

APRIL 2022

**CYNGOR CYMUNED MANORDEIFI COMMUNITY COUNCIL**  
**Minutes of the general meeting held on Tuesday 12<sup>th</sup> April, 2022**  
**at Newchapel Reading Room**

**Meeting opened at: 19.46**

**193. Present**

Councillors Elizabeth Hall (Chair), Alan Ford, Aled Lewis, Alan Wilson, Lynda Williams, Pamela Parsons

County Councillor John Davies

Clerk – Judith Kings

Other attendees:

Christian Thould (new Community Councillor taking up their seat on 9<sup>th</sup> May)

Iwan Ward (Independent candidate standing for County Council election)

**194. Apologies for Absence**

None

**195. Declarations of interest on matters arising from the agenda**

None

**196. Approval of Minutes of last meeting**

Approved by all and signed by the Chair.

**197. County Councillor report**

The building inspector has visited Ramoth chapel and urgent work has been undertaken to make the building safe. Further work needs to be done by the owners.

A meeting is to take place shortly, with the housing maintenance inspector, to assess the work required to make safe the pavement outside No. 7 Maes Y Cilgwyn.

County Councillor Davies informed the meeting that this will be his final meeting as County Councillor for this area, owing to the boundary changes. He has attended approximately 238 meetings in total. He thanked the Community Councillors for their support and wished the new Community Council well. He also passed on his best wishes in particular to both Alan Ford and Alan Wilson who are retiring from the Community Council. Alan Wilson has served on the Community Council for longer than himself. County Cllr Davies also thanked all those who have served on the Community Council in the past.

**Matters Arising (not on the agenda)**

**198. Minute 172. Ramoth Chapel update**

Remedial work undertaken as per the County Councillor's report.

**199. Minute 185. Planning application 21/1111/PA**

Extension of curtilage, erection of garage and associated access. Application refused.

**200. Minute 186. Planning application 21/1043/PA**

Erection of a single dwelling. Application withdrawn.

**201. Minute 187 Prior intention notice 21/1139/AG**

New roads in Ffynone & Cilgwyn woods. Planning application required.

**Correspondence**

**202.** Thank you letter received from Paul Sartori Foundation for the donation of £50

**Council Matters**

### **203. Insurance**

A review of the insurance indicates that new items need to be added, including the laptop and the new vehicle activated speed signs. The spring duck play equipment can be removed. It was established that the play equipment in the Newchapel Playing Field does not require insurance via the Council, but that Public Liability must be in place for users of the park.

**ACTION:** Clerk to ascertain the level of cover required, obtain a new quote and circulate to members via email prior to paying the insurance premium.

### **204. Online banking**

Councillors were in agreement that online banking is the way all transactions are going and that it would provide an easier way of endorsing payments compared to having to obtain two signatures on a cheque.

**AGREED:** To move over to an online banking system.

**ACTION:** Clerk to begin the process of registering for online banking. Two 'signatories' would be required for each transaction as is the case now.

### **205. Internal Auditor**

The Clerk informed the meeting that it had proved difficult to find someone willing to undertake the required internal audit.

DMB Davies Accountants in Cardigan quoted £250.

Davies & John Accountants in Newcastle Emlyn quoted between £100-£200.

Cllr Williams indicated that she had a contact that may be willing to act as Internal Auditor.

**ACTIONS:** Cllr Williams to forward contact details to Clerk.

Clerk to send relevant information to the contact and prepare terms of reference if they are willing to undertake the work.

### **206. Purchase of flowers for the villages**

Cllr Parsons indicated that she would be willing to purchase flowers but could not plant them this time. No new compost is needed this year. Councillors will organise the planting once flowers have been purchased.

**ACTIONS:** Cllr Hall to buy flowers for Newchapel.

Cllr Parsons to buy flowers for Abercych and also purchase hanging baskets for both villages from Trefhedyn Garden Centre, Newcastle Emlyn.

### **207. Abercych defibrillator handover**

Cllr Parsons has spoken to the landlady of the Penrhiw Inn who is happy to continue to host the defibrillator machine. She has relevant insurance in place that will cover the machine.

**ACTIONS:** Cllr Parsons to liaise with Matthew Penfold regarding taking over the checking of the machine.

Clerk to endeavour to find the instruction manual.

### **208. Council dinner**

This is usually held in May, but owing to date clashes it was agreed to hold the dinner in June. This will be an opportunity to celebrate the tenure of County Cllr Davies, and Community Councillors Alan Ford and Alan Wilson. The Covid pandemic prevented other retired Community Councillors from attending a Council dinner so invites can be extended to them also.

**AGREED:** to hold the dinner in the Ffynnone Arms in Newchapel on Saturday 11<sup>th</sup> June 7.30pm

**ACTION:** Clerk to book the date and email Councillors to ascertain numbers attending. Menu to be sent out nearer to the date.

### **209. Council elections**

Cllrs Alan Ford and Alan Wilson are both retiring from the Community Council this year. Cllrs Elizabeth Hall, Pamela Parsons, Aled Lewis and Lynda Williams are returning together with a new Councillor, Christian Thould. As the election is uncontested, the cost to the Council will be in the region of £225. If the election had been contested, the cost would have been around £3,000. This gives a good indication of the amount of reserves the Council should consider maintaining. There is one vacant seat which may be filled by co-option after 5<sup>th</sup> May. Interest in the post has already been expressed. Election expenses forms will need to be returned in May even if nil return.

Christian Thould introduced himself to the Council and provided some background information.

### **Planning**

**210.** No planning applications to discuss.

### **Financial Matters**

#### **211. Balance of accounts**

£4,244.24 (including unpresented cheques)

Bank reconciliation and bank statement, previously circulated to members was signed by the Chair.

#### **212. Receipt received**

Receipt was received from Abercych Village Hall in respect of the payment of £75 for hall hire.

#### **213. Notice of audit.**

Documents have been received from Audit Wales regarding the completion of the Annual Accounts. The annual return must be approved by 30<sup>th</sup> June. The completed annual return is to be sent to the Audit Office by 1<sup>st</sup> August. The 12<sup>th</sup> September is the appointed date from which electors can ask questions and make objections at audit. The Clerk informed the meeting that most of the documents have been completed already. There are some issues regarding the asset register still to be resolved. Ideally the accounts should be approved at the Annual Meeting in May, but if necessary they could be approved at the June meeting and still comply with the legal parameters.

**ACTION:** Clerk to identify any documents relating to assets, particularly any pertaining to Abercych Village Hall, to establish if the Council should claim ownership and therefore add the asset to the register.

#### **214. Financial risk assessment review**

The Clerk had circulated the financial risk assessment document to all Councillors prior to the meeting. The document may not be exhaustive, and if any further risks are identified they can be added to the document. The Clerk informed the meeting that there were robust processes in place to manage the financial accounts.

### **Information sharing/matters for the next meeting**

#### **215. Meeting regarding the Millenium Garden in Abercych**

Sarah & Richard have started work and have achieved a great deal already. Drains going under the old decking have been exposed, so are now presenting a hazard. This needs to be looked at to assess the risks. In order for the garden to be used this year it would be

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ideal to get one side cleared. The decking side could be fenced off until such time as it is safe to use. This could possibly be filled with hardcore if the drains are non-functioning. The old wood that is being dismantled can be offered to those doing the work. If not required by them, then it could be offered to anyone willing to take it away. (Alan Ford would be willing to take it). Although the application date has passed for this year, the Council would be eligible to apply for an Enhancing Pembrokeshire grant next year to help with the costs of development.

**216. Local clean-up in Newchapel**

Cllr Lewis informed the meeting that he had cut the grass bank by the bus shelter and that County Cllr Davies had ensured that mud and debris on the main road had been cleaned away. Cllr Lewis had also cleaned road signs. It was noted that a road sweeper was needed in the area. County Cllr Davies noted the request.

**217. CAB donation**

Cllr Wilson informed the Clerk that the donation should have gone to the Cardigan branch, not the Pembrokeshire branch. This was noted by the Clerk.

**218. Issues in Pontrhydyceirt**

The two major issues in the village, as reported by Mr Christian Thould, are litter and the speed of traffic driving through. County Cllr Davies offered to supply extra bags to assist in collecting the litter.

**219. Date of Next Meeting**

Monday 9<sup>th</sup> May 2022 at Abercych Village Hall at 7.00pm (Annual Meeting followed by ordinary meeting)

Agenda items to the clerk by: Monday 2<sup>nd</sup> May, 2022

**Meeting closed at 9.02**

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CYNGOR CYMUNED MANORDEIFI COMMUNITY COUNCIL

Bank Reconciliation as at April 6 <sup>th</sup> 2022		
	£	£
Balance per bank statement 17 <sup>th</sup> March 2022		
Treasurers account	£4,294.24	
		£4,294.24
Less: Unpresented cheques at 6 <sup>th</sup> April 2022		
Cheque no. 000702 Pembs CAB	-£50.00	
		£4,244.24
Add: Uncredited deposits at 6 <sup>th</sup> April 2022		
Description	£0.00	
		£0.00
Total cash & bank balance		£4,244.24
<b>Cashbook</b>		
Opening balance		£4,244.24
Add: Receipts		£0.00
Less: Payments		£0.00
Closing balance per cashbook at 6 <sup>th</sup> April 2022		£4,244.24

Prepared by:	Judith Kings, RFO	6 <sup>th</sup> April 2022
Checked by:		



**TREASURERS ACCOUNT**  
MANORDEIFI COMMUNITY COUNCIL

**Account summary**

<b>Balance On 23 Feb 2022</b>	<b>£4,604.24</b>
Total Paid In	£0.00
Total Paid Out	£310.00
<b>Balance On 17 Mar 2022</b>	<b>£4,294.24</b>

**Account activity**

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
<b>23 Feb 22</b>		<b>STATEMENT OPENING BALANCE</b>			<b>4,604.24</b>
03 Mar 22	CHQ	000704 WALES AIR AMBULANCE		50.00	4,554.24
07 Mar 22	CHQ	000703 PAUL SARTORI FOUNDATION		50.00	4,504.24
11 Mar 22	CHQ	000701 NEWCHAPEL RENT + DEFIB		135.00	4,369.24
17 Mar 22	CHQ	000700 ABERCROMBIE VILLAGE HALL RENT		75.00	4,294.24
<b>17 Mar 22</b>		<b>STATEMENT CLOSING BALANCE</b>	<b>0.00</b>	<b>310.00</b>	<b>4,294.24</b>

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

**Payment types:**

CHQ - Cheque

PKC00G13100000

MAR2304065 D32C304656

E.A. Hall

12/4/22.

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**paulsartori**  
HOSPICE AT HOME

28 March 2022

**Mrs Judith Kings  
Manordeifi Community Council  
5 Adam Street  
Llechryd  
Cardigan  
Ceredigion  
SA43 2QJ**

Dear All at Manordeifi Community Council,

We write to express our sincere gratitude for your kind donation of £50.00. It is very much appreciated.

Our clinical team has remained responsive and flexible throughout the COVID-19 pandemic, working closely with the health board and other health professionals to provide good end of life care in Pembrokeshire. Without support from people like you, we could not have continued to deliver the standard of care required during this period of uncertainty.

Many people using our services will be facing one of the most challenging times in their lives. Our charity aims to enable people to die at home, maintaining their independence, with the dignity they deserve, surrounded by those they hold most dear if that is their choice.

Your donation is essential to us and will contribute towards providing:

- Home Nursing
- Equipment Loan
- Complementary Therapies
- Counselling
- Bereavement Support
- Physiotherapy
- Advance Care Planning

Because of generous people like yourself, we can continue to provide these much-needed services to the people of Pembrokeshire free of charge, 24 hours a day.

**Family Carer Quote:**

***"The care provided for my wife during her final days was exemplary. I have nothing but admiration for the Paul Sartori team."***

Yours sincerely



Sandra Dade  
Charity Manager