

## ROSEMARKET COMMUNITY COUNCIL

Minutes of the meeting held online on  
Monday 1<sup>st</sup> June 2020

**Present:** Cllrs Jill Gibson (Chairman), Steve Davies (vice-Chairman), David Hancock, Caroline Haley; Peter Horton (Clerk);  
**Apologies :** C’llrs Barbara Summons, Rhys Jones.

NOTE – The minutes to record that this meeting was held online via the Zoom video-conferencing platform due to the current Coronavirus pandemic restrictions. The meeting was only focussed on key business, and members of the public were not invited to attend. This was as per the Welsh Government emergency Covid-19 regulations governing Community Council meetings.

### Declarations of known interests

None.

### Approval of the March 2020 monthly meeting

The minutes were approved as written, and held by the Clerk for signature by the Chairman following the meeting (proposer C’llr Caroline Haley, seconder C’llr David Hancock).

### Matters arising

**Community survey.** C’llr Caroline Haley informed Members that she had begun to collate the survey responses received to date. She commented that the responses received had been generally positive. She undertook to circulate her summary / analysis of the survey responses received, in readiness for a full discussion once the lockdown restrictions had ended.

**Middle Street bus shelter.** C’llr David Hancock had put down a weed suppressant membrane to control weed growth. However, he had not carried out further work, due to lockdown restrictions and difficulties in obtaining materials. Members were happy for further work on this to be deferred until after the lockdown restrictions had been lifted.

**Grass-cutting.** Members noted that the grass-cutting on The Beacon was now under way, and appeared to be satisfactory.

**Dovecote signage.** C’llr Caroline Haley had spoken to the new property owners. They had confirmed their intention to place new signage for the dovecote once the ongoing development was complete. This may not be in exactly the same location as previously, but might be bilingual.

### Planning

#### **Applications**

**19/1263/PA – Change of Use to D2 from Agricultural in Part Year Use - May to December; Adjoining the Haybarn, Woodhouse Barn, Barn Lane, Rosemarket SA73 1LH**

**20/0017/PA – Variation of Condition 4 (number of events and months of operation) of Planning Permission 16/0807/PA, to allow operation in additional months**

**Site Address: Woodhouse Barn, Milford Haven, Pembrokeshire, SA73 1LH**

Members confirmed their agreement to the letter of concern / objection submitted to P.C.C. in respect of the proposed development (proposer C’llr Jill Gibson, seconder C’llr David Hancock). Information had been received suggesting that a number of log cabins had been placed on the site without planning consent. The Clerk commented that he had seen a complaint that had been submitted about this to Planning Enforcement, and which would no doubt be investigated in the normal way.

**19/1274/PA – Locate 1200 litre oil tank (domestic heating oil) in front of property (In retrospect)**

**Site Address: THE HEADMASTERS COTTAGE, The Beacon, ROSEMARKET, Milford Haven, Pembrokeshire, SA73 1JX**

#### **Decisions**

**19/1274/PA - Locate 1200 litre oil tank (domestic heating oil) in front of property (In retrospect)**

**Site Address: THE HEADMASTERS COTTAGE, The Beacon, ROSEMARKET, Milford Haven, Pembrokeshire, SA73 1JX**

#### **Urgent correspondence**

1) Mr. Philip Walker – concerns over the condition of a tree on The Beacon – The Clerk and C’lir Jill Gibson had looked at what was thought to be the tree in question, and concluded that it did not look too bad. The tree appeared to be on The Beacon, and would therefore presumably come under the joint responsibility of P.C.C. / R.C.C. C’lir Jill Gibson suggested a site meeting with Mr. Walker to establish for certain which tree was being referred to. Clerk to contact Mr. Walker to invite him to contact C’lirs Jill Gibson and Caroline Haley, in order to arrange a site meeting to check the exact situation and discuss.

2) Internal audit report – all contents were accepted by Members. Substance dealt with agenda item below relating to the Annual Governance Statement.

#### **Accounts**

##### **Payments**

Clerk (salary April – June 2020)	:	As per contract
H.M.R.C. (PAYE tax for Clerk, April - June)	:	As per contract
Clerk, expenses December 2019 – June 2020	:	£ 63-40

##### **Urgent payments made since the March meeting, for ratification**

Denise Mayr (Internal audit)	:	£ 60-00
P.C.C. (Westaway Park)	:	£ 7-50
Zurich (insurance)	:	£389-86

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

#### **Bank signature mandate**

It was confirmed that the signatories to be removed from the Community Council bank account were Rhys Jones and Tony Young. Signatories to be added were Jill Gibson and Steve Davies.

In relation to the mandate change form to be submitted, it was resolved that:

“The Authorised Signatories in the current mandate, for the accounts detailed in section 1.3 of the mandate change form, be changed in accordance with the section ‘Authorised Signatories’, and the current mandate will continue as amended”.

The above resolution was approved by Members (proposer C’lir Jill Gibson, seconder C’lir Caroline Haley).

### **Consideration and approval of 2019/20 Annual Governance Statement**

Members considered and approved the Annual Governance Statement (proposer C’llr Steve Davies, seconder C’llr David Hancock). In relation to item 4 (electors’ rights) it was noted that the auditors had deferred the period for exercise of electors’ rights to view the accounts until September 2020. The Clerk confirmed that arrangements were in place for this to be carried out according to the revised timetable. In relation to item 8 (actions taken on audit reports from previous years) it was noted that the asset register figure had been annotated as ‘restated’ as requested by the auditors. However, the figure had not been altered, as annual depreciation had not actually been used in the preparation of the 2019 asset register, as incorrectly suggested by the auditor last year. Reference to historic depreciation in arriving at the original valuations had, however, been removed from the asset register for the avoidance of confusion in future audits.

### **Any other business**

**Cllr Barbara Summons.** Members were concerned about how C’llr Barbara Summons was. The Clerk confirmed that he had spoken to her by telephone recently. While still somewhat under par, she was definitely improved in health compared with previously.

**Local postman Bernard Beavan.** It was mentioned that the local postman had suffered a nasty accident on Bank Holiday Monday. He was out walking the dog on open land, fortunately with a couple of friends around, when two Staffordshire bull terriers ran straight into him from behind, knocking him flying. As a result of the injuries sustained, he was understood to be facing a very long recuperation of at least 3-6 months. It was mentioned that cards, donations or gifts could left at the home of C’llr Jill Gibson (Winds Whistle, The Beacon, Rosemarket SA73 1JX ).

Members also agreed that a letter from the Community Council should be sent to the management at the Sorting Office, expressing appreciation for the excellent service provided to the Village by Mr. Beavan, and their best wishes for his speedy recovery (proposer C’llr David Hancock, seconder C’llr Jill Gibson). Clerk to write the letter accordingly.

**Mr. Douglas Davies.** It was mentioned that Mr. Douglas Davies from Middle Street had been hospitalised. Members were concerned to hear this, hoped that he would soon be able to return home, and agreed to make local enquiries as to whether any particular assistance was needed.

**Individual needs due to Coronavirus lockdown restrictions.** Members discussed briefly individuals around the Village who might currently be in need, but no particular issues identified.

**Publication of draft minutes.** It was arranged that the minutes would be circulated in draft form, and then published in draft form on the Community webpage once the content had been informally agreed by email. Formal approval would then follow at the next meeting scheduled.

**Public footpath, Barn Lane.** It was mentioned that there was a possible issue with a blocked right of way in this area, in the vicinity of Woodhouse Barn. The stile had become overgrown, and the sign been removed. Comments had been received locally about the blocking of this route, and it was understood that this had been reported to the P.C.C. Public Rights of Way Department. The Clerk undertook to contact P.C.C. to see what action was being taken regarding the matter.

**Date of next meeting** The next meeting date was tentatively agreed as Monday 6<sup>th</sup> July 2020.

Given the current Welsh Government guidance on online meetings, it was agreed that the decision to hold a meeting on this date might be revised, depending on whether or not there were important / urgent matters requiring discussion.

The meeting concluded at 7-55pm.