

**Minutes of the Monthly Meeting of Lamphey Community Council held on 13th May 2021
held at Lamphey Village Hall at 7.00 pm**

Present Cllr J Vince (Chair), Cllr A Skeels, Cllr J Purser, Cllr S Cannon, Cllr N Vince and Mrs P Davies (Clerk)

The Chair welcomed all Councillors to the first meeting since December 2020 and welcomed Pam as the new Clerk.

1. **Apologies** No apologies of absence were received.
2. **Declarations of Interest** No declarations of interest were received and would be declared as and when required.
3. **Minutes from the Meeting held on the 14th December 2020**

The draft minutes would normally have been sent to Cllr J Vince for proof-reading but this hadn't happened.

The minutes were accepted as a true and accurate with the following amendments:-

Apologies received from Cllr N Vince and Cllr S Cannon.

Minutes should read – these minutes be signed as a correct record.

Appointment of Clerk – Contract of Employment – Agenda Item

Under Item 2 – Speed Activated Signs, the following corrections were made:-

Excessiveb should read excessive

Om should read on

The sentence that reads hot spots where there is an accident history to be deleted.

Cou;ld should read could

Mr John stted should read Mr John stated that

Resolved changed to Action

Item 3 – Mr Skeels staated should read stated.

Item 5 – paragraph c should read repeatedly raising. JOP is a local company.

Resolved should read Action and discussed

Item 6 Treasurer's Report - should read

The Treasurer reported that the no new bank statement has been received since November 2020

Resolved – Mrs Davies to investigate

8 Planning – spelling error

Resolved – No objection should read objection and Mr John should read John

Item 11 Business Plan Review- should read circulated.

Item 12 Budget this changed to the and Insurance to insurance

Item 13 Grant Applications should read monthly

Item 14 Land South of Cleggar Park Hayston Developments changed to Developments

Item 15 NHS Wales should read secure future pharmacy services have been received.

Item 19 Elan City should read Details

Item 21 Completion of Audit – should read Notices of completion.

Item 22 Items for next agenda item b should read speed signs.

Subject to these amendments and corrections Cllr J Purser proposed accepting the minutes as a true and accurate record. This was seconded by Cllr A Skeels and approved by full council.

4. To receive updates on outstanding action points

The Chair went through the out-standing points and it was noted that most of the out-standing points had been dealt with. Any out-standing points would be dealt with during the meeting.

5. Treasurer's Report

The Clerk advised the meeting that she was receiving bank statements which were being re-directed from the retired Clerk and were a month out of date.

The Clerk advised the meeting that two cheques had been sent to Cosheston Village hall which had not been presented. Clerk to follow up and report back at the next meeting.

6. Reports from outside Organisations

- Cllr N Vince reported that Lamphey School had adapted well to the new constraints. The School had been promised two new classrooms but the Local Authority seemed to be delaying the procedure but hopefully they would be installed in the near future. There had been two incidents recently at the school which could have been avoided if the new classrooms had been in use.
- Cllr J Vince had attended an online meeting organised by One Voice Wales. Issues raised included:-
 - 1 An annual report to be prepared by Community Council's from May 2022 which would cover the council priorities, activities and achievements preceding year.
 - 2 General power of competence £200,000 threshold turnover
 - 3 Training plan for all Councillors and Staff.

7. Planning Applications

NP/21/0012

Four Winds, Freshwater East

NP/21/0131	Glen, Freshwater East
NP/21/0164	Westhill Farm, Lamphey
NP/20/0154	South Knoll, Jason Road, Freshwater East
NP/21/021	102 Trewent Road Park, Freshwater East

No objections to the above applications proposed by Cllr N Vince and seconded by Cllr J Purser. Full council in favour.

NP/19/0328/s73Plot 5 Devon Court, Freshwater East

Cllr J Vince advised the meeting that she had recently spoken at an online planning committee meeting on behalf of Lamphey Community Council. It was to have been discussed at the March meeting of PCNPA Development meeting. However, a local resident had highlighted concerns that the applicant didn't own all of the land. The planning officer advised that there was no evidence to support this statement. Evidence to support the statement had since been forwarded and notice had been served on the land owner. The application was thus deferred until the April meeting when various issues were raised including that a deeded right of way crossed the site. A site meeting was arranged and the application deferred until the June meeting. Lamphey Community Council were not allowed to attend the site meeting. Cllr J Purser advised that a number of local residents had turned up at the site meeting and put their views forward. The deeded right of way is a civil matter and not a planning issue. Cllr A Skeels highlighted that a planning application for a dwelling nearby had been refused within the last few years because there was no public transport in the village and this should be taken into account with the above application as every application should be based on the same criteria.

Cllr J Vince advised the meeting that she thought that this should be a new application not a variation of condition. County Councillor T Hogson had also circulated a report where she highlighted various issues with the above planning application.

Proposed by Cllr N Vince and seconded by Cllr S Canon that the Chair draft a letter to be sent to the Director of Planning by recorded delivery setting out all the above comments regarding the size of the property, public transport, and ownership of the land and the history of this planning application.

8. Payments

Proposed by Cllr J Purser and seconded by Cllr N Vince that the following payments should be paid. All in favour as they have been budgeted for and comply with Standing Orders.

• Wales Audit Office	£319.75
• Cosheston Village Hall	£24.00
• PT Lewis/ Expenses – Wages	£33.98
• HMRC Jan	£57.80
• Zurich Insurance Renewal	£427.50
• Clerks Wages February	£184.60

- Harris Bassett quarterly fee £63.00
- Clerks Wages March £274.20
- HMRC Feb £46.00
- Data Protection Renewal fee £40.00
- Clerk Wages April £192.00
- Harris Bassett quarterly fee £63.00

9. Clerks Appointment and contract of employment

The contract of employment to be discussed at the next meeting and Cllr J Purser to amend the NALC contract of employment.

10. Update on cheque signatories with HSBC

Cllr J Vince updated the council on the current signatories on the account.

Proposed by Cllr N Vince and seconded by Cllr S Canon to amend the signatories to Cllr J Vince, Cllr A Skeels, Cllr S Canon and Mrs P Davies with any two able to sign cheques.

Proposed by Cllr N Vince and seconded by Cllr S Canon to amend the address on the bank account to the new Clerk address; Mrs P Davies, 18, Gray Avenue, Manorbier, SA70 7TR in order for bank statements to be sent to the new Clerk. The Clerk to write and instruct HSBC to cancel the monthly standing order to Mr P Lewis the previous clerk. All in favour. Mrs P Davies to be a backup signature.

HSBC currently have a "Know your Customer" policy which the Council had to complete. Cllr J Vince spoke with the bank and Cllr J Vince started to complete it online but they require additional information which Cllr J Vince was able to supply some of the information. Signed minutes to be forwarded to HSBC after the next meeting.

11. Play Areas

Proposed by Cllr J Purser and Cllr N Vince that the Service Level Agreement from PCC should be signed and returned. Noted that the grass is still being cut by PCC.

12. Playing Fields

Cllr A Skeels advised the meeting that over the last few weeks the park has been well used and this had resulted in a large amount of litter being left in the park. After a discussion it was decided that Cllr N Vince should approach Lamphey School and ask if they can bring the matter to the attention of parents either by email or school newsletter.

Proposed by Cllr S Cannon and seconded by Cllr N Vince to approach PCC to see if they could help with additional signage.

Cllr A Skeels also advised the meeting that there had been a problem with the mower. A mechanic had looked at the mower and carried out repairs which would cost £500. LCC had budgeted £750 for maintenance

Proposed by Cllr N Vince and seconded by Cllr S Cannon to pay £500. The cheque to be made out to Lamphey Recreation Ground Committee.

13. Boardwalk at Freshwater East

Cllr N Vince advised that maintenance was being carried out on the boardwalks at the moment and would keep the Council updated.

14. Noticeboards

Discussion took place on the ownership of the noticeboards within the Community. Cllr J Purser advised the meeting that the noticeboard at Hodgston doesn't need replacing. Cllr J Purser had recently purchased a notice board for his campsite and would share the details of the site where he had purchased them.

The noticeboard at Freshwater East is in urgent need of some maintenance or renewing but there is some confusion over the ownership of the noticeboard. Cllr S Cannon to make some enquiries as to the ownership of the noticeboard or if it is shared ownership and whether replacing the legs would strengthen the noticeboard. If the noticeboard is replaced in a different form, planning permission may be needed.

15. Business Plan

Footpaths – replacement of stiles at various sites on the ridgeway

Jetskis at Freshwater East – continues with the local Nation Park Ranger, Chris Taylor. Residents are urged to report any issues to christ@pembrokeshirecoast.org.uk

Safe Routes – contractors should start work soon on the last phase of the SRiC (Safe Routes in Communities)

Neighbourhood Policing News – Dyfed Powys Police have recently launched a local Facebook page for residents to keep up to date on local matters. The local PC is Warren James (PC588) and can be contacted by email at james.warren@dyfed-powys.pnn.police.uk

16. Any update on land south of Cleggar Park, Lamphey

This was covered in County Councillor Hodgson's report. She is continuing to monitor the planning lists and to date no application has been made.

17. Section 137 expenditure

This was covered in the last meeting and is set at £8.41 per elector.

18. Pensions Regulator

Ongoing

19. Items for the next agenda and date of next meeting

Dates for future meetings were set as:-

AGM – Wednesday 26th May 2021 at 7.00 p.m

June 28th, July 26th, September 27th (Risk Assessment), October 25th (Business Plan), November 29th, December 13th, January 24th 2022 (Budget) February 28th 2022.

Items for the June Agenda –

Noticeboards

Traffic Calming

Burial Ground – PCC

Jet Ski's

Residents Christmas Meal

Liaison Committee – Chris Taylor of PCNP

The Clerk to have a key cut for Lamphey Notice board.

There being no further business the meeting was declared at 8.25 p.m

Date

Signed - Chair