AMBLESTON COMMUNITY COUNCIL

A meeting of Ambleston Community Council was held on Monday 23rd April 2018 at the Memorial Hall, Woodstock. Meeting commenced at 7.30 pm

Present were: - Messrs. David, Ambrey, Bryn Vaughan, Kevin Morris, Julian Harries, Cllr David Howlett, Mrs. Anne James and Mrs. Eirian Forrest (Clerk)

**1. Apologies**

There were no apologies as all members were present.

**2. Minutes of the Last Meeting.**

Copies of the minutes of the last meeting had been distributed to members. The minutes were agreed as being a true record and were signed.

**3. Matters arising from the Minutes**

1. **Speed watch –** Jude Parr has advised that the watch will commence beginning of May.
2. **Defibrillator –** Bryn Vaughan and Kevin Morris went to install this, but found the defibrillator hadn’t been delivered. Enquires made with British Heart Foundation who confirmed that the payment of £600 had in error been allocated as a donation and not for the purchase of it. An order was placed and has been delivered. Prior to installing, a bracket and screw pack needs to be ordered and are free. Clerk will order these online.
3. **Pond at Wallis –** David Ambrey phoned and left a message for Chris Lawrence from NRW in relation to removing the silt. He will chase him up.
4. **Drains outside Bryn Vaughan’s house** - Bryn Vaughan reported that nothing had yet been done. Cllr Howlett will chase up.
5. **SLOW sign** – David Ambrey had spoken with the highway maintenance workmen when they were working in the area. They agreed to take a photograph of the ‘Slow’ sign.
6. **Recycled waste –** Bryn Vaughan hasn’t yet made contact to make the arrangements for a site visit. Anne James is also interested in attending.
7. **Resurfacing –** Contractors are in the vicinity
8. **Accident** – the Clerk has reported this to the Traffic Officer at PCC.
9. **Data Protection Regulation** – Compliance date is 25th May 2018. One Voice Wales has sent through a checklist which the Clerk will work through.
10. **Highway matters reported** – the tree stump has been removed. The pot holes at New House, Tufton and the Trifelton to Ambleston road have not yet been done.
11. **Annual Dinner** – confirmed date, venue and numbers.
12. **Dwr Cymru Welsh Water** email – copied into a request for information that was sent to Jim Dunkley, Common Land Officer at PCC. Requested contact addresses for the service of notices on PCC and ACC, details of any registered grazers of the land, information on S38 Consent Application Procedure (Commons Act 2006), and any requirements or queries that PCC and ACC may have regarding the works. It was suggested that a request for a contribution be made to Ambleston Community Council for inconvenience caused during the works, which would be used towards the upkeep of the pond. It was agreed that the Clerk will make enquiries.

**4. Highway Matters**

1. Julian Harries said that patching works on the cross roads up to Castleblythe was a good standard, however the workmen seem to be travelling a distance to and from site therefore are arriving after 9 am and finishing on site at 2.30 pm which isn’t a full day on site and is a waste of resources. Cllr Howlett agreed to raise this matter.

**5. Planning**

For info:

17/1102/PA – Alterations and extension - Mount Pleasant Farm has been approved.

17/1151/PA - Alterations and extension – Rose Cottage has been approved.

**6. Annual Accounts 2017/2018 and Annual Audit**

1. The annual accounts for 2017/2018 had been prepared. The balance brought forward from 2016/17 was £2952.88, Precept received £1600, Wayleaves payment £248.28, sale of filing cabinet £35.00 total receipts being £1883.28. Payments had included Clerk’s salary for twelve months £1900.00, Clerk’s expenses for twelve months £70.22, Section 137 Donations £190.00, insurance £193.20, audit fee £163.50, hire of rooms £60.00, One Voice Wales membership fee £43.00 (2017) and £46.00 (2018) other payments totaling £601.00. Total payments were £3266.92. There is one cheque which hadn’t been cashed – No. 100362 £30.00. The balance carried forward to 2018/2019 being £1599.24 which agreed with the Community Account bank statement ending 31.03.2018. The Chairman and Clerk signed the Accounts.
2. The Audit date has been set at 18TH June 2018 with the records being made available to the electors for 20 days from 17th May to 12th June 2017. The Clerk advised that she may need to extend this deadline.
3. It was agreed to ask Mr. David Weatherburn 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. Correspondence**

One Voice Wales - membership confirmation.

Precept remittance advice – date 12.04.2018 - £534.00

Hywel Dda – Our big NHS Change - Drop in Events.

 **9. Any Other Business**

There was no AOB to report.

There being no further business the Chair declared the meeting closed at 8.55 pm.

Date of the Next Meeting – Wednesday 23rd May 2018.

The Annual General Meeting will commence at 8.00 pm followed by the ordinary meeting.