

At the **ANNUAL MEETING** of Jeffreyston Community Council held online on Monday the 10<sup>th</sup> of May 2021 at 07.30 pm

**Present:** Chairman, Mrs M Rogers, Vice Chairman: Mrs S Maccreath, Councillors: Mrs A Morgan, Mr P Everall, County Councillor: Mr J Williams

**In Attendance:** Clerk: Mrs M Everall

**1/21 Chairman's Welcome:** Chairman, Mrs M Rogers extended a warm welcome to everyone.

**2/21 Apologies for absence:** None Received.

**3/21 Appointment of Chairman:** Nominations were invited for the post of Chairman for the ensuing year. County Councillor J Williams proposed Mrs M Rogers as Chairman, Councillor Morgan seconded the proposal, with all councillors in full agreement.

**Resolved:** *That Councillor Mrs M Rogers be appointed as Chairman for the coming year*

**4/21 Appointment of Vice Chairman:** Nominations were invited for the post of Vice Chairman for the ensuing year. County Councillor J Williams proposed Mrs S Maccreath as Vice Chairman, Councillor Everall seconded the proposal, with all councillors in full agreement.

**Resolved:** *That Councillor Mrs S Maccreath be appointed as Vice Chairman for the coming year*

**05/21 Declarations of Interest:** None Received

**06/21 Minutes of the Last Meeting**

**Resolved:** *That the minutes of the last meeting of the Council held on the 12.04.2021 be confirmed and signed by the Chairman as a true record*

**07/21 Clerk's update since last meeting:**

**(a) NHS Social Care & Frontline Workers Day 05.07.21:** Councillor Everall had spoken with the Head of St Oswald's School – the schoolchildren are going to produce posters to commemorate the day.

**Resolved:** Council decided that there will be a prize for the best 3. Arrangements will be made to collect the posters which will then be laminated and displayed around the community.

**(b) LCREE Survey:** Clerk had registered and completed the survey for the Office of National Statistics

**(c) Benches in Village Green:** Clerk and some members had met and agreed on the placement of the benches and picnic tables. Clerk had removed the pieces of wood with exposed nails/screws from the play area.

**Resolved:** That Councillor Everall purchase the brackets to secure the benches in place and will be reimbursed costs. Clerk to prepare risk assessment prior to the work taking place, as instructed by the Insurance Company.

**(d) Meeting with Playground Inspector:** As per item 107/21 of the April minutes, Clerk has organised a meeting for the 17.05.21.

**(e) Van parked in village:** Clerk reported that the van had moved on.

(f) **Damaged Bench:** The damaged bench at SA68 ORH was still in situ – Clerk was asked to report it again.

(g) **K6 Telephone Box:** Clerk had made enquiries and established that the listed item was still in service and remained the property of BT.

**08/21 To receive the Internal Audit Report and Approve and Certify Annual Accounting Statements. To include:**

- **Annual Year End Accounts / Receipt and Payments Account**
- **Annual Governance Statement**
- **Accounting Statements**

*All relevant papers had been forwarded to members by email before the meeting.*

- There were no points raised in the Internal Audit Report that required the council's attention.
- Councillor Maccreath proposed approval and Councillor Rogers seconded the proposal.

**Resolved: *That the Statement of Accounts and Annual Governance Statement together with the Receipt and Payment Accounts for the year ended 31.03.2021 be approved and signed by the Chairman and Responsible Financial Officer***

**09/21 Correspondence:**

- Letter from Angela Burns
- Keep Wales Safe Campaign
- Welsh Gov Consultation – Race & Equality Action Plan
- 04.2021 PCC Leaders Update
- Pembrokeshire Coast Trust – Force for Nature Grants
- Joint OVW / SLCC Event 13.05.2021
- Live Webinar – Your Town, Your Future
- Electoral Reform Newsletter April 2021
- Pembrokeshire versus Arthritis Update
- Pembrokeshire Area Committee Meeting 18.05.2021

**10/21 Planning Matters:**

**(a) Decision :** Proposal: Change of Use from a former school to a Motorcycle training and repair facility.

Site Address: Castle School, CRESSELLY, Kilgetty, Pembrokeshire, SA68 OSP

**Conditionally Approved**

**(b) Application No: NP/21/0265/FUL**

**Proposal:** Extension to existing dwelling to provide disabled access and facilities at ground floor level.

**Location:** The Cottage, Cresswell Quay, Kilgetty, Pembrokeshire, SA68 OTE

All details of the planning consultation had been submitted to members prior to the meeting and following discussion members unanimously recommended approval

**Resolved:** That the Council recommends approval, Clerk to notify the Planning Department by the due date.

**11/21 Financial Matters:**

(a) HSBC Account Balance as at 20.04.2021 .....	£1774.43
Receipt of Precept from PCC .....	£1334.00
Total as at 10.05.2021 .....	£3108.43

(b) Payments for approval

• Internal Audit Invoice .....	£50.00
• April Wages .....	£146.90

**Resolved:** That the accounts be approved for payment, Clerk to arrange for signatures.

(c) Request for assistance with funding

- Tenovus Cancer Care
- Mencap

**Resolved:** Council decided not to grant funding – S137 Local Government Act 1972 (as amended) and being of the opinion that the expenditure does not meet the requirement of that section, a donation would not be made.

**12/21 Highway Matters:** None received

**13/21 Matters for discussion or items for the next agenda:**

(a) **Code of Conduct Training:** Clerk advised members that OVW are holding remote training sessions on the Code of Conduct and there were at least two members who had not received training. Councillor Williams recommended that members wait until the 2022 election year when there may be training courses available from PCC at no cost to the council.

(b) **Community Noticeboard:** Clerk reported that it was increasingly difficult to place information on the noticeboards because of the solid wood back and asked whether a cork board could be fitted internally so that it would be easier to fix the papers.

- **Item to be included on next agenda and prices sourced in the meantime.**

(c) **Appointment of Internal Auditor:** Clerk had asked the current auditor if he would be happy to undertake the 2021/2022 audit and he confirmed he would.

- **Item to be included on the next agenda.**

(d) **Japanese Knotweed:** Clerk had received a report of Japanese Knotweed near SA68 0SG. As this is a non-native, invasive species, clerk had notified Pembrokeshire County Council.

**(e) Replacement Sign:** Clerk had been notified of a damaged road sign during the recent felling of Ash trees in the village. This had been reported to PCC. Members requested that the clerk makes enquiries with the local authority to establish if they were responsible for the work that had taken place.

- **Item to be included on the next agenda.**

**(f) St Oswalds Times:** The March edition has been produced and will be uploaded to the website.

**(g) Hire of Church Hall:** The community council has been meeting remotely due to the pandemic and will continue to do so for the foreseeable future. Clerk was asked to establish whether any council related papers/records are stored in the church hall and to enquire whether the community council could hire the meeting room on an ad hoc basis.

- **Item to be included on the next agenda.**

**14/21 To approve date of next meeting.**

The next scheduled meeting will be held online and proposed for **Monday the 7<sup>th</sup> of June @ 7.30 pm.**

**The Meeting was declared closed at 9.00 pm.**

**Signed: Chairman** .....

**Date:** .....