**PUNCHESTON COMMUNITY COUNCIL**

A meeting of Puncheston Community Council was held on Wednesday 27th November 2019 at Puncheston School which commenced at 7.30 pm.

Present: Mrs. Alison Evans, Mrs. Susan Collins, Mrs. Anne Thomas, Messrs. Dewi Lewis, Wyn Williams, Cllr Bob Kilmister and Mrs. Eirian Forrest, Clerk.

1. Apologies: N/A
2. Minutes of the Last Meeting (23.10.2019)

Copies of the minutes of the last meeting had been distributed to members. The minutes were agreed as being a true record and were signed.

1. Matters arising from the minutes
2. Tennis Court – No update.
3. Commemorative mosaics – The final invoice for £185.00 has been received for the plinth at Little Newcastle. It was proposed by Dewi, seconded by Wyn to pay this invoice.
4. Notice boards – the Little Newcastle doors now open fully.
5. Sunken area near Glynhelyg – This matter has been passed to the Highways Asset Management Team to review, however, will depend on budget and manpower.
6. Streetlights – Alison hasn’t had time to make a list of numbers.
7. Sign post on the Puncheston Road before turning to Morvil – not known if this had been done.
8. Surface water issue on road between Colston and Parcyllyn – has been sorted.
9. Training request form has been sent to St John’s Ambulance for defibrillator training. The Clerk had estimated 12 persons, it was agreed that this amount should be increased to 30. The Clerk will send this updated amount.
10. Highway matters

No matters to report.

1. Planning

No matters to report.

1. Casual Vacancy

A Notice of Co-Option has been displayed in the notice boards. No expressions of interest have been received.

1. Speeding & road safety issues
2. Pembrokeshire County Council has passed a motion to make it council policy to have a 20 mph speed limit outside all schools. Schools will be prioritised by need and will take time.
3. Bob hasn’t been able to visit St Davids yet to take a photo of the virtual footpath; however due to work pressures it will be February at the earliest before this is done. Alison may go to St Davids before February and will take a photo if she does.
4. Risk Assessment – Telephone Kiosks

Alison has checked the kiosk in Little Newcastle and New Inn and confirmed the windows and doors are intact.

1. Christmas lights

The PAT testing of the Christmas lights have been done and all lights passed the test. The lights will be put on the tree in Puncheston on Friday 29th November and the Little Newcastle will be put up the same weekend. The form for the unmetered supply from Western Power has been given to Robert to complete and send off. The PAT test certificate and invoice will follow. A discussion took place regarding the lights which are owned by the Recreation Committee and whether the Public Liability insurance would cover the community council for any incidents. The Clerk had previously made enquiries with Zurich Insurance who had advised that providing the activity is risk assessed the community council would be adequately insured, however, it was felt that further clarification on this matter was required, which the Clerk agreed to do. Dewi has purchased a new set of lights for the Puncheston tree, and it was agreed to reimburse Dewi in January.

**Since the meeting The Clerk contacted Zurich with the below:**

The lights were purchased and therefore owned by the Recreational Committee, will be placed on a Christmas tree purchased by the Recreational Committee but erected on land owned by the Community Council.  The Community Council have had the lights PAT checked and they have passed the test.  As the Community Council don't own the lights, but have had them PAT tested would the Public Liability cover the Community Council should anything happen.  Also, the community council have purchased an extra set of lights which will be placed on the tree.

**Response from Zurich:** Public Liability would indeed cover these items whilst they are in your possession, as long as you’ve documented the risk assessments and PAT tests.

The response from Zurich has been forwarded to all.

1. Remembrance Sunday Wreaths
2. Wreaths have been purchased for remembrance Sunday, one each for Little Newcastle and Puncheston. It was proposed by Wyn, seconded by Alison to reimburse Rev Richard Davies £40.00, a cheque was made out to British Legion.
3. It was agreed to reimburse Delme Harries who has purchased a wreath on behalf of the Burial Board. Payment will be made at the next meeting.
4. Budget and Precept

The Clerk read out the projected expenditure which included 20% contingency and projected receipts. A discussion with regards to the budget and precept, and it was considered that the contingency percentage was too high, and the consensus was that 10% was a more appropriate amount. Following a discussion it was proposed by Dewi, seconded by Susan and agreed that the precept for 2020 should be increased to £2700.00. The budget will be signed off in January’s meeting.

1. Financial Standing Orders - Reconciliation

In line with the Financial Standing Orders which were adopted in April 2019, Susan agreed to reconcile the accounts, and will sign the form and return in the January meeting.

1. Clerk’s Salary and Expenses

It was proposed by Dewi, seconded by Alison and agreed to pay the Clerk’s salary (£525.00) and expenses (£76.24).

1. Correspondence
2. A letter received from the Clerk of Maenclochog Community Council regarding the traffic speeds at New Inn junction. This issue has previously been looked at by Darren Thomas’ team which resulted in two land owners being contacted with proposals for road improvements, but no agreement was forthcoming from the landowners. It was agreed to respond to the Clerk advising her of the previous action taken, and ask her to keep a log of any accidents and forward the information on.
3. Clerks and Council Direct – circulated.
4. Other matters
5. Dewi has been told by Sherilee who maintains the flower beds that she is unable to continue next year.
6. Alison asked if we were going out for Christmas dinner, but was decided that it was a bit short notice to arrange, and it was suggested we discuss it further in January and maybe arrange to go out in February.

The meeting finished at 9.05 pm

Date of the next meeting was agreed as Wednesday 29th January 2020 at 7.30 pm at Puncheston School.