

# PENALLY COMMUNITY COUNCIL CYNGOR CYMUNED PENALUN

Minutes of the Annual Meeting of the Penally Community Council and the General Meeting of Penally Community Council on Wednesday, 14th of May 2019

Present: Cllrs P Bradbury, J Rilstone, C Bradbury, J D'Arcy, M Neal, S Cavill, S Robinson and C Willett

In attendance – The Clerk

## **2019/05 1 To Elect the Chairman of Penally Community Council for 2019/2020**

Cllr Rilstone proposed Cllr P Bradbury as Chairman to Penally Community Council for 2019/2020; Cllr Cavill seconded the proposal with all Council in full agreement.

## **2019/05 2 To Elect the Vice Chair of Penally Community Council for 2019/2020**

Cllr D'Arcy proposed Cllr Neal as Vice Chair to Penally Community Council for 2019/2020; Cllr C Bradbury seconded the proposal with all Council in full agreement.

## **2019/05 3 Apologies for Absence**

Cllr Jon Preston

## **2019/05 4 Chairman's Report**

Chairman's Report for Year ending April 2019

The Council has held the normal 11 meetings in the Village Hall on the second Wednesday of each month plus 4 additional extra general meetings required to consider and approve particular items of Council business. Each meeting has been well attended by Councillors and their input into the matters arising has been lively and informative.

The Council Clerk for the past 5 years resigned in June for personal reasons and we have engaged a new experienced Clerk, Melanie Priestley, whose current knowledge of Community Council business has been of great benefit.

My thanks to all Councillors who have served the Community this year and it is regrettable that some meetings have been too long. However through this year we have made significant progress in establishing the policies and procedures now required by Government to ensure the required oversight of Community Council's activities.

In this regard we have established a Finance Committee meeting 4 times a year with terms of reference to assist the Council in reaching decisions but not taking away any of the responsibilities of the full Council. The Community Council through this Committee has adopted a set of Financial Regulations and established an annual financial timeline, a financial management risk assessment, a remuneration determination, a complete asset register and a document register. The Finance Committee also has the role of ensuring the full Council complies with all issues regarding the annual audit. This has satisfied and resolved the outstanding issues with HMRC and the Wales Audit Office and should ensure that in the future we are fully compliant with their requirements. Having completed the groundwork this year the Council has only to carry out an annual review of these policies and procedures which is significantly less onerous than the process we have had to carry out last year.

Thus we are now in a position to concentrate more on Village matters.

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The Community Council remains diligent in its response to all planning applications advised by the County Council and makes recommendations where possible to ensure the Village environment and characteristics remain.

The Council has had to rethink the management of maintenance work required by the Village has established a Grounds Committee with the responsibility for these operations and the budget with which to carry them effectively.

We are pleased that the plans for parking charges by the PCNPA at the Station Car Park have not been implemented this year but are advised that they will be put in place in 2020.

The issues of speeding and inappropriate parking continue to be discussed at most Community Council meetings however finding an effective solution that keeps the character of the village intact and is acceptable to the Highways Department remains elusive.

This Council looks forward to the coming year and is committed to ensuring that Penally remains an attractive and safe environment for both residents and visitors.

#### **2019/05 5 Declaration of Interests - Personal or Prejudicial**

None

#### **2019/05 6 Appointment of Committee Members**

Finance Committee – Cllrs P Bradbury (Chair), J D’Arcy, M Neal, C Willett and the Clerk

Grounds Committee – Cllrs C Bradbury, S Robinson and S Cavill

Planning – Cllr J Rilstone expressed an interest in all planning matters. Cllr Robinson proposed that Cllr Rilstone be the Council’s first point of contact for matters appertaining to planning considerations; Cllr Cavill seconded the proposal with all Councillors in full agreement.

#### **2019/05 7 Registering of Councillors Interests**

All Councillors will forward their Interests to the Clerk for publishing in June’s Minutes.

#### **2019/05 8 To Receive the Minutes of the Meeting Held on the 10<sup>th</sup> April 2019**

It was proposed by Cllr Neal that these Minutes be a true and accurate record of the meeting of Penally Community Council held upon the 10<sup>th</sup> April 2019 and be signed by the Chair as such; Cllr Cavill seconded the proposal with all Councillors in full agreement.

#### **2019/05 9 Matters Arising from the Minutes – Information Only**

**(a) LDP Pembrokeshire County Council** – The Clerk reiterated that the consultation period has ended for LDP (1) and that updated information can be found on the Pembrokeshire County Council website.

**(b) Penally Crow News Payments** – The Clerk confirmed that payments will be made to Penally Village Hall Committee in July, October, January and March to assist with the costs of producing Penally Crow News providing an issue has been published that quarter.

#### **2019/05 10 Account(s) for Payment and Bank Reconciliation**

The Clerk presented the cash book balance for the end of April 2019/2020 to the Council along with the bank reconciliation. Cllr Willett proposed that the banking records presented be signed by the

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Chair as a true representation of the Council's finances to date; Cllr Neal seconded the proposal with all Council in full agreement.

**Accounts for payment:**

Smart Gardens	Grass Cutting	£390.00
Melanie Priestley	Wages (April)	£ 223.42
Penally Village Hall	Room Hire	£ 45.00
Cllr C Bradbury	Plants for Village displays	£ 153.85

Cllr Neal proposed that the above accounts be paid in full; Cllr Willett seconded the proposal with all Council in full agreement.

**2019/05 11 Planning Application(s) Received**

<b>1</b>	<b>19/0060/PA</b>	Picton Cottage, PENALLY	Alterations and extension to dwelling
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Following consideration, the Councillors agreed that they have no objections or concerns regarding this planning application. It was noted that Picton Cottage has already undergone certain adaptations that have been completed in a complementary manner and that the proposed works will not have too much of an impact on the surrounding area.

**2019/05 12 Licensing Application(s) Received**

None received

**2019/05 13 Consideration of Correspondence Received**

**(a) Remittance advice received from Pembrokeshire County Council** – Confirming that the first payment of the Precept has been paid.

**(b) Email received from Ministry of Defence** - Notice of Firing on Penally Range May 2019. The Range will be in use Wednesday 1<sup>st</sup> May to Friday 3<sup>rd</sup> May, Monday 6<sup>th</sup> May to Thursday 9<sup>th</sup> May and Tuesday 21<sup>st</sup> May to Thursday 23<sup>rd</sup> May.

**(c) Email received from Pembrokeshire County Council** – Regarding the Local Development Plan (2) advising of additional candidate sites. There are no further sites in the Penally area. Further information can be found on the Pembrokeshire County Council's website.

**(d) Letter received from Cllr Jon Preston** – Advising the Council that he took his seat as Community Councillor to support Penally Community Council when the number of Councillors were low and by doing so the Council remind Quorate, now all Community Councillors' seats are filled and along with an increase in his County Council obligations it is with regret he would like to stand down as Community Councillor. The Council acknowledged his resignation as Community Councillor. The Clerk to write a letter to Cllr Preston, thanking him for his continued support as Community Councillor and wish him every continued success as County Councillor.

**(e) Email received from Environmental Services Manager Pembrokeshire County Council** – Advising of the changes at Waste and Recycling Centres in Pembrokeshire. General waste bags will be checked, and any recyclable items will have to be placed in the correct containers. These actions will reduce the number of recyclable items that are still being placed in the general waste containers. Lowering the amount of general waste will assist in preventing any

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potential fines implemented for not meeting the statutory recycling targets set by the Welsh Government.

**(f) Receipt of Insurance Quotations** – Cllr Neal gave a report on the quotations received. Following a discussion, the Clerk to contact Zurich Insurance requesting if they offer a three year fix term Policy and if so to renew the Council's insurance.

**(g) Email received regarding the Council's Opinions and Recommendations of a Recent Planning Application** – The Council confirmed that all information received regarding any planning application, to be considered by the Council, is taken into account during their discussions this includes the planning application and supporting documentation as presented by the relevant Planning Authority, any information received via Email or letters, in person representation at the meeting, Councillors knowledge of the area and that any comments / concerns / objections raised by the Council relate to relevant planning matters. The Clerk to write a suitable response to the Email received.

**(h) Email received stating concern over the increase of fly postings around the village** – The Clerk advised the Council that contact had been made with Pembrokeshire County Council Street Care Team who confirmed that any posters / notices / adverts (these include any adverts for businesses, charity events or personal messages) placed on land in the ownership of the County Council, without the relevant planning permission, will be removed and kept safe until reclaimed by the owner. If signs placed on private land are considered to be a hazard to road users these can also be removed. In some instances, a Notice may be issued offering the owner a time in which the offending item should be removed by. The Clerk to write to the Street Care Team, Pembrokeshire County Council, and advise them of the increased number of posters appearing around the Penally area.

#### **2019/05 14      Reports from Committees Including County Councillor's Report**

None

#### **Agenda Items:**

#### **2019/05 15      Approve year end accounts and draft figures for presentation to Auditors**

**(a) Remuneration Report 2018/2019** – The Clerk presented the Remuneration Report to the Council confirming that nil payments have been made to Councillors for 2018/2019 as per the Remuneration decisions made by the Council. Cllr Rilstone proposed that this report depicts a true record of nil payments made to all Councillors during 2018/2019; Cllr Neal seconded the proposal with all Council in full agreement. The Clerk will add this report to the Council's website and forward such to the Independent Remuneration Panel for Wales.

**(b) Income and Expenditure Report 2018/2019**– The Clerk presented the I and E year end 2018/2019 report to the Council for their consideration. Cllr Neal proposed that this report is a true representation of the Councils finances for 2018/2019; Cllr D'Arcy seconded the proposal with all Council in full agreement.

**(c) VAT Reclaim 2018/2019** – The Clerk advised the Council that a VAT return, as per HMRC restrictions for Public Bodies, has been completed and posted. The Council acknowledged such.

#### **2019/05 16      Internal Audit Letter Approval (Date for internal audit - 23rd May 2019)**

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The letter of engagement was presented to the Council for consideration. The Clerk to forward the letter and all relevant information/files to the Internal Auditor to enable the 2018/2019 Internal Audit to be carried out.

#### **2019/05 17     Petanque Court**

Cllr Bradbury advised the Council that he had spoken with the Secretary of the newly formed Petanque Club who in turn had confirmed that he had an on-site meeting later this evening with Mr Philip Wooten from Pembrokeshire County Council to ascertain where the court could be placed and what information/permission will be required from Pembrokeshire County Council.

Following discussion, the Council considered that there is no further assistance the Council can give to the Petanque Club at this point in time, but they should revert back to the Council for further assistance if required. Cllr P Bradbury will report such to the Secretary of the Petanque Club.

#### **2019/05 18     20 is plenty in Penally Campaign**

Cllr Willett advised the Council regarding the 20 is Plenty Campaign with the First Minister of Wales, Mark Drakeford, announcing on the 7<sup>th</sup> May 2019 that "The Welsh Government believes that 20mph zones should be the default speed limit for residential areas" also that the Deputy Transport Minister, together with the Welsh Local Government Association, is taking forward work to identify the practical actions needed to implement 20mph speed limits in residential areas across Wales. Discussion took place regarding Penally Council supporting this campaign. Cllr Bradbury advised the Council that last year the County Council and the Community Council entered long discussions and how and where 30 and 20 miles per hours limits could be implemented through the village with certain area being identified and these lower speed limits implemented. The Clerk to make certain enquiries with Pembrokeshire County Council and report back to the Council at the June meeting.

#### **2019/05 19     Update on the Roadworks at Penally Grange Development**

The Clerk reported to the Council that she had spoken with Mr Raymond Greenwood, Transport Manager for Pembrokeshire County Council had advised that -

"There is a Section 106 allocation (15/0222/PA) for 'Provision by the Council of additional footpaths to the North and the South of the property (the Grange Development) to ensure that it is connected to the existing footpath infrastructure as required as a consequence of the development.' This could be used to fund the design (subject to spending approval). Additional funding (almost certainly) will be required for construction which would be sought when we (PCC) have a design and cost. This proposed footway along the C3184 Penally Village Road would join Trefloyne Road to The Paddock, a distance of approximately 180m, making the footway through the village continuous."

There is a five years' time constraint on the spending of the Section 106 payment.

Pembrokeshire County Council have stated that the traffic lights at the Grange development have been in use longer then expected as unfortunately the contractors have experienced certain problems while carrying out their excavation works. A further set of lights in use in the village, which are not connected to the Grange development, are adding further disruption to the traffic flow through the village. No traffic lights will be in use over Whitson weekend (unless required for safety reasons).

#### **2019/05 20     The 349 service bus accessing Penally Village**

Cllr Neal reported that damage has been occasioned to buses while navigating traffic lights and parked cars through the village causing Mr Les Tobin, Supervisor, First Cymru Buses Limited and Pembrokeshire County Council's Passenger Transport Co-ordinator Mr Owen Roberts to assess the accessibility for buses to pass through the village daily, thus having to make the decision whether to

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divert buses to avoid the village on a daily basis. Unfortunately, due to the short notice of any changes, it is made very difficult to get this information to bus users. Cllr Neal has made every effort to place notices at the bus stops when buses are being diverted from the village road. The Council have been informed that the Pembrokeshire County Council and First Cymru Buses Ltd will be assessing the bus service continuing through the village long term in the future. This route is not only disrupted by traffic lights but also cars parking in narrow areas preventing the buses to pass. The Clerk advised the Council of the 'Dial a Bus' service offered by Pembrokeshire County Council. Leaflets were passed to all Councillors. This is a 'door to door' service operating on a Monday, Wednesday and Friday on certain routes. Cllr Neal will endeavour to acquire enough leaflets to be distributed with the next Penally Crow News. If anyone would like further information to contact Pembrokeshire County Council or the Clerk.

**2019/05 21            Consideration of the Terms of Reference for the Grounds Committee**

This heading has been carried forward to the June 2019 meeting.

**Date of next meeting - Wednesday June 12<sup>th</sup> 2019**

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