

Cyngor Cymuned Maenclochog Community Council

Munudau/Minutes 15/09/21

1. Yn bresennol/In attendance

Cllr David Nicholas (Chair)

Cllr Myfanwy Williams

Cllr Eifion Evans

Cllr Brian Edwards (via Skype)

(Clerk Shan Harries)

2. Ymddiheuriadau/Apologies

It was resolved to accept apologies from the following Cllrs

Cllr Teifion John, Cllr Ian Eynon, Cllr Geraint John

3. Munudau'r cyfarfod blaenorol Minutes of previous meeting 21/07/21

The minutes were read and proposed as a true record of the meeting by Cllr M Williams and seconded by Cllr Eifion Evans. They were signed by the Chair.

4. Adroddiad y Clerc/Clerk's Report

**Defibrillator update** - A training evening has been requested for the use of the defibrillator in the community, but we are still awaiting dates. Cariad – the company that supplied the defibrillator isn't online anymore and not answering any means of correspondence. It was resolved to ask Cllr M. Williams to contact Dylan or Euros Edwards to check the defibrillator and to organise another training re-cap for its use for the community.

**Highways update** for matters causing concern- Re-surfacing has been done on some stretches of the roads in Maenclochog and Rosebush but potholes are an issue throughout the village and the dip in the road by Brynlllechog has worsened. Clerk to contact Highways again.

**Public bins concern**- The Rosebush carpark bins are now emptied by Pembrokeshire County Council refuse department twice a week together with the public area bins in Maenclochog.

**Recycling Bins in Maenclochog car park**-Concern was raised regarding the recycling bins area as they were often overflowing, and fly tipping was also an issue. After advice from Steve Jones, Pembrokeshire County Council and other community councils, it was proposed that a camera and posters should be purchased for the recycling area and posters informing users of surveillance in use at the site. The community council would post information on the Maenclochog Facebook page and on the posters to ask for the assistance of all in ensuring that the recycling area is used in a sensible way. It is apparent that people are travelling a fair distance to find recycling bins as they have been removed from some areas across the county. Clerk to action the purchase of cameras and posters for the recycling area. Maenclochog Community Council are eager to keep the recycling bins and will try to improve the situation as there is a strong possibility that PCC will take away the facility if matters don't improve.

**Data Protection policy** – It was proposed to approve the policy.

5. Financial Update – Bank transactions were updated and approved on the Statement and Stubs of Cheques and signed by Cllr E. Evans.

Payments were approved and unanimously resolved for payment for the following:

Quarterly payment to the clerk. (Up to September 2021)

The clerk requested that should Pembrokeshire County Council issue another invoice for the Public Conveniences after the meeting that the council would resolve to allow 2 signatories to sign a cheque outside of a meeting to avoid late payments. The clerk would send copies of the invoice (should it arrive) to all councillors via email. The council unanimously approved this. However PCC are still to issue an invoice as they are waiting on DANFO to re-pay the Business rates that they have charged the Community Council.

Budget monitoring page was reported (Please see updated Budget page) and approved as a true reflection of expenditure to date.

Bank Online Safeguarding Review update to be actioned by Cllr Myfanwy when in the bank.

VAT reclaim has been sent for the previous 4 years to HMRC. £2600 to be reclaimed if successful. This has been re-submitted for approval via recorded delivery as all new claims must be posted and not completed online. This information has now been re-submitted by post as HMRC had not received the first.

It is mandatory to publish the "Notice of Electors' Rights" on the TCC website and on the local noticeboard by August 6<sup>th</sup>. This should remain as a notice until September 17<sup>th</sup>. Clerk has done this.

6. Parc Chwarae Maenclochog update. The Clerk on behalf of the Community Council has completed a Community Cohesion Fund Grant for assistance with the Play area. Cllr Myfanwy Williams and the clerk met up with a representative from the Developers and the Housing association in Maenclochog on August 3<sup>rd</sup>. A meeting has been organised with the view to forming a Play area committee on September 22/09/21. Correspondence to be sent via school and Cylch Meithrin.
7. Community Land update – still in consultation.
8. Ultra fast Broadband- an update has been promised before the end of this week.
9. Electoral boundary review – No changes to report in our ward.
10. Training – No training was accessed since last meeting but the clerk has been advised on several issues by the SLCC(Society for clerks). Cllrs were reminded that there is another seminar tomorrow evening at 6.30 hosted by Dan Shaw "Working Better Together".
11. Review of Remuneration Policy. Draft policy was adopted. Clerk to complete the form by September 30<sup>th</sup>.
12. Cynllunio/Planning – Correspondence received.
  - a) Erection of 2 dwellings on the land to the rear of Picton House Cyf/Ref: 21/0389/PA  
Cllrs noted that there was no objection as such but requested to question access to the proposed site between Picton House and Hen Gapel.  
Cllrs were again concerned that not all correspondence regarding planning was sent to the Clerk or Cllrs. Clerk to action this again.

13. Maenclochog Community Council on the Pembrokeshire TCC website.

Home page to be written -Bilingually and clerk to action.

Community council's email to be changed to [maenclochogcc@gmail.com](mailto:maenclochogcc@gmail.com)

so that correspondence can be directed to one email

14. Correspondence received

It was asked that the community council help distribute leaflets received from Jonathan Griffiths Director of Social services and housing Pembrokeshire – actioned in the hall's noticeboard and shop.

Email received regarding 'Visit Pembrokeshire' in Llys y Fran –Clerk and Cllr Myfanwy Williams to attend 14/10/21.

Email received regarding condition of the board walk leading up to the woods. Clerk to action this with PCC.

15. Dyddiad y cyfarfod nesaf/ Date of next meeting – 20/10/21

16. Unrhyw fater arall/ Any other matter

The Chair wished to thank the Councillors for their attendance and for keeping to Covid-19 Regulations.

Signed



(Chair)

(Date)

20/10/21

Sheet no	Date	Paid out	Paid in	Balance Carried forward	Signed
415	22/05/21-21/06/21	£54.00 SLCC Conference online	N/A	£17,577.50	
416	22/6/21-21/07/21	PCC Toilets £1997.97 Quarter 3+4 Clerk's pay April-June £300 SLCC Training £54		£15,171.53	
417	22/7/21 – 21/08/21	Zurich Insurance £196 Postal charge for Audits £4.85 Setting up of photocopier/printer £18.00 Clerk's One-off payment to set up processes £500 Royal Legion £17.00 (processed through bank for 2020 wreath) SLCC membership £72 Internal Auditor fees £600		£13,763.68	

#### Financial Report

**Balance at Bank as of 15/09/21 is £13,763.68**

**Cheque stubs signed by Cllr Eifion Evans**

**Upcoming Invoices to be approved in meeting:**

Clerk's pay for July-September 2021 - £300

**Upcoming purchases to be approved in meeting:**

Cameras/posters for recycling area of car park (max budget £25)

*G. Nicholas*  
15/9/21