

JEFFREYSTON COMMUNITY COUNCIL

Cyngor Cymuned Jeffreyston

Minutes of the meeting held on Monday 4 August 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

2. Present

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

Apologies

- Jackie Thomas - Clerk (absence due to sickness)
- Community Councillor Maria Rogers

In the temporary absence of the clerk due to sickness, it was unanimously agreed that Community Councillor McLeod-Baikie hold the position as proper officer/clerk and Community Councillor Everall hold the position as Responsible Financial Officer.

3. Declarations of interest

- None

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 14 July 2025 were accepted by the members and proposed by County Councillor Vanessa Thomas and seconded by Community Councillor Marie Everall.
- It was noted by members that incomplete set of notes are published on the new website. Clerk to Action.

5. Matters arising

- Fund application form – nothing received to date from the Clerk. Community Councillor Everall to review the policy and application and circulate for Council to consider. It was noted that Carew Community Council has recently approved a similar process and had been uploaded to their website.
- Risk assessment 25/26 – no update circulated and despite several requests to the clerk. Clerk to provide on her return to work.
- 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. In the meantime, Community Councillor Everall to contact HMRC and explain that the clerk is currently absent.

- Insurance policy – no update provided by the Clerk. Community Councillor Everall confirmed that the insurance premium had been paid (cheque had been cleared). There is a need to ensure that the asset Register is up to date. Clerk to action on return.
- Website – Community Councillor Everall to arrange temporary access to the email account attached to the new website in the Clerk's absence. Continue to use the website provider in the Clerk's absence to upload any documents. Community Councillor McLeod-Baikie to contact Democratic Services to change email address to cover all PCC services and contact others such as PCNPA, OVW, Audit Office, Insurance etc. Community Councillor Everall to notify HSBC and ICO.

6. Planning

None

7. Financial matters

- (a) Balance – £13,826.12 as at the date of the meeting
- (b) a. Clerks salary - £202.40 – noted
- b. Information Commissioners Office £52 however payment made by direct debit, so reduced fee of £47 paid by direct debit (covered until June 2026). HSBC confirmed that it had been paid but no Direct Debit set up, confirmed by HSBC. New Direct Debit form requested. Payment has not gone from HSBC account.
- c. Website – direct debit set up.
- d. SLA with PCC 23/24 – not paid, £763 due, issued 8 May 2024 – unanimously agreed that this should be paid without further delay.
- e. SLA with PCC 24/25 – issued 18 June 2025 (in arrears) – unanimously agreed to arrange payment. It was also noted that 25/26 was £674.75 for the current year, this will be issued next April/May 2026. Plus £150 for grass cutting. It was agreed that alternative providers should be explored for 26/27 to ensure Value for Money. As part of the SLA the Council are required to provide Pembrokeshire County Council with two contacts, it was agreed that these would be Community Councillor Morgan and Community Councillor Everall.
- f. No urgent payments noted at the meeting.
- g. Individual Community Councillors to email the clerk to confirm their position with the Councillor allowance for 25/26.

It was also noted that the following needed consideration at the next meeting:

- costs for hire of the hall for Council meetings
- Reimbursement of postal costs – Community Councillor Thomas

8. 23/24 audit

- Consideration to be given to contacting Audit Wales to ascertain position.

9. 24/25 audit

- No update provided by Clerk.
- Unanimously agreed to approve auditor appointment – Julie Burgess.
- Community Councillor Everall to issue letter to auditor for appointment signed by Community Councillor Morgan.

10. Noticeboards

There are three noticeboards – Jeffreyston, Cresswell Quay and Loveston.

Consideration to be given to submitting an application to Awards for all grant.

There is £1,000 in the budget.

Consideration to be given to using recycled plastics such as Greenbarns.

11. Playpark

a) unanimously agreed the approval of the Pembrokeshire County Council Service Level Agreement for 25/26.

b) There is a need to review the asset register.

c) It was noted that the findings were low risk. The Clerk to provide update on the action being taken to remedy these risks. It was noted that the SLA expects these to be remediated within 6 months of notification.

d) Funding obligations, Clerk to provide update.

It was noted that the Sparks bench by the noticeboard by the church needed some attention.

Consideration needs to be given to the appointment of a contractor to provide assistance with maintenance of coffin rest, benches, playpark and noticeboards.

12. Vacancies

Repost the opportunity on Facebook.

13. Local Development Plan 2

Individuals to respond directly to Pembrokeshire County Council.

The schedule of Focussed Changes and Submission Documents are available to view at

<https://www.pembrokeshire.gov.uk/local-development-plan-review/focused-changes> and <https://www.pembrokeshire.gov.uk/local-development-plan-review/submission>

There was a general discussion, and it was agreed that the Council's concerns remained the same as previous submission.

14. Highway matters

Road closure 22 August 2025 – reference 2025/246 – B4586 Broadmoor to Yerboston Mountain road via Loveston, A4075 Cross Hands to Carew road and C3091 Cresselly to Jeffreyston road

15. Correspondence

- No list of correspondence supplied by the Clerk.

(a) One Voice Wales request for representatives – no volunteers at this time. Unanimously agreed that the Clerk is to represent the Council.

16. County Councillor Vanessa Thomas update

Ironman – 21st September 2025 [Traffic Impact | IRONMAN Wales](#)

17. PCSO Emma Hayward (Dyfed Powys Police)

- A callback service has been introduced, you enter the phone number you are on and they will return your call, the options are available now on 101.
- Speed checks in the area continue.
- Along with the regular patrols.
- It was noted that there had been a warrant incident in Broadmoor, PCSO Hayward reassured the Council that this was being managed by Dyfed Powys Police.

18. Community update

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

19. Discretion of the chair

- No minor matters

20. Date of next meeting

8 September 2025 at 7pm

Meeting closed 21:20