**Minutes of the meeting of Templeton Community Council**

**Held at St John’s Church Hall, Templeton on 16th July 2015**

Present: John, Barbara, Wendy, Peter, Liz.

1. **To accept apologies for absence**: Phil, Elwyn
2. **To disclose personal and pecuniary interested in the items listed below** . None were declared.
3. **To sign minutes of previous meeting**. The minutes of the meeting held on 18th June 2015 were signed by the Chairman as required by law.
4. **To report on matters arising from previous minutes**:

West Lane sign – This has been put in place.

Village Green drainage. It was agreed that this should go onto the quarterly review list.

Cold Blow Bridleway. Wendy will contact Matt Cloud to confirm, that the comments have been passed on within the correct timescale.

Church Hall ownership. Nothing new to report – the Council is waiting on the Trustees of the Church. It was stated that TCC need to know their position for the September meeting for future planning.

Cold Blow BT box. The Streetcare licence paperwork has now been received.

106 funding query – plan variance between what Jebb supplied and PCC supplied the Council. An explanation has been received of the map discrepancy. It was agreed that Councillors will continue to monitor and check that building work is in accordance with the plan.

Noticeboards. These are due to arrive in late July. Barbara will arrange their placement at that time.

Park benches and tables – assembly, placements and relocations. This will be done by Barbara, Peter, John and Richard as soon as possible.

Register of Members’ interests. It was agreed that the Clerk should send a reminder email to those who have yet to return their forms.

PAT testing quotes. The Clerk reported that this has been done, and only two items failed. One Christmas decoration and the warming oven in the kitchen. Barbara will get an electrician to resolve the issue.

Wall in front of Green – dangerous condition – PCC property. This has been fixed.

General TCC property repairs – bench painting, disintegrating gate, Hall toilet doors, etc. These are works in progress.

 Letter from PCC regarding the carriageway surface through Templeton. A letter regarding this was received in response to the complaint from Mrs. Ruth Price. A copy of the letter will be sent to Mrs. Price by the Clerk.

**Internal audit report:**

Barbara took the Councillors through this report, including background information of his comments at the time as well as those contained in the report. She also provided suggestions for how the Council could rectify procedures or otherwise implement improvements, which were discussed before agreement was reached.

The internal auditor has recommended that the existing risk schedule needs some indication of the levels of risk for each item. This will be corrected by the Clerk and the revised schedule presented to Council as soon as possible.

The internal auditor highlighted a lack of a schedule of approved charges for Hall hire, although one had been available during the meeting. Councillors were reminded that it had been agreed that the Hall cost £50.00 for a full day, £25.00 for a half day, £12.00 for short meetings or exercise classes. A poster to this effect will be placed on the new noticeboards when they are in position.

The Council agreed to prepare the budget for deciding the precept in November of each year as usual. In addition, they would in March of each year assess other likely expenditure, using the previous year’s figures as guidance. Any surplus could be placed into reserves for unexpected or unbudgeted costs. All expenditure would be clearly minuted, and unless it was included in the precept, would include reasons for it occurring.

It was also agreed that whilst from an audit perspective both Council and Hall income and expenditure were done by one legal entity, TCC wished to keep them separate for internal purposes to maintain clarity as to costs, and the Hall’s financial viability.

It was discussed, and agreed by all present, that the Council are happy to continue to have the Clerk spend up to £250 to spend in an emergency, which will be brought to Council for agreement afterwards. The Financial Regulations will be amended to reflect this decision.

It was discussed, and agreed by all present, that the Council do not wish to use an order book for minor expenses. It was agreed that the Financial Regulations should include a clause giving delegation to Councillor Priest and the Clerk to spend up to £25.00 on minor items. The Financial Regulations will be amended to reflect this decision.

It was discussed and agreed by all present that the Council do not wish to use a debit card but will refund approved expenditure by cheque.

It was discussed, and agreed by all present, that the clause in the financial Regulations regarding keeping stores should be removed. The Financial Regulations will be amended to reflect this decision.

It was discussed and agreed by all present that in the light of the internal auditor’s recommendation that the bank reconciliation should be for an end of month, that from the next meeting this will happen. Any unpresented cheques, debits or credits will be mentioned separately.

It was discussed and agreed by all present that in the light of the internal auditor’s recommendation regarding budget control that quarterly reports will be brought to Council to provide this information. In addition a spreadsheet will be maintained by the Clerk which upon request can be emailed to any Councillor, and is viewable by Councillor Priest at all times.

It was discussed and agreed by all present that in the light of the internal auditor’s recommendation actual electricity meter readings will be forwarded to SWALEC should they supply a bill with an estimated reading.

It was discussed and agreed by all present that in the light of the internal auditor’s recommendation all relevant direct debits should be listed in the minutes of each meeting, and income, whether from the precept or from hall hire income, or otherwise.

It was agreed that the Clerk should keep comparative year on year records of expenditure on water and electricity in order to track how much Jebb was increasing the bills, and to ensure they fully reimbursed the Council. The first report will be brought to Council in the September meeting.

At the conclusion of Councillor’ Priest’s report to the Council the Chair expressed both his and the whole Council’s appreciation for all the work and effort she had put into managing what had been a major task. He stated that he was sure all valued the work she had done, and thanked her for it.

4.1) **New items of business**:

Pensions regulator letter and information. The Clerk briefly talked the Council through the new regulations regarding workplace pensions. She stated that for the Council the start date was 1st August 2017, and that the first stage is to nominate a contact, which she has done. She will update the council as the changes become relevant. She also gave some brief background information on possible pension providers.

Play Park rope bridge. This was found to be faulty and was mended the same day. Since it is the second instance of damage since the Play Park opened, it was agreed to be monitored.

1. **To receive items of correspondence**:

Broadband voucher scheme.

Workshop for Communities Sectoral Adaption Plan – 13th July

Pembrokeshire CAB Pensionwise service.

PCC County Farm Estate policy review.

PCC 50+ roadshows for their Older Person’s Strategy.

MoD Templeton training notice for August.

Hydropower email from ewaterpower.com

PCC letter re spontaneous events.

1. **County Councillor’s report**:

There was no County Councillor’s report.

1. **To receive financial statement and reconciliation**:

The Bank statement and reconciliation were presented at £5097.14 as at 7th July 2015.

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1. **Planning applications**:

**For consultation:**

15/0220/PA Erection of agricultural steel framed and timber clad barn. Ty Ffynnon, Eastwood, Narberth.

There were no objections to this application.

**Planning approved by PCC:**

15/0178/NM. Approval of non-material amendment to 13/0700/PA. to add conservatories to plots 4 and 5 and remove a garage from plot 24. Approved by PCC 12/6/15

15/0111/PA Construction of slurry lagoon. Woodlands Farm, Templeton.

15/0156PA Removal of condition of planning app. 00/0160/PA to allow all year round residential occupancy. Upper Chapel Hill Farmhouse, Templeton.

**Planning refused by PCC**: None provided.

1. **Church Hall** – to receive financial statement and reconciliation.

To receive financial statement and reconciliation:

Bank statement, reconciliation presented £2459.09 as at 7th July 2015

1. **Councillor’s reports**:

John started by congratulating the Clerk on her completing the ILCA qualification, with very high marks. He expressed his appreciation and that of the Council’s for her hard work, dedication and commitment, and stated that he hoped she would continue to Clerk for the council for many years to come.

Barbara mentioned that she had been told of rumours of a bridleway or footpath opening between Fords Lane and Chapel Hill Farm. No-one present was aware of any maps showing this right of way. Liz will bring the information she has on rights of way to the next meeting.

John also mentioned that the first aid kit in the Hall needed replacement. The current kit was several years old, and items within it either out of date or needed replacing, plus the box no longer shut properly. It was agreed that the Clerk was authorised to buy a replacement as soon as possible.

Various issues with hedges becoming overgrown were brought up. These included the footpath/bridleway between Peter’s Finger and West Lane, West Lane itself, and the route from Narberth Bridge to Washfield Cross. The Clerk was requested to write to PCC about these.

The road between Templeton and Princes Gate has not had the road markings reinstated after the recent resurfacing work. The Clerk was requested to write to PCC about this.

The state of the footpath in Sentence Gardens has been brought to the attention of the Council. The Clerk was requested to write to PCC about this.

John finally wished to state that both he, and the rest of the Council, wished to thank all those involved in the preparations for the upcoming Big Weekend for their hard work, and to say that they hoped it would be a really good and successful event.

1. **The next meeting was confirmed as being on 17th September 2015.**

The meeting closed at 10.15pm.