**PUNCHESTON COMMUNITY COUNCIL**

A meeting of Puncheston Community Council was held on Wednesday 26th June 2019 at Puncheston School which commenced at 7.35 pm.

Present: Mrs. Alison Evans, Mrs. Susan Collins, Messrs. Dewi Lewis, Cllr Bob Kilmister and Mrs. Eirian Forrest, Clerk.

1. Apologies: Anne Thomas, Wyn Williams & Peter Lilley

2. Minutes of the AGM (29.05.2019)

Copies of the minutes of the last meeting had been distributed to members. The minutes were agreed as being a true record and were signed.

3. Minutes of the Last Meeting (29.05.2019)

Copies of the minutes of the last meeting had been distributed to members. The minutes were agreed as being a true record and were signed.

4. Matters arising from the minutes

1. Tennis Club – At a recent School Governors meeting the Chair of the Health & Safety Committee handed a copy of a letter that has been sent to Helen McLeod-Baikie the acting of Head of Property at PCC. The Committee is seeking clarification of the Local Authorities position and the responsibility for the site as they granted the lease to the Tennis Club. A copy of the letter was given to the Clerk. Cllr Kilmister would discuss the matter and ask for an update when he meets Helen on 28.06.19.
2. A commemorative mosaic – Nigel Griffiths has met Amanda Lawrence to discuss the plinth for the mosaic and has taken the template and will quote for the work. It was suggested that the community council should pay for this and also for the plinth at Little Newcastle. The Clerk said without knowing the cost involved she would have to check the budget. The unveiling of the mosaic is Wednesday 17th July at Puncheston, and Friday 19th July at Little Newcastle. All the children from the school will take part.
3. Burial Board Insurance – A response received from Delme Harries to the last letter. He asks that the insurers provide the wording for the notice. It was thought that the insurers would not provide the wording and it was suggested that suitable wording is found on Google. The Burial Board is also seeking a donation towards the upkeep of the cemetery. It was agreed to write back saying that there are no funds currently available in this financial year.
4. Notice boards at Puncheston, Tufton and Little Newcastle haven’t been stained. Alison and Dewi will make arrangements to treat the notice boards with wood preserver.
5. Road Closure – the road is open in the evenings. Cllr Kilmister said the signs are still up but thinks the cables have been laid.
6. Christmas Lighting – Paul from Zurich had confirmed that if the equipment is maintained / owned and erected by the council then they would be adequately insured under the Public Liability provided that the activity is risk assessed.

5. Highway matters

1. Dewi reported a sunken area on the side of the road near two properties on the ‘S’ bend near Windy Hill. The Clerk will report.
2. Cllr Kilmister said that hedge cutting will start at beginning of July.

6. Planning

No matters to report

7. Asset Register

The clerk read out the response from Zurich Municipal. If the telephone kiosks are to be insured they would need to have their replacement value on the register. The Clerk had searched online and was unable to find replacements apart from one private seller at £3000. The other amendments to the register would incur an increase in next year’s premium of £32.83. It was agreed to make the amendments but not add the kiosks to the insurance. It was assumed that the kiosks would be covered under the Public Liability and agreed that a risk assessment would be carried out annually. The clerk will check that the kiosks are covered under the Public Liability and discuss further at the next meeting.

8 Dog Fouling Complaint

Cllr Kilmister gave an update on this issue.

9 Clerk’s Salary and Expenses

It was proposed by Dewi and seconded by Susan and agreed to pay the Clerk’s salary (£525.00) and expenses (£119.52).

10. Correspondence

1. SSE – Xmas Lighting Invoice – It was proposed by Alison and seconded by Susan to pay the bill.
2. PCC School Playing Field rent – It was proposed by Dewi and seconded by Alison to pay £30.00
3. Wales Air Ambulance – Thank you letter for the donation.
4. One Voice Wales – Model Local Resolution Protocol for Community and Town Councils – this was a document on how to deal with low level complaints and needed to be adopted – it was proposed by Alison and seconded by Dewi and agreed to adopt this document.
5. One Voice Wales – Basic On-line Learning Modules – 7 on-line basic learning modules available on the website. <http://www.oncevoicewales.org.uk/OVWWeb/basic_online_training-7451.aspx>

11. Other matters

There were no other matters to report.

The meeting finished at 8.55 pm

Date of the next meeting was agreed as Wednesday 31st July 2019 at 7.30 pm at Puncheston School.