

STACKPOLE AND CASTLEMARTIN COMMUNITY COUNCIL
4 WINDSOR MEAD, WINDSOR ROAD, BOSHERSTON, PEMBROKE, PEMBROKESHIRE.SA71 5DW

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Minutes of the meeting of Stackpole and Castlemartin Community Council held at Bosherton Church Hall on Monday, September 3rd 2018, at 7.30pm.

Update on current issues

1. **Stackpole VC School** - sale no news. The councillors asked the clerk to write again and enquire as to what is happening.
2. **St. Twynells Bus Shelter** - The building maintenance team have been asked to inspect the bus shelter and carry out any necessary repairs. No news at the date of the meeting.
3. **Hayston Lane** -The councillors asked the clerk to write to Castlemartin army camp to put a sign up for Hayston Lane as army vehicles are going up to Hayston. The councillors asked the clerk to chase this matter up again.
4. **Councillor Andrew Evans** – has resigned. As a result of Councillor Andrew Evans resignation, we now have a vacancy for a community Councillor for the Stackpole & Castlemartin area. Any interested parties meeting the criteria and wanting to express an interest in this position please do so in writing to clerk.
5. **Street Light** - 9031656 outside number 1 Deerpark View is still not working and the street light above Deerpark View is on all the time. The councillors asked the clerk to report these to Darren Thomas of Pembrokeshire County Council again.
6. **The Lodge at Cheriton** - is overgrown the hedges require cutting back. This has now been done.
7. **Gupton Farm Visit** – The clerk arranged a visit to Gupton Farm at 6.30 pm before the community Council meeting on the 3rd of September 2018. The councillors visited the site the camp sites are being used to capacity, the farm house is finished and being used for holiday bookings, the shower and toilet block is complete, the big shed is used for wet days and catering is in place during the holiday season. There is a small information room and a small room serving as a limited shop selling a few necessities and sweets.

NEW CORRESPONDENCE

Letter received from Stackpole Church secretary requesting grant of £100 towards the cost of the churchyard maintenance along with a copy of the accounts.

Letter from the auditor containing the audit certificate and report for the year 2017/2018.

Annual Governance Statement – Assertion 8 - The council did not provide a letter of engagement from the internal auditor for the year 2017/18. The council should ensure that it obtains a letter of engagement from the internal auditor in the near future. The letter should state their independence and outline the tasks they will undertake.

Annual Governance Statement – assertion 1 -The council needs to ensure that sufficient funds are available to settle expenditure throughout the year. The council must ensure that sufficient general reserves are in place to fund any unexpected costs that may arise.

Notice of Appointment of Date for the Exercise of Electors' Rights – The council must ensure that the inspection period is correct for future years.

Audited accounts 2015/16 In future years, the council should present the audited Annual Return to the Committee in a council meeting on an annual basis and provide a copy of the meeting minutes confirming approval.

Accounting Statement, Box 14 – Trust Fund Disclosure In future the Council should ensure the Annual Return is completed in full prior to submission to External auditors.

Minute reference and date of approval – In future the Council should include the date and minute reference.

Timing of internal audit – If the council gives a positive response to assertion 6 before the independent Internal Auditor has completed their report on the Internal Auditor Report, the Council must be able to explain on what basis it was appropriate to give a positive response to the assertion that it has maintained throughout the year an adequate and effective system of internal audit of the Council's accounting records and control systems.

PLANNING

NP/18/0440/S73 - Variation of condition no's 2 & 4 of NP/11/126 to allow operation between Easter to January and the hours 7 am – 9.30 am. Car Park, Freshwater West, Pembroke, Pembrokeshire, SA71 5HW. The council have no objections.

NP/18/0452/ADV - Visitor information & interpretation signage. Castle Dock Wood, Stackpole. The council have no objections.

NP/18/027/FUL – Permission granted – Conservatory to east elevation & first floor extension to west elevation – 1 Venton Cottages, Castlemartin, Pembroke, Pembrokeshire. SA71 5HL.

NP/18/044/NMA – Non -material amendment to NP/15/0403/FUL – relocation of 2 storage containers – Gupton Farm, Castlemartin, Pembroke, Pembrokeshire, SA71 5HW. The council have no objections.

NP/18/0344/FUL – Replacement of existing storage structure & shipping container with steel framed shed. Dragon’s Rest, Bosherton, Pembroke, Pembrokeshire, SA71 5DN. The council have no objections.

AOB

There was no other business.

Next Meeting: The meeting closed at 8.30 pm. The council will next meet at Bosherton Church Hall on Monday 1st October 2018 at 7.30 pm.