

MANORBIER COMMUNITY COUNCIL

Minutes of the Annual Meeting of Manorbier Community Council

Held at **Jameston Village Hall, Jameston, on Monday 24th May 2021**

Due to the current Government Restrictions and Covid 19 Guidelines – Manorbier Community Councillors met in Jameston Village Hall with a live link, via Zoom, to enable members of the public to join the meeting.

All Manorbier Community Council meetings are regulated by its Standing Orders.

Present: Cllrs R Hughes, R Hall, G Clark, M Kidney, J Maill and J Long

In attendance – County Councillor Phil Kidney, 1 Member of the Public (Via zoom) and The Clerk

Public Participation session commenced at 7.00pm. Matters addressed included:

- Thanks were given to all the volunteers who worked together in ensuring that all residents of Manorbier, Jameston and Lydstep had all they required and needed during the Government Imposed 'Stay at Home' restrictions.

At this point, the Clerk began taping the meeting, in line with Manorbier Community Council Policy, using a digital voice recorder, to aid drafting of the Minutes. No other video or audio recording was permitted.

Annual Meeting Agenda

2021/05 1 To Elect the Chairman of Manorbier Community Council for 2021/2022 and to receive their Declaration of Office

Cllr Long nominated Cllr Ray Hughes as Chair to Manorbier Community Council for 2021/2022; Cllr Hall seconded the nomination.

As no other nominations were received no vote was required and Cllr Hughes accepted the appointment of Chair to Manorbier Community Council and signed his Declaration of Office.

2021/05 2 To Elect the Vice Chair of Manorbier Community Council for 2021/2022

Cllr Long nominated Cllr Hall as Vice Chair to Manorbier Community Council for 2021/2022; Cllr Clark seconded the nomination.

As no other nominations were received no vote was required and Cllr Hall accepted the appointment of Vice Chair to Manorbier Community Council

2021/05 3 Out Going Chairman's Report

Cllr Hughes thanked Councillors for their patience and commitment over the past year and due to this the majority of Council business was conducted with two 'open air' meetings being held to ensure the Council fulfilled its financial obligations regarding the 2021/2022 budget and 2020/2021 Audit.

2021/05 4 2021/2022 Chair's Address to the Council

Cllr Hughes reported that he was pleased that Manorbier Community Council were now able to meet in a warm hall and not the wind-swept car park. He thanked the Village Hall Committee for ensuring that the hall was fully Covid compliant.

2021/05 5 Apologies for Absence – Cllr L John

The Clerk advised the Council that two letters of resignation had been received from Cllrs Hislop and Williams respectively, the Returning Officer has been advised of one of the resignations with the Casual Vacancy Notices being placed around the Wards. If no election is requested the Co-option process will commence.

It was agreed that both Councillors would be greatly missed, notwithstanding the help and support Cllr Williams gave regarding Jameston play park.

2021/05 6 To receive any personal and prejudicial Declaration of Interests

Cllr Hall declared a personal interest in agenda items 2021/05 17 (A), (C) and (D) due to personally knowing the applicants

2021/05 7 Appointment of Committee/Working Party/Task and Finish Group Members

- Staffing Working Party – Cllrs Hughes, Kidney and Hall

2021/05 8 To review the Council's representation on outside bodies

- One Voice Wales – Cllrs Maill and Clark

2021/05 9 To set the time and dates of the General Meetings of Manorbier Community Council (May 2021 to April 2022)

21st June 2021

5th July 2021

August meeting to be held if required

6th September 2021

4th October 2021

1st November 2021

6th December 2021

3rd January 2022 (Bank Holiday – Alternative date TBC)

7th February 2022

7th March 2022

4th April 2022

2021/05 10 To review the Manorbier Community Council's Financial Regulations and Financial Risk Assessment

Cllr Hall proposed that Manorbier Community Council accept the Financial Regulations and Financial Risk Assessment as presented, noting that due to the restrictions regarding meetings during the past twelve months, this was the first appropriate meeting this matter could be addressed by Full Council; Cllr Maill seconded the proposal with all Cllrs in full agreement.

2021/05 11 Council Insurance for 2021/2022 – To consider the price received for continued insurance of Manorbier Community Council.

Following consideration of all prices presented to the Council, Cllr Long proposed that Manorbier Community Council renew their insurance with the company offering the lowest price (£1,159.69 annually for three years) as all companies offered the same cover; Cllr Clark seconded the proposal with all Cllrs in full agreement.

General Meeting Agenda

2021/05 12 To Receive the Minutes of the Meeting Held on the 12th December 2020

Cllr Maill proposed that the Minutes of the meeting held on the 12th December 2020 be signed as a true and accurate record of the meeting; Cllr Clark seconded the proposal with all Cllrs eligible to vote in favour of such.

2021/05 13 Matters Arising from the Minutes – Information Only - None

2021/05 14 Account(s) for Payment

| | | | | |
|------------|--------|---------------------|-------------------------|-----------------|
| 24.05.2021 | 101314 | Messrs Lewis | Office Apportioned | £ 166.02 |
| 24.05.2021 | 101315 | Mr R Mason | Play Park Grass Cutting | £ 100.00 |
| 01.06.2021 | 101316 | M. Priestley | Salary May | £ 413.16 |
| 24.05.2021 | 101317 | Amazon - Stationary | Start of Year Files | £ 32.80 |
| | | | | £ 711.98 |

Cllr Long proposed that the above invoices be paid in full; Cllr Hall seconded the proposal with all Cllrs in full agreement.

2021/05 15 Bank Reconciliation for End of 2020/2021 and April 2021

All Cllrs confirmed that they had received a copy of the end of year accounts 2020/2021

| | | | |
|--------------------------------|--|-----------|--------------------|
| Opening Balance 1st April 2020 | | 44,859.25 | |
| | | | |
| Cash Book Totals: | | | |
| Bankings | | 19,769.19 | |
| Payments | | | £ 15,589.15 |
| | | 64,628.44 | £ 15,589.15 |
| | | | |
| Closing Balance | | 0.00 | £ 49,039.29 |

Cllr Hall proposed that the 2020/2021 accounts as presented be accepted as a true and accurate record of the Council's finances; Cllr Hall seconded the proposal with all Cllrs in full agreement.

All Cllrs confirmed that they had received a copy of the April 2021 Finance report.

| | | | |
|-------------------------|--|------------------|-----|
| Cash Flow | | | |
| 01.04.2021 - 13.05.2021 | | 49,039.29 | B/F |
| Payments Made | | 2,378.26 | |
| Payments Received | | 6,070.36 | |
| | | 52,731.39 | C/F |

Cllr M Kidney proposed that April 2021 reconciliation and cash flow analysis be accepted as a true and accurate record of the Council's finances; Cllr Long seconded the proposal with all Cllrs in full agreement.

2021/05 16 Audit 2019/2020 and 2020/2021 Update

The Clerk advised the Council that the 2019/2020 External Audit had not been completed by the Auditor and that it would be considered at the same time of the 2020/2021 External Audit.

The Clerk also confirmed that all information was ready to be presented to the Internal Auditor for 2020/2021 and the report will be presented at the June 2021 meeting.

2021/05 17 Planning Application(s) Received

- A NP/21/0264/FUL** 23, Gray Avenue, Manorbier - Disabled bedroom and shower room extension

Following consideration of all information presented, Cllr Maill proposed that Manorbier Community Council support this planning application; Cllr Long seconded the proposal with all Cllrs in full agreement.

- B NP/21/0274/FUL** 18, Wheelers Way, Manorbier - Single storey extension, rearrangement of garden walls, extension of parking area

Following consideration of all information presented, Cllr Kidney proposed that Manorbier Community Council support this planning application noting that although this is a large extension it is not overlooking near neighbours and no objections or concerns have been received; Cllr Clark seconded the proposal with all Cllrs in full agreement.

C NP/21/0300/FUL 3, Gray Avenue, Manorbier - Disabled bedroom and shower room extension

Following consideration of all information presented, Cllr Long proposed that Manorbier Community Council support this planning application; Cllr Hall seconded the proposal with all Cllrs in full agreement.

D NP/21/0195/FUL 11, Wheelers Way, Manorbier - Single storey side/rear extension

Cllr Hall left the room

Following consideration of all information presented, Cllr Long proposed that Manorbier Community Council support this planning application noting that the design compliments the surrounding properties; Cllr Clark seconded the proposal with all Cllrs in full agreement.

Cllr Hall returned to the room

2021/05 18 Licensing Application(s) Received

None received as of 18.05.2021

2021/05 19 Consideration of Correspondence Received

- Email received from Owen and Owen (The Managing Land Agents) confirming that Manorbier Community Council can place and upkeep two benches in the Layby known as Dak Layby, overlooking the Manorbier Bay.
- Planning Notice received from Pembrokeshire Coast National Park Planning Authority advising that the recent application made by Beavers Retreat for additional glamping pods has been withdrawn by the applicant.

2021/05 20 To receive County Councillor's Report

Cllr Phil Kidney thanked everyone in ensuring that no resident's needs were overlooked during the Government imposed lock down. He also thanked all residents who patrolled the Manorbier Beach ensuring the safety of all beach users, he also advised that RNLI and Pembrokeshire County Council have placed further information boards advising of the possible dangers. Cllr Phil Kidney also reported that:

- Confirmation has been received that funding is now in place to upgrade the Manorbier Railway carpark
- 'No Overnight Parking' signs are being erected

2021/05 21 Action Tracking:

- Electronic Speed Signs** – The Clerk advised the Council that the Pembrokeshire County Council were about to release a funding pot for such projects which the Manorbier Community Council could apply for. It was agreed to make an application for funding.
- Jameston Play Park** – Covered in agenda item 2021/05 23
- Seating overlooking Manorbier Beach** – Confirmation has been received from the Land Owners Agent to enable this item to move forward.
- Car parking at Manorbier Station** - Plans for car park – Covered in Cllr P Kidney's report
- Beavers Hill Crossing** - safety improvements and possible installation of road safety

ramps/signs – Cllr Phil Kidney to write to Network Rail requesting the erection of safety warning lights at this crossing.

- f) **Improvements to footpath in Manorbier** (Vicarage Fields to Post Office) – No further information
- g) **Windy Ridge to Hounsell Avenue, Manorbier** – Enhancing Pembrokeshire Grant - Installation of footpath - No further information

2021/05 22 Update regarding the Notice of Casual Vacancy and Possible Co-option of new Councillors

The Clerk advised that information was awaited from the Returning Officer and providing no election is requested the Co-option Notice will be placed around the Wards

2021/05 23 Jameston Play Park – To consider the possibility of applying for an Enhancing Pembrokeshire Grant

Following consideration of the cost of repairs and replacement it was agreed that the Clerk submit an Expression of Interest to Pembrokeshire County Council regarding a possible application for an Enhancing Pembrokeshire Grant.

It was also agreed that the Clerk make further enquiries as to any other grants available to replace the play equipment at the Jameston Play Park.

Cllr Hughes will ask the head teacher of the Manorbier VC School for the children to produce drawings of the play park they would like in Jameston.

2021/05 24 Manorbier School's Extra Classroom – To receive an update regarding the arrival of the extra classroom and the payment of grant money from Manorbier Community Council towards such

Cllr Hughes advised the Council that at the December 2020 meeting it was approved that Manorbier Community Council offer the Manorbier VC School a donation of £12,000 towards the purchase of a most needed portacabin to use as a classroom.

As to date the school have not made such an order but they are very thankful to the Manorbier Community Council for its generosity and for being able to provide the much needed indoor space.

2021/05 25 To consider any emergency items and/or outstanding issues before Full Council.

Cllr Hughes reminded Councillors that during the October 2020 meeting Delegated Powers were given to the Clerk to correspond on matters appertaining to any Wayleaves that may be required regarding the installation of services to the new Manorbier Community Hall across land in the ownership of the Manorbier Community Council.

Several routes were presented but unfortunately, they all crossed the football pitch in some direction. Following correspondence with the Wayleave Officer the Council received a route that did not dissect the football pitch. This was accepted to ensure that there was no holdup regarding the construction of the new hall.

Meeting closed at 20.20

Melanie Priestley – Clerk to Manorbier Community Council

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