

PENALLY COMMUNITY COUNCIL

Minutes of the General Meeting of the Penally Community Council held on Wednesday 14th November 2018 at The Village Hall, Penally at 6.30pm.

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

In attendance: The Clerk

01 2018/11 Apologies for Absence: Cllr M Neil

Cllr Preston requested a moment of silence to remember Mr Gareth Scotcher who had recently lost his long battle against Motor Neurones Disease.

02 2018/11 Chairman's Report

Cllr P Bradbury reported that the Remembrance Service was well attended

03 2018/11 To Receive the Minutes of the Meeting 10th October 2018

It was proposed by Cllr Robinson that these Minutes be a true and accurate record of the meeting of Penally Community Council held upon the 10th October 2018 and be signed by the Chair as such; Cllr Preston seconded the proposal with all Council in full agreement.

04 2018/11 Matters Arising from the Minutes - Information Only

None

05 2018/11 Account(s) for Payment and Presentation of Monthly Balance Sheet and report. To include half yearly budget review

Accounts for Payment in October:

G Bourke	Village Warden (Sept)	£250.00
Smart Gardens	Grass Cutting Contract (October)	£330.00
Melanie Priestley	Wages (October)	£231.63
J Williams	Penally Crow News Printing	£93.00
G Bourke	Village Warden (October)	£250.00

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

Cllr D'Arcy proposed that the Council pay the above invoices in full and that the report 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.

Following perusal of the budget spend to date and the expected balance as at 31st March 2019, the following changes were agreed by all Councillors:-

Before any changes took place it was established that the amount of unallocated monies totalled £5,329.71

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	Balance	Expected Spend	Expected Balance	From Unallocated	Expected 2019 Balance
Salary (Clerk)	£ 672.68	£ 1,736.58	-£ 1,063.90	£ 1,100.00	£ 36.10
PAYE	£ 185.20		£ 185.20		£ 185.20
Crow News	£ 11.00	£ 200.00	-£ 189.00	£ 200.00	£ 11.00
Village Warden	£ 1,500.00	£ 1,500.00	£ -		£ -
Admin/Office	£ 97.50		£ 97.50		£ 97.50
Sundries/Insurances/Membership			£ 97.50		£ 97.50
Grounds Maintenance Contract	£ 700.00	£ 990.00	-£ 290.00	£ 300.00	£ 10.00
Christmas Tree	£ 135.00		£ 135.00		£ 135.00
Grounds Maintenance	£ 197.85		£ 197.85		£ 197.85
Donations	-£ 140.00		-£ 140.00	£ 140.00	£ -
Poppy Wreath	-£ 28.00		-£ 28.00		-£ 28.00
Remuneration to Councillors	-£ 13.60		-£ 13.60	£ 75.00	£ 61.40
Election Costs	£ 500.00		£ 500.00		£ 500.00
Audit Censure/Solicitors	£ 1,850.00		£ 1,850.00		£ 1,850.00
		£ 4,426.58		£ 1,815.00	
Cash in hand	£ 7,563.16				
Expected Spend	£ 4,426.58				
Precept	£ 3,833.00				
Unallocated	£ 3,514.71				
Expected as at 1st April 2019	<u>£ 6,969.58</u>				

06 2018/11 Planning –

1	18/0716/CA	St Teilo, PENALLY, Tenby, Pembrokeshire, SA70 7PX	Remove rear conservatory and replace with a 2 story extension
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It was brought to the Council's attention, by the applicant, that this application is no longer being considered.

Discussion took place regarding the construction works taking place on the site behind the building known as the Night Owl.

Concerns raised included the hours that the contractors are working on site ie seven days a week from around 7am to dark, the mud on the village road and the hazard this is causing to other road users and also whether all the conditions, as laid down by the Pembrokeshire County Council Planning Department. Are being adhered to.

The Clerk to make contact with Pembrokeshire County Council Planning Department and convey the Council's concerns and reassurance from the Planning Department that all conditions are being met.

Following the meeting the Clerk was advised by Pembrokeshire County Council's Planning Officer Emma Sprowell that the Planning Officer who was overseeing this application has left, but she would accept any correspondence from the Clerk and pass on any concerns to the Enforcement Officer.

07 2018/11 Licensing Application(s) Received

None

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08 2018/11 Consideration of Correspondence Received

- Letter received from Mr Alan Price seeking local information regarding his great uncle who was born in Penally – Cllr D’Arcy will make further enquiries on Mr Price’s behalf
- Email received regarding the forthcoming meeting of Pembrokeshire Coast National Park Authority on the 28th November 2018 10am at Llanion Park when the members will be presented a Paper on the public consultation regarding the proposed implementation of charging for the use of certain car parks in Pembrokeshire (the Station car park in Penally being one of these)
- Email received raising major concerns regarding the slippery state of the pathways around the Church and Village Green due to the presence of moss growing thereon. Following discussion and due to this being a major health and safety issue, an estimate of costs was obtained to clean these paths (£350). Cllr C Bradbury proposed that the Clerk instruct Smart Gardens to clean these paths as soon as possible, splitting the cost equally between the Church and the Council; Cllr Rilstone seconded the proposal with all Councillors in full agreement.

09 2018/11 Reports from Committees Including County Councillor’s Report

Cllr Preston’s report to follow

Agenda Items:

10 2018/11 Petanque Court/team update

It was reported that the recent meeting held regarding the formation of a Petanque Club was well attended and that a Committee has been formed. The newly formed committee will be establishing a Constitution and regular meetings will be held.

Discussions took place on what the Council’s role is now regarding this heading. It was established that a site for a court would be required and funding to build the court.

Cllr P Bradbury proposed that Cllr Preston makes contact with the Pembrokeshire County Council Planning Department and presents the Council’s plans and once approval has been granted then the newly formed club will be able to seek funding; Cllr Hancock seconded this proposal with all Council in full agreement.

11 2018/11 Items for Crow News

None

12 2018/11 Proposed Licence for Playing Field Update

Following on from Cllr Preston’s report on this heading Cllr Bradbury presented photographs of the playing field to the Council and discussions took place regarding the upkeep costs that the Council would have if this area was adopted on by the Council.

It was agreed that before the Council could consider entering into any form of license further information was required. Cllr Preston will contact Pembrokeshire County Council for further information.

13 2018/11 Village Warden

Due to Mr Bourke being unable to attend the meeting as arranged this heading has been carried over to the December meeting.

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14 2018/11 Audit Update

2017/18 Audit – The annual return for this period is currently being written by Grant Thornton and will be passed off once the audit for 2015/16 and 2016/17 has been completed by the Welsh Auditor General.

2015/16 and 2016/17 Audit – This Audit is very near completion. Mr D Evans of the Welsh Auditor’s Office commented that he was best pleased how the Council had conducted themselves over this process and the report should be received very soon.

15 2018/11 To appoint an Internal Auditor

Discussion took place regarding the appointment of an Internal Auditor. As Ashmole and Company were involved with the recent Audits it was agreed that, as for continuity of care, they should be appointed to carry out the Audit for 2018/19. Once the Report has been received and discussed a letter of Engagement will be sent. Their fees are estimated at £180 Inc VAT.

16 2018/11 Cllr Preston – To be added to the Banking Mandate

Once the appropriate forms have been signed by two Councillors the Clerk to forward them onto Cllr Preston to present them to the Bank.

17 2018/11 Penally MOD firing times – November 2018

Thursday 1st November 2018
Monday 26th – Friday 30th November 2018

<u>Normal Firing Times:-</u>	
Monday to Saturday	0830 – 1630
Sunday	1100 – 1530
Bank/Public Holidays	No firing

18 2018/11 Speedwatch Update

Forms have been distributed to the persons who showed an interest in becoming a Speed Watch Volunteer, once these completed forms have been received by the Local Go Safe Officer he will contact the volunteers direct and set up training days.

19 2018/11 Station Car park – Pay and Display Update

As per correspondence received.

20 2018/11 Remuneration

The draft Remuneration considerations, as set out by the Welsh Remuneration Panel, were discussed and agreed upon by all Councillors.

During these discussions Cllr Hancock left the meeting tendering his resignation as a Councillor for Penally Community Council.

21 2018/11 Date for Finance Committee to meet

3rd December 2018 6.30pm in the Church Room (TBC)

22 2018/11 Lighting up the Lanes

Cllr D’Arcy informed the Council that on each evening during December leading up to the Crib Service, villagers will light up a window with a display of Christmas lights. On the evening of the Crib Service all villagers taking part will have their displays lit, a map will be available depicting where houses are that have taken part and teas and coffees will be served in the Village Hall.

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23 2018/11 Traffic Through The Village

Several instances have been brought to the Council's attention of parked cars, pedestrians or dogs on leads being 'clipped' by passing cars. Also that the local bus service was unable to follow its usual route due to a parked car blocking the road.

Cllr P Bradbury proposed that signage be erected around the village, at narrowing areas of roadway, advising persons that parking in this area could cause obstructions for other road users; Cllr D'Arcy seconded the proposal with all Councillors in full agreement.

The Clerk to obtain quotations for the manufacture of such signs.

24 2018/11 Christmas Tree – Arrangements and Lights

The Clerk advised the Council that sourcing a Christmas tree over 15ft had proven very difficult, but a local supplier had been found and a tree had been reserved subject to approval of cost.

The Clerk also presented to the Council the cost of replacing the Christmas lights (the previous ones 5 years old and beyond repair).

Following discussions Cllr Dessent proposed that a tree circa 15 ft be purchased at a cost of £120 and 9 strings of interconnecting lights be purchased for £235; Cllr D'Arcy seconded the proposals with a majority vote in favour.

The Clerk to confirm the purchase of the tree and arrange for delivery on the 29th November 2018, and also to purchase the lights.

25 2018/11 To Minute Declaration of interests made

None

Date for December Meeting

12th December 2018 6.30 Penally Village Hall.



Clerk to Penally Community Council.