

MINUTES

Letterston Community Council Meeting

7:30pm Monday 16th September 2024 at Letterston Memorial Hall, with a remote Zoom link available

Present: Cllrs B Homer (BH)(Chair), H Johnson (HJ), R Davies (RD), A Davies-Bowen (ADB), G Thomas, (GT), A Sharp (AS), L Avery (LA), G Humphrey (GH), S Millichip (SM), S Jones (Clerk) (SJ)

Apologies: Cllr B Morgan, Cllr M Bateman, PCC

24/30 Minutes

The minutes of the previous meeting - 15th July 2024 were read and accepted as a true record, subject to a small correction **P** - LA, **S** - GT.

Matters Arising

- **20/29 Storyboard:** In hand with HJ. [ON HOLD]
- **23/20&71 Road Safety Issues:** Noted that the road at St Davids Road junction has been resurfaced and line painting done at Craig Las. SJ to chase PCC line painting at Craig Las internal junction. [ONGOING]
- **21/88 Community Garden:** Thanks were passed to RD for his efforts in trimming weeds and applying weedkiller. A further 400 trees due to be planted on the site in November. [ONGOING]
- **22/12 Trees:** A query has been received from residents, RD still waiting for the ground to dry. [ONGOING]
- **22/15 Picnic Benches:** On hold at present [ON HOLD]
- **23/06 Ground Haverfordwest Road:** SJ & RD have been registered as Land Registry users and will progress claim when able. [ONGOING]
- **23/27 Toilets:** It was noted that all sums owed to PCC have been paid. SJ to check if forms are still current. [ONGOING]
- **24/13 Fireworks:** RD has ordered the fireworks. All agreed date / time as 7:30pm Tuesday 5th November. It was noted that Solva are holding theirs on Friday 18th. Football Club will be doing food again. RD will prepare posters, asking for cash donations to enable the event to continue in future. To be promoted on social media and website, with a request for volunteers to help. RD, BH, GH, HJ, ADB offered to assist. LA will prepare a risk assessment for approval at the next meeting. [ONGOING]
- **24/14 Memorial Parade:** Thanks recorded to RD for clearing a tree and power washing around the memorial. It will need to be painted when possible. Rev G Eynon has confirmed attendance **P** HJ, **S** GT & all in favour to ask that part of the service be conducted in Welsh. [ONGOING]
- **24/15 Playpark:** worn seats replaced & Grasscutter has no issues with cutting the grass inside the small playpark. AS & GT noted that the football pitch is regularly cut short by the Football Club. BH noted that this area will need to be removed from the grasscutting tender when advertised. [CLOSE]
- **24/16 Potholes:** It was noted that the pothole outside the Old Rectory is still growing, but apparently not deep enough for PCC to attend to. [CLOSE]

- **24/23 School Prize:** HJ reported that the prize had been delivered to the school and was awarded to Libby James-Sinnett. HJ will bring the receipt for reimbursement. [ONGOING].
- **24/24 Footpath:** Signs have been erected [CLOSE]
- **24/25 Old Toilet Block:** AS asked if adverts could be placed to ask for quotes and he will try to gather interest. P HJ S GT and carried that the matter be put on hold until finances are more certain. [ON HOLD]
- **24/26 Battery Scooters:** SJ has passed to Neighbourhood Policing Team for passing attention. It was noted that the problem appears to have eased currently. [ONGOING].
- **24/27 Maintenance:** Policy to appoint local contractors for maintenance jobs not discussed. [ONGOING]
- **24/29 Water Supply:** GH noted that the problem seems to have been resolved. [CLOSE]

24/31 Planning

24/0512/CL - Garage / outbuilding at DRos Dro, Station Road - no objections.

24/32 Finance

- 01/08/24 - Grasscutting - £500
- 06/08/24 - HMRC VAT refund £8,107
- 22/08/24 - Precept payment from PCC £8,333
- 28/08/24 - Repayment of temporary loan - £1,200
- 28/08/24 - PCC charges for toilets 24/25 - £7,522
- 28/08/24 - PCC playground inspections - £641
- 01/09/24 - Grasscutting £500

16/09/2024 - *Treasurer's Account:* £6,634, *Savings:* £8

Payments to come:

- Fireworks £1,028.
- Grasscutting Oct £500
- Local prizes £25 (24/28)

24/33 Correspondence

- **One Voice Wales:** Online joint event OVW / SLCC. MS for Local Govt & Housing will be presenting. Cost £65 - no takers.
- **Together for Change:** Offer to assist with Community Wellbeing Plans and to help fund promotion, e.g. hall hire. SJ to ask for more details.
- **One Voice Wales:** Capital grants available for green energy projects.
- **PCC Working Better Together:** Next meeting 16th July
- **Citizens Advice:** Request for funding. To be discussed at October meeting
- **Urdd Pembrokeshire:** Request for funding - *BH declared an interest.* To be discussed at October meeting.

24/34 PCC Report

MB not available

24/35 Audit

BH reported that she, HJ and SJ had attended at Wales Audit Offices about outstanding audits. All paperwork to be uploaded to the WAO website by the end of September, with everything submitted by 25th October. Going forward, accounts will need to be fully prepared by and agreed at the AGM each year in May, subject to audit.

Draft accounts 2023-24 had been circulated with minutes. **P** GT, **S** HJ that they be accepted. All in favour.

Care needs to be taken over Section 137 payments, such as not to go to single beneficiaries.

P HJ and **S** AS that a Finance Committee be appointed, to consist of Chair + Two. LA **P** HJ, **S** AS, HJ **P** LA, **S** GH. All were in favour. SJ to ask bank about appointing a second payee.

Minutes to be prepared and published promptly. **P** BH that they be prepared withing 3 days, shared internally and agreed within 7 days. **S** HJ, all in favour.

P LA a standard Agenda item of 'Declaration of Interests' be applied to all meeting agendas going forward **S** HJ and unanimously carried.

Other documents circulated which need to be ratified: Standing Orders, Code of Conduct and Risk Management Policy.

P GT, **S** RD that a Health & Safety Officer be appointed. All in favour. LA volunteered, **P** BH, **S** AS and all in favour. LA will review the draft risk strategy for the next meeting . .

24/36 New Items

- **24/37 Tree on Commons:** AS asked if a rotten tree behind the Changing Rooms on the Commons can be cut down when possible. All in favour. [ONGOING]
- **24/38 Dog Mess:** GT noted that dog walkers were using the football pitch due to the grass being shorter and drier and not clearing up dog mess. Matter being monitored. [ONGOING]
- **24/39 Defibrillators:** GT queried if child specific pads should be obtained for the village units. GH noted that the two units may be nearing end of life and suggested that money be put aside. SJ to investigate cost of child specific pads. [ONGOING]
- **24/40 Hedge:** GH mentioned that the hedge of a business premises on St Davids Road was overgrown. GT will raise with the owner [ONGOING]
- **24/41 School Sign:** GH noted that the school sign in Midland Land had turned the wrong way. RD will attend. [ONGOING]

Date of Next Meeting:

Monday 21st October, 7:30pm at Memorial Hall, with Zoom option.

Items for the next Agenda:

21/88 Community Garden

23/20 Road safety issues

24/14 Remembrance Parade

24/27 Local Contractors

24/37 Tree on Commons

24/40 Hedge St Davids Rd

22/12 Trees

23/27 Toilets

24/23 School Prize

24/33 Urdd funding request

24/38 Dog mess football pitch

24/41 School sign

23/06 Ground by Bus Stop

24/13 Fireworks

24/26 Battery Scooters

24/35 Audit

24/39 Defibrillators