

Minutes of an Ordinary meeting of Martletwy Community Council
held on Monday 7th February 2022 - 7.30pm at Lawrenny Village Hall

Present: David Cole (Vice Chairman); Phil Davies, Victoria Evans, Philip Eynon; (Councillors); Lizzie Lesnianski (Clerk)

Apologies: Jason Crowther (Chair); County Councillor Di Clements

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

21/105: Minutes of previous meeting: Cllr Cole took the Chair. The minutes were taken as a true copy and signed and dated.

21/106: Matters arising

a. Community Play Areas Funding: Cllr Davies reported he was pleased to confirm a company, Sovereign, had come to look at the play areas to offer an estimate. Another company coming out next week. Cllr Davies confirmed he had spoken to Owen and Owen, estate managers about possible Ash Die Back affected trees in and around the play areas. Owen and Owen have offered to fell the trees for no cost to the community council. It was agreed this was a positive outcome. Cllr Davies confirmed he required another member to assist him with play area matters. Cllr Evans volunteered. The local authority Service Level Agreement was discussed. It was noted grass cutting costs are not included for the Martletwy site. Clerk to request a grass cutting cost be added to the SLA for Martletwy site.

b. New Defibrillator: Cllr Davies confirmed he had emailed all members about the purchase of the new defibrillator but had not received responses from two. It was unanimously agreed at the meeting Cllr Davies should proceed with the purchase. The cost is £1780 including the cabinet. Clerk reminded Cllr Davies the invoice to be addressed to Martletwy Community Council. Contributions are expected from the Snooty Fox Public House and Wild Lakes, Martletwy. Cllr Eynon queried whether the location in a public house would see the defib get more use than the other locations and impact on the budget for replacement pads. Cllr Davies confirmed he will take over the maintenance checks, along with Cllr Evans who will check the Landshipping defib, and Cllr Cole, Martletwy. Cllr Eynon reported there are ten training mannequins stored at Lawrenny Cricket Club. It was unanimously agreed further training sessions should be offered.

c. Council Procedure: Clerk confirmed all councillors had been sent emails relating to the matter of minute taking and now considered the matter closed. Cllr Cole enquired as to whether or not meetings could be recorded. Clerk to investigate. Cllr Eynon continued to argue the point of revising minutes after approval. The Clerk reiterated the points in her email. Having taken expert advice, it was clear minutes could not and must not be amended after they have been accepted as an accurate record.

d. Council Complaints Procedure: Cllr Evans reported on the research carried out to date about council complaint procedure with many councils categorically refusing to deal with anonymous complaints. Cllr Eynon stated anonymity is waived at the point at which the complaint is made as at least one person knows the identity of the complainant. Clerk will pursue issue with One Voice Wales for further guidance. Cllr Evans stated it was almost impossible for a complaint to remain anonymous as it was important the council carry out proper due diligence, including whether it is a matter for the council to pursue. Clerk to check on Public Service Ombudsman for Wales website as to whether there is further guidance. It was agreed policy was required for complaints, anonymous or otherwise, and should include both the community council and Councillor's remit.

21/107: Planning

a. Applications Received: None received.

b. Application Notices Received: None received.

c. Other Planning Matters: PCC Local Development Plan – new timetable. Cllr Davies explained this is due to the change to legislation by the Welsh Government with regard to Phosphates, essentially requiring planning authorities to rewrite their LDP's.

Martletwy Community Council
Clerk: Mrs Lizzie Lesnianski
Email: martletwycommcouncil@gmail.com

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i. Monitoring:

a. Ty Cornell. Clerk reported on private email correspondence from Pembrokeshire County Council Enforcement team to local resident. Cllr Eynon queried if it would be appropriate for the Community Council to express interest in the land in question. Cllr Davies stated the council should proceed with caution and wait to see if the owners made an offer to the council to take over the land. The Clerk highlighted the issues of taking over responsibility for land that needed maintaining whilst at the same time freezing the Precept, and not having allocated budget for such an acquisition.

b. Planning Queries Outstanding: Cllr Davies enquired as to whether it would be possible to produce a list of outstanding queries with the enforcement team at PCC. Clerk explained this would take up an inordinate amount of her time which might be better focused elsewhere. Cllr Davies will look into it.

c. Caravan / Camping Sites: Cllr Eynon raised the issue of un-licensed caravan and camping sites and whether they should be paying council tax. Cllr Davies confirmed those set up under the 56-day regulations were exempt. Sites with council tax value less than £12K also don't pay under the relief schemes. Even large sites often exempt. Static caravan parks are treated differently. Most of these have planning anyway and pay rates. Cllr Davies reminded members touring sites also need planning if they have hardstanding or infrastructure such as toilet blocks. It was agreed the Clerk would raise the issue with the Planning Department at Pembrokeshire County Council.

d. Letter from Community Council to Member of the Senedd: Clerk confirmed she had a face-to-face discussion with the constituency Member of the Senedd, Samuel Kurtz MS. He is looking into the matter. Clerk to follow up.

21/108: Highway Matters

a. Matters Reported:

Cllr Davies reported tree felling had left public verges in a terrible mess. Debris everywhere and tractor treads. Can PCC look into this.

Cllr Eynon raised the issue of naturally felled trees across highways (by wind/storm etc) and whose responsibility to clear them. Clerk confirmed in the first instance it is the responsibility of the Highway Department at PCC as they are responsible for the roads and the safety of roads. Cllr Eynon asked if the council charge landowners. It was considered they would if they felt they needed to.

b. Litter Signs: It was agreed the new larger signs would initially replace the existing smaller signs already located. The location of the six other sets to be considered. Bring ideas to next meeting.

c. Dog Fouling: Cllr Cole raised the issue of dog fouling in the ward, specifically following a complaint regarding the high volume of dog mess in Martletwy village. It was confirmed residents can report dog fouling on the Pembrokeshire County Council website, via the "my account" option. The Dog Warden will then visit the area. Clerk to ask Dog Warden for policy and rules regarding dog fouling in public places. Clerk to also enquire whether there are posters or information suitable for posting on social media.

21/109: Finances:

a. Budget 2022/23: Clerk presented final Budget 2022/23 as agreed at January meeting. All in favour.

b. Nat West Bank – Online Banking: Cllr Evans has returned to bank with ID. Cllr Davies to return to bank with ID. Cllr Crowther's ID issue has been resolved.

c. One Voice Wales Invoice: Clerk presented One Voice Wales training invoice for approval. Agreed.

d. Zoom: Considering the Welsh Government's new guidelines regarding meeting venues, Clerk suggested purchase of an account with online virtual meeting programme such as Zoom. Agreed.

21/110: Councillor/Clerk Training:

a. Code of Conduct Training: Cllrs Cole & Evans shared reflections on recently attended online Code of Conduct training, how much they had learned and how essential it was for a greater understanding of their responsibilities. Clerk confirmed Cllr Eynon had failed to cancel and therefore

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a charge for his training would have to be met by the council. Clerk discussed other dates available with Cllr Eynon. Of the three dates offered Cllr Eynon was unable to commit.

b. Planning Aid Wales: Clerk reported PAW had not yet got back with a revised offer for training.

21/111: Meetings Attended by Community Councillors/Clerk: Cllr Davies reported on the Tall Ships Wales Trust meeting recently attended. He was disappointed to report Lawrenny will no longer host the event. It was reported their costs were too high and East Llanion had offered to host for free.

21/112: Correspondence Received:

a. Martletwy Info Board Design: Clerk confirmed awaiting answers to queries on this matter.

b. One Voice Wales – Buckingham Palace Garden Party: Clerk confirmed the process has changed. It is no longer just the Chair who can apply. Now Councillor's having to be nominated by their peers.

c. Pride In Pembrokeshire Awards: Discussion of possible nominations. Councillors to follow up.

21/113: Communication:

a. Procedural matter regarding Casual Vacancy & related correspondence: Vice Chairman Cllr Cole confirmed it had been arranged between the Clerk, the Chair – Cllr Crowther – and himself that he would chair meetings for the foreseeable future. It was on the Clerk's suggestion as Cllr Crowther needed more flexibility on compassionate grounds. She felt it would be beneficial to the continuity of council meetings, and for the members. All Councillors had been informed by the Clerk by email. Cllr Cole then expressed his disgust when he read Cllr Eynon's disrespectful written response - sent to all members and the Clerk on 7th February at 13.40. Cllr Cole stated Cllr Eynon must treat all members of the council, and the general public, with respect and that bullying will not be tolerated. Cllr Eynon made a statement saying he had not been aware Cllr Crowther's current situation required him to have flexibility under compassionate grounds. He stated he stood by his comments and had spoken to the unsuccessful candidate for the Casual Vacancy who had been extremely disgruntled by Cllr Crowther's candidacy application process. The Clerk confirmed, along with Cllr Cole, that the way in which Cllr Crowther had managed his decision-making process was entirely appropriate. Cllr Evans expressed her concern regarding the tone of Cllr Eynon's email, the blatant lack of respect for Cllr Crowther and his current situation, especially in light of everything she had heard in the Code of Conduct training. Cllr Davies agreed with the comments of Cllr Cole and Cllr Evans and expressed frustration at the amount of council time Cllr Eynon's behaviour was taking up. The Clerk voiced concerns regarding Cllr Eynon's general lack of respect for residents, members and herself, highlighting an incident at the end of the virtual January meeting when discussing the issue regarding accuracy of minutes. Cllr Cole went on to state Cllr Eynon must stop and desist with his behaviour immediately.

21/114: Date of Next Meeting. Monday 7th March 2022 at 7.30pm. Venue: Lawrenny Village Hall.

Meeting declared closed at 21.21

Signed:  Date: 7th MARCH 2022

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held on Monday 7th March 2022 - 7.30pm at Lawrenny Village Hall

Present: Jason Crowther (Chair) online partial; David Cole (Vice Chairman); Phil Davies, Victoria Evans (via Zoom), Philip Eynon; Liz Williams (Councillors); County Councillor Di Clements; Lizzie Lesnianski (Clerk) **Apologies:** None

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21/115: Minutes of previous meeting: Cllr Cole took the Chair. The minutes were taken as a true copy and signed and dated.

21/116: Matters arising:

a. Community Play Areas Funding: Cllr Davies reported he was due to meet a second prospective supplier but due to the stormy weather they had to reschedule. He will also be looking for a third company to offer an estimate. Cllr Davies confirmed he has applied for a "Chat Bench" through a funding opportunity. Clerk confirmed the Service Level Agreement team had been emailed with regard the omission of moving from the Martletwy play area. Awaiting a response.

b. New Defibrillator: Cllr Davies confirmed the new defibrillator was on site and awaiting installation. Confirmed hoped to be up and running next week. Both potential sponsors remain keen to offer financial support. Cllr Cole queried whether there should be a light on in the Martletwy Defib cabinet. It was agreed it should be. Cllr Cole to look into this in more detail. Cllr Davies confirmed there is a light in the cabinet of the new defib. Cllr Evans asked if this would be a good time to re-run defib/CPR training sessions. Cty Cllr Clements to oversee the organisation. Cllr Eynon confirmed training sessions can be for up to ten people at a time.

c. Council Procedure – Recording of Meetings: Clerk confirmed research into recording apps is ongoing Clerk hopes to have a recording app available for the April meeting.

d. Council Complaints Procedure: Cllr Evans confirmed work is ongoing. Clerk to request further assistance from One Voice Wales regarding dealing with anonymous enquiries or complaints.

e. Virtual Meetings platform: Clerk confirmed Zoom account licence for Martletwy Community Council has been purchased and is up and running.

21/117: Planning

a. Applications Received: NP/22/0106/FUL: Anchorage, Landshipping, Narberth, SA67 8HE. Councillors discussed NP/22/0106/FUL (emailed to them upon receipt). Cllr Eynon queried whether the demolition of the existing garage and extension of new lounge will in the fullness of time simply require the building of a new garage to replace the one used for the extension. It was agreed this should be mentioned in the response to PCNP. Decision: Councillors unanimously had no objections to the application.

b. Application Notices Received: None received.

c. Other Planning Matters:

i. Monitoring:

Martletwy site: Cty Cllr Clements confirmed receipt of an email from the Local Planning Authority. They had undertaken a site visit. The site is currently in breach, and PCC are now awaiting a response from the landowner before deciding how to proceed. Cllr Davies expressed his concern with regard to the current situation with the planning department. Cty Cllr Clements confirmed there are things in the pipeline that it is hoped will improve the situation.

ii. Planning Queries Outstanding: Cllr Davies reported he had been through previous minutes to see if there were many queries raised with the Local Planning Authority that remain outstanding. He thinks there are 6 that have not been dealt with. He has a list and will contact PCC to discuss. Cty Cllr Clements to be copied into any correspondence.

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iii. Caravan / Camping Sites: Clerk confirmed an email had been sent to the Planning Department at PCC with regard the issues raised in the last meeting. No response received to date. Cllr Davies confirmed he had also contacted PCC and they had confirmed they were struggling to enforce.

iv. Letter from Community Council to Member of the Senedd: Clerk confirmed correspondence with Sam Kurtz MS. He is looking into the matters raised regarding planning. Clerk is awaiting a response.

21/118: Highway Matters

a. Matters Reported:

i. Long Course Weekend – 1st/3rd July: Clerk confirmed to all the road closures for the Long Course Weekend (LCW). It was agreed to put links to maps on social media. Councillors to keep in mind to share where appropriate. Clerk to forward to other interested parties in the area.

ii. Clerk report: PCC road maintenance response to enquiry regarding the metal plate covering the culvert on way down to Lawrenny Ferry. Their response is “Gang has checked the metal plate and cannot see any issues with it moving or sticking up. I’m hoping to get a gang there to replace the damaged stone culvert with a new pipe. Waiting for Engineering Works to let me know when they are able to carry out the work. Local beat gang will check the plate weekly.” Cllr Eynon confirmed PCC had placed cones to make it more visible.

iii. Councillors Reports:

Cllr Eynon reported his concerns regarding the state of the road signs in general. They are very dirty and need cleaning. Clerk to report.

Cllr Eynon also reported a pothole by small Mill Bridge on the carriageway and the depression on Garron Hill has got much worse and is getting bigger.

It was also noted the Landshipping Noticeboard was destroyed in the recent storm. Cllr Crowther and Cole to work on repairs.

b. Litter Signs: Location of signs discussed. Cllr Evans suggested they would be best placed near to junctions. Cllr Eynon suggested locating them at Top Cross. Cllr Clements suggested Lawrenny. Cllr Davies suggested replacing small signs with the new larger one version and to use small signs in specifically targeted areas such as at the play areas where the public would be able to see them more clearly.

c. Dog Fouling: Clerk read out response from Pembrokeshire County Council. Key points in the response are dog fouling is an offence and a person in control of a dog who fails to remove fouling forthwith, is guilty of an offence and can be subject to the service of a fixed penalty ticket; an enforcement team was in operation prior to the pandemic. This team was procured on a contract arrangement and the terms of the contract expired during the pandemic, tenders were again sought, but no suitable application was received; Council are now seeking to look at options as to how this role can be carried out utilising internal resource; the enforcement aspect of the Dog Control Service was removed from the team and put into place within the Environment section of the County Council as wider enforcement was also carried out beyond dog fouling alone and as such a bespoke team was created; following ongoing resource reductions for the past decade or so, the Dog Control service was also reduced in number from 3 FTE Wardens to 1.8 FTE Wardens and as such, there was no capacity to look at effective enforcement or even support the new team of enforcement officers. Cllrs discussed the points raised. Cllr Evans questioned whether it would be possible to put up dog fouling signs. Cllr Clements explained the Community Council had chosen to have litter only signs, and she will investigate the cost of purchasing dog fouling signs direct from the internet.

21/119: Finances:

a. Quarterly Financial Report: Clerk presented Quarterly Financial Report period ending 28/02/2022.

b. Quarterly Clerk Salary Report: Clerk presented Quarterly Clerk Salary Report outlining quarterly salary, HMRC element and other costs. Unanimously approved.

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c. Audit Fee Scheme: Clerk presented Wales Audit Office Audit Fee Scheme.

d. Nat West Bank: Cllr Cole reported all ID's have now been presented and accepted by the bank. The mandate is with the bank and hopefully will be approved shortly.

e. Invoices for Payment: Clerk presented invoices as follows:

- i. One Voice Wales – Training Invoice – approved last month
- ii. Lawrenny Village Hall – Meeting Venue - £80. Unanimously approved. Cheque issued.
- iii. Defibrillator – £1780.80. Previously approved. Paid for by Cllr Davies – cheque issued Cllr Davies
- iv. Zoom licence: £143.88 paid by Clerk. Cheque issued to Clerk.

21/120: Local Authority Elections May 2022

Clerk presented and distributed the nomination forms for the upcoming Local Authority Elections to be held on 5th May 2022. Clerk confirmed available to assist with filling in forms if required. Clerk suggested forms be returned to her for delivery to Pembrokeshire County Council at County Hall. Cut off date is 5th April. Clerk recommended completing/delivering forms prior to that date.

21/121: Councillor/Clerk Training:

i. One Voice Wales Training: Cllr Evans confirmed to Cllr Williams the training sessions to date she had found useful. Cllr Williams to look at dates and confirm which she would like to attend.

ii. Planning Aid Wales: Clerk suggested Cllrs Evans & Williams were signed up for the online planning portal. It was suggested remaining Cllrs could also sign up for refresher. All agreed.

21/122: Meetings Attended by Community Councillors/Clerk:

- i. Cllr Davies reported he had met with the local PCSO at her session at Lawrenny Village Shop. They had a useful conversation and the PCSO will ensure we are added to her communications list.
- ii. Cty Cllr Clements reported on Good Neighbours and the crossover of offered services with the community initiative set up by Cllr Williams. It was discussed whether the two could be intertwined and volunteers from GN could be used in the community initiative. Cty Cllr Clements confirmed she had sought advice from the local authority as to whether they could be amalgamated. It was suggested the Community Council would have to take on the financial aspects of the Lunch Club and keep a separate bank account for it. Cty Cllr Clements will send Clerk emails regarding the financial arrangements and the opening and transferring of bank accounts.

21/123: Correspondence Received:

a. Royal British Legion – Queens Platinum Jubilee: Clerk presented correspondence from the RBL with regard the supply of celebratory paraphernalia for organised Platinum Jubilee celebrations.

b. One Voice Wales – Big Jubilee Lunch: Clerk presented information regarding the Big Jubilee Lunch initiative. It was agreed Clerk would forward to Lawrenny Cricket Club for their information as it might be helpful. When the full pack arrives will try to upload to social media. Council were reminded of the lighting of the Beacon on 2nd June, which will remain a private event.

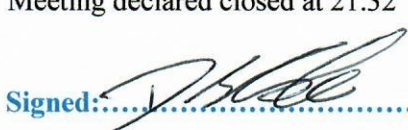
c. Pride In Pembrokeshire Awards: Discussion of possible nominations. Councillors to follow up.

21/124: Communication: None received.

21/125: Date of Next Meeting. Monday 4th April 2022 at 7.30pm. Venue: Lawrenny Village Hall.

Meeting declared closed at 21.32

Signed:.....



Date:.....

4/4/2022