       PUNCHESTON COMMUNITY COUNCIL

A meeting of Punches ton Community Council was held on Wednesday 30th May 2018 at Puncheston School at 8.00 pm.

Present: Mrs. Alison Evans, Messrs. Dewi Lewis, Peter Lilley, Wyn Williams, Cllr Bob Kilmister, and Mrs. Eirian Forrest, Clerk.

Mrs. Alison Evans took the chair as the newly elected Chairman, and thanked Dewi Lewis for being Chairman for the previous two years.

1. Apologies: Received from Gareth Howells, Mrs. Anne Thomas,

2. Minutes of the Last Meeting

Copies of the minutes of the last meeting had been distributed to members. The minutes were agreed as being a true record and were signed.

3. Matters arising from the minutes

1. The Clerk had enquired if PCC would supply and maintain an ordinary bin on the Green at Little Newcastle. The Council does not have capacity to add further bins to their current work scheme. Alison Evans suggested that this could be discussed at a Community Association meeting to decide if a bin was needed. Cllr Kilmister noted that by taking responsibility could cause the more problems for the Community Council. Furthermore, if there is a dog fouling problem, PCC will be employing Enforcement Officers to enforce these issues.
2. Alison Evans hadn’t had time to check the street lights reported at the previous meeting.
3. The Clerk had written to Hywel Dda Health Board regarding the closure of the A & E at Withybush. A response has been received from Steve Moore, Chief Executive advising that the letter is receiving attention and will write with a full response in due course.

4. Highway matters

Dewi Lewis reported that there was Japanese Knotweed by Penmynydd Mawr and Heddfan Quarry.

5. Planning

There was nothing to report.

**6. Annual Governance /Annual Audit**

1. Due to the delay in receiving the paperwork it’s been agreed to move the Audit date to 30 July 2018. The accounts are to be made available to the public from 29.06.18 – 26.07.18. The Annual Governance form was signed. Mrs. Sharon Wormleighton has agreed to act as the internal auditor.

**7. Renewal of Insurance**

The renewal price for this year is 438.10. It was proposed by Alison Evans and seconded by Wyn Williams to continue with Zurich Municipal and a payment was made. The Asset Register needs amending to include the telephone kiosk at New Inn. It was agreed that a value of one pound would be sufficient.

8. Correspondence

1. Wales Air Ambulance Charity – Thank you letter for the donation
2. Paul Sartori Foundation – Thank you letter for the donation
3. NHS consultation document
4. PLANED community Forum Network – hold the date 25.06.18 at Crundale Hall regarding the transfer of assets from the county council to local communities and community councils. Cllr Kilmister advised that later in the year, PCC will approach Community Councils to take over responsibility of grass cutting etc. as PCC will cease doing this work from April 2019. Further information will follow and the Enhance Pembrokeshire fund could be used for this work.
5. Clerks and Council Direct – circulated.

9. Any Other Business

1. Dewi Lewis has had complaints that the play area grass had not been cut. The community council had cut the grass at Easter. Cllr Kilmister agreed to look into this matter.
2. There is an issue with dog fouling on the play area. It was agreed to report the matter to Richard Brown, Head of Environmental Services.
3. Alison Evans noted that litter on the Puncheston to Letterston Road was a problem. Cllr Kilmister suggested that this could be another scheme to bid for on the Enhance Pembrokeshire Grant. The Clerk is to report this matter.
4. Alison Evans noted that the flower beds in Puncheston need attention. It was suggested to arrange to get together to do some weeding. John Griffiths had done some weeding and had planted a few plants. A date is to be arranged.
5. Data Protection Regulation – Compliance date is 25th May 2018. Clerk has uploaded a Fair Processing Notice on the website. The notice as read out and it was agreed that this was satisfactory.
6. Barclays Bank Mandate – personal details form was returned by Dewy Lewis. Wynn Williams will return his at the next meeting.

The meeting finished at 9.15 pm.

Date of next meeting agreed as Wednesday 27th June 2018 at 8.00 pm at Puncheston School.