

JEFFREYSTON COMMUNITY COUNCIL
Cyngor Cymuned Jeffreyston

Minutes of the meeting held on Monday 02nd February 2026

It was agreed that during the absence of a clerk, Community Councillor Marie 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
- Community Councillor Maria Rogers
- County Councillor Vanessa Thomas
- Community Councillor Marie Everall – A/Clerk and RFO

Apologies/Absent

- Community Councillor Helen Mcleod
- PSCO Emma Hayward – Dyfed Powys Police

- 3. Declarations of interest:**

None declared

- 4. To agree the minutes of the previous meeting held on 12.01.26**

Proposed: Community Councillor Maria Rogers **Seconded:** Community Councillor Arabella Morgan

Resolved: *That the minutes of the last meeting of the Council held on the 12th of January 2026 be confirmed and signed by the Chairman as a true record*

- 5. Public Participation**

There was one member of the public present. The items raised during the public participation were addressed in Agenda Item 17 – County Councillor Update

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

- **HMRC** – The community council is still awaiting PAYE information from the clerk, resulting in a backlog of submissions. To address the outstanding PAYE tasks, the council has requested quotes from three sources to help bring all matters up to date.
- **Website** – Contact made with website provider; errors have been corrected and contact details updated
- **Asset Register / Zurich Insurance** – The updated asset register was forwarded to Zurich Insurance. The additions generated a small increase in premium which was waived for the current financial year.

- 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

Resolved: Members discussed the planning application in detail. Concerns were raised relating to the drainage and treatment system capacity, height restriction and visual

impact, ecological and wildlife considerations, the character of the area, over development and planning history. Given these issues, the Community Council objects to the proposals and recommends that the application be refused.

ME to forward a full response to the PCC consultation

8. Financial Matters:

- (a) 26.01.26 HSBC Bank Balance £16,446.27
- (b) HSBC Bank Charges £2.00 DD 10.01.26 -- Noted
- (c) Bank Reconciliation to January 26th - Unanimously Approved, signed by Chair
- (d) Receipt & Payments Report to January 26th – Unanimously Approved, signed by Chair
- (e) Approve and Note Payments
 - i Church Hall Hire (January) - £25
 - ii Easy Web Site Hosting Services - £36.96 DD – Noted
 - iii Councillor's Allowance M Everall 2025/26 - £156
 - iv Postage Reimbursement CC V Thomas - £5.75
 - v Greenbarnes Ltd – Invoice 19726 for replacement noticeboards - £3556.40 (inclusive of £592.74 VAT)
 - vi Final Salary – J Thomas 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) Members unanimously agreed that the final salary will be paid once the community council owned laptop and all financial and other records are returned to the council.
- (f) *Urgent payment requests received after the publication of the January Agenda*
None received

Resolved: All items unanimously approved

9. Noticeboard Replacements

The two replacement noticeboards have now been delivered. Until installation can proceed, the noticeboards are being securely stored at the home of Community Councillor Helen Mcleod-Baikie. It was agreed that installation should take place as soon as weather conditions are suitable. In the meantime, this item will be carried forward to the next council meeting for further discussion on the planning and timing of the installation.

Additionally, it was resolved that ME will contact Zurich Insurance to clarify the insurance requirements relating to the appointment of self-employed contractors for the installation work.

10. Play Park / Village Green

ME forwarded the December 25 Inspection Report and photographs to the suppliers Wicksteed. Their response had been circulated to members prior to the meeting. The suppliers suggest that "The markings on the slide looks to be some mild steel dust contamination that just require a clean which should rectify the issue and in regard to the threads being too long on the fencing, we would advise to cut them off and grind off any excess burrs" An email had also been forwarded to PCC requesting that action is taken to ensure the litter bin is secured in the ground.

Resolved: Members agreed to a site meeting on Tuesday the 10th of February, weather permitting, to discuss the December 2025 Inspection Report findings and agree on any further actions.

11. Consultation

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

The consultation will run until the 20.04.26. County Councillor V Thomas wishes to raise awareness on this subject with methods such as posters, word of mouth and QR codes shared to social media.

12. Training

- (a) Attendance – Councillor Morgan will attend the Code of Conduct Training 03.02.26 and Chairing Skills 10.02.26
- (b) One Voice Wales Training list had been circulated
- (c) Self – Assessment Forms – some had been completed

13. Staffing Matters

***Exclusion of the Press and the Public. Council resolved that the press and the public be excluded from the next item of business due to the confidential nature of the business to be transacted.**

Resolved: That the Community Council initiates the recruitment of a new Clerk / RFO. The post will be advertised via One Voice Wales and social media. Job description and specification are currently under review and a job advert will be published as soon as they are complete.

14. Governance Matters Outstanding

- (a) Statutory Annual Report 2024/25
- (b) Section 6 Environment Act (2016) due by 31.12.25
- (c) 2024/25 Internal Audit and Annual Return and External Audit
- (d) Vat 126 Repayment Claim

15. Highway Matters

Councillor Morgan stated that a faulty streetlight in the village had been reported online.

16. Correspondence

- (a) A list of correspondence received since the last meeting was circulated to members in advance of the meeting and is included as an annex to the February Minutes.

17. County Councillor Update

- (a) **OVW – AGM** County Councillor V Thomas attended and found it extremely useful
- (b) **Supply of a Grit Bin** – Following on from the January meeting, there has now been a request from the public to install a grit bin. ME to make enquiries regarding supply and installation.
- (c) **Play Area Car Park** - The Community Council received a report regarding a grey car that appears to have been abandoned in the car park adjacent to the Jeffreyston play area. ME will upload a post to FB
- (d) **Dog Fouling** - Reports that not all dog owners are clearing up after their pets. The problem is widespread in the play area/village green. ME to upload a post to FB to raise awareness.
- (e) **Tree Stump** – Report received of the remains of a felled tree stump overhanging a footpath near the junction of the B4586. County Councillor Thomas will check when next passing.

18. PCSO Update

No update this month

19. Community Update

Community Council Vacancy

The Community Council still has a long standing vacancy. It was agreed that ME advertises the opportunity to join the council on social media.

20. Other Matters (Discussion only)

Items for March Agenda

21. Date of next meeting

7pm Monday 2nd March 2026 at Jeffreyston Church Hall

Meeting closed 21.50 hrs.

Signed Chair

Signed Clerk

Date