

# PENALLY COMMUNITY COUNCIL

Minutes of the General Meeting of the Penally Community Council held on Wednesday 14<sup>th</sup> 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 10<sup>th</sup> 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 10<sup>th</sup> 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 31<sup>st</sup> 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

	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				
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 £ 6,969.58

## 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

## **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 28<sup>th</sup> 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 – County Councillor**

#### County Budget

Councillors will be attending a budget seminar at county hall on Monday 26<sup>th</sup> November. Despite the 12.5% council tax increase for financial year 2017 / 2018 many front line services are still facing budget cuts. Council tax for the financial year 2019 / 2020 will depend on what Pembrokeshire receives from the Welsh government settlement, however despite newspaper reports of ‘an end to austerity’ this in real terms is not the case and in my view a reduction in council tax is unlikely and an increase is not out of the question.

#### Village Playing Field.

Following on from last months update I have asked the estates officer to draft a proposal for the consideration of the community council. The successful formation of a boules / Petanque club will help support the possibility of funding to finance a community project. I have requested specific information regarding our responsibilities in regard to grounds maintenance should council decide to proceed with a formal application for a license or a lease.

#### Local Development Plan

A candidate site application has been submitted to Pembrokeshire County Council in regard to the land opposite the former Night Owl building. The area of land which is currently a car park is to be considered for development and inclusion in the draft Local Development Plan. Details of the submission will be published this December along with other candidate sites prior to public consultation. Preparation will start in April 2019, with the document expected to be published for formal consultation by October 2019. Information can be obtained by visiting <https://www.pembrokeshire.gov.uk/local-development-plan-review> where members of the public can also register for updates from Pembrokeshire County Council.

#### 349 Bus Service

The 349 bus service was again unable to pass through the village recently due to a vehicle being parked on the bus route. The car in question was left near the bus stop near the village church. I have asked First Cymru bus drivers to record details of any vehicles that cause an obstruction so that we may speak with the drivers and have the evidence to support a report to our local PCSO’s.

## **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.

### **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 1<sup>st</sup> November 2018  
Monday 26<sup>th</sup> – Friday 30<sup>th</sup> November 2018

##### Normal Firing Times:-

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**

3<sup>rd</sup> 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.

#### **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 29<sup>th</sup> November 2018, and also to purchase the lights.

**25 2018/11 To Minute Declaration of interests made**

None

**Date for December Meeting**

**12<sup>th</sup> December 2018 6.30 Penally Village Hall.**



**Clerk to Penally Community Council.**