



FREYSTROP COMMUNITY COUNCIL & FREYSTROP VILLAGE HALL

Minutes of the meeting held on Monday 9 October 2023 at 19:30 in the Village Hall, Freystrop

1. Attendance & Apologies

- Freystrop Community Councillors: E Utting (Acting Chair), R A Beeden, A M Simpson
- Freystrop Community Council Clerk: R D Lavis
- Pembrokeshire County Councillor (Llangwm Ward): M J John
- Members of the public: None
- Apologies: Councillors W D Thomas, D S Harries
- Absent: Councillor M R Harries

2. Welcome

- Vice-Chair E Utting welcomed all and explained that in the continued absence of Chair W D Thomas she would be Acting Chair. It was again stressed that everybody wished for improved health for the Chair

3. FCC Policy on Declarations of Interest

- It was requested that interests are declared at appropriate points in discussions

4. Presentations & Questions from the Public

- No questions had been submitted

5. Minutes of the September 2023 Monthly Meeting

- The minutes of the September meeting were approved
 - Proposed: R A Beeden. Seconded: A M Simpson

6. Matters Arising

- Councillors had no comments

7. Correspondence

- One Voice Wales & D-Day 80 – 6 June 2024
 - OVW are working with D-Day 80 to co-ordinate events in Wales. A short discussion by Councillors resolved that this would not impact, or be included in, plans for "FreyFest"

FREYSTROP COMMUNITY COUNCIL

8. Highways & Rights of Way

- Vehicle parking on kerb/roadside outside An Trabhan, Post House & Bathesland
 - No progress at present
- Drain collapsing at St Clements Park
 - The drain is located on the left upon entering St Clements Park
 - Councillor R A Beeden had reported it to PCC
- 20mph signs removed on entry to Freystrop Cross from the south
 - The removal has been reported to PCC
- 20mph sign on right going into Hook from Maddox Moor
 - The clerk had observed the sign had been uprooted and was lying on the verge. It is not known if this has been reported to PCC

9. Planning Matters

- Outstanding applications
 - INV-0233-22 - Works at Middle Hill Quarry
 - No update available
 - 22/1187/PA – Will Meadows
 - Section 73 Variation of Conditions
 - 23/0440/PA – Pencaer
 - Demolish garage and construct two storey extension
 - Resubmission: 10 August 2023
 - Conditionally approved 3 October 2023
 - 23/0455/PA – Greenfields, New Road
 - Change of use from welfare use to residential use of existing sited mobile home
 - Forwarded by email to Councillors for comments within the consultation period

10. Cemetery

- Councillor E Utting confirmed that there were no issues



11. Bus Shelters, Kiosk & Other Assets

- Book Swop
 - The popularity of the facility has resulted in overflowing shelves. Volunteers had removed a large amount of magazines which included some rubbish.
 - Councillor R A Beeden suggested some wooden shelves be added to increase space.
 - The clerk suggested some items be removed and stored in the hall and swaps made from time to time to turn over items.

12. Training

- PAVS Community Buildings Forum
 - Councillor A M Simpson and the clerk attended the online meeting representing both FCC & FVH
- Social Media
 - The clerk attended an online presentation on the basics of using social media in communities
- Standing Orders
 - The clerk explained to Council that should the Standing Orders be adopted (item 13.2) that it was a requirement of all Councillors and the clerk to familiarise themselves with the contents as they are a mandatory item on everybody's training plan

13. FCC Administration

- Pembrokeshire Community Review – Boundary Commission Meeting
 - Monday 23 October, 16:30, Committee Rooms, County Hall
 - The clerk explained that this was a follow up to the online meeting attended in September
 - Councillor M J John clarified the process that was being undertaken by the review. He is due to attend a PCC meeting on the 12 October
 - A period of consultation will take place during November and December
 - Councillors were in not in favour of the suggested merger of Hook and Freystrop Community Councils. It is believed that HCC are similarly opposed
 - The clerk was requested to make the Chair of Hook Community Council aware of Councillors' feelings prior to HCC's next meeting and request that if applicable a co-ordinated plan of action be developed
- Adoption of Standing Orders
 - The draft of the Standing Orders had been distributed to Councillors with the meeting agenda
 - The draft was created by Councillor A M Simpson and the clerk by editing the model standing orders published by OVW in May 2023
 - The clerk explained that should they be adopted the Standing Orders would be in place until review at the 2024 FCC AGM
 - The Standing Orders were adopted
 - Proposed: R A Beeden. Seconded: E Utting

14. FCC Financial Matters

- Internet Banking
 - The clerk informed Council that the completed forms had been presented to HSBC in Haverfordwest for checking. The forms could not be processed as the Primary contact has to be a signatory to the account. It was explained to Council that on the advice of One Voice Wales clerks can be signatories to accounts but should only sign in emergency circumstances.
 - HSBC had supplied a mandate form for completion. The clerk worked through all sections with Councillors to ensure correct completion and that the Council's needs were met. The clerk advised that a third Councillor's signature should be added following the resignation of Councillor A G Hughes. It was proposed that Councillor A M Simpson and the clerk, R D Lavis, join Councillors W D Thomas and E Utting as being able sign against the HSBC bank accounts. This was considered necessary at a minimum to give cover during the absence of Councillor W D Thomas
 - Proposed: R A Beeden. Seconded: E Utting
 - The clerk proposed that the mandate be signed by Councillors E Utting and R A Beeden and that HSBC be informed as to why this was considered the best option. Neither Councillor A M Simpson nor the clerk and responsible financial officer could sign for Council as the mandate concerns their addition to the list of signatures
- HSBC Safeguarding Review
 - The clerk has received notice that HSBC wish to undertake the review before the end of January 2024. The current plan is to complete the mandate and internet banking processes before making an appointment
- PAYE
 - This has not been progressed
- 2024/25 Budget
 - The clerk asked Council to assist in the preparation a draft budget for approval at November's meeting. This would eliminate the possibility of PCC requiring precept submission before the January meeting of FCC
- Full audit



- No feedback has been received from Audit Wales however the clerk noted that Community Councils undergoing basic audits this year were starting to post the required inspection notices
- Bank accounts
 - Current Account Balance: £4,783.64 at 3/10/23
 - Deposit Account Balance: £10,417.25 at 3/10/23

15. General

- Freystrop Community Newsletter 2023
 - The deadline for submissions for this year's newsletter is 1 November with a view to getting to the printers by 14 November with distribution before 1 December
 - It was suggested that Councillor E Utting liaises where possible with Councillor W D Thomas to provide the Chair's report
 - Councillor M J John was asked for a submission as County councillor for Llangwm Ward
 - Councillor A M Simpson had drafted an article for the Parc Hamdden Freystrop Recreation Park slot
- Neighbourhood Watch Report
 - Councillor R A Beeden reported that all was quiet
 - Assistance had been given to a resident who needed to contact PCSO Adam Thomas

FREYSTROP VILLAGE HALL

16. Village Hall

- Outstanding Items
 - Car park extension
- Community Buildings Forum Report
 - A M Simpson and R D Lavis represented Freystrop Village Hall
 - Some very informative presentations on insurance and the use of halls in Pembrokeshire
- Fire alarm & Defibrillator checks
 - The fire alarms had their monthly check prior to the meetings. All were functioning correctly

17. Parc Hamdden Freystrop Recreation Park

- Autumn working parties
 - 5 persons attended the September working party. Great inroads were made extending the Woodland Walk. Some management of willows was done to allow some of the oaks to breathe. A diversion on the circular path was cut to avoid the ponding in the northwest corner
- Rachel Carter (Local Places for Nature Officer) & Owain Grant (National Forest of Wales) visited and were given a tour of the field by A M Simpson and R D Lavis. Ideas were exchanged on management, future works and long term funding
- Update on signage
 - OCF4
 - The committee were asked for ideas for a possible use for the £1500 grant by email. From the responses received it agreed to seek funding to provide a noticeboard at the field

18. FVH Administration

- "FreyFest"
 - A date of 25 May 2024 was set for a possible event to be held a PHFRP. A meeting for volunteers to assist will be held in January 2024. This will be publicised in the newsletter
- Social Media
 - R D Lavis attended a presentation organised by PAVS introducing Social Media as a tool for voluntary organisations. It was agreed by the committee to set up a Facebook page for the Village Hall alongside those for PHFRP and FCC
- Hall usage calendar
 - A lot of time is being spent checking up on the bookings for the hall. R D Lavis suggested that until an online Hall Booking System could be implemented a Google Calendar was a possible interim solution

19. FVH Financial Matters

- FVH Treasurer Report
 - The treasurer made the observation that the current account balance did not need to be as high as the current amount to furnish expenditure. It was suggested that £3,000 could be transferred to the deposit and benefit be made of the current interest rates. With all 4 signatories now able to access Barclays online banking any shortfall of current account funds could be speedily remedied
 - Proposed: A M Simpson. Seconded: R A Beeden
- Bank accounts
 - Current Account Balance: £3,766.17 at 9/10/23
 - Deposit Account Balance: £13,681.32 at 3/10/23

OTHER MATTERS

20. One Voice Wales & PCC Liaison Meetings



- There was no update for September

21. County Councillor's Report

- Pembrokeshire County Councillor M J John update
 - The Boundary Commission for Wales has launched the Polling Station Review
 - Confusion over the ending of the Fflecsi Bus services had been clarified. The ending of the Fflecsi Bwcabus is confirmed. The Fflecsi Pembrokeshire service which covers Freystrop has a different funding stream and will continue
 - Communities and Place funding possibilities may be achievable under the Shared Prosperity Fund
 - Grey bags will no longer be provided by PCC as a cost cutting measure
 - It is possible to observe the 12 October full PCC meeting online
 - Reports of speeding on Targate Road have been submitted by Councillor M J John. It is essential that all incidents are logged

22. Members' Requests

- No comments were put forward

23. Date of Next Meeting

- Next scheduled meeting 13 November 2023, 19:30 at Freystrop Village Hall
 - Monthly meetings of Freystrop Community Council and Freystrop Village Hall
 - Items for inclusion on any agenda should be received by the clerk by Monday 6 November

R D Lavis

Clerk & Responsible financial Officer

Secretary to Freystrop Village Hall

Email freystropcc@yahoo.com

Approval Proposed by:

Anna Simpson

Seconded:

Rebecca Beeden

Signed:

Isabel M. Hargreaves

Dated:

13-11-2023