

JEFFREYSTON COMMUNITY COUNCIL

Interim Clerk: Helen McLeod-Baikie, Carew Mountain, Cresselly Tel: 01646 651465

clerk@jeffreystoncc@gmail.com

2 September 2025

Dear Members,

The MEETING of Jeffreyston Community Council will take place at Jeffreyston Village Hall on MONDAY 8 September 2025 at 7.00 pm.

ALL Members of the Council are summoned to attend for the purpose of considering and resolving the business to be transacted as set out below.

As per the provisions of the Local Government and Elections (Wales) Act 2021, members of the public are welcome to attend this meeting.

Yours sincerely,

Mrs H McLeod-Baikie

Mrs Helen McLeod-Baikie

Acting Proper Officer

1. Chairs Welcome
2. To note all present/apologies for absence
3. Declarations of interest
4. **To agree the Minutes of the previous meetings:**
 - a. 2 June 2025
 - b. 4 August 2025
5. **Matters arising from previous meetings:**
 - a. Risk assessment 25/26
 - b. Insurance policy – update asset register
 - c. Website
 - d. Contact details – update
 - e. Staffing Update – If any
6. **To consider Planning matters**
 - (a) Received from Planning Support 11 August 2025 - NP/25/0450/FUL
Proposal: Excavation of an earth bank nutrient store
Location: New House Farm, Cresselly, Kilgetty, Pembrokeshire, SA68 0TF
[Citizen Portal Planning](#)
 - (b) Variation of conditions 2 (Liner) and 3 (Structural Stability) of planning permission reference 13/1079/PA (Construction of earth bank nutrient storage lagoon) to agree the details of the liner and remedial design works together with the extension of time to implement works.
Land east of Llandigwynett, Sageston, Tenby, Pembrokeshire, SA70 8SD
Decision: Conditionally Approved
 - (c) To discuss the recent email from Pembrokeshire County Council on the submitted proposals for the Local Development Plan (LDP2)
7. **To receive and consider Financial Matters including approval of payments.**
 - a. HSBC balance as at 02.09.25 £15,466.36 credit
 - b. Approve payments
 - (i) Special 1 day delivery, recorded mail £9.85 paid to Royal Mail
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
- (v) Reimbursement Councillor Everall – Book of Postage Stamps - £13.60
- (vi) Outstanding invoice for One Voice Wales for 25/26 membership £103 – approval given in March 2025 – to be paid without further delay
- (vii) Approve church hall hire for community council meetings – amount and dates to be confirmed at meeting
- (viii) To consider any urgent payment of invoices after publication of the agenda
- (ix) Community Councillor allowances for 2025/26
- c. HMRC update
- d. Approve Jeffreyston Community Council Grants and Donations Policy (draft circulated to Community Council 5 August 2025)
- e. Approve Jeffreyston Community Council grant funding application form (draft circulated to Community Council 5 August 2025)
- 8. **2023/24 Audit**
 - a. Update on submission to Audit Wales
- 9. **2024/25 Audit**
 - a. To confirm the appointment of Julie Burgess as internal auditor for 2024/25 following issue of the engagement letter. (approved at Council meeting – August 2025)
- 10. **Noticeboards – Update and Funding**
 - (a) Big lottery
 - (b) Enhancing Pembrokeshire Grant
- 11. **Coffin Rest – Update**
- 12. **Jeffreyston Playpark, Village Green and Bench**
 - 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
 - c. Insurance
 - d. Inspection reports and actioning recommendations
 - f. Funding obligations
- 13. **Training Plan**
 - a. Training Plan for Community Council
 - b. One Voice Wales training courses available.
- 14. **Biodiversity**
 - (a) JCC Biodiversity Plan – update and delivery
 - (b) Biodiversity team at One Voice Wales – email dated 14 August 2025
 - (c) Local Nature Partnership Funding opportunity – email dated 14 August 2025
 - (d) Forces of Nature Grant Funding – email dated 18 August 2025
- 15. **Vacancies – Community Councillors**
- 16. **Annual Report for 2024/25**
- 17. **Highway Matters**
- 18. **To receive any correspondence (List of all correspondence received circulated to members 02.09.25)**
- 19. **To receive an update from County Councillor Vanessa Thomas**
- 20. **To receive an update from PCSO (Emma Hayward)**
- 21. **Community – Update**
 - a. Explore opportunities to work with Jeffreyston Church and St Oswalds VC school on events for local community
- 22. **To note any minor matters or items for the next agenda at the discretion of the Chair (Discussion Only)**
- 23. **Date of the next meeting - To be agreed**

