

PENALLY COMMUNITY COUNCIL

Minutes of the General Meeting of the Penally Community Council held on Wednesday 12th December 2018 at The Village Hall, Penally at 6.30pm.

Present: P Bradbury (Chair), C Bradbury, J Preston (County Councillor and Vice Chair), J D'Arcy, J Rilstone, M Neal and S Robinson

In attendance – The Clerk

01 2018/12 Apologies for Absence - None

02 2018/12 Chairman's Report

Cllr P Bradbury thanked everyone concerned for their help with putting the village Christmas tree up and along with the Light up The Lanes all agreed that the village is looking very festive.

It was also reported that the first meeting of the Finance Sub Committee had been held and although it was a long meeting a lot had been achieved.

03 2018/12 To Receive the Minutes of the Meeting 14th November 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 14th November 2018 and be signed by the Chair as such; Cllr D'Arcy seconded the proposal with all Council in full agreement.

04 2018/12 Matters Arising from the Minutes – Information Only

Cllr Preston advised the Council that his November Report had not been printed in the Tenby Observer so any pertinent facts will be carried forward into his December Report.

Cllr D'Arcy advised that members of the Penally History Society are corresponding with the person who approached the Council requesting certain information to assist in the tracing of their family tree.

Following Cllr Preston's observation that Penally's Remembrance Service was not depicted in the Tenby Observer, along with other smaller local villages. The Clerk will make arrangements to ensure that Penally's Remembrance Service is represented in the Tenby Observer from 2019 onwards. This has been diarised for the September Meeting.

05 2018/12 Account(s) for Payment and Presentation of Monthly Balance Sheet and report.

Accounts for Payment:

Smart Gardens	Grass Cutting Contract	£330.00
Smart Garden	Pressure Washing Paths	£175.00
Melanie Priestley	Clerk Salary and extra hours	£231.63
G Bourke	Village Warden	£250.00
HMRC	PAYE	£219.60

Cllr Rilstone proposed that the above accounts be paid in full; Cllr C Bradbury seconded the proposal with all Council in full agreement.

The Clerk presented the precept balances and cash book balance to the Council along with the bank reconciliation.

Cllr Preston proposed that the banking records presented be signed by the Chair as a true representation of the Council's finances to date; Cllr D'Arcy seconded the proposal with all Council in full agreement.

06 2018/12 Planning –

1	18/0905/PA	1, Gocygfa Corau, Penally	Alteration and extension of dwelling and creation of first floor roof terrace.
2	18/0869/PA	Land North of Penally Heights, Strawberry Lane, Penally	Erection of one fixed timber holiday unit with decking, pedestrian link and landscaping (resubmission).
3	18/0933/PA	St Teilo, Penally	Remove rear conservatory and replace with a 2 storey extension.

1. All Councillors agreed that they have no concerns or objections regarding this application and fully support it.
2. The Clerk advised the Council that a letter of objection to this planning application has been received.

Following a lengthy discussion Cllr Bradbury proposed that Penally Community Council object to this planning application and raise the concerns as discussed; Cllr Neal seconded the proposal with all Councillors in full agreement. The Clerk to write a suitable letter of objection to the Planning Authority including all the points raised by the Council.

3. The Council considered that this property is situate within the Conservation area of Penally and although the application is for a considerable size extension, it is to the rear of the property and the front elevation facing the Village Green will remain as is.

It was agreed by all Councillors that they have no concerns or objections regarding this application.

07 2018/12 Licensing Application(s) Received - None

08 2018/12 Consideration of Correspondence Received

- Notices received from Pembrokeshire County Council advising of the dates when refuse will be collected over the Christmas Holidays. These were distributed for public display.
- Email received from the Speed Watch Organisers requesting the contact details for the Village Hall. The Clerk to forward the appropriate information.

09 2018/12 Reports from Committees Including County Councillor's Report

Cllr Jon Preston – County Councillor's Report

County Budget

Pembrokeshire Councilors attended a budget seminar at County Hall on Monday 26th November. Despite the 12.5% Council Tax increase for financial year 2017 / 2018 many front line services are still facing budget cuts. Council tax for the financial year 2019 / 2020 will depend on what Pembrokeshire receives from the Welsh government settlement, however despite newspaper reports

of ‘an end to austerity’ this in real terms is not the case and in my view a reduction in council tax is unlikely and an increase above 10% is not out of the question. A draft budget will be presented to full council at the December Full Council meeting where five council tax options are to be presented for consideration. The options are based on a Band D property with option 1 being an increase of £1.00 per week per household up to option 5 which would be an increase of £5.00 per household. The recommendation put forward by the Cabinet is Option 2 which would be an increase of £1.89 per week per Band D household. If approved this would equate to a 10% increase and would generate an additional £5.3m of revenue. All options will now be considered by the overview and scrutiny committees before coming back to full council.

Village Playing Field.

Following on from last months update I have asked the Estates Officer to draft a proposal for the consideration of the Community Council. The successful formation of a boules / Petanque club will help support the possibility of funding to finance a community project. I have requested specific information regarding our responsibilities in regard to grounds maintenance should Council decide to proceed with a formal application for a Licence or a Lease. I have written to the Chairman of the newly formed Petanque Club and explained our current position. I look forward to making progress on establishing a way forward with this project.

Tourist Information Centres

Pembrokeshire County Council has been considering the closure of Tourist information Centres in the County. Generally it is believed that visitors to Pembrokeshire are able to access much of the information they would normally receive at a TIC on a number of internet sites. In the case of Tenby, a high percentage of visitors to Tenby are now second home owners and seldom require the use of the TIC due to making frequent visits to the resort. The data collected by staff at Tenby TIC suggests that 90% of visitors to the Tenby TIC are seeking tourist advice whilst the remaining 10% are seeking PCC services. I have asked for evidence of this data and how it was collected. In the event of Tenby TIC closing I have been told that options are being considered in terms of an alternative customer facing service for residents to access some PCC services.

Local Development Plan

A candidate site application has been submitted to Pembrokeshire County Council in regard to the land opposite the former Night Owl building. The area of land which is currently a car park is to be considered for development and inclusion in the draft Local Development Plan. Details of the submission will be published this December along with other candidate sites prior to public consultation. Preparation will start in April 2019, with the document expected to be published for formal consultation by October 2019. Information can be obtained by visiting <https://www.pembrokeshire.gov.uk/local-development-plan-review> where members of the public can also register for updates from Pembrokeshire County Council.

349 Bus Service

The 349 bus service was again unable to pass through the village recently due to a vehicle being parked on the bus route. The car in question was left near the bus stop near the village church. I have asked First Cymru bus drivers to record details of any vehicles that cause an obstruction so that we may speak with the drivers and have the evidence to support a report to our local PCSO's.

Agenda Items:

10 2018/12 Petanque Court/team update

As Cllr Preston's report

11 2018/12 The Consideration of the position for new Councillors

The Clerk advised Councillors that:-

- She had spoken with the Returning Officer at Pembrokeshire County Council and advised her that Penally Community Council now has two spaces for Councillors.
- The Notice for Vacancies was publicly displayed on the 10th December 2018 (on the village notice board and the website).
- If an Election is not requested within 10 days, then a Notice will be placed in the Tenby Observer and publicly displayed stating the Penally Community Council are able to coopt two Councillors.
- If any persons are interested in being considered for the position of Community Councillor for Penally they should contact the Clerk on 07525 007068

12 2018/12 Items for Crow News – None

13 2018/12 Village Warden

Discussion took place, while considering the precept, whether firstly the Village Warden is a justified spend of Community Council's money and how the allocated hours granted to the Warden can be managed in a more productive manner. It was agreed that Cllrs C Bradbury and Robinson will study the Village Warden's past job sheets and draft a new schedule for 2019. This will be presented at the January meeting for further consideration.

14 2018/12 Audit Update

The Clerk advised the Council that:

- Notices of Completion have been received from the Auditor General for Wales for the years 2015/16 and 2016/17.
- The recommendations for both years are as listed in the Report received earlier this year and answered, in September.
- The Auditor's report and Notice of Completion for both years have been publicly displayed on the Village Notice board and Community Council's website.
- The Clerk to submit a Notice to the Tenby Observer stating that the two Audits have been completed and that the Auditor General for Wales has accepted the reply from Penally Community Council.
- Mr Deryck Evans, Technical Team Officer the Welsh Audit Office, commented to the Clerk that - Penally Community Council Councillors have afforded every assistance they could in this process and that he is satisfied that the Council have already implemented many of the actions as per their reply.

15 2018/12 Presentation of the Remuneration Decisions

This heading has been carried over to January meeting

16 2018/12 To consider and adopt the Terms of Reference for the Finance Sub Committee

Following consideration, all Councillors agreed that this document be adopted as a Terms of Reference for the Finance Sub Committee of the Penally Community Council.

17 2018/12 To Receive the Report from the Finance Sub Committee

The report was circulated to all Councillors and discussed. Cllr Bradbury reiterated that financial and audit responsibilities lie with all Councillors and not just to those on the Finance Sub Committee.

The Time Line of Auditing and Financial obligations was discussed with Councillors being advised that this is a live document and as Councillors consider items to be added, they should contact the Clerk who will update the document. The updated document will be revised at each meeting of the Finance Sub Committee and presented to all Councillors at the following General Meeting, to ensure that all Councillors have the most up-to-date copy of this document.

18 2018/12 To Consider and Adopt the Draft Financial Regulations

Following discussions it was agreed that two sections be removed, but they could be added in future if so require, relating to the Council's use of credit and debit cards, internet banking and loans either to or by the Council. Cllr Rilstone proposed that the Financial Regulations with the removal of the two sections be adopted by the Council; Cllr D'Arcy seconded the proposal with all Councillors in full agreement.

19 2018/12 To Consider the 2019/20 Budget and agree the 2019/2020 Precept

The figures prepared by the Finance Sub Committee along with a precept report as prepared by the Clerk was circulated to all Councillors.

Discussion took place regarding the 2019/2020 budget in particularly to:

- The fact that the Council must budget for the possibility of Penally Community Council being charged by Pembrokeshire County Council circa £4,300 to contribute to the costs incurred for any Election called (this is only Community or County Councillors positions).
- The Grounds Upkeep Contract – This is due for renewal April 2020. The Council commented that there are no concerns with the upkeep of all grass areas in Penally.
- Penally Crow News – The Council discussed the possibility of local businesses sponsoring a page of this 5 issues a year newsletter from April 2019 at a proposed cost of £100 a page per year. The Clerk to draft a Sponsor Request for the January meeting.
- Village Warden – As above (13 208/12)
- The Clerk advised the Council that confirmation had been received from One Voice Wales of the 2019/20 Pay Scale for Community Clerks, (as per NALC)
- Cost of village Christmas tree – The Clerk to make enquiries as to whether a Sponsor could be found to either donate or pay for next year's Christmas Tree.
- Consideration to be given to the decisions made regarding the Remuneration for Councillors as agreed upon in the November meeting.

The budget for Penally Community Council was discussed by all Councillors. (Figures and report available upon request to the Clerk or as posted on the Council's website)

Cllr P Bradbury proposed that Penally Community Council apply for a precept for 2019/2020 of £14,500 (an increase of £3,000); Cllr Rilsone seconded the proposal

Cllr Preston proposed that Penally Community Council apply for a Precept for 2019/2020 of £14,000 (an increase of £2,500); Cllr D'Arcy seconded the proposal.

A vote was recorded with the majority in favour of the Penally Community Council precept of £14,000 be applied for.

20 2018/12 Penally MOD firing times – December 2018

Saturday 1st December – Sunday 2nd December 2018

21 2018/12 To Minute any Declarations of Interests made - None



Clerk to Penally Community Council.

Normal Firing Times:-

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