

LLAWHADEN COMMUNITY COUNCIL
INCORPARATING LLAWHADEN, ROBESTON WATHEN, GELLI & BETHESD

For the Community Council meeting held on Thursday 25th June 2020 via Zoom Virtual Meeting at 20:00hrs, due to the Covid-19 pandemic.

Present:

Hugh Watchman (Chairman)	Geraint Bowen
Samantha Hebblethwaite	Catherine Hancock
Di Clements (County Councillor)	Samantha Philipps-Harries (Clerk)

1. Chairman's Remarks

The chairman welcomed everyone to the meeting.

2. Apologies for Absence

Apologies for absence were received from Tim Simons

3. Declaration of Members Interests

There was no declaration of members interests.

4. Confirmation of Minutes of the Last Meeting – May 2020

The minutes of the virtual meeting held on 21st May 2020 were confirmed as a true record. Proposed by Geraint and seconded by Samantha.

5. Matters Arising There From

- a. Sports Field Llawhaden – Trees etc – Nature Wildlife Garden update and Woodland Trust tree pack application. The field had now been mown by a local farmer, and the planter, trellis, compost, and plants had arrived. Given that only one planter etc had arrived it was felt the sports field was not a suitable venue for them, and it was agreed that they would be sited on Bethesda Green on this occasion. Subsequently Hugh has applied to the Woodland Trust for a Tree Pack which could include 315 various trees and would be more suitable for the sports field. There had been no reply from the Woodland Trust when the meeting was held. It was felt that if the field was to be used by residents who chose to drive there – the area would benefit from a stone rab car park to avoid mud being dragged onto the road and a gate into the field. It was agreed to ask local business' for quotes for actioning the work.
- b. Pembrokeshire County Council (PCC) – Highways & Transport Community Works Project Bid for Bethesda, Gelli and Robeston Wathen update. The quote from Westcotec for 2 Rechargeable Battery-Operated Vehicle Activated Signs (VAS) is £6720 (including Vat), with additional batteries to cost £80 + vat. Mounting poles would need to be supplied separately. Hugh had been in contact with the Highways Department at Pembrokeshire County Council (PCC) throughout this process, and hoped to hear back from in due course as to whether the items quoted for were acceptable to them, and it was hoped a site visit could be organised to discuss their location in Robeston Wathen.
- c. Renewal of Lease for Llawhaden Green: Mike Scale on behalf of the trustees of Llawhaden Green, had agreed to renew the lease for a further 12 months.
- d. Newsletter update: the clerk has emailed the organisations who supply articles for the newsletter, and it is hoped that the it would be ready for distribution by the end of July. It was agreed the Covid-19 contact list would remain for the Summer Issue. It was hoped that the clerk would also be able to upload a digital version onto the Llawhaden CC Facebook page and email this version to any residents that wished to receive it via email. The clerk advised the meeting that residents would need to email her their permission to enable a digital copy to be sent. The following distribution lists were agreed:

Llawhaden – Di

Robeston Wathen – Catherine and Tim

Gelli - Samantha

Bethesda – Hugh and Geraint

Signed:
Chair of Llawhaden Community Council

Dated: 22nd July 2020

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6. Finance

- a. NatWest Bank Account Estimated balances as at 21st June 2020:
Current Account - £3904.46
Savings Account - £1438.24
- b. Internal Financial Audit report for April 2019 / March 2020: the internal audit had been actioned and signed by Dylan Harries. There were no matters which he considered to be of such significance that warranted an adverse opinion, but wished to draw the following to the community council's attention: -
Regarding my audit queries, I don't anticipate issuing a qualification but may need to refer to a couple of items as recommendations in my internal audit report as follows:
 - i. Risk Assessment - I note you have this on file, but I would recommend that this is reviewed annually and documented in your minutes
 - ii. Newsletter printing - there were two payments to you in the year - one for £85 and one for £75. I could not find any support paper or reference in your minutes to the £75 payment. Please correct me if I have missed something. This is especially important as it is a payment to you as clerk. I am not sure whether the payment was for your time, or for supplies. If it was for your time, then I think it should be part of your monthly pay on PAYE.
 - iii. Payment to Llawhaden Hall for painting. Whilst there is a reference in your minutes to seeking a figure from Owain for the cost, I was unable to find anything for the approval of the eventual payment of £1250.

The clerk explained the following:

- i. Risk Assessment – was planned to be discussed at the AGM, but due to the Covid-19 pandemic this had not yet happened, but it would be included on the Agenda for the 2020/21 AGM.
- ii. Newsletter printing – the clerk agreed to action the printing of the newsletter when she was employed as clerk. It was agreed she would get paid £75 (previously charged £150 by a printing firm in Haverfordwest) for Ink Cartridges, paper and wear and tear on her personal printer. The clerk agreed to obtain invoices for the consumables she used.
- iii. The clerk had neglected to include the actual figure agreed to be donated to Llawhaden Hall, at the January 2020 meeting which was an oversight on her part.

7. Correspondence

- a. Pembrokeshire Young Farmers Club (YFC) – Donation Request: it was agreed my all councillors present that a donation would not be made to Pembrokeshire YFC this year, given the donation made partly to Llawhaden YFC for the decoration of their hall.

8. Planning

- a. Coed Llwyn Drain, Drim Wood, Gelli – erection of a forestry shed for storage and shelter (20/0084/PA) – there were no known objections to this application, however concerns were expressed over the number of similar sheds that were already sited there. Hugh agreed to comment on the PCC website for this application.
- b. Sunnyside Farm, Robeston Wathen – erection of new Beauty Salon (20/0171/PA) – there were no known objections to this application, but concerns were expressed regarding the access to the main highway, considering the speeds that traffic travelled along the road and the plan for the community council to erect VAS along this road. Hugh agreed to comment on the PCC website for this application.

Signed:
Chair of Llawhaden Community Council

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9. Points of interest raised by the County Councillor

- a. Happy to announce the opening of some services e.g. Scolton Manor, Car Parks, and toilets.
- b. Di had attended a virtual Scrutiny Committee Meeting – and advised that it was hoped that the Welsh Assembly Government would reimburse County Councils for loss of income from such things as car parks, leisure centres etc.
- c. Solva Care Meeting – community resilience: if anyone had any ideas/suggestions they would like to put to this meeting, Di would be attending and would pass any item on to them.

10. Any Other Business

- a. Tin Man Tuesday: a resident of Llawhaden, Yvonne, had contacted the community council to set up a collection in Llawhaden, with collection boxes to be placed at the Hall and the church. The clerk had forwarded the contact details of those responsible for both sites and agreed to advertise the collections in the newsletter and on the Facebook Page. Hugh felt it is a project that could be rolled out to Bethesda and Robeston Wathen if Yvonne felt it was appropriate, the clerk agreed to contact her.
- b. Bethesda Green – 5 x Trees identified with Ash Die Back: Di had contacted the Highways department at PCC, who she believed were responsible for the area. She was still awaiting a reply from them.

11. Next Meeting

Meeting would continue to be virtually via Zoom until Covid-19 restrictions were relaxed. The next meeting would be held on Wednesday 22nd July 2020 at 20:00hrs.

As there was no further business the meeting closed at 21:20 hrs.