

MERLINS BRIDGE COMMUNITY COUNCIL

Minutes of Meeting 12th May 2021 at 6pm held online using the Zoom platform

Present: Cllrs. John Cole, Alison Palmer, Nick Stamp, Mary Owen, Paul Davies, Lisa O'Sullivan, Hilliard Studley; Peter Horton (Clerk).

The meeting commenced at 7-20pm, following the 2021 A.G.M.

Apologies

None.

Declaration of known interests

None.

Approval of minutes of April 2021 monthly meeting

These were approved by Members (proposer C'llr John Cole, seconder C'llr Alison Palmer).

Matters arising

Councillor vacancy letter. The Clerk had added a reference to the position of councillor being a voluntary one. With this amendment, the draft was accepted by Members (proposer C'llr Paul Davies, seconder C'llr Mary Owen). It was agreed that Members would deliver the final letters by hand once printed. Also, Clerk to place copies of the letter in the noticeboards and on the webpage. C'llr John Cole to seek a quotation for printing and Welsh translation of the letter from Cleddau Press, and send to Clerk for circulation to Members for approval. The Clerk advised that he could obtain a Welsh translation if necessary.

Members allowances. Payments to be approved in 'Accounts' below. C'llrs John Cole, Paul Davies, Hilliard Studdley and Nick Stamp requested the non-paid allowances for 2020/21 to be added to their payment.

Plans

Applications

20/1037/PA - Replacement of existing garage / workshop to a single storey garage / workshop; Site Address: Glenside, 5, Haylett Lane, MERLINS BRIDGE, Haverfordwest, Pembrokeshire, SA61 1JP – No comments.

Correspondence

- a) Zurich – Insurance premium offer of £479-89 – Members voted to accept the quotation (proposer C’llr Lisa O’Sullivan, seconder C’llr John Cole).
- b) P.C.C. Highways – response regarding vehicle-activated signage on Pembroke Road – Members noted the reference to possible consideration of a scheme for grant assistance under the Community Works grant scheme. Clerk to notify Members when applications for this scheme were being accepted.
- c) P.C.C. – Response regarding re-painting of pedestrian crossing lines – noted.
- d) St. Marks’s School – Invitation to nominate Member as representative on school governing body – covered in ‘Matters Arising’ above.
- e) Get the Boys a Lift – Request for financial donation – Members approved a £250 donation (proposer C’llr Alison Palmer, seconder C’llr John Cole).

Accounts

Payments for approval

Zurich Municipal (Insurance premium)	:£479-89
I.C.O. (registration fee)	:£ 40-00
Louise Lambert (final pay, April 2020)	:£203-20
Get the boys a lift donation	:£250-00
C’llr John Cole (invoice for Christmas tree provision)	:£685-00
C’llr Cole (allowance for 2020/21 and current year)	:£300-00
C’llr Stamp (allowance for 2020/21 and current year)	:£300-00
C’llr Davies (allowance for 2020/21 and current year)	:£300-00
C’llr Studdley (allowance for 2020/21 and current year)	:£300-00
C’llr Owen (allowance for current year)	:£150-00
C’llr Palmer (allowance for current year)	:£150-00

The above payments were approved by Members (proposer C’llr Lisa O’Sullivan, seconder C’llr Mary Owen).

[NOTE – an additional payment for £5580 as a donation to the Merlin’s Bridge Welfare Committee was scheduled for payment, and formally approved under agenda item 11 below].

Monthly accounts report balances on hand at 30th April 2021

Deposit account	:	£ 8074-76
Current account	:	£22426-67

Discussion of internal audit report for 2019/20

Issues raised in the internal audit report of the 2019/20 accounts were discussed, and actions agreed to address these, as follows :

VAT. Clerk to submit claim for all VAT paid during 2019/20 and 2020/21, and arrange for VAT to be itemised on accounts sheets. It was confirmed that VAT is not reclaimable by the community council for work carried out on the Village Hall.

Donations and grants. Clerk to arrange for these to be separately itemised on accounts sheets.

Payments to staff. The Clerk confirmed that one payment had been made in early April 2020, but not formally approved in Council. It was noted that this payment had now been approved retrospectively in 'Accounts' above. Beyond that, it was accepted by Members that there was nothing more that could be done at this stage, and it was better to move on and draw a line under issues from previous years.

Reserve balances held. It was agreed that the reason for balances would be discussed and agreed in the June meeting, in conjunction with the budget review to be carried out, based on information prepared and circulated by the Clerk.

Discussion of request by Clerk for accounts book

Members approved the purchase of an accounts book for use by the Clerk at an indicative price of £65 + VAT (proposer C'llr Alison Palmer, seconder C'llr John Cole).

County Councillor report

Speed monitoring. C'llr John Cole advised Members that speed monitoring equipment was in an underground installation outside the Village Hall. He had received speed data from P.C.C. obtained from this equipment, and dating back to 2019. No monitoring had been carried out in 2020, as the equipment had been faulty. Clerk to circulate the information to all Members for information. C'llr Cole also mentioned that the P.C.C. figures only provided mean values for traffic speeds, thus providing only partial information on any possible speeding problems. Road is a 'C' Road. Gets less maintenance as a result. Potholes not properly repaired. Number of vehicles large.

Potholes / road maintenance. C'llr John Cole reported to Members on recent communications regarding repair of potholes, which mostly involved filling them, rather than permanent repairs. Members noted the designation of the Pembroke Road as a 'C' class road, which affected the degree of attention paid by P.C.C. to

carriageway repairs. C'llr John Cole confirmed that he had been in discussion with P.C.C. about possible upgrading of the road to class 'B'.

Discussion of bus shelter maintenance

C'llr John Cole had inspected the bus shelter with his brother, who had advised that it was structurally sound, with only cracked plaster and painting / re-sealing being needed. It was left for this to be discussed further following completion of the asset risk assessment arranged above.

Discussion of future funding of welfare community field, maintenance, insurance, playpark, P.C.C. inspections and maintenance and any joint project plans

A lengthy discussion was held over the matter of what degree of support should be provided to the Welfare Committee by the Community Council. C'llr John Cole pointed out that the Community Council could legally give up to £13000 per year in donations. He was concerned about such things as the new playground equipment inspection regime introduced by P.C.C. He felt that these were all community assets, and should be supported by the Community Council as such. There was disagreement as to whether or not sufficient information had been made available to the Community Council by the Welfare Committee to inform decisions on possible grants. It was accepted by Members that the Community Council could not legally involve itself in the day to day running or planning involved with assets under the control of the Welfare Committee.

It was agreed that the matter should be discussed further in the June meeting, with the most recent budget information to hand to inform the discussion.

Discussion of Welfare Committee request for donation towards new Village Hall roof

Members were informed that the survey on the Village Hall roof had been completed, and had indicated that roof replacement was the cheapest long term option. Members voted to approve a £5580 donation to the Welfare Committee, this to comprise £5400 towards the cost of the roof replacement, and £180 to cover the cost of the survey carried out [NOTE – C'llr John Cole did not take part in the vote, as a sitting member of the Welfare Committee]. The resolution was proposed by C'llr Lisa O'Sullivan, and seconded by C'llr Mary Owen. Those in favour, in addition to the

proposer and seconder, were C'llr Alison Palmer. C'llr Paul Davies initially abstained, but subsequently voted against the resolution. Those opposed were C'llrs Paul Davies, Nick Stamp and Hilliard Studley. There being no majority, the Chairman used her casting vote in favour of the resolution, which was thereby approved.

Discussion of timetable of events for year

Deferred for discussion in June.

Discussion of Boot Valley

Deferred for discussion in June.

Any other business

Resumption of meetings in Hall. Members agreed that arrangements should be made to resume meetings in the Village Hall in June. C'llr John Cole undertook to forward the Welfare Committee Covid risk assessment to the Clerk. C'llr Nick Stamp felt that meetings should have been resumed in the hall this month. However, it was pointed out by C'llr John Cole that the timings of the relaxation of Government restrictions had made this difficult to arrange in time.

Meeting ended at 21-04