**JEFFREYSTON COMMUNITY COUNCIL**

**Cyngor Cymuned Jeffreyston**

**Minutes of the meeting held on Monday 12 May 2025**

**Attended by:**

**Community Councillors, Arabella Morgan (Chair), Helen McLeod-Baikie (Vice-Chair), Marie Everall and County Councillor Vanessa Thomas and PCSO Emma Hayward**

**Representative of Langdon Mill Farm for item 6(b) only**

**1. Chairs Welcome**

The Chair welcomed all members to the meeting.

**2.        To note all present**

Apologies for absence were received from Community Councillor Rogers and from the Clerk.

**3.        Declarations of Interest**

Community Councillor Everall declared a prejudicial interest in item 6(b) regarding the pre-application consultation for Langdon Mill Farm.

**4.        To agree the minutes of the previous meetings held 3rd February and 3rd March 2025**

Draft Minutes for February, March and April 2025 to be approved at the next meeting. ACTION Clerk

5.        **Matters arising from previous meeting.**

**(a)     Notice Boards**

No update was received from the Clerk for this item of business.

Funding applications have been submitted by the Clerk. Enquiries have been made with the following:

* Pembrokeshire County Council – Enhancing Pembrokeshire
* Garfield Weston
* Gwendoline and Margeret Davies Charity

All have confirmed that they have no record of any application being made by the community council.

The Clerk identified an opportunity for funding from Ogi – it is assumed that the application was not submitted because the project did not meet the criteria. Clerk to confirm status of application – ACTION Clerk

Clerk to provide update on suggestion to submit an application to Awards for All [National Lottery Awards for All Wales | The National Lottery Community Fund](https://www.tnlcommunityfund.org.uk/funding/programmes/national-lottery-awards-for-all-wales)– update ACTION Clerk

**(b)     Playpark**

No update was received from the Clerk for this item of business.

Clerk to chase update from Pembrokeshire County Council for quarterly reports and actions required, responsibilities and timescales. ACTION Clerk

Also, Clerk to chase Pembrokeshire County Council for update on SLA and invoice for 25/26 – ACTION Clerk

Clerk to also ascertain the playground funding obligations and circulate a note on the status of any obligations and confirmation that evidence required is available for inspection. ACTION Clerk

**(c)     Formal complaint to HSBC**

No update provided by the Clerk for the meeting.

Draft complaint to be circulated to the Council – ACTION Clerk

Provide evidence that the Natwest account opened has been closed – ACTION Clerk

**(d)     Eisteddfod**

No update provided by the Clerk for the meeting.

Arrange for Cris Tomos to attend meeting. ACTION

**(e)       Website update**

It was agreed in the March 2025 meeting that County Councillor Thomas and Community Councillor McLeod-Baikie would be consulted on the content of the new website by the Clerk due to timescales to go live. This did not happen; the following is required:

o   Wording on the website to be reviewed and amended.

o   Provide an update on the email address.

o   Confirm who owns the domain name.

o   Arrange training and access to be provided to Councillors.

o   Chase up invoice

ACTION Clerk

**(f)**       **One Voice Wales (OVW) website**

Community Councillors have previously requested the details to access the OVW website, members area, to date these details have not been shared with the Council. ACTION Clerk

**6.        To consider planning matters**

**(a)     23/0085/PA - Land south of Jeffreyston, Covert View, Jeffreyston - One Planet Development including house, polytunnel and freestanding photovoltaic array** [Citizen Portal Planning - application details](https://planning.agileapplications.co.uk/pembrokeshire/application-details/40073)

Application has been refused, it should be noted that the Community Council’s response was not submitted by the Clerk and recorded on this application.

**(b)     Langdon Mill, Pre application consultation**

 Langdon farm representative attended the meeting and gave some background to the operation and the proposals.

* Bigger than average herd.
* Found themselves in a position that local farms being used to house the cattle are either being sold or require the yards for their own purpose.
* Proposal will reduce the number of movements. Less infection of TB.
* Not an increase in numbers of young stock.
* More activity within the farm, less tractor movements in the area.
* Looking at ways to reduce the ammonia on the farm, NRW will need to approve the proposed application.

Planning for 2017 - anaerobic digestion – looking to deliver in the short term.

Proposed response agreed as follows:

*“The Community Council wish to thank Langdon Farm for sending a representative to the meeting, to set out their proposals and the ongoing activities at the farm. Concerns raised regarding the quantity and treatment of slurry, the size and growth of the farm and the traffic/cattle movements. We recommended that the applicant engages with the community on their proposals”*

*Clerk to send response ACTION*

**(c)     24/1197/PA - Little Loveston, YERBESTON, Kilgetty, Pembrokeshire, SA68 0NR – Boiler and Flue within garage (in retrospect**) [Citizen Portal Planning - application details](https://planning.agileapplications.co.uk/pembrokeshire/application-details/42550)

Application noted and no comment or objections

**(d)     24/1152/PA -  The Orchard, CRESSELLY, Kilgetty, Pembrokeshire, SA68 0SN - Creation of an outdoor equestrian manege** [Citizen Portal Planning - application details](https://planning.agileapplications.co.uk/pembrokeshire/application-details/42497)

Details not circulated by the Clerk. Application picked up by the Community Councillor from the lists published on the website. Not discussed or considered at the meeting.

Clerk to include property, planning ref number and link to application in future agendas and minutes – ACTION Clerk

**7.        To receive and consider financial matters including approval of payments**

1. Balance

No balance shared by the Clerk. To be shared at the next meeting. ACTION Clerk

Provide Cheque book to Chair to arrange payments approved by Council. ACTION Clerk

Clerk to provide access to HMRC PAYE system to the Chair for review as employer – ACTION Clerk

Clerk to provide an update on actions set out in April 2025 minutes – ACTION Clerk

Chair to review HMRC website and report to Council as part of internal audit recommendations – ACTION Chair

**(b)     Approve payments**

(i) Clerk Salary – April 2025 - £202.40 (not £202.80 as stated in the agenda)

(ii) Expenses to Chair – not required, paid and approved 10th Mach 2025

(iii) Expenses for posting £8.35

(iv) Village Hall £50 for 3 March 2025 and 7 April 2025 meetings for the hire of the hall for committee meetings.

Proposed Community Councillor McLeod-Baikie seconded by County Councillor Thomas.

All payments approved, unable process payments due to lack of cheque book, Clerk to arrange for cheque Book to be delivered to the Chair. ACTION Clerk

(c)     To consider any urgent payment of invoices after publication of the agenda.

None received

**8.       2022/23 Audit**

No update – refer to April 2025 notes for actions – ACTION Clerk

Amend and upload the notice of conclusion of audit for 22/23 – ACTION Clerk

Publish full annual return on website – ACTION Clerk

**9.        2023/24 Audit**

No update – refer to April 2025 notes for actions – ACTION Clerk

Chair advised not to sign until information requested from the Clerk is supplied.

Unable to discuss the audit due to absence of information, it was resolved that the Council will write to Audit Wales to set out our position and enclose the unsigned document.

**10.   2024/25 Audit**

The Internal auditor confirmed receipt of payment for 23/24 audit.

Auditor requested confirmation of instruction for 24/25. Council was not aware that the auditor had not already been instructed and agreed that the Clerk should do so without further delay and issue a letter of engagement. Council had understood from email from Clerk dated 7th April 2025 that the audit was sorted and prepared for the 24/25 audit and end of year accounts. ACTION Clerk

Publish audit notice prior to next Council meeting – ACTION Clerk

**11.   Highway matters**

Kerb damaged by the Winch corner – report to PCC – ACTION Clerk

Temporary road closures received – noted that these were not posted on the website or the Facebook pages. These should be published on receipt by the Clerk in future ACTION Clerk

**12.   To receive and discuss correspondence**

No list of correspondence has been provided by the Clerk.

Community Councillors requested again that full details are included in the agenda i.e. date of receipt, sender and subject. ACTION Clerk

Concern was raised that Council are not having sight of all correspondence to the Council.

**13.   To receive update from County Councillor Vaness Thomas**

Dog Fouling – Resident thanked the County Councillor for the response sent and there had been an improvement and hoped that this will continue.

**14.   To receive update from PCSO, Dyfed Powys Police**

Dog Fouling – PSCO had contacted the dog warden about the dog fouling complaint.

Joint patrols – PSCO and County Councillor Thomas has been undertaken within the village.

Speeding checks – in the village and outside of the school. Presence has been welcomed by residents.

**17.   Community update**

None

**18.   Minor matters/ Items for next agenda**

The absence of the Clerk has highlighted a risk to the Council that they do not hold passwords and account information for bank, OVW, website, email accounts etc. Prior to next Council meeting to be held by the chair in a sealed envelope – ACTION Clerk

Items for the next agenda ACTION Clerk

* Risk assessment for 25/26
* Digital guidance
* Governance and accountability report
* Councillor allowance for 25/26 (publication of previous reports)

**19.   Date of next meeting**

2 June 2025

**The meeting ended at 21:28**