

# Martletwy Community Council

Minutes of a meeting of Martletwy Community Council held on Monday 7<sup>th</sup> July 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); Hayley Williams (Clerk).

## Apologies for absence

Rob Lewis (County Councillor).

## 14/076 Minutes of previous meeting

These were taken as read and signed as a true and accurate record with the following addition to minute 14/069:

*“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.”*

It was agreed to look into this matter further to obtain clarification regarding correct protocol.

## 14/077 Matters arising

### a) Calendar of meetings

The clerk had written to Mrs Anne Cole re booking Lawrenny Village Hall for the dates discussed at the previous meeting. Confirmation had not yet been received. Bluestone had confirmed that the community council could use The Grange for their September meeting free of charge. The clerk stated that once all dates had been confirmed, she would produce a calendar of all council meetings up to and including the 2015 AGM for display in the public notice boards. The clerk was asked to contact Bluestone to arrange a separate date for a tour of the facilities.

### b) Consultation re Education Provision in Templeton area

As discussed at the previous meeting, Cllr Prentice had prepared a letter stating that the council wished to submit an alternative solution namely the amalgamation of Templeton School with St Oswalds. This had been forwarded to the necessary persons by the clerk. This suggested option had now been added to the formal consultation.

## 14/078 Planning

### a) Applications received

#### i. NP/14/0293 – Southern Pits Farm, Lawrenny

An application had been received for an agricultural building at the above site. The application documents were studied by the council and no objections were found.

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## b) Notifications received

### *i. 13/1106/PA – New Park Farm, Landshipping*

Notification had been received informing that permission had been granted in respect of the above application for alterations and extensions at New Park Farm.

### *ii. 13/0951/PA – Land adjacent to Cotts Lane, Martletwy*

Notification had been received informing that permission had been granted in respect of the above applications to extend commencement period of application 07/1132/MN at the land adjacent to Cotts Lane.

### *iii. 14/0018/PA – Land west of Rose Cottage, Martletwy*

Notification had been received informing that permission had been granted for the reserved matters application regarding the erection of two dwellings on the land west of Rose Cottage, Martletwy.

Note – the following two notifications had been received following publication of the agenda and were added as emergency items with the chairman's permission.

### *iv. NP/14/0208 – The Forge, Landshipping*

Notification had been received informing that permission had been granted for a single storey lean-to extension, additional 4 conservation style roof lights and alterations to vehicle access and parking to barn conversion as well as two new oak-framed garage building at the above site.

Cllr Eynon voiced concern that this item had not been sufficiently advertised to members of the public who may have wished to express an opinion regarding the application. The clerk responded that the application had appeared on the agenda for the May meeting which had been displayed in the public notice boards for more than the stipulated length of time prior to the meeting. The council had submitted comments to PCNPA following the May meeting and, as an email had been received in response from the planning officer as well as correspondence from the applicant, it had been brought up under 'matters arising from previous minutes' at the June meeting. Cllr Eynon reiterated that members of the public had not been aware that further discussion would take place nor that the applicants would be in attendance at the June meeting. Although it was agreed that it would not be feasible to inform members of the public who would be in attendance at the meetings (being open to anybody who wished to attend), the clerk was asked to list any specific items of correspondence that were in the public interest separately on the published agendas. If any such items of correspondence were received following the publication of the agenda, the clerk was asked to request extensions to any deadlines being imposed by PCC/PCNPA etc so that it could be deferred until the following meeting or, if necessary, to call an extraordinary meeting of the community council.

### *v. 14/0109/PA – New Pencoed, Lawrenny*

Notification had been received informing that permission had been granted for the extension to dwelling at the above site.

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## 14/079 Highway matters

An email had been received from Darren Thomas, Head of Highways and Constructions at Pembrokeshire County Council, updating on the recently reported road issues. Mr Thomas had also forwarded a map that could be used by the community council to report road numbers in order to assist PCC with locating the reported issues. This had been circulated to councillors via email.

New highway matters to report:

- Cllr Eynon queried why, following the repair work carried out on Burnett's Hill, the surplus tarmac had not been used to repair other local potholes as it had been paid for by rate-payers.
- Cllr Wilkinson reported that the grass on Ferry Lane was at a length that was making it hazardous to drivers and to pedestrians. The council concurred that the whole area was in need of grass-cutting and asked the clerk to find out when this was scheduled to take place.

## 14/080 Finances

### a) Quarterly Review of Accounts

The clerk had prepared a summary of the accounts for the first quarter of the 2014-15 financial year for information.

### b) Payments due

#### *i. Notice board repairs*

Cllr Wilkinson had paid for the repairs carried out to the notice board and would bring a receipt to the next meeting for reimbursement. The spare notice board also required new glass and Cllr Wilkinson was asked to arrange this.

#### *ii. Clerk's wages and expenses*

The clerk had prepared a claim for wages due for the first quarter of the year totalling £384.63 less £76.80 income tax. Expenses incurred totalled £99.04. Details were circulated and approved by the council.

## 14/081 Review of Standing Orders

There had previously been confusion regarding the attendance of members of the public at council meetings. The chairman read out the wording of the proposed Standing Orders which related to this matter. It was deemed sufficient by the council. The clerk was asked to circulate a final draft of the Standing Orders via email with a view to that document being adopted at the following meeting.

## 14/082 Clerk's Contract of Employment

The clerk had made the amendments to the job description and Contract as discussed at the previous meeting. It was agreed to wait until further clarification had been obtained (as discussed above in 14/076) prior to signing the Contract.

## 14/083 Councillor/Clerk Training

The following local training sessions were scheduled to take place at Picton Community Centre, Haverfordwest, during July:

- |                       |  |
|-----------------------|--|
| 8 <sup>th</sup> July  | Use of IT, Website & Social Media                |
| 22 <sup>nd</sup> July | Community Engagement Part 2 (Tools & Techniques) |

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## 14/084 Meetings attended by Community Councillors

- a) Hywel Dda Health Board Information Session 03/07/2014

The above meeting was due to be attended by Cllrs Cole and Wilkinson however it had been cancelled at the last meeting due to unforeseen circumstances. The clerk would circulate details of the rescheduled meeting as soon as she received them.

## 14/085 Correspondence received

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

- a) Temporary road closure at Garron Pill
- b) Simon Thomas AM Bulletin
- c) Dyfed-Powys public invited to be The Judge
- d) Superfast Cymru update
- e) Tackle Rural Fuel Poverty – invitation to join project
- f) Welsh Government Nature Fund
- g) Local Development Plan newsletter
- h) Local Development Plan – replacement affordable housing supplementary planning guidance
- i) Activity Wales – Long Course Weekend volunteers
- j) Simon Thomas AM Bulletin
- k) Wales Green Energy Awards
- l) Complaints Handling for Front Line Staff – e-learning training package
- m) Narberth Swimming Pool – request for financial assistance

Unfortunately, the council had already allocated the amount Budgeted for charitable giving during 2014/15.

- n) Code of Practice on Workforce Matters
- o) Green Growth Wales
- p) Volunteering opportunity re Eisteddfod Sir Gar 2014
- q) Invitation for nominations re Birthday Honours 2015
- r) Information re Data Protection legislation
- s) PCNPA Advertisement re Standards Committee Independent Member
- t) Update from Simon Hart MP
- u) OVW Larger Councils Conference

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Other correspondence received via post:

- a) 'Talking Health' newsletter

For circulation.

- b) 'Clerks and Councils Direct' newsletter

For circulation.

- c) Angela Burns AM re downgrading of services at Withybush Hospital

Angela Burns AM had written a letter to update on the current position regarding downgrading of services at Withybush Hospital and to inform what action she was currently taking about these matters. The clerk would scan this document in and circulate via email to councillors for their information.

- d) PCC re changes to the way people vote

Pembrokeshire County Council were asking town and community councils to help spread the word about changes to the way people register to vote. They had provided some leaflets and an A3 poster but also suggested including links in a newsletter or webpage.

- e) Simon Hart MP – calendar of local surgeries

For public display.

- f) PCNPA – update on Local Development Plan Land Allocations and larger development sites in the National Park

Refer to letter.

- g) Ombudsman – Annual Report 2013/14

For circulation.

## **14/086      Communication**

There were no items of communication.

## **14/087      Date of next meeting**

The date of the next meeting was confirmed as Monday 4<sup>th</sup> August at Lawrenny Village Hall at 7.30pm.

The meeting was declared closed at 9.10pm.