

## JEFFREYSTON COMMUNITY COUNCIL

Clerk: Jackie Thomas  
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38 John Street  
Neyland  
SA73 1TH

27 July 2025

Dear Members,

The **MEETING** of Jeffreyston Community Council will take place at Jeffreyston Village Hall on **MONDAY 4 August 2025 at 7.00 pm.**

ALL Members of the Council are summoned to attend for the purpose of considering and resolving the business to be transacted as set out below.

As per the provisions of the Local Government and Elections (Wales) Act 2021, members of the public are welcome to attend this meeting.

Yours sincerely,

*Mrs A Morgan*

Mrs Arabella Morgan  
Chair

1. Chairs Welcome
2. To note all present/apologies for absence
3. Declarations of interest
4. To agree the Minutes of the previous meetings:
  - a. 2 June 2025
  - b. 14 July 2025
5. Matters arising from previous meetings:
  - a. Fund application form
  - b. Risk assessment 25/26
  - c. HMRC
  - d. Insurance policy
  - e. Website
6. To consider Planning matters
7. To receive and consider Financial Matters including approval of payments.
  - a. HSBC balance
  - b. Approve payments
    - a. Clerk's salary for July £202.40 – to note
    - b. Information Commissioners Office (ICO) payment (paid by direct debit) – £52 to note
    - c. East websites (paid by direct debit) monthly April to July – £36.96 monthly to note
    - d. Service Level Agreement with PCC 2023/24 Inv M1588537 - £763.00
    - e. Service Level Agreement with PCC 2024/25 Inv M1607996 - £654.00

- c. To consider any urgent payment of invoices after publication of the agenda
  - d. Community Councillor allowances for 2025/26
- 8. 2023/24 Audit
  - a. Update on submission to Audit Wales
- 9. 2024/25 Audit
  - a. Approve auditor appointment
  - b. Bank Reconciliation
  - c. Payments and receipt report
  - d. Budget vs actual figures
  - e. Balance remaining as at 31.3.2024
  - f. Reconciliation of Accounts to 31.3.25
- 10. Noticeboards
- 11. Jeffreyeston Playpark
  - a. Approval of Service Level Agreement (SLA) with Pembrokeshire County Council for 2025/26
  - b. Insurance
  - c. Inspection reports
  - d. Funding obligations
- 12. Vacancies – Community Councillors
- 13. To discuss the recent email from Pembrokeshire County Council on the submitted proposals for the Local Development Plan (LDP2)
- 14. Highway Matters
- 15. To receive any correspondence
  - a. 10 June 2025 - One Voice Wales – requesting representative for the Pembrokeshire Area Committee
- 16. To receive an update from County Councillor Vanessa Thomas
- 17. To receive an update from PCSO (Emma Hayward)
- 18. Community – update
- 19. To note any minor matters or items for the next agenda at the discretion of the Chair
  - a. September agenda – Explore opportunities to work with Jeffreyeston Church and St Oswalds VC school on events for local community.
- 20. Date of the next meeting
  - a. To be agreed