

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

Minutes for the Community Council held on Thursday 1st November 2018 in the Llawhaden YFC & Community Hall at 20:00hrs.

Present:

Hugh Watchman (Chairman)	Tim Simmons
Catherine Hancock	Di Clements (County Councillor)
Samantha Philipps-Harries (Clerk)	

1. Chairman's Remarks

Hugh welcomed everyone to the meeting and extended a warm welcome to Catherin who was the newly appointed community councillor.

2. Apologies for Absence

Apologies were received from Isobel James and Geraint Bowen.

3. Confirmation of Minutes of the Last Meeting

Minutes of the meeting held on 4th October 2018 were read and confirmed as a true record. Proposed by Tim and seconded by Hugh.

4. Matters Arising There From

4(6b) Maintenance of land adjacent to the castle in Llawhaden: whilst delivering the Christmas flyer the clerk had been approached by residents of Llawhaden who currently maintained the land by regularly cutting the grass and cutting back the trees. They were concerned that without their intervention the land would become an eyesore and discourage people from using the land for picnicking and playing on as it is used for now. Di confirmed that one of the trustees for the land had contacted her and agreed to inform the other trustees of the concerns local residents had regarding the upkeep of the area.

4(9d) Defibrillator for Bethesda – successful British Heart Foundation (BHF) grant application, and Gelli Defibrillator update: the BHF had agreed to supply a defibrillator for Bethesda at a cost of £600. The defibrillator would be sited at the garage in Bethesda, and a heated cabinet would be purchased once the defibrillator was received. The clerk agreed to forward the cheque to the BHF and accept delivery of the defibrillator. With regards to Gelli, no site had been confirmed yet and therefore no further action could be taken until a site was agreed.

(6c) PATCH – invoice for board games purchased for their Christmas Toy Appeal 2018 – the clerk had purchased a number of board games and wrapping paper for this appeal and would drop them off with PATCH at Albany Church, Haverfordwest one Friday between 10:00 and 12:00. A receipt for £50.93 was presented and agreed to pay by all councillor's present. Proposed by Hugh and seconded by Tim.

(9a) Annual Christmas Lunch for the over 60's and Children's Panto Trip Update: arrangements for this event was well under way, with the hall, Owain Lewis and Llawhaden YFC all booked for the day. Wine had been purchased at a cost of £125 from the Memorial Hall, Clarbeston Road and it was agreed to pay the invoice – proposed by Tim and seconded by Hugh. The clerk was arranging the raffle hampers, the shopping and it was agreed to meet at the hall on Saturday 1st December at 19:00hrs to prepare the vegetables for the lunch. The Panto trip would be to Clarbeston Road Players Treasure Island at the Memorial Hall Clarbeston Road on Saturday 8th December at 19:30hrs.

(9d) Update on bench for Gelli: no update at present.

5. Finance

- a. Certified Annual Return from Grant Thornton – Audit for year ending 31/03/18: the external audit had been returned and noted a few areas that needed to be amended:
 - i. The notice of appointment of date for the exercise of electors' rights – needs to be displayed after the accounts have been returned from the internal auditor and presented to the

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Signed: _____
Chair of Llawhaden Community Council

Dated: 6th December 2018

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community council meeting before being displayed, and at least 20 days before they are to be sent to the external auditor. The clerk/RFO would ensure this was adhered to in the future.

ii. The council did not provide a letter of engagement from the Internal Auditor in 2015/16 and 2017/2018: the clerk/RFO confirmed that there did not appear to be a letter of engagement for 2015/16 and could not be provided. However, a letter of engagement for 2017/18 had been actioned from Mr Dylan Harries (appointed Internal Auditor 2017/18) and had been forwarded to external auditor Grant Thornton.

iii. PAYE: it was noted that a PAYE system was not in place for the clerk's salary. Guidance issued by HMRC in February 2011 stated that all community councils must operate a PAYE system for both tax and NIC purposes on income they pay to their clerks and RFO's. The clerk/RFO is in the process of setting up the community council as an employer with the HMRC and will in due course be supplying Real Time Information (RTI) to HMRC as soon as all the relevant information was received.

b. Estimated NatWest Account Balances as at 31/10/18: -

Business Current Account £5788.02
 Business Reserve Account £1433.42

c. Budget Planning for Precept request 2019/2020: -

<u>COMPARISON OF BUDGET 2018/19 TO YEAR TO DATE ACTUAL SPEND</u>			
-		ACTUAL	
	BUDGET	RECEIPTS/	DIFF
		SPEND	
<u>INCOME</u>			
Precept	£7,500	£5,000	£2,500
Other Income	£0	£0	£0
<u>TOTAL</u>	£7,500	£5,000	£2,500
<u>EXPENDITURE</u>			
			+ / -
Clerk's Salary	£1,800	£1,350	£450
Clerk's Expenses (Estimated)	£100	£96	£4
BDO Audit Fees (Estimated)	£200	£80	£120
Internal Audit Fees	£0		£0
Insurance	£220	£183	£37
YFC Hall Rent	£300	£0	£300
One Voice Wales Membership (SUBS)	£150	£0	£150
Donations	£1,200	£250	£950
Printing Costs (for Newsletter etc.)	£550	£290	£260
Christmas Events (Lunch & Panto Transport)	£1,200	£0	£1,200
Misc. Including Defibrillators	£1,780	£314	£1,466
<u>TOTAL</u>	£7,500	£2,562	£4,938

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FORECAST OF INCOME AND EXPENDITURE FOR 2019/20	
<u>BUDGET FORECAST/PRECEPT REQUEST for 2019/20</u>	
	BUDGET
<u>INCOME</u>	
Precept	£7,500
Other Income	£0
<u>TOTAL</u>	£7,500
<u>EXPENDITURE</u>	
Clerk's Salary	£2,000
Clerk's Expenses (Estimated)	£100
BDO Audit Fees (Estimated)	£220
Internal Audit Fees (Estimated)	£80
Insurance	£200
YFC Hall Rent	£300
One Voice Wales Annual Membership	£100
Donations	£300
Printing Costs (for Newsletter etc.)	£600
Christmas Events (Lunch & Panto Transport)	£1,200
Misc. Including Defibrillators/Planters/Amenity update	£2,400
<u>TOTAL</u>	£7,500

6. Correspondence

- a. Independent Remuneration Panel for Wales Draft Annual Report – February 2019 – tabled.
- b. BHIB Councils Insurance – The Aviva Community Fund – noted.
- c. Information Board at Llawhaden Castle: CADW had contacted the clerk to advise her the information board (that had fallen over and been removed by Pembrokeshire County Council (PCC)) at the site was owned by the community council. Nobody at the meeting was aware of this and it was agreed the clerk would try to clarify the situation with CADW. It was known that the notice board that was attached to the information board did belong to the community council and members would endeavour to replace the notice board as soon as possible.
- d. Community Safety, Poverty and Regeneration Manager for Pembrokeshire County Council (PCC) – Broadband issues – it was felt detailed information would need to be gathered to establish the problems experienced by residents, maybe a door to door questioning?
- e. Hywel Dda University Health Board – official launch of NHS111 across the Hywel Dda region Wednesday 31/10/18 – noted.

7. Planning

- a. Woodland management and tool storage at Coed Cerfwr Llwy Bren, Drim Wood Llawhaden – 18/0583/AG – unconditionally approved.
- b. Storage shed for agricultural machinery for upkeep of smallholding at Green Corner, Bethesda – 18/0457/PA – conditionally approved.
- c. Change of use from farm shop to holiday let at Bethesda Farm Shop, Rose Villa, Bethesda – 18/0703/PA – planning application received – not objections known to the community council at this time.

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8. Points of interest raised by the County Councillor

- a. Footpath between Robeston Wathen and Cannaston Woods – Di had been approached by residents of Robeston Wathen and investigated the possibility of a footpath. It was estimated to cost £302,000, and it was unknown how much money could be made available through an active travel bid at this time.
- b. The last speed survey for Robeston Wathen was in 2011, but it was agreed for more information to be gained before deciding where the best spot was for the survey to be sited. It was believed that Bethesda would get the survey when the equipment was available.
- c. PCC were hoping to improve transport links in the town to reduce traffic, by linking up the bus timetable with trains etc.
- d. Regeneration was still on PCC radar with no new items to report at present, other than the plan to change the upper area of Haverfordwest into a residential area.

9. Any Other Business

- a. Autumn Newsletter deadlines – it was hoped to have the next newsletter ready to deliver before the Christmas lunch on 2nd December. Hugh agreed to contact Isobel to organise this and contact the contributors to the newsletter for their information.
- b. Maintenance of Bethesda Green – Mr Dylan Harries of Bethesda maintains the green in the village by cutting and strimming the grassed area. It was agreed to send a letter of thanks to Dylan for donating his time and energy to this. Following on from this it was agreed to send letters of thanks to Mr Brian Twose and Mr & Mrs A Gallagher for the maintenance of the land in Llawhaden and Mr Steven Hughes for the maintenance of the planters in Robeston Wathen.
- c. Speeding issues in Gelli and Bethesda – petition being raised to lower speed limit to 30 mph. As previously discussed, the speed survey equipment would be placed in Bethesda when it was available.
- d. Correspondence had been received today from PCC relating to a vacancy on the governing body of St Aidan's VA Church in Wales School, Wiston. Anyone interested in applying for the vacancy would need to apply by 4th December 2018.

10. Next Meeting

The date of the next meeting would be Thursday 6th December 2018 at 20:00hrs, at the Llawhaden YFC & Community Hall, Llawhaden.

As there was no further business the meeting closed at 21:45hrs.

Signed: _____
Chair of Llawhaden Community Council

Dated: 6th December 2018