

**LLANGWM COMMUNITY COUNCIL
MINUTES OF THE MEETING HELD ON
13th September 2016 at 7.30pm
LLANGWM VILLAGE HALL**

1. **Present:** Councillor R Preece (Mrs) (Chair) Councillor B Childs (Vice Chair)
Councillor D George Councillor M John
Councillor N Lewis Councillor E Rawlings (Mrs)

2. **Apologies:**, Councillor P Morris (Mrs) Councillor M Watkins (Mrs)

In attendance: K M Codd (Mrs) Clerk

Note: meeting commenced at 7.30pm following a Code of Conduct training session given by Claire Jones Monitoring Officer for PCC.

3. **Declarations of any personal, prejudicial or potentially conflicting issues.** To be noted in the action column. **Action R/A**

4. **Minutes of meeting held on the 12th July 2016**

Minutes were read and agreed as being a true and accurate record.

Proposed by Councillor Lewis seconded Councillor Childs

5. **Matters Arising**

- a) Cllr Childs informed the meeting that good work had been carried out at the bridleway at Black Tar. Cllr John confirmed that PCC undertook the work.
- b) In response to Cllr Lewis, the Clerk confirmed that PCNPA are undertaking an investigation into an alleged breach of planning control. The letter of intent is dated 15th August 2016 and the initial investigation will take 12 weeks, therefore LCC should receive a report during week commencing the 30th October 2016. **Clerk**

6. **Correspondence received by 13th September 2016**

- a) PCC – Pembrokeshire Wellbeing Survey – Clerk to place on October agenda.
- b) Pembrokeshire Marine Special Area of Conservation Oyster regeneration scheme. – Cllr Lewis felt this was a very interesting development. All members agreed to ensure that LCC keep up to date with developments.
- c) Pembrokeshire Coast Forum – Wildlife Sightings event at the Torch Theatre 21st October 2016. E-mail has all the details.
- d) PCNP - Mr T Moses Discovery Ranger – informing us of a Walking Group Directory e-mail tomm@pembrokeshirecoast.org.uk for further details. **Clerk**
- e) PCC Monitoring Officer – Code of Conduct advert details. Clerk to action.
- f) Clerks and Councils Direct – File
- g) Community and Economic Development Survey – October Agenda.
- h) Pembrokeshire Housing – Annual Report 2015/2016 – on file
- i) Boundary Commission for Wales – Initial Proposals Report is available on the Commissions’ web site www.bcomm-wales.gov.uk, or at 54 public locations across Wales.

- j) PCNP- Anthony Richards – PP46/2 Llangwm Ferry. – Asking for information of land ownership. Clerk to reply.
- k) Clerk advised that she met with Mr A Docker representing Western Power Distribution, regarding vegetation management at Llangwm Green. Several trees require cutting back to clear the overhead lines. Clerk awaiting further information.
- l) **Newsletter – Margaret Brace has requested information for the newsletter closing date 14th October 2016. Cllr Lewis raised his concerns regarding advertising, he noted that this has been discussed previously. Cllr Childs believes that information which is vital to residents could be included. Cllr Rawlings observed that some village newsletters include a page with local business adverts. However, she realised that this would involve more work for the volunteer post of newsletter editor.**

Action

Clerk

Following debate, all members agreed to:-

- **Post Office opening times and Pharmacy opening hours**
- **No advertising for profit.**

- m) The Clerk informed members that Mr Tovey, resident of Curlew Call, Port Lion, has been in contact with PCNPA regarding adjoining land to the west of his property which at present appears “unclaimed”. He advised that, following contact with his solicitor, he is following a legal route to discover ownership of the land. His intention is, if the land is unowned, to make car parking space as at high tide he would, in an emergency, be unable to get out onto the road.

The Clerk was asked to contact Mr Sullivan of Benton Woods to enquire whether this land would be in his ownership and to contact PCNPA for their guidance on the matter.

- n) Clerk confirmed that members are receiving all e-mails.

Clerk

7. Planning received by 13th September 2016

- a) 16/0392/NM – Non Material amendment, St Jeromes Church – Variation of condition 8 to change drainage from mains connection to installation of cesspit Planning Permission ref. 15/0885/PA

R/A

8. Finance

- a) Cash Statement – 2016 £3200 (rounded)
- b) Grant Thornton 2015/2016 Audit. The Clerk advised members of the following points:-
- i. Complete satisfaction survey and return.
 - ii. Notice for board.
 - iii. Corrections for 2016/2017:-
 - Should have a budget in place at the start of every financial year showing anticipated precept and expected levels of expenditure.
 - Quarterly, throughout the year, LCC must “monitor” its expenditure against its income.
 - Internal Auditor ticked “yes” to the above – but Grant Thornton dispute this (i.e. they feel the monthly “Cash Statements” are inadequate.)

iv. Audit observations:-

- An “engagement letter” must be responded to by the Internal Auditor confirming their “independence”.
- “Low level of reserves”. Council should consider cash position when funds are low and their management of the situation minuted.

All members thanked the Clerk for her hard work in undertaking the audit. They believed that the monthly cash statements were very useful and asked the Clerk to continue with the practice.

The Clerk will implement the changes advised by Grant Thornton but will retain the monthly cash statements.

- c) Clerk’s wages for July and August 2016 @ £200 per month. Proposed by Cllr Lewis and seconded by Cllr Childs.
- d) Clerk’s expenses June 2016 £20.00 proposed Cllr Rawlings and seconded by Cllr Childs.

9. Risk Assessment

- a) Pill Parks – Cllr Childs advised that, considering the wet weather, the ground is in reasonably good condition. However, he noted that the drive has many pot holes and is in need of repair.
- b) Cllr Rawlings advised that as part of the redevelopment of the Village Hall, a proposal has been put forward to make extra parking available at the Pill Parks side of the building. Cllr Childs raised his concerns regarding the safety of children accessing the Play Park. Cllr Rawlings agreed to report this to the Village Hall Committee.

Cllr Rawlings

Cllr Rawlings further advised that the Village Hall has applied for a grant to meet the cost of the following:-

- Re-roof the building which will include Solar Panels.
- Extend the building to the back of the property, advising that this will house a small meeting room.

Members discussed the above and asked Cllr Rawlings to keep them appraised of future developments and that no firm decision could be made without more information.

10. Black Tar Toilets

Cllr John advised members that he contacted Ian Westley (PCC) in August 2016 voicing his concerns over the constant delays in a response to LCC over the proposed repairs needed to the Toilet Block before the lease could be signed.

Cllr John advised that if there are any further delays he would pursue other routes to establish the future of the project. All members thanked Cllr John for his continuing efforts to resolve the issue.

11. Any Other Business

- a) Cllr Childs asked for the Remembrance Service to be added to October's agenda.
- b) Cllr Childs expressed his concerns at waiting times for a GP appointment. All members agreed.
- c) Cllr Lewis asked what the plans were for the old boat placed near the roundabout which was now an eyesore. Members agreed that this is unsightly and asked the Clerk to cost removal.
- d) Cllr Rawlings advised that the Literary Festival has been a success. Cllr Lewis noted that LCC had not been asked for permission to use Pill Parks. Cllr Rawlings noted the comment and will feedback to the organisers.
- e) Cllr Rawlings advised of further events to celebrate the completion of the St Jeromes' project which will be advertised locally.
- f) Cllr John suggested LCC write a letter requesting the delivery of the Defibrillator for Black Tar in support for Cllr Rawlings. Members agreed. Clerk to action.

Action

Clerk

Cllr Rawlings

Clerk

12. Date, time and venue for the next meeting.

11th October 2016 @19.00 hours at Llangwm Village Hall.

There being no further business, the Chair thanked members for their attendance and declared the meeting closed at 21.10 hours.

Signed Chair

Date