**CYNGOR CYMUNED PUNCHESTON /** **PUNCHESTON COMMUNITY COUNCIL**

A meeting of Puncheston Community Council was held on 22 June 2022 at Smyrna Vestry, Puncheston at 7.30 pm.

Present: Mrs. Anne Thomas (Chair), Mr. Dewi Lewis, Mrs. Susan Collins, Mrs. Samantha Lewis, Mr. Jamie Williams, and Mrs. Eirian Forrest (Clerk).

1. Apologies: Cllr. Delme Harries & Mr. Wyn Williams.
2. Minutes of the last meeting (25.05.22) Copies of the minutes of the last meeting had been distributed to members, there was one item to be amended, Item 19g – Susan was speaking to Delme when he mentioned the dog fouling signs. It was then proposed by Susan, seconded by Jamie, and agreed that they were a true record and were to be signed.
3. Matters arising from the minutes

* Mosaics in Little Newcastle and Puncheston – the artist has stuck the loose mosaics back onto the plinths. Anne saw him at the Little Newcastle plinth and asked him about covering the mosaics with a resin, he advised that resin would not weather well, and agreed he would find out if there was anything that he could use to seal and protect the mosaics.
* Surface water by Tyriet on road from Puncheston to Trecwn – unsure if this has been done and will remove from agenda due as not had heavy rainfall since this was reported.
* Tree planning in PCNPA area – Samantha had received an email from Richard Vaughan saying he was happy to arrange to meet up, Samantha responded asking for a proposed date. Susan did not receive this email, she will recheck and let the Clerk know.
* Surface on road from Puncheston to Little Newcastle and by Essex Hill – Delme had made enquiries and was told that this road is due to be resurfaced in the next financial year but may be brought forward following an inspection. Susan said that some of the potholes have been filled.
* PCC Election expenses letter – all members have returned their forms.
* Happy to Chat bench – no update.

1. Highway matters

Nil.

1. Planning

22/0229/PA – Replacement dwelling and separate bat roost at Greenland Farm, Puncheston – there were no objections to this proposal.

1. Puncheston Village Green wall and path – Enhancing Pembrokeshire Grant (EPG)

* Nigel Griffiths had emailed the Clerk saying that there was an increase of £120.00 in materials which was accepted by all members. Works are due to commence in the next couple of weeks. When project managing the work timesheets will need to be completed.
* Dewi suggested removing the two benches from the site, and recycle them in the play area, some repair work is needed first which he will do; everyone thought this was a good idea.
* Jamie contacted his friend who works at Land Registry about registering the land, was told that the documents that he sent were not the full transfer documents and would need a copy of the Transfer of the Deeds or Conveyance of Deeds. If the land is worth under £50K The fee for registering is approximately £40.00. Helen Reynish who is an Estate Agent and lives in the area may be able to provide a valuation. It was noted that registering the land is not a priority now.

1. Puncheston Play area lease

* Solicitor – A discussion held around who would be able to look over the agreement at a reduced or no fee. Samantha suggested Anthea Phillips and Susan suggested Mr. Bissmire. It was agreed to ask Anthea Phillips first, and then if she is unwilling or unable to do it, then contact Mr. Bissmire.
* Surveyor – Helen McLeod-Baikie had advised that it would be up to the community council to decide whether they appoint a surveyor, no decision has been made on this to date.

1. Clerk’s Salary & Expenses

* Salary - £600.00 – it was proposed by Susan, seconded by Anne, and agreed that payment was to be made
* Expenses - £96.47 – It was proposed by Susan, seconded by Anne, and agreed that payment was to be made.

1. Gift and meal for Bob Kilmister

A couple of suggestions made for Bob’s gift, one of which was a picture of the local area to remind him of Pembrokeshire when he moves to live closer to his son next year. There are a couple of local artists who may have something suitable. Anne will contact one that she knows, The Drovers used to have some For Sale, Jamie will have a look in there. A meal will also be arranged , Anne agreed to contact Bob’s wife.

1. Invoice –

Play area rent £30 – Payment was not made because the invoice is for April 2022 – March 2023 and as the lease is being transferred to the community council the Clerk will check if this needs to be paid.

1. Risk Assessment
2. The Clerk had done a risk assessment on the benches, notice boards and telephone kiosk at New Inn and Little Newcastle. The bench on Little Newcastle green needs painting but it is not known who owns it. It was suggested to contact Richard Davies to find out.
3. The kiosk in Little Newcastle needs repair, the top right-hand panel has been smashed, it currently has restraining straps around it to prevent anyone opening the door. Three quotes are needed, will ask Nigel Griffiths, G I Lewis and Eryl Phillips for a quote.
4. Statutory guidance relating to the Local Government and Elections (Wales) Act 2021
5. To increase transparency and increase awareness of the work of the community councils, to prepare and publish an annual report to be published as soon as possible after 1st April 2022. The annual report was circulated to members prior to the meeting and has been published on the website.
6. Multi location meetings – a requirement that all Community Councils make and publish arrangements for its meetings to enable people who are not in the same place to meet and take all reasonable steps to allow people to join from another location. The minimum requirement is that members can hear and be heard by others.
7. Provide opportunity for public participation at public council meetings – Members of the public in attendance are given a reasonable opportunity to make representations about any business to be discussed, unless doing so is likely to prejudice the effective conduct of the meeting. This does not mean that members of the public can take part in debate.
8. Prepare and publish a training plan to support training for councillors and council staff. The plan is to be published no later than 5th November 2022.
9. Other provisions which impact on community and town councils –
10. Notice of meeting to include time, place and how the meeting can be accessed virtually (if applicable) to be published electronically at least three clear days before the meeting, or if a meeting is convened at short notice, then 24 hours’ notice.
11. Within seven working days of a council meeting, to publish electronically a note setting out, the names of the members in attendance, apologies for absence, any declarations of interest, and any decisions taken at the meeting.
12. The Finance and Governance Toolkit

Finance and Governance Toolkit – One Voice Wales and Society of Local Council Clerks have published the toolkit which community councils are encouraged to use. The Clerk will have a look over it over the Summer and It was agreed to discuss further in September.

1. Correspondence
2. Email from Amanda Lawrence looking for support for a grant application being made by Ysgol Casmael (Puncheston CP School) for funding for a community project to celebrate the newly formed federation of Ysgolian Casmael and Llanychllwydog – It was agreed to send a letter of support.
3. Survey Candidate Survey reminder - Data Cymru are conducting a survey on behalf of all local authorities in Wales.
4. Hywel Dda University Health Board – public drop-in event to discuss the Fishguard Integrated Health and Wellbeing Centre – Susan agreed to attend.
5. Any other matters
6. Anne attended the medal ceremony at Ysgol Casmael which the children enjoyed, pictures were taken which may be in the local newspaper. Sam provided a receipt for the medals.
7. Lauren Ross asked if the community council had any objection to placing a box in the bus shelter for people to put books in to swap/share. There were no objections to this idea.
8. Sam reported rubbish flying out of the refuse lorry as the shutters are left open when the lorry is moving. This problem has been previously reported before to Sarah Edwards at PCC.
9. Susan handed over the receipt from Gavin Ross for the payment of the defibrillator battery and pads.
10. Susan has agreed to mentor Jack Davies when doing his Duke of Edinburgh Award.
11. Delme had sent updates for the meeting:
    * 1. **Dog Fouling** - waiting for the school to give me some examples of their posters so I can make further enquiries about getting these made into permanent signage with mention of the possible fine.
      2. **Bwcabus** - I have made representations that the current system does not work very well for our area where the bus takes them to connect to a main line bus in Letterston or Wolfscastle and I am assured that from 27th June there will be greater travel options for people in the Bwcabus zone and the bus will go all the way into Haverfordwest and Fishguard.
      3. **20mph zone** - the bid to get this was unsuccessful and I believe this will now be picked up in 2023 as part of the default speed limit changing to 20mph. This is disappointing news as I thought it was already agreed that this was in progress. I will escalate. They are also looking at extending the 30mph area in the North East of the village.
      4. **Resurfacing** - Essex Hill and Lower Puncheston due to have an inspection. Planned to be surfaced in the next financial year but may be brought forward once inspection is completed.

The meeting finished at 9.20 pm

Date of the next meeting is 27th July 2022.

**Signed ………………………………………………………………………………………………………………….**

**Date………………………………………………….**