

**LLANGWM COMMUNITY COUNCIL**  
**Minutes of Meeting held at Cleddau Reach School, Llangwm**  
**10<sup>th</sup> October 2023 @ 7.00pm**

1. PRESENT: Councillor M Evans (Chair)                      Councillor V Owens (Vice Chair)  
                  Councillor M John                                      Councillor B Childs  
                  Councillor N Sandford                                  Councillor N Lewis  
                  Councillor C Davies

IN ATTENDANCE: Clerk Debbie Hanney  
                          Mr Neil White

REGISTER OF ATTENDANCE: – All members present signed.

APOLOGIES: Councillor E Rawlings

DECLARATION OF ANY PERSONAL OR POTENTIALLY CONFLICTING ISSUES: None recorded.

MINUTES OF PREVIOUS MEETING: held on 12<sup>th</sup> September 2023 – minutes agreed.

MATTERS ARISING:

- **Updating and maintaining Llangwm website.**  
Mr Neil White attended the meeting to discuss the ongoing updating and maintaining the Llangwm website.

The topics discussed and advice given by Mr White included:-

1. Who owns/will own the site?
2. Whether the Community Council has a Webmaster/Volunteers able to keep the site up-to-date.
3. Whether it merits the expenditure - cost-benefit analysis.
4. Whether it will be dynamic content or only signposting to other sites.

The options for consideration were:-

**Discontinue the Llangwm website:** Based on the above you have a low count on return on investment, too few people to undertake the tasks, content would be too complex and a negative on ownership/accountability.

**Carry on with existing site:** Based on the 4 point consideration - having done some maintenance the Community Council may be happy with the way it looks now, and just need to identify Webmaster/updaters.

<p><b>Create a new site that may be cheaper or free:</b> A Webmaster would need to be appointed and decide what level of content you want - dynamic or signposting links.</p> <p>Mr White agreed to provide information regarding design options and free packages that would be circulated to the Cllrs for appraisal.</p> <ul style="list-style-type: none"> <li>• Llangwm Newsletter – Cllrs discussed topics to be submitted for inclusion in the Llangwm Newsletter and it was agreed that the clerk would draft information, to be approved by the Cllrs, for the publication.</li> <li>• Banking – Cllr Evans is currently in discussion with Barclays Bank to update the signatory list for the Community Council and amend the correspondence details. Cllr Childs is required to update the signatory form held by the bank before this can progress.</li> <li>• Christmas lights – Cllr Evans will arrange for the Christmas lights to be switched on, Cllrs agreed that there would not be any Christmas figurines this year as these were vandalised and destroyed last year.</li> </ul> <p><u>CORRESPONDENCE RECEIVED:</u></p> <ul style="list-style-type: none"> <li>• Cllr Evans received correspondence from Sue Edwards regarding providing refreshments at the village hall following the Remembrance Service and asked if the Community Council were able to make a financial donation of £25 towards hosting this. All proceeds from this event would be donated to the Royal British Legion. All Cllrs present agreed to this donation and Cllr Evans will inform her of the decision.</li> </ul> <p><u>PLANNING RECEIVED BY 7<sup>th</sup> October 2023:</u></p> <p><a href="http://www.pembrokeshire.gov.uk/planning-applications">www.pembrokeshire.gov.uk/planning-applications</a></p> <ul style="list-style-type: none"> <li>• None received.</li> </ul> <p><u>FINANCE:</u></p> <ul style="list-style-type: none"> <li>• <b>Invoices received</b> by 7<sup>th</sup> October 2023 and cheque approval: - Community Council Clerk salary costs (26 hrs @ £12.37 per hour, £20 expenses per month) Royal British Legion for Remembrance Wreath £20 plus £5 donation One Voice Wales membership fee £155 Cheques approved by all Councillors.</li> <li>• <b>Audit update</b> – Sue Watkins is currently undertaking the internal audit and will produce a report with her findings and recommendations in due course.</li> <li>• <b>Payments</b></li> </ul>	<p>Clerk to draft information for the newsletter</p> <p>Cllr Childs to attend Barclays Bank to update</p> <p>Cllr M Evans to contact Sue Edwards</p>
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<p>Clerk to contact grass cutting contractor for invoice for grass cutting at Pills Park. Cllr Evans to provide an invoice for tree felling behind the village hall.</p> <p><u>RISK ASSESSMENT:</u></p> <ul style="list-style-type: none"> <li>• <b>Traffic issues</b> – none reported.</li> <li>• <b>Pills Parks</b> – no issues reported.</li> <li>• <b>Common Land</b> – Cllr Evans contacted Llangwm Boat Club to advise them that the Community Council has no jurisdiction over the foreshore or boats that are moored in these areas.</li> <li>• <b>Dog fouling</b> – no issues reported.</li> <li>• <b>Defibrillator Checks</b> – will be carried out by Cllr B Childs in October and by Cllr M Evans in November.</li> <li>• <b>Data Protection</b> – no issues raised.</li> </ul> <p><u>CLERKS INFORMATION:</u></p> <ul style="list-style-type: none"> <li>• The clerk is currently undertaking a review of Community Council governance to ensure that Policies and Procedures, current Risk Assessments and other required documentation is up to date.</li> </ul> <p><u>TRAINING:</u></p> <ul style="list-style-type: none"> <li>• Cllrs have provided details of training undertaken so the clerk can produce a draft training plan for approval.</li> </ul> <p><u>GREEN ISSUES:</u></p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><u>AOB:</u></p> <ul style="list-style-type: none"> <li>• Following feedback provided by Cllr M John at the Community Council meeting on 12<sup>th</sup> September 2023 regarding the proposal by Pembrokeshire County Council to update their Rural and Town Councils Size Policy, Cllr John informed the Cllrs that the next meeting will be held on 23<sup>rd</sup> November 2023 and he advised that a Community Councillor should attend as changes to the policy could mean that Community Councils may reduce and/or be amalgamated with neighbouring councils. It was an opportunity for town and community councils to express their opinions and raise any concerns prior to the final decision being made by the Local Democracy &amp; Boundary Commission when they complete their review. Any changes will be implemented for 2027 elections.</li> <li>• Cllrs M John advised that the Flexible Bus (Fflecsi Pembrokeshire) service in the area was still operating following a recent media announcement regarding cuts to the service which had caused some confusion. Cllr John advised that this was not the case for the service in this area and that the buses continued to operate as normal.</li> </ul>	<p>Clerk to contact Cut by Doc. Cllr M Evans to provide invoice</p> <p>Cllr B Childs &amp; Cllr M Evans to check working order.</p> <p>Clerk to draft training plan</p> <p>All Cllrs</p>
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- Cllr M John advised that Pembrokeshire County Council would no longer be providing grey rubbish bags and that black bags could now be used. The rubbish collection would remain the same, 3 bags to be collected every two weeks.

NEXT MEETING:

**The next Community Council Meeting will be held on Tuesday 14<sup>th</sup> November 2023 in Cleddau Reach School.**