**PUNCHESTON COMMUNITY COUNCIL**

A meeting of Puncheston Community Council was held via Zoom on Wednesday 27th January 2021 at 7.30 pm.

Present: Mr. Wyn Williams, Mr. Dewi Lewis, Mrs. Anne Thomas, Mrs. Susan Collins, and Mrs. Eirian Forrest (Clerk).

1. Apologies: Mrs. Alison Evans & Cllr Bob Kilmister
2. Minutes of the last meeting 25.11.20

Copies of the minutes of the last meeting had been distributed to members. It was proposed by Dewi, seconded by Susan that they were a true record and were signed.

1. Matters arising from the minutes
* Resurfacing on the Llysydefaid to Garndeifog road – not done.
* Large shed at Penlan Oleu – no update.
* Surface water runoff downhill from Greenland Farm towards Lower Puncheston – this has been done.
* Streetlights – Anne has noticed ones near her house are working, but not sure about the ones Alison reported.
* Sink hole by Smyrna Chapel – No update.
* Potholes on Puncheston to Little Newcastle road – some have been done.
* Bend sign on the Trecwn Road – No update
* Christmas lights (PAT Test) and Christmas tree (risk assessment) – Risk assessment received but not the Invoice for the PAT test.
1. Highway matters

Anne said that she had collected three bin bags of litter from the hedgerows on the road from Little Newcastle to Letterston. Also, someone had dumped rubbish in the big layby which Anne has reported and sent pictures to the PCC Fly Tipping team.

1. Planning
2. 20/0173/TF – Tree surgery at Arfryn House, Puncheston – Conditionally approved.
3. 20/0426/PA – Agricultural animal housing building over existing nutrient store at Farthings Hook, Tufton – Conditionally approved.
4. Annual Audit 2019/2020

 Grant Thornton awarded the Council with an unqualified audit report. This means they

 consider we have robust systems in place to ensure reliable Governance and

 Accountability and financial stability. There were a few minor points which do not affect

 the audit opinion but should be addressed by the Council**.**

**Timing of Internal Audit**

The council approved the Accounting Statement on the Annual Return on 20 August 2020, and responded ‘Yes’ to assertion 6, confirming that the Council has maintained throughout the year an adequate and effective system of internal audit of the Council’s accounting records and control systems.

The Internal Auditor Report on the annual Return was completed by the Internal Auditor on 10 September 2020, 21 days after the Council gave a positive response to assertion 6 on Annual Governance Statement on the Annual Return.

If the Council gives a positive response to assertion 6 before the independent Internal Auditor has completed their report, the Council must be able to explain on what basis it was appropriate to give a positive response.

**Low Level of Reserves**

It was noted that the Council holds a low level of general reserves, approximately 17% of the annual expenditure for 2019/20. The Council should consider the level of general reserves required and consider taking steps to increase the level of reserves in future years if it considers it necessary.

**Audit Fee** - An Invoice for £262.25 for 2019/20 received. It was proposed by Dewi, seconded by Anne to pay this invoice.

1. Correspondence
2. Clerks & Councils direct (given to Alison with the cheque book and minutes for signing).
3. Western Power Distribution – Wayleave payment - £201.01
4. PCC Precept remittance advice dated 07.12.20 - £900.00
5. Wales Air Ambulance Charity – Thank you for the donation
6. Sandy Bear Children’s Bereavement Charity – Thank you for the donation
7. Paul Sartori Hospice at Home – Thank you for the donation
8. Welsh Government – Appropriate Sum under Section 137 for 2021-22 - £8.41 per elector
9. Audit Wales - new Audit arrangements from 2020-21 onwards. Moving to a 3-year cycle, 2020/2021 will be a full audit, and 2021/2022 and 2022/2023 will be a basic audit. Further details to follow.
10. HM Land Registry – collection of data of land in Community Council’s ownership.
11. Email form Andy Adams, Letterston Community Council re: 2 projects running in Letterston - mains gas and gigabyte broadband, enquiring if the CC would be interested in extending these services into Little Newcastle. It was suggested that a survey was carried out to gather interest. The Clerk would send a response.
12. Any other matters
13. Dewi had been given some receipts totalling £86.55 from Emily Scott for plants etc she’d purchased for the flower beds – it was proposed by Wyn, seconded by Dewi to pay Emily.
14. Dewi had paid £100.00 to Sherallee Crayford during lockdown for her time maintaining the flower beds in Puncheston. It was proposed by Wyn, seconded by Anne to reimburse Dewi.
15. Anne asked if a grit bin could be put the opposite end to the other bin by Essex Hill. Wyn and Susan agreed this would be useful. Anne to send the Clerk a site location plan for so the Clerk can send a request through to PCC.
16. Susan noted about poor broadband service in the locality. The Clerk said that PCC Broadband team in connection with Broadway Partners are running projects in the area and that she had posted a poster on the Facebook page.

The meeting finished at 8.30 pm

Date of the next meeting via Zoom was agreed as 24th February 2021 at 7.30pm

NB: Due to the meeting being held remotely the signing of minutes and cheques etc. will be done at a later date.