

At a meeting of Jeffreyton Community Council held at the Church Hall, Jeffreyton on Monday the 3rd September 2018 at 7.00 pm

Present : Chairperson Mrs M Rogers, Vice Chairperson Mrs S Maccreath, Councillors : Mrs A Morgan, Mr P Everall, Mr R Scourfield, Mr J Williams

In Attendance : Mrs M Everall, Clerk

24. Apologies for Absence : None

25. Minutes of the last Meeting :

One amendment : Should read - 'At the Ordinary Meeting' Not 'At the Annual Meeting'

RESOLVED : *That the minutes of the last meeting of the Council held on the 11th June 2018 be confirmed and signed by the Chairperson as a true record*

26. Matters arising from the Minutes

Jeffreyton Wynch : Despite enquiries made with Pembrokeshire County Council, Owen & Owen, Welsh Water, Planed, Pembrokeshire Archives and the Land Registry, the ownership of the structure is still unknown. The matter was referred to Health & Safety in Pembrokeshire PCC and they were satisfied the Wynch had been filled in years ago and is not deemed to be a safety concern. The Community Council has exhausted all lines of enquiry and unfortunately maintenance and repair are not part of PCC's remit. Mr V Rogers has kindly offered to repair the damage to the slate for which Members were very grateful. **Matter Closed**

Benches @ Cresswell Quay : Confirmation from Pembrokeshire County Council that they have managed to stabilise the benches on the quay. **Matter Closed**

Community Noticeboard : Relocation of the one in Yerberston. **Action :** Contact owner of the old Loveston School. **Item carried forward**

Bench in Village Play Area : (a) Response received from PCC Maintenance Dept. any new equipment would be added to the parks assets and therefore be inspected, maintained and insured as part of the park. (b) A register of interest has been made under the 'Enhancing Pembrokeshire Grant' scheme, **Action :** Councillor J Williams offered to assist with the completion of the forms. Deadline for submission is 14th September (c) Letter sent to Valero regarding possible assistance with the purchase of a seat / bench. (d) Clerk confirmed with Zurich Insurance that the insurance policy currently held by the Council is sufficient, including the Public Liability Cover currently held **(providing the total assets are under the £10,000 threshold) Item carried forward**

Information Panel : Ongoing **Item carried forward**

Grass Verge, Millwall Lane, Cresswell Quay : Despite sending reminders and photographs, this is still outstanding. **Action :** Clerk to follow up. **Item carried forward**

27. Correspondence

- (a) Independent Remuneration Panel:** Relevant authorities must publish a statement of payments made to its members by 30/9/18 Independent Remuneration Panel Statement of payments made for 2017 /2018 has been placed on community noticeboards and the annual return forwarded to IRP
- (b) Local Democracy & Boundary Commission for Wales:** Draft Proposal Report. *Comments welcomed by the 24th September Already Circulated to members*
- (c) Local Development Plan 2 – Strategic Options Consultation** PCC is running an informal public consultation on the documents between 16th July 2018 and 10th September 2018. The outcomes from this consultation will inform the development of the Council's Preferred Strategy, which will be published in December 2018
- (d) Consultation : Autism (Wales) Bill** The [Health, Social Care and Sport Committee](#) has agreed to undertake a [consultation on the Autism \(Wales\) Bill](#). *The closing date for responses is 14 September 2018.*
- (e)** A Welsh Government consultation on **Petroleum Extraction Policy in Wales** has been launched. *The consultation runs until the 25th of September*
- (f)** National Assembly for Wales' Culture, Welsh Language and Communications Committee has just launched 'Supporting and Promoting the Welsh Language: An inquiry into the legislative, policy and wider context'. *The closing date is 14 September 2018.*
- (g)** Under the **Gambling Act 2005** the Council has to review its Gambling Policy every 3 years, the consultation on Policy is now open licensing@pembrokeshire.gov.uk
The closing date for comments is 28th September 2018
- (h)** Pembrokeshire Coast. **Agenda for the Community Council Seminar** to be held at Letterston Memorial Hall on *Tuesday 11th September at 7.00pm*
- (i)** **Planned. Action with Rural Communities Event.** *Tuesday, 11 September 2018 from 10:00 to 12:30*
- (j) Household Enquiry Forms (HEF)** have been sent to every household in Pembrokeshire asking residents to check whether the information that appears on the Electoral Register for that address is correct. Householders are being urged to respond as soon as possible. The Pembrokeshire County Council Digital Team is co-ordinating a promotional campaign on behalf of the elections service. The main aim of the campaign is to encourage householders to return their Household enquiry form. The current response rate for Jeffreyeston is 63%.
- (k)** One Voice Wales' **Conference and AGM will be held on Saturday 29th September** this year at the Royal Welsh Showground. With important changes facing our sector we will hear from the Minister Alun Davies on the Potential Future Roles of Community and Town Councils.

(l) **PEMBROKESHIRE COAST NATIONAL PARK (OFF STREET PARKING PLACES) ORDER 2015**

VARIATION ORDER NO. 1 (2019) It is proposed to vary the present Off-Street Parking Order for the Pembrokeshire Coast National Park Authority. The proposal will be advertised in the Western Telegraph on **Wednesday 5th September 2018**. A copy of the Notice will also be erected at each car park on that date. **Closing date for any written objections is 26th September 2018** and should be sent to Mr Darren Thomas, Head of Infrastructure, PCC

(m) Our Big NHS Change – **Communities' Voice on Health and Care**. *Are publishing a report before it is formally received by the Health Board at an extraordinary meeting, due to be held and webcast from Carmarthenshire County Council's Chambers on **Wednesday, 26 September 2018, where a future service model will be discussed.***

(n) Independent Review Panel on Town & Community Councils in Wales. **Outline Findings and Recommendations. Previously circulated to all Council Members.**

28. Standing Orders 2018

The New 2018 Standing Orders replace those issued in 2013, they have been updated to reflect legislative changes which have occurred since 2013. The updated Standing Orders were previously circulated to members for consideration prior to the meeting. Following discussion, it was **Proposed** by Chair, Councillor Mrs M Rogers **Seconded** by Councillor Mrs S Maccreath

RESOLVED : All present unanimously agreed to adopt the New 2018 Standing Orders

29. Planning Matters

Received during Council Recess

July 2018

- (a) **Planning Application Consultation.** Ref 18/0181/PA. Land East of Llandigwynett, Sageston, Tenby SA70 8SD Council had no objection
- (b) **Planning Permission Granted.** NP/18/0271/FUL. The Nook, Cresswell Quay, Kilgetty, SA68 OTH

August 2018

- (a) **Planning Permission Granted.** Ref NP/18/0277/FUL Renovation and refurbishment of cottage including rebuilding of ruined portion and provision of rear extension. Extension and provision of rooflights to former carpenter's shop. Erection of workshop in rear garden and creation of new access – **Kiln Cottage, Cresswell Quay, Kilgetty, Pembrokeshire SA68 OTE.** Further details available within Part II – Particulars of decision
- (b) **Listed Buildings Consent.** Ref NP/18/0278/LBA. Restoration and refurbishment of cottage including rebuilding of ruined portion and provision of rear link extension. Extension and provision of rooflights to former carpenter's shop. **Kiln Cottage, Cresswell Quay, Kilgetty, Pembrokeshire SA68 OTE** Further details available within Part II – Particulars of decision

(c) **Retention of Polyunnel** Ref NP/18/0427/FUL Retention of polyunnel @ **Cresswell Stores, Cresswell Quay, Kilgetty, Pembrokeshire SA68 0TH** Council had no objection
Councillor R S Scourfield declared his interest in the application as an employee of Pembrokeshire Coast National Park Authority, took no part in the discussion and did not vote

(d) **Notification of appeal to the Planning Inspectorate : Ref 3209975**
Application Ref : 17/1207/PA Appellant's Name : Mr & Mrs N Maccraith
Site : Norchard Farm, Redberth, Tenby SA70 8RX Proposed Development : Change of use of domestic Garage into one unit of self-contained holiday accommodation (in retrospect) The Council supported the application and had no additional comments to make.
Councillor Mrs S Maccraith declared her interest in the application as the Appellant and took no part in the discussion

30. Financial Matters

(a) Payments

The following accounts were submitted for payment	Amount
Mrs M Everall - Salary 30.06.18 (June)	£97.43
Mrs M Everall - Salary 31.07.18 (July)	£97.43
Mrs M Everall - Salary 31.08.18 (Aug)	£97.43

RESOLVED : That the accounts be approved for payment

(b) HSBC Bank Balance

Clerk reported that the bank balance as at the 20 th August 2018	£1217.87
In addition, Clerk reported notification of 2 nd Precept Payment 22/08/18	<u>£1000.00</u>
		£2217.87

(c) Audit for the year ended 31st March 2018

The audit of the Council's accounts for the year 1st April 2017 to 31st March 2018 had been completed by the External Auditors Grant Thornton. **The Auditor General for Wales issued Jeffreyston Community Council an unqualified report.** However, although the Council did receive an engagement letter from the Internal Auditor as a response to the recommendation within the 2015/16 audit report, the engagement letter did not outline the responsibilities of the Internal Auditor. They recommend the Council receive an engagement letter which states the responsibilities of the Internal Auditor as outlined within the Governance and Accountability for Local Councils in Wales – A Practitioners' Guide (2011) para 168.

The clerk informed Members that the fee for carrying out the audit of the Council's accounts was £182.75 plus VAT (Total £219.30) Payment will be made on receipt of invoice.

RESOLVED : That the Report of the Auditor on the Council's Accounts be received
Clerk to prepare Internal Audit Engagement Letter for Internal Auditor Mr T.R. Edwards in accordance with the External Auditor's requirements

31. HIGHWAY MATTERS

There were no Highway Matters for consideration

32. ANY OTHER BUSINESS

(a) It was reported that a member of the public had requested an update on Planning Inspectorate Appeal Ref 3166489 : Mountain Farm, Cresselly SA68 0SL The decision date was 21st July 2017, Notice upheld and is currently with Pembrokeshire County Council

33. Date of next meeting

Date of the next meeting is scheduled for **Monday the 1st October 2018 @ 7.00 pm**

The meeting was declared closed at 08.35 pm

Signed : Chairperson

Date :