

MANORBIER COMMUNITY COUNCIL  
**Minutes of the General Meeting of Manorbier Community Council**

Held at **Emanuel Gospel Church Building, Jameston, Monday 3<sup>rd</sup> April 2023**

**All Manorbier Community Council meetings are regulated by its Standing Orders.**

Prior to the commencement of the meeting, Cllr Hughes requested that Fellow Councillors remember Cllr Loraine John, who had sadly passed away, with a moment of reflection. Two minutes of silence was assumed by all present.

Present: Cllrs R Hughes (Chair), R Hall (Vice Chair), G Clark, M Kidney, D Barry, N Lane, and G Preece

In attendance – County Councillor P Kidney, one member of the public and The Clerk

Public Participation session commenced at 7.05pm

Meeting commenced at 7.19pm

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**2023/04 163 To receive any Apologies for Absence - Cllr J Miall**

**2023/04 164 To receive any Personal and Prejudicial Declaration of Interests as per the Code of Conduct**

Cllr Hall declared a personal and prejudicial interest in agenda item 2023/04 169 c – Cllr Hall has previously worked at this property

**2023/04 165 To Receive the Minutes of the Meeting Held on the 6<sup>th</sup> March 2023**

Cllr M Kidney proposed that the Minutes be signed as a true record of the meeting held on 6<sup>th</sup> March 2023; Cllr Hall seconded the proposal with all Cllrs eligible to vote in full agreement.

**2023/04 166 Matters Arising from the Minutes – nothing that is not covered elsewhere in the agenda.**

**2023/04 167 To consider the Financial Report**

Cash Flow		
15.01.2023 -31.03.2023		
	56,597.64	B/F
Payments Made	5,654.06	
Payments Received	55.44	
	50,999.02	C/F

Following consideration of the report, Cllr Hall proposed that the report depicted a true record of the Manorbier Community Council's financial position at the end of the financial year and should be signed as a true record; Cllr Barry seconded the proposal with all Cllrs in full agreement.

**2023/04 168 To approve Invoices for Payment – As stated on the Financial Report**

To Be Presented/Acknowledged

16.01.2023	101406	Luncheon Club	£	125.00
16.01.2023	101407	CANCELLED		
01.02.2023	101408	Wages (January)	£	460.05
16.01.2023	101409	Jameston village Hall	£	1,000.00
06.02.2023	101410	Bier House Roses (Queen Elizabeth Roses x2)	£	19.97
06.02.2023	101411	Christmas Trees - x3	£	585.00
06.02.2023	101412	Football Field Cutting	£	1,735.00
06.02.2023	101413	Emmanuel Room Hire January 2023	£	25.00
06.02.2023	101414	Office Space Apportioned (TBC)	£	146.69
01.03.2023	101415	Server Costs	£	45.00

01.03.2023	101416	M Priestley Wages February 2023	£	460.25
16.03.2023	101417	SLCC Membership - Apportioned	£	69.75
30.03.2023	101418	Wages March 2023	£	460.25
03.04.2023	101419	HMRC PAYE	£	345.20
03.04.2023	101420	One Voice Wales - Membership 2023/2024	£	253.00
03.04.2023	101421	External Auditor	£	200.00
			£	<u>5,930.16</u>

Cllr Clarke proposed that the invoices be acknowledged and paid in full; Cllr Preece seconded the proposal with all Cllrs in full agreement.

#### **2023/04 169 Planning Application(s) Received**

##### **A. NP/23/0108/FUL 21, Warlows Meadow, Manorbier**

Single storey extension to front, rear and alterations to south gable end.

Following consideration of all the information provided by the Planning Authority – Manorbier Community Council resolved to request the Planning Authority to consider refusal of this planning application considering the proposed plans would create major overdevelopment of the plot, with the proposed building being only 7 meters from the neighbouring property.

The privacy of the existing neighbouring properties would be greatly impaired with the proposed extension, all constructed with glass, affording sight into all existing neighbouring properties windows.

There would not be sufficient parking on the plot, possibly forcing persons to park on the estate road causing the turning circle, for all residents to use, becoming jammed and not able to be used for the purpose it was intended for and thus leading to major health and road safety problems.

##### **B. NP/23/0136/FUL Allaway, Manorbier**

Demolition of existing bungalow and replacement with new 2 storey dwelling on the existing footprint

Following consideration of all the information provided by the Planning Authority – Manorbier Community Council resolved to support this application, considering that the proposed new building works will be on the existing footprint, and within the designs of the surrounding existing buildings.

##### **C. NP/23/0078/FUL Buttyland Caravan & Camping Park, Manorbier**

Change of use from first floor office, managers accommodation, and staff rest room to function room.

Following consideration of all the information provided by the Planning Authority – Manorbier Community Council resolved to request the Planning Authority to consider refusal of this planning application as the proposed plans would increase the number of vehicles accessing and egressing this site to attend the function room. The access road is narrow, without a pavement leading to the local school, train station - which is well used, and also has a large new housing development in the process of being built. Heavy farm machinery also frequent this road to access fields and livestock.

This site has just been granted planning permission to add a large number of static caravans – this will increase the traffic flow adding to the hazard on a bendy, narrow road.

Noise pollution – there is already a club house on site – an additional function room will increase the time span of noise as well as the level of noise.

##### **D. NP/23/0068/TCA Conservation Area Tree Works Application**

**Manorbier Play Area, land adjacent to Balmaha, Manorbier**

To prune & remove overhanging boundary branches to 3 x sycamore trees

Manorbier Community Council support this application and note that the application is to prune the trees for safety reasons.

**2023/04 170 To Consider Any Planning Applications Received After This Agenda Was Published - None**

**2023/04 171 To consider any Licensing Applications Received – None**

#### **2023/04 172 To consider Correspondence Received**

- Firing Notice appertaining to Castlemartin and Manorbier sites
- Email advising of the trainings being offered by One Voice Wales

#### **2023/04 173 To receive County Councillors Report**

- Cllr P Kidney is in discussions with various agencies to try and ascertain an acceptable resolution to the overnight parking of motor homes, on the roadside, around Manorbier.
- Cllr Kidney requests any persons witnessing fly tipping to contact the Clerk, Pembrokeshire County Council direct or himself.

#### **2023/04 174 Action Tracking-** to receive any updates on the following matters, not covered elsewhere in the agenda

- a) Jameston Play Park – Enhancing Pembrokeshire Grant Application has been approved in the sum of £14,097 – Play equipment chosen – Order placed Installation date awaited.
- b) The installation of a defibrillator on the outside wall of the public toilets located within the Manorbier beach carpark – Permission granted by Pembrokeshire County Council to install such on the toilet building. Grant application to Save a Life Cymru for a defibrillator successful. Information gathered regarding prices and installation prices.
- c) The installation of a defibrillator on the wall /within the disused telephone box at Manorbier Newton. Permission granted by both property owners to install such. Information gathered regarding prices and installation prices.
- d) Beavers Hill Crossing (County Cllr Kidney) - safety improvements and possible installation of road safety ramps/signs – No further information at this time.
- e) Improvements to footpath in Manorbier (Vicarage Fields to Post Office) (County Cllr Kidney) – No further information at this time.

#### **2023/04 174B Cllr Hughes – as Chair added an agenda item -**

To consider the tenders received in relation to the grass cutting contract for land in the ownership of Manorbier Community Council.

Following consideration of the two tenders received, Cllr Clarke proposed that Manorbier Community Council award the grass cutting contract, for 5 years, to Mr Mason; Cllr Barry seconded the proposal with all Cllrs in full agreement. Mr Mason offered the lower price and currently cuts the grass to a high standard.

#### **2023/04 175 To consider Manorbier Community Council creating a Facebook page for the distribution of information only.**

Cllr Clarke proposed that, Cllr Lane on behalf of the Manorbier Community Council, create a Face Book page to assist with the distribution of community information. No comments will be able to be left by Members of the Public; Cllr Barry seconded the proposal with all Cllrs in full agreement.

#### **2023/04 176 To consider the prices received regarding insulated Defibrillator cabinets (2 no) to be located at Manorbier Newton and in the Car Park in the centre of Manorbier.**

The Clerk advised that following advice from a reputable source, considering the locations of the two cabinets, the advice was given that insulated cabinets would be sufficient to house the defibrillators.

Consideration was given to the three prices presented. Cllr Barry proposed that Manorbier Community Council accept the prices and services offered by First Responders Tenby and Saundersfoot; Cllr Kidney seconded the proposal with all Cllrs in full agreement. Mr Tony Wall from The First Responders Tenby and Saundersfoot will install the cabinets and defibrillators as well as register them and undertake one training session.

#### **2023/04 177 To consider the prices for a Defibrillator to be located at Manorbier Newton – See above**

#### **2023/04 178 To consider Manorbier Community Council adopting the Donations Policy and Accompanying documentation – For openness and to ensure compliance with Legislation.**

This agenda heading has been carried forward to the June 2023 meeting.

**2023/04 179 To appoint a named guardian for each of the two defibrillators** as required to ensure the units are tested and kept in working order at all times. To be overseen by First Responders Tenby – Saundersfoot.

Manorbier Newton – Mrs H Brickle and First Responders Tenby – Saundersfoot.

Manorbier Beach – Cllr R Hall and First Responders Tenby – Saundersfoot.

Jameston Village Hall – Cllr M Kidney and First Responders Tenby – Saundersfoot.

**2023/04 180 To review the Manorbier Community Council's Asset Register**

Following consideration of all the information provided – Cllr Lane proposed that the information be accepted as presented; Cllr Hall seconded the proposal with all Cllrs in full agreement.

**2023/04 181 To review the Manorbier Community Council's Finance Risk Assessment**

Following consideration of the information provided, Cllr M Kidney proposed that the amendment to the final entry be accepted and the Manorbier Community Council re-adopt the financial risk assessment; Cllr Lane seconded the proposal with all Cllrs in full agreement.

**2023/04 182 To confirm the date and time of the Annual meeting of Manorbier Community Council –** to be followed by the May General Meeting.

15<sup>th</sup> May 2023 at 7pm at the Emanuel Baptist Church, Jameston.

**2023/04 183 To consider any items not on the Agenda –** Information only

- Following a number of telephone calls raising concerns regarding the building works being undertaken on a property in Jameston, the Clerk has sought clarity from the Planning Authority appertaining to the Planning Considerations relating to this property. She was advised that the Planning Authority is aware of the concerns and are investigating the matter further.

**2023/04 184 To consider the letter received by Cllr Ray Hughes from the Clerk –** Due to the sensitive nature of this letter and in accordance with S1 of the Public Bodies (Admission to Meetings) Act 1960 - Members of the public and press will be excluded from the meeting while this agenda item is being discussed.

The Clerk removed herself from the meeting room while the discussion took place. – Cllr M Kidney took meeting notes which are reported below –

Following consideration of the information provided within the letter, it was proposed and seconded that the Clerks salary be increased to pay point 23.

Councillors requested that their grateful thanks to the Clerk be minuted

The Clerk returned to the meeting room.

Meeting closed 2040

Melanie Priestley – Clerk to Manorbier Community Council  
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