

JEFFREYSTON COMMUNITY COUNCIL
Cyngor Cymuned Jeffreyston

Minutes of the meeting held on Monday 02nd March 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

In the absence of the Chair and Vice Chair, Councillor M Rogers was appointed Chair for the meeting. **Proposed:** CC Thomas **Seconded:** CC Everall

1. The Chair extended a warm welcome to members and to Mike Satherley-Bell, attending as an observer prior to being co-opted as a full member of the council in the April meeting.

2. To note all present/apologies for absence

Present

- Community Councillor Maria Rogers (MR)
- County Councillor Vanessa Thomas (VT)
- Community Councillor Marie Everall – A/Clerk and RFO (ME)

Apologies/Absent

- Chair - Community Councillor Arabella Morgan (AM)
- Vice Chair - Community Councillor Helen Mcleod-Baikie (HMB)
- PSCO Emma Hayward – Dyfed Powys Police (EH)

3. Declarations of interest:

None declared

4. To agree the minutes of the previous meeting held on 02.02.26

Proposed: County Councillor Vanessa Thomas **Seconded:** Community Councillor Maria Rogers **Resolved:** *That the minutes of the last meeting of the Council held on the 02nd of February 2026 be confirmed and signed by the Chairman as a true record*

5. Public Participation

N/A

6. Matters arising from the previous meetings:

- (a) Abandoned Car: It was reported that the car was still there
- (b) Community Council Vacancy. One applicant applied and will be co-opted in the next meeting

7. **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.

8. Planning Matters:

(a) PCNPA: Application No: NP/26/0084/FUL

Proposal: Upgrade of existing food outlet with proposed conversion and extension of former public toilet block to bespoke kitchen, store and staff toilet, freestanding

washing up/food preparation unit, new fishing grill, mobile barbeque, new covered seating area and external bar container unit including customer toilet and ecological enhancements. Location: Cresselly Arms, Cresswell Quay, Kilgetty, Pembs, SA68 0TE
Resolved: Given that numbers were depleted due to sick absence ME to contact PCNPA and request an extension to the consultation response date allowing us to submit our comments following our next scheduled meeting on Monday, 13th April. This would ensure that all councillors have the opportunity to participate fully in the discussion and contribute to our response.

**(b) Any urgent consultations received after publication of this Agenda
25/0993/PA**

Proposal: Single Storey Extension, Site Address: Chapel House, JEFFREYSTON, Kilgetty, Pembrokeshire, SA68 0RE

Resolved: The council has no objection to the proposals. ME to respond to PCC and advise them of the new email address

9. Financial Matters:

- (a) 22.02.26 HSBC Bank Balance £12,689.96 – Statement checked and verified by VT in accordance with Internal Controls
 - (b) HSBC monthly Bank Charges £1.20 DD -- Noted
 - (c) Bank Reconciliation Feb - Approved and signed by Chair
 - (d) Receipt & Payments Feb - Approved and signed by Chair
 - (e) Approve and Note Payments
 - i Church Hall Hire Oct 25 - £20 and Feb 26 - £30 – Approved
 - ii One Voice Wales Consultancy Fee - £472 – Approved
 - iii One Voice Wales Membership Fee 2026/27 - £108 - Approved
 - iv Easy Web Sites monthly DD - £36.96 - Noted
 - v Supply and Installation of Jeffreyston Grit Bin - £190 + Vat – Approved
- Approved Payments:** Proposed Cllr Rogers Seconded Cllr Thomas

vi 2024/25 Internal and External Audit Update. ME has updated the Internal and External Auditors of the current situation regarding the overdue submission of the 24/25 Audit. The 2024/25 Annual Return is overdue and although the former clerk advised members in April 2025 that the paperwork was ready for signature, when the council retrieved the laptop on the 9th of February 2026, investigation of the data held on the device has established that there is no financial information available for the period concerned or for the 25/26 financial period. This absence of records has raised concerns regarding the council's ability to fulfil statutory reporting obligations, and further steps may be required to reconstruct financial data and seek professional assistance. **Resolved:** ME to make enquiries

2023/24 The external audit has been completed. ME has uploaded the Annual Return, Auditor's Report and Opinion, and Completion Certificate to the Community Council Website

- (f) Urgent payment requests received after the publication of the January Agenda*
None received

9. Replacement Noticeboards

- (a) Members considered and approved a quote for installation costs of £360 for the two noticeboards. **Proposed:** Cllr Thomas **Seconded:** Cllr Rogers
Resolved: ME to contact Mr Bowen for a copy of the Public Liability Insurance / Risk Assessment and confirm collection arrangements. ME to also update Owen & Owen, Agents for the Cresselly Estate of the proposed schedule.
- (b) ME had updated the Asset Register following receipt of the noticeboards. Zurich issued a revised policy schedule and confirmed the additional premium of £8 would be waived for this year.

11. Play Park / Village Green

The site meeting scheduled for Tuesday the 10th of February was postponed due to adverse weather. Provisional date arranged for Tuesday 10th March @ 15.00 pm for discussion on the findings of the December 25 Inspection Report and agree on any necessary action.

12. Consultations

- (a) PCNPA: Local Development Plan 3 (LDP3) Call for Candidate Sites 26 January to 27 April 2026 - Noted
- (b) PCNPA: Consultation on documents for Local Development Plan 3 – Closes 23.03.26 - Noted
- (c) PCNPA: Consultation on Local Development Plan 2 (LDP2) Annual Monitoring Report 4: April 2024 to March 2025 - Noted
- (d) Hywel Dda: Consultation - Have your say on local community pharmacy services, closes 09.03.26 - Noted
- (e) Pembrokeshire County Council's consultation on Active Travel 26.01.26 – 20.04.26
Tenby Town Council Meeting 9.30 am – 12.30 pm on 05.03.26
Saundersfoot Regency Hall 1.30 pm to 5.30 pm on 05.03.26
CC Vanessa Thomas reported that PCC is inviting people to take part in a consultation to help establish new walking and cycling routes in Pembrokeshire. Feedback will help establish future cycling and walking routes in the community. One of the proposals relates to the A4075 between Cresselly and Yerboston. For further information please visit <https://datamap.gov.wales/survey/Pembrokeshire-AT-survey/>
- (f) Pembrokeshire Coast National Park Evidence Base Update for Local Development Plan 3. Response by 31.03.26 – CC Thomas will review the current records held by PCNP and check for any changes

13. Training

- (a) Attendance – Councillor Morgan attended the Code of Conduct Training 03.02.26
- (b) Councillor Overall expressed an interest in attending two of the OVW core courses
Module 1 The Council & Module 2 The Councillor
- (c) Councillor Rogers to attend a Code of Conduct refresher course. ME to forward list of dates.

14. 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: The former clerk handed over the council laptop on 9th February, but the device contained no relevant financial records for 2024/25 or 2025/26. Instead, information proper to four other organisations was found. Despite requests, the former clerk has not provided the required financial and administrative documents for 2024/25 and early 2025/26, including bank statements and cheque stubs. There is also some council owned equipment missing. ME to contact the ICO to determine whether files and data belonging to other organisations, found on the council-owned laptop, can be transferred,
Recruitment for a new clerk is ongoing, applications closed 1 March 2026, and the council expects to appoint as soon as possible, with interviews planned in the next 2 weeks.

15. Governance Matters

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

Members are aware of these outstanding matters and acknowledge their statutory reporting obligations. It is proposed that this will be addressed in the near future.

(f) Shared Email address – anyone with a shared email address is urged to make changes in the interest of data protection

16. Highways

- (a) Streetlight - There is a faulty streetlight on the road from Broadmoor, on the corner before the turn off to Cresselly. CC Thomas will report to PCC
- (b) Tree Stump – CC Thomas will look into the remains of a felled tree stump overhanging a footpath near the junction of the B4586.

17. Correspondence

- (a) One Voice Wales, Publication of Annual Remuneration Report 2026/27. No changes affecting Community Councils - Noted
- (b) Joint OVW and Planning Aid Wales Event 19.03.26 - Noted
- (c) Hywel Dda – Health Board decides on future model of care for Clinical Services Plan - Noted
- (d) OVW Bulletin, Issue 18 – Noted

- (e) Email correspondence from resident regarding overgrown hedges at play area and blocked drains in the play area carpark – ME to contact PCC to establish whether this work is covered by the Service Level Agreement between JCC and PCC

18. County Councillor Update

- (a) Pembrokeshire County Council has decided to raise the Council Tax for 2026/27 by 4.6%

19. PCSO Update

Although the PCSO was not present at the meeting, Emma had been in touch with Members with updates by email and will continue to provide support on matters if required.

20. Community Update

No update this month

21. Other Matters (Discussion only)

Items for April Agenda – Policy on IT Use

22. Date of next meeting

7pm Monday 13th April 2026 at Jeffreyston Church Hall

Meeting closed 20.50 hrs.

Signed Chair

Signed Clerk

Date