

JEFFREYSTON COMMUNITY COUNCIL
Cyngor Cymuned Jeffreyston

Minutes of the meeting held on Monday 3rd November 2025

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 – A/RFO
- Community Councillor Maria Rogers

Apologies/Absent

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

3. Declarations of interest:

None declared

4. To agree the minutes of the previous meetings:

2nd June 2025 – Amendments Required

6th October – Approved

Proposed: Councillor Thomas Seconded: Councillor Rogers

5. Public Participation

There were no members of the public present

6. Matters arising from the previous meetings:

- Risk assessment 25/26 – Clerk to action on her return
- Insurance policy and Update Asset Register – Clerk to action on her return
- Website – Clerk to action on her return
- HMRC September Minute Ref 7 (c) requesting information to update PAYE records, it was decided that the volume of information needed was such, that council felt it was right to wait for the clerk to return to work.
- 2024/25 Audit Update – RFO had contacted Audit Wales to update them of the current situation and County Councillor Thomas had contacted the Clerk to arrange for collection of the laptop and financial records with a view to meeting the deadline set by Audit Wales.
- Staffing update – Clerk continues to be absent due to sickness; the members wished her well.

**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.*

It was agreed in the August meeting that during the temporary absence of the clerk, Community Councillor McLeod-Baikie hold the position of Proper Officer/Clerk and Community Councillor Everall hold the position of Responsible Financial Officer. Due to family and other work commitments Councillor McLeod-Baikie was unable to continue to cover the clerk's duties.

Resolved: that Councillor Everall undertakes the basic requirements of Proper Officer and Responsible Finance Officer (RFO) duties in order to continue with the day to day business whilst the clerk is away. Council agreed to the reimbursement of admin costs incurred by Councillor Everall. Access to email password needed from clerk.

7. Planning Matters:

(a) PCNPA Application: NP/25/0450/FUL

Proposal: Excavation of an earth bank nutrient store

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

<https://planning.agileapplications.co.uk/pcnpa/application-details/93996>

Council noted that the location of the nutrient store had changed and as it is a legal requirement, they had no objections, but the concerns raised previously in September remained the same. Email response to PCC Planning required.

(b) Planning Application 25/0402/PA – Cresselly Cricket Club
Notification of Planning Committee Meeting 04.11.25 – Noted

(c) PCNPA – Publication of Local Development Plan 3 Delivery Agreement - Noted

(d) PCNPA - Appraisal and Management Plan Cresswell Quay - Noted

(e) None received

8. Financial Matters:

(a) HSBC Bank Balance @ 31.10.2025 - £ 14,435.75cr

(b) HSBC Bank Charges August - £1.20 – Noted

(c) Bank Reconciliation October - Unanimously Approved, signed by Chair

(d) Receipt & Payments Report October – Unanimously Approved, signed by Chair

(e) Approve and Note Payments

i Councillor Thomas - Reimbursement of postal costs (£5.75) - Approved

ii Church Hall – October and November - Approved

iii Clerk's Salary October £202.40 – Noted - Cheq 100572

iv Easy Web Site £36.96 DD – Noted

(f) None

(g) Royal British Legion – S137 Donation of £50 - Approved - Cheq 100573

(h) Wales Air Ambulance – S137 Donation of £50 - Approved - Cheq 100574

Resolved: RFO asked to contact HSBC to amend correspondence address for interim period to ensure ease of access to statements and cheque books

9. Noticeboard Replacements

Councillor Everall had circulated all information, including details of the 3 quotes obtained for the replacement of 2 noticeboards. Contact had been made with PCNPA and with Cresselly Estate Agents to inform them of the proposals and requesting views on suitability. PCNPA confirmed that planning permission will not be necessary for the board in Creswell Quay - and if the noticeboard remains separate to the listed boundary wall, listed building consent will not be required. This will be noted on the planning system at the PCNP. Members unanimously agreed that the quote from Greenbarnes Ltd for £2,963.66 + VAT was the preferred choice, based on the quality of the item, the cost and the fact they came highly recommended. There will be installation costs incurred following receipt of items.

Resolved: Councillor Everall to confirm order with Greenbarnes Ltd

10. Play Park / Village Green

(a) Playground Inspection Report – Quarterly Inspection Report circulated to members 20/10 regarding recent inspection undertaken by PCC 16/09/25. Risks identified as ‘Low’ or ‘Very Low’ and will be monitored. Members were concerned that the multi play unit was identified as rusting in places and this was recorded as a manufacturing defect.

(b) Grass Cutting SLA 2026/27 - Councillor Everall had circulated a report prior to the meeting providing members with options of service providers for both the playground inspections and the grass cutting service. Having considered all the options available, members approved PPS Pembrokeshire for the playground inspections for 2026/27, based on the fact that they will undertake any minor play equipment repairs needed. Members also approved PCC for grass cutting services with effect from 01.04.2026

Resolved: Councillor Everall to email confirmation to PPS and PCC

11. Budget 2026/27

Members had further discussion on the proposed 2026/27 budget and precept. RFO will draft a budget for approval in the December meeting, based on the information currently available to her.

12. Training Plan

(a) Councillor Everall provided feedback on the recent Code of Conduct event by OVW

(b) Members had received the OVW Training List

Resolved: Councillor Morgan and Councillor Rogers volunteered for the Code of Conduct training as they felt a refresher was due. Training to be arranged with One Voice Wales.

(c) Draft Training Plan – Councillor Everall had circulated a draft prior to the meeting. Members felt they needed more time to consider this and requested it be carried forward to the December meeting

(d) Training and Development Policy – This had been circulated prior to the meeting. Members approved the draft. Proposed: Councillor Mcleod-Baikie Seconded: Councillor Rogers

Resolved: Clerk to arrange for upload to website. Arrangements to be made for website training with Easy Web Sites service provider

13. Biodiversity – Section 6 Environment Act (2016)

(a) Members discussed the report due by the end of 2025 and reviewed the earlier 2019/22 plan. A request was made to carry this forward to the December meeting

(b) Biodiversity working party. All agreed that this was an excellent idea, however, as the council does not currently have a full compliment of members and councillors are covering the clerk's absence, it would be sensible to postpone the setting up of such a group until the early part of 2026.

14. Publication of the Democracy and Boundary Commission's Proposals

Members discussed the publication and noted that there were no major changes affecting the community.

15. Governance Matters

(a) Approved and signed minutes 2023 / 2024 / 2025 – Councillor Everall raised concern that no hard copies of approved minutes had been signed by the Chair between 2023 and 2025.

Members agreed that this is a task that needs to be undertaken and hope to have everything in order over the next few months

(b) Annual Report 2025/25 – Members appreciate this is a statutory requirement, item carried forward to December.

(c) Audit Notices – Not all Audit Notices have been published. Councillor Everall to look into this and arrange for upload to the website

16. Highway Matters

The council received notification of road closures in Jeffreyton from Monday the 27/10 for 3 days. The information was posted to the council's Facebook page.

17. Correspondence

A list of correspondence received was circulated to members prior to the meeting

18. County Councillor Update

Nothing to report

19. PCSO Update

No update due to absence of representative from Dyfed Powys Police

20. Community Update

(a) Welsh Government Funding for St David's Day 2026 – Members would have liked to apply for funding and organise a celebration, but, unfortunately, they do not have the resources available to do so at this point in time.

(b) Feedback from Ironman Wales Event 2025. PCC had requested feedback on this. Members all agreed that it was well organised and had not received any complaints from the community.

(c) Discussion on a working group for community engagement and events. The council does not have the resources available at present to set this up, however it is proposed to revisit it in the early part of 2026.

(d) Friends of St Oswald’s - Christmas Wreath making evening, Friday 28th November at 6.30pm – St Oswald’s School Hall. Also a Christmas Market on Friday 21st November 3pm to 6pm

21. Other Matters (Discussion only) – Members thanked Councillor Arabella Morgan for attending the Remembrance Day Service at Jeffreyton Church as a representative of Jeffreyton Community Council.

Items for December Agenda

Training Plan

Biodiversity Plan/Report

Budget 2026/27

Annual Report

22. Date of next meeting

7pm 1st December 2025 at Jeffreyton Church Hall

Meeting closed 21.00 hrs.

Signed Chair

Signed Clerk

Date