

**JEFFREYSTON COMMUNITY COUNCIL**  
**Cyngor Cymuned Jeffreyston**

**Minutes of the meeting held on Monday 6<sup>th</sup> October 2025**

**1. Chairs welcome**

**2. To note all present/apologies for absence**

**Present**

- Chair – Community Councillor Arabella Morgan
- County Councillor Vanessa Thomas
- Community Councillor Marie Everall
- Community Councillor Maria Rogers

**Apologies**

- Vice Chair - Community Councillor Helen McLeod-Baikie
- 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 holds the position of proper officer/clerk and Community Councillor Everall holds the position of Responsible Financial Officer.*

**3. Declarations of interest:**

None

**4. To agree the minutes of the previous meetings:**

2<sup>nd</sup> June 2025 – Not approved – awaiting amendments

8<sup>th</sup> September – Approved

Proposed: Councillor Rogers    Seconded: Councillor Thomas

**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
- Contact details – To be actioned
- HMRC 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.
- Staffing update – Clerk continues to be absent due to sickness; the members wished her well.

- 2024/25 Audit Update – Audit Wales has issued a Final Reminder for overdue accounts. Members fully appreciate the seriousness of this matter and are aware of the statutory obligations and importance of timely compliance with Audit requirements.

**It was resolved that the RFO contact Audit Wales to update them of the current situation and that County Councillor Thomas contact the Clerk to arrange for collection of the laptop and financial records so that council can try and meet the deadline of 31.10.2025 set by Audit Wales.**

## **7. Planning Matters: None Received**

## **8. Financial Matters:**

- (a) HSBC Bank Balance @ 01.10.2025 - £14,560.40 cr
- (b) Bank Reconciliation August & September - **Unanimously Approved**, signed by Chair  
Receipt & Payments Report August & September – **Unanimously Approved**, signed by Chair
- (c) Cheque 100571 raised for £9.85 and £3.60 – Total of £13.45 (Postage Costs Reimbursed to C.C. V Thomas)
- (d) Salary September £202.40 – Noted
- (e) Easy Web Site £36.96 – October DD – Noted
- (f) HSBC Bank Charges August - £1.20 – Noted
- (g) Cheque 100570 raised - Church Hall Hire Costs 2/6 – 8/9 (5 meetings) - £110 – **Approved**
- (h) No requests for donations or small grants
- (i) Councillor's Allowance 2024/25 Nil Return submitted – Noted  
Councillor's Allowances 2025/26 – Outstanding forms completed – RFO to scan and submit
- (j) None

## **9. Noticeboard Replacements**

Members discussed two quotes for replacement noticeboards and considered the samples provided by the companies. As the quotes exceeded £3k, the Council's Financial Regulations require the council to source a third quote. RFO to obtain a third quote and report to Council in the November meeting.

## **10. Financial Regulations**

**Approved** – Members approved the updated Financial Regulations 2025 – RFO to upload to website. Proposed: Councillor Rogers    Seconded: Councillor Morgan

## **11. Publication Scheme**

**Approved** – Members approved the Freedom of Information Publication Scheme – RFO to upload to website. Proposed: Councillor Thomas    Seconded: Councillor Rogers

## **12. Jeffreyston Play Area Inspections & Grass Cutting**

Councillor Everall had circulated a report prior to the meeting providing members with options of service providers. Further information is required from PCC about the current Service Level Agreement. **Resolved:** Councillor Everall will request and report back to council in November. Clerk to liaise with PCC on her return regarding outstanding Inspection Reports.

### **13. Training Courses and Training Plan**

Councillor Everall gave feedback on the two free modules attended (Understanding the Law and Council as an Employer) She also reminded members that OVW has free spaces on selected modules. Councillor Everall will be attending the next Code of Conduct Training in October with One Voice Wales. The Council's current Training Plan was produced in 2022, and requires a review and full update. **This item will be carried forward to the next meeting.**

### **14. Biodiversity**

The Council's current Plan was produced in 2022 and requires a review and full update. The Community Council has a statutory duty under **Section 6 of the Environment Act (2016)** The next Section 6 report is due by the end of 2025 and should be sent to One Voice Wales. Reports can be included in the Council's Annual Report and they must be published on a website or made available on request. **Carry forward to next meeting.** Discussion on a potential working group deferred to the November meeting.

### **15. Budget 2026/27**

Initial discussion on the 2026/27 budget. General and earmarked reserves, projects including improvements to The Wynch and a planter located by the village sign were amongst the items discussed. **Further discussion in the November meeting**

### **16. Highway Matters**

The council received notification from a resident, highlighting poor road conditions between Lanes End and Jeffreyston village, due to an excessive amount of mud on the surface. Photographs and report to be forwarded to PCC

### **17. Correspondence**

A list was circulated to members prior to the meeting

### **18. Count Councillor Update**

County Councillor Vanessa Thomas updated those present of a PCC warning about scam QR codes placed on PCC signage in car parks. Pembrokeshire County Council do not use QR codes for payment. Anyone who finds one should report to PCC. Further information available on the PCC website and the Jeffreyston Community Council Facebook Page.

### **19. PCSO Update**

No update due to absence of representative from Dyfed Powys Police

### **20. Community Update**

Working party for community engagements and events  
**This item deferred to November meeting**

**21. Minor Matters - None**

**Items for November Agenda**

Replacement Noticeboards - Approve

Approved Minutes 2023 – 2025

Training Plan

Annual Report 2024/25

Biodiversity Plan/Report

Budget 2026/27

Remembrance Sunday

Working Party

**22. Date of next meeting**

7pm 3<sup>rd</sup> November 2025 at Jeffreyston Church Hall

**Meeting closed 21.00 hrs.**