

LLAWHADEN COMMUNITY COUNCIL
INCORPARATING LLAWHADEN, ROBESTON WATHEN, GELLI & BETHESDA

Minutes for the Community Council meeting held on Thursday 6th September 2018 in the Llawhaden YFC & Community Hall at 20:00hrs.

Present:

| | |
|---------------------------------|-----------------------------------|
| Hugh Watchman (Chairman) | Geraint Bowen |
| Tim Simmons | Dave Willcox |
| Di Clements (County Councillor) | Samantha Philipps-Harries (Clerk) |

1. Chairman's Remarks

The chairman welcomed everyone to the meeting.

2. Apologies for Absence

Apologies for absence were received from Isobel James.

3. Confirmation of Minutes of the Last Meeting

Minutes of the meeting held on 5th July 2018, were read and confirmed as a true record.

Proposed by Tim Simons and seconded by Geraint Bowen.

4. Matters Arising There From

4(8a) Road Flooding at Whiteleys – there was no update on this issue at present. Di suggested that copies of the photographs previously sent to Pembrokeshire County Council (PCC) Highways department be sent again. The clerk agreed to contact Simon Plant to find out if he still had the photographs and would forward them to the highways department.

4(8b) Replacement notice boards for Llawhaden – hall and castle, Bethesda – village green: Hugh had obtained a price for a wall mounted lockable noticeboard, suitable for Llawhaden Hall, of £181.08 plus delivery. It was proposed by Dave and seconded by Tim, that only a wall mounted noticeboard be purchased at this time and the other locations be discussed at a later date. All councillors present agreed to this plan. Hugh agreed to order the item.

6b) Maintenance of land and notice board adjacent to the castle in Llawhaden: councillors were still uncertain of who owned this land, and Di agreed to contact the new owners of house adjacent to the land to find out if they had any information.

9a) Llawhaden Community Councillor Vacancies: one person had expressed an interest in the vacancies, from outside of the ward. The clerk would contact the electoral office in PCC to establish the rules relating to such matters.

9b) Criteria for Enhancing Pembrokeshire Grant: activities enhancing the wellbeing of the local residents are likely to favoured by the authority. Kitchen equipment to enable local halls to provide a luncheon/tea club, transport to help residents to attend activities etc.

9d) Defibrillators for Bethesda and Gelli: Bethesda – the owner of the garage in Bethesda had agreed to site a defibrillator on the building. Therefore, it was proposed that a defibrillator and heated cabinet be purchased for Bethesda the approximate cost (based on the previous purchase) would be £1300 plus fitting, this was proposed by Hugh and seconded by Geraint. The clerk would contact the British Heart Foundation to arrange the purchase.

5. Finance

a. Financial Audit 2017/18: the clerk presented the Audit for 2017/18 following it being returned from the internal auditor – Mr Dylan Harries. The audit included:

The Annual Return for the Year Ended 31 March 2018

Accounts for Year Ending 31st March 2018

Grant Thornton Bank Reconciliation for 31st March 2018

Explanations of significant variances on the Accounting Statements 31st March 2018

Statement of Accounts for 31st March 2018 & Comparison of Statement of Accounts for 31/03/18 and 31/03/17

Asset Register

Budget to Actual Spend as at 31st March 2018

Forecast of Income and Expenditure for 2018/19

Risk assessment and management for the year ending 31st March 2018

The internal auditor recommended the following:

Signed: *Hugh Watchman*

Dated: 4th October 2018

Chair of Llawhaden Community Council

LLAWHADEN COMMUNITY COUNCIL
INCORPARATING LLAWHADEN, ROBESTON WATHEN, GELLI & BETHESDA

Whilst purchase invoices and other support documentation have been referenced by the Clerk with the cheque number and minute reference, I would recommend that such support papers are signed and dated by the Chairman at the time of payment. This would facilitate clarity in the approval process and would also serve as a safeguard to minimize the risk of a duplicate payment of the same invoice. It is in my view that the current practice of obtaining council members' initials on the back of the cheque counterfoils does not add to internal control and could be dispensed with.

In regard to salary payments, as indicated above, I would recommend that the actual salary amount should be recorded in the minutes and appropriate PAYE procedures followed.

The clerk was happy to implement the internal auditors' recommendations and would contact HMRC to obtain the relevant PAYE references for the community council. The clerk would then also be an employee of Llawhaden Community Council and ensure that the Real Time Information (RTI) was forwarded to HMRC within the appropriate timescales.

The Internal Auditor Mr Dylan Harries, had provided an invoice for the work he had carried out totalling £80.00. It was agreed to pay this invoice by all members present and proposed by Geraint and seconded by Tim.

- b. Wales Audit Office: Auditor General Wales study of the effectiveness of internal audit at Town and Community Councils in Wales – the clerk had forwarded some of the information the office had requested and would forward the remainder of the information in due course.
- c. Estimated balance of the bank accounts as at 31st August 2018:
Business Current Account - £6593.81
Business Reserve Account - £1433.24
- d. Budget to Actual spend Comparison April to August 2018

6. Correspondence

- a. Letter of thanks from Paul Sartori – noted.
- b. Letter of thanks from Children's Wales Air Ambulance – noted.
- c. Pembrokeshire County Council (PCC) - Pembrokeshire Coast National Park Off Street Parking Places – Order 2015 Variation Order No.1 (2019) – tabled

7. Planning

- a. Notification of planning decision: Green Corner, Bethesda – agricultural building to house machinery i.e. tractors and general tools for upkeep of small holding – planning application required (18/0369/AG).
- b. Notification of planning decision: Bethesda Farm, Rose Villa, Bethesda – erection of four self-catering lodges & associated infrastructure – refused (17/1293/PA).
- c. Planning application and decision: Llysgwyn, Bethesda – New single storey kitchen extension – conditionally approved (18/0296/PA).

8. Points of interest raised by the County Councillor

- a. Haverfordwest VC Highschool update – PCC had confirmed that the Prendergast Site (old Sir Thomas Picton School) would eventually be the location for the school, following some infrastructure updates. There was no timescale for these changes at the moment.
- b. Di had been involved with a peer regeneration group for PCC – where monies from the Welsh Government could be available to regenerate area within Pembrokeshire. So far Haverfordwest and Pembroke had been identified with such ideas as a food emporium in Haverfordwest and a dedicated Tudor exhibition in Pembroke. There was talk of a 10% increase in the council tax to help install and maintain these projects.

9. Any Other Business

- a. Llawhaden YFC & Community Hall - Maintenance of hall floor and external painting: Hugh agreed to look at the possibility of the enhancing grant being used to pay for this work. The hall was an asset to the ward and this type of upkeep would hopefully encourage more groups using the hall for their activities.
- b. Upkeep of Flower Planters:
Llawhaden (Hall and Castle) – since Simon Plant had left the village there was no one nominated to maintain the planters.
Robeston Wathen – Tim confirmed that Mr Stephen Hughes was currently maintaining this planter and was happy to continue.

LLAWHADEN COMMUNITY COUNCIL
INCORPARATING LLAWHADEN, ROBESTON WATHEN, GELLI & BETHESDA

Bethesda – Hugh agreed to maintain this planter.

Gelli – no one currently maintained this planter, but Hugh would speak to some of the residents to find out if they would be willing.

In the meantime, the Clerk would purchase daffodil bulbs to plant in the planters for some spring colour.

- c. Speeding vehicles in Bethesda and Gelli: residents of Bethesda and Gelli had reported their concerns over speeding vehicles in both villages. Di agreed to contact PCC to arrange for the speed survey equipment to be placed in the villages, she did mention that there was a waiting list for the equipment and it may be some time before they were available. The clerk also made the meeting aware of a project that was joint venture with community councils and the traffic police – where members of the project are trained to use a speed gun and although motorists who are found to be speeding in the area can not be fined a letter will be sent to them from the police advising them of the projects findings.
- d. Request for new benches at Bethesda and Gelli: residents of both these villages had offered to make and site benches in their villages. The gentleman in Bethesda had agreed to make and site the bench for £185. This was thought to be a very kind gesture and it was agreed to go ahead with the purchase – proposed by Hugh and seconded by Dave. Hugh would obtain the cost from the Gelli resident as soon as possible, and the matter would be discussed once the cost had been obtained.
- e. Maintenance of Robeston Wathen Village Hall: Tim had not been made aware of any maintenance requirements at this time.
- f. Robeston Wathen Church Clock: the clock was not working, and villagers had agreed to establish what was wrong before contacting a workman to rectify the problem. Tim would keep us informed of the villagers finding.
- g. Sport field at Llawhaden used for training by Narberth RFC: the rugby club had not confirmed their need for the field during the season. It was felt that other organisations in the ward may benefit from the field e.g. schools such as Castle School, they would be contacted to establish this would be of use to them.
- h. Maintenance of on village green in Gelli: it was thought that a local resident currently cut the grass in Gelli, Hugh would speak to residents to find out if they knew.
- i. Trees on village green in Bethesda: it was thought that the trees overhanging the green were the responsibility of the land owner. It was also mentioned that some residents were unsure of week their black bin bags should be put out, this obviously leads to broken bags when they are left out on the wrong week and only a few residents are willing to tidy them up. Di agreed to visit the village to establish what was going on.
- j. Cleddau Press Invoice: an invoice for £115 had been received for the printing of the ward's Summer Newsletter. It was proposed by Tim and seconded by Geraint that the invoice be paid.

10. Next Meeting

The next meeting would be held on Thursday 4th October 2018 at Llawhaden YFC and Community Hall at 20:00hrs.

As there was no further business the meeting closed at 22:225hrs.