

At a meeting of Jeffreyston Community Council held online on Monday the 7th of June 2021 at 07.30 pm

Present: Chairman: Mrs M Rogers, Vice Chairman: Mrs S Maccreath, Councillors: Mrs A Morgan, Mr M Harris, Mr P Overall, County Councillor: Mr J Williams

In Attendance: Clerk: Mrs M Overall

15/21 Chairman's Welcome: Chairman, Mrs M Rogers extended a warm welcome to all present.

16/21 Apologies for absence: None received.

17/21 Declarations of Interest: None received.

18/21 Minutes of the Last Meeting

Resolved: *That the minutes of the last Annual meeting of the Council held on the 10th of May 2021 be confirmed and signed by the Chairman as a true record*

19/21 Receive Clerk's Update

(a) NHS Social Care & Frontline Workers Day 05.07.21 – Clerk reported that competition posters had been produced and placed on noticeboards and uploaded to Website and Social Media. Closing date for entries is 11.06.2021. Councillor Overall has arranged for collection of posters from St Oswalds School. A local company has generously donated gift cards for prizes.

Resolved: Once all posters are received, they will be laminated and displayed in the community. Council will award prizes to 3 of the best.

(b) Risk Assessment – Clerk had completed a Risk Assessment therefore the work can be undertaken to secure the benches in the park area.

Resolved: Work to be undertaken as soon as possible.

(c) Meeting with Playground Inspector – Clerk attended a meeting at the play area to discuss items on inspection lists. The recently reported Japanese Knotweed near SA68 OSG was also discussed and will be monitored by PCC. During the clerk's update, it was decided in the meeting that the paved area on which the picnic tables stand should remain the responsibility of the county council.

Resolved: Clerk to confirm with PCC

(d) Damaged Bench SA68 ORH – Clerk had established that this was not council property.

(e) Noticeboards – Councillor Overall had sourced prices and undertaken the fitting of cork boards in 3 noticeboards. A request for approval of a reimbursement is included under the 'Finance' item.

(f) Removal of Ash Trees – Following enquiries the clerk advised that PCC had stated that they were not involved in cutting down the trees and that it must have been undertaken privately.

(g) Church Hall – Clerk had contacted the Rev Belinda Roberts to explain that the community council was meeting remotely for the foreseeable future and advised that the council would contact her should they wish to hire on an ad hoc basis.

20/21 Approval of Internal Auditor : Following discussion council members unanimously approved the Internal Auditor for the 2020/2021 Financial Year. Fee is the same as the previous year.

Resolved: Clerk to prepare agreement letter and confirm appointment with the Internal Auditor

21/21 Consideration and approval of:

(a) Society of Local Council Clerks – Membership Renewal

The council **resolved** to renew for a further 12 months at £67.00.

(b) Information Commissioners Office - Annual renewal fee

The council **resolved** to renew for a further 12 months at £40.00.

(c) Zurich Insurance - Policy Renewal for 2020/2021. All relevant paperwork had been circulated to members prior to the meeting. There is an increase due to the installation of additional play equipment in the park area.

The council **resolved** to renew the policy with Zurich for the 2020/2021 financial year at £278.03

22/21 Correspondence:

- **Consultation – West Wales Rail**
- **Keep Wales Safe – New Guidance**
- **Healthy Workplaces & Civility in Public Life**
- **Invite to join the Pembrokeshire Area Committee meeting**
- **Citizen Lead Recovery – Working Better Together**
- **World Refill Day 2021**
- **EU Settlement Scheme – Application Deadline**
- **Planning Aid Wales – Online Event**
- **Hywel Dda Engagement – Building a Healthier Future after COVID**
- **PCC – Play your Part Campaign**
- **Conveyancing Fraud Awareness**
- **Public Health Wales – National Survey of Volunteers**
- **Keep Wales Safe – Restrictions Easing 7th June & Vaccination Update**
- **Dyfed Powys Police – ‘WhatsApp’ Scam**

Resolved: Items previously forwarded to members prior to meeting – All noted

- **Letter from resident:** This item had been forwarded to members prior to the meeting to consider a request for a financial donation in relation to the purchase and installation of a defibrillator.

Resolved: On this occasion the council felt it could not contribute. Clerk to respond to resident.

23/21 Planning Matters: Notification of Decision

Proposal: Change of use of existing barn to create a 4 bedroom guesthouse

Site Address: Jeffreston Rectory, JEFFREYSTON, Kilgetty, Pembrokeshire, SA68 0SG

Decision: Conditionally Approved

24/21 Financial Matters:

	£
(a) HSBC Account Balance as at 20.05.2021	3108.43
(b) Cheques outstanding	196.90
(c) Payments for approval	
Zurich Insurance	278.03
SLCC Membership Fee	67.00
ICO Data Protection Fee	40.00
May Wages	146.90
Clerk's Reimbursement	48.83
(Ink Cartridges & Postal Costs)	
Reimbursement P Everall (Cork Boards)	<u>28.00</u>
Total	<u>£2302.77</u>

(d) Clerk reported that the HSBC Safeguarding Review had been completed

Resolved: Members unanimously approved all payments

25/21 Highway Matters:

(a) Report received of the poor condition of the road between Market Gate Farm SA68 0SH and Mountain Farm SA68 0SL. This has been reported previously to Highways with no action taken to date.

Resolved: Clerk asked to report again with supporting photographic evidence of the potholes.

(b) Information circulated prior to the meeting relating to a temporary road closure B4586 at Jeffreyton on the 25th of May for 3 days for installation of new water service. Notices had been posted on Web Page and Facebook.

26/21 Other matters or items for the next Agenda

(a) **Reports during summer recess.** Agreed that clerk will continue to circulate reports.

(b) **Council members and personal email address.** Clerk highlighted the fact that Councils must ensure the confidentiality, integrity and availability of all personal data they hold, even if the data is being processed through personal email accounts or is stored on a privately-owned device.

- **Alternative suggestions were discussed however members decided not to take any action at present.**

(c) **Clerk's Duties.** Clerk expressed concern that for the past 12 months the hours worked per month far exceeded the 13 hours contracted to undertake. This was partly due to the work involved with grant applications and the play area enhancement however that aside the Council has now taken over responsibility for the maintenance of the play area and with the introduction of the Local Government & Elections (Wales) Act 2021, with effect from 2022, the Council has a duty to prepare training plans for members and a duty to prepare and publish an annual report about the Council's priorities/activities/achievements on the 2021/22 Financial Year. All the additional tasks will

inevitably result in an increased workload for the clerk. Members agreed to discuss further in the next meeting.

- **Item to be included on the next Agenda.**

27/21 Approve Date of Next Meeting

As the Council does not meet in July & August, the next scheduled meeting will be held online and proposed for **Monday the 06th of September 2021 @ 7.30pm**

The Meeting was declared closed at 21.30 pm.

Signed: Chairman

Date: