

The September meeting of Jeffreyston Community Council was cancelled out of respect for Her Majesty and the Royal Family.

At a meeting of Jeffreyston Community Council held online on Monday the 3rd of October 2022 at 07.30 pm

Present: Chairman: Mrs M Rogers, Vice Chairman: Mrs S Maccreath, Councillors: Mrs A Morgan, Mr P Overall

Also Present: County Councillor: Mrs V Thomas and 3 Members of the Public

In Attendance: Clerk: Mrs M Overall

Public Participation: Residents spoke at length about speeding traffic and streetlights in Churchill Park and uncut grass verges in Jeffreyston Village. The Chairman thanked them and advised that council members would discuss the issues raised and include as an item on the next Agenda.

Meeting commenced at 19.53

36/22 Chairman's Welcome:

37/22 Apologies for absence: None

38/22 Declarations of Interest: None

39/22 Minutes of the Last Meeting

Resolved: *All present agreed that the minutes of the Annual Meeting of the Council held on the 6th of June 2022 be confirmed and signed by the Chairman as a true record*

40/22 Clerk's Update

- **Jubilee Plaques** – Community Council Members, the Clerk and County Councillor Jacob Williams met in the play area in July to receive the plaques. Thanks to Councillor Peter Overall who planted the three trees and installed the plaques.
- **Jeffreyston Wynch** – Clerk had posted about the proposal to apply for a grant to improve the Wynch area however there was only one response. The Council decided that in view of the lack of interest and current workloads, this project would be put on hold for now.
- **Council Vacancies** – We still have two vacancies. Despite advertising on the noticeboards, council webpage and social media there has been no interest. All agreed to continue to promote the vacancies.
- **Enhancing Pembrokeshire Grant** – Clerk had completed the final report in July and returned it to PCC.

41/22 Update from County Councillor Vanessa Thomas

- **LDP2** – No developments to date, a decision is delayed because of an environmental constraint which is impacting on a significant part of Pembrokeshire – high phosphate levels within some protected rivers.

- **Local Taxes (Self-Catering Accommodation)** – No developments to date, delay due to summer recess however a PCC meeting is anticipated very soon.

42/22 Jeffreyston Play Area

- **Repairs** – One of the pieces in the play area was identified as damaged beyond repair during one of the play area inspections. PCC arranged for removal and disposal and recharged the cost to the Community Council.
- **Community Lottery Grant Application** – As resolved in the June meeting, the Clerk collected feedback from residents, delivered the leaflet to properties around the play area and completed the grant application which was submitted in July. The Council should have a decision on whether it has been successful by the 21st of October.

43/22 Civility and Respect Pledge

The Council passed a **Resolution** to sign up to the Pledge. Clerk to register the Council's Pledge on the SLCC website.

44/22 Code of Conduct Training

Resolved: Three out of four members of the Council have elected to undertake the free training sessions on offer from PCC scheduled for Thursday the 6th of October.

45/22 Proposed Tourism Levy

Councillor Sara Maccreath expressed her concern on the proposed levy and following a lengthy discussion it was **Resolved** that the Council keeps up to date with developments and participate in all WAG consultations.

46/22 Statutory Guidance on the Local Government and Elections (Wales) Act 2021 – A copy had been previously circulated to members for their consideration. Clerk reminded members of the requirement of Hybrid meeting requirements when face to face meetings are resumed.

Resolved: That the Statutory Guidance be duly noted.

47/22 Finance and Governance Self-Assessment Toolkit – One Voice Wales (OVW) along with the Society of Local Council Clerks (SLCC) and the Welsh Government (WAG) have developed a toolkit to support Councils to meet their statutory responsibilities, ensure robust financial management and governance and deliver the best outcomes for communities.

The Council **Resolved** to discuss the toolkit systematically in the upcoming monthly meetings, covering Part 1 (Health Check) and Part 2 (Self-Assessment)

48/22 Audit Wales Office Report on the Council's Full External Audit for 2021/2022

The Clerk reported that the Council had received an unqualified report for the financial year 2021/2022. The Audit Completion Notice and Annual Return to the 31.03.2022 have been published on the Council's webpage and the Community Noticeboards.

Resolved: The Council duly noted the Auditor's Report

49/22 Approve the Draft Training Plan for Jeffreyston Community Council

The Clerk had prepared a draft training plan and sent it to members for consideration prior to the meeting, however, OVW had subsequently issued training and development plan guidance, including competencies and self-assessment forms for councillors and the clerk to complete. Following a lengthy discussion, it was agreed that approval of the draft plan of the council would be deferred until the November meeting so that everyone has the opportunity to consider the requirements. All members expressed concerns about the additional workload and time required to undertake the assessments and any training.

Resolved: That Councillors and Clerk undertake the self-assessment, consider any training needs and advise the Clerk who will incorporate them into the training plan.

50/22 Remembrance Sunday 2022

The Council **Resolved** to check whether the existing poppy wreath can be used for this years' service and a donation made in lieu to the British Legion.

51/22 Update on Clerk's Hours

Further to the approval of time off in lieu of paid overtime for the clerk during July and August, the clerk reported that it did not happen because of the Community Lottery Grant Application, Play Area duties and the Wales Audit Office full external audit paperwork. Clerk Also reported that the hours worked over the past 4 months exceeded those contracted by 100%.

Resolved: That the clerk produce a report on overtime and hourly rate for discussion in the next meeting.

52/22 Budget 2023/2024 Clerk asked that members begin to consider the budget for 2023/24 consider any proposed projects for the next financial year, Councillors allowances, Training Plan costs, and any other factors that may influence the budget process and precept setting.

Resolved: Clerk to update the budget and forward to members. Further discussion will take place in the November meeting.

53/22 Bank Reconciliation, Cashbook and Budget Review

Resolved: The Council unanimously approved the Bank Reconciliation, Cashbook Information and Budget Review to the 22nd of September 2022.

54/22 Direct Debit for Payment of Invoices

Clerk reported receipt of demands from PCC for non-payment despite the cheques being received by them before the letters were issued. Enquiries to PCC revealed that although the invoice is raised locally, it is issued from a distribution centre, usually a week later at which time the 'due by date' has already come into effect. By the time the community council receives, approves and arranges for cheque signatures, the payment may not meet the deadline. The clerk advised that her personal address is on file for invoices, and this was unacceptable.

Resolved: Clerk will look into Direct Debit payments for PCC Invoices

55/22 Dog Fouling issues in the village

The council has tried to raise awareness of issues on social media however the problem continues.

Resolved: Clerk to contact PCC to see whether they can help with dog control measures relating to dog fouling and responsible dog ownership.

56/22 Ford Bridge

Resolved: The damage to Ford Bridge was reported to PCC and had been repaired however it was reported that some cock and hen capping stones were loose. Clerk asked to report.

57/22 Correspondence / Consultations / Surveys

- Clerk had dealt with a Freedom of Information Request from a Resident
 - *Several Reports of a Constant Droning Noise in the Community (Enquiries forwarded to County Councillor Vanessa Thomas)
*This is ongoing
 - Version 2022 of The Good Councillor's Guide
 - **Consultation on Audit Fee Scales 2023/2024 – Response by 16.09.22**
 - **'A Fairer Council Tax' Consultation – Closing date 04.10.22 PCNPA Green Infrastructure Consultation**
 - Hywel Dda 'A Healthier Mid and West Wales'
 - Section 6 Biodiversity and Ecosystem Resilience Duty
 - PCC – 'Help us develop our participation strategy'
 - PCC 'Working Better Together Seminar
 - OVW Training Dates
 - OVW Nature Network Fund
 - Pembrokeshire Pride 2022 Event
 - Dr S Jones, Director of Community Services
 - Invite to the Commemoration and Thanksgiving Service for the Life of Her Majesty Queen Elizabeth II in St David's
 - OVW Online Conference 27.10.22
 - WAG St David's Awards
- All Noted**

58/22 Planning Matters - Planning Decisions

(a) Planning Application Ref: 22/0033/PA

Proposal: Repair and Rebuild work to Chapel

Site Address: Bethel Baptist Chapel,
Loveston, Kilgetty, SA68 ONP

Decision: Conditionally Approved

(b) Proposal: Non-material amendment to permission **21/0856/PA** (Extensions and Alterations) to allow replacement of bifold door and window
Site Address: Harrolds Farm Holiday Cottages, JEFFREYSTON, Kilgetty,
Pembrokeshire, SA68 0RT
Decision: Conditionally Approved

59/22 Financial Matters

(a) HSBC Account Balance 20.8.2022 -	£2823.46
25/8 Precept Remittance number 2 of 3	1666.00
Wages August	-192.10
Bank Charges	- 5.00
 HSBC Bank Balance as at 20.09.2022	 £4292.36

(b) Payments Requiring Approval

- Sept /Oct/ Nov Wages by Standing Order
- Audit Wales Office Invoice 2020/2021 £200
- PCC Invoice for play area repairs £45
- *Clerk's Reimbursements £84.43
(*Viking Office Supplies £62.45
and Sandyhill Nursery £21.98)

(c) Minute item 32/22 (b) June Meeting – Approval of PCC repairs for £148 (Cheque number 100505) This was an estimated cost provided by PCC prior to the work being undertaken, it was approved in June and a cheque raised because of the summer recess but not posted and held until receipt of invoice. A recent enquiry ascertained that PCC decided not to charge for the work and therefore cheque 100505 has been cancelled.

(d) Requests for donations

- Cerebral Palsy Cymru
- Tenovus Cancer Care

Resolved: Members unanimously approved all payments listed in **(b)**
Proposed by Councillor Rogers and Seconded by Councillor Maccreath
Requests for donations **(d)** did not meet the Council's criteria for donations

60/22 Highway Matters

(a) Potholes - It was reported that the condition of the road between Market Gate Farm SA68 OSH, (past Moory Park), and Wren's Nest SA68 0RT, is in a really poor state with bad potholes and verges that have collapsed.

Resolved: Although this has been reported to PCC several times the Clerk was asked to report again

(b) Ash dieback – Clerk had reported at least 3 trees affected in the SA68 0RX area.

(c) Damaged manhole cover – This is located in the grass verge opposite the Wynch area between the railings and the school path - Clerk asked to report

61/22 Matters for Discussion / Items for Next Agenda

Information

- Clerk received a visit from a resident wishing to discuss farm gates and road access, the resident was advised to contact the Planning Dept at PCC for advice.
- Condolences on the passing of Her Majesty the Queen - Thanks to Councillor Morgan for laying flowers in London on behalf of Jeffreyton Community Council.
- Clerk attended the SLCC West Wales Branch Meeting and gave feedback on the agenda items.

Items for Next Agenda

- Feedback on the issues raised in the Public Participation slot

62/22 Approve Date of Next Meeting

The next scheduled meeting will be held online and proposed for **Monday 7th November 2022 @ 7.30pm**

The Meeting was declared closed at 21.47 pm.

Signed: Chairman

Date