

CYNGOR CYMUNEDOL TIERS CROSS COMMUNITY COUNCIL
Clerk/RFO Catrin Williams - 07557407190 tierscrosscc@yahoo.co.uk
Agenda for the Annual General Meeting to be held at Tiers Cross Chapel Schoolroom
Thursday 1st September 2022 – 7:30pm

IN ATTENDANCE

Cllrs. Claire George (Chair), Phil Newman, Louise Cleaver, Lenny Rees. County Councillor Reg Owens and the Clerk.

APOLOGIES

Cllrs. Dave Procter and Eirian Davies.

Cllr George welcomed everyone to the meeting and introduced County Councillor Reg Owens.

DECLARATIONS OF INTEREST

None.

QUESTIONS FROM THE PUBLIC

Cllr Cleaver was approached by a member of the public with concerns over a Local Authority house being used for business storage instead of as a residential home. Cllr Cleaver explained that a report to Housing, PCC had been made by the public previously. Cllr Owens to investigate further.

ADOPT MINUTES OF THE PREVIOUS MEETING ON 9TH JUNE 2022

The minutes were signed by Cllr George (Chair) as a true record of the meeting from 9th June 2022. Proposed by Cllr Newman and seconded by Cllr Rees.

MATTERS ARISING

Cllr Rees asked if the Facebook page was ready. The Clerk to publish with content including the Solar Grant, Defib locations and local history.

AGENDA

Election of Chair and Vice Chair

Chairman: Cllr George proposed Cllr Procter. Cllr Newman seconded. Cllr George had asked Cllr Procter prior to the meeting if he would be interested due to his absence and he was happy to accept.

Vice Chairman: Cllr George proposed Cllr Rees. Cllr Cleaver seconded.

Cllr George explained that previously officials have remained in post for two years.

Review of Internal Controls

Internal Controls from Risk Assessment require one amendment; review of budget to take place each December for the precept as proposed by Cllr George and seconded by Cllr Newman.

Cllr George raised the question of outsourcing Payroll as another method of controlling finances and ensuring that legalities and responsibilities are carried out effectively. Cllr Owens added that it is done elsewhere. The Clerk to explore different options and report back for the next meeting; different software could be used or an Accountant/bookkeeper.

Report following traffic meeting with PCC

Cllr George reported that a positive meeting was had between PCC and TXCC (see minutes dated 20th July 2022). The Clerk to contact PCC for progress on actions required. Cllr George to contact Milford Haven Town Council regarding their plans for the area as both Councils are seeking to make improvements to the Thornton crossroads.

Cllr Newman pleased that signs have been approved for DreenHill and when purchasing need to ensure that they can also monitor speed. Cllr Owens explained that it's best to have signs that show speed to driver, over smile or frown. All in agreement.

Cllr Owens added that in other Communities groups of volunteers can target an area to record vehicle speed, with those exceeding limit receiving a warning letter in the post. An option to consider in future.

The redesign of Tudor Place should avoid the parking issues seen in previous years, added Cllr George.

Cllr George asked the Clerk to contact Peter Howe from PCC to see if information boards could be added to the cycle path to reduce speed. Cllr George to forward PLANED report to the Clerk as information included could be used.

Update on bin and notice board, Thornton

Bins: ongoing. Previous locations given deemed unsuitable by PCC therefore in process of finding another location. Cllr Procter to meet with PCC.

Noticeboard: on hold. Estimates for notice board was distributed based on the design at Tiers Cross. The Clerk explained that savings on quote could be made if the board was mounted to a wall. Due to potential land ownership in Thornton (see below for more details), Cllr George proposed that this project be paused until the outcome is established. Cllr Newman seconded.

Previous plans for Old Bulford Road

The Clerk spoke to David Rees, with previous designs distributed to all Councillors. The question over access remains therefore the land owner to be contacted to open discussions over possible opportunities.

PLANNING MATTERS

None.

CORRESPONDENCE

Email from Mr Shepherd re: the Well, Thornton

Cllr George explained the correspondence received to date and said more information was needed to establish, define and title ownership of the land. Cllr Newman added that the letter from 2009 didn't include enough detail, regarding ownership of the land the pump sits on and the boundary. Cllr George said that identifying exact ownership was important, with Cllr Newman adding that it could be costly if caution isn't taken and in future another land owner comes forward.

Cllr George explained that Cllr Procter has responded to the initial correspondence advising that the process can take time and to manage risk until the landowner is identified. Cllr Owens recalled of a similar experience in a neighbouring community where legal advice was sought.

Cllr George recommended contacting the Clerk at the time for signposting to official documentation that led to that statement. Cllr George also recommended contacting Dave Austins, PCC, as he could be a helpful source. It was agreed that the next step was to clarify ownership.

Email from PCC regarding Councillor training

Session delivered by PCC booked for the next Council meeting on 6th October.

Letter PCC regarding Governors for Waldo Williams School.

Noted

FINANCIAL MATTERS

Annual Financial Report

Distributed.

Update on Audit

Nick Price completed the Audit and Annual Return paperwork for 2020 and 2021, free of charge. Cllr George and the Clerk signed. Cllr Cleaver proposed, and Cllr Newman seconded. Information to be sent to Audit Wales and published.

Barclays Mandate

Cllr George signed a bank document removing past and previous names for the mandate, leaving Cllr George, Cllr Jones and the Clerk as signatures. Cllr Cleaver and Cllr Procter in process of being added to the mandate. Cllr Cleaver proposed and Cllr Rees seconded actions.

Invoices for approval

- Defib – approved
- OVW - approved
- Clerks salary - approved
- Clerks stationery and mileage – approved

Summary of transactions

Going forward Cllr George proposed a financial summary during every meeting presenting running costs. Cllr Cleaver seconded.

MEMBERS REQUESTS

County Councillors Report

Cllr Owens attended the event at Tudor Place along with Cllr Cleaver and is pleased the project is underway.

Solar and Memorial Garden

Cllr George proposed that the Solar Fund meeting takes place every other month. Cllr Cleaver seconded.

The Clerk to contact Clean Cut Trees for a quote on tidying the memorial garden before Remembrance Sunday. Cllr Cleaver added that a good clear out is needed.

Action Plan

Cllr George has tasked the Clerk with creating an Annual Plan/Forward Work Plan to be included with each Agenda, demonstrating a timetable for the year, resulting in efficient meetings. Cllr Rees seconded.

Meeting closed: 9pm

DATE OF NEXT AGM – May 2023

DATE OF NEXT MEETING – 6th October 2022

