

**Minutes of the meeting of
Freystrop Community Council & Freystrop Village Hall
held at Freystrop Village Hall on 13 February 2023 at 19:30**

1. Attendance & Apologies

- Freystrop Community Councillors: W D Thomas (Chair), E Utting, D S Harries, A M Simpson, R A Beeden
- Freystrop Community Council Clerk: R D Lavis
- Pembrokeshire County Councillor (Llangwm Ward): M J John
- PC 1189 Neil Lees, Milford Haven Neighbourhood Policing Team

2. Chairman's Welcome

- The Chair welcomed everyone to the meeting

3. FCC Policy on Declarations of Interest

- It is requested that interests are declared at appropriate points in discussions

4. Presentations & Questions from the Public

- PC Neil Lees introduced himself and gave a brief outline of his team, his role and how it operated. Various discussions followed on past and current issues.
- The clerk was asked to forward to PC Lewis the email received on 12/10/22 from Clare Williams in response to traffic issues.
- Councillor John added that he had had a tour of the ward with PCSO Adam Thomas

5. Minutes of the January 2023 Monthly Meeting

- The minutes of the meeting held on 9 January were approved
 - Proposed: E Utting. Seconded: A M Simpson

6. Matters Arising

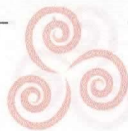
- Councillors' annual allowance payment cheque details had not been minuted as requested by the Internal Auditor
 - Cheque number: 100554. £150. Dated: 14/11/22. Payee: E Utting
 - Cheque number: 100555. £150. Dated: 14/11/22. Payee: A M Simpson
 - Cheque number: 100556. £150. Dated: 14/11/22. Payee: M R Harries
 - Cheque number: 100557. £150. Dated: 14/11/22. Payee: D S Harries
 - Cheque number: 100558. £150. Dated: 14/11/22. Payee: W D Thomas
 - Cheque number: 100560. £75. Dated: 14/11/22. Payee: C Saunders

7. Correspondence

- From Roger Howells, Freystrop Church Treasurer
 - Contribution to Church upkeep letter of thanks
- From Hook Community Primary School
 - Nominations for position of Additional Community Governor
 - No names were put forward as Freystrop already has 2 representatives on the board
- From Neil Lees, PC 1189, Milford Haven Neighbourhood Policing Team
 - PC Lees attended the meeting
- Buckingham Palace Garden Parties
 - Forwarded to Councillors for nominations
 - No names were put forward
- OVW Defibrillator Census
 - Completed prior to the meeting by the clerk

FREYSTROP COMMUNITY COUNCIL**8. Highways & Rights of Way**

- Public Path Diversion Order PP21/18 (Silverstream to Bower House, New Road)
 - Letter sent to Claire Jenkins, PCC Planning Officer
- Moorland Road
 - Evidence of surface deterioration
 - Robert Evans at PCC to be informed
- [Not on agenda]
 - Dangerous surface outside Harebell Cottage, Targate Road
 - The private roadside verge is in a state of deterioration. However, of concern, is a raised BT inspection cover in this area which has the possibility to issues with pedestrians and vehicles. Councillor John informed council that it is possible to notify Openreach of the issue.
- Update on community funded speed signs



- No progress

9. Planning Matters

- 22/0319/PA – Middle Hill Farm Variation
- 22/0342/PA – Summer Hill West
 - New 2 storey Dwelling with basement garage and wine cellar
- 22/0847/PA – 2 Heathfield Terrace
 - Single storey rear extension
 - There were no objections from Council

10. Cemetery

- Nothing to report

11. Training

- The Chair suggested the Councillor R A Beeden may wish undertake some training from OVW

12. FCC Financial Matters

- Internet banking
 - No discussion
- Consideration of changing bank
 - The Chair spoke for some length on his concerns about losing the facility to visit a bank branch and opined that as FCC had budgeted to pay bank charges in the coming year there was no argument to move a local bank where no charges would be incurred. There was no discussion.
- Replacement Councillor's allowance
 - It was resolved to pay Councillor R A Beeden the pro-rata sum of £75.00
 - Cheque number: 100565. £75. Dated: 13 February 2023. Payee: R Beeden
- Chair's allowance
 - It was resolved to pay the Chair's £500 additional allowance
 - Proposed: A M Simpson. Seconded: R A Beeden
 - Cheque number: 100566. £500. Dated: 13 February 2023. Payee: W D Thomas
- Appointment of Internal Auditor for 2022-23 Accounts
 - Mr Brian Hearne proposed
 - Proposed: A M Simpson. Seconded: D S Harries
 - The clerk was requested to write to Mr Hearne inviting him to undertake the internal audit
- [Not on agenda-informative]
 - Audit Wales Response
 - The Chair reported that he has made his concerns regarding the lack of response from Audit Wales known to One Voice Wales
- Bank accounts
 - Current Account Balance: £6,540.45 at 3/02/23
 - Deposit Account Balance: £13,040.58 at 3/02/23

13. General

- FCC/FVH information sheet
 - The clerk confirmed that the noticeboards had been updated
- Coronation of King Charles
 - The Community Council will not be arranging an event for the Community. It was pointed out that Moorland Road had already started to organise a get-together
 - The clerk was requested to post to Facebook inviting residents to approach Council if they wished to have assistance organising an event
- [Not on agenda-informative]
 - FCC Annual Report
 - The Chair indicated that he has started compiling the Annual Report of 2022/23

**FREYSTROP VILLAGE HALL****14. Village Hall**

- Main door repair update
 - This has been expedited. The tradesman has been ill
- Car park extension
 - No update
- Village Hall Upgrade Project
 - Progress is slowly moving forward
- Hall cleaning
 - The Chair thanked Councillor D S Harries for setting up the contract. One clean has been done to a very good standard
- Warm spaces
 - Attendance was averaging 8 people for each session
 - Grant split
 - The Treasurer advised that refreshments had been donated for the duration of the running of the Warm Room project and that £200 could therefore be re-purposed. There were no objections to this sum being added to the £400 allocated for chairs to enable a greater number of chairs to be purchased
 - Spending deadline
 - Council were reminded that all funding should be spent by 31 March 2023
- Defibrillator monthly checks
 - The Chair wished to continue with checks on a 3-monthly basis when reminders were received
- Fire alarm monthly test
 - The Chair tested the alarms prior to the meeting
 - Alarms will be checked prior to each Community Council meeting
- [Not on agenda-informative]
 - WI had reported issues with the kettle
 - The chair has purchased a replacement from petty cash

15. Parc Hamdden Freystrop Recreation Park

- Autumn tree planting
 - An event is to be planned for March
- Outdoor Connections Fund Round 3
 - A third round of £1500 has been announced
 - An application for £1450 has been submitted to provide a picnic bench for in the recreation park

16. Bus Shelters, Kiosk & Other Assets

- Kiosk
 - The new shelving has been installed by Councillor D S Harries and the clerk
- Marquee hire contract update – on hold

17. FVH Financial Matters

- Charity Commission Annual Report 2021/22
 - The Chair reported that he had filed the required documents with the Charity Commission
- Addition of FVH Trustees
 - The Chair commented that he was content with being the sole named Trustee for the Freystrop Village Hall charity and that the insurance cover was adequate. The clerk made Council aware that he was not happy with the state of affairs. Freystrop Community Council is a Corporate Trustee of the charity giving it an overseers role. It is the clerk's view that as a minimum the Treasurer and all cheque signatories should be named Trustees. It is preferable that all parties involved in the recent verification of identity for Barclays Bank are similarly recognised
 - The 1995 Village Hall Rules do not function as a proper constitution for the running of the Village Hall. The Chair, Treasurer and clerk all volunteered to look at presenting a proper Constitution for the Freystrop Village Hall Charity
- [Not on agenda-informative]
 - The Chair informed Council that he had received notification from Barclays Bank that some restrictions had been placed upon the bank account which may be lifted once further questions on the identity verification process had been resolved
- Appointment of Internal Auditor for 2022-23 Accounts
 - Mr Roger Howells proposed
 - Proposed: A M Simpson. Seconded: E Utting
 - The clerk was requested to write to Mr Howells inviting him to undertake the internal audit
- FVH Treasurer Report
 - The Treasurer gave an overview of the current state of the accounts
 - Transfer of Warm Room Grant and funds held by FCC on behalf of FVH



- The Treasurer and clerk advised that the remaining sum of the Warm Rooms Grant was to cover the cost of utilities to the Village Hall and requested that the remainder be transferred from the FCC account to the FVH account. The Chair felt that FVH funds were quite adequate to cover the utility bills at present and that a transfer was unnecessary at the moment.
- Review of use of funds
 - To comply with Charity Commission rules the Treasurer has drawn up a draft plan to indicate how Village Hall funds are to be spent. This plan will need to be updated.
- Bank accounts
 - Balances as at 31 January 2023:
 - Barclays Current Account £4,737.82
 - Barclays Deposit Account £13,604.12
 - Hall Petty Cash held £37.36
 - Recreation Park Cash held £107.00
 - Total £18,4864.30

OTHER MATTERS

18. One Voice Wales & PCC Liaison Meetings

- Councillor W D Thomas has been appointed Vice-Chair for Pembrokeshire
- Councillor W D Thomas has been appointed the Once Voice Wales representative on the Public Services Board
- OVW were looking into the lack of attendance at meetings
- Following the end of funding for the PCC Liaison Officer OVW had agreed to fund the position as it appears the position is a positive contribution to effective working
- Councillor W D Thomas would attend the Better Together meeting

19. County Councillor's Report

- PCC's Council Tax raise for the coming year was likely to 7.5%
- The Public Services Board plan was out for consultation
- All Warm Packs had been distributed by the Community Hub
- Welsh Government are proposing new business rates
- Grants are available for sports clubs

20. Members' Requests

- Freystrop resident Joan Roche will be 100 years old on 4 March 2023. Councillor E Utting requested that Council considers presenting a card and flowers on the occasion
 - The clerk will add this an agenda item for the March meeting

21. Date of Next Meeting

- Next scheduled meeting 13 March 2023
- Items for inclusion on the agenda should be received by 9 March 2023

R D Lavis

Clerk & Responsible financial Officer

Email freystropcc@yahoo.com

Approval proposed by:

Rebecca

Seconded:

Anna

Signed:

Esmi Utting