**JEFFREYSTON COMMUNITY COUNCIL**

**Cyngor Cymuned Jeffreyston**

**Minutes of the meeting held on Monday 7 April 2025**

**Attended by:**

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

**1. Chairs Welcome**

The Chair welcomed all members to the meeting.

**2.        To note all present**

No apologies for absence were received.

**3.        Declarations of Interest**

There were no declarations of interest made.

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

Community Councillors have requested that all relevant information is sent to Community Councillors in an email in advance of the meeting, this did not happen and only parts were received. Community Councillors were not able to approve. Clerk to ensure that all papers to be circulated to members ahead of future meetings. ACTION Clerk

Issues were also raised about agendas circulated to Community Councillors differs from that published on the website and not covering all areas requested by Community Councillors.

Community Councillors have previously requested that the agenda has the matters arising that are not on the agenda listed for ease. ACTION Clerk.

All future meetings to have all papers collated in an email and circulated to members ahead of the meeting when the agenda is published (three clear days of the meeting). ACTION Clerk

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

**(a)     Notice Boards**

Notice boards are in desperate need of replacement and cannot be delayed any further.

Community Council await copy of application to Enhancing Pembrokeshire, so that the matter can be escalated within Pembrokeshire County Council because receipt was not acknowledged and what are our options? The clerk explained that the scheme was changing but did not have the details. Clerk to share copy of what was sent to Pembrokeshire County Council with the Community Councillors – ACTION Clerk.

Community Councillors requested updates on the 3 applications submitted by the clerk prior to Christmas. The clerk indicated that this was not possible because they were unable to locate the applications made. It is understood that these applications were made to the following:

-            Garfield Weston Foundation [Home - Garfield Weston Foundation](https://garfieldweston.org/)

-            Gwendoline and Margert Davies [Gwendoline and Margaret -- homepage](https://daviescharity.org.uk/)

-            Tesco Community Fund

Updates are required – ACTION Clerk

There was a general discussion on the suggestion given at the last Community Council meeting to submit an application to Awards for All by the Lottery [National Lottery Awards for All Wales | The National Lottery Community Fund](https://www.tnlcommunityfund.org.uk/funding/programmes/national-lottery-awards-for-all-wales). The Clerk confirmed that this had not considered this source of funding. Circulate an application for approval and submit – ACTION Clerk

The Clerk left the meeting at this point.

**(b)     Playpark**

No update provided by the Clerk. Clerk to provide update prior to next meeting. ACTION Clerk

**(c)     Formal complaint to HSBC**

No update provided by the Clerk. Areas of concern that need raising with HSBC are:

-            Continual issues with Mandate

-            Clerk not receiving the statements

-            No cheque book issued despite requests

-            Approval to have telephone banking for both signatories

No update provided by the Clerk. Clerk to provide update prior to next meeting. ACTION Clerk

**(d)     Duplicate Facebook page**

It is understood that as at the date of the meeting this duplicate Facebook is still in existence. Clerk to contact Facebook to request its removal. ACTION Clerk

**(e)       Eisteddfod**

No update provided by the Clerk. Clerk to provide update prior to next meeting. ACTION Clerk

**6.        To consider planning matters**

There were no planning applications received.

Land east of Llandigwynett, Sageston (18/0181/PA), [Citizen Portal Planning - application details](https://planning.agileapplications.co.uk/pembrokeshire/application-details/32807), email sent to Planning support on 4th February 2025, to date no response has been received. Clerk to seek update ahead of the next meeting. ACTION Clerk

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

**(a)     Balance**

No balance details provided by the Clerk for the meeting. Balance to be shared with the Community Councillors. ACTION Clerk

Community Councillors request evidence that the Natwest account has been closed. ACTION Clerk

**(b)     Approve payments**

-            Clerk’s salary - £202.40 (Chair to send cheque for February and March salary by post to the clerk)

-            Expenses to Clerk - £6.10 (unable to approve, no details provided. Community Councillors queried why the cash book had not been used by the Clerk)

-            Expenses to Chair – previously approved and paid.

-            Internal auditor – It was acknowledged that the £150 had previously been approved and this was for the additional £25 surcharge. Chair to pay invoice for £175.

Payments were proposed by Cllr McLeod-Baikie and seconded by Cllr Morgan.

**(c)     Urgent payments**

None

**(d)     Assistance with funding application form**

No revised application form has been received to approve, Clerk to circulate ahead of the next meeting. ACTION Clerk

**(e)     2022/23 audit**

It was noted that the paperwork had not been published as requested by the Community Councillors by the Clerk. It was also noted that the copy circulated ahead of the meeting, still had errors identified by the Community Councillors. Amend and upload the notice of conclusion of audit ACTION Clerk

It was also noted that the Audit Completion Notice was circulated ahead of the meeting.

**Internal Audit Report**

The report undertaken by the Internal Auditor (IA) Mr R Edwards highlighted the following

* Annual Return amendments were required to some entries on the 'Accounting Statements'
* IA was unable to confirm that staff costs were in accordance with minuted approvals
* 3 Invoices with VAT totalling £20.07 had not been claimed in the accounting period
* Audit Wales Notice was not available for checking and was not published

**External Audit Report**

Audit Wales opinion - 'Qualified'

**Accounting Statement**

* An explanation of significant variances within the year had not been received
* Unable to satisfactorily collate the Accounting Statements with Recepits & Payments and Income & Expenditure

**Annual Governance Statement**

* Accounts not approved and Annual Return not signed
* Timetable and requirement of approval not met
* Independent Remuneration - Schedule of payments to members not evidenced (Nil return required if appropriate)
* The Audit Notice supplied by Audit Wales to the Council sets out the timetable and all the information required to submit

**(f)       2023/24 audit**

The Clerk prior to leaving, provided the Chair with a paper copy of the Annual Return for the year ended 31 March 2024 and requested that the Chair sign it. The form is incomplete and must be completed prior to signing and submission. ACTION Clerk

Also, supporting evidence is required for the annual return, so that the Chair knows what is being submitted. ACTION Clerk

The Council requires Bank Reconciliation / Income and Expenditure Report to 31.03.24, also HMRC RTI submissions for the accounting period, along with the Table of Variances of more than 15% and updated Asset Register. The Council will need this information for consideration before approval of the Annual Return for the year ending 31.03.2024. ACTION Clerk

**Internal Audit Report**

The report was undertaken by the Internal Auditor, J Burgess, who made the following recommendations:

* Accounting Software
* Payroll Software
* Regular review of Internal / Financial Controls
* Undertaking of annual Risk Assessment
* Up-to-date Asset Register

It is understood that the Clerk is working on the 24/25 audit.

It is important, though, that the 2025/26 Risk Assessment is given priority and needs to be reviewed/approved as soon as possible. ACTION Clerk

Council requires sight of the Audit Notice / Timetable & Annual Return / Bank Reconciliations / Income and Expenditure. ACTION Clerk

The Clerk must ensure that the Notice of Appointment of the date for the exercise of electors' rights for the year ending 31.03.2025 is published within the dates provided by Audit Wales (it does vary, but usually in June - Clerk to confirm ACTION)

**(g)     Reconciliation and payments of accounts to 31.03.2025**

No details have been shared by the Clerk. A reconciliation is required for both financial periods i.e. 2023/24 and 2024/25. Clerk to circulate to the Community Council the reconciliation for both periods prior to the next meeting. ACTION Clerk.

**(h)     VAT 126 claims**

Community Council are not sure whether all VAT has been claimed. Clerk to provide evidence  such as the bank statements that show the receipt of both VAT claims for the playpark, the VAT for the project manager and the laptop acquisition (it is understood that the invoice needs to be changed by the supplier to show the correct purchaser i.e. the Community Councillor or the Clerk). ACTION Clerk

**8.        Highway matters**

None

**9.        Dog fouling**

Community Council received a letter from a resident about dog fouling in the village of Jeffresyton. County Councillor Thomas to respond to resident ACTION County Councillor Thomas. PSCO to ask the dog warden to make some visits to the area. ACTION PSCO Hayward.

It was agreed that we need to upload a post to Facebook reminding residents about dog fouling and to be considerate in the play area if there are children playing on the grass and to keep dogs on leads.

**10.   Website**

New website is up and running, the Community Councillors wish to thank the Clerk for arranging.

An update is required on how the website is managed and maintained and about access to the new generic email, previously agreed that all community councillors would have access. ACTION Clerk

There is a need to review the content, it appears that the same material has been copied and cut across to the new site and needs to be amended. Clerk to make recommendations to the Community Council and amend accordingly. ACTION Clerk

**11.   Burial Ground**

The action is currently with the Parochial Church Council. No further action on the Community Council at this time.

**12.   Regional Transport Consultation**

It was acknowledged that there was ongoing consultation on the future of transport in the South West Wales region [www.cjcsouthwest.wales/2025consultation](http://www.cjcsouthwest.wales/2025consultation)

Swansea Council, Neath Port Talbot Council, Carmarthenshire County Council and Pembrokeshire County Council are currently working with the Corporate Joint Committee (CJC) for South West Wales to develop a new Regional Transport Plan for our region.  The new Regional Transport Plan will set out what we will do over the next five years to ensure our transport network is reliable, connected, affordable, convenient and accessible.  Once adopted the new Plan will replace the existing Joint Local Transport Plan.

They have published a draft of the new Plan and are asking for everyone’s views on this important document.

**13.   Governance and accountability report**

It was acknowledged that a Senedd report was published on Role, Governance and Accountability of Community and Town Council Sector

A major inquiry into the Community and Town Council sector has concluded with the publication of a report of its findings.

The Local Government and Housing Committee (Senedd Cymru/Welsh Parliament) published its full report on 5 March 2025. The report can be seen below.

[Inquiry into the role, governance and accountability of the community and town council sector](https://business.senedd.wales/mgIssueHistoryHome.aspx?IId=44071).

**14.   To receive and discuss correspondence**

(a)     VE Day 80 celebrations – limited resources and time to participate.

(b)     Village walkabout – Community Council to arrange a Saturday walk about and opportunity to meet in the hall with residents. Clerk to organise in consultation with the community council – ACTION Clerk

(c)     Code of Conduct – details circulated to Community Councillors.

(d)     Temporary road closure – details uploaded to Facebook

(e)     Audit notice 24/25 – noted

(f)       One Voice Wales – Clerk to circulate the details for accessing the website. ACTION Clerk

(g)     Digital Guidance – it was agreed that this needs further consideration and discussion. To be discussed at the next meeting. ACTION Clerk

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

-          Consultation on the draft Cresswell Quay Conservation Area Appraisal and Management Plan. Comments are currently being invited on the draft Cresswell Quay Conservation Area Appraisal and Management Plan. The plan:

* Summarises the history of the area
* Identifies important buildings, open spaces and building features that are special to the character and appearance of the area
* Provides guidance on new development and how to look after and protect what makes the conservation area special

The guidance is proposed to be adopted as Supplementary Planning Guidance to form a material planning consideration for the positive management of the conservation area.[Draft Appraisal and Management Plan for consultation](https://www.pembrokeshirecoast.wales/wp-content/uploads/2025/03/Appendix-A-draft-Cresswell-Quay-Appraisal.pdf)

-            Garden Party nominations. Community Council were advised at previous meeting that Jeffresyton Community Council did not receive an email about this matter. We have since had it confirmed that the email was sent to the Clerk and we were eligible.

-          County Councillor Thomas had been made aware of unofficial signage erected in the village (unknown location) regarding Langdon Mill and it was agreed by all that the Community Council did not condone this type of action and disappointed by the action taken.

-            County Councillor Thomas had been made aware of the infill of the hallow and is looking into the matter.

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

- Walk abouts are ongoing and having a positive impact.

- PSCO has been visible with the speed gun in Jeffresyton village. The presence is having an impact on the driving in the area.

- Opportunity to submit an application for funding from the Arts Council for Wales. It was agreed that the Community Council had limited resources at this time to pursue this which was disappointing.

**17.   Community update**

None

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

* Risk Assessment for 2025/26
* Internal Auditor Engagement for 2025/26
* Digital Guidance
* Governance & Accountability Report

**19.   Date of next meeting**

Date to be determined.