

Minutes of the Annual Meeting of Lamphey Community Council
Held on the 26th May 2021 at Lamphey Village Hall

Present Cllr J Vince (Chair), Cllr N Vince, Cllr J Purser, Cllr S Cannon
and Cllr A Skeels

In Attendance Mrs P Davies, Clerk and Mr Lee Scourfield

Apologies Cllr H John

Cllr J Vince welcomed everyone to the meeting and welcomed Mr Lee Scourfield to the meeting. Cllr J Vince advised everyone present Mr Scourfield would become a Councillor when he signed the acceptance of office form and could join in the June Meeting.

Cllr J Vince advised the meeting that she had been the Chair for the last 4 years and didn't want to stand as Chair again.

2. To Elect the Chair for 2021/2022

Cllr J Vince proposed Cllr N Vince as Chairman
Seconded by Cllr S Cannon

Cllr J Purser proposed Cllr A Skeels as Chairman
No seconder

Cllr N Vince declared the new Chairman.

Cllr J Vince left the Chair and Cllr N Vince took over as Chairman

3. To Elect the Vice-Chair for 2021/2022

Cllr A Skeels proposed Cllr J Purser as Chair
Seconded by Cllr S Cannon

Cllr J Vince proposed Cllr S Cannon
Seconded by Cllr N Vince

Both Cllr A Skeels and Cllr S Cannon left the meeting room while a vote was taken.

Both Councillors received equal votes and Cllr N Vince as the Chair used his vote in favour of Cllr S Cannon.

Cllr S Cannon elected as Vice- Chair for the forthcoming year.

Cllr N Vince confirmed that when Mr Lee Scourfield had read the Code of Conduct and signed the declaration he would then become a Councillor and be able to take part in full council meetings and be able to vote. This was not an ideal situation but he thanked Cllr A Skeels for his continued support in all community matters relating to Lamphey.

4. Out-going Chair's Report

Cllr J Vince thanked all of the councillors for their support during what had been an unusual year with various restrictions in place which had meant that monthly meetings had not been able to take place in the usual way and the Council had decided not to hold online meetings. Cllr A Skeels had set up a neighbourhood scheme to help the residents and this had generated a good community spirit locally. The playground had been well used and various grant monies had been awarded to help host events in the future. One important change that would be happening in the near future which would impact Lamphey Community Council was the introduction of the Election Act which would result in various reports and training needing to be implemented as per guidelines that would be published. Some planning application had proved controversial and Mr Peter Lewis the Clerk for 28 years had retired earlier in the year and Mrs P Davies had taken over the role.

Cllr J Purser thanked Cllr J Vince for all her work, knowledge and for conducting her time as Chair in a professional and principled way. This was seconded by Cllr S Cannon. Cllr J Vince thanked Cllr J Purser for his kind words.

5. New Chair's address to the Council

Cllr N Vince thanked Cllr J Vince as the out-going Chair for all the work that she had undertaken in-between meetings and the preparation had helped with the meetings and he would try to follow in her footsteps and try to guide the Community Council in an amicable way.

6. To receive any personal or prejudicial declarations of interest

To declare at the start of each meeting or as and when required.

7. Annual reports from RFO and Internal Auditor

The Clerk advised the meeting that the bank statements were still being sent to the retired Clerk but the last bank statement showed a balance of £20,339.24.

8. Set date and time for Meetings for 2021/2022

Meeting Dates:- subject to the availability of Lamphey Village Hall.

June 28th, July 26th, August – no meeting, September 27th (Risk Assessment), October 25th (Business Plan), November 29th, December 13th (Budget), January 24th, February 28th, March 21st, April 25th.

A date for the Christmas Dinner was discussed as it was felt that it had been a success in bringing people together in the past.

Proposed by Cllr S Cannon to set a provisional date and announce the date in September when we should be in a better position to know if it could go ahead. Cllr N Vince suggested inviting children from Lamphey School to sing carols at the dinner. This was proposed by Cllr S Cannon and seconded by Cllr J Purser.

Possible dates, 14th 15th or 16th December 2021 pending covid restrictions.

Cllr A Skeels advised the meeting that at the last Village Hall meeting a risk assessment letter would be forwarded to all users for the Hall Committee to have an idea of who wanted to use the hall as the small committee room had to be set aside as a medical room. The Clerk to liaise with the hall booking clerk on future meeting dates.

Cllr J Purser suggested sending the meeting dates to the County Councillor as she had not been in touch with the Community Council for some months. Cllr A Skeels stated that the County Councillor should turn up to meetings and that current issues shouldn't be sent from PCC to the County Councillor and then the Clerk; issues should come direct to the Clerk. Cllr N Vince advised the meeting that he would contact the County Councillor and invite her to future meetings. Cllr A Skeels felt the invitation should be carried out officially by the Clerk. Discussion took place on the way forward on the way forward and the Chair suggested the way forward was to invite her to come back to meetings and make her feel welcome and to encourage the County Councillor to participate in future meetings.

9. To review LCC Financial Regulations and Financial Risk

Agenda for September meeting

10. Appointment of other officers for 2021/2022

<u>Post</u>	<u>Appointed</u>	<u>Proposer</u>	<u>Seconder</u>
Internal Controller	Cllr S Cannon	Cllr N Vince	Cllr A Skeels
Internal Auditor	Mr G Hopkins	Cllr A Skeels	Cllr J Purser
One Voice Wales	Cllr J Vince	Cllr J Purser	Cllr A Skeels
Lamphey Village Hall	Cllr A Skeels	Cllr J Purser	Cllr S Cannon
Lamphey Rec Ground	Cllr J Purser	Cllr J Vince	Cllr S Cannon
FESCA	Cllr J Vince	Cllr J Purser	Cllr S Cannon
Lamphey CA	Cllr H John	Cllr J Purser	Cllr J Vince

Freshwater East Advisory Committee Coast Care Group	Cllr J Purser, Cllr J Vince and Cllr S Cannon to continue. Proposed by Cllr J Purser and seconded by Cllr S Cannon to appoint Councillors to FESCA and Coast Care Group on block. All Councillors in favour
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11. Appointment of Chair, Vice Chair and Members to existing committees – Freshwater East Joint Liaison

Cllr J Purser proposed that Cllr J Vince continue as Chair, seconded by Cllr S Cannon. Proposed by Cllr J Vince and seconded by Cllr J Vince that Cllr A Skeels appointed as Vice- Chair. All in favour.

12. Bank Update

The Clerk advised the meeting that she had been into HSBC in Tenby and had a new contact who was helping with updating of bank details and the Clerk would keep the council informed.

13. Noticeboards

Cllr S Cannon had inspected the Freshwater East noticeboard and felt that replacing the existing wooden legs with new legs would stabilise the noticeboard.

Materials needed were 2 bags of concrete, 2 x posts (2.4 metres long), and bolts.

Proposed by Cllr J Purser to authorise Cllr S Cannon to buy materials up to the value of £150 to repair the noticeboards. Seconded by Cllr J Vince and all in favour. Cllr S Cannon to supply receipts for any materials bought.

A new site for a noticeboard in Lamphey needed to be identified as the Garage were not in favour of it being sited there. Proposed by Cllr J Purser to ask Lamphey Village Hall if it could be placed on the front of the Village Hall, seconded by Cllr S Cannon – all Councillors in favour. Cllr A Skeels to bring this request to the next Village Hall meeting and feed back at the next Community Council meeting.

Noted that Hodgeston Village Noticeboard is in good order.

There being no further business the meeting was closed at 7.50 p.m.

Date

Signed Chair