

JEFFREYSTON COMMUNITY COUNCIL
Cyngor Cymuned Jeffreyston

Minutes of the meeting held on Monday 12th January 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
- Vice Chair – Community Councillor Helen Mcleod-Baikie
- Community Councillor Maria Rogers
- County Councillor Vanessa Thomas
- Community Councillor Marie Everall – A/Clerk and RFO

Apologies/Absent

- PSCO Emma Hayward – Dyfed Powys Police

- 3. Declarations of interest:**

None declared

- 4. To agree the minutes of the previous meeting held on 01.12.25**

Proposed: Councillor Mcleod-Baikie **Seconded:** County Councillor Thomas

Resolved: *That the minutes of the last meeting of the Council held on the 1st of December 2025 be confirmed and signed by the Chairman as a true record*

- 5. Public Participation**

There were no members of the public present

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

- **HMRC** – The community council is still waiting for PAYE information from the clerk.
- **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: Members unanimously agreed that the council would enlist the services of One Voice Wales with admin processes to include the recruitment of a new clerk. ME to email OVW to confirm.

- **Website** - Errors identified on the website 'About' page require correction

- 7. Planning Matters:**

- (a) Planning Application Consultation 25/0793/PA. Proposal: Removal of existing conservatory and replace with single storey extension. Site Address: FOXY HOLLOW, Harrolds, JEFFREYSTON, Kilgetty, Pembrokeshire, SA68 0RT

Resolved: Members discussed the planning application and there were no objections. ME to respond to the PCC consultation

(b) 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 application however as the consultation was not received until the 23.12.25, they decided additional time was required to consider the proposals. ME to contact PCC and request an extension to the response date.

(c) Planning Appeal Decision - CAS-04144-M1B7K1 Covert View, Jeffreyston, Kilgetty, Pembrokeshire SA68 0RT 23/0085/PA. **Noted**

(d) No urgent consultations received after publication of the January Agenda.

8. Financial Matters:

(a) 31.12.25 HSBC Bank Balance £16,565.48 (Includes Precept Instalment of £3,100 rec 29/12/25)

(b) HSBC Bank Charges 0.40p -- Noted

(c) Bank Reconciliation December - Unanimously Approved, signed by Chair

(d) Receipt & Payments Report December – Unanimously Approved, signed by Chair

(e) Approve and Note Payments

i Church Hall Hire x 2 Meetings – £30

ii Easy Web Site Hosting Services - £36.96 DD – Noted

(f) *Urgent payment requests received after the publication of the January Agenda*

i Admin costs for Personnel Meeting on Tuesday the 2nd of December 2025 - £60

ii Reimbursement of Postage and Copier Paper costs to CC V Thomas - £20.25

Resolved: Item (e)i and Item (f) i and ii – Unanimously approved

(g) Sandy Bear Charity Donation Request

Resolved: In accordance with Section 137 of the LGA 1972 and satisfied that the expenditure meets the requirements of that section a donation of £50 will be made to the Sandy Bear Charity in support of its work in the community.

(h) Section 137 Discretionary Expenditure Limit for 2026/27 is set at £11.60 per elector

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

ME is in regular contact with Audit Wales regarding the outstanding returns. The outstanding paperwork for **2023/24** was forwarded in December 2025 and should be checked by the Audit Team in January/February 2026. The **2024/25** Internal and External Audits remain outstanding. The council is continuing in its' efforts to retrieve the community council laptop and all the Financial and Administrative Records.

9. Noticeboard Replacements

The estimated delivery date was not met due to the suppliers experiencing unexpected absences in the run up to the Christmas break. Revised deliver date is week commencing the 12.01.26

10. Play Park / Village Green

Inspections 2026/27 - ME reported that the insurance certificate for the newly appointed contractor has been received and verified. The current service provider, Pembrokeshire County Council (PCC), has been notified of this update. It was confirmed that grass cutting services for the 2026/27 period will continue to be provided by PCC.

The inspection report for December indicated that all items reviewed were classified as low or very low risk. Nonetheless, the Council agreed that action should be taken on certain points despite their low risk rating. Members noted particular concern regarding the Multi Play Unit, which is showing signs of rust, and another highlighted item that has sustained visible damage.

Resolved: ME to contact Wicksteed, the supplier of the play equipment, to establish warranty. Furthermore, it was proposed that members arrange a site meeting at the play area at the earliest opportunity to discuss the inspection findings and agree upon any necessary actions.

11. Budget and Precept 2026/27

The second draft of the budget, incorporating amendments and the recommended level for the precept, was distributed to all council members prior to the meeting. This allowed an opportunity for members to review the figures and consider the proposals in detail.

Within the draft budget, specific earmarked reserves were identified to cover key upcoming expenditures. Notably, funds have been set aside for the purchase and installation of replacement noticeboards, ensuring this essential community asset can be upgraded as required. Additionally, allocations have been made for PAYE contributions due to HMRC, reflecting the council's commitment to meeting its statutory obligations. The budget also accounts for outstanding payments to Audit Wales, which are related to overdue audits from previous financial years.

It was further recognised that there may be a need for additional insurance cover for the play area equipment acquired in 2023, ensuring adequate protection for these additional assets.

Given these financial commitments, alongside the prevailing inflation rate, members agreed that it would be prudent to make a modest increase to the precept request. Accordingly, it was proposed that the precept be raised from £9,300 in 2025/26 to £10,000 for the 2026/27 financial year.

Pembrokeshire County Council has set the tax base for the area as being a band "D" equivalent of £304.78.

Resolved: That the draft budget for 2026/27 be approved along with a precept request for £10,000 and that ME contact PCC for a precept request form for completion and submission.

12. Training

- (a) Councillor Thomas attended the OVW 'Council as an Employer' course in December
- (b) Councillor McLeod-Baikie is attended 'The Code of Conduct' course in December.
- (c) Councillors Morgan and Rogers to book The Code of Conduct Training with OVW
- (d) All members to complete the Self-Assessment forms provided by the 01.02.2026

13. Asset Register

ME has updated the Asset Register to incorporate details of the play area equipment that was installed in 2023. The revised register was circulated to all members in advance of the meeting for their review and consideration. Additionally, the updated Asset Register was used to finalise and submit the outstanding 2023/24 paperwork to Audit Wales.

Resolved: Following discussion, it was resolved that the updated Asset Register be unanimously approved by all members. ME to forward a copy of the approved Asset Register to Zurich Insurance for their review.

14. Governance Matters

(a) Approved and signed minutes – Councillor Thomas printed out hard copies of Minutes for 2023/24 and Councillor Everall from Jan 25 to current date. They were all signed by the presiding Chair of the meetings. Whilst undertaking this task, it was established that although the Minutes of the 10th October 2023 stated the next community council meeting was scheduled for 6th November 2023, no meeting took place until the 11th of December 2023.

(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) Vat 126 Claim

(e) 2024/25 Full Audit

15. Highway Matters

Nothing to report

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 January Minutes.

17. County Councillor Update

(a) OVW – The AGM is on 21.01.26 – to consider and approve important amendments to its' constitution as well as discussion on a number of motions for debate submitted by some member councils. County Councillor Vanessa Thomas volunteered to attend and is authorised to determine the vote on each motion on behalf of Jeffreyston Community Council

(b) Buckingham Palace Garden Party – Responses to OVW by the 13.02.26. It was agreed to nominate the Chair, Councillor Arabella Morgan so that she could be included in the draw.

(c) PCNPA – LDP3 (Version 3) – Notification on agreed timescales

(d) There was a discussion on Grit Bins in the community. No further action at this point.

18. PCSO Update

No update due to absence of representative from Dyfed Powys Police

19. Community Update

Nothing to report

20. Other Matters (Discussion only)

Items for February Agenda

21. Date of next meeting

7pm Monday 2nd February 2026 at Jeffreyston Church Hall

Meeting closed 21.20 hrs.

Signed Chair

Signed Clerk

Date