**PUNCHESTON COMMUNITY COUNCIL**

A meeting of Puncheston Community Council was held via Zoom on Wednesday 21st April 2021 at 7.30 pm.

Present: Mr. Wyn Williams, Mr. Dewi Lewis, Mrs. Anne Thomas, Cllr Bob Kilmister and Mrs. Eirian Forrest (Clerk).

1. Apologies: Mrs. Susan Collins
2. Minutes of the last meeting 31.03.21

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

1. Matters arising from the minutes
* Large shed at Penlan Oleu – A planning application has been submitted which is being validated. Once it is valid the community council will be consulted.
* Christmas lights (PAT Test) – The Invoice for the PAT test has not yet received. The Clerk has chased by email.
* Dead badger – Bob Kilmister did report it and it is assumed the badger has been removed.
* Recycling/refuse collection – Eirian has emailed Sarah Edwards but has yet to receive a response. Anne said there is more litter after this week’s refuse collection. Bob agreed to chase Sarah Edwards if not response is received.
1. Highway matters

Nothing to report.

1. Planning

19/1209/DC – discharge of Condition 3 (details of demolition) – Tufton Arms, Tufton – approved.

1. Casual vacancy/Additional signatory

A notice has been placed inside the notice boards in Tufton, Puncheston and Little Newcastle, also uploaded to the Website. No interest received to date. Once this notice expires on 28th April a Notice of Co-Option will replace the Casual Vacancy Notice.

1. Barclays Bank mandate

Eirian has received the forms from Dewi, and when the forms have been received from Anne and Wyn she will post off to the Mandate Team.

1. Cwm Gwaun & Puncheston Broadband project

There are now two companies left in the running, Broadway Partners and a company who has taken over Dyfed IT. The community will select which contractor they want at a meeting next week. Broadway Partners are offering a lower price than Dyfed IT; 100 mb unlimited fibre to the door at £19.99 per month for a 12-month contract. Having fibre to your door will increase the value of your property. The more people who register the more money PCC can claim however, PCC will make up any shortfall.

1. Puncheston village green wall & Path

Eirian has emailed Helen McLeod-Baikie, PCC regarding ownership, but hasn’t received a response. Delme Harries had that night on Facebook asked for an update on the matter. If the community council are responsible, Eirian will email members and to get quotes for the work required.

1. Annual Accounts

The accounts were circulated to members prior to the meeting. The end of year accounts was read out – Receipts including the brought forward balance at 31.03.20 – £3433.75, payments total £2802.00. Community Account balance at 31.03.21 – £681.75. One cheque has not been presented – £50.00 which was issued end of November 2020. The annual accounts, bank statements will be signed at a later date.

1. Annual Audit – this year’s requirements
2. In January we were notified by Audit Wales that in 2020/21 the audit will be moving to a 3-year cycle; however, the COVID-19 pandemic has caused significant backlog in the completion of the audit work and it has been decided to defer the new arrangements for one year.
3. Audit of Accounts 2021 – the Auditor General has appointed Monday 20 September 2021 as the date from which electors can exercise their rights under the Public Audit (Wales) Act 2004. The annual return must be certified by the RFO and approved by the Council by 30 June 2021. The audit notice must be published on the noticeboards and on the website for a minimum of 14 calendar days, and after the 14 calendar days arrangements for the public to inspect the accounts and supporting documents for a total of 20 working days to be completed by 17 September 2021. This year’s requirements are:
* A copy of the Clerk/RFO contract of employment
* Where the Clerk/RFO salary is not specified in the contract or is set annually minutes of the meeting at which the salary was agreed by the Council.
* Payslips and tax record for Clerk/RFO for October 2020.

The Clerk had been in contact with One Voice Wales regarding the requirements, who had advised:

*all employees must be provided with what is called a ‘written statement of particulars’ (this is not necessarily the contract of employment), which must include certain information (name of employer, salary, entitlement to annual leave, etc). You should have an employment contract (although this is not a legal requirement), and whilst these are usually in writing they can also be verbal agreements.*

*It is essentially a matter for your council to decide what rates of pay they give you; these are normally based on the size of your council, including the precept, but it makes sense to follow the pay structure (copy attached). Based on the information provided by you below, your pay appears to be in the right areas - but I would expect your council to provide you with annual pay increases in accordance with established practice and annual nationally agreed increases in these rates.*

It was agreed that the Clerk will draft a contract of employment for consideration at the next meeting.

Eirian will contact Sharon Wormleighton to see if she is able to do the internal audit again this year.

1. Correspondence

Western Power Distribution – Unmetered connection for the Christmas lights for the village green at Puncheston and Little Newcastle.

1. Any other matters
2. A couple of parents had asked Dewi about how to arrange getting some equipment for a litter pick in the village. Bob asked Dewi to email him with the number of kits required and he will arrange the supply.
3. The Clerk has submitted a VAT claim for £10.25.
4. Dewi asked for payment £100 to be made to Emily Scott for her work over the past year (March 2020 – March 2021) for maintaining the flower beds in Puncheston. It was proposed by Anne, seconded by Wyn for payment to be made.
5. Delme Harries had that night asked if the Community Council were going to paint the bus shelter. His sister was willing to paint it if the community council supplied the paint. It was suggested that if Delme or his sister bought the paint they would be reimbursed. Later that night Eirian put the suggestion to him, he felt that a member of the community council should purchase the paint. Eirian will arrange for someone to buy the paint and drop it off.

The meeting finished at 8.11 pm.

Date of the next meeting via Zoom was agreed as 26th May 21 at 7.30pm

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