

**Minutes of an Ordinary meeting of Martletwy Community Council  
held on Monday 2<sup>nd</sup> August 2021 at 7.30pm at Lawrenny Village Hall**

**Present:** Jason Crowther (Chairman); David Cole (Vice Chairman); Michael Carpenter, Phil Davies, Philip Eynon; (Councillors); Lizzie Lesnianski (Clerk)

**Apologies:** Di Clements (County Councillor)

**Public in attendance:** 1

**CORONAVIRUS.** *All due care and attention is taken to ensure the safety of Councillors and the public when attending meetings.*

**21/042: Minutes of previous meeting:** Unanimously agreed. Signed and dated.

**21/043: Matters arising**

a. Community Play Areas Funding: Cllr Carpenter reported he and Cllr Davies are continuing to look for additional funding available and will apply as appropriate. They continue to work on a number of applications and are awaiting information from applications submitted.

b. Landshipping Telephone Kiosk: Cllr Carpenter reported the change over of the defib location from Clare House to the old BT kiosk will take place on Wednesday 4<sup>th</sup> August. Clerk to inform the Circuit. Cllr Carpenter also confirmed the Community Council also now have a tin of red paint donated to them by Dulux.

c. New Defibrillator: Cllr Carpenter confirmed he had spoken to the landlord of the Snooty Fox. They are happy to host a defibrillator at their site and would welcome installation as soon as possible. Cllr Eynon enquired regarding safeguarding the Community Council should the public house change hands going forward. Cllr Davies queried whether the defib would be better sited in a public place, though this led to queries regarding safety for the equipment. Cllr Eynon suggested purchasing the defibrillator and prepare for it to be installed with discussions as to location to follow. Cllr Carpenter confirmed he had been looking at costings. Prices were £1375 for a defib with an unlocked case, with heating and signage. The price for a locked case included with the package would be £1450. Cllr Crowther raised the question of funding. To be discussed at next meeting. Cllr Davies has information from London Hearts and will bring it to the next meeting.

d. Ultrafast Broadband Campaign: Clerk reported on the latest update from the Broadband Engagement Officer at Pembrokeshire County Council who confirmed the vouchers are still with the UK Government Department of Digital, Culture, Media & Sport (DCMS). PCC have had "meetings to get updates from DCMS to see how the project areas are moving forward with their process. The delay has been down to the Welsh Top Up element being approved for the project area. The latest update as of yesterday was that the Welsh Top Up has been approved and the project is sitting with the commercial assurance team who are currently working through all the Welsh project areas. Once Broadway area given the go ahead, they will be in touch with the community." Clerk will report any further updates.

e. History Noticeboards: Cllr Carpenter has spoken to the graphic designer mentioned at the last meeting. They will come up with some proofs, along with estimate of time frame and costings. There will be a further update when the design is ongoing.

f. Community Council Website: Clerk reported PCC have been sent confirmation she is who she says she is but has not as yet had the courtesy of a response. Clerk has also emailed One Voice Wales for advice re website design, ensuring we are compliant, and if they can suggest a supplier. Further research to be undertaken.

g. Pembrokeshire Resilient Roads WeITAG Stage 1: Cllr Davies confirmed an application was submitted prior to the deadline. The Community Council can withdraw at a later date if it is not wanted or required. It would fund items such as speed reduction flashing signs at key junctions if the Community Council were successful with their application. Cllr Eynon queried if signs were necessary. Cllr Davies and several other councillors felt it was optimal to make drivers speed aware.

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Cllr Carpenter mentioned successful traffic calming measures he had encountered involving a pair of white gates – one either side of the road at the entrance to villages etc. This was most effective in that the visual impact of the open gates slowed traffic. Cllr Eynon raised the issue these measures would be needed for all of the Martletwy Ward community – not just in one location. Await result of application.

**21/044: Planning**

a. Applications Received:

**21/0318/PA - Location: Woodside Certified Caravan & Camping, Baglan Farm SA67 8AW**  
Councillors considered the proposed application. No objections. Unanimously agreed it was refreshing to receive an application for caravan and camping that was not retrospective. Clerk to respond.

b. Application Notices Received: None

c. Other Planning Matters

i. PCNPA Planning Ref: NP/20/0516 – Lawrenny Quay: Clerk confirmed she had today received a response from the Head of Planning at PCNP. The email read “*We would not advise an applicant to do this, but they may have asked why it’s going to committee and come to their own conclusion?? It is possible for any statutory consultee to amend their comments on an application at any point. However, this normally happens after receipt of amended plans/details etc*” Councillors requested Clerk pass this information to the applicant. Council to await further developments.

Planning for Campsites: Issues are ongoing. It is understood by Councillors PCC may have a manpower issue with regards enforcement officers. PCNP are in ongoing discussions with the Welsh Government with regard both enforcement of the rules on certified sites and flouting of the 28(Covid 56) day rule, and how and when the 28 days will be reinstated. Awaiting further update.

ii. Enforcement:

Clerk shared a recent response from PCNP with regard to the site at Lawrenny. It was noted PCNP consider the structures and tents to be portable and therefore permissible under the certificate. The matter of the sewerage being fixed, and therefore not portable was considered. Clerk to respond to PCNP

c) PCNP LDP supplementary planning guidance: Clerk confirmed correspondence had been received. This pertains to people who were not included through an omission at the time of consultation. Clerk has checked. This does not include Martletwy Community Council. No further action required.

**21/045: Highway Matters**

a. Matters Reported:

i) Clerk reported on responses from PCC.

- Landshipping Miners car parking has been cleared of weeds.
- The street maintenance team will inspect Pencoed Hill.
- PCC environmental Services will inspect the patch of Knotweed in Landshipping on derelict land opposite Community Noticeboard.

ii) Cllr Eynon reported a pothole at Whitlow. Confirmed the sink hole on Burnett’s Hill had been repaired.

iii) Cllr Clements had emailed prior to meeting to report bridge by chapel cottage, Coedcanlas, has been damaged recently and she has reported it.

b. Litter Signs: Cty Cllr Clements has ordered additional signs. Delivery pending.

c. Grit Bins: Cllr Eynon reported PCC had called him earlier today to confirm they will call tomorrow!

d. Speeding Lawrenny: Cty Cllr Clements reported via email it will be up to the Community how to progress with signage at this site. Speed Survey due any time.

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**21/046: Finances:**

- a. Audit: Clerk reported the work on the Audit for 2019/20 continues. A discussion ensued regarding the appointment of an Internal Auditor. A number of suggestions were put forward. Clerk to contact the first person discussed. If they are happy to proceed a letter of engagement will be sent to them for signing. Clerk will contact all Councillors to ensure all Declarations of Interest are up to date.
- b. Community Heartbeat: Clerk presented invoice no 9207 from Community Heartbeat in the sum of £390 for the relocation of the Landshipping defib. Unanimously agreed. Cheque written and signed.
- c. PCNP Sustainable Development Fund: Cllr Davies confirmed he had viewed the qualifying details for the fund and does not think the Community Council are eligible. No further action.
- d. Councillor Payments - IRPW: Clerk reported there is a new report coming out as to the way Councillor payments are calculated. This may well change everything, including whether or not payment is compulsory. Further details to follow. Clerk to research the number of electorate Martletwy Ward has with Electoral Services or Cty Cllr Clements.
- e. Nat West Banking: Clerk requested the assistance of Cllr Cole in contacting the bank and restarting the online banking process again.
- f. Donation requests: Clerk confirmed updating the current form. Raised the question of whether or not the Community Council can donate money to religious groups or buildings. To be investigated.

**21/047: Councillor/Clerk Training:** None reported.

**21/048: Meetings Attended by Community Councillors/Clerk:** None reported.

**21/049: Correspondence Received:**

- a. PCC – Waste & Recycling Centre Survey: Clerk confirmed this survey ends Monday 9<sup>th</sup> August – please pass on to people.
- b. One Voice Wales – Community Fridge Project: Clerk presented correspondence. It was agreed there was nowhere appropriate for this service in Martletwy. No further action.
- c. WAG – Queen's Birthday Honours 2022 - Commission: Clerk presented details to meeting. Councillors to consider and to report back to Clerk with details where appropriate.
- d. MAWW Fire Service – Safe Haven: Clerk presented correspondence to Councillors for information.
- e. Welsh Government: 20mph Speed Restriction Consultation: Clerk confirmed she had received a number of responses from the community. Will tie in with response.

**21/050: Communication:** None received.

**21/051: Date of Next Meeting.** Monday 13<sup>th</sup> September, 7.30pm. Lawrenny Village Hall.

Meeting declared closed at 20.51

Signed:  Date: 13-09-2021

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**held on Monday 13<sup>th</sup> September 2021 at 7.30pm at Lawrenny Village Hall**

**Present:** Jason Crowther (Chairman); David Cole (Vice Chairman); Michael Carpenter, Phil Davies (in part by telephone), Philip Eynon; (Councillors); Lizzie Lesnianski (Clerk)

**Apologies:** Victoria Evans (Councillor)

**Public in attendance:** 1

**CORONAVIRUS.** *All due care and attention is taken to ensure the safety of Councillors, and the public, when attending meetings.*

**21/052: Minutes of previous meeting:** Unanimously agreed. Signed and dated.

**21/053: Matters arising**

**a. Community Play Areas Funding:** Cllr Carpenter suggested moving this item forward to the next meeting so as to include Cllr Davies. Unanimously agreed.

**b. Landshipping Telephone Kiosk & Existing Defibs:** Clerk confirmed she is trying to notify The Circuit of the minor change of location to the Landshipping Defib. It is proving more difficult than necessary. Councillors agreed defib was very prominent in its new location. Anyone looking for it should be able to locate it, however information should be correct information with The Circuit. Clerk confirmed The Circuit have also emailed querying if defib pads are in date. Councillors to check.

**c. New Defibrillator:** Forwarded to next meeting to enable Cllr Davies to present information regarding funding from London Hearts before further discussion ensues with regard to obtaining funding, and the location, of new defibrillator.

**d. Ultrafast Broadband Campaign:** Cty Cllr Clements updated the Council. Service provider, Broadway, have reported they are still awaiting sign off for funding from Welsh & UK Gov. Cty Cllr Clements understands hold up may be with Welsh Gov, but observed Broadway have taken on a lot of the areas open to tender and this may be a factor in the delay. It is generally expected this project will run over the 6 months cited by the service provider at the beginning of the project.

**e. History Noticeboards:** Cllr Carpenter reported the graphic designer previously mentioned is now working on designs. As soon as ideas are forthcoming, he will update the Council.

**f. Community Council Website:** Clerk expressed concern at the lack of response from Pembrokeshire County Council. Cty Cllr Clements also awaiting data regarding the number of hits on the Martletwy Community Council page at <https://www.pembstcc.co.uk/> Clerk continues to research websites.

**g. Queen's Birthday Honours:** Clerk confirmed she had investigated the process of putting forward a candidate, as previously discussed, for the Queen's Birthday Honours. It was clear far more information was needed about the candidate in order to ensure a successful application. Unanimously agreed the candidate's name and details would be put forward at a later date when councillors have provided comprehensive information.

**21/054: Planning**

**a. Applications Received:**

**21/00436/PA - Location: Tedion Farm, Lawrenny, SA68 0QB**

Clerk confirmed the papers for this application were forwarded to councillors by email. Councillor Eynon queried why the applicant had indicated they did not know where the runoff water from the roof would go. Martletwy Community Council trust any successful application will include conditions with regards SuDs approval. Cllr Davies assisted with these queries. Council unanimously agreed there were no objections to this application.

**21/0440/PA - Location: Tedion Farm, Lawrenny, SA68 0QB**

As above, it was queried why the applicant had indicated they did not know where the runoff water from the roof would go. Martletwy Community Council trust any successful application will include

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conditions with regards SuDs approval. Cllr Davies assisted with these queries. Council unanimously agreed there were no objections to this application.

**b. Application Notices Received:** 21/0318/PA – Woodside Certified Caravan & Camping, Baglan Farm, SA67 8AW. Clerk confirmed application has been approved.

**c. Other Planning Matters**

**i. PCNPA Planning Ref: NP/20/0516 – Lawrenny Quay:** Clerk confirmed she had emailed the information, including timings for the Committee meeting to Councillors. No one attended.

**Planning for Campsites:** Issues ongoing. No new information. Forward to next meeting.

**ii. Enforcement & monitoring:** Cllr Clements was disappointed to report PCC are suggesting they can find no correspondence pertaining to the site in Martletwy. Cllr Clements further confirmed information had been sent, and received, including photographs. She will chase this up with PCC.

**21/055: Highway Matters**

**a. Matters Reported:**

i) Clerk reported on response from PCC.

- Japanese Knotweed in Landshipping (opp noticeboard) has been treated by PCC Environmental Services team.

ii) Cllr Clements commented on the good works on the road resurfacing between Martletwy Cross & Cross Hands. Cllr Carpenter agreed.

iii) Cllr Cole reported deterioration of the road at Copybush Junction. Grass growing out of fissures.

iv) Cllr Eynon reported depression across road surface at Garron Pill is getting worse.

v) Cllr Eynon reported the public footway from Pryce Moor to Martletwy is blocked.

vi) Cllr Eynon commented as to whether it would be possible to paint Araf/Slow by the shop in Lawrenny. Cllr Clements to investigate.

**b. Litter Signs:** Cllr Clements has been asked to confirm where the Community Council plan to place new litter signs. There are different designs based on location. After discussion councillors confirmed the signs will all be in prominent positions on well used roads. Cllr Clements will confirm to PCC. It was also noted PCC recycling services are dropping litter during their collections. Cllr Clements will notify PCC, so they are aware some litter is created by their own operatives.

**c. Grit Bins:** Cllr Eynon reported PCC have still to call him to arrange delivery of new grit bin and refill of existing bins. Forward to next meeting.

**21/056: Finances:**

**a. Audit:** Clerk reported the preferred choice of Internal Auditor has agreed to proceed. A letter of engagement has been issued. Clerk to proceed with working with Internal Auditor.

**b. Quarterly Report:** Clerk presented Quarterly Financial Report. Copy attached. Total cash in hand as at 31/08/2021 £8729.94. No matters arising from the report. Approved by Council. Signed and dated by Chairman.

**c. Quarterly Clerk Payment:** Clerk presented the Quarterly Clerk Payment Report. Net payment of £442.52 + £29.61 mileage. No questions arising. Unanimously approved. Cheque issued.

**d. Councillor Payments - IRPW:** Clerk wrote cheque for payment to one councillor. Signed and issued in accordance with guidelines.

**e. Nat West Online Banking:** Cllr Cole reported. After considerable time spent, including 2x 1hr phone calls to the help centre, he has confirmed the original online form must now be scrapped due to time elapsed. He has secured a new form and will issue this for completion individually by all Community Council representatives. This will require completion of the form, proof of address and a photo ID. Cllr Cole enquired if all happy to proceed. Seconded by Cllr Crowther. All in favour. Carried unanimously.

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*f. Donation requests:* Clerk confirmed the matter regarding whether the Community Council can donate money to religious groups or buildings remains outstanding. Further investigation ongoing.  
*g. PCC Remittance Advice:* Clerk presented confirmation of latest Precept payment by PCC.

**21/057: Councillor/Clerk Training:** None reported.

**21/058: Meetings Attended by Community Councillors/Clerk:**

*a. Good Neighbours AGM:* Cllr Eynon reported Cllr Eynon has become Chair, with Cllr Carpenter now Vice Chair. Cllr Eynon asked if it would be possible to issue social media posts asking for volunteers for committee, which would involve attending AGM and assisting at lunch club. Cllr Eynon further reported the lunch club had met in September for the first time since lockdown.

**21/059: Correspondence Received:**

*a. Active Travel Consultation:* Clerk brought this consultation to the attention of councillors.  
*b. Beacon for Queen's Jubilee:* Clerk presented this opportunity. Cllr Eynon to oversee.  
*c. WAG – Queen's Birthday Honours 2022 - Commission:* Clerk presented details to meeting. Councillors to consider and to report back to Clerk with details where appropriate.  
*d. Welsh Government Consultation – Local Taxes:* Clerk Councillors for information and circulation.  
*e. Welsh Government: Briefing Note – multi location public meetings:* Clerk presented the briefing note, copy attached. Important points are: a) moving forward meetings in person must no longer be considered as the gold standard, multi-location meetings, or virtual meetings with easy access for all are preferred, b) ways of reporting are to change with an emphasis with online reporting.

**21/060: Communication:**

*a. Minwear Woods:* Cllr Clements reported there have been reports of unusual adult behaviour in Minwear Woods. Dyfed Powys Police are aware and with the PCSO are monitoring the situation. Further action will be taken if required. PCSO has requested Councillors remain vigilant and report any peculiar activity.  
*b. Lawrenny Village Hall & Hostel:* Mr David Lort-Phillips raised the matter of the village hall and hostel, and the desire for the committee of Trustee's to have greater collaboration with the Community Council. He requested a Councillor become a Trustee. Cllr Eynon pointed out he had already agreed to be on the committee but had not received any correspondence. Trustee's and their Chairman will liaise with him to ensure he is included in all future correspondence and meetings. Mr Lort-Phillips to give contact details of Chair to Cllr Eynon.

**21/061: Date of Next Meeting.** Monday 11<sup>th</sup> October, 7.30pm. Lawrenny Village Hall.

Meeting declared closed at 21.30

Signed:  Date: 11-10-2021