

LLAWHADEN COMMUNITY COUNCIL
INCORPARATING LLAWHADEN, ROBOSTON WATHEN, GELLI & BETHESDA

Minutes for the Community Council meeting held on Thursday 2nd November 2023 at 20:00hrs at Llawhaden YFC & Community Hall.

Present:

Michael Thomas (Chair)

Catherine Hancock

Tim Simons

Samnatha Hebblethwaite

Adam James

Samantha Philipps-Harries (Clerk)

1. Chairman's Remarks.

Michael welcomed everyone to the meeting and updated all present on the previous chairman's health. Hugh had to have a major operation but appeared to be recovering well. Everyone present wished Hugh a speedy recovery and Michael would pass their well wishes on to him when he visited.

2. Apologies for Absence

Apologies for absence were received from Tracy Watkins, Di Clements and Sophie Whitmarsh.

3. Declaration of Members Interests.

There were no declarations of members interests.

4. Confirmation of Minutes of the Last Meeting – 5th October 2023.

Minutes of the meeting held on 5th October 2023 were confirmed as a true record. Proposed by Catherine and seconded by Tim.

5. Matters Arising There From

- a. Broadband Project Update: Voneus had purchased Broadway Partners, and the Pembrokeshire County Council (PCC) Assistant Chief Executive and Patrick Hannon would be meeting with them soon, where they hoped to establish how the project would progress in the area.
- b. Playing Field, Llawhaden: Successful grant application from Pembrokeshire Coast Charitable Trust. The monies need to be spent by February 2024; therefore, Samantha H will search for the composite benches and picnic table, Newbridge Nursery will be approached for advice regarding plants etc.
- c. Luncheon Club – Next lunch will be held on Thursday 23rd November 2023 at 12:30 hrs, at the Bush Inn, Roboston Wathen and Christmas Lunch (16/12/2023) update. The luncheon club held in October saw 10 diners attend – Tim therefore presented a receipt for £15.00 in regards of the luncheon club subsidy. It was agreed to pay proposed by Samantha H and seconded by Catherine. It was agreed to check with the Bush Inn what dates were agreed going forward for the luncheon club, the clerk would contact them. The Christmas lunch has been arranged with the Bush Inn for Saturday 16th December 12:00 hrs for 12:30 hrs. The flyer for the lunch had been printed and will be delivered along with the Autumn Newsletter. It was agreed to provide hampers for the raffle as in the past, the clerk would organise these. Time would contact Llawhaden YFC to ask if they would be available to entertain the diners after the lunch.
- d. Llawhaden Planning/Right of Way issues update: Cwm Farm appeal to be discussed in agenda item 8a. Di advised that she is speaking to the solicitors again about the manorial rights issue in the village of Llawhaden, as the Land Registry are complicating the matter.
- e. Grit Bin request for SA66 7HH following accidents during icy road conditions £180.00 + VAT – authority to purchase required. All councillors present agreed to the siting of the grit bin at the site, and to authorise payment once the invoice is received from PCC.
- f. Community Council co-opt of community councillors for Llawhaden Community Council – update on a shared community councillor position from Kim Puhl (senior electoral officer Pembrokeshire County Council (PCC)). Kim advised *“Unfortunately, there is no legal provision to allow councillors to job share – only one person can be appointed to act as the councillor for the ward. Job sharing at Senedd level is something Welsh Government is currently considering but at this point in time there is no*

Signed: Tracy Watkins

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provision to do so.” Therefore, Adam James and Sophie Whitmarsh were co-opted onto the Llawhaden Community Council. The

- g. Autumn 2023 Newsletter – an invoice totalling £100 has been received from the clerk for the printing of the Autumn 2023 Newsletter and the Christmas lunch flyer. It was agreed to pay by all councillors present. Proposed by Tim and seconded by Catherine.
- h. PCC – Pembrokeshire Community Review – Boundary Commission Consultation – consultation – Tracy’s response was forwarded to PCC for 23/10/2023 and consultations@boundaries.wales as per the consultation process.

6. Finance

- a. Estimated NatWest Bank Account balances as at 2nd November 2023: please see appendix 1 for a signed up to date list of payments.

Current Account		Bank Rec dated	02/11/2023
		£	£
Bank balance as per cashbook			<u>£5017.48</u>
+ Fun Day Cash		+£303.75	
-			<u>£5321.23</u>
-			
- 000966		-£500.00	
- 000967		-£125.00	
- 000968		-£55.90	
<u>Total value outstanding cheques</u>		<u>£680.90</u>	
Balance 02/11/2023			<u>£4640.33</u>
EARMARKED FUNDS			
Playing Field - £303.75			
Luncheon Club Subsidy - £277.50			
Savings Account 02/11/2023			<u>£1452.06</u>

- b. Completion of the 2022/2023 Financial Audit by the Wales Audit Office:

Auditor General’s report and audit opinion – “I certify that I have completed the audit of the Annual Return for the year ended 31 March 2023 of Llawhaden Community Council. My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 (the 2004 Act) and guidance issued by the Auditor General for Wales. Audit opinion: Qualified:

Except for the matters reported below in my Basis for Qualification, on the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return:

- *has not been prepared in accordance with proper practices.*
- *that relevant legislative and regulatory requirements have not been met.*
- *is not consistent with the Council’s governance arrangements; and*
- *that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.*

Basis of Qualification

Annual Governance Statement

In my opinion, the Annual Governance Statement is not consistent with the Council’s internal controls and governance arrangements for the year:

- *Assertion 2. Adequate internal controls. The Council does not receive a full list of payments that is to be approved in line with its arrangements for making payments. The Council should ensure that this*

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information is included within the minutes of the meeting or presented within the agenda in advance of the meeting.

• Assertion 3: Compliance with relevant laws and regulations. The Council has not provided evidence that a budget has been set in accordance with the Local Government Finance Act 1992 and that the precept has been set in line with the budget. The Act requires the Council to take into account its level of reserves when setting its budget requirement. We recommend that the Council sets a budget in accordance with the relevant regulations and codes of practice.

Other matters and recommendations:

I draw the Council's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the Council.

Members allowances

It is recommended that the Council formally confirm on an annual basis which allowances it intends to pay. Those members who wish not to receive the allowance must decide on an individual basis and provide written notice to the Council's clerk. The schedule of allowances submitted to the independent remuneration panel should be published.

There are no further matters I wish to draw to the Council's attention.

Richard Harries, Director, Audit Wales

For and on behalf of the Auditor General for Wales - Date: 25/10/20."

c. Year to date budget to actual spend comparison/Precept request for April 24 to March 25.

COMPARISON OF BUDGET 2023/2024 TO YEAR-TO-DATE ACTUAL SPEND

	<u>Nov-23</u>		ACTUAL	
		BUDGET	RECEIPTS/	DIFF
			SPEND	
<u>INCOME</u>				
Precept		£7,500	£5,000	£2,500
Other Income		£0	£1,417	-£1,417
<u>TOTAL</u>		£7,500	£6,417	£1,083
<u>EXPENDITURE</u>				+ / -
Clerk's Salary		£2,500	£1,875	£625
Clerk's Expenses (Estimated)		£90	£29	£61
BDO Audit Fees (Estimated)		£300	£586	-£286
Internal Audit Fees		£130	£155	-£25
Insurance		£200	£239	-£39
YFC Hall Rent		£300	£0	£300
One Voice Wales Membership (SUBS)		£150	£111	£39
Donations		£300	£50	£250
Printing Costs (for Newsletter etc.)		£300	£174	£126
Christmas Events (Lunch & Panto Transport)		£1,000	£0	£1,000
Misc. Including Green Llawhaden/Defibrillators/Highways Projects		£430	£191	£239
Playing Field		£1,800	£36	£1,764
<u>TOTAL</u>		£7,500	£3,445	£4,055

Signed: Tracy Watkins

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BUDGET FORECAST/PRECEPT REQUEST for 2024/2025	-
	BUDGET
<u>INCOME</u>	
Precept	£7,500
Other Income	£0
TOTAL	£7,500
<u>PROPOSED EXPENDITURE</u>	
Clerk's Salary	£2,500
Clerk's Expenses (Estimated)	£90
BDO Audit Fees (Estimated)	£300
Internal Audit Fees (Estimated)	£170
Insurance	£250
YFC Hall Rent	£300
One Voice Wales Annual Membership	£130
Donations	£400
Printing Costs (for Newsletter etc.)	£260
Christmas Events (Lunch & Children's event)	£1,200
Misc. to include: -	£1,900
Gelli (Defib consumables pads/electricity etc.)	325.00
Bethesda (Defib consumables pads/electricity etc.)	325.00
Robeston Wathen (Defib consumables pads/electricity/bus shelter etc.)	625.00
Llawhaden (Defib consumables pads/electricity/playing field/Maintenance & running costs of lawnmower/trimmer)	625.00
<u>Sub total</u>	<u>1900.00</u>
TOTAL	£7,500

- d. Donation requests 2023/2024 – Paul Sartori/Pembrokeshire YFC/Welsh Air Ambulance.
It was agreed by all councillors present that the following monies be donated to the following charities:
Paul Sartori £100.00
Welsh Air Ambulance £100.00
Llawhaden Young Farmers Club £100.00 – it was decided to donate to the club as opposed to the Pembrokeshire branch of the YFC.
Proposed by Samantha H and seconded by Catherine.

7. Correspondence

- Have your say on Pembrokeshire's polling districts, places & stations – noted.
- Natural Resources Wales: Funding Available for EV charge point – it was decided to pass this information to the Llawhaden Hall committee, as it may benefit them with a regular income.
- Independent Remuneration Panel for Wales – community and Town Councils – Councillor Allowances – Homeworking arrangements and consumables - The Panel has received the following guidance from HMRC, regarding the treatment of tax on councillor allowances:
[Section 316A of the Income Tax \(Earnings and Pensions\) Act 2003](#) states no liability to income tax arises in respect of a payment an employer makes to an employee in respect of reasonable additional household expenses which the employee incurs in carrying out duties of the employment at home under homeworking arrangements. **The exemption only applies to the £156 payment made under the Determination of the Independent Remuneration Panel.** It does not exempt any additional

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household expenses that a Councillor may seek to claim. The following two conditions must apply to the exemption:

The first provision is that there must be a formal arrangement between the individual councillor and Community and Town Council.

Secondly, each individual councillor must declare they work from home regularly under these arrangements. This arrangement should be set out and a template letter is attached for your use. The IRP has determined that Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively Councils must enable members to claim full reimbursement for the cost of their office consumables. The Panel has also received confirmation from HMRC that an exemption may also be applied (from 5/4/2023) to the flat rate consumables payment. Where a Council has taken the decision to pay a flat rate reimbursement of £52, then this amount is considered exempt from PAYE arrangements – noted.

8. Planning

- a. CWM Farm, Llawhaden: Appeal Notice from Planning & Environment Decisions Wales (CAS-02752-M4C8C7): a site visit has been arranged by PEDW for the 13th of November, and therefore was progressing quicker than the original timescales. A letter written by the Chair of the community council had been forwarded to PEDW and had been entered into the documents held by PEDW.
- b. Centre of pond 24m from Old Mill 22m from Unnamed Road U6101 Junction C3158 Llawhaden to Broadway Junction C3069, Llawhaden SA67 8DJ: Earth banked nutrient store to comply with the Water Resources (control of agricultural pollution)(Wales) Regulation 2021 (23/0417/PA) – Conditionally Approved.
- c. Coed Cynefin, Llawhaden: Forestry shelter and secure store (no change of use from Forestry) (23/0362/PA) Conditionally Approved.

9. Points of interest raised by the County Councillor.

Via email Di asked anyone who has issues with drainage on the highway close to their properties, wherever possible where it is safe to do so – could resident please unblock the drains by removing the leaves. PCC highways are inundated with clearance requests due to the incessant rain.

10. Any Other Business

- a. Model Standing Orders update: the clerk would compare the updated orders against the current orders and highlight any changes to the councillors.
- b. A resident has reported the road at Sycamore Ranch toward Gelli, appears to have septic tank effluent running out onto the road. It was felt the incident should be reported to NRW, and Samantha H would pass this information onto the resident.
- c. Complaints have been received regarding the blind summit at the road by Sycamore Ranch. Several accidents and near misses had taken place on the road, and as there were deep ditches on the road edge it, cars could be damaged if they needed to pull over. The road was also stated as being in a bad state of repair and a lack of signage warning of the bends and blind summit should be considered.

11. Next Meeting

The next meeting will be held on Thursday 7th December 2023 at 20:00hrs, at Llawhaden YFC & Community Hall.

As there was no further business the meeting closed at 21:40 hrs.

Signed: Tracy Watkins

Chair of Llawhaden Community Council

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