

JEFFREYSTON COMMUNITY COUNCIL
Cyngor Cymuned Jeffreyston

Minutes of the meeting held on Monday 2 June 2025

Attended by:

**Community Councillors, Arabella Morgan (Chair), Helen McLeod-Baikie (Vice-Chair),
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

Apologies for absence were received from Councillor Maria Rogers.

3. Declarations of interest

There were no declarations of interest received.

4. To agree the Minutes of the previous meetings held on :

a. 3 February 2025

Moved by County Councillor Vanessa Thomas; Seconded by Councillor Helen McLeod-Baikie

AGREED

The Minutes of the meeting held on 3 February 2025 were approved as a correct record.

b. 3 March 2025

Moved by County Councillor Vanessa Thomas; Seconded by Councillor Helen McLeod-Baikie

AGREED

The Minutes of the meeting held on 3 March 2025 were approved as a correct record subject to the following amendments:

c. 7 April 2025

Moved by County Councillor Helen McLeod-Baikie; Seconded by Councillor Marie Everall

AGREED

The Minutes of the meeting held on 7 April 2025 were approved as a correct record.

d. 12 May 2025

Moved by Councillor Arabella Morgan; Seconded by Councillor Marie Everall

AGREED

The Minutes of the meeting held on 12 May 2025 were approved as a correct record.

5. Matters arising from previous meetings:

a. Noticeboards

The notice boards were discussed including the addition of a third notice board at Loveston. The Clerk would update them of progress as received.

b. Playpark inspections

The Clerk advised that an email chase had been sent to PCC regarding the playpark inspections and would share the email and response to members. ACTION Clerk.

c. HSBC formal complaint

The Clerk to share the draft letter of complaint with members. ACTION Clerk.

d. Eisteddfod

The Clerk advised that Mr Cris Tomos had been invited to attend the next meeting with confirmation to be received.

e. Website Update

The Clerk will contact the Website designers to request the cost to share the software with Councillors. ACTION Clerk.

f. OVW Website

The log in details had been shared with members prior to the meeting.

g. Fund application form

The Clerk to action feedback from C.Cllr Thomas and Councillor McLeod-Baikie and forward the update to all. ACTION Clerk.

h. Risk assess

The risk assessment was discussed noting that Digital Guidance had been shared. Councillor allowances were to be published with a NIL return.

6. To consider Planning Matters

Councillors were advised that the Grave Yard was no longer being progressed and that there had been a change of Chair.

7. To receive and consider Financial Matters including approval of Payments

a. HSBC balance 20 April 2025 Statement 402 £11855.91

b. Approve payment(s)

a. Clerk Salary (May) £202.40

c. To consider any urgent payments of invoices after publication of the agenda.

Councillors requested that all HSBC bank statements be scanned and circulated. ACTION Clerk.

8. 2022/23 Audit

ALL Audit documents to be published.

9. 2023/24 Audit

Councillors discussed the Auditors recommendations and agreed that accounting software was not cost effective.

The Clerk will research the cost of Payroll Software and report back to the next meeting.
ACTION Clerk.

Councillors agreed to an Extraordinary meeting to take place on 16 June 2025 to approve the Audit for 2023/24.

10. 2024/25 Audit – to be discussed at the next meeting.

11. Highway Matters

12. To receive any correspondence

Received and sent correspondence was received prior to the meeting.

13. To receive an update from County Councillor Vanessa Thomas

C.Cllr Thomas advised that an update on Langdon Mill Farm had been circulated to all. She further noted that the LDP was going to full Council in July with an update on the process on the PCC website.

14. To receive an update from PCSO

The PCSO advised that speed checks were still being undertaken. She highlighted the Herbert Protocol, a national scheme to assist Police and other Agencies in locating missing people who were suffering from Dementia and other Cognitive difficulties. This was a form for loved ones to complete to provide details on regularly visit places where searches could be focussed. All agreed for this information to be shared on the FB page and the website.

The PCSO further advised that knife crime awareness week had taken place with amnesty bins in place.

15. Community

No update was provided.

16. To note any minor matters

Members discussed the financial regulations, annual report and Asset register to be updated and shared.

17. Date of Next Meeting

- a. Extraordinary Meeting to be held on Monday 16 June 2025
- b. 7 July 2025

The Meeting ended at 21.39hrs

Signed:

Date: