

MINUTES OF A MEETING OF LLANSTADWELL COMMUNITY COUNCIL HELD ON TUESDAY 12TH JUNE 2018 AT MASTLEBRIDGE COMMUNITY HALL AT 7.00PM

PRESENT: Cllr B Brown (chair)
Cllr M Howells
Cllr Mrs J Howell
Cllr Mrs A Richards
Cllr P Roberts
Cllr Mrs J Wilson
Cllr G Wilson

APOLOGIES: Cllr B Evans
Cllr Mrs H John

The clerk was in attendance (Mrs J Clark)

76/18 **DECLARATIONS OF INTEREST**

None received.

77/18 **CHAIR'S ANNOUNCEMENTS**

The chair advised that he had attended the OVW Area Committee meeting in Haverfordwest recently and the OVW NEC meeting at Llanellwedd on 8th June which discussed partnership working for councils.

78/18 **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 9th May 2018 were proposed and seconded. They were agreed as a true record apart from the following amendment:

- a) Page 22/18 minute 69/18 should read 'one item.'

79/18 **MATTERS ARISING**

The following matters were raised:

- a) Minute 66/18 – the clerk had obtained the necessary paperwork for a debit card which was signed and would be posted the following day.
- b) 68/18 – Cllr P Roberts stated that he felt the garage raised under Planning Applications did not need to operate only within office hours, however the response had already been sent in.
- c) Minute 69/18 – The clerk had been advised that work would commence on the aerial slide at Jordanston very soon. Cllr Roberts stated that the residents were not happy with the grass cutting at Jordanston and it was not being cut as well as last year. The clerk agreed to look into this and report back. Cllr Roberts advised that he would carry out the repair at Hazelbank as soon as he could.

80/18 **UPDATE ON ACCOUNTS TO 30TH MAY 2018**

The following documents were circulated:

- a) The Bank Acct Reconciliation Summary with a current account balance of £265.32, the Saver Acct as £12,650.87 and the United Trust Acct of £10,135.74. The clerk advised that she had transferred £1,000 from the Saver Acct into the Current Account to cover cheques issued.
- b) Financial Statement – Cashbook showing income of £4,230.24 and expenditure of £ 875.17 (gross).
- c) The Financial Statement – Budget Comparison showing the budget, actual income and expenditure and the balance remaining under each budget heading.

The chair advised that the matter of Reserves was raised at the OVW meeting and he recalls that he believes Councils should have approximately 100-200% of their precept in reserves. He would look into this to confirm and obtain more details for discussion at the next meeting.

RESOLVED: That the financial information given above be agreed and accepted.

That Council Reserves to be discussed at the next meeting.

81/18

ACCOUNTS FOR PAYMENT

The following accounts for payment were approved:

a) Mrs J Clark May salary	£150.25
b) PAYE for May	£37.40
c) BW Scourfield – fee for internal audit	£88.00
d) Zurich Municipal – insurance 2018-19	£827.06

82/18

REPORT OF INTERNAL AUDITOR FOR ACCOUNTS 2017-18

The report of the internal auditor had been circulated prior to the meeting and Members agreed that it be accepted and approved. The point raised regarding amending the Asset Register was noted.

RESOLVED: That the report of the internal auditor be agreed and accepted.

83/18

APPROVAL OF ANNUAL RETURN FOR ACCTS 2017-18

The statement of receipts and payments and the Annual Governance Statement had been circulated to Members prior to the meeting. The figures were agreed and accepted and Parts 1 and 2 of the Governance Statement were responded to as appropriate. The Return was duly signed by the Chairman and the Town Clerk for submission to the external auditor by 2nd July 2017.

RESOLVED: That the Annual Return and Governance Statement be signed and returned for external audit by 2nd July 2017.

84/18

PLANNING APPLICATIONS

None received.

85/18

CANDIDATE SITES FOR LDP2

Cllr Mrs J Wilson had brought the previous LDP document and the boundary remains unchanged. Green spaces, playing fields and village greens etc need to be included and submitted to PCC. Cllrs were invited to put forward areas they felt should be included. It was agreed that the clerk would contact PCC to ask how they wanted this information submitted and to ask for a copy of what was sent for the LDP1. Cllr Wilson was thanked for her work on this.

RESOLVED: **That the clerk to contact PCC to ask how they wished this information to be sent and to ask for a copy of the last LDP submission from this council.**

86/18

CRITERIA FOR ENHANCING PEMBROKESHIRE GRANT SCHEME

The clerk advised Members of the criteria for applications following her conversation with the relevant officer of PCC and it was agreed that councillors should put forward any projects that fulfil the criteria.

RESOLVED: **That Members to put forward any suitable projects to the next meeting.**

87/18

FIELDS IN TRUST – ACTIVE SPACES PROGRAMME

The clerk had obtained further information on this programme but advised Members that the closing date had passed. It was agreed to look into this if it was available in the future.

RESOLVED: **That this funding be considered if available in the future.**

88/18

BURIAL BOARD PRECEPT

Cllr Howells advised that Neyland Town Council had been informed of the new arrangement for paying the Burial Board precept ie Neyland to pay 75% of the precept and Llanstadwell to pay 25%. The clerk advised that she had not been sent any minutes of Burial Board meetings despite asking for them some time ago. Cllr Howells agreed to remind the clerk to the Burial Board about this and to ensure that the agreed budget is forwarded before December each year. Cllr Howells was thanked for his work in this respect.

RESOLVED: **That the clerk to the Burial Board be reminded to send minutes to the Clerk to Neyland Town Council and Llanstadwell Community Council along with a copy of the agreed budget early in December each year.**

89/18

CORRESPONDENCE

The following correspondence had been received:

- a) Seafarers UK – Fly the Red Ensign – no flagpole available.
- b) PoMH Opinion Survey – cllrs to take part if they wished.
- c) Sustainable Drainage Newsletter – noted.
- d) Hywel Dda UHB Additional Drop-in Events – noted.
- e) Bobath Wales – request for donation - £50.00 donated.
- f) CAB – AGM 2018 – noted.

- g) Mid & WW Fire & Rescue service – Defibrillators in Pembs – no action.
- h) Welsh Govt: Community & Town Council Database Privacy Notice – noted.
- i) Biodiversity Solutions: Biodiversity Assessment of our community – no action.
- j) Paul Davies AM – May Newsletter - noted.
- k) Welsh Govt: Review Of T & CC Sector in Wales ‘Pop-in’Events - noted.
- l) Play Wales: A playworker’s guide to risk – circulated.
- m) OVW: News Bulletin May – circulated and noted.
- n) CHC: the fragility of GP Out of Hours services in Wales – noted.
- o) Ageing Well in Wales reports – noted.
- p) PCC: Byelaws with respect to Omnibuses - noted.
- q) OVW: Agenda and minutes for Pembs Area Committee – noted.

90/18

ANY OTHER INFORMATION

The following matters were raised:

- a) The garden at 75 Church Road was now in a very dangerous condition as Cllr Richards had visited the property recently. It was agreed that Cty Cllr Paul Miller be requested to look into this as a matter of urgency.
- b) The clerk was asked to remind PCC about a litter bin for Mastlebridge.
- c) The chair advised that he and the clerk had made inquiries with OVW and he was very pleased to confirm that Cllr Howells was able to remain a Member of Council until the next Local Council Elections despite having moved outside of the Council boundary.

91/18

DATE OF NEXT MEETING

The next meeting will be held on Tuesday 10th July 2018 at 7.00pm at Mastlebridge Community Hall.

The meeting closed at 8.40pm.

Signed.....Chair.....Date

Signed.....Clerk