**PUNCHESTON COMMUNITY COUNCIL**

A meeting of Puncheston Community Council was held on Wednesday 29th May 2019 at Puncheston School which commenced at 7.40pm after the Annual General Meeting.

Present: Mrs. Alison Evans, Mrs. Anne Thomas, Mrs. Susan Collins, Messrs. Dewi Lewis, Peter Lilley, Wyn Williams, Cllr Bob Kilmister and Mrs. Eirian Forrest, Clerk.

1. Apologies: Nil

2. Minutes of the Last Meeting (24.04.2019)

Copies of the minutes of the last meeting had been distributed to members. Apart from two typos, the minutes were agreed as being a true record and were signed.

3. Matters arising from the minutes

1. Tennis Club –The suggestion that this area is converted to a school car park has been forwarded to the acting of Head of Property at PCC who forwarded this to Rod Thomas, Senior Surveyor and the Education Department.
2. Commemorative mosaics – Alison has tried to contact Amanda Lawrence to establish what size the plinth needs to be. It was suggested to ask Nigel Griffiths for a quote to build the plinth and repair the Dyfed Memorial. Wyn agreed to call round to see Nigel and ask him to contact Robert Jakes who is designing the mosaics to discuss the size required etc. Richard has moved forward with the application for Enhancing Pembrokeshire Grant for Little Newcastle.
3. Burial Board Insurance – The Clerk received a response from Delme Harries to her letter and the Burial Board are pleased that insurance is in place. The board only has records of the buried but not details of their families who may be liable for the private headstones and suggested that a notice is displayed in the cemetery, and a request for funding from S137 was sought. It was agreed that a Notice was a good idea and further information required with regards to funding. The Clerk would write to Delme advising that a Notice is acceptable and request details of what works they intend doing, cost involved etc. and also direct them to other funding streams i.e. Enhancing Pembrokeshire Grant and the Church Fund.
4. Notice boards at Tufton and Little Newcastle have been repaired. Invoice received from Kevin Francis £50.00 for the works, Dewi proposed and Alison seconded that this was paid. Alison and Dewi agreed to treat the notice boards with wood preserver.
5. Flower borders at Puncheston – Dewi had purchased compost and Sherilee bedding plants for the borders at a total cost was £33.60. It was proposed by Alison, seconded by Anne and agreed to pay Dewi one cheque for the two invoices, CCF - £30.02, Aldi - £3.58. Dewi would make a separate payment to Sherilee.

4. Highway matters

1. Notice – Unclassified (U3389) Puncheston to Llanychaer Road will be temporality closed for approximately four weeks from 13th June 2019.
2. Response from Dorian Williams, PCC was read out regarding request sent in April regarding complaint received from residents about the state of the road on the Puncheston to Little Newcastle road, especially outside Bro Dewi, and the rough surface on the road to Little Newcastle towards Colston. These works were picked up during routine inspection and a works order has been issued for permanent repair. A timescale was not given, as repairs are prioritised by severity, traffic speeds and traffic volumes.

5. Planning

No matters to report.

6. Christmas lighting - Risk Assessment

Query over the responsibility of the Christmas tree and lighting was discussed - Cllr Kilmister believed that if the Christmas tree is placed on community council land the public liability insurance would cover any incidents. It was suggested and agreed that a risk assessment is carried out in the month prior to putting the tree up. The Clerk will check with Zurich Municipal Insurance.

7. Audit – Annual Governance Statement

The Annual Governance Statement was signed by Alison Evans, Chair.

8. Asset Register

Query raised at the previous meeting regarding the salt bins owned by PCC- Cllr Kilmister said that any salt bins owned by PCC would be their responsibility. There are a few amendments required to the asset register and the insurance company informed of the changes. A revised register will be signed off at the next meeting.

9. Dog Fouling Complaint

The letter that the Clerk had sent in response to the complaint has been forwarded to the parents. Cllr Kilmister will ask for an update from Richard Brown at PCC.

10. General Allowance Form – Payment

Anne Thomas didn’t return the form

11. Insurance Renewal

Renewals quote from Zurich Municipal – £467.20. It was proposed by Dewi, seconded by Susan and agreed to renew the insurance. Payment made.

12. Correspondence

1. Paul Sartori – Receipt and a thank you letter for the donation.
2. Sandy Bear Children’s Bereavement Charity – thank you letter for the donation
3. Cruise Bereavement Care – thank you letter for the donation
4. Cylch Meithrin – Receipt and a thank you letter. The donation will be used towards new learning resources.
5. Receipt received for £90.00 payment made for school room hire
6. Police & Crime Panel news – noted and a copy has been placed in the notice boards
7. Recycling poster – have been placed in each of the notice boards
8. Clerks & Councils direct – circulated

13. Other matters

There were no other matters to report.

The meeting finished at 9.10 pm

Date of the next meeting was agreed as Wednesday 26th June 2019 at 7.30 pm at Puncheston School.