



**JEFFREYSTON COMMUNITY COUNCIL
ANNUAL REPORT 2021-2022**

Jeffreyston Community Council

Contact Details:

c/o Collinsford Cottage
Jeffreyston
Kilgetty
Pembrokeshire
SA68 0RX

Tel: 0164 650266

E-mail: jeffreystoncc@gmail.com

Website: www.pembstcc.co.uk/jeffreyston-community-council

Clerk / Responsible Financial Officer to the Council: Mrs Marie Everall

Community Council meetings are normally held on the first Monday of each month except for July and August when the council is in recess.

They start at 7.30 pm, with a public participation session at the beginning when members of the public are invited to address the Council.

Members of the public are welcome to attend any of the Council meetings, except where it is notified that a particular item of business is exempt under the Public Bodies (Admission to Meetings) Act 1960.

This information is correct as at the time of publication. Please check the agenda or website for any updates.

Introduction

Jeffreyston is a rural community, the south-western part of which lies within the National Park. The main village is Jeffreyston, with smaller settlements including Cresselly, Cresswell Quay, Loveston and Yerboston. This is the first Annual Report of Jeffreyston Community Council and is designed to let our residents know: • about our activities over the last financial year ending 31 March 2022; • our achievements; • our financial position and what we spent your money on.

Jeffreyston Community Council has a maximum of 6 Community Councillors and one part time clerk who is contracted to work 17 hours per month. We serve the community by exercising a range of statutory powers and duties with the aim of improving the quality of life in the locality.

All members have the same duties and responsibilities in relation to the Council's governance and accountability.

The current members are:

Councillor Mrs M Rogers – Chairman Councillor Mrs S Maccreath – Vice Chairman
Councillor Mrs A Morgan, Councillor Mr P Everall & County Councillor Mr J Williams

The current term ends in May 2022 when a council will be elected with new council members for the next 5 years.

Financial

Precept – This is our main source of income - 2021/2022: £4,000

Other Income

There was no other income in 2021/2022. Since 2019, the council has tried to enhance the area by making improvements to facilities by making applications for grant funding to avoid a large increase in the precept.

In 2019/2020 an application for funding was made to the Enhancing Pembrokeshire Scheme, with the money received we were able to buy two picnic tables, two benches and two large planters. In 2020/ 2021, following on from our first project we were successful in our application to the 'Awards for All' Lottery grant and received funding of £9,959 for the purchase of children's play equipment.

We have also been fortunate to have received financial donations made towards the improvement of the play area.

Although we did not receive any grant funding or donations in this financial year, we are planning on further applications in 2022/2023

Running Costs / Money Spent

The largest expense area is administration, this includes wages, general operating costs for the council including insurance, subscriptions / membership fees and internal and external audit costs (although we are yet to receive the external audit invoice for 2021/2022).

With effect from the 01.04.2021 Pembrokeshire County Council passed on responsibility for repairs and maintenance of the play area equipment to the Community Council. A Service Level Agreement was agreed with PCC at an annual cost of £615, this will be reviewed every 12 months.

Reserves

The general reserve is legally required to cover unexpected emergencies which may arise during the year. Current reserves figure for maintenance is set at £500, this however is considered low, and the intention is to gradually increase it.

Asset Register

This was revised to include the new playground equipment and the total value of fixed assets now stands at £11,203.30

Internal Audit and External Audit

The Internal Audit Report was completed in May 2021, there were no points raised in the auditor's report that needed the council's attention.

The External Audit by the **Auditor General for Wales** - The Council received an unqualified report for the year ending 31/03/2021. The Audit Completion Notice and Annual Return have been uploaded to the www.pembtcc.co.uk

Independent Remuneration Scheme

Community Councillors are not paid but may claim allowances whilst undertaking duties, in the past members have opted not to claim any allowances available to them under the scheme.

Jeffreyston Community Council Annual Report 2022

Donations / Grants Awarded

Whilst we are in receipt of a modest precept income, the council tries to support organisations that help the community. In the year ending 31.03.2022 donations were made to Pembrokeshire YFC, Royal British Legion and Wales Air Ambulance.

Payments	Amount
Wages	1898.40
Clerks's Reimbursement (Ink)	48.83
Clerk's Reimbursement (Advert Vacancy)	57.60
Clerk's Reimbursement (Purchase 3 Trees)	165.58
Councillor Reimbursement (PE) Cork Boards	28.00
Zurich Insurance	278.03
T R Edwards (Int Audit)	50.00
ICO Data Protection Fees	40.00
Wales Audit Fee	00.00
SLCC Membership	67.00
SLCC Training	00.00
Donation Wales Air Ambulance	25.00 (S137 Payment)
Donation P Sartori	00.00
British Legion Poppy Wreath	20.00 (S137 Payment)
Donation Pembs YFC	25.00 (S137 Payment)
Hire of Hall	00.00
One Voice Wales Membership	86.00
SLA PCC Play Area	615.00
HSBC Bank Charges (3 months)	17.00
Total	£3,421.44
HSBC Balance 31.03.2022	£2,402.99

Activities

During our monthly meetings we regularly receive reports on areas of concern such as Japanese knotweed, potholes, dog fouling, diseased ash trees, blocked gullies and culverts, road safety and speeding. These reports are sent to the relevant departments at Pembrokeshire County Council to action. Councillors along with family members undertake minor repairs around the village. Work on the information board, the stone cross and the community noticeboards has been undertaken free of charge to the council and that is very much appreciated. We monitored the protracted situation with the Ford Bridge, delays were due to the pandemic and involvement of CADW. Work on the bridge has now been completed.

We finally received a response form PCC Highways Department to our 2019 report on concerns over speed limit and parking issues outside the local school. Members were pleased to read those measures are to be progressed and hoped to be implemented in the 2022/2023 financial year, they are, unfortunately, subject to funding. We are however optimistic that the matter is moving forward although not as quickly as we all would like it to.

Environment

Members are very enthusiastic about the environment and are constantly looking at ways of ensuring that we play a small part in contributing to the work being done globally, to address the Climate Change problem. We regularly review our environmental policy and will continue to support the long-term environmental, cultural and economic health of the community.

Members volunteer to tend to the 'Butterfly Garden' that was planted in collaboration with Keep Wales Tidy, Local Places for Nature Scheme.



Community Engagement

Meeting Agendas are published on the Community Noticeboards, noticeboards are used to keep everyone up to date with matters. Currently there are three, found in Cresswell Quay, Jeffreyston and Loveston.

Agendas and Minutes of the Community Council meetings are published on the www.pembstcc.co.uk/jeffreyston-community-council website within the required timescales. A Facebook page is checked and regularly updated with information by the Clerk.

Public participation provides an opportunity for members of the public to address the Councillors before a meeting.

Representation

A major role of the Community Council is to ensure local views are heard by the people making decisions affecting our area. One of the main areas of concern is planning, the council is consulted on each planning application lodged in our community area and ensures a response is made to the planning department.

This year examples include an application made under the 'One Planet Development Policy,' a 'Pre Application Consultation' and a consultation on the proposed inclusion of a site in the village of Jeffreyston within the Local Development Plan.

The Community Council members are mindful of the fact that progress is inevitable and new houses are needed, however keeping the aspects of our community that are valued is important to residents as are proposals that could have a detrimental effect on people living in the area, such as road safety.

Achievements

For the second year running the pandemic presented a significant problem however the community council adapted to the situation with meetings held virtually in order for business to continue. The clerk worked from home and ensured that all information received from the County Council and Welsh Government was issued to council members and the public via the website and social media page.

Unfortunately, our plans for a gathering to celebrate the new play area had to be postponed.

Governance, Policy and Procedure

The Council must follow various legislation. The Council ensured that Standing Orders, Financial Regulations and Policies were reviewed regularly and promptly responded to Welsh Government Covid19 directives. Risk assessment is a continuous process which the council ensures continuous monitoring and is part of the internal control arrangements and used as part of the Internal Audit process. The Council continues to take all reasonable steps to remain compliant with the General Data Protection Regulation (GDPR).

Training and development will in turn sustain the objectives of the Council. Building on the previous years' achievements of obtaining the Introduction to Local Government Administration (ILCA) & Certificate of Local Council Administration (CiLCA) qualifications, this year the clerk achieved the Financial Introduction to Council Administration (FiLCA) qualification and enrolled in the Planning Wales 'Basic Planning from Start to Finish' course.

NHS, Social Care & Frontline Workers Day July 2021

The school children of St Oswald's VA School were asked to produce posters to celebrate the day. All posters (100+) were photographed and uploaded to Facebook page and PTCC web page. A selection laminated and placed on the three community noticeboards. The four gift cards (donated by a local company) were presented to the four overall winners. Such a great response!



Plant a Tree for Jubilee – Celebrating the Platinum Jubilee of HM Queen Elizabeth II in 2022 The Community Council bought two Malus fruit trees for the Play Area from the remaining Lottery funds and paid for one other native specimen tree (Oak) for planting near the Jeffreyston Village sign on the B4586 travelling towards Ford Bridge. It is also proposed to source two inscribed plaques.



This first Annual Report not only gives information on the Community Council, but it is also a key document in supplying transparent accountability of the operation of the Council to the residents we serve. Overall, this has been a successful year with a great deal achieved despite the restrictions in place. The Community Council intends to build on this in 2022/2023 to ensure the public receives value for money.

Marie Everall
Clerk / RFO
April 2022