

JEFFREYSTON COMMUNITY COUNCIL

Cyngor Cymuned Jeffreyston

Minutes of the meeting held on Monday 8 September 2025

Attended by:

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

1. Chairs welcome

2. To note all present/apologies for absence

Present

- Chair – Community Councillor Arabella Morgan
- Vice Chair - Community Councillor Helen McLeod-Baikie
- County Councillor Vanessa Thomas
- Community Councillor Marie Everall
- Community Councillor Maria Rogers

Apologies

- PSCO Emma Hayward – Dyfed Powys Police
- Clerk – Jackie Thomas

In the temporary absence of the clerk due to sickness, as agreed at the August meeting 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. To agree the minutes of the previous meetings:

(a) June 2025 - 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.

(b) August 2025 – approved – proposed Community Councillor Everall and seconded County Councillor Thomas subject to some minor amendments as follows:

Item 7 - Financial Matters

- ICO direct debit was for £47 (the annual fee of £52 is reduced by £5 if paying by DD)
- Item 7 (d). 23/24 amount was £763
- East website set up costs. Previously confirmed that the set up costs had been paid.

Item 10 - Noticeboards.

At the previous meeting it was agreed to explore funding opportunities but did not allocate an action on anybody.

Community Councillor McLeod-Baikie to amend and recirculate the notes.

5. Matters arising from the previous meetings:

- Risk assessment 25/26 – clerk to action
- Insurance policy – clerk to action
- Website – clerk to action
- Contact details – to be done
- Staffing update – Clerk continues to be absent due to sickness, the Council are maintaining the status quo until the Clerk returns, the members wished her well.

6. Planning

(a) New House Farm, Cresselly SA68 0TF

Received from Planning Support 11 August 2025 - NP/25/0450/FUL

[insert link to application]

Proposal: Excavation of an earth bank nutrient store

Location: New House Farm, Cresselly, Kilgetty, Pembrokeshire, SA68 0TF

Concerns raised about the size of the slurry facility, however, recognise that it is required due to legal requirements, so no objections, however, would like to be reassured that all other mitigation measures have been explored and will be implemented such as the time housing of the cattle, covering yards etc.

b) 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.

Application received after publication of the agenda

Received from Planning Support 4 September 2025 – 25/0402/PA

[insert link to application]

Proposal: *Change of use from an agricultural field to a cricket pitch.*

Location: *Cresselly Cricket club, Cresselly, Kilgetty, Pembrokeshire SA68 0SP*

The Community Council remain 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.

Send comments to Planning Support following meeting.

7. to receive and consider Financial matters including approval of payments:

(a) HSBC Bank Balance @ 01.09.2025 - £15466.36 cr

(b) Approve payments.

(i) Special 1 day delivery, recorded mail £9.85 paid to Royal Mail – approved. 19th July 2025 – to be approved and County Councillor to be reimbursed

(ii) Clerk's salary for August £202.40 – to note

(iii) Easy websites (paid by direct debit) monthly August to September – £36.96 monthly to note

(iv) Payment of SLCC training for Community Councillor Everall - £120 + VAT – approved.

(v) Outstanding invoice for One Voice Wales for 25/26 membership £103 – approval given in March 2025 – to be paid without further delay

(v) approve church hall hire for community council meetings – amount and dates to be confirmed at meeting. To be invoiced and approved at next meeting.

(vi) To consider any urgent payment of invoices after publication of the agenda

Reimbursement of postage stamps £13.60

(vii) Community Councillor allowances for 2025/26 – all members to send to Clerk via JeffreystonCC@gmail.com. Members are encouraged to take the basic Community Councillor allowances.

Direct Debit Mandate for the ICO has been received and completed by Community Councillor Everall – to be returned to ICO.

c) HMRC update – Community Councillor Everall, it is our responsibility as a Council, and they are unable to assist. Council needs to pay the outstanding balance, Community Councillor McLeod-Baikie to request information from the clerk to update PAYE to bring it up to date. Also make enquiries with an accountant to see if they can assist us with updating the system.

d) Approve Jeffreyston Community Council Grants and Donations Policy (draft circulated to Community Council 5 August 2025) - Unanimously approved, members thanked Community Councillor Everall for preparing the documents.

e) Approve Jeffreyston Community Council grant funding application form (draft circulated to Community Council 5 August 2025) - Unanimously approved, members thanked Community Councillor Everall for preparing the documents.

Policy and application form to be uploaded to website.

8. 23/24 audit

Community Councillor Everall has spoken to Audit Wales, no action for a few months due to resources within Audit Wales. Incomplete and delayed audits may result in more scrutiny.

9. 24/25 audit

Julie Burgess is appointed and returned the engagement letter.

Full audit for 24/25, however, due to the incomplete audit, the invoice issued will be more due to the chasing etc.

10. Noticeboards

(a) Big Lottery (awards for all) - application was opened by the Clerk and the date has now expired.

(b) Enhancing Pembrokeshire – it was noted that the fund was open, and expressions of interest deadline is 26 September 2025.

Also noted, there are other funding opportunities, funding fair in November, details shared by PAVs.

Unanimously agreed, due to the lack of progress with funding applications and the condition of the noticeboards that we explore procurement of replacement like for like noticeboards with Community Council funds.

Options to be brought to October meeting for approval.

11. Coffin Rest – repairs

No update. Community Councillor Morgan confirmed that it would be undertaken.

12. Jeffreyston Playpark

a. Approval of Service Level Agreement (SLA) with Pembrokeshire County Council for playpark for 2025/26 (approved at meeting – August 2025)

b. Explore options for 26/27 onwards for maintenance of playpark – Community Councillor Everall to make some enquiries and report back to the October 2025 meeting.

c. Insurance – update the asset register. Clerk to action.

d. Inspection reports and actioning recommendations – low risk, there are reports outstanding. Contact to be made with Neil McCarthy. Clerk to action.

f. Funding obligations – Clerk to confirm

13. Training Plan

a) Community Council training plan. Decision taken to defer to the October 2025 meeting.

b) Community Councillor Everall requested approval to attend two modules being run by One Voice Wales (Council as an Employer and Understanding the Law). This was unanimously approved and Community Councillor Everall to make enquiries regarding bursary and arrange attendance.

14. Biodiversity Plan

Jeffreyston Community Council Biodiversity Plan prepared in 2022 is uploaded on the Council's website.

Consider at the October 2025 meeting setting up a working group to explore the options and update the plan for the Council's consideration and approval.

15. Vacancies on the Community Council

There remains vacancies on the Community Council despite some advertising and some interest from local residents, however, the eligibility rules prevent the interested party from joining at this time.

16. Annual Report 24/25

Concerns were raised that there had been no annual reports produced since 21/22. This is not optional and needs to be completed. Action for clerk.

17. Highway Matters

Temporary road closure – Wednesday 3rd September 2025 for 2 days. A4075 Carew to Cross Hands road and B4586 road leading to Jeffreyston. Details were published at the time of the notification on the Council's Facebook page for information.

18.to receive any correspondence

List of correspondence was shared with the members. None required discussion during the meeting.

19. To receive an update from County Councillor Vanessa Thomas

Reminder about the Iron Man Wales event happening in the area, a reminder to be placed on Facebook for residents. [Traffic Impact | IRONMAN Wales](#)

20. To receive an update from PCSO (Emma Hayward)

No update due to absence of representative from Dyfed Powys Police.

21. Community – update

Consideration of setting up a working party to hold a separate meeting with the church and school to see if a programme of events/engagement can be set up for 2026.

22. To note any minor matters or items for the next agenda at the discretion of the Chair

items for next agenda:

- Setting the precept for 25/26
- Working party for Community engagement and events
- Working party for biodiversity.

23. Date of next meeting

7pm 6 October 2025 at Jeffreyston Church Hall

Meeting ended 21.37