

01/23

**MINUTES OF A MEETING OF JEFFREYSTON COMMUNITY COUNCIL HELD ONLINE ON
MONDAY 3 APRIL 2023 AT 7.30PM**

PRESENT: Councillor M Rogers (Chair)
Councillor A Morgan
County Councillor V Thomas

ALSO PRESENT: Mr R Evans (Play Area Project Manager)
Mrs H Mcleod-Baikie (Resident)
Mrs J Thomas (Clerk/RFO)

APOLOGIES: Apologies were received from Ms E Hale, previous Clerk.

02/23 DECLARATIONS OF INTEREST

There were no Declarations of Interest received.

03/23 MINUTES OF LAST MEETING

Moved by Councillor V Thomas; Seconded by Councillor M Rogers

AGREED

The Minutes of the meeting held on 6 March 2023 be approved subject to the amendment below:

There were no public attendees.

04/23 UPDATE FROM MR R EVANS, PLAY AREA PROJECT MANAGER

The Chair welcomed Mr Richard Evans to the meeting to present an update on the Play Area. Mr Evans advised that Mr Clive James was the new point of contact for Wicksteed and presented the following plan:

- 5.6.23 – Out of manufacture
- 12.6.23 – with haulier
- w/c 19 or 26.6.23 on site

Mr Evans advised that he would be available for a pre-installation meeting prior to his holiday from 2.5.23.

Mr Evans had liaised with Nia Jones from the Lottery Fund who had advised that the materials would be paid for when they leave manufacturers and the second payment on completion. Mr Evans confirmed that he would update Nia Jones that the new point of contact for Jeffreyston Community Council was Jackie Thomas as Clerk/RFO. Mr Evans advised that he would send the tender report form to Nia Jones and copy in the Chair and Clerk. He confirmed that payments are made from the Lottery fund every Wednesday and that payments were usually made within 7 days of receipt of invoice. Mr Evans advised that former Councillor P Overall had explained that a risk assessment (RA) had been required as part of the lottery requirements however, Nia Jones had advised that this was not the case and that there was no requirement for

a RA. Mr Evans had however, performed a RA and noted that, whilst the play area would include accessible equipment, the area itself was not accessible and a ramp and would be required. He further advised that the accessibility requirements would result in the loss of one parking space and that the landlords consent would need to be sought.

The Committee further discussed the signage requirements for the play area noting that the Lottery would provide a sign stating 'funded by the National Lottery' as was a requirement of the fund. Members were unsure as to the requirement for a 'Nature Board' and concerns were raised in providing a dispenser for dogs' mess bags due to the requirement to keep it filled. It was noted that there were three waste bins in Jeffreyston community. Members agreed to discuss this further.

[Mr Evans left the meeting at this juncture].

Members decided to discuss the access requirements, signboards and bag dispenser at this juncture. Members felt that accessibility was a priority over the nature board and bag dispenser and for permission to be sought.

Decision – That the Clerk will seek permission from the Landlord to ensure accessibility to the play area.

05/23 Update from County Councillor Vanessa Thomas

Councillor Thomas advised that any updates were agenda items.

06/23 Training update

Councillors advised that they had seen the available training opportunities and that all would inform the Clerk of any requirements.

07/23 Correspondence/Consultations/Surveys

- a. PCC - Contacting PCC guide
- b. Eco Green Communities – Dog Waste bag dispensing stations
- c. WAPM – Welsh Language Education: White Paper
- d. WAG – Wales' new freeports unveiled.
- e. Interest in Community Councillor position
- f. DPP - Crime Prevention Handbook

08/23 Resignation/ Council Vacancies

The Chair advised that Former Councillor Peter Overall had resigned which left three vacancies with the Council. Councillors advised that this would normally be advertised on the Jeffreyston Community Council Facebook page but, due to circumstances, the Facebook page had been closed.

AGREED – That the Clerk would set up a new Jeffreyston Community Council Facebook page.

09/23 Clerks Handover

The previous Clerk had sent apologies, but the new Clerk explained that a handover had taken place.

10/23 Closure of Creswell Quay Toilets

County Councillor Thomas advised that PCC were looking for either an Asset Transfer or a funding opportunity. The toilets were in the planned closure group two, 5 November 2023 along with the public toilets at Carew, unless the Council agreed to take over responsibility. Councillor Thomas advised that if Members agreed to take on the toilets, a grace period could be requested until the end of the financial year. Councillors requested that this item be included on the Agenda for the AGM in June. Councillors discussed the potential for cutting the opening hours, closing during the Winter or, as some Town and Community Councils had done, looking to other cleaning contractors.

AGREED - County Councillor Thomas to make enquiries with other Councillors on how they were dealing with the challenge of closing public toilets and to report her findings to the June meeting.

11/23 Vermin Problem

The Chair advised Members that she had been informed of an article being written regarding a vermin problem but noted that this was in Tenby and had not had any further contact.

12/23 Planning Applications

(a) 22/0669/PA Planning application for the erection of a hoof trimming building (retrospective) in Langdon Mill Farm, Jeffreyston, Kilgetty, SA68 0NJ

Members discussed the retrospective planning application noting that planning permission needed to be sought prior to building however, on this occasion would support the application.

Moved by Councillor M Rogers; Seconded by Councillor V Thomas.

AGREED – That the retrospective planning application be approved.

(b) No further planning applications had been received.

13/23 Accounts

| | |
|--------------------------------|-------|
| (a) HSBC Bank Balance | *TBC* |
| (b) Wages February | £228 |
| (c) One Voice Wales Membership | £94 |
| (d) Audit Wales Payment | £450 |
| (e) Request for donations – | YFC |

AGREED: Item (a) **noted**, Items (b) amended to £128 due to previous overpayment, (c) and (d) **approved**

Item (e) The Council resolved not to donate as the request did not meet the Council's grant criteria.

14/23 Highway Matters

Councillors discussed Ford Bridge noting that Councillor Morgan believes there is now more debris on the bridge following a further bump. Councillor Thomas advised that the Head of Infrastructure had been notified and a response received 8.3.23 advising that, as the bridge is a listed structure and that in August 2021 the road had been widened to capacity. Due to the mortar that is required, repairs could only take place during dry weather. Councillors discussed if residents were aware that it was a listed structure and requested the Clerk discuss with the Head of Infrastructure as to the status of the bridge and what signage could be placed. Councillors further discussed the potential for bollards to be erected to reduce damage.

AGREED – That the listed structure of the bridge be advertised to residents and that the Clerk contact the Head of Infrastructure to discuss potential signage.

15/23 Information only / items for the next agenda

Councillor Morgan advised that the triangular sign noting 'slippery surface' by the path had gone and that the drain was again blocked.

AGREED - Councillor Thomas to report this to PCC.

Community Gardening equipment – was now located at the Chairs house.

The parking of a vehicle was causing difficulty for residents' visibility when driving through the village. This would be monitored and, if causing concern or accidents would be discussed further.

Councillor Thomas advised that Mr Nick Watt had requested to further discuss the Jeffreys ton Burial Ground with Councillors.

AGREED - The Clerk to invite Mr Watt to the June meeting.

Councillor Thomas discussed concerns on email security and the Clerk reassured all Members that all passwords had been changed.

The Clerk to look at purchase/maintenance of the Notice Boards.

Councillor Thomas advised that, following the resignation of the previous Clerk, the Councillors had discussed a gift/presentation as thanks for the work undertaken. A donation was being held with Councillor Thomas and Councillors discussed how to proceed. The Chair advised that she would make contact.

The Clerk will contact the Head of St Oswalds school regarding their requirements for Governors at the school following the resignation from Former Councillor Overall.

16/23 Date of Next Meeting

Due to the Bank Holiday, the Councillors agreed for the next meeting of Jeffreyeston Community Council would take place on 15 May 2023 virtually at 7.30pm and would be the AGM.

The Meeting was declared closed at 21.10hrs

Signed Chair

Date

**Jackie Thomas – Clerk/RFO for:
Jeffreyeston Community Council
Pm Cyngor Cymuned Jeffreyeston**