

PENALLY COMMUNITY COUNCIL

Minutes of the General Meeting of the Penally Community Council held upon Wednesday 8th August 2018 at The Village Hall, Penally at 6.30pm.

Present: Cllrs P Bradbury (Chair), J D'Arcy, M Hancock, S Robinson, C Bradbury, M Neal and J Rilstone

In attendance – The Clerk

2018/08-08/01 Apologies for Absence: Cllrs J Preston and C Dessent

2018/08-08/02 Chairman's Report

Cllr Bradbury, on behalf of all Councillors, welcomed the New Clerk and afforded to her his support and assistance in her new role.

2018/08-08/03 To Receive the Minutes of the Meeting 11th July 2018

Council wished it to be noted that the Minutes to be received were for the Extraordinary Meeting held upon the 26th July 2018 not the 11th July 2018.

It was proposed by Cllr Rilstone that these Minutes be a true and accurate record of the meeting of Penally Community Council held upon the 28th July 2018; Cllr D'Arcy seconded the proposal with all Council in full agreement.

2018/08-08/04 Matters Arising from the Minutes – Information Only

Cllr P Bradbury wished it to be minuted that Cllr Preston declared a prejudicial interest in all matters appertaining to Melanie Priestley and her application for the position of Clerk. Cllr Preston withdrew himself from any discussions relating to Mrs Priestley.

2018/08-08/05 Account(s) for Payment and Presentation of Monthly Balance Sheet

Accounts for Payment in August:

001678	C Clemson	Final Clerk's Pay	£252.19 (As Per Accountant)
001679	J Williams	Printing of Crow News	£ 98.00
001680	B Parker	Repair to sign in village	£ 17.09
001681	Smart Gardens	Grass Cutting Contract	£390.00
001682	P G Bourke	Village Warden	£250.00

Cllr Rilstone proposed that the Council pay the above accounts in full; Cllr Robinson seconded the proposal with all Council in full agreement.

The Clerk presented the precept, precept balance and cash book balances to the Council and discussions took place regarding these.

Cllr D'Arcy proposed that these records are a true representation of the Council's cashbook; Cllr Robinson seconded the proposal with all Council in full agreement.

The Clerk noted to Council that no VAT had been claimed in previous years. Cllr D'Arcy proposed that the Council account for VAT on invoices received from April 2018 onwards and make a yearly VAT claim; Cllr C Bradbury seconded the proposal with all Council in full agreement. It was also noted that for the Clerk to go through last years invoices to make a retrospective Claim it would not be cost efficient.

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2018/08-08/06 Planning -

1	18/0261/PA	The Old Crown Inn, Penally, Tenby, SA70 7PT	The Council have both objections and concerns regarding this application. The Clerk to write a suitable letter to Pembrokeshire County Council Planning Department
2	18/0314/PA	DJs Nightclub, Penally Village Road, Penally, Tenby, SA70 7RE	The Council do not have any objections to this application but concerns were raised regarding the potential problems with water supply and disposal of waste water/sewerage. It was also noted that on the application no consideration, to the best of the Council's understanding, has been given to the already approved 40 plus chalets that are to be located in this area. The Clerk to write a suitable letter to Pembrokeshire County Council Planning Department
3	18/0340/PA	Hillside, PENALLY, Tenby, Pembrokeshire, SA70 7PN	No objections or concerns were raised.
4	18/0318/PA	Land North of Penally Heights, Strawberry Lane, Tenby, SA70 7RL	The Council have both objections and concerns regarding this application. The Clerk to write a suitable letter to Pembrokeshire County Council Planning Department

2018/08-08/07 Licensing Application(s) Received None**2018/08-08/08 Consideration of Correspondence Received**

- Notice from Pembrokeshire County Council – To inform the Council that the planning application 18/0057/PA – Stones Throw, Penally has been withdrawn
- Notice from Pembrokeshire County Council – To confirm that the Planning Department have, due to unforeseen circumstances, afforded the Council an extra two weeks to their consultation period on the above planning applications.

2018/08-08/09 Reports from Committees Including County Councillor's Report**Agenda Items:****2018/08-08/10 The Appointment of the New Clerk**

Cllr Rilstone proposed the approval of the new Contract for the Clerk; Cllr D'Arcy seconded the proposal with all Council in full agreement. Cllr P Bradbury, as Chair, signed the Contract, as did Melanie Priestley, as appointed Clerk and Responsible Finance Officer to Penally Community Council.

The Clerk to advise various associations of the change of contact details.

2018/08-08/11 Approval of the Clerk taking over the PAYE/HMRC responsibilities

Cllr Rilstone proposed that the Clerk take responsibility for the payroll and all matters appertaining thereto; Cllr Robinson seconded the proposal with all Councillors in full agreement. The Clerk to contact Ashmole and Co and advise them accordingly.

2018/08-08/12 Consideration of change of bank and Signatories to be confirmed

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Cllr Robinson proposed that Penally Community Council move all their Banking requirements to Barclays Bank as they have a local branch; Cllr Rilestone seconded the proposal with all Councillors in full agreement.

Signatories: Cllrs P Bradbury, M Hancock, Mike Neal, Jules Rilestone and Steve Robinson.
As Responsible Finance Officer, The Clerk is to be named on the account and receive all correspondence. The Clerk to commence opening a new bank account with Barclays, Tenby.

2018/08-08/13 Audit Returns Feedback

Cllr P Bradbury advised the Council that he had not received any further information regarding the Audit for 2017/18

Regarding the 2015/16 and 2016/17 he has received today (Wednesday), via Royal Mail, a forwarded letter from the Welsh Audit Office requesting that the Notice of Appointment of Date for the Exercise of the Electors Rights be publically displayed, this Notice has been displayed and the Clerk to inform the Audit Office ASAP.

2018/08-08/14 Speeding and Irresponsible Parking Within The Village

All Councillors received the data collected by Pembrokeshire County Council via Email. Council are awaiting interpretation of this data from the Transport Department of Pembrokeshire County Council before any further comments can be made.

Councillors discussed the problems of irresponsible parking within the village and acknowledged this is an on-going problem.

2018/08-08/15 Petanque Court

Cllr Rilstone advised the Council that over 25 persons had replied to an advert requesting if anyone would be interested in supporting a Petanque Club. Councillors requested that Cllrs Rilstone and Hancock move this heading forward and instigate some of the interested persons into starting up the club.

2018/08-08/16 Asset Register

Cllr P Bradbury passed the Clerk the following Title Deeds:

- Land adjoining the village hall
- The seven grass areas fronting properties on the left hand side of the village access road (as from Tenby)

Councillors were requested to forward any information they have regarding any assets owned by Penally Community Council to enable an asset Register to be formulated.

2018/08-08/17 Constitution

Cllr P Bradbury proposed that this heading be carried forward; Cllr Neal seconded the proposal with all Councillors in full agreement. The Clerk has diarised this heading for next year.

2018/08-08/18 Councillors Responsibilities

Cllr P Bradbury requested the Clerk to forward an up-to-date copy of the Code of Conduct, Standing Orders and A Good Councillors Guide, via Email, to all Councillors to enable the proposal, in September, for these to be adopted by Penally Community Council.

It has been agreed that Councillors adopt certain matters of interest to monitor and take lead on namely:

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Cllrs C Bradbury and J D'Arcy
Cllr J Rilstone
Cllr M Hancock
Cllr S Robinson
Cllr Neal

Green spaces and flower displays
Parking issues
Planning
Matters arising around the Village
To liaise with various associations

2018/08-08/19 Items for Crow News

It was agreed that contact details of the New Clerk be reported in the Crow News

2018/08-08/20 Village Warden

Discussion took place regarding the current tasks of the Village Warden. This heading has been diarised for September meeting.

2018/08-08/21 Penally MOD firing times – August

Monday 13th – Thursday 16th
Monday 20th – Saturday 25th
Wednesday 29th

Normal Firing Times:-

Monday to Saturday	0830 – 1630
Sunday	1100 – 1530
Bank/Public Holidays	No firing

The Clerk advised the Council that she has contacted the MOD and changed the contact details.

Date for Next Meeting – Wednesday 12th September 2018

Meeting Closed at 20.40