

**JEFFREYSTON COMMUNITY COUNCIL**  
**Cyngor Cymuned Jeffreyston**

**Minutes of the meeting held on Monday 1<sup>st</sup> December 2025**

It was agreed that during the temporary absence of the clerk, Community Councillor Everall holds the position of Proper Officer and Responsible Financial Officer

**1. Chairs welcome**

**2. To note all present/apologies for absence**

**Present**

- Chair – Community Councillor Arabella Morgan
- Vice Chair – Community Councillor Helen Mcleod-Baikie
- County Councillor Vanessa Thomas
- Community Councillor Marie Everall – A/Clerk and RFO

**Apologies/Absent**

- PSCO Emma Hayward – Dyfed Powys Police
- Community Councillor Maria Rogers
- Clerk – Jackie Thomas
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**3. Declarations of interest:**

None declared

**4. To agree the minutes of the previous meetings:**

**2<sup>nd</sup> June 2025** – *The Minutes of the Jeffreyston Community Meeting held on the 2<sup>nd</sup> of June 2025 are approved subject to the following additional notes.*

The point and time at which Cllr Helen McLeod-Baikie left the meeting has not been noted (8.15 pm), and the clerk (Jackie Thomas) has not been recorded as in attendance.

**Agenda item 4 (a)** – Members were unhappy that the minutes had been delayed and not been approved in a timely manner. They emphasised that this cannot continue to happen; all minutes should be undertaken and published in accordance with the legal requirements and this can only happen if they are circulated promptly after the meeting.

**Item 4 (b)** Approval of the March 3<sup>rd</sup>, 2025, Minutes subject to inclusion of the statement from PCC relating to Ash Die Back (ADB), which was discussed in detail during the meeting.  
*‘The issue of ash die back has been around for a number of years, and during this time PCC have carried out checks on the condition of trees throughout the county for this disease. If a tree appears visually affected by ADB, then the landowner is searched on land registry database and contacted, and asked to have them assessed by a qualified person i.e. arborist. This may not need to be removed; it may require some remedial pruning or may be deemed fine or severely affected. If a tree appears in a dangerous condition PCC may have it assessed by our own internal arborist and may serve a notice on the landowner advising dangerous tree alongside highway if landowner does not remove dangerous tree, then further attempts are made to speak to the landowner, not all landowners accept their responsibility or are not in a financial position to afford to remove the tree, if the tree is*

*considered to be in a dangerous condition PCC could have the tree removed and attempt to claim costs back from the Landowner via magistrate's court. There can also be difficulties with locating who is responsible as lots of parcels of land are unregistered.*

*Since the programme of checking began, some trees which originally may only have been displaying initial signs of the disease, and therefore not a concern, could over time have deteriorated and may now look more affected. Therefore it is a continual rolling process of assessing the condition of the trees, and the possibility of ADB.*

*If any member of the public has concerns regarding ADB, then they are advised to contact the Council via the contact centre 01437 764551 or email [enquiries@pembrokeshire.gov.uk](mailto:enquiries@pembrokeshire.gov.uk)*

### **Agenda Item (5) Matters Arising**

(a) Noticeboards - In addition to what is recorded:

Council was advised by the Clerk that grant applications had been made to the 'Awards for All' and 'Visit Pembrokeshire'

Members requested further information on the 3 quotes received for the replacement of the 2 Notice Boards and reminded the Clerk that part of any grant application would require a consultation with the community

The Clerk also volunteered to visit the Noticeboard in Loveston to attempt to remove the outdated notices and posters.

The Clerk was asked to contact PCC to discuss any potential planning implications and to arrange for the board in Cresswell Quay to be checked and the measurements recorded.

Members also expressed concern that the figure earmarked for purchase of the noticeboards was nowhere near that required and no figure had been earmarked for installation costs

Item 5 (d) Eisteddfod – there was confusion about whether contact had been made with Cris Tomos or not. As councillor Mcleod-Baikie had been involved in the initial communication a request was made to the Clerk to forward a copy of the email sent to Mr Tomos and to update members on any response received.

5 (e) Website update - There was a discussion on ownership of the domain name. Members asked to see the website Terms and Conditions. The Clerk was asked to contact the provider for the invoice for set-up costs and monthly direct debit costs. The web page introduction requires review and update, and the incorrect address requires urgent correction. There appears to be confusion over which email format is available, clarification required.

Item 5 (f) OVW – There was a discussion on the website username, membership number and password during the meeting.

5 (h) Risk Assessment 2025/26 - Draft RA produced by the Clerk; however, members thought there were areas not covered and suggested further additions. Clerk asked to re-draft and circulate to members for consideration before the July meeting.

8.15 pm - Councillor H Mcleod-Baikie left the meeting at this point and requested that all outstanding matters be actioned ahead of the July meeting and reminded the Clerk of her commitment to sort them out. There was concern that some of the matters were over 12 months old and needed to be actioned without further delay.

5 (i) Digital Guidance - Discussed and Noted

5 (j) Governance and Accountability Report - Discussed and Noted

**Agenda Item (6) Councillors' Allowances for 2025/26** - Clerk was asked to contact members for confirmation of whether they accepted or declined the allowances available. Members questioned whether the IRPW Annual Report for 2025/26 had been received. The Clerk was reminded that annual reports must be published even if they are NIL

**Agenda Item (7) Planning Matters**

Council discussed planning decisions on Little Loveston (24/1197/PA) and The Orchard, Cresselly (24/1152/PA)

**Agenda Item (8) Financial Matters**

As well as the HSBC balance and approval of the May salary, the council also discussed the following:

Hall Payment / ICO direct debit amount / 1st instalment of precept received.

VAT 126 Repayment Claims - Council received confirmation from the Clerk that all VAT had been reclaimed to the end of the 2025 financial year, except for the amount referred to in the 2022/23 IA report.

It was also noted that VAT had been reclaimed on the purchase of the council laptop; however, the purchase invoice was issued to a third party and not to the community council. Clerk to check with HMRC whether this is acceptable.

Members requested an urgent update regarding PAYE and HMRC - Clerk to contact HMRC to establish the current position.

There was also a discussion on bank statements being shared with members and concern that they had not been produced for checks as part of the Internal Financial Controls.

**Agenda Item (10) 2023/24 Audit**

Councillors discussed the IA recommendations

Accounting software - Taking into account the council's precept and the number of transactions during a 12-month period, members felt that the cost of purchasing an accounting package was currently prohibitive, but they will keep it under review

Payroll software - there was no resolution to research the cost of payroll software

***Councillors agreed to an additional meeting on the 16th June to consider approval of the 2023/24 Annual Return / Annual Governance Statement and Accounting Statements, and requested that all the supporting paperwork be circulated to members in good time before the meeting, so that they have all the relevant information to hand***

**Agenda Item (11) 2024/25 Audit**

Notice of Electors' Rights to be published as soon as possible

**Agenda Item (13) Correspondence**

Members thought the correspondence list circulated prior to the meeting was a sensible idea, however some correspondence had not been received by members and emails and applications were sent and not recorded. It again highlighted that despite agreeing to copy members into emails, it was not happening.

**In conclusion:** To maintain the integrity of council records and support effective governance, it is vital that meeting notes are accurate, comprehensive, and circulated in a timely manner. The Clerk should address the concerns raised, clearly document key discussions and decisions, and include supporting evidence where necessary. This approach will ensure greater transparency and ensure that all council members are informed and engaged in the decision-making process. Regular review and prompt circulation of minutes are essential to avoid similar issues in future meetings.

**Proposed:** Councillor V Thomas      **Seconded:** Councillor A Morgan

3<sup>rd</sup> November 2025 – Approved

**Proposed:** Councillor McLeod-Baikie      **Seconded:** Councillor Thomas

## **5. Public Participation**

There were no members of the public present

## **6. Matters arising from the previous meetings:**

- Insurance policy and Update Asset Register – Clerk (JT) to action on her return
- Website – Clerk (JT) to action on her return
- HMRC September Minute Ref 7 (c) requesting information to update PAYE records, it was decided that the volume of information needed was such, that council felt it was right to wait for the clerk to return to work. (JT) To Action
- Staffing update – Clerk continues to be absent due to sickness; the members sent their best wishes for a speedy recovery.

## **7. Planning Matters:**

- (a) Planning Application 25/0402/PA – Cresselly Cricket Club  
Proposal: Change of use from an agricultural field to a second cricket pitch  
Site Address: Cresselly Cricket Club, CRESSELLY, Kilgetty, Pembrokeshire, SA68  
Decision: Conditionally Approved. Date Decided: 05-Nov-2025
- (b) No urgent consultations received after publication of the December Agenda

## **8. Financial Matters:** *The RFO updated members on the recent Safeguarding Review undertaken by HSBC on Friday the 28.11.25. The council needs to submit a new bank mandate as soon as possible.*

- (a) HSBC Bank Balance @ 30.11.2025 - £ 13,690.79 cr
- (b) HSBC Bank Charges - £0.80 – Noted
- (c) Bank Reconciliation November - Unanimously Approved, signed by Chair
- (d) Receipt & Payments Report November – Unanimously Approved, signed by Chair
- (e) Approve and Note Payments
  - i Church Hall Hire – 100575 - £25
  - ii Admin Costs – Reimbursement Cllr Overall – 100577 - £82.80
  - iii Clerk's Salary November £202.40 – Noted
  - iv Easy Web Site £36.96 DD – Noted
- (f) No urgent payment requests received after the publication of the December Agenda
- (g) Urdd National Eisteddfod Ynys Mon 2026 – \$137 Donation of £50 – Unanimously Approved 100578

(h) Urdd Fund for All Appeal 2026 – S137 Donation of £50 – Unanimously Approved – 100579

(i) Update on 2023/24 and 2024/25 Audits

The covering Clerk/RFO continues to liaise and update the Internal Auditor and Audit Wales - External Auditor, on the current situation. The Audit Completion Notice and Accounting Statements for 2022/23 had been uploaded to the website by Cllr Everall.

#### **9. Noticeboard Replacements**

The estimated delivery date given is week commencing 22.12.25. It is anticipated that installation will be early 2026, depending on weather conditions.

#### **10. Play Park / Village Green**

Monthly Inspections 2026/27. Clerk/RFO - ME advised that she was waiting for the new Contractor's Company Insurance Certificate, once received she will confirm the change with the current service provider. The 2026/27 grass cutting service will remain with PCC.

#### **11. Budget 2026/27**

Members had further discussion on the first draft 2026/27 budget and proposed precept. There were some additions members thought should be included. RFO -ME will circulate the second draft budget for approval and confirm the precept figure in the January meeting.

Draft Reserves Policy

**Resolved:** Members unanimously approved this. ME to upload to the website

#### **12. Training /Training Plan**

- (a) Councillor Thomas is booked on the OVW 'Council as an Employer' course in December
- (b) Councillor McLeod-Baikie is attending 'The Code of Conduct' course in December.
- (c) Councillor Everall attended the Easy Web Site training on 06.11.25 so that uploading documents to the council website can be managed in house during the Clerk's absence.
- (d) Councillors Morgan and Rogers to book The Code of Conduct Training with OVW
- (e) To consider a Training Plan for the Council. Two options had been circulated prior to the meeting and members elected to approve Option 2. All members to complete the Self-Assessment forms provided by the 01.02.2026. ME to upload the plan to the website

**Resolved:** Plan Approved unanimously by members

#### **13. Policy Approval**

Internal Financial Controls Policy

**Resolved:** The draft policy was approved, ME to upload

Proposed: Councillor Thomas      Seconded: Councillor McLeod-Baikie

#### **14. Risk Management Assessment 2025/26**

The Risk Management Assessment was circulated prior to the meeting in order for members to have sufficient time to consider the draft, following considerable discussion, the plan was approved.

**Proposed:** Councillor Thomas      **Seconded:** Councillor McLeod-Baikie

## **15. Governance Matters**

(a) Approved and signed minutes – Concerns were raised in the previous meeting regarding no hard copies of approved minutes (as legally required) had been signed by the Chair between 2023 and 2025. Councillor Thomas confirmed that she has started to print off hard copies of Minutes for 2023/24 and Councillor Everall is attending to Minutes from Jan 25 to current date. It is proposed that all will be completed and ready for the Chair's signature before the end of March 2026. Progress to be reviewed in the January 2026 meeting.

(b) Annual Report 2024/25 – Members appreciate this is a statutory requirement, item c/f

(c) Section 6 Environment Act (2016) Biodiversity Plan/Report due by the end of 2025 c/f

(d) Update Asset Register c/f

## **16. Highway Matters**

PCC has issued a list of temporary road closures due to their Surface Dressing Programme 2026

## **17. Correspondence**

(a) A list of correspondence received during November was circulated to members prior to the meeting and included as an annexe to the December Minutes.

(b) Easy Web Sites – The community council website hosts experienced problems with a server issue, resulting in any files uploaded during the previous 7 days being lost, this included the November draft minutes. ME will check to ensure that all recent uploads are available and any that have been deleted will be re-input.

## **18. County Councillor Update**

County Councillor Thomas update members on complaints received regarding speeding on the A4075 Carew to Crosshands, this will be monitored.

Councillor Thomas also highlighted a recent PCC Speed Survey on the C3064 Cresswell Quay. Although the section of the network is subject to the national speed limit for rural areas, the data indicates that motorists are generally driving at speeds appropriate for the surrounding environment, despite the absence of a posted lower speed limit.

## **19. PCSO Update**

No update due to absence of representative from Dyfed Powys Police

## **20. Community Update**

Nothing to report

## **21. Other Matters (Discussion only)**

Cllr Everall informed members that an updated list of scheduled meetings would be uploaded to the website, along with a list of the council's Spending Powers.

## **Items for January Agenda**

Approve Budget and Precept figure for 2026/27

## **22. Date of next meeting**

7pm Monday 12<sup>th</sup> January 2026 at Jeffreyston Church Hall

**Meeting closed 20.25 hrs.**

Signed Chair .....

Signed Clerk .....

Date .....