

# Martletwy Community Council

A meeting of Martletwy Community Council held on Monday 6<sup>th</sup> October 2014 at Lawrenny Village Hall commencing at 7.30pm.

## Present

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

## Apologies for absence

Gill Williams (Community Councillor); Rob Lewis (County Councillor).

## 14/108 Minutes of previous meeting

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

## 14/109 Matters arising

### a) Hywel Dda Interest Group

At the last meeting, the clerk had been asked to put forward the chairman's name to attend the above interest group and to ask whether details could be forwarded to the Good Neighbour Scheme, however a response had been received from Hywel Dda stating that plans were now on hold for this focus group.

### b) Bluestone tour

Due to the bad weather, the tour that had been arranged for the 25<sup>th</sup> September had been postponed. County Cllr Rob Lewis had requested a proposed date in order for the tour to be rescheduled, Saturday 25<sup>th</sup> October at 11am was suggested subject to confirmation.

## 14/110 Planning

### a) Applications received

**The following planning application had been received following publication of the agenda. As a response was required prior to the council's next scheduled meeting in November, this application was added to the agenda as an emergency item at the chairman's discretion.**

#### *i. NP/14/0522 – Money Bank, Martletwy*

An application had been received for an amendment to NP/13/0607 to revise the design of the 2 single storey extensions to the rear of the dwelling, including an increase in footprint of the proposed sun-room. The Council held no objections to the proposed amendment.

### b) Notifications received

#### *i. 14/0002/PA – Clyne, Martletwy*

Notification had been received stating that conditional approval had been granted in the above case.

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

Notification had been received stating that conditional approval had been granted in the above case.

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## 14/111 Highway matters

- a) To review highway matters previously reported to PCC

The list of matters previously reported to Pembrokeshire County Council was reviewed and updated.

An email had been received from Mr Frank Harbud relating to a matter that had been unnecessarily attended to by County Council workers in the village of Lawrenny. He questioned why this matter had been reported, however members stated that this issue had not been reported by the community council.

- b) To receive new highway matters to be reported to PCC

The following new issue was reported:

- Blocked pipe under road between Landshipping Farmhouse and Clare House, Landshipping.

## 14/112 Finances

- a) Quarterly review of Accounts

The clerk had prepared a review of the accounts for the current financial year up to 30<sup>th</sup> September for the council's information.

- b) BDO Annual Return – Conclusion of Audit

The external audit of the Annual Return had now been completed and notification had been received stating that there were no matters arising. The Annual Return was accepted and approved by the Council.

Notice of conclusion of audit would now be displayed giving members of the public the opportunity to inspect the accounts.

- c) Payments due

*i. BDO LLP – Audit fees*

An invoice of £96.00 had been received for settlement of audit fees. The Council approved payment and a cheque was written.

*ii. Clerk's wages and expenses for period 1<sup>st</sup> July – 30<sup>th</sup> September*

The clerk had prepared a claim for wages and expenses due for the quarter totalling £256.83. Details were circulated to Councillors. The Council approved payment and a cheque was written.

*iii. PAYE due for HMRC for quarter ended 5<sup>th</sup> October*

Income tax of £56.60 deducted from the clerk was due to be paid over to HMRC. The Council approved payment and a cheque was written.

## 14/113 Clerk's Contract of Employment

The Clerk's Contract of Employment had previously been discussed in detail and the final draft circulated to Councillors via email. Both parties were now happy to accept the terms of this Contract and both the Clerk and Chairman signed their approval.

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## 14/114 Historic Local Place Names Project

Cllr Prentice had made enquiries with Pembrokeshire County Council's print unit regarding printing costs of a map of the local area. They had quoted £15 each for A1 size; £10 for A2; 30p for A3. Cllr Prentice suggested organising events at which large copies of the local map could be displayed, giving members of the public the opportunity to call in to label old names of fields, lanes, bridges etc at their convenience. Lawrenny Sports Club, Lawrenny Village Hall and the Good Neighbour Scheme luncheon club were suggested as possible locations for displaying said maps. It was agreed that Cllr Prentice should obtain acetate sheets to place over the maps in order for people to write on and that the council would reimburse any costs incurred.

Cllr Prentice had liaised with Mr Owen James at PCC who suggested that the end product was likely to be so detailed that it would not be legible in the smaller size so producing a booklet should be considered. Cllr Prentice said she thought the comment was valid but she had not sought a quote because the size and quantity were difficult to estimate at this early stage of the project. Based on print costs for the community newsletter, she didn't think the booklets would cost more than £1 each, but that would have to be confirmed. Mr James also indicated that PCC could provide the artwork FOC, and he would check that there would be no copyright fees payable for use of the map. He understood that accrediting the source would be sufficient but would confirm that was the case. It was also suggested that it may be possible to upload PDF copies of the finished map onto the Community Council website as an alternative to producing booklets. The Council would determine public interest first before deciding the best way of distributing the finished maps. Cllr Prentice would include an article in the next community newsletter.

## 14/115 One Voice Wales representative

Cllr Prentice wished to resign as the council's One Voice Wales representative. Cllr Wilkinson agreed to assume this role.

## 14/116 Councillor/Clerk Training

One Voice Wales had published their new training programme and this had been circulated to councillors via email. The following sessions were scheduled locally over the coming month:

15 <sup>th</sup> October	Code of Conduct	St Peter's Civic Hall, Carmarthen
21 <sup>st</sup> October	Understanding the Law	Picton Community Centre, Haverforwest
TBC	Charing Skills	St Peter's Civic Hall, Carmarthen

## 14/117 Meetings attended by Community Councillors

### a) Report of meeting of Community Council with Laurence Harding, Monitoring Officer

Laurence Harding had provided a report of his meeting with the community council held on 1<sup>st</sup> September. The primary topic of this meeting had been Declarations of Interest. The report was read out to members of the council and it was resolved that the report be adopted as a true record.

### b) St Oswald's Governing Body

Cllr Prentice had attended a meeting of the above committee however there had been no matters discussed of particular interest to the community council.

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## 14/118 Correspondence received

### a) Shelter Cymru

A request for financial support had been received from the above. It was agreed that the clerk should respond stating that all requests for financial aid would be considered at the AGM in May.

### b) Wales Audit Office – redistribution of reserves

A letter had been received stating that the Wales Audit Office had decided to redistribute reserves held at 31 March 2014 to Local Government bodies. All town and community councils in Wales would be paid the sum of £30 from this redistribution. It was agreed that the clerk should complete the enclosed form in order for payment to be processed.

### c) Preliminary Consultation re Planning for the Future of Welsh-medium Education Provision

The above consultation was running from 15<sup>th</sup> September to 27<sup>th</sup> October. Details had been circulated to councillors via email. (Cllr Wilkinson declared an interest in this item.)

### d) Consultation on the Welsh Language Commissioner’s Draft Enforcement Policy

The above consultation would run from 15<sup>th</sup> September to 10<sup>th</sup> November. Details had been circulated to councillors via email.

### e) Review of Polling Districts, Polling Places and Polling Stations

The above consultation would run from 16<sup>th</sup> September to 21<sup>st</sup> October. Details had been circulated to councillors via email. It was resolved that the clerk respond on behalf of the council stating that they were happy for the current arrangements to continue and also suggesting Lawrenny Sports Club as a possible alternative.

### f) Community Consultation events on the future priorities of PCNPA

The above events would be held during the week commencing 20<sup>th</sup> October. Each event would have two elements: from 2pm to 6pm there would be a public drop-in session which would provide an opportunity for any resident or visitor to contribute to the consultation; at 6pm there would be a meeting for members of community councils. The scheduled events were as follows:

Monday 20<sup>th</sup> October – Tenby National Park Centre

Tuesday 21<sup>st</sup> October – Newport Memorial Hall

Wednesday 22<sup>nd</sup> October – Oriel y Parc Gallery & Visitor Centre, St Davids

Thursday 23<sup>rd</sup> October – Albany Church Hall, Haverfordwest

Friday 24<sup>th</sup> October – PCNPA Office, Pembroke Dock

Comments could also be submitted via the website.

Councillors felt that this consultation should be responded to as individuals to reflect personal opinion rather than that of the council as a whole.

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### g) Rent Reform consultation event

Details of the above had been circulated to councillors via email. Town and community council events were scheduled as follows:

Thursday 9<sup>th</sup> October – Pembroke Dock, 3.30-5.00pm  
Haverfordwest, 6.00-7.30pm

### h) Pembrokeshire County Council's Draft Priorities for Improvement 2015-16

The above consultation would run until 22<sup>nd</sup> October. Details had been circulated to councillors via email.

Councillors felt that this consultation should be responded to as individuals to reflect personal opinion rather than that of the council as a whole.

### i) Short mat bowls equipment

Cllr Eynon reported that an enquiry had been received from Mr Donald Beynon of East Williamston regarding the short mat bowls equipment that had originally been purchased by the community council and was currently being stored in the shed at Lawrenny Sports Club. The possibility of selling it was discussed but it was agreed that it would be preferable to keep the equipment within the community if it could be made use of by local people, which had been the original intention at the time of purchase. It was suggested that the equipment would need to be checked to see whether it was in a useable condition. In order to do this it would need to be moved somewhere with ample space to unroll it. It was agreed that Cllr Prentice should speak to Mr & Mrs Kevin Hart, the owners of The Snooty Fox. Cllr Cole indicated that he would be happy to assist with transporting the mat. It was also commented that it would be nice to encourage the formation of a local bowls team to make use of the equipment.

## **14/119      Communication**

Cllr Prentice would include articles regarding the Historic Local Place Names project and the Short Mat Bowls Equipment in the next edition of the community newsletter.

## **14/120      Date of next meeting**

The next meeting would be held on Monday 3<sup>rd</sup> November at Lawrenny Village Hall at 7.30pm.

The meeting was declared closed at 8.55pm.