

At a meeting of Jeffreyton Community Council held at the Church Hall, Jeffreyton on Monday the 10th June 2019 at 7.00 pm

Present : Chair, Mrs M Rogers, Vice Chair, Mrs S Maccreath, Councillors : Mrs A Morgan, Mr P Everall, County Councillor : Mr J Williams

In Attendance : Clerk, Mrs M Everall

13. Apologies for absence : None received

14. Declaration of Interest : None received

15. Minutes of the Last Meeting :

Resolved :

That the minutes of the last meeting of the Council held on the 13th May 2019 be confirmed and signed by the Chairperson as a true record

16. Matters Arising from the Minutes

(a) Bench in Village Play Area : Bench is now in place and repair and replacement of slate to the stone cross has been completed. Council members extended thanks to the contractors for their prompt and excellent work. The bench has been added to the Asset Register. Clerk mentioned that a suggestion had been made for a plaque on the stone cross. Members agreed that although a plaque was a good idea, the structure was located on the side of a busy main road with no lay-by or pavement and a plaque would possibly encourage people to stop. ***Item Closed***

(b) Grant Funding Play Area : This item is ongoing. Posters collected from St Oswald's School will be used as additional evidence to support the proposed Lottery Application. Clerk reported that she had discussed initial requirements with a representative and a quote had been received. It was agreed that further quotes are required. Clerk to liaise. ***Carry Forward***

(c) Calor Rural Community Fund : Clerk reported that although the project had been vigorously promoted, it was unlikely that we would receive enough public votes to get us into the final 12 on the 17th June. The feedback from people was that the system of voting was not user friendly however despite this, the response from our supporters had been impressive for such a small community. ***Item Closed***

(d) Parking at St Oswald's School : Clerk had contact Highways Dept. PCC, Mr S Hart (MP) & Mrs Rees, Acting Head, St Oswald's. PCC are going to review and undertake a speed test. Consultation with the school indicated that following various changes there had been an improvement however they would continue to monitor the situation and bring it to the attention of the new Head and the Chair of Governors. ***Item Closed***

(e) Casual Vacancy : This was advertised within the community and as there was no response received within the 14 day period, the Council is requested to fill the vacancy, as soon as practicable, by co-option of a person eligible for council membership. Members agreed to advertise the notice in August in time for the next scheduled meeting in September. **Carry Forward**

17. Review of Financial Regulation Policy : The Council resolved to re-adopt the Financial Regulation Policy without amendment. Proposed by J Williams Seconded by M Rogers : **Carried unanimously**

18. Review of Standing Orders Policy : The Council resolved to re-adopt the Standing Orders without amendment. Proposed by S Maccreath Seconded by P Everall : **Carried unanimously**

19. Informal Resolution Protocol : The Council resolved to adopt the Informal Resolution Policy. Proposed by S Maccreath Seconded by A Morgan : **Carried unanimously**

20. Correspondence

(a) Information Commissioners Office : Data Protection Fee due by 25.06.19

(b) One Voice Wales May Bulletin

(c) SLCC May Bulletin

(d) OVW : Model Local Resolution Protocol for Community & Town Councils – Reviewed and previously circulated to Members for consideration prior to meeting. Adopted 10.06.19

(e) PCC : Off street Parking – Variations

(f) SLCC Membership Renewal Due 01.07.19

(g) PLANED : Invite to attend AGM / Conference 09.07.19 in Haverfordwest. Registration required

(h) Citizens Advice Pembs : Invite to attend AGM 26.06.19 in Haverfordwest. RSVP 18.06.19

(i) SLCC : Exemption of Councillors to register and pay data protection registration fees. Councils must continue to register and pay fees..

(j) PCC : Review of Polling Districts / Polling Places. Public Consultation ends 26.07.19

(k) OVW : Basic on-line Learning Modules for Councillors in Wales – Previously Circulated to all Members

(l) Wales Audit Office : Following their recent publication of Internal Audit Arrangements at Town and Community Councils, there is an interactive webinar 02.07.19 @ 18.00hrs to share ideas and move recommendations forward.

21. Planning Matters

(a) Decision

Re: 18/1100/PA Erection of a log / wood store and a wooden shed for storage of beekeeping equipment in retrospect. Argoed Cottage, Jeffreyston, Kilgetty, Pembrokeshire SA68 0RT

Decision : Conditionally Approved

22. Financial Matters

(a) HSBC Bank Balance : As at 20.05.19 **£2735.17**

(b) Payments : The following were submitted for payments

SLCC Subscription Renewal	£43.00
ICO Data Protection Fee	£40.00
A&V Building Contractors	£600.00
Village Bench / Stone Cross	
Mrs M Everall, Wages 31.05.19	£107.90

Resolved : The Council agreed that the accounts be approved for payment

Wales Audit Office invoice for 2017/18 remains outstanding

(c) Appointment of Internal Auditor 2019/20

Clerk reported that contact had been made with Mr T Edwards, Internal Auditor who confirmed that he would be happy to undertake the 2019/20 Internal Audit. An engagement letter had been signed by the Clerk and Mr Edwards.

Resolved : The Council unanimously agreed to appoint Mr Edwards for the 2019/20 Internal Audit

23. Highway Matters

Several members of the Council mentioned the amount of slurry on Ford Lane, leading down towards Ford Bridge, Jeffreyston, on the morning of Monday the 10th June. Councillor J Williams said he believed that the matter was being looked at by Natural Resources Wales. Council members asked that the Clerk contact NRW for an update. **Carry Forward**

24. Staff Appraisal / Review of Clerk's Contract of Employment

Staff Appraisal of the Clerk's work over the past 12 months. It was unanimously agreed by the Council that they were happy with the work undertaken and thanked the Clerk. It was also agreed to review the Contract of Employment.

Resolved : That the Press and Public be excluded from the meeting under the Public Bodies (Admission to Meetings Act 1960) due to legal privilege and disclosure of personal information.

Clerk to prepare Contract of Employment for Member's final approval before being signed in the next scheduled meeting in September.

25. Any Other Business

There were no further items to be discussed.

26. Date of next Meeting : Scheduled for Monday the 02nd September 2019 @ 7.00pm

The Meeting was declared closed at 08.45pm

Signed : Chair

Date

Action Points :

- ❖ **Casual Vacancy – Advertise in August – ME**
- ❖ **Grant Funding Play Area – Liaise re quotes etc**
- ❖ **Contract of Employment - ME**