

JEFFREYSTON COMMUNITY COUNCIL

Cyngor Cymuned Jeffreyston

Minutes of the meeting held on Monday 14 July 2025

Attended by:

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

1. Chairs welcome

2. Present

- Vice Chair - Community Councillor Helen McLeod-Baikie
- County Councillor Vanessa Thomas
- Community Councillor Marie Everall
- Community Councillor Maria Rogers
- PCSO Emma Hayward – Dyfed Powys Police

Apologies

- Jackie Thomas - Clerk
- Community Councillor Arabella Morgan

In the absence of the clerk and the Chairperson, Community Councillor Helen McLeod-Baikie took the notes of the meeting and chaired the meeting.

3. Declarations of interest

- Prejudicial interest – Langdon Mill – (6a) Community Councillor Marie Everall
- Personal not prejudicial interest – Langdon Mill – (6a) Community Councillor Maria Rogers

4. Notes of minutes

- Members were unable to accept the notes of the meeting on the 2 June 2025 due to updates not being completed and circulated by the Clerk. It had been agreed that the previous meeting notes discussed on the 2 June 2025 would be accepted subject to amendments being included in the 2 June 2025 notes. To be actioned by the Clerk.
- The notes of the meeting held 16 June 2025 were accepted by the members and proposed by Community Councillor Marie Everall and seconded County Councillor Vanessa Thomas.
- It was noted by members that incomplete set of notes are published on the new website. Clerk to Action.

5. Matters arising

- Notice boards – at the meeting on the 2 June 2025 the clerk agreed to circulate 3 quotes immediately after the meeting, to date no information has been circulated. It was noted that the information was still displayed in the Loveston noticeboard. No update provided by the Clerk for the July meeting. Clerk to provide update.
- Playpark inspections – reports were circulated by the Clerk. No update on progress with the findings. Members raised concerns whether the insurance policy covered the new play equipment and this needs to be confirmed by the clerk.

- HSBC formal complaint – following recent enquiries with HSBC it is understood that there were two online applications made for internet banking and both applications were unsuccessful. Also, a set of mandate forms to amend the bank account signatories had been submitted and a letter was sent by HSBC to the Clerk on the 14 May 2024 explaining that the address provided for one of the proposed signatories did not match the address held on a file by the bank. HSBC confirmed that the bank has not received any communication from the Clerk in response to the letter. Members agreed not pursue the complaint any further.
- Fund application form – nothing received to date from the Clerk. Clerk to action.
- Risk assessment 25/26 – no update circulated and despite several requests to the clerk.
- HMRC – Members are very concerned about the lack of communication with HMRC despite several requests by members for the Clerk to action. HMRC have requested that the Clerk contact them and submit two years worth of RTI submissions. Clerk to action.

6. Planning

- (a) Langdon Mill Farm Jeffreyston, Kilgetty SA68 0NJ (Ref 25/0202/PA) – concerns remain the same as the pre-consultation comments.
<https://planning.agileapplications.co.uk/pembrokeshire/application-details/42786>
- (b) Cresselly Cricket club (Reference 25.0167/PA)– fully supportive of the application. Well run club with a good reputation and doing positive action for the residents and the youth of the area. <https://planning.agileapplications.co.uk/pembrokeshire/application-details/42748>
- (c) One Planet Development, Covert View, Jeffreyston (Reference 23/0085/PA) – refused 14th April 2025. Members discussed at the meeting 5 June 2023 and note that no comments were shared with the planning authority.
<https://planning.agileapplications.co.uk/pembrokeshire/application-details/40073>

It was also noted at the meeting that the planning application for Little Loveston, Yerboston, SA68 0NR (Reference 24.1197/PA) had been approved.

<https://planning.agileapplications.co.uk/pembrokeshire/application-details/42550>

7. Financial matters

- (a) Balance – unknown
Members agreed that enquiries should be made directly with the bank to ascertain the current balance.
- (b) Clerks salary - £202.40 – noted
- (c) Urgent payments
 - Zurick insurance £270.15
It is understood from Zurick Insurance that three emails with reminders have been sent to the Clerk, with no response, members were not aware of the matter. Payment has had to be made as an urgent matter.
 - Members have raised concerns about lack of payment for the Easywebsite set up. Members agreed to contact them to seek an update on the website and the amount due.

8. 23/24 audit

- Received email from Audit Office requesting overdue information by 30th June 2025. Community Councillor McLeod-Baikie shared the minutes and other information following meeting 16 June and requested that clerk share the remaining documentation by deadline,

this was not met, and Audit Office sent a further reminder. To date matter has not been resolved nor update from clerk or audit office.

9. 24/25 audit

- No update provided by Clerk.

10. Highway matters

Road closure 13 July 2025 – reference 2025/325 – not published on Facebook and website despite request from County Councillor Vanessa Thomas
Long Course – details were posted on Facebook by Community Councillor Marie Everall.

11. Correspondence

- No list of correspondence supplied by the Clerk.
- Members raised concerns about lack of correspondence shared with members.

12. County Councillor Vanessa Thomas update

- Long Course Weekend – limited issues within the ward were noted.
- Land east of Llandigwynwtt, Sageston SA70 8SD (reference 18/0181/PA) – discussed at the meeting and concerns were raised regarding the thickness of the liner and the stability of the lagoon. Members queried whether the facility now meet the regulations referred to by NRW letter dated 23 October 2024.
<https://planning.agileapplications.co.uk/pembrokeshire/application-details/32807>

13. PCSO Emma Hayward (Dyfed Powys Police)

- There is a link on Dyfed Powys Police Facebook page on “The Herbert Protocol” it was agreed that the Council share on the Jeffreyton Community Council website and Facebook. Clerk to action.
- High visibility patrols have been undertaken in the ward.
- Attended the Fun night / community event at the Cresselly Cricket, which was well attended.

14. Community update

- September 2025 – agenda to discuss the opportunities between community council, school etc.

15. Discretion of the chair

- No minor matters

16. Date of next meeting

4th August 2025 at 7pm

Meeting closed 20:49