THE HAVENS COMMUNITY COUNCIL

CYNGOR CYMUNED THE HAVENS

(Clerk/RFO Christine Lewis, The Farmhouse, Broadway, Broad Haven, SA62 3HX)

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**THE MINUTES OF THE MEETING HELD AT BROAD HAVEN VILLAGE HALL, 5 MARCH 2019, AT 7 PM**

**PRESENT**

Cllrs Charlotte Alexander, Mark Burch(Chair), Gillian Collins, David Faulkner Joan Phillips, Susan Reynolds, Connie Stephens, Ian Whitby (Vice Chair), Peter Morgan (County Councillor, Christine Lewis (Clerk/RFO).

**APOLOGIES**

Cllrs Matthew Ford, Carys Spence, Byron Grey (Youth Representative)

**ADOPT MINUTES FROM PREVIOUS MEETING**

The minutes were signed by Cllr Mark Burch (Chair), as a true record of the meeting held on the 5 February 2019.

**DECLARATION OF INTEREST**

There were no declarations of interest declared.

**MATTERS ARISING**

**Plastic Free Communities Status Advertisements**

The Clerk was asked to thank Susan Scarr for all her hard work in achieving Plastic Free Status for The Havens.

**Trafalgar Terrace Coffee Afternoon**

Councillors discussed the management and layout of the Trafalgar Terrace Car Park. The Clerk advised that a company has been contracted to apply the planned parking bays which will include some disabled bays.

Cllr Mark Burch (Chair) and Cllr Ian Whitby (Vice Chair) will write up the Terms and Conditions for Parking which will be displayed at the entrance. It was decided to continue with the Honesty Box System for the next 12 months with the car park maintenance costs being met by the precept.

**AGENDA ITEMS**

**Safe Crossing for Millmoor Way**

Concern has been expressed by residents that there was no safe crossing place into the National Parks Car Park at the North End of Broad Haven Village.

A request was made for a dropped curve opposite the opening but Councillors pointed that as the opening was on the bend of the road it would not be possible to have a dropped curb in that position.,

The Clerk was asked to contact Highways and ask them to inspect and provide feedback on the concerns raised..

**Honesty Box Donation Applications**

The Clerk advised she had received two applications for the Honesty Box Donations for the next financial year. Christine advised that a Call for Applicants will be advertised in the April Diary with a view to making a selection during the May Annual Meeting..

**PCC Enquiry regarding Community Tensions**

Pembrokeshire County Council requested that all Town and Community Councils advise them of any Community Tensions they became aware of during the coming months.

**Cigarette debris on Little Haven Beach**

The Clerk advised she had received calls from local electors regarding the number of cigarette ends that had been found on Little Haven Beach during the recent beach clean. The area of concern was just over the wall, opposite the Swan. Councillors asked the Clerk to alert the Landlord at the Swan to the problem.

**Football Club Year End Accounts**

Cllr Dai Faulkner was asked to arrange for the Football Club Treasurer to submit their End of Year Accounts for 1 April 2018-31 March 2019.

**Grass Cutting Tender**

Four Grass Cutting Tender submissions were received and evaluated by Councillors. Cllr Ian Whitby (Vice Chair) proposed that the contract be awarded to Bevan Lawn Care and Cllr Mark Burch (Chair) seconded.

The Clerk was asked to thank the remaining contractors for their time.

**Repairs to Lamp Motifs**

As with previous years there was some damage to the Festive Lighting Motifs from strong windows over Christmas. It was agreed to purchase the necessary rope lights to repair them for next year.

**Welsh Audit Office Report / 2018/19 Theme**

The Welsh Audit Office Report on the 2017/18Audit was received which highlighted there were still some Councils submitting both late and inaccurate figures.

They advised that the theme for the 2018/2019 Audit would concentrate on Council Standing Orders and Sub Committee Terms of Reference.

 **Review of Internal Auditor's Terms of Reference**

Councillors were asked to review the Internal Auditor's Terms of Reference and submit any suggested updates to the Clerk who would circulate them for approval.

**Appointment of Internal Auditor**

Cllr Ian Whitby (Vice Chair) proposed that Joan Scarratt be appointed Internal Auditor for 2018/2019 and Cllr Joan Phillips seconded.

**End of year Budget Reconciliation**

The Clerk circulated the end of year Budget Reconciliation which included estimated amounts for the remainder of the year. This showed an expected end of year balance after removing the ring fenced contingencies for future elections and councillor expenses.

**IRP February 2019 Report**

The Clerk circulated the Independent Remuneration Panel Report for 2019 highlighting those areas covering Community Councils.

**Government Funding for Community Engagements in local democracy**

The Clerk circulated the Government Funding being made available for Community Engagement.

**Planning Applications**

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| --- | --- | --- |
| **NP/19/0069/S73** | Removal condition 4 on NP/99/092 in order to allow all year holiday use of The Barn, South Hill, Talbenny, SA62 3XA | Support |

**Finance**

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| --- | --- | --- |
| Clerk’s salary and admin expenses |  488.84 |  |
| Fasthosts Emails |  12.00 |  |
| Cleddau Press March Issue |  300.00 |  |
| One Voice Wales Subscription |  238.00 |  |
| HMRC  |  322.80 |  |
| Motif Repairs  |  300.00  |  |
| G D Harries Footpath Pro Forma Invoice | 10680.00 |  |
| Welsh Audit Office Invoice |  268.75 |  |
| Seated Furniture - Replacement Benches for Cenotaph |  635.98 |  |
| Litemania.co.uk. LED Rope Lights | 378.56 |  |

Payments authorised by Cllrs Phillips and RFO C Lewis

**END OF MEETING**

There being no further business to discuss the meeting closed at 8 pm..

**THESE MINUTES ARE SUBJECT TO CONFIRMATION AT THE MEETING TO BE HELD ON 2 APRIL IN THE BOWEN MEMORIAL HALL.**