       PUNCHESTON COMMUNITY COUNCIL

A meeting of Puncheston Community Council was held on Wednesday 24 October 2018 at the Drovers Arms at 8.00 pm.

Present: Mrs. Alison Evans, Mrs. Anne Thomas, Messrs. Dewi Lewis, Cllr Bob Kilmister and Mrs. Eirian Forrest, Clerk.

1. Apologies: Received from Mr. Wyn Williams

2. Minutes of the Last Meeting

Copies of the minutes of the last meeting had been distributed to members. There was one error the Cemetery Clean Up was in Puncheston Cemetery and not Little Newcastle as reported. The minutes were agreed as being a true record and were signed.

3. Matters arising from the minutes

1. Surface water problem on C3008 near Lower Puncheston – response from Dorian Williams, PCC – This will be monitored as it seems that it is a problem with Welsh Water Apparatus.
2. Alison Evans had an enquiry from a resident regarding the speeding issue in the village. She told the resident that comments were invited on Bob Kilmisters Facebook page and no comments were received.
3. Enhance Pembrokeshire Grant – Cllr Kilmister suggested as Puncheston Community Council are responsible for the cemetery that this grant is used towards renovating the cemetery wall etc.
4. Wyn Williams has not been able to send a photo of the road from Glyn Helyg that needs resurfacing.
5. The road near Garndeifog hasn’t yet been resurfaced – Cllr Kilmister advised that PCC are working through the list. If nothing has been done by November, he will look into the matter.
6. The pot hole near Martel House and one between Linton and Beulah Chapel have been repaired.
7. Defibrillator training – no update.
8. Flower beds – Ellis Reed doesn’t want to maintain the flower beds on a regular basis. Alison Evans suggested paying Anthony the gardener from Little Newcastle to do it. Dewi Lewis suggested putting an advert in the notice boards and County Echo. It was suggested discussing this further before spring 2019.
9. Memorial benches – Wyn Williams hasn’t yet been able to make enquiries with Eifion Thomas in Dinas Cross.

4. Highway matters

1. Blocked drain near Villa Farm by the junction to Castleblythe, Puncheston. The Clerk to report.

5. Planning

For info: the planning application 18/0005/PA for barn conversions at Tufton Arms has been approved.

6. Audit Report

The Annual return for the period ended 31st March 2018 received. The findings of the audit were:

1. Internal Auditor engagement letter – the letter was sent after the internal audit had taken place. It is recommended that the Council receive an engagement letter before the Internal Audit takes place.
2. Timing of internal audit – The Council approved the Accounting Statement on the Annual Return on 30 May 2018 and had responded ‘Yes’ to assertion 6, confirming that the Council has maintained throughout the year an adequate and effective system of internal audit of the Council’s accounting records and control systems. The Internal Auditor completed his element on 09 June 2018; 10 days after the Council gave a positive response to assertion 6. If the Council gives a positive response to assertion 6 before the independent auditor completes their report, the Council must explain on what basis it was appropriate to give a positive response.
3. Accounting Statements – Box 1 on the accounting statement balances brought forward in incorrectly stated as 1562.00. This should read 1432.00 as stated in 2017 as the balance carried forward. Box 7 & 11 balances carried forward are incorrectly stated as 1149.00. This should instead read 1019.00. Box 9, total cash and short term investments, for the year ended 31 March 2018 is incorrectly stated as 1149.00. This should read 1019.00.The clerk explained the discrepancy appears to be two cheques totaling 130.00 which were issued in 2017 but not cashed until 2018. The Bank statement dated 29 March 2018 shows a start balance of 1562.00.
4. Box 8 on Annual Governance Statement (Part 1) was not ticked.

The Notice of Completion is published on the website, and placed inside the notice boards.

7. Puncheston Cemetery

1. Since the last meeting it is noted that Puncheston Community Council are responsible for half (church side) of the cemetery. The church members are waiting a confirmation from The Church of Wales and may wish to pass over their share of the cemetery to the community council.
2. The Clerk had made enquiries with Zurich Municipal regarding insurance. They have advised that the general grounds would be covered under the current Public Liability cover. If there are private headstones, the liability remains with the families responsible for the upkeep, and the community council are only liable for the headstones if no families remain to take responsibility. A topple test was suggested to identify those headstones needing action. It was agreed that Alison Evans and Dewi Lewis would arrange to visit the cemetery to carry out the topple test and make a record of burials. This information will be given to the clerk for record keeping.
3. Cllr Kilmister advised there was an access to a grant which is administered by PCC, called the Pembrokeshire Church Act Fund which covers churches and cemeteries. There is approximately 5000.00 available which could be used towards repairing the walls and paths.
4. It is clear that the community council have the responsibility and not the Burial Board.
5. Dewi Lewis queried who sets the amount for burial fees, currently its 50.00 which is too low. A revised fee needs to be discussed and agreed. Cllr Kimister advised that it would be the community council who would set up the fee, and the Burial Board would be advised of this new agreement.
6. It is noted that there is 2000.00 in the fund but all of the bank account signatories have all passed away and having access to the account may be problematic. Cllr Kilmister advised that there is a formal procedure to overcome this.
7. It was agreed that an annual maintenance programme would be required which would include a topple test, number count of headstones, repairs required etc.
8. Alison Evans & Dewi Lewis suggested that a meeting is arranged with the representatives who are willing to set up the Burial Board. The Clerk and Cllr Kilmister agreed to attend this meeting also.
9. Alison Evans reported that someone has already cleaned up the war memorial.

8. Resignation – Cllr Gareth Howells / Notice of Casual Vacancy

The Clerk has received a letter of resignation dated 09 October 2018 from Gareth Howells. An advertisement for the Casual Vacancy will be displayed for fourteen working days in the notice boards in Tufton, Puncheston and Little Newcastle on 29th October 2018. Any interested parties will need to formally put their names forward by Friday 16th November 2018.

9. Correspondence

1. Additional Community Governor – late email received asking for nominations for the vacancy. It was proposed by Dewi Lewis, seconded by Anne Thomas that Alison Evans be nominated.
2. PATCH – Christmas toy appeal – request for toys, wrapping paper and sticky tape. It was proposed by Dewi Lewis, seconded by Anne Thomas that a donation of 25.00 be given.
3. Sinead Henehan, PCC – Broadband connectivity within the County – reporting of poor speeds and unreliable provision. Results of speed tests are to be sent to Lee McSparron. The clerk will place this information in the notice boards and in the County Echo.
4. SSE SWALEC invoices for the Christmas lighting in Little Newcastle 1.49, and 5.53 in Puncheston. A cheque for 7.02 was written to cover both invoices.

10. Any Other Business

1. Alison Evans asked for a donation of 20.00 for the Royal British Legion for a wreath for Little Newcastle Centenary Armistice service on 11th November 2018. This was proposed by Dewi Lewis and seconded by Anne Thomas.
2. The clerk was reimbursed 20.00 for the flowers she purchased for Wyn Williams’ bereavement. This was proposed by Alison Evans and seconded by Dewi Lewis.
3. It was agreed that a payment will be made for the room hire at The Drovers Arms.
4. Arrangements for the Christmas dinner will be discussed at the next meeting.

The meeting finished at 9.10 pm

Date of next meeting agreed as Wednesday 28th November 2018 at 7.30 pm at Puncheston School.