

## FREYSTROP COMMUNITY COUNCIL & FREYSTROP VILLAGE HALL

### Minutes of the meeting held on Monday 11 March 2024 at 19:30 in the Village Hall, Freystrop

#### 1. Attendance & Apologies

- i. Freystrop Community Councillors: W D Thomas (Chair), E Utting, D S 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: J Forrest, A Lawman, C Pugh
- v. Apologies: Councillor M R 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. Ms Lawman requested that FCC minutes be shared to the Facebook Freystrop group
  - o The clerk pointed out that the minutes were already shared to the public pembstcc website and also to the public Freystrop Community Council Facebook page which also included additional items relating to Council activities

#### 5. Minutes of the 12 February 2024 Monthly Meeting

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

#### 6. Matters Arising

- i. Councillor R A Beeden felt that this was the appropriate time to tender her resignation from FCC. This would be her last meeting. All present wished her well for the future and the Chair thanked her for the work over her time as Councillor. She indicated that she would still continue to monitor the Neighbourhood Watch for St Clements Park and attend meetings when there were items to report

#### 7. Correspondence

- i. New Year's Honours 2025
  - o Nominations are to be made by 22 March
  - o The Chair requested more information
- ii. Public Rights of Way Conference
  - o To be held on 20 June, online
  - o The Chair requested more information
- iii. Free Portrait of His Majesty the King
  - o Applications to be made by 28 March
  - o The Chair requested that the application be made
- iv. Independent Remuneration Panel for Wales Annual Report
  - o No changes from the draft version issued previously were noted and no action is required
- v. OVW Awards Conference 27 March
  - o The Chair reported there had been an excellent response with 70+ nominations
- vi. Pembrokeshire Coast National Park Local Development Plan 2 Supplementary Planning Guidance and Annual Monitoring Report
  - o The Chair supplied the meeting with some background information

## 8. Highways & Rights of Way

- i. Vehicle parking on kerb/roadside outside An Trabhan, Post House & Bathesland
  - o Councillor R A Beeden told Council she had had to walk in the road to get to the meeting as there was no passing place on the pavement.
  - o The Chair stated intention to visit the householders and/or compose a letter for delivery
- ii. Request for salt bin at Freystrop Cross
  - o It was agreed to revisit this item in the autumn
- iii. Pedestrian safety on Moorland Road
  - o The clerk had received requests from residents for this to be added to the agenda
  - o Residents report feeling unsafe with the volume, size and speed of large equipment on the road whilst out walking
  - o The members of the public present commented upon a particular car travelling at great speed at varying hours, day and night. This vehicle has been reported to 101
  - o Councillor M J John's advice was sought. He re-iterated the advice that Councillors and clerk already give to residents that issues must be reported to 101 first hand to build a picture of the problem
- iv. Speed sign request
  - o Councillor A M Simpson gave notice of interest that her husband had requested this issue be discussed
  - o The Freystrop Community is now one of the few without speed signs and is felt to be one of the worst affected by speeding issues
  - o The clerk confirmed there remained £4,000 in reserves for speed signs
  - o An offer received in the week from ElanCity offering a pair of signs for £3,999 ex VAT and shipping was passed to all present
  - o Councillor D S Harries and the clerk had both failed prior to the meeting to find any applicable grants to fund the rest of installation
  - o Councillor M J John suggested contacting PCC office Claire Williams for further advice following contact made after the last discussion of this topic
- v. Public Right of Way PP21/18 (Silverstream to Bower House)
  - o This item was discussed in conjunction with general comments about the planning item 9.i but recorded here in the correct location
  - o Some clearance of overgrowth was observed in the field to the east of Will Meadows tidying the boundaries behind the new buildings
  - o The agreed exit from Will Meadows of the ProW was thought to be blocked by new wooden fencing

## 9. Planning Matters

- i. Outstanding applications
  - o 22/1187/PA – Will Meadows
    - Section 73 Variation of Conditions
    - Conditionally approved 15 February 2024
- ii. New applications
  - o 23/0965/PA – Lavender Cottage, New Road
    - Retrospective access and alterations to boundary

## 10. Cemetery

- i. No updates

## 11. Bus Shelters, Kiosk & Other Assets

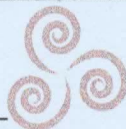
- i. The Chair enquired about the success of the Kiosk's Book Exchange. It continues to be well used

## 12. Training/Seminars & Presentations

- i. The clerk drew Council's attention to £150 training budget which has not been used

## 13. FCC Administration

- i. The estate of the late Councillor D Roy John
  - o The Chair gave a brief introduction to the item for the benefit of the members of the public attending. There were no updates from any attendees
- ii. FCC WhatsApp Group
  - o This item has not been progressed
- iii. Annual Report
  - o This item has not been progressed
- iv. Remuneration Policy 2024/25
  - o The clerk has identified several issues with procedures and details in the policy adopted at the 2023 AGM. A draft revised version will be presented at the April 2024 meeting



## 14. FCC Financial Matters

### i. Targate Road Salt Bin Payment

- PCC were pressing for payment. The clerk requested the Chair & Vice-Chair sign the paper invoice to allow immediate payment be made.

### ii. Internet Banking

- In processing the payment for the salt bin the clerk noted that a second authorisation was not being requested. The facility was turned on within the app
- It remains the plan to add access for the Chair and Vice-Chair once use of the system is clarified

### iii. HSBC Safeguarding Review

- HSBC had been provided with the requested documents for Councillor D S Harries and the clerk. Further information had been requested and passed on

### iv. Monies owed to Freystrop Village Hall

- The clerk and FVH Treasurer requested approval to transfer funds to FVH to cover payments made on behalf of FCC for:
  - £100 grass cutting alongside path to Silverstream
  - £49 gift payment
  - The clerk requested approval to raise the electronic request for payment
  - Proposed: A M Simpson. Seconded: E Utting

### v. PAYE

- Clerk's salary
  - The clerk presented, for approval, a prepared payslip for the period 1 January 2024 to 31 March 2024 to be paid on 25 March 2024
  - The clerk requested approval to raise the payment within internet banking
  - Proposed: E Utting. Seconded: D S Harries
- Second Administrator
  - Councillor A M Simpson has been set up as a second administrator for FCC's Business Tax Account
- Cancellation of standing orders
  - The standing order relating to payments to the clerk has been cancelled
  - The standing order to HMRC was not listed on internet banking
- Set up of HMRC Direct Debit
  - A request to HMRC to set up the direct debit has been submitted
  - The request appears to be being processed without a second authorisation

### vi. Councillors' Allowances 2023/24

- Councillors' bank details required
  - The Chair presented his details
  - The clerk will make arrangements to collect details from all other Councillors
- Approval required for clerk to raise online payments on 25 March 2024
  - Proposed: E Utting. Seconded: D S Harries

### vii. Chair's Allowance 2023/24

- The Chair requested that half the 2023/24 Chair's allowance be given to the Vice-Chair for the cover she gave during his absence. The Vice-Chair declined to receive any payment
- Councillors' approval was given for the payment of £500 to the Chair
  - Proposed: E Utting. Seconded: D S Harries

### viii. Accounts 2023/24

- Council was informed that the accounts were in a good state and that they would be ready for auditing following the April meeting

### ix. Bank accounts

- Current Account Balance: £6,577.84 at 03/03/24
- Deposit Account Balance: £10,501.68 at 03/03/24

### x. Donations

- The clerk brought to Council's attention the budgeted donations to St Justinian's and Bethel that had not been paid
- D S Harries and E Utting declared interests being Warden and Deacon respectively
- A short discussion followed concerning the issues around payments to religious bodies. It was felt that the donations by FCC were of Community benefit and justified
  - Proposed: A M Simpson. Seconded: R A Beeden
- The clerk requested approval to raise the payments
  - Proposed: R A Beeden. Seconded: W D Thomas
  - The Chair seconded the proposal since all other Councillors present had an interest/role in the payments of these donations

## 15. Community

- i. Neighbourhood Watch Report
  - o Councillor R A Beeden reported that all was very quiet
- ii. Litter
  - o Councillor A M Simpson reported that Targate Road littering was currently manageable
  - o The Chair thanked councillor A M Simpson, J Forrest, E Utting & Elizabeth (Lower Freystrop) and any other helpers for their efforts in maintaining a good appearance along the roadsides

## 16. Other Matters

- i. County Councillor's Report
  - o Pembrokeshire County Councillor M J John update
    - The Council Tax rise by PCC was set at 12.5% for 2024/25 and would be a minimum of 11.6% for 2025/26
      - ♦ Council Tax raised from second homes would contribute 85% of the funds raised to the general budget whilst 100% of the empty homes tax would be directed there
    - A petition had been received by PCC concerning issues at the Withhedge landfill site. An enforcement notice had been served to the owners
  - o A by-election is to be held in St Ishmaels following the death of their Councillor
  - o Councillor M J John has organised a meeting with Highways to discuss paths within the Llangwm Ward. It is hoped to use the Active Travel Fund to improve the Communities
- ii. One Voice Wales
  - o Councillor W D Thomas attended the Policy Committee meeting
  - o New officers have been appointed to deal with admin and work on the Cost of Living Crisis Group
- iii. PCC Liaison Meetings
  - o Councillor W D Thomas attended the Poverty Summit at Pembrokeshire College. The report will be forward upon request
- iv. Councillors' Requests
  - o Councillors raised no requests

## REYSTROP VILLAGE HALL

### 17. Village Hall

- i. Maintenance
  - o The ladies' toilet has undergone repairs
  - o 1 radiator requires repair. The Chair is contacting the original installer
- ii. Pembrokeshire Community Buildings Forum
  - o In-Person Meeting, 2 April, Simpson Cross

### 18. Parc Hamdden Freystrop Recreation Park

- i. Working parties
  - o The February working party had been cancelled because of inclement weather
  - o The next working party was due to occur over Easter weekend. It was agreed to postpone this until Saturday 6 April

### 19. FVH Administration

- i. Martyn's Law
  - o A M Simpson reported on her attendance at the presentation relating to the consultation. It was felt that FVH would fall below the size of venue that would be affected by the legislation
- ii. Short Mat Bowls Equipment
  - o There has been no progress to remove the equipment
- iii. Safety checks
  - o Fire alarm check
    - All were working correctly prior to the meeting
  - o Subsidence measurement
    - Measuring of the cracks had not started. The Chair will start inspections before the next meeting
- iv. Members' comments
  - o No observations were put forward

### 20. FVH Financial Matters

- i. FVH Treasurer Report
  - o Hire payments discrepancies
    - The Treasurer had recouped all arrears with the exception of the Dance Group
    - It was resolved to give the Dance Group one week's notice to cease using the hall and to return their key
- ii. Bank accounts
  - o Current Account Balance: £719.82 at 05/03/24
  - o Deposit Account Balance: £16,835.54 at 05/03/24



## 21. Date of Next Meeting

- i. The next scheduled meeting is to be 15 April 2024, 19:30 at Freystrop Village Hall
  - o Monthly meeting of Freystrop Community Council and Freystrop Village Hall
  - o Items for inclusion on any agenda should be received by the clerk by Sunday 7 April

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:

seconded: *Alh Anna Linspra*

signed: *Alh Ene Utting*

date: *h. Thomas*  
*15/4/24*