

BRAWDY COMMUNITY COUNCIL

Minutes of the monthly meeting (June) of Brawdy Community Council held at Trefgarn Owen Schoolroom on Tuesday July 3rd 2018.

2018/13.

1. Present. Cllr. Mrs G Lawrence, Cllr M Carter, Cllr D E Jones, Cllr J Tierney, Cllr A Pike and Sean O'Connor clerk.
2. Apologies. Cllr Mrs A Morgan.
3. The Chairman welcomed everyone to the monthly meeting, and commented on a very enjoyable recent annual dinner at Square & Compass. Both Cllr Tierney and Cllr Pike offered their apologies for being unable to attend on the night. She then proceeded to read the minutes of the May meeting, and before they were accepted as a true record a couple of minor amendments were proposed and altered. It was then proposed by Cllr D E Jones and seconded by Cllr M Carter that they be accepted as a true record. The Chairman and the clerk signed the minutes as confirmation.
4. Matters arising from the May 2018 meeting.
 - 4a. Unfortunately due to ill health Cllr Morgan had been unable to attend the AGM of the citizens advice in Haverfordwest. The clerk had advised them in advance of her unavailability.
 - 4b. The clerk advised that he had completed the GDPR internal audit and questionnaire, as agreed, and confirmed that many of the questions did not apply to us. Confirmation was received that community councils were not required to appoint a Data protection officer. He had also received a reply from Jo Hendy at PCC, advising that they were offering a health check to councils with a visit for an on-site assessment. There was to be a charge for this service, but the amount was not known at present. Once this amount was known this option could be considered further.
 - 4c. A reply was received from Peter Walker regarding the Pembs Cycle Tour. He advised that he would welcome an input from us when their route was to be planned next time. Cllr Carter also advised that he had spoken to Mr Walker who confirmed that he would contact us prior to the 2019 event.
 - 4d. Advice was received that the regional One Voice Wales AGM was to be held at County Hall on Tuesday July 10th. The chairman volunteered to attend, and Cllr Carter offered to act as reserve if she could not make it. The minutes of the previous meeting and the agenda for this AGM was forwarded by the clerk to the Chairman.
 - 4e. A letter had been received from a residence in Llandeloy requesting a copy of the minutes of our previous meeting. This was from the same residence as previous, and the request had been delivered by the clerk. Cllr D E Jones confirmed that he had visited this property and explained the situation. He also confirmed that there was a democratic process in place for the election of community councillors, and should a vacancy arise, this was advertised locally.
 - 4f. Cllr Pike advised that he had been unable to secure a meeting with the new welfare officer at Brawdy Camp. He will keep trying and report back to the next meeting. The subject of the second home council tax premium was discussed, and many ideas and suggestions were put forward. Cllr Tierney confirmed a good response via Facebook from local residents. These included; a footpath/ cycle path at Newgate Hill, a coffee shop, a library swap in a telephone kiosk, allotments, defibrillators, salt bins, village bus shelters, community orchards. Cllr Tierney agreed to feature these on Facebook again, and see if there was any available land available for the orchards or allotments. It was asked whether there was any value in including Newgale in this project, with the future of the road scheme uncertain. Cllr Carter agreed to contact Darren Thomas at County Hall for an update on Newgale, and also the possibility of a Cycle path at Newgale Hill. Cllr. Carter also volunteered to write a letter to all residents of Llandeloy. He will proof write the letter to the Chairman, before sending out. Cllr Pike agreed to be the recipient of the replies. The outcome of these suggestions and any replies will be further discussed at the next meeting.
 - 4g. A reply was received from the office of AM Eluned Morgan advising that they were unable to confirm a date for her to attend one of our meetings. Once further details were known of her availability they would contact us.
 - 4h. The payment made to Cllr Pike amounting to £150 was returned to the clerk. This completed all of the payments to each councillor under the agreed annual payments to community councillors.
 - 4i. A reply was received regarding the eligibility for the role of additional community governor at Ysgol Croesgoch. There was not a requirement for a Welsh speaker, and although it was preferable for a community councillor to carry out the position, it was not compulsory. As at the date of the meeting, no details of an appointment had been received.
 - 4j. The retiring chairman Cllr D E Jones thanked everyone for attending the annual dinner, and also thanked Mr Alan Davies for his entertaining speech.
 - 4k. The clerk confirmed that he had contacted Open Reach regarding the damaged telephone kiosks in our area. He had also confirmed that the GPO had been contacted regarding the post box in Penycwm.
 - 4l. Cllr Carter confirmed that new contractors had been used for the hedge trimming, which was to start shortly. A fleet of eight tractors were to be used instead of two, with the jobs completed in two weeks. This news was well received, as it was reported that some areas were proving dangerous with overgrowth, forcing vehicles to travel in the middle of the road.

Correspondence.

Pembs County Council.

5. The annual return was required regarding community councillors remuneration for the tax year 2017/18. This was to be returned to the independent review panel by 30th September, with a copy published in the village notice boards. The return this year was a nil return, but was still required by the panel.

6. Advice was received of the LDP engagement sessions at County Hall on the 18th July at 2pm and 24th July at 5.30 pm. Cllr Carter volunteered to contact Sara Morris at PCC to ascertain whether we needed to attend. The email address was provided and councillors would contact the clerk by 13th July if they were able to attend either session.
7. LDP candidate site assessment. This document was circulated commencing with Cllr J Tierney.
8. A letter was received from the Pensions regulator, now that we are listed as an employer at HMRC. The clerk advised that this had been forwarded to the accountants, who were dealing with this matter.
9. Details had been received of a meeting at County Hall on June 14 th. regarding proposals for alternatives to the councils' meals on wheels service. Received & Filed. This was featured on the BCC website prior to the meeting.

Pembs Coast National Park.

10. Confirmation received of the public footpath diversion order at Cwm Mawr Penycwm. This was essential due to erosion. Received & Filed.
11. Notification received of a National Park community council seminar in Letterston on September 11th. It was agreed to discuss this matter at the next meeting.

Other Correspondence.

12. Letter received from Biodiversity solutions. Received & Filed.
13. Advice was received of a broadband public meeting in Maenclochog on June 21st. Received & Filed. This was featured on the BCC website prior to the meeting.
14. A 25 page document was received enclosing up to date standing orders. This was circulated commencing with Cllr J Tierney.
15. As part of the Facebook suggestions, the matter of additional salt/grit bins was discussed. It was agreed that there were too few in our area. Cllr Carter agreed to contact county Hall regarding cost and availability, and report back to the next meeting.
16. Draft proposals were received from the boundary commission with the proposed electoral arrangements for Pembrokeshire. These were circulated commencing with Cllrs D E Jones & A Pike. As we had received four 120 page copies (two English and two Welsh) the clerk was instructed to write and suggest that councils be given the option of either language, to reduce costs.
17. Invitation received to attend the 40 th anniversary of Cystic Fibrosis, Pembs which will be held at St David's Cathedral on Sunday July 8th. Cllr Pike volunteered to attend on behalf of BCC. The clerk would contact them to reserve seats.
18. Donation request received from Sandy Bear children's bereavement charity. It was agreed that the clerk contact them to find out more information.
19. Letter and posters received from PACTO, requesting volunteer bus drivers and buddies. It was agreed that this be featured on Facebook, and the clerk would forward this to Cllr Tierney for inclusion. Copies were also issued for inclusion in the village notice boards.
20. The monthly email newsletter from AM Paul Davies was circulated commencing with Cllr A Pike.
21. The July edition of the clerks and councils direct brochure was circulated commencing with Cllr D E Jones.

Report of Responsible Finance Officer.

22. The clerk reported up to bank account balances as: Current account £ 14.20. and Deposit account £ 3374.51.
23. A receipt was received from Zurich Insurance for our annual insurance payment.
24. The clerk issued a copy of the monthly salary payment of £138.96 and income tax £ 34.80. received via the accountants.
25. The clerk issued a claim for reimbursement of expenses and included receipts, amounting to £ 54.30. A claim was also made for additional hours for completion of the annual audit, amounting to £54.30 (5 hours). This would be forwarded to the accountant for inclusion in the July salary payment. It was proposed by Cllr D E Jones and seconded by Cllr J Tierney that these be paid.
26. The-retiring Chairman was reimbursed for expenses incurred at the annual dinner amounting to £ 20.95. It was proposed by Cllr M Carter and seconded by Cllr J Tierney that this be agreed.
27. A bill was received from the accountants L M Griffiths for completion of the annual audit. This amounted to £250 plus vat @£ 300. It was proposed by Cllr A Pike and seconded by Cllr M Carter that this be paid. Although it was generally felt that this was a large amount to pay out, the clerk advised that the completion was very thorough, with comments made in each section, and all questions relating to HMRC checked and confirmed.
28. It was proposed by Cllr M Carter and seconded by Cllr J Tierney that the sum of £450 be transferred between our accounts to cover the payments agreed at this meeting.

At the discretion of the Chairman.

It was reported that there were serious problems and cracks in the road in Solva. Although not in our area, it may well cause problems and delays for locals and visitors over the forthcoming busy holiday period. The situation would be monitored and an update provided at the next meeting. It was reported that a plot of land in our community which had been Council owned had been legally claimed by a resident after occupying it for more than 12 years.

Councillors were asked to think if they knew of any other properties in the locality, that may fall into this category.

The date for the next meeting was set for Monday July 30 th at 8pm.

The Chairman closed the meeting at 10. 05 pm.

From: **Evans, Robert** <Robert.Evans@pembrokeshire.gov.uk>
Date: Wed, Jul 11, 2018 at 5:19 PM
Subject: RE: Bawdy CC
To: "Cllr. Carter, Mark" <markmcarter19@gmail.com>
Cc: "Thomas, Darren (T&E)" <Darren.Thomas@pembrokeshire.gov.uk>

Hi Mark

The first part of the process is for the Community / Town Council to suggest their preferred locations for the proposed salt bins. Once these locations have been checked for suitability / safety I would normally ask the Clerk to confirm in writing that the CC/TC is prepared to pay for the bin(s). Having received confirmation we then order the bins, arrange for supply & installation, fill with salt and invoice accordingly. The price is still £120 + VAT per bin.

Regards

Rob

From: Thomas, Darren (T&E)
Sent: 04 July 2018 17:10
To: Cllr. Carter, Mark; Evans, Robert
Subject: RE: Bawdy CC

Mark,

I have copied in Rob Evans to answer those queries – he tends to be the link for highway maintenance queries like this. Rob is on leave until next Tuesday, so it will be next week before he comes back to you. As far as I recall, there is no formal licence or consent, but we normally work with the community to agree the best location – both in terms of spreading salt, but also to enable filling, etc.

DARREN

From: Mark Carter <markmcarter19@gmail.com<mailto:markmcarter19@gmail.com>>
Sent: 04 July 2018 16:57
To: Thomas, Darren (T&E) <Darren.Thomas@pembrokeshire.gov.uk<mailto:Darren.Thomas@pembrokeshire.gov.uk>>
Subject: Re: Bawdy CC

Thanks for the info Darren, if we decide to install salt bins , do we need formal permission or follow a set procedure, regards Mark

On Wed, Jul 4, 2018 at 4:39 PM, Thomas, Darren (T&E) <Darren.Thomas@pembrokeshire.gov.uk<mailto:Darren.Thomas@pembrokeshire.gov.uk>> wrote:

If you have received this email in error, please notify us by telephone on 01437 764551 and delete it from your computer immediately. Os ydych chi wedi derbyn yr e-bost hwn trwy gamgymeriad, byddwch cystal â rhoi gwybod inni trwy ffonio 01437 764551. Wedyn dylech ddileu'r e-bost ar unwaith oddi ar eich cyfrifiadur.

Mark

In reply:

1. We do not normally provide new grit bins, but the Community Council could make a request for additional community bins if they desired - We can provide further details of costs and arrangements if this is of interest, but we recently quoted another CC and it was £120 + VAT which includes delivery and salt. It will also include for subsequent refilling up to twice per winter. If this is of interest, I'd double-check that the prices are the same.

2. We would love to extend the off-road cycle track from Keeston up to St Davids: the NCN already extends that way, but is on road for most of the journey – the works we have been doing recently are providing an off road alternative: the bit around Sunnhyhill Bend was previously quite a tortuous diversion round country lanes. I will pass on your support for extending the scheme to the transport team and come back with any comments: but at this time, I am not aware of any available funding: but there might be opportunity for funding bids in the future.

DARREN

DARREN THOMAS
Pennaeth Priffyrdd Ac Adeiladu / Head of Highways & Construction
CYNGOR SIR PENFRO / PEMBROKESHIRE COUNTY COUNCIL
01437 775892

From: Mark Carter <markmcarter19@gmail.com<mailto:markmcarter19@gmail.com>>
Sent: 04 July 2018 14:50
To: Thomas, Darren (T&E) <Darren.Thomas@pembrokeshire.gov.uk<mailto:Darren.Thomas@pembrokeshire.gov.uk>>
Subject: Brawdy CC

Good Afternoon Darren

Following Brawdy CC meeting last night, the following have questions have come up

1. What is the possibility of having salt bins installed at 3 or 4 key locations within our parish? Trefgarn Owen west junction and Rhyd Y Gele being good examples
2. Looking at the cycle track from Haverfordwest to Keeston, on the A487, what is the chance of it being extended up Newgale Hill and possibly towards St Davids

Many thanks for your help, regards Mark Carter

From: <Matthew.Redmond@gov.wales>

Date: 13 July 2018 at 12:50:32 BST

To: <Sjoc57@aol.com>

Subject: RE: Electoral arrangements

Good Afternoon Sean
Thank you for your email.

We do publish our reports online on our website (<http://ldbc.gov.wales/reviews/electoralreviews/curreviews/?lang=en>) and on our consultation portal (<https://ldbc.idi-consult.net/boundaries/>).

Our experience with town and community councils generally is that they prefer hard copies of report, rather than a link to the report. We have trailed not posting copies of reports in the past but we received requests for hard copies from the vast majority of councils and extensions to the consultation period to account for them receiving the proposals late. Not all community councils in Wales have email addresses in which to contact them either.

We apply a consistent approach to all town and community councils to ensure that we treat you all fairly and you have sufficient notice of proposals and consultation periods.

If it is your council's preference to receive an electronic notification of our reports, we are happy to do so. Or if you would still like to receive reports but only in one language we can facilitate that too.

Kind regards
Matt

Matt Redmond
Deputy Chief Executive / Dirprwy Brif Weithredwr
Local Democracy and Boundary Commission for Wales
Hastings House / Ty Hastings
Fitzalan Court / Llys Ffitalan
Cardiff / Caerdydd
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Any of the statements or comments made above should be regarded as personal and not necessarily those of the Commission.

-----Original Message-----

From: Sean [<mailto:Sjoc57@aol.com>]

Sent: 13 July 2018 11:58

To: ldbc.wales

Subject: Electoral arrangements

Brawdy Community Council.

Dear sir / madam.
Review of electoral arrangements for Pembrokeshire.

We recently received the above documents in the post (4 copies 2 in English and 2 Welsh) costing £4.99 . We are one of the smallest community councils in Pembrokeshire, and therefore the cost of postage in this exercise to you must have been massive.

Can I suggest that you either make these documents available online, or if they have to be posted, that the option of Welsh or English be offered.

I would be grateful if you could respond with your thoughts on this matter.

Yours sincerely
Sean O'Connor
Clerk

From: Nicola C Russell <Nicola.C.Russell@uk.gt.com>
Date: 17 July 2018 at 10:07:59 BST
To: "sjoc57@aol.com" <sjoc57@aol.com>
Subject: Annual Return - Brawdy Community Council

Dear Mr O'Connor,

I am currently processing the Annual Return for Brawdy Community Council and I have a few queries I hope you don't mind clearing up for me.

Trust Fund Declaration

In Box 14, Trust Fund disclosure note, for 2017 and 2018 you have answered 'No'. Could you please confirm that you did not have a Trust Fund for both of these years?

Date for RFO Signature

The date that the RFO (yourself) signed the Annual Return was not entered. Please could you provide this?

Minute Reference & Date

The minute reference and date of approval by committee was not entered on the Annual Return. Please could you provide these?

Variance Explanations

You have provided variance explanations for boxes 3 and 4 on the Accounting Statements of "refund of local council membership when P.A.L.C closed" and "clerk's salary for Jan – March 2018 paid in 17/18 financial year" respectively. Please could you confirm how much of each of the variances for boxes 3 and 4 (+£48 and +£516 respectively) these explanations cover?

Photo of Electors' Rights

You have provided us with a copy of the 'Notice of Appointment of Date for the Exercise of Electors' Rights' for this year. Unfortunately, this year we instead require photographs of the Notice being displayed on the noticeboards listed in the supporting documents you have sent in (Trefgarn Owen, Llandeloy, Penycwm & Treffynnon). Please could you provide such photos?

Minutes from 2015/16 Audited Accounts meeting

You have provided us with minutes from a meeting confirming that the 2015/16 audit had been completed and would be submitted by the end of May that year. However, I'm afraid we require the minutes in which the completed, audited return was presented to the Council (after it had been processed by the external auditors) for 2015/16 – this usually occurs in late 2016. Please could you provide a copy of these minutes (we were unable to find any minutes from 2016 on the Council's website)?

Reserves

In the Annual Governance Statement Part 2 Assertion 2 – you have written 'N/A' for an analysis of the reserves held by the Council. Please could you confirm if this means all the reserves held by the Council are general (no earmarked or designated reserves) or whether it means the Council is not in the practice of keeping records of a breakdown of the types of reserves held?

Action on 2015/16 Audited Return

Acting on the matters raised in the 2015/16 audit, please could you provide the following:

- 1) A copy of the budget used to determine the 2017/18 precept.
- 2) A copy of the minutes recording the acceptance of the 2017/18 precept.
- 3) A copy of the Internal Auditor's engagement letter for 2017/18?

I realise we are asking for lot of information, so if you have any queries please do not hesitate to contact me.

Kind regards,

Nicola

Nicola C Russell | Audit Intern

For Grant Thornton UK LLP

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