

# Martletwy Community Council

Minutes of a meeting of Martletwy Community Council held on Monday 12<sup>th</sup> May 2014 in Lawrenny Youth Hostel immediately following the AGM.

The meeting was declared open at 8.05pm.

## Present

Hayley Wilkinson (Chairman); Maureen Prentice (Vice-chairman); Dave Cole, Phil Eynon, Mike Lewis, Gill Williams (Community Councillors); Hayley Williams (Clerk).

## Apologies for absence

Rob Lewis (County Councillor).

## 14/051 Minutes of previous meeting

These were taken, as read, and signed as a true and accurate record.

## 14/052 Matters arising

### a) Lawrenny Public Toilets

A response had been sent to Simon Hart MP following his correspondence received the previous month.

The clerk was asked to contact Jonathan Mills, PCC, and Rob Lewis, County Councillor, to ask them for an update on the current situation with the public toilets.

## 14/053 Planning

### a) Applications received

#### i. *NP/14/0208 – The Forge, Landshipping*

An application had been received for a proposed single storey lean-to extension, additional 4 conservation style roof lights and alterations to vehicle access and parking to Barn conversion and two new oak framed garage buildings at the above site.

Cllrs Eynon and Lewis declared an interest in this application.

The following observations were made and would be forwarded by the clerk to Pembrokeshire Coast National Park Authority:

The Council felt that, although the development in general appeared to be sympathetic to the surrounding environment, the proportions of the two oak framed garage buildings seemed quite excessive in relation to the existing buildings. In particular the "Garage at the Barn" gave cause for concern as it sits directly on the border between The Forge and the neighbouring property of Landshipping Farm and it was felt that this would be a fairly imposing structure to erect so close to another property. There were also questions raised as to the future use of these two garage buildings as their size would seem to indicate that there could be an intention to convert to dwellings in future years. It was believed that some building work had already begun at the site which was troubling although the Council presumed this would be monitored by the National Park Authority.

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*ii. 14/0002/PA – Clyne, Martletwy*

An application had been circulated to Councillors detailing a proposed reinstatement, alteration and extension to former dwelling at the above site.

Cllrs Cole and Lewis declared an interest and left the room for the duration of discussions regarding this application.

The Council held no objections to this application.

*iii. 13/1106/PA – New Park Farm, Landshipping*

An application had been circulated to Councillors detailing proposed alterations and extensions at the above property.

The Council held no objections to this application.

*iv. 14/0018/PA – Land west of Rose Cottage, Martletwy*

The above application had been received after publication of the agendas and was therefore added as an emergency item with the chairman's permission.

An application had been received for the erection of a dwelling on the land west of Rose Cottage, Martletwy.

The Council held no objections to this application.

b) Notifications received

*i. 13/1007/PA – Cresswell Barn Farm, Cresswell Quay*

A notification had been received from Pembrokeshire County Council informing that permission had been granted for an agricultural building for potato storage at the above site.

### **14/054 Highway matters**

The clerk had obtained photocopies of road maps of the local area but noted that many of the roads were unclassified and it wouldn't therefore be possible to identify road numbers when submitting highway matters to PCC. The clerk was asked to enquire from Mr Darren Thomas, Head of Highways and Construction, whether PCC had a database or similar that could be used by the Community Council for this purpose.

Further to the response received from PCC and reported at the last meeting of the Community Council, the following points were raised:

- Subsidence at Burnett's Hill – the County Council had covered the hole with a sheet of ply board which was considered extremely dangerous especially as this road is used by lorries. The clerk was asked to chase this matter up and recommend that it be dealt with with extreme urgency.
- Pipes blocked in gateways and passing points along Moneybank Road – this problem was re-occurring and there was no evidence of farmers having put water pipes through County Council drainage pipes as had been suggested in Mr Thomas' response.

The following new matter was reported:

- A tree was leaning across the road supported by telephone wires on Broad Lane, Lawrenny.

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## 14/055 Finances

### a) BDO Annual Return

Mr Steve Taylor had carried out the internal audit and had completed the necessary section of the BDO Annual Return. He had provided a brief email stating that he was entirely satisfied with his findings and that he was pleased to note that the Council had acted positively to address the minor points he had raised following the previous year's internal audit.

The Annual Return was approved by the Council and signed by the chairman. The clerk would return it to the BDO for external audit by the deadline of 10<sup>th</sup> June.

### b) Insurance renewal

The Council's insurance policy would expire at the end of May. The clerk had received a renewal quote from Zurich Municipal of £243.80. This reflected a NIL increase on the previous year's fee and therefore fell short of the Budgeted estimate of £260. The Council resolved to renew the policy with Zurich and a cheque was authorised for the aforementioned fee.

### c) Charitable giving

The Council studied applications for financial assistance received and resolved to grant donations of £40 to each of the following: Lawrenny Sports & Social Club; Burnett's Hill Chapel; and Lawrenny Community Shop.

## 14/056 Clerk's Contract of Employment

As discussed at the previous meeting, the clerk had added 'working from home' to her insurance policy and, as agreed, would make a claim for the amendment fee with her next wages and expenses claim.

The clerk had circulated copies of the Job Description used to advertise the post of clerk in 2011, the NALC Specimen Job Description and also an amended Job Description drafted by herself. Draft Contracts of Employment had previously been circulated.

Confidential details of the Contract of Employment were discussed and further research would be carried out prior to the next meeting.

## 14/057 Community Council Website

Pembrokeshire County Council had distributed a 'Web Hosting Agreement' for approval by the Community Council. It was resolved that the chairman sign this agreement and the clerk return it to PCC.

The clerk informed the Council that she had not received any photographs to be used for the website's main banner. At present there were images from other areas in Pembrokeshire appearing by default.

Cllr Eynon requested that the clerk remove the names of Bluestone Resort and Oakwood Theme Park from the website's overview so that the Council were not endorsing any specific businesses.

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## 14/058 Councillor/Clerk Training

The following local training sessions were scheduled to take place over the coming months:

<u>Date</u>	<u>Module</u>	<u>Venue</u>
13/05/14	Local Government Finance	St Peter's Civic Centre, Carmarthen
21/05/14	Community Planning	Picton Community Centre, Haverfordwest
29/05/14	Information Management	St Peter's Civic Centre, Carmarthen
26/06/14	Making Effective Grant Applications	Picton Community Centre, Haverfordwest
03/07/14	Effective Management of Staff	Picton Community Centre, Haverfordwest
08/07/14	Use of IT, Website & Social Media	Picton Community Centre, Haverfordwest
22/07/14	Community Engagement Part 2 (Tools & Techniques)	Picton Community Centre, Haverfordwest

One Voice Wales had also forwarded information about the Consultancy Services they were able to offer in: Health, Safety and Welfare; Accountancy and Audit; Human Resources and Employment Law. Further details including costs could be obtained by contacting the relevant Consultant.

## 14/059 Meetings attended by Community Councillors

No meetings had been attended in the past month.

## 14/060 Correspondence received

The following items of correspondence had already been circulated to Councillors via email:

- a) Simon Thomas AC/AM Bulletin
- b) Guidance on local authority Trusts and councillors appointed as Trustees
- c) European Parliamentary Elections across Wales on 22<sup>nd</sup> May
- d) Joint OVW/SLCC Event – 15<sup>th</sup> May
- e) Environment Wales newsletter
- f) The Legislative Reform (Payments by Community Councils)

This new Order removed the requirement for every cheque or other order of payment of money to be signed by two members of the council – the “two signature rule”. With the advent of electronic banking this requirement was considered outdated. The Order removed this burden on town and community councils and facilitated the use of modern methods of banking for payments such as electronic banking to ensure financial management was adequate and effective whilst maintaining sound financial control. The Order would not prevent present arrangements continuing if town or community councils preferred to maintain the “two signature rule”.

It was resolved that the current practice of using the “two signature rule” continue at present.

Cllr Eynon suggested that the clerk should have access to a Council debit card to purchase stationery etc instead of claiming recompense at a later date. The clerk did not feel comfortable with this and was

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happy for the current arrangement to continue. Cllr Eynon requested that the clerk ensure she pay for Council items separately from her own private items to avoid receipts becoming 'messy'.

- g) Guidance Local Government (Wales) Measure 2011: Guidance, including Statutory Guidance, to Principal Councils and Community and Town Councils in Wales

This revised guidance covered the following topics:

- Community Meetings and Community Polls
  - Organisation of Communities and their Councils
  - Co-option of members of Community Councils
  - Appointment of Community Youth Representatives
  - Reviews of Community Areas and Electoral Arrangements
  - Community Councils' Powers to promote Well-being
  - Grants to Community Councils
  - Model Charter Agreements between Local Authorities and Community Councils
  - Schemes for the Accreditation of Quality in Community Government
- h) Solva Community Council Open Letter to Pembrokeshire County Council Leader
- i) Planed - Valuing the Environment newsletter
- j) VTE Brandy Brook Wildlife on your Patch event – 3<sup>rd</sup> May
- k) WAO Land Seminar Summary
- l) Revised Consultation on PCCs as Community Planning Partners in Wales
- m) BBC One Wales – new TV series
- n) Natural Resource Management Survey – closing date 16<sup>th</sup> April
- o) Zurich – Seminars
- p) Clean Coasts Week
- q) Networking and Information Day, Letterston Memorial Hall
- r) Community driven renewable energy projects- letter from PCNPA
- s) Simon Hart MP Bulletin
- t) Proposed Merger of Mid and West Wales Fire Control Room
- u) Dyfed Powys Police & Crime Commissioner newsletter
- v) 'Shape my Town' – Design Commission for Wales' new toolkit
- w) Governance in Small Public Bodies
- x) Big Lunch Extras: Calling all community volunteers in Wales
- y) Local Government and Communities Community and Town Councils Welsh Government News
- z) Informing the Public Community and Town Council Workshops 2014

In addition to the above, the following items of correspondence have been received via post:

- i. Clerks and Council Direct Issue 93

This would be circulated.

- ii. 'Experience Pembrokeshire' Festivals & Events Guide

Two copies of this guide had been received. It was agreed to leave a copy at Lawrenny community shop and The Snooty Fox Inn where they could be accessed by members of the public.

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### *iii.* Simon Hart MP – Broadband Provision

A letter had been circulated to all the community councils within Mr Hart's area updating on broadband provision, which had been a common complaint amongst his constituents. He enclosed some information that he had come across during his research into this matter.

The clerk was asked to scan this information in and circulate to Councillors so that may pass it on to anybody who approached them in relation to this topic.

### **14/061      Communication**

Cllr Prentice requested that a 'Calendar of Meetings' could be drafted at the next meeting so that dates and venues for the remainder of the year could be arranged. In previous years Lawrenny Village Hall had been automatically reserved for the first working Monday of the month but it was agreed that it would be better practice to pre-arrange all bookings to avoid confusion. The clerk would add this as an agenda item for discussion at the June meeting.

### **14/062      Date of next meeting**

The next meeting would be held on Monday 2<sup>nd</sup> June 2014 at 7.30pm.

The meeting was declared closed at 10.25pm.