

ROSEMARKET COMMUNITY COUNCIL

Minutes of the meeting held at the Village Hall, Rosemarket on
Monday 2nd March 2020

Present: Cllrs Jill Gibson (Chairman), Steve Davies (vice-Chairman), David Hancock, Caroline Haley, Rhys Jones; Peter Horton (Clerk);

Apologies : C’llr Barbara Summons.

Approval of the February 2020 monthly meeting

The minutes were approved as written, and signed by the Chairman (proposer C’llr Caroline Haley, seconder C’llr Rhys Jones).

Matters arising

Railway bridge. Members thought that maybe no work had been done, though P.C.C. had stated their intention to carry out any clearance achievable from the upper level. Members to look and see whether anything appeared to have been done when in the area.

Bus shelter work. Still in hand with C’llr David Hancock, who explained that progress had been hampered by the extreme weather conditions.

Village green application. The Clerk had obtained forms from the Common Land Officer for the Village Green application. He had been told that the application would need to be accompanied by user witness statements providing an overall picture of a minimum 20 year period of usage as a general public recreational area. Members decided to proceed with the application. Clerk to obtain and circulate user witness statement pro-formas for Members to obtain these from anyone known to them in the Village who was willing to contribute to this.

O.V.W. area meeting. C’llr David Hancock had attended, and gave a report to Members on some significant matters from the meeting. There had been an address by the C.A.B., mention of Welsh Audit Office concerns over accounting practices in some councils, information on biodiversity, and a reminder of the importance of ensuring suitable arrangements for business continuity in the event of the Clerk being unavailable. Business continuity to be tabled for discussion in April. Biodiversity / environmental projects to be tabled as a regular monthly agenda item.

C’llr David Hancock expressed a willingness to attend the next scheduled meeting if available, as he felt it important for R.C.C. to be represented if possible. Members expressed thanks to C’llr Hancock for attending.

Community survey. C’llr Caroline Haley reported back to Members on progress to date. All the surveys had been distributed. Some returns had been received, but most were still to be returned. Members agreed to forward any returns received to C’llr Caroline Haley for collation and analysis. Matter to be tabled as an agenda item for April to discuss the findings from the survey. Members thanked C’llr Haley for all the work put into the survey project to date. Members commented that the Community Council would like to get in as many survey results as possible, so as to provide as full a picture as possible. Clerk to place note on the Community web-page to this effect.

Planning

Decisions

19/0910/PA - single storey rear extension and two storey side extension; 4, Front Street, ROSEMARKET, Milford Haven, SA73 1JT. C’llr Caroline Haley noted that the information board had been taken down from the property. She felt that, if possible, this should be replaced somewhere in the Village. Matter to be tabled for discussion in April. In the meantime, C’llr Caroline Haley undertook to call at the property and try to recover the old information board, so that

the information on it could be re-used if necessary. Clerk to write to CADW to ask their advice on the matter of providing information boards.

19/0854/PA - rear and side extension; Elm House, 21, West Street, Rosemarket, Milford Haven, SA73 1JH.

Accounts

Payments

Clerk (salary January – March)	:	As per contract
H.M.R.C. (PAYE tax for Clerk, January – March)	:	As per contract
One Voice Wales (membership 2020/21)	:	£80-00
Wales Audit Office (audit fee, 2018/19)	:	£255-75

The above payments were approved by Members (proposer C’lir David Hancock, seconder C’lir Steve Davies).

Correspondence

- 1) P.C.C. – Consultation on proposed sixth form provision at Milford Haven School – noted.
- 2) Wales Audit Office – Consultation on audit arrangements for Community Councils – noted.
- 3) Pembroke Dock Town Council – response to request for information on outdoor gym equipment – considered in agenda item agenda item below.
- 4) Independent Remuneration Panel for Wales – 2020 report – noted, and hard copy of report passed to C’lir Haley, who had requested one for reference.
- 5) Solva Care – ‘People, Place and Wellbeing’ symposium, 11th March 2020 – noted.
- 6) P.C.C. - Promoting digital inclusion – noted.
- 7) Dyfed Powys Police and Crime Commissioner – Invitation to rural policing conference, 6th March 2020, Police Headquarters – C’lir Caroline Haley to attend.
- 8) W.G. – Invitation to seminar on reducing waste, Haverfordwest, 4th March 2020 – noted.
- 9) Lara Newbury – Litter problems – Noted, and Clerk had referred the message to Llanstadwell Community Council, as the issues raised fell within their area.
- 10) Neil McCarthy, P.C.C. – Notification of possible intention to remove recycling area – noted. C’lir David Hancock expressed some concern that people might continue to fly-tip rubbish in the recycling area anyway. However, it was acknowledged that the removal of the recycling facilities was a reasonable step to take, and any future problems would need to be dealt with separately.
- 11) O.V.W. – Information on Green Spaces Grant scheme – noted.
- 12) Wicksteed Leisure – quotation for swings – members felt that the quotation seemed extremely high, and noted that further quotations would be needed before proceeding with any work. Matter to be placed on the April agenda for discussion. In the meantime, Clerk to research local suppliers who might be able to quote for the work.

Any necessary discussion of Village maintenance (including grass-cutting arrangements for The Beacon)

Grass-cutting. Clerk to discuss with Nathan Thomas of One-Stop Property Development, with a view to getting the area cut as for last year, and probably twice in the season.

Audit of Village condition. C’lir Caroline Haley provided feedback on this document, which she had prepared. A number of areas in the Village were noted as looking a bit ‘tired’, but no serious causes for concern were noted. Members proceeded to briefly go over the various items on the list. Regarding the possible Community Works grant application for work to the public footpath from Front Street to The Beacon, C’lir Caroline Haley to contact the Public Rights of Way Officer in P.C.C. to seek advice on suitable surfacing for the path in connection with the grant application.

It was noted that a number of items of work picked up on the audit could potentially be considered

under the Community Works grant scheme. However, it was mentioned that only one grant application per project was allowed to be made per year.

Members were in agreement that a number of aspects of the Village would benefit from some work to improve them, both in maintaining existing assets, and also, where possible, undertaking work to enhance the Village. It was agreed that definite proposals need to be formulated in order to move forward in a meaningful way. Members undertook to be mindful of considering possibilities for action, preparatory to further discussions at a future meeting.

Annual review of Community risk assessment. Clerk to email the current risk assessment to C'lr Steve Davies, who undertook to review this by the end of March.

Any necessary discussion of Village Amenity land

Nothing to discuss this month.

Discussion of possible purchase of outdoor gym equipment for Village

C'lr Haley mentioned the feedback received to date from the limited number of Community survey forms returned was generally very positive. However, she felt it important to wait for fuller feedback via further Community survey forms before deciding on any course of action. Members agreed that it was important to assess the level of public support, as any grant obtained would only provide a proportion of the funding needed for any scheme undertaken. Members noted the useful information received from Pembroke Dock Town Council regarding the equipment they had installed in Pembroke.

Formal approval of updated contract of employment / job description for Clerk

A revised contract was signed by the Chairman and the Clerk, reflecting the agreement made in the January 2020 meeting in respect of pay. Copies were retained by the Clerk and Chairman.

The Clerk's job description document was discussed, amended as needed, and a final text agreed by all present. Clerk to format this ready for signature at the April meeting.

Review of bank account signatory arrangements

Members agreed that a new mandate would be prepared with C'lr's Jill Gibson, Steve Davies, Barbara Summons, and the Clerk as signatories (proposer C'lr David Hancock, seconder C'lr Caroline Haley). Clerk to make arrangements accordingly.

Discussion of arrangements to commemorate V.E. Day 75th anniversary

C'lr Caroline Haley mentioned that the limited number of Community survey results received to date were somewhat ambiguous in terms of the level of support for events to commemorate the V.E. Day 75th anniversary. She felt that this indicated that a large amount of work / expenditure might not have the necessary support of local residents. Members were agreed that no specific events would be arranged. It was noted that some commemoration of the event was likely in the local Church.

Any other business

There was no other business for discussion this month.

Public Forum

There were no members of the public present at the meeting.

The meeting concluded at 8-50pm.

Date of next meeting

Monday April 6th 2020, 7pm