**CYGNOR CYMUNED PENALUN PENALLY COMMUNITY COUNCIL**

Penally Community Council Meetings

Wednesday 09 May 2018

Penally Village Hall, 6.30pm

**Present:** CouncillorsPiers Bradbury (Chair); Carol Bradbury; Jenny D’Arcy; Carolyn Dessent; Mark Hancock; Mike Neal; Jon Preston; Jules Rilstone and Steve Robinson.

Also Present: Carol Clemson (Clerk)

**ANNUAL GENERAL MEETING:**

1. **Apologies**

None Received

1. **Welcome**

Councillor Piers Bradbury, Chair, welcomed all Councillors to the Meeting.

1. **2017/18 Chair’s Report**

Councillor Piers Bradbury, Chair, read out his annual report as below. The council has held the normal 11 meetings in the Village Hall on the second Wednesday of each month. Each meeting has been well attended by Councillors and their input into the matters arising has been lively and informative. We have a full Council which includes Councillors new to the position and I pass on my thanks to all of them for their support and work during the year.

The matters discussed at Council meetings have been many and varied and the full minutes of these are now available on the Village Notice Board and printed in the Tenby Observer on a monthly basis. They are also available via the Pembrokeshire County Council website as is the Agenda of each Council Meeting.

As a Council we have once again been very proactive in our work to ensure the village remains an attractive place in which to live and have invited residents to Council meetings to keep them informed of major issues. However the geography and physical size of the village infrastructure means that change is difficult and not universally acceptable.

The major matters discussed by Council during this period are summarised below. Planning: All planning applications for work in the village are lodged by the applicant at Pembroke County Council Planning Department. These are reviewed at the Community Council meetings and any objections, which can only be made in accordance with the regulations, are submitted to the Planning Department.

Through the combined work of County Councillor, Jon Preston, Tenby First Responders, the Village Hall Committee and financial support from Bourne Leisure, a defibrillator and box has been purchased and fixed to the external wall of the village hall. This is an invaluable and possible life saving resource to the community and the Council once again expresses its thanks to all involved.

The Council has discovered that certain areas of Common Land within the Community Council boundaries were not registered with the Land Registry as belonging to the Council. The Council has taken the appropriate steps to remedy this situation although this task has not been completed due to delays and requests for further information at the Lang Registry Office.

During the year the Council received notification that the Pembrokeshire County National Parks Authority had decided that the Station Car Park should have its status changed to be a “seasonal charging car park” from March 2019 and the PCNPA would ne submitting an application to this effect before the County Council later this year. This matter was discussed by Council at a meeting open to the Public and addressed by a PCNPA Estates Officer. The meeting heard numerous objections to this plan and these were conveyed by letter to the PCNPA. This Council will also be submitting these objections to the County Council when it holds consultations with local Councils prior to determining the application submitted by the PCNPA.

Speeding and Parking within the village are once again issues which have been raised by residents and discussed at Council. As a consequence a meeting was arranged with a County Council Highways Traffic Assistant and representatives of Dyfed Powys Police. This was attended by Councillors and 35 residents. A lively discussed ensued which resulted in the County Council agreeing to initiate immediate measures which include carrying out further speed sampling survey (the last one was carried out in 2014), to cut back overhanging banks and hedges and to prepare a yellow line parking plan for discussion by the Community Council. The Police confirmed that they would carry out speed checks. Dependent upon the results of the speed sampling survey the County Council may take further measures. The Community Council thanks those residents who volunteered at that meeting to be trained as part of a Community Speedwatch Scheme.

As noted in my 2017 report the Council had become aware of an anomaly with the employment of the Clerk. This has been rectified and the Community Council is now registered with HMRC as an employer with all the paperwork that that entails. A Contract of Employment and a job description between the Clerk and the Community Council has been agreed and signed. Until the full implications of this anomaly had been clarified the Council was unable to sign off the annual accounts and thus the returns for 2015/16 and 2016/17 were not submitted on the due dates. The Wales Audit Office is currently undertaking a review of this Councils past financial management and governance and their report is due later this year.

The new Council looks forward to the coming year and is committed to ensuring that Penally remains an attractive and safe place for both residents and visitors.

1. **2017/18 Financial Report**

The Clerk gave a short report to Councillors on income and expenditure relating to the 2017/18 financial year.

1. **Election of 2018/19 Chair and Vice Chair**

Councillor Jenny D’Arcy proposed Councillor Piers Bradbury be re-elected as Chair. Seconded Councillor Carolyn Dessent. All in Favour.

Councillor Carol Bradbury proposed that Councillor Jon Preston be re-elected as Vice Chair. Seconded by Councillor Jules Rilstone. All in Favour.

Councillor Carolyn Dessent added the Council’s thanks to Councillor Piers Bradbury for all of his hard work and dedication to Penally Community Council.

**ORDINARY MEETING:**

**2018/05/01 Apologies**

None Received

**2018/05/02 Declarations of Interest**

None Received

**2018/05/03 Signing of Minutes of Last Meeting (held 11 April 2018)**

The minutes of the last meeting held on Wednesday 11th April were agreed as a true and accurate record and signed by the Chair, Councillor Piers Bradbury. Proposed Councillor Jules Rilstone. Seconded Councillor Jenny D’Arcy. All in favour.

**2018/05/04 Matters Arising from previous meeting**

Bank Account

The Clerk has contacted the bank with regards to transferring the funds from the Reserve Account into the Current Account and close the Reserve account accordingly. A letter has been drafted to the bank and is to be signed by two Councillors and forwarded to the bank for this to be actioned.

Agenda

Councillor Carol Bradbury raised a concern over the agenda not being received by councillors until the day before the meeting. Two village residents asked if the agenda and notification of meetings could be posted on the village notice boards earlier.”

Councillor Jenny D’Arcy suggested the Clerk contact OVW to ask if the AGM should be published in the local newspaper.

**2018/05/05 Petanque Court**

Councillor Piers Bradbury brought to the attention of the meeting that there is a Pembrokeshire Petanque Association and passed the information held to Councillor Mark Hancock. Following a short discussion as to whether this project is still viable, it was decided that Councillor Jon Preston will still continue to seek whether planning is required and that Councillor Mark Hancock contact the PPA. Councillor Jules Rilstone will arrange for a notice to be displayed in the Cross Inn and also speak with the resident who has expressed an interest in a Petanque Society. Councillor Mike Neal will arrange for another note to be added to the next Crow News. Agenda item for June.

**2018/05/06 Penally Village Parking and Speeding Update**

Jon Price from Pembs County Council has contacted the council via email informing that Speed data is to be gathered as agreed but the officer doing this work has a backlog of requests and has no date when Penally is to be done.

He also mentioned introducing waiting restrictions (yellow lines) and asked for any particular lengths that are known to be presenting problems. However, the general concensus of Councillors was that following the public meeting held in April, yellow lines would not be welcome on the village roads. Councillor Mike Neal suggested that a sign be erected outside several properties along the main road asking that village users park appropriately. Councillor Jon Preston added that Pembrokeshire County Council have their own sign making department and perhaps they could recommend appropriate signage that can be mounted.

No further information has been received back from Dyfed Powys Police with regards to the Speed Awareness Scheme and the Clerk has been asked to write to the local volunteers who have expressed an interest in running such a scheme to see if anything has begun to move forward.

Councillor Piers Bradbury reported that two Village residents had mentioned to him that a van had been parked for a considerable length of time by the bus stop below the Church without apparently moving. They also had concerns that it appeared that someone was sleeping in the van. Following a discussion it was agreed to telephone the police non emergency number and report the matter.

Cleaning of sign near Trefloyne Lane.

The village warden cannot carry out the cleaning of the sign near Trefloyne Lane due to the paintwork being damaged internally. Councillor Jon Preston will ask the PCC sign department if this sign can be replaced

Councillor Mike Neal mentioned that the frame around the “History of Penally Village” sign located at Court Farm yard needs to be replaced. He would be willing to replace same and Councillor Piers Bradbury proposed a budget of £35 to fix same. Seconded Councillor Carol Bradbury. All in favour.

A third party has requested if a commercial notice can be displayed on the Village Notice Board on the Green. It was confirmed that a motion had been passed at a previous Community Council Meeting that these notice boards be used for "village notices" only. It was proposed by Councillor Piers Bradbury that this restriction would remain, seconded by Councillor Steve Robinson. All in favour. The Council would advise the third party that the Crow News was a suitable vehicle for this form of advertisement.

**2018/05/07 Planning:**

18/0048/PA – Raised Decking, Guarding and Steps. Flat 1 and 2, The Mount, Penally.

**No objections**.

PCNPA NP/18/0248/FUL – Erection of horse stables, Whitewell Caravan Park, Penally.

Following a discussion it was decided that the Council would lodge an objection to this application on the grounds of over development and that the design and appearance would not be in keeping with the current character of the area.

Planning to the rear of the former Night Owl (DJs) Application Numberr 15/0222/PA

Councillor Jon Preston advised he has information that the project is due to commence shortly. He is awaiting confirmation of the name of the project manager and will advise accordingly. Councillor Piers Bradbury stated that the letter confirming planning permission from the PCC gave a number of conditions which required fulfilling prior to the commencement of the site building work. The relevant conditions were read out from the letter. The Council accepted that they would have to monitor the work to ensure full compliance with the PCC. Agenda item for June

**2018/05/08 Treeworks, Woodlands, Penally**

A local resident has contacted the Community Council and commented on the tree works being carried out in the Woodlands, Penally. Following confirmation that this

 is being dealt with by the County Council no further action will be taken on this matter.

**2018/05/09 Correspondence Received**

**Emails**

An additional request has been received by a second local company also asking to display A5 advertisements on Community Notice Boards within Penally. Councillors asked that the Clerk advise that these notice boards are to be used for "village notices" only and point him in the direction of the village shop and CROW news.

Red Kyte Solicitors

Email to Councillor Piers Bradbury requesting further information from Land Registry requesting evidence that the land has been transferred to the Community Council under the Commons Registration Act

Pembs County Council

Data Protection Awareness Session – 22nd May, 3pm til 5pm, Picton Centre, Haverfordwest.

**Post**

Welsh Audit Office

Draft Copy of Report. It has also been reported that The expected fee to date will be around £750. However, this is likely to increase as we complete the audit.

Hywel Dda

“Our Big NHS Change” Drop in Events, Consultation Questionnaire and Information Booklet

SLCC Magazine May 2018

Clerks and Councils Direct Magazine May 2018

**2018/05/10 Accounts and Finances**

* Balance of Accounts

As tabled to members present

* Accounts for Payment

Invoices received for payment:

Renewal of Zurich Annual Insurance £257.60

Judy Williams, Printing of CROW News £93.00

Safe Electrical (Xmas Lights) £78.00

Ashmole & Co (Jan to April) £96.00

Clerk (April) £163.20

Smart Gardens £330.00

Village Warden £250.00

It was proposed that all Invoices are to be paid by Councillor Mike Neal. Seconded Councillor Jenny D’Arcy. All in favour.

Receipts

Pembs County Council £3,834.00

BACS Payment  Advice 18.04.18

Cheque from Western Power £75.00

Rental of Leasehold substation situated at Penally Church from 28.03.2018 to 02.03.2019

**Audit Return**

* A draft reply from the Wales Audit Office has now been received with a request for a response to be returned by the end of May. Councillor Piers Bradbury has contacted the WAO and requested an extension which has been granted. The new date has been set for 4th June accordingly.
* The Notice of Appointment of Date for the Exercise of Elector’s Rights for the Year ended 31 March 2018 has been completed (09 May 2018) and displayed on the Village Hall Notice Board.
* The 2017/8 audit return and all associated paperwork is to be taken to Ashmole and Co for completion.

Appeals for Funds

Paul Sartori – to be filed

**2018/05/11 County Councillors Report**

At last Mays Local Authority Elections Pembrokeshire saw a complete change in the council’s administration. A new leader of the council was elected and I was appointed as the Armed Forces Champion. This has proved to be an interesting and varied role working with regular service personnel and veterans in Pembrokeshire and supporting moves to deliver the Armed Forces Covenant across the county.

Under the new administration I was also appointed to the Senior Staff Committee where I have been able to make a contribution to the interviewing and recruiting process for some of our most senior staff at County Hall. Other committee responsibilities include PCC’s Planning Committee and the Services Overview and Scrutiny Committees.

Later in the year I was appointed as a Local Authority Governor at the new Welsh medium junior school Ysgol Hafan y Mor. Also during this first year in my second term I have taken over as Chairman of the South East Pembrokeshire Community Health Network. This along with my current appointments as a member of St. Mary out Liberty Community Council and as Vice Chairman to the Penally Community Council it has been an incredibly busy year!

I would like to thank the Chairman and all our community councillors for their continued support in helping me fulfil my role as your local member at PCC. I would also like to pass on my thanks to the Penally village hall committee who do so much to maintain the heartbeat of the village by bringing villagers together all year round.

The first year in this second term began with some difficult planning issues for Penally, some due to non compliance some of which we have strongly objected to and others of which uncertainty of the development of the former DJ’s Night Club continues to generate questions and queries around the village and surrounding area. The problem of speeding motorists on the village road has been by far the issue which has caused the most people to contact me. This unacceptable behavior is allegedly mainly committed by motorists who happen to be travelling through the village rather than residents, however with the recently recruited team of Speed Watch volunteers the offenders will be recorded and approached by Dyfed Powys Police.

As a community council we are now preparing to oversee the development of land behind the former DJ’s building. When this planning application was submitted to Pembrokeshire County Council I facilitated a public meeting to ensure everyone had an opportunity to voice their concerns. Now that the first phase of construction work is imminent, I request that we include this as a standing agenda item to provide a continued opportunity to engage with villagers who may wish to attend and to monitor the development as it progresses.

The coming months and years will undoubtedly bring new challenges to our communities. The withdrawal from the European Union and The Welsh Government Elections in May 2021 along with local government re-organization could all have a significant impact on communities in Wales. The way in which we access medical services is also under review and we will need to be ready to respond to these changes to ensure we are able to access the care we need. I look forward to working with the Penally community council in my second year of this second term and the challenges ahead.

**2018/05/12 Councillor Responsibilities**

 Councillor Carolyn Dessent asked the Clerk to contact One Voice Wales for the next branch meeting date.

**2018/05/13 Items of Business Submitted by Members**

 Nothing received

**2018/05/14 Reports from Councillors**

 Nothing received

2018/05/15 Items for CROW News/Village Warden

Nothing received

**2018/05/16 Penally MOD Firing Times**

No information received for May firing as at 03.05.18

**2018/05/17 AOB and date of next meeting (Wednesday 06 June 2018)**

Councillor Jules Rilstone gave his apologies in advance to the June meeting.