLAND & LLANSTADWELL JOINT BURIAL COMMITTEE

Correspondence had been received from Neyland Town Council in response to a request for comments on the draft proposed new Constitution which had been circulated to all councillors along with other documents relevant to the Constitution. A new constitution had been suggested by the internal auditor to indicate that adequate financial controls are in place.

Neyland Town Council had requested that all minutes be sent to the clerks to both councils, that the ratio of representation be changed to two thirds from NTC and one third from LCC and that the arbitration item will only be agreed to if the new representation ratio is agreed to. Otherwise they suggest that funding should be fixed at a 50-50 basis.

After some debate it was agreed that both councils are of equal status and should have the same representation. The chairman agreed to draft a response to NTC and the clerk agreed to consult PCC for advice on this matter.

RESOLVED: That council does not agree with the suggested new ratio of representation and that the chairman will draft a response.

037/18

WORKS REQUIRED AT PLAYPARKS

The Annual Inspection reports had been received from PCC and the clerk and Cllrs P Roberts and B Evans had inspected Jordanston playpark with Mr David Stephenson of Adventure Playground Wales in order to obtain a quote for the work required on the high risk items ie the aerial runway and the toddler swings.

A quote of £2,840.00 was received for the repairs to the aerial runway and £409.60 for the replacement of two cradle seats and two sets of chains.

It was agreed that the quote be accepted and that Mr Stephens be asked to carry on with the work.

RESOLVED: That the quotes be accepted and that Mr Stephenson be asked to carry out the work at his earliest opportunity.

038/17

BEE FRIENDLY SCHEME

Information had been received regarding a 'Bee Friendly' Scheme which if followed could lead to an Accreditation for participating Councils. It was agreed that Council would only use bee friendly plants in its planters for the coming season.

RESOLVED: That Bee Friendly plants be used in the council planters.

039/18

PLANNING APPLICATION

The following planning application was considered:

- a) 17/1154/PA: Erection of dwelling and garage (in retrospect) amended design of planning permission 08/1116/PA – It was agreed to support this application.

040/18

PROPOSED TRAFFIC CALMING IN WATERSTON

Notice had been received of proposed traffic calming measures in Waterston on Main Road and the Hazelbeach Road. It was agreed to accept the traffic calming measures proposed but that the speed table ii) on the schedule be located a further 60 metres north east so that it is located within the 30mph speed limit or as close to it as possible.

RESOLVED: That the proposed traffic calming measures be accepted apart from the slight amendment to the location of speed table ii) as referred to above.

041/18

CORRESPONDENCE

The following correspondence was received:

- a) Request from Neyland Carnival Committee for donation of £100 towards hosting the 2018 Carnival – donation of £50.00 given.
- b) PCC – Proposed traffic calming measures in Waterston – see above.
- c) PCC – changes to Off-street Parking Charges – noted.
- d) Cruse Bereavement Care – request for donation - £50.00 donated.
- e) Teenage Cancer Trust – letter of thanks for donation .
- f) Kidney Wales – Walk for Life – no action.
- g) OVW – General Data Protection Regulation – noted.
- h) Tenovus Cancer Care – letter of thanks for donation.
- i) CHC – Non-emergency patient transport across Wales – noted.
- j) Paul Davies AM – February Newsletter 2018 – noted.
- k) PCC – Voluntary Dog Licensing Scheme for Pembs – respond asking for mandatory dog licensing in Pembrokeshire.
- l) Review of Community & Town Council Sector – newsletter
- m) HDUHB – Transforming Mental Health Services – noted.
- n) PCC – Horse-drawn omnibuses draft byelaws – noted.
- o) WG – Consultation on Edition 10 of Planning Policy Wales – noted.
- p) Ind Remuneration Panel for Wales - discussion event – clerk to attend.
- q) Welsh Gvt – Powers to manage and collect Welsh taxes – noted.
- r) Welsh Govt – review of T&CC sector in Wales newsletter – noted.
- s) Keep Wales Tidy – Information on working together – noted.

042/18

ANY OTHER INFORMATION

The following matters were raised:

- a) The road sign at the bottom of Lighthouse Drive is very overgrown and is barely visible – report to PCC.
- b) The base of the picnic table on the beach off Church Road is being washed away by very high tides.
- c) Could further 30mph signs be located on Church Road – ask PCC.

043/18

DATE OF NEXT MEETING

The next meeting will be held on Tuesday 10th April 2018 at 7.00pm.

Signed.....Chair.....Date

Signed.....Clerk