

Martletwy Community Council

Minutes of a meeting of Martletwy Community Council held on Monday 2nd June 2014 in Lawrenny Village Hall at 7.30pm.

Present

Hayley Wilkinson (Chairman); Maureen Prentice (Vice-chairman); David Cole, Phillip Eynon, Mike Lewis, Gill Williams (Community Councillors); Rob Lewis (County Councillor); Hayley Williams (Clerk).

Also in attendance: Mr & Mrs Simon Palmer.

Apologies for absence

No apologies for absence had been received.

14/063 Minutes of previous meeting

- a) Approval of minutes
 - i. *Annual General Meeting 12/05/2014*

These were taken, as read, and signed as a true and accurate record.

- ii. *Ordinary Meeting 12/05/2014*

These were taken, as read, and signed as a true and accurate record.

- b) Approval of confidential reports

The Confidential Report of the Verbal Staff Appraisal that was undertaken at the Annual General Meeting was taken, as read, and signed as a true and accurate record.

14/064 Matters arising

- a) Planning Application NP/14/0208 - The Forge, Landshipping

Community Cllrs Eynon and Lewis and County Cllr Lewis all declared an interest in this item and left the room for the duration of discussions.

As requested at the last meeting, the clerk had circulated a draft response to Councillors via email prior to submitting to the National Park Authority.

A response had been received from the Planning Officer Mr Matt Dash addressing the concerns raised and this was read out to the Council.

In addition to the response from Matt Dash, an email had also been received from the applicant Mr Simon Palmer which was also read out to the Council.

The Council felt that the concerns raised at their previous meeting had been addressed and it was therefore resolved not to submit a formal recommendation to refuse planning in this case. However the Council felt that the original application received had contained incomplete information as the measurements had not been made clear on the elevations. They also felt that the historic relevance of the site (brought to their attention by Mr Palmer) should have been reported on the application as it ought to have been taken into consideration. They asked the clerk to forward these comments and request that PCNPA ensure that full information is given on the applications circulated to town and community councils so that informed decisions could be made.

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b) Lawrenny Public Toilets

As instructed, the clerk had been in contact with Jonathan Mills, Corporate Improvement Officer at Pembrokeshire County Council, to request an update on the situation with Lawrenny Public Toilets.

The following response had been received:

As no alternative method of operating the toilets was found by 1st April 2014 our legal department are in the process of transferring the Lawrenny toilet block building back to the landowner as per the original agreement that was established when the Council took on responsibility for the building in 2003.

County Cllr Lewis added that it was still the intention of Mr Brian Edmunds to reopen the facilities although it was difficult to predict a date as nothing could proceed until the transfer had been completed.

Cllr Eynon queried the proposed improvements including installing disabled facilities which he stated had previously been agreed to by the County Council. County Cllr Lewis informed that following further discussions it had been felt that the money that PCC would use to fund these improvements could go a lot further if used by the landowner as it would allow local workers to be used as an alternative to contractors that would be engaged by the County Council. However this would have to be worked out between the interested parties.

c) Donations

Letters of thanks had been received from Lawrenny Community Shop, Lawrenny Cricket Club and Burnett's Hill Chapel for the donations granted at the previous meeting.

d) BDO Annual Return

The clerk had submitted the Annual Return to the BDO but had not yet received a response.

14/065 Planning

County Cllr Rob Lewis declared an interest and left the room for this item.

a) Applications received

- i. 14/0109/PA – Extension to dwelling at New Pencoed, Lawrenny.*

The above application had already been circulated. The Council held no objections.

b) Notifications received

- i. New forestry track, Bluestone Holiday Centre*

A notification had been received informing that planning permission had been granted in respect of the above application.

14/066 Highway matters

The clerk had submitted the comments that were put forward at the previous meeting and had received an acknowledgement from Darren Thomas, PCC, but had no further update to give.

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County Cllr Rob Lewis brought to the Council's attention the temporary closure of Garron Pill Road for improvements at the end of the current month. The clerk had not received notification of this. County Cllr Lewis would circulate notices at his earliest convenience.

The Council was updated on the highway matter previously reported on Burnett's Hill and was told that this was awaiting the attention of Welsh Water as it was a leak under the road causing the issue. The Council requested that County Cllr Rob Lewis speak to a member of the highway team at PCC to highlight how dangerous this hole was if left in its current state.

There was some uncertainty regarding the highway matter reported at the previous meeting on Broad Lane. It was thought that the fallen telephone pole could possibly be on Newton Lane. Cllr Prentice would check and inform the clerk so that PCC could be updated if necessary.

14/067 Finances

There were no matters of finance for discussion.

14/068 Review of Standing Orders

a) Attendance of members of the press/public at Council meetings

The clerk had been in contact with One Voice Wales to obtain further guidance on this matter which was read out to the meeting along with the wording currently included in the proposed draft. County Cllr Rob Lewis offered to arrange for the clerk and chairman to meet with the Monitoring Officer at County Hall to obtain further guidance.

14/069 Clerk's Contract of Employment

Members of the public were excluded for this item. Cllrs Lewis and Williams and County Cllr Lewis declared an interest and left the room for this item.

Although Cllr Cole had previously declared an interest in this matter, he queried whether this was necessary as the subject of the Contract of Employment would relate to any person employed by the council to carry out the role of clerk and was not specific to the current clerk to whom he was related. He therefore felt that he should be able to take part in the discussions concerning the Contract's terms. County Cllr Rob Lewis stated that declarations of interest were a personal decision made by the individual councillor. The chairman stated that she could not force Cllr Cole to leave the room if he chose to remain.

Confidential details of the clerk's Job Description and Contract of Employment were discussed and agreed. A Final Draft would be produced for the next meeting at which it would be signed by the Council and Clerk.

The Contract would be reviewed prior to employing a new clerk should the situation arise.

14/070 Councillor/Clerk Training

The following local training sessions were scheduled to take place at Picton Community Centre, Haverfordwest, over the following months:

26 th June	Making Effective Grant Applications
3 rd July	Effective Management of Staff
8 th July	Use of IT, Website & Social Media
22 nd July	Community Engagement Part 2 (Tools & Techniques)

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14/071 Meetings attended by Community Councillors

There were no reports of meetings to be received.

14/072 Calendar of Council meetings

The following dates and venues were agreed (subject to availability) for Council meetings up to and including the 2015 AGM. The clerk would contact venues and confirm the proposed calendar at the next meeting.

7 th July 2014	Lawrenny Village Hall
4 th August 2014	Lawrenny Village Hall
1 st September 2014	Bluestone
6 th October 2014	Lawrenny Village Hall
3 rd November 2014	Lawrenny Village Hall
1 st December 2014	Lawrenny Village Hall
5 th January 2015	Lawrenny Village Hall
2 nd February 2015	Lawrenny Village Hall
2 nd March 2015	Lawrenny Village Hall
6 th April 2015	Lawrenny Village Hall
11 th May 2015	Lawrenny Village Hall

14/073 Correspondence received

The following items of correspondence had already been circulated to Councillors via email:

- a) Pembroke Town Council – copy of letter sent to Cllr Jamie Adams
- b) Activity Wales – request for volunteers
- c) Independent Remuneration Panel for Wales – Survey of Remuneration 2013/14
- d) Simon Thomas AC Bulletin
- e) Welsh Government Nature Fund
- f) Diverse Cymru – Event hosted by CAVS on 29th May
- g) Disability in Pembrokeshire – Sharing Ideas and Planning Together Event on 6th June
- h) Consultation on Access to Information on Community and Town Councils
- i) Advertisement for Appointment of Chair of Welsh Health Specialised Services Committee
- j) Natural Resource Management Bulletin
- k) Opportunity to represent the third sector at Hywel Dda Community Health Council
- l) Welsh Government Consultation on Public Health White Paper
- m) Invitation from Commissioner for Sustainable Futures to join the National Conversation on the ‘Wales We Want’

Other correspondence received via post:

- n) PCC – A Strategy for the Participation and Rights of Children and Young People in Pembrokeshire 2013-16

For circulation

- o) ‘The Voice’

For circulation

14/074 Communication

There were no items for communication.

14/075 Date of next meeting

The next meeting would be held on Monday 7th July at Lawrenny Village Hall at 7.30pm.

The meeting was declared closed at 9.29pm.