

PENALLY COMMUNITY COUNCIL

Minutes of the General Meeting of the Penally Community Council held on Wednesday 12th September 2018 at The Village Hall, Penally at 6.30pm for the transaction of the following business:-

Present: Cllrs P Bradbury (Chair), J D'Arcy, M Hancock, C Dessent, C Bradbury, M Neil and J Rilstone

In attendance – One member of the public
The Clerk

2018/09-12/01 Apologies for Absence: Cllrs J Preston and S Robinson

2018/09-12/02 Chairman's Report

Cllr P Bradbury, on behalf of the Council, expressed sincere condolences to Cllr Preston regarding the news that his father had recently passed away.

2018/09-12/03 To Receive the Minutes of the Meeting 8th August 2018

It was proposed by Cllr Rilestone that these Minutes be a true and accurate record of the meeting of Penally Community Council held upon the 8th August 2018 and be signed by the Chair as such; Cllr D'Arcy seconded the proposal with all Council in full agreement.

2018/09-12/04 Matters Arising from the Minutes – Information Only

None

2018/09-12/05 Account(s) for Payment and Presentation of Monthly Balance Sheet

Accounts for Payment in September:

| | | |
|---------------------|------------------------|---------|
| J Williams | Printing of Crow News | £ 98.00 |
| Smart Gardens | Grass Cutting Contract | £390.00 |
| P G Bourke | Village Warden | £250.00 |
| Melanie Priestley | Clerk Salary | £231.63 |
| Ashmole and Company | PAYE Services | £ 50.00 |
| Amazon | Stationary | £ 31.91 |
| HMRC | PAYE | £121.20 |

The Clerk presented the invoices to be paid, precept balances and cash book balances to the Council.

Cllr D'Arcy proposed that the Council pay the above invoices in full and that the records presented be signed by the Chair as a true representation of the Council's finances to date; Cllr C Bradbury seconded the proposal with all Council in full agreement.

2018/09-12/06 Planning –

None received – Discussion took place regarding the recent building works that have commenced on a property within the village. The Clerk to make further enquiries with the Planning Officer and distribute any information received via Email to all Councillors.

2018/09-12/07 Licensing Application(s) Received - None received

2018/09-12/08 Consideration of Correspondence Received

- a) Email from Pembrokeshire County Council – Reminder of the closing date for any comments regarding the Boundary Commission Consultation (24th September 2018).

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Discussion took place with the Council agreeing that they would not comment on this.

- b) Email from Pembrokeshire County Council – Notice of change to Pembrokeshire Coast National Park's Off Street Parking Charges.
- c) Email from Pembrokeshire County Council- advising of the recent employment of enforcement officers who will be patrolling the streets of Pembrokeshire handing out on-the-spot fines of up to £150 to anyone failing to keep the County clean and tidy.
- d) Letter to Past Clerk – Enclosing payment to date (as per Ashmole and Company Accountants)
- e) Forwarded letter received from past Clerk – Enclosing copy of the Audit Report addressed to herself.
- f) Letter from HMRC – Notice of 'log-on' code for access to HMRC Website.

2018/09-12/09 Reports from Committees Including County Councillor's Report - None

2018/09-12/10 Remembrance 100 years celebration and the ordering of wreaths

The Clerk circulated, amongst Councillors, information relating to the Poppy Wreaths available. Cllr Preston, via an Email received by the Clerk, suggested that a special Wreath be purchased this year to mark the 100th year of the RAF. Cllr P Bradbury proposed that three standard Wreaths and one RAF Wreath be ordered; Cllr D'Arcy seconded the proposal with all Council in full agreement. The Clerk to order the Wreaths.

Discussion took place on who should lay the wreaths. It was concluded that:

- Cllr Jon Preston be invited to lay the RAF Wreath as an Ex-serviceman of the RAF
- Mr James D'Arcy be invited to lay a Wreath on behalf of Ex-servicemen and women
- Cllr P Bradbury on behalf of Penally Community Council
- Contact to be made with the Ministry of Defence to invite any serving personnel to the Remembrance Service and to lay a Wreath.

The Service will commence at St Nicholas Church, Penally at 10am with its conclusion at the site of the Remembrance Memorial for the Act of Remembrance.

2018/09-12/11 Speed-watch update

The Clerk is awaiting contact from Pembrokeshire County Council. This heading has been carried over to October.

2018/09-12/12 Update on the building works behind the old Night Owl building

The Clerk advised the Council that following an exchange of correspondence with Pembrokeshire County Council's Planning Department it has been established that an Enforcement Officer will be visiting the site shortly.

Points of concern raised by Councillors included:-

- The commencement of works very early in the mornings circa 7am, 7 days a week
- The removal of a considerable amount of trees to one certain area of the site
- The possible damage to private drainage system that could possibly not be marked on any plans due to them being privately installed.
- Confirmation that works are being carried out as per the Conditions imposed by Pembrokeshire County Council Planning Department.

The Clerk to enquire if Councillors may be present at the site meeting, if not to raise the above concerns and request a written report of the site meeting.

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2018/09-12/13 Documents for adoption - Data Protection, remuneration and current Standing Orders

Cllr Hancock proposed that Penally Community Council adopt the GDPR – Data Protection Notice; Cllr Neil seconded the proposal with all Council in full agreement.

Cllr Hancock proposed that Penally Community Council adopt the Standing Orders (as Emailed to all Councillors 9th August 2018); Cllr D'Arcy seconded the proposal with all Council in full agreement.

Cllr Hancock proposed that Penally Community Council adopt the Code of Conduct (as Emailed to all Councillors 9th August 2018); Cllr Neil seconded the proposal with all Council in full agreement.

The Clerk circulated a copy of the remuneration report for 2017/18, as per the requirements of the Welsh Remuneration Panel. Nil payments had been made. Cllr Hancock proposed that this was a true record, that nil payments had been made to any Councillors at that time and the record should be signed as such; Cllr Dessent seconded the proposal with all Council in full agreement. Cllr P Bradbury signed the Remuneration for 2017/18

2018/09-12/14 Petanque Court/team update

It was reported that 24 members of the public are interested in starting a Petanque Club. To move this forward a meeting will be held, a Committee formed and the appropriate legalities investigated ie insurance, rules, income etc. Ideas of location of a Petanque Court included an unused area of the Community Playing field which is in the sun most of the day.

Ideas of funding included the Second Homes Council Tax Grant scheme and the Community Chest Funding.

2018/09-12/15 New Bank account update

The Clerk thanked all Councillors concerned for the prompt return to her of all documents certified by Barclays Bank to enable the opening of the Council's new bank account but due to the loss, by the bank, of all these documents the account has not been opened. The Clerk gave a summary of the events over the past few weeks. Cllr C Bradbury proposed that Penally Community Council abandon all efforts to change banks and remain with Nat West adding the Clerk to the mandate to enable her to communicate with the bank on the Council's behalf; Cllr D'Arcy seconded the proposal with all Council in full agreement. The appropriate forms were signed for delivery to Nat West Bank by the Clerk.

2018/09-12/16 Christmas lights

The Clerk circulated several quotations for replacement Christmas lights. Following a discussion, it was agreed that further information was required. Cllr P Bradbury proposed that a budget of up to £140 be allowed and upon the receipt of further information via Email a decision can be made a replacement lights ordered by the Clerk; Cllr Neil seconded the proposal with all the Council in full agreement.

2018/09-12/17 Welsh Audit Report and the Council's Reply

Cllr P Bradbury gave a brief report to the Council on the various communications between the Welsh Auditors, The Clerk and himself and what actions are required by the Council. Cllr Bradbury proposed that a General Meeting of the Council is to be held on Sunday the 30th September 2018 within the Village Hall at 11am. A Notice to be placed in the Tenby Observer

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one week before the General Meeting of the Council and the agenda be published on the website and on the two village notice boards (21st September 2018); Cllr Hancock seconded the proposal with all Council in full agreement.

The Clerk to arrange the above proposal.

2018/09-12/18 The potential provision of additional bins to alleviate the random dumping of dog mess bags along the village roads

Cllr Hancock advised the Council of the ever increasing amount of rubbish and bags of dog mess left along the grass verges surrounding Penally Village. Discussion took place including the possibility of introducing further bins, the employment of contractors to clean these areas and that a local resident has offered to pay for the installation and upkeep of a 'dog mess clean up station'.

Cllr D'Arcy proposed that the Clerk, on behalf of the Council, write to each of the caravan park owners/managers reminding them of their responsibilities to provide suitable facilities for dog owners to clean up after their dogs and dispose of such waste; Cllr C Bradbury seconded the proposal with all Council in full agreement. The Clerk to write suitable letters.

2018/09-12/19 Items for Crow News

None to note at present

2018/09-12/20 Village Warden

A short discussion took place regarding the current worksheet used by the Village Warden. This heading has been postponed until the December meeting.

2018/09-12/21 Penally MOD firing times – September 2018

Monday 10th September
Saturday 22nd September – Sunday 23rd September
Saturday 29th September – Sunday 30th September

Normal Firing Times:-

| | |
|----------------------|-------------|
| Monday to Saturday | 0830 – 1630 |
| Sunday | 1100 – 1530 |
| Bank/Public Holidays | No firing |

2018/09-12/22 Date for October Meeting

Wednesday 10th October 6.30pm

Cllr P Bradbury declared the meeting closed at 21.00