

## JEFFREYSTON COMMUNITY COUNCIL

Interim Clerk/RFO: Marie Everall, Collinsford Cottage, Jeffreyston, Kilgetty SA68 0RX  
clerk@jeffreystoncommunitycouncil.gov.uk

27<sup>th</sup> January 2026

Dear Members,

The MEETING of Jeffreyston Community Council will take place at Jeffreyston Village Hall on **MONDAY 2<sup>nd</sup> February 2026 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 M Everall

A/Clerk

### 1. Chairs Welcome

2. To note all present and approve apologies for absence
3. Declarations of Interests

### 4. To agree the Minutes of the previous meetings

(a) 12<sup>th</sup> January 2026 - Proposed / Seconded

### 5. Public Participation: Members of the public may ask questions or comment on Agenda items

### 6. Matters arising from previous meetings:

- (a) HMRC / PAYE Update
- (b) Website Update
- (c) Asset Register / Zurich Insurance Update

### 7. Planning Matters

#### (a) Planning Application Consultation 25/0825/PA

Proposal: Planning Application to amend/change various units to previous approval (22/0720/PA) and provide details for conditions 2, 4, and 9 in respect of drainage, landscaping and buffer zone details. Site Address: Apple Camping, Norchard Farmhouse, Redberth, Tenby, SA70 8RX

(b) *To consider any urgent consultations received after publication of the February 2026 Agenda*

### 8. Financial Matters

- (a) HSBC balance 26.01.26 - £16,446.27
- (b) HSBC Monthly Bank Charges - £2.00 DD 10.01.26
- (c) Approve Bank Reconciliation to 26.01 (C 27.01)
- (d) Approve Receipts and Payments Report to 26.01 (C 27.01)

#### (e) Approve Payments and To Note:

- i Hire of Church Hall – January Meeting (Invoice Pending)
- ii Easy Web Sites DD £36.96 monthly – To note
- iii To note payment of Councillor's Allowance of £156 for 2025/26
- iv Reimbursement Postage Costs CC Vanessa Thomas - £5.75 - Approve
- v Greenbarnes Ltd – Invoice 19726 for Replacement Noticeboards – £3556.40 (Includes £592.74 Vat) – Approve

vi J Thomas Final Salary to include Holiday Pay - £588.67 (This is the gross pay and will be subject to statutory deductions determined by the tax code to calculate the net payment to be paid)

- (f) Cheque Number 100581 – Cancelled (Error with Payee Name) Re-issued as Cheque Number 100584 – To Note
- (g) *To consider any urgent payment of invoices received after publication of the February 2026 Agenda*

**9. Replacement Noticeboards**

Update on Delivery and Installation

**10. Play Park / Village Green**

To discuss and undertake any action following the December 2025 Quarterly Inspection Report (C 17.12.25)

**11. Consultation**

Pembrokeshire County Council's Consultation on Active Travel – Live as of 26.01.26

**12. Training**

- (a) Update on attendance
- (b) OVW Training List
- (c) Self-Assessment Forms

**13. Staffing Matters**

Update

**14. Governance Matters**

- (a) Statutory Annual Report 2024/25 - Overdue
- (b) Section 6 Environment Act (2016) Report due by the end of 2025 – Overdue
- (c) 2024/25 Annual Return and Audit
- (d) Vat 126 Claim

**15. Highway Matters**

**16. Correspondence**

- List of correspondence (To be circulated in advance of the meeting)

**17. Update from County Councillor Vanessa Thomas**

**18. Update from PCSO (Emma Hayward)**

**19. Community Update**

Jeffreyston Community Council Vacancy

**20. Minor Matters** (Discussion only – No decisions)  
**Items for March 2026 Agenda**

**21. Approve date of the next meeting**

Monday 2<sup>nd</sup> March 2026 at Jeffreyston Church Hall (To be confirmed)

***Jeffreyston Community Council Meetings are regulated by its' Standing Orders***