

# PENALLY COMMUNITY COUNCIL CYNGOR CYMUNED PENALUN

Minutes of the General Meeting of the Penally Community Council held on Wednesday 13<sup>th</sup> March 2019 at The Village Hall, Penally at 6.30pm.

Present: Cllrs P Bradbury (Chair), J Preston (County Councillor and Vice Chair), C Bradbury, J D'Arcy, J Rilstone, M Neal and S Robinson

In attendance – Mr S Cavill and The Clerk

## **2019-13-03/01 Apologies for Absence – Mr Carl Willett**

## **2019-13-03/02 To receive the two declarations of Acceptance of Office**

As Mr Willett was unable to attend, due to a prior commitment, only one Declaration of Acceptance was received.

Prior to making his Declaration, Mr Cavill confirmed that he had received copies of the Code of Conduct, Good Councillors Guide and Standing Orders.

Mr Stephen Cavill read the Declaration of Acceptance of Office. The Chair welcomed him as a Councillor to Penally Community Council. The Clerk to advise the Returning Officer at Pembrokeshire County Council accordingly.

## **2019-13-03/03 Chairman's Report**

Cllr P Bradbury advised the Council that he had nothing to report this month as points he would like to raise will be covered within the agenda.

## **2019-13-03/04 To Receive the Minutes of the Meeting 13<sup>th</sup> February 2019**

It was proposed by Cllr Rilstone that these Minutes be a true and accurate record of the meeting of Penally Community Council held upon the 13<sup>th</sup> February 2019 and be signed by the Chair as such; Cllr Neal seconded the proposal with all Councillors in full agreement.

## **2019-13-03/05 Matters Arising from the Minutes – Information Only**

The Clerk confirmed that the two cheques that have not been cleared by the Council's bank, (due to a bank error) have still not been debited. (Minute – 6 2019/02). The Clerk will contact the Council's bank once again regarding this matter.

## **2019-13-03/06 Declaration of Interests – Personal or Prejudicial**

2019-13-03/17 Cllrs Preston, D'Arcy, C Bradbury and Neal declared prejudicial interest

2019-13-03/18 Cllr Preston declared prejudicial interest

2019-13-03/19 Cllr Preston declared prejudicial interest

## **2019-13-03/07 Account(s) for Payment and Presentation of Monthly Balance Sheet**

The Clerk advised the Council that a request from One Voice Wales for the renewal of membership at a cost of £147 had been received. The Clerk advised the Council on the services that One Voice Wales provide. Cllr Preston proposed that Penally Community Council renew their membership with One Voice Wales as per their renewal letter; Cllr D'Arcy seconded the proposal with Councillors in full agreement.

The Clerk also advised the Council that 21 hours of overtime had been worked from 1st October 2018 up to the 31<sup>st</sup> March 2019 and all holiday entitlement had been taken. Cllr Preston Proposed the Clerk be paid, as per the HMRC regulations, for the 21 hours of overtime worked; Cllr D'Arcy seconded the proposal with Council in full agreement.

Four Seasons	Christmas Tree	£100.00
Safe Electrics	Installation of electrical Box on lamp post	£78.00
One Voice Wales	Membership 2019/20	£147.00
Saundersfoot Community Council	Printing costs (1 <sup>st</sup> August 2018 to 31 <sup>st</sup> March 2019)	£55.00
HMRC	PAYE and NI	£125.60
M Priestley	March Wages and agreed overtime (as above)	£440.03

Cllr P Bradbury proposed that the above accounts be paid in full; Cllr Rilstone seconded the proposal with all Council in full agreement.

The Clerk presented the precept balances and cash book balance to the Council along with the bank reconciliation.

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

## **2019-13-03/08 Planning –**

NP/18/0717/FUL Lily Pond Farm, Whitewell Lane, Penally 2 x agricultural workers dwelling and an office/storage building with parking area

The above planning application was discussed. Cllr Cavill advised the Council of the excessive length of hedgerow that had been removed to enable an entrance to be formed from the Byroad. The Council also addressed that fact that part of this application is for retrospective planning permission appertaining to the application which Penally Community Council raised major concerns and objected to and the Planning Authority rejected in October 2018. The Council consider that they have major concerns regarding this planning application.

The Clerk to contact the Planning Officer and arrange a site visit.

*(Post meeting note – The Clerk contacted the Planning Officer who advised her that a site visit would not be appropriate at this time as she, as Planning Officer considering this application, is likely to recommend this application for refusal in the next 7 days and the Council's major concerns and objections are duly noted.)*

## **2019-13-03/09 Licensing Application(s) Received - None**

## **2019-13-03/10 Consideration of Correspondence Received**

- Cllr Preston requested that the Council consider placing a bench at the location of the bus stop adjacent to Holloway Court (on the same side of the road as the walkway through to Holloway Court). Cllr Preston to make enquiries with Pembrokeshire County Council as to whether a bench can be placed there. The Clerk to ascertain prices of benches. This item is diarised for the April Agenda.
- Email received requesting information regarding the ownership of certain trees within the village which the writer considers require pruning. Discussion took place regarding the ownership of these trees. Cllr P Bradbury to make further enquiries as to the ownership of the said trees.
- Email receive, from a resident, requesting clarity from the Council regarding the consideration of certain planning applications appertaining to a single property in Penally. The Clerk advised the Council of the timeline regarding the Council's consideration of these applications and the confirmation of correspondence between the Clerk and the Planning Officer at Pembrokeshire County Council. Councillors considered the above information and concluded that the Council did not act inappropriately while regarding these planning applications.

## **2019-13-03/11 Reports from Committees Including County Councillor's Report**

## Cllr Preston – County Council Report

### Petanque / Boules Area Update

Following consultation with the Planning Team I can provide the following update. The drawings provided by the club appear to be suitable for what is needed but for the full application the following detail must be covered/provided:

1. A site location plan on an OS base covering a sufficiently wide area to identify the site in relation to adjacent properties and nearby features such as hedges, etc.
2. A block plan of adequate detail to show existing and proposed site layout. The plan needs to identify adjacent features to permit positive identification of the site and how it in turn relates to existing features and impacts the area.
3. Elevations drawings (if appropriate) and details of materials to be used in connection with the construction and any fencing or other boundary treatment.
4. In certain circumstances, an ecology report will be required assessing impact on wildlife and the wider environment (I have explained that in this instance it is unlikely that any trees, hedgerows or habitats will be impacted as the work is entirely confined to the field surface).
5. Pre-application advice is available but attracts a fee of £250. The change of use application is likely to attract a fee of £380 (charges set by the Welsh Government)

The Community Development Officer has also been consulted regarding the Improving Pembrokeshire Grant. It is possible that the planning application fee can be included in the grant application. However, this needs to be discussed in further detail with the Community Development Officer as part of the application process.

In the case of insurance, the Community Council would need to ensure its public liability policy to which the court facility could be added whereas with the Club, it is something they would need to start from scratch. Also, there would be processes already in place to ensure that the Community Council would not overlook renewing insurance. However, the cost of that premium would need to be covered which will also need to be agreed,

The Property team would also need to recover any surveyor costs in dealing with matters of this nature against a set scale and this is something which will need to be clarified. Also, PCC would normally charge an annual rent for land even if used for community recreational use. This charge will be assessed once the exact area for the court is established.

Full Council agreed the final budget at its meeting on 21st February. The 9.92% increase will add an estimated £100 per annum to a Band D property. £1.92 pw over 52 weeks The Council Tax premium for second homes started in 2017-18 and PCC be introducing a Council Tax premium for long-term empty properties in 2019-20. Since the introduction of the premium the local authority have agreed to progress with a target of 10 affordable homes each year, with Solve, Llangwm and Fishguard/Goodwick being identified as priority areas for building. Also the introduction of the Enhancing Pembrokeshire Grant fund, which provides resources to support local organisations to offset the impact of second homes within their communities. All other Council services have been asked to identify cost reductions and efficiency savings of 8% (of their controllable net expenditure budget for 2019-20).

PCC ran several seminars for Council members and proposals were looked at in detail by all five of PCC Overview & Scrutiny Committees.

They also ran a public consultation from 17th December 2018 – 18th January 2019, in which over 500 people took part. Over 8,000 Facebook users also viewed the three Facebook Live sessions PCC held to publicize the consultation and to answer people's questions. Relevant documents can be viewed via the council's website.

## Long Course Weekend

The cabinet member for infrastructure has informed members that this seasons Activity Wales are looking at road closures for this year's cycling element of the Long Course weekend on 6<sup>th</sup> July 2019. The formal legal process for the road closure has not yet begun but Activity Wales have already issued letters to Town and Community Councils and other community groups.

PCC will be holding detailed Traffic Management meetings with Activity Wales, so any concerns raised by the communities can be reviewed. The Long Course weekend has grown in popularity and there is a need to review the current "open road" policy for the safety of the motorists, athletes and the general public.

## Litter Enforcement

The statistics that have been provided by District Enforcement who are the company working with Pembrokeshire County Council to address enviro-crime shows Milford Haven to be the location where most Fixed Penalty Notices (FPN) for dog fouling have been issued (12 in total).

Dog walkers in Pembroke Dock and Tenby are the joint second worst offenders in Pembrokeshire for not cleaning up after their dogs with 4 FPNs issued in each town across the same period. Fixed Penalty Notices for environmental offences such as dog fouling, littering, fly-posting and graffiti carry a charge of £150 reduced to £75 for early payment.

## **Agenda Items:**

### **2019-13-03/12    Update on the Grange Development**

Meeting held at County Hall, Haverfordwest.

Present: Cllr P Bradbury, Mrs Lavender (Planning Officer, Pembrokeshire County Council planning Department) Pembrokeshire County Council Planning Enforcement Officer and the Clerk.

Clarity was requested regarding Planning Permission being granted with 'conditions' – Mrs Lavender advised that some planning conditions are not mandatory and if a contractor, when challenged, can provide sufficient reasoning as to why these conditions have not been adhered to, the majority of conditions are not enforced

Questions were raised regarding the payment of the £15,000 agreed under Section 106 of the Town and Country Planning Act 1990 (as amended) and when the agreed development works (additional pathways) for the community of Penally would be completed. The Clerk advised that contact had been made with the Section 106 Monitoring Officer, Mrs Forrest, who was unaware that construction works had indeed commenced, but now she has been made aware of such she will prepare the appropriate paperwork and advise Penally Community Council when payment has been received. Mrs Lavender confirmed that once this payment is received by Pembrokeshire County Council it is assigned to the relevant department to pay for the agreed works, as per the Agreement, these agreed works are required to be completed within five years of the start of the development. In this development the agreement is to provide a pedestrian link to existing pathways in the vicinity of the development.

The major problems regarding the unloading of large lorries which took place with the reported blocking of the village road causing the diversion of the local bus service with the lorries then parking within the Paddock Housing Estate causing further access and egress problems for the residents and refuse collection lorries. The Enforcement Officer advised that, although this is not a Planning Enforcement issue, he would request that no lorries park on or obstruct the village road or the Paddock Housing Estate and that all delivery drivers consider using the large open space to the front of the old Night Owl.

The Enforcement Office also confirmed that he will be visiting the site more regularly to ensure that the Planning Approval is being adhered to and that the issues regarding the unloading of large lorries has been addressed. Also, that the fencing protecting the badger runs remains in situ and following the completion of construction a permanent fence is erected.

**2019-13-03/13    Petanque Court - As per Cllr Preston report**

**2019-13-03/14    Petanque Team Update - As per Cllr Preston report**

**2019-13-03/15    Audit Update**

The Clerk advise the Council that a report regarding the 2017/18 Audit had literally just been received from The Welsh Audit Office. This was presented to the Council. The report was acknowledged, and the comments made will be further discussed at the next meeting of the Finance Committee.

**2019-13-03/16    Consideration of draft Asset Register**

The Clerk presented the Asset Register PCC2019/AR/V2 to the Council for their consideration. Cllr Preston proposed the Penally Community Council adopt Asset Register PCC2019/AR/V2 as a true and accurate representation of the Council's assets to date; Cllr C Bradbury seconded the proposal with all Councillors in full agreement.

This document is to be updated as and when required and brought to Council for consideration annually.

**2019-13-03/17    Consideration of the future funding of Penally Crow News**

Cllr D'Arcy gave a report on behalf of the Village Hall Committee stating that the Village Hall Committee agree to manage the very popular Penally Crow News leaflet and the printing thereof and request that the Council consider making a donation towards the printing there of.

Cllrs Preston, D'Arcy, Neal and C Bradbury left the room.

It was agreed that Penally Crow News is a massive asset to the village, ran by volunteers and although the Council fund such the Village Hall Committee have more of an overview regarding the contents and number of the issues printed throughout the year. Following discussions Cllr Rilstone proposed that the Penally Community Council donate £60 in April 2019, July 2019, October 2019 and January 2020 to the Village Hall Committee providing at least one Penally Crow News is printed in that quarter; Cllr Cavill seconded the proposal will all Council in full agreement.

Cllrs Preston, D'Arcy, Neal and C Bradbury re-joined the meeting

**2019-13-03/18    Consideration of the appointment of village handyman or to complete maintenance as required**

The Clerk confirmed that the letter advising the village warden that, due to the practice principles of the financial management of Community Council budgets and finances, the Council are required to make changes and formalise the way all service providers are employed so therefor the Council are required to request new tenders for the village maintenance works. Within this letter the Village warden was also invited to submit a new tender.

It was also confirmed that the cheque had been processed through the Council's bank account.

A schedule of works organising any possible tasks that are required to be carried out to ensure that the village is kept clean and tidy was circulated to all Councillors for the perusal.

When a task is required the contractor with the most competitive price can be contacted and requested to complete the task in a suitable time frame.

Cllr D'Arcy proposed that the schedule of works REV6(07.03.19) be distributed for contractors to provide prices for the tasks as listed; Cllr Rilstone seconded the proposal with all Councillors in full agreement. The Clerk to distribute the schedules and add this to the April agenda for further consideration.

Cllr Neal proposed that a Grounds Committee be formed to manage the requirement, delegation and completion of any tasks throughout the village; Cllr Rilstone seconded the proposal with all Councillors in full agreement.

Grounds Committee members - Cllrs C Bradbury, Robinson and Cavill.

The Clerk to draft a Heads of Terms for the Grounds Committee for approval at the April meeting.

A walk-through of the village, to establish any tasks that may be required, was discussed. It was agreed that a walk-through is not required at present.

#### **2019-13-03/19 The consideration of a 'preferred contractors/suppliers' list**

The Clerk confirmed that a list of preferred contractors is being drafted. If any handy persons, electricians, grounds maintenance contractors, painters, decorators or home maintenance contractors would like to be considered for the list they should contact the Clerk for further details. (07525 007068)

#### **2019-13-03/20 Consideration of a date for the meeting of the Finance Committee**

Meeting of the Finance Committee confirmed - 8<sup>th</sup> April 2019 4pm (Venue to be confirmed). This meeting will be to ensure that all the paperwork is ready for the Auditors, discussion of the financial time line, the obligations of the Council regarding the 2018/19 Audit and the recent report as received from the Welsh Auditors.

#### **2019-13-03/21 Letter of appointment to the Internal Auditor.**

It was agreed that the Finance Committee, at the meeting on the 8<sup>th</sup> April 2019, should draft a letter to the internal Auditor taking into consideration any recommendations raised by the Welsh Auditor.

#### **2019-13-03/22 The responsibility for the maintenance of public footpaths**

Cllr Bradbury brought to the Council's attention that Public Footpaths around the village are becoming unpassable by fallen trees and debris, in particular Public Footpath ref: 33/3. Cllr Preston confirmed that he will seek further information from Pembrokeshire County Council regarding where the liability lies to ensure that Public Footpaths remain passable. Cllr Cavill confirmed that he will photograph footpath 33/3 and forward his photographs to Cllr Preston for onward submission. This heading has been diarised for April.

#### **2019-13-03/23 Confirmation of date for Annual Meeting**

The Annual Meeting of Penally Community Council will be held on Wednesday 15<sup>th</sup> May 2019 6.30pm at the Village Hall. The May General Meeting of Penally Community Council will follow the Annual Meeting.

#### **2019-13-03/24 Penally MOD firing times – March 2019**

**Saturday 23<sup>rd</sup> March 2019**

**Date for April Meeting**

**10<sup>th</sup> April 2019**

##### Normal Firing Times:-

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