

## FREYSTROP COMMUNITY COUNCIL & FREYSTROP VILLAGE HALL

Minutes of the meeting held on Monday 12 February 2024 at 19:30  
in the Village Hall, Freystrop

### 1. Attendance & Apologies

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

### 2. Welcome

- i. The-Chair welcomed all

### 3. FCC Policy on Declarations of Interest

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

### 4. Presentations & Questions from the Public

- i. No questions had been submitted

### 5. Minutes of the 8 January 2024 Monthly Meeting

- i. The Chair pointed out that the minutes stated the October minutes were approved and requested the clerk minute that it was the November minutes that had been approved
- ii. The minutes were approved Council having noted the discrepancy
  - o Proposed: E Utting. Seconded: A M Simpson
- iii. Post meeting the clerk has manually corrected the minutes and signed the change prior to publication

### 6. Minutes of the Extraordinary 7 February 2024 Meeting

- i. The minutes were approved
  - o Proposed: E Utting. Seconded: A M Simpson

### 7. Matters Arising

- i. Councillors had no comments

### 8. Correspondence

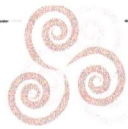
- i. Buckingham Palace Garden Parties
  - o No Councillors wished to have their names put forward to attend

## FREYSTROP COMMUNITY COUNCIL

### 9. Highways & Rights of Way

- i. Vehicle parking on kerb/roadside outside An Trabhan, Post House & Bathesland
  - o A response has been received from PCC.
    - In the first instance approaches should be made by FCC to improve the situation
    - Should the above fail the PCC Councillor for the Ward may be approached to request monitoring
    - The clerk was requested to send a copy of the response to Councillor M J John
- ii. Agricultural debris on Moorland Road
  - o Councillor E Utting had received complaints from residents near White House Farm about the state of the road
  - o The residents were advised that they should approach those undertaking the work and that they could raise the issue directly with Highways
- iii. Targate Road Salt Bin
  - o The clerk had investigated costs following the raising of the issue in members' requests at the January meeting. PCC's charges were favourable compared to private companies
  - o Councillors had received more requests since the meeting
  - o Councillor E Utting requested the clerk to progress the installation of the salt bin as it was a long standing issue without progress and desired by residents of Targate Corner
  - o PCC installed the bin on 9 February





## 10. Planning Matters

- i. Outstanding applications
  - [23/0565/PA](#) – Wern Hill
    - Outline planning request
    - Refused. 18 January 2024
- ii. Solar Farm at Middle Hill/White House
  - Councillor M J John informed Council that he had approached Planning for background information. No detailed planning has yet to be received and only guidelines to the process were available

## 11. Cemetery

- i. Councillor E Utting had reported the water issue again. This appears to be caused by drains becoming blocked
- ii. The Chair had observed that some fly tipping has been removed

## 12. Bus Shelters, Kiosk & Other Assets

- i. The Chair has prepared some maps of the Community rights of way for display in shelter as and interim display until the project for an A1 Community Map is progressed

## 13. Training, Seminars & Presentations

- i. [Interactive self-guided tours for villages, towns and communities](#)
  - Councillor A M Simpson and the clerk attended the presentation
  - The costs of the example system were considered too high for Freystrop but there were many ideas to progress
- ii. Working Better Together
  - Councillor M J John and the clerk attended the presentation
  - The Pembstcc website will be removed in April 2025. PAVS are looking to create a working group to source an alternative solution
- iii. Public Services Board – Poverty Seminar, 14 February
  - The Chair indicated that he would be attending
- iv. Sustainable Food Partnerships Webinar
  - 14 February, 17:00, Councillor A M Simpson had planned to attend but is unable

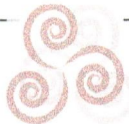
## 14. FCC Administration

- i. The estate of the late Councillor D Roy John
  - An Extraordinary Meeting of FCC was held on 7 February at short notice to discuss a response to pressure from the Administrators.
    - The meeting was minuted as previously noted
  - A letter to the Administrators has been delivered
- ii. FCC WhatsApp Group
  - The clerk suggested that an FCC WhatsApp Group be set up to handle any events that required attention that could not wait for a meeting or be handled by email
  - All agreed and the clerk would set it up
- iii. Annual Report
  - The clerk requested that items for the Annual Report not covered in the Newsletter update be forwarded to be added to the document

## 15. FCC Financial Matters

- i. Internet Banking
  - Councillor A M Simpson now had full access to online banking
  - The Chair and Councillor E Utting would be added before the next meeting
- ii. HSBC Safeguarding Review
  - The clerk undertook the review which progressed without issue
  - An updated list of current Councillors, clerk and signatories was confirmed
  - Councillors D S Harries, R A Beeden and the clerk were selected by the operative as needing to send identification documents
- iii. PAYE
  - The clerk has processed all PAYE records to date for his employment
    - PAYE for 2022/23 is complete and processed
      - ♦ The clerk has received all overpaid tax
      - ♦ FCC has a credit with HMRC of £118.75 caused by a mismatch of standing order payments
        - The clerk will look to retrieve this overpayment following the closure of the 2023/24 processes
  - Second Administrator
    - HMRC strongly advise the appointing of a second administrator for PAYE processing to keep processing within HMRC timelines at all times
    - Councillor A M Simpson accepted the role
      - ♦ Proposed: E Utting. Seconded: R A Beeden





- Cancellation of standing orders
  - The clerk requested that standing orders for PAYE be cancelled to avoid overpayments
  - The request was approved
    - ♦ Proposed: E Utting, Seconded: M R Harries
- Set up of HMRC Direct Debit
  - The clerk requested that a direct debit be set up with HMRC for the collection of any due tax
  - The request was approved
    - ♦ Proposed: E Utting, Seconded: M R Harries
- iv. The clerk informed Council the process for PAYE and salary payments would be defined and in place for the March meeting. The financial procedures would be amended to add the process if approved
- v. 2024/25 Budget
  - Precept request of £9,000 submitted 26/1/24
- vi. Bank accounts
  - Current Account Balance: £6,582.84 at 03/02/24
  - Deposit Account Balance: £10,485.52 at 03/02/24
- vii. The clerk informed Council that the status of the accounts would be presented at the March meeting. The Village Hall Treasurer would also present accounts and any reconciliation between the two sets of accounts would be put forward or approval

## 16. Community

- i. Christmas tree(s)
  - Councillor A M Simpson wished to progress to purchase a live tree for St Clements Park
  - Councillor E Utting suggested a tree should also be sited by the Millennium Stone
  - The clerk observed that there was a tree at the entrance to Parc Hamdden Freystrop Recreation Park
  - This will be an ongoing project preparing for December 2024
- ii. Neighbourhood Watch Report
  - Councillor R A Beeden reported that the WhatsApp group was quiet but there had been a lot of police presence
- iii. "FreyFest"
  - Councillor E Utting reported that the Bouncy Castle company were looking to attend should long term commitments not come to fruition this year. Interest was still being shown by residents wishing to hold a plant sale

## 17. Other Matters

- i. County Councillor's Report
  - Pembrokeshire County Councillor M J John had taken a patrol around the Llangwm Ward with PCSO Adam Thomas
  - Reports had been received of blocked drains in Lower Freystrop
  - Pot holes near Top Farm had been reported as a concern
  - PCC Cabinet were recommending a council tax increase in the region of 16% to address the £31 million budget deficit
- ii. One Voice Wales
  - One Voice Wales Cost of Living Survey
    - The clerk confirmed that the initial response requested of clerks had been completed
  - Councillor W D Thomas had nothing to report
- iii. PCC Liaison Meetings
  - Pembrokeshire Area Meeting Wednesday 10 January 19:00 Online
    - Councillor W D Thomas had missed the meeting because of broadband issues at his property
- iv. Members' Requests
  - Councillors had no comments

## FREYSTROP VILLAGE HALL

### 18. Village Hall

- i. Outstanding Items
  - Car park extension
    - BDS contacted
- ii. Pembrokeshire Community Buildings Forum
  - In-Person Meeting, 2 April, Simpson Cross
- iii. Short Mat Bowls
  - M R Harries reported that efforts were ongoing to determine the future of the equipment left in the hall





## 19. Parc Hamdden Freystrop Recreation Park

- i. Working parties
  - The next working party will be Saturday 24 February
- ii. OCF4
  - D S Harries and R D Lavis had visited Sigma Display to confirm the order and to discuss the design of the noticeboard
- iii. OCF5
  - This grant was not applied for as the short lead time did not lend itself to innovative ideas
- iv. Local Places for Nature/Keep Wales Tidy
  - A M Simpson told the committee that benches, equipment and sundry items had been received
  - All bulbs received had been planted
  - The project officer, Kerry, had attended to assist planting the wide range of fruit trees

## 20. FVH Administration

- i. Martyn's Law – The Terrorism (Protection of Premises) Bill
  - PAVs have sent details of consultation meetings and a factsheet concerning the proposed law
  - The secretary stressed that the Charity Trustees should attend a meeting. Other Committee Members were strongly advised to make themselves aware of the proposals
- ii. Usage Report
  - The hall continues to be well used although income was down slightly
- iii. Workplace Recycling Regulations
  - All bins have removed and notices placed encouraging users to take all rubbish away at the end of sessions
- iv. WiFi
  - A SIM based system appears to be the best solution. Requests for WiFi have decreased and a decision was not made
- v. Safety checks
  - Fire alarm check
    - All working prior to the meeting
  - Subsidence measurement
    - The secretary suggested measurements be made and recorded on a monthly basis as subjective comments were regularly being made about increasing width of the cracks
    - W D Thomas offered to carry out the monitoring

## 21. FVH Financial Matters

- i. FVH Treasurer Report
  - An electricity bill of around £300 has been received but this was covered by First Aid training bookings from Pembrokeshire College
- ii. Bank accounts
  - Current Account Balance: £1,043.00 at 05/02/24
  - Deposit Account Balance: £16,772.82 at 05/02/24

## 22. Date of Next Meeting

- i. Next scheduled meeting 11 March 2024, 19:30 at Freystrop Village Hall
  - Monthly meeting of Freystrop Community Council and Freystrop Village Hall
  - Items for inclusion on any agenda should be received by the clerk by Wednesday 6 March

R D Lavis

Clerc & Swyddog Ariannol Cyfrifo, Cyngor Cymuned Freystrop/  
Clerc & Responsible Financial Officer, Freystrop Community Council  
Ysgrifennydd, Neuadd Bentref Freystrop/Secretary, Freystrop Village Hall  
Ebost/Email [freystropcc@yahoo.com](mailto:freystropcc@yahoo.com)

Approval Proposed by:

*Eine Utting*

Seconded:

*Anna Fimpae*

Signed:

*[Signature]*

Dated:

11 / 03 / 2024