

09/17

MINUTES OF A MEETING OF EAST WILLIAMSTON COMMUNITY COUNCIL HELD ON THURSDAY 2ND MARCH 2017 AT EAST WILLIAMSTON COMMUNITY HALL AT 7.00PM

PRESENT: Cllr Mrs K Talbot (Chair)
Cllr C Hopkinson
Cllr I Prout
Cllr A Ratcliffe
Cllr G Soar
Cllr J Williams *

*Present for part of the meeting only.

APOLOGIES: Cllr T Ensom
Cllr D McIntosh
Cllr I Wilkinson

The clerk was in attendance (Mrs J Clark)

26/17 **DECLARATIONS OF INTEREST**

None received.

27/17 **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 2nd February 2017 were proposed and seconded. They were agreed as a true record apart from correcting the spelling of Cllr Soar in the list of those present.

28/17 **MATTERS ARISING**

The following matters were raised:

1. Minute 16/17

- a) Cllrs had received the list of council expenditure to date from the clerk.
- b) Although there had been a problem with the delivery of the newsletters, it appears that the majority of residents had received one.
- c) The clerk had received Notices of Election for display in Council's notice boards.
- d) The clerk had obtained four quotes for the supply and delivery of two used steel containers and it was agreed to accept the lowest quote from Cargostore who quoted £2,450.00 plus VAT.

2. **Minute 18/17:** The strimmer etc has been returned by Colin Phillips.
3. **Minute 20/17:** The chainsaw has been purchased from MGM.
4. **Minute 24/17:** PCC have not carried out the work requested at the last meeting relating to the sink hole in Elveston Lane nor the streetlight

shrouded by a tree. The clerk would send photographs and report the matters again.

29/17

PLANNING APPLICATIONS

The following planning applications were considered:

- a) **16/1107/PA:** Single storey extension at Lynwood, Valley road, Saundersfoot – **SUPPORT**
- b) **156/1020/PA:** Rear extension at 8 Lyndhurst Avenue, Broadmoor – **SUPPORT**

30/17

REPORTS ON PLAY AREAS

Broadmoor: The chair showed a selection of photographs she had taken of the items requiring cleaning, repair or replacement and it was agreed to replace the cargo netting rather than repair it. Plus there were rotten posts, the chain link fence required mending and the springers were in poor condition. Most pieces of equipment required cleaning and re-painting. There was also a tree at the park which was overhanging the property known as 'Daveann'. It was agreed that a quote be obtained for cutting down this tree and that a 'No Ball Games' sign be purchased.

*Cllr J Williams arrived at 7.25pm.

Pentlepoir: This park was not looking too bad however the springers were looking dirty and in need of re-painting. Cllr Hopkinson had inspected the park and advised that most of the pieces required re-painting and there was a log rotting on the log walk. The clerk was requested to ask the maintenance contractor to replace this piece of timber. There was rust underneath the main slide and there was no lock on the main gate. The clerk was asked to find out if either of the contractors had the padlock and if not to purchase a new one.

East Williamston: Rotten timbers on the walkway bridge had been reported and it was agreed to get this repaired in the short term. This equipment may have to be moved to a drier area of the park.

31/17

CORRESPONDENCE

The following correspondence had been received:

- a) Membership of One Voice Wales 2017/18 – agreed at cost of £255.00
- b) OVW Welsh Tree Charter Survey Preview – noted.
- c) Teenage Cancer Trust – request for donation – no action.
- d) Paul Sartori Foundation – request for donation – donation of £100 agreed.
- e) Pembs Federation of Young Farmers' Clubs – request for donation – no action.
- f) Hywel Dda University Health Board – Transformation Programme – noted.
- g) OVW – Training Modules – listed order of priority for top 6.

- h) HSBC Bank – unable to process addition of signatories – leave until after election.
- i) Boundary Commission for Wales – Secondary Consultation period – noted.
- j) HSBC – Closure of Narberth branch.

32/17 **REVIEW OF FINANCIAL REGULATIONS AND STANDING ORDERS**

It was agreed that these documents would be reviewed at the Annual Meeting on May.

RESOLVED: **That the above documents be reviewed in May.**

33/17 **RISK ASSESSMENT FOR 2016-2017**

The risk assessment document had been circulated with the agendas indicating each risk identified, what level of risk it presented, the management of the risk and the recommended actions.

The risk assessment was checked item by item and it was agreed that all elements of risk had been identified and managed appropriately.

RESOLVED: **That the risk assessment for 2016-17 be accepted and agreed.**

34/17 **RESPONSES TO RURAL FACILITIES SURVEY**

Cllr T Ensom and Cllr A Ratcliffe had previously circulated their responses to the survey and these were agreed as accurate.

RESOLVED: **That the responses to the above survey were accurate and that it could be forwarded to PCC.**

35/17 **TENDERS FOR MAINTENANCE CONTRACT**

Tenders had been received for the maintenance contract from the following:

- a) Axon Services of Newport, Gwent £7,650.00
- b) The Cutting Hedge Gardening & Landscapes £3,664.00
- c) Richard Mason Gardening Services £3,850.00
- d) Karl butler of Dig It Garden Services £3,170.00

It was agreed to award the contract to Karl Butler of Dig It provided that satisfactory references could be provided.

RESOLVED: **That the contract be awarded to Dig It at a cost of £3,170.00.**

36/17 **SOUTH HOOK LNG FUNDING FOR PROJECTS**

Cllr R Ensom had attended a seminar on Crowd Funding and as he was not present at the meeting it was agreed that this be discussed by the East Williamston Community Hall Trust.

RESOLVED: **That this matter be discussed by the EW Community Hall Trust.**

37/17 **ACCOUNTS AND BANK BALANCE UPDATE TO 28TH FEBRUARY 2017**

The Clerk gave an update on the accounts and the following financial documents were circulated:

- a) The Financial Statement – Cashbook showing expenditure of £14,221.74 (gross) and income of £23,158.43.
- b) The Bank Account Reconciliation Statement confirming the bank balances of Current Acct - £20,471.82; Deposit Acct - £6,086.58 and Park Acct - £13,047.14
- c) The Budget Heading Monitoring Report showing budgets with actual figures to date and balance remaining under each heading.

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

38/17 **ACCOUNTS FOR PAYMENT**

The following accounts were approved for payment:

a) Mrs J Clark February Salary	£191.09
b) PAYE for February	£47.60
c) Paul Sartori Foundation donation	£100.00
d) MGM Chainsaw	£574.08
e) One Voice Wales Subs	£255.00
f) Tenby Observer – advert for handyman contract	£72.00
g) KP Thomas – fuel for tractor	£44.81

39/17 **REPORT OF COUNTY CLLR JACOB WILLIAMS**

Cty Cllr Williams raised the matter of the nomination forms for the Town and community Council elections and it was agreed that a special meeting would be held on Thursday 23rd March 2017 at the Community Hall for the clerk to check all nominations papers for accuracy. The clerk would then deliver all papers to County Hall on the following day Friday 24th March to allow time for any errors to be corrected.

40/17 **ITEMS FROM COUNCILLORS**

There were no matters to report.

41/17

DATE OF NEXT MEETING

The next meeting of Council would be held on Thursday 6th April 2017 at 7.00pm.

The meeting closed at 9.00pm.

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

Signed.....Clerk