



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

**1. Attendance & Apologies**

1. Freystrop Community Councillors: E Utting (Acting Chair), D S Harries, A M Simpson, R A Beeden
2. Freystrop Community Council Clerk: R D Lavis
3. Pembrokeshire County Councillor (Llangwm Ward): M J John
4. Members of the public: Mrs C Pugh
5. Apologies: Freystrop Community Councillors W D Thomas, M R Harries

**2. Welcome**

- (Acting) Chair Councillor E Utting

**3. FCC Policy on Declarations of Interest**

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

**4. Presentations & Questions from the Public**

- There were no presentations or questions from the public.

**5. Minutes of the February 2023 Monthly Meeting**

- The minutes of the meeting held on 13 February were approved
  - Proposed: R A Beeden. Seconded: A M Simpson

**6. Matters Arising**

- There were no matters arising.

**7. Correspondence**

- From E Utting, Middle Hill Chapel
  - Contribution to Chapel upkeep
- From Regional Committee of Urdd Gobaith Cymru (Pembrokeshire)
  - Request for funding to assist holding the 11 eisteddfod in Pembrokeshire
  - In line with the donation policy adopted at the 2022 AGM no donation is to be given by consensus
- [Pembrokeshire Coast LDP2 Annual Monitoring Report](#)
- Pembrokeshire Coast Charitable Trust
  - Request for grant
  - In line with the donation policy adopted at the 2022 AGM no donation is to be given by consensus
- Diolch am 20/Thanks for 20
  - Introduction to [20's Plenty for Us](#)
  - Resources to promote 17 September start of 20mph limits
  - The clerk has responded requesting samples of the promotional material available
- Yma I Chi/Here for You
  - Invitation to presentations by Dyfed Powys Police in regard of developments and changes
  - Pembrokeshire event at Pembrokeshire College 19 April
  - Details and booking from the clerk
- City, Town & Community Council Survey
  - Forwarded to Councillors
  - A follow up meeting will be held at County Hall on 20 April 2023 at 19:30
- Government Consultation on registration for all bird keepers
  - This has been posted to the Freystrop Facebook group for the attention of all bird keepers in the community





## FREYSTROP COMMUNITY COUNCIL

### 8. Highways & Rights of Way

- Sand Boxes
  - Response from Robert Evans:
    - *"Since 2010 the provision of salt bins has been delegated to Town and Community Councils. The Town or Community Council will pay for the supply and installation of the bin (currently £180 + VAT) and will arrange for local volunteers to spread the salt. The County Council will arrange for the supply and installation of the bin, filling with rocksalt and for stocks to be replenished up to twice per annum when requested by the Town or Community Council."*
  - It was suggested that the purchase of 1 box at Targate Corner be further investigated. Councillor E Utting would approach residents for their opinion on the volunteering required. The clerk would clarify the charges relating to restocking.
- Moorland Road
  - Response from Robert Evans:
    - An inspection would be carried by Highways within the week
- Update on community funded speed signs
  - Councillor D S Harries report:
    - A single speed sign would cost £4,000 + VAT. Other costs to be incurred would be consultation with PCC on siting, fixtures and fittings and possibly power
    - The sign(s) would be sited at least 100m within the speed limit area. This may cause siting issues to the north of Freystrop Cross but should not be a problem to the south
    - The introduction of the 20mph limit on 17 September may be reason to pause as there may be plans for additional signage/awareness campaigns
    - Research would continue

### 9. Planning Matters

- [22/0319/PA](#) – Middle Hill Farm Variation
  - No update
- [22/0342/PA](#) – Summer Hill West
  - New 2 storey Dwelling with basement garage and wine cellar
  - No update
- [22/0847/PA](#) – 2 Heathfield Terrace
  - Single storey rear extension
  - Passed with conditions
- Pembrokeshire County Council have launched a [webpage](#) where planning breaches can be reported. The email [penforcement@pembrokeshire.gov.uk](mailto:penforcement@pembrokeshire.gov.uk) can also be used

### 10. Cemetery

- Nothing to report

### 11. Training

- OVW Training Needs Survey 2023
  - The Survey had been forwarded to Councillors
  - The clerk requested Councillors' responses before the submission date of 28 March 2023 for a combined response to be submitted

### 12. FCC Financial Matters

- Internet banking
  - Councillors unanimously wished to progress this with HSBC
- Bank account
  - Councillors expressed great dissatisfaction paying bank charges with HSBC when lower/no charge accounts were available with other banks. The money saved could be used to the benefit of the community
    - Councillors unanimously requested the clerk to look at, and progress, alternative banking arrangements
- Independent Remuneration Panel for Wales Annual Report 2023
  - Report recommendations for 2022 must be applied
  - 2023 recommendations to be applied
    - Councillor mandatory allowance will rise to £156 in 2023/24
    - Councillors may be paid an annual £52 or reimbursement by receipt for consumables
    - Chair's allowance can be up to £1500
      - FCC Chair allowance set at £500 for 2023/24
    - Vice-Chair may be paid an allowance up to £500
      - There is no budget for this in 2023/24
  - Policies and procedures should be adopted at the AGM





- Councillors E Utting and A M Simpson volunteered to draw up a draft policy and procedures document for review by Councillors and to be ready for adoption at the AGM
- Appointment of Internal Auditor for 2022-23 Accounts
  - Mr Brian Hearne approached, acceptance received
- Bank accounts
  - Current Account Balance: £7,043.57 at 3/03/23
  - Deposit Account Balance: £13,051.08 at 3/03/23
- Payments
  - SCAF 5 grant ("Warm Rooms") - FVH chairs. Reimbursement to clerk's personal account
    - Cheque number: 100567. £613.92. Payee: R D Lavis
  - OCF 2 grant (Outdoor Connections Fund) – Purchase of container and hardcore for the base. Part funded by grant received of £1500, remainder from reserved funds held by FCC for Parc Hamdden Freystrop Recreation Park
    - Cheque number: 100569. £215.68. Payee: D S Harries (reimbursement to personal account)
    - Cheque number: 100570. £4,200. Payee: A&N Removals – **cheque cancelled as not received by A&N Removals**
    - Cheque number: 100573. £4,200. Payee: A&N Removals – **replacement cheque for 100570**
    - Transfer of funds from reserves to cover payment for the container. All councillors wished for only the equivalent sum to cover the grant cheques written to be transferred. Vis £2729.60. This was voted for unanimously.
    - Councillor W D Thomas had suggested outside of the meeting that the reserved funding for Parc Hamdden Freystrop Recreation Park should be reduced from the calculated remainder (after payment of all costs for the container) of £4,770.40 to £4,500. Councillors present were unanimous that this should not be implemented
  - Standing Order mandates:
    - Quarterly payments of clerk's salary plus expenses set up
    - Quarterly payments to HMRC set up for the salary element of clerk's payments

### 13. Statutory Reporting

- Annual Report
  - Councillors are reminded of the deadline for the first draft preparation is the April meeting and final draft in May for approval at the June AGM
  - Submissions may be for community works in 2022/23 and/or plans for 2023/24
- Section 6 Report
  - Note: Freystrop Community Council has a statutory duty under Section 6 of the Environment Act (2016) which states that every public body...
 

*...must seek to maintain and enhance biodiversity in the exercise of their functions in relation to Wales, and in so doing promote the resilience of ecosystems, so far as consistent with the proper exercise of those functions.*

To comply, a council should:

*embed the consideration of biodiversity and ecosystems into their early thinking and business planning, including any policies, plans, programmes, and projects, as well as their day to day activities.*

- The first report was due December 2019, the second December 2022
- OVW require the report be sent to them for recording following publishing
- Reporting guidance and suggested template sent to Councillors
- Councillors E Utting and A M Simpson volunteered to draw up a draft response

### 14. General

- Procedures
  - Request from Councillors to vote on all proposals at FCC & FVH meetings
    - A short discussion on Councillors' involvement in decision making was held
    - The clerk suggested that Councillors make a request to the Chair for a vote to be held on proposals they thought required more than the adopted proposer/seconder system
- Renewal of OVW Membership
  - Councillors are required to approve the renewal of membership
  - Letter from OVW sent to Councillors
  - It was agreed that OVW membership be renewed for 2023/24
    - Proposed: D S Harries. Seconded: R A Beeden
- Acknowledging the 100<sup>th</sup> birthday of Joan Roche
  - Councillors W D Thomas and E Utting presented a glass vase with flowers to Joan Roche on behalf of the Freystrop Community
    - Purchase was made from FVH petty cash and refunded by FCC
    - Cheque number: 100571. £22. Payee: Freystrop Village Hall



**FREYSTROP VILLAGE HALL****15. Village Hall**

- Main door repair update
  - Repairs have been carried out
  - Item closed
- Car park extension
  - No update
- Village Hall Upgrade Project
  - Report from Councillor D S Harries
    - Builders have observed that the cracks at the south end of the hall are in all likelihood subsidence and this should be attended to via insurance. The insurers have been contacted and all information requested has been presented
    - All progress on other works has been put on hold until the insurance assessment is complete
    - Whilst Councillor D S Harries is away all contact will be through the clerk
- Hall cleaning
  - Very good. Invoice awaited for £40+VAT
  - It was observed that the cleanliness of the hall was not good after First Aid courses. Cups had not been washed and the floor was dirty
- Warm spaces
  - Update
  - Grant update
- Annual Fire Safety Check. This was carried out on 6 March 2023
  - Cheque number: 100525. £87.72
- Fire alarm monthly test
  - Councillor W D Thomas tested the alarms 13 March 2023

**16. Parc Hamdden Freystrop Recreation Park**

- Tree planting
  - Pembrokeshire Coast trees
    - 4 Welsh apple tree varieties have been donated as part of the Pembrokeshire Coast National Park 70 year giveaway
  - Wales tee giveaway
    - Trees collected by residents as part of the Welsh Government free tree initiative have been donated to the community and planted
  - Next planting event
    - The working party will recommence on Saturday 25 March
- Outdoor Connections Fund Round 2
  - Gratitude was expressed to Locke Bros for the provision of the concrete base for the container and to Clive and Dawn Harries for organising the hardstanding for access
- Outdoor Connections Fund Round 3
  - A quote has been received for an easy access picnic bench
- Shared Prosperity Fund
  - Infants' Play Area
    - Work has started to design and obtain quotes to rejuvenate the play area with a focus on the youngest children. The SPF may be a means to acquire the funds required
- Grass cutting
  - Councillor E Utting expressed the Steering Group's exasperation with getting the grass cut and cleared at optimum times and made the suggestion that a contract be set up with Locke Bros for 2 cuts per year to be carried out. If acceptable she would make the approaches
  - Proposed: A M Simpson. Seconded: R A Beeden

**17. Bus Shelters, Kiosk & Other Assets**

- Marquee hire contract update – on hold



## 18. FVH Financial Matters

- FVH Trustees and constitution
  - Councillor W D Thomas wished Council to know he has started work to re-draft the constitution to reflect current circumstances and will give an update at the April meetings
- Barclays' identification checks
  - Councillor W D Thomas wished Council to know that all issues have been resolved regarding Barclays' queries
- Internet banking
  - Councillor W D Thomas wished Council to know that the process requesting online banking facilities was underway
- Appointment of Internal Auditor for 2022-23 Accounts
  - Mr Roger Howells approached, acceptance received
- FVH Treasurer Report
  - Councillor A M Simpson gave an update on the current FVH accounts
- Bank accounts
  - Current Account Balance: £4,972.56 at 27/02/23
  - Deposit Account Balance: £13,604.12 at 27/02/23
  - Petty cash: £15.36 at 13/3/23

## OTHER MATTERS

### 19. One Voice Wales & PCC Liaison Meetings

- Councillor W D Thomas provided the Acting Chair with the following information for Councillor
  - At the policy meeting of OVW Councillor W D Thomas raised the issue of the lack of response to Annual Audits from Audit Wales
  - PCC "Working Better together" meeting. PCC have commenced a survey of Councillors and clerks. This has been sent to Councillors by the clerk
  - PCC are considering a review of Council Boundaries together with the Boundary Commission

### 20. County Councillor's Report

- Pembrokeshire County Councillor M J John updates
  - Council Tax rise is set at 7.5%. A proposed lower value was not accepted
  - Second Home Tax. 75% of this fund will now be used to fill the funding gap
  - Hywel Dda consultation event was attended by Councillor M J John
  - Community Speedwatch. A shortage of volunteers is an issue plus volunteers are wishing to monitor their own areas. New volunteers are being sought
  - The PCC Scrutiny Committee is not being used by the public but it can be approached directly

### 21. Members' Requests/Comments

- Councillor D S Harries informed Council that the scaffolding had been removed from St Justinian's Church

### 22. Date of Next Meeting

- Next meeting 17 April 2023 (10 April 2023 is a Bank Holiday)
- Items for inclusion on the agenda should be received by 12 April 2023

R D Lavis  
Clerk & Responsible financial Officer  
Email [freystropcc@yahoo.com](mailto:freystropcc@yahoo.com)

Approval proposed by:

*Anna Simpson*

Seconded:

*R. Beeden*

Signed:

*W D Thomas*