

MINUTES OF A MEETING OF EAST WILLIAMSTON COMMUNITY COUNCIL HELD ON THURSDAY 1ST APRIL 2021 REMOTELY AT 7.00PM.

PRESENT: Cllr J Williams(Chair)
Cllr C Hopkinson
Cllr D McIntosh
Cllr M Taylor
Cllr I Wilkinson

APOLOGIES: Cllr R Day

The clerk was in attendance (Mrs J Clark)

46/21 DECLARATIONS OF INTEREST

None received.

47/21 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 4th March 2021 were proposed and seconded. They were agreed as a true record.

48/21 MATTERS ARISING

The following matters were raised:

- a) Minute 34/21a) No progress to date on the location of the portable speed sign.
- b) Minute 34/21b) The streetlight has been fixed on Station Road.
- c) Minute 38/21 The bus shelter at Kingsmoor was in poor condition as are those at Broadmoor and East Williamston.
- d) Minute 39/21 The tree on the Common has not been cut down as yet.
- e) Minute 44/21a) The TRA have been contacted but no response received.
- f) Minute 44/21b) The Clerk was asked to get a quote for 6 enamel No Smoking signs.
- g) Minute 44/21e) The grass verges at Pentlepoir are still in a stony and poor condition.

49/21 PLANNING APPLICATIONS

The following planning applications were considered:

- a) 20/0994/PA: Proposed conversion of existing barns to 3 holiday lets at Pentlepoir Farm, Pentlepoir, SA69 9BN
- b) 20/0936/PA: Variation to opening dates of allow additional months of opening at Overdene Caravan Site, Wooden, Saundersfoot, SA69 9DY

It was agreed to support both the above planning applications.

50/21

UPDATE ON ACCOUNTS TO 31ST MARCH 2021

The following financial information had been circulated:

- a) Bank Account Reconciliations Summary showing a balance of £28,872.12 in the Current Acct, £3,101.10 in the Deposit Acct, £33,154.49 in the Park account and £679.10 in the Jubilee Park Acct.
- b) The Financial Statement – Cashbook showing income of £29,505.60 (gross) and expenditure of £24,355.26 (gross).
- c) The Financial Budget Comparison showing the Budget set, the actual income and expenditure figures and the balance remaining under each heading.

The Clerk advised that she had received the External Audit documents and that the new audit regime would not start until 2021-22. There was £80.00 of VAT included in the Jubilee Park acct budget which would be reimbursed.

RESOLVED: **That the financial information provided be agreed and accepted.**

51/21

TO CARRY OUT FINANCIAL RISK ASSESSMENT FOR 2020-21

The risk assessment document had been circulated with the agendas indicating each risk identified, what level of risk it presented, the management of the risk and the recommended actions. The risk assessment was checked item by item and it was agreed that all elements of risk had been identified and managed appropriately.

RESOLVED: **That the risk assessment document be approved and agreed.**

52/21

REVIEW OF INTERNAL AUDIT

The Clerk advised Members of the requirements of an internal audit review from The Practitioners' Guide which included all matters that required checking and reviewing to ensure that the systems of financial control are effective. These matters included the scope of the internal audit, the independence and capability of the internal auditor, the clarity of the relationship between the council, the clerk and the internal auditor and the effectiveness of the audit plan and reporting procedures. After considering all these aspects of internal control, it was agreed that all procedures and risk assessments were in place and that the internal auditor is competent and has no involvement or relationship with the council other than as internal auditor. It was agreed to sign off the document and return to the clerk.

RESOLVED: **That the internal audit review be accepted.**

53/21

ACCOUNTS FOR PAYMENT

The following accounts were agreed for payment:

a) Mrs J Clark – March salary	£680.94
b) PAYE for March	£169.80
c) PCC Lease for land at Broadmoor	£77.00
d) PCC Lease for land at Pentlepoir	£75.00

54/21

TO CONSIDER QUOTES FOR RELOCATING FENCE AT EAST WILLIAMSTON PLAY AREA

Cllr I Wilkinson advised that he had asked three companies for quotes, but none had been received as yet. It was hoped they would be available for the next meeting.

RESOLVED: That the quotes be considered at the next meeting.

55/21

GRIT BIN PADLOCKS

The locks on the grit bins located within the community area were discussed and it was agreed that the bins would be locked with cable ties during the summer months to prevent them from being used as litter bins and they would be opened during the winter months. Cllr J Williams offered to check on the condition of all grit bins.

RESOLVED: That all grit bins be locked with plastic cable ties through the summer months and be opened for the winter.

56/21

UPDATE ON PLAY PARKS

The amended quote for East Williamston play park was discussed at length and it was agreed to accept this quote which included smaller goalposts. It was reported that the gate to the play area at Jubilee Park was rotten and needed to be replaced. Cllr I Wilkinson offered to carry out a temporary repair for Easter and to tape up the multi-play unit at Pentlepoir as adults and children were still climbing over the gate and using the equipment despite it being closed.

Cllr J Williams had done considerable research into the issue of water run-off in connection with the complaint received about Pentlepoir from a local resident and had drafted a suitable response which had been circulated. It was agreed that the response be sent.

RESOLVED: That the response drafted by Cllr J Williams be sent to the complainant.

That the amended quote for East Williamston play area be accepted.

57/21

CORRESPONDENCE RECEIVED

The following correspondence had been received:

- a) Various emails from PCC relating to Covid-19.
- b) Welsh Govt: Implementation of the Local Government and Elections (Wales) Act 2021 - noted.
- c) Welsh Govt: Compulsory Purchase Policy Announcement – noted.
- d) PCC: Launch of new 'My account' for all online services and encouraging customers to sign up to e-billing – noted.
- e) Port of Milford Haven – 2021-26 Recreation Management Plan consultation – noted.
- f) OVW: Countryside Code refresh 2021 – final wording - noted.
- g) Fields in Trust – Landmark decision to protect parks and green spaces – noted.
- h) Joint OVW/SLCC Event – 13th May – noted.
- i) OVW Cyber Security Guide – noted.
- j) PCC: Consultation on Review of Licensing Policy – noted.
- k) Welsh Govt: Electoral Reform Newsletter – noted.
- l) Welsh Govt: Climate Change Newsletter – noted.
- m) OVW – Invitation to renew Membership for 2021-22 – agreed.
- n) NSPCC: Help stop child abuse and neglect and extend Childline hours – no action.
- o) Solva Care Toolkit Dissemination Project – adapting a community response in Pembrokeshire – no action.

58/21

REPORT OF CTY CLLR JACOB WILLIAMS

Cllr Williams submitted the following report:

PCC had appointed its new chief executive, Mr Will Bramble CBE. An army major-general, Mr Bramble is currently based in Italy and will take up the role later in the year.

A constituent had contacted Cllr Williams about the change to an appointment system at the Crane Cross civic amenity site, and the lack of availability of bookings. Cllr Williams believed that some information provided by council officers on this topic would be of wider interest. There had been a big increase in the use of the council's civic amenity sites, and appointments at some locations were filled very quickly, especially for option 1 type vehicles (cars and small vans). The change from April to summer opening hours, where all sites will be open seven days a week and for extended hours per day, means more available appointments, hopefully improving the situation. The appointment system will definitely be in place for the foreseeable future. This is necessary to restrict the number of vehicles on site at any one time and to allow staff and customers to comply with pandemic restrictions. Additionally, officers advised that booking information was also available to be used if necessary, by the NHS 'Test, Trace and Protect' service.

59/21 **ANY OTHER INFORMATION**

The following matters were raised:

- a) Cllr Wilkinson advised that a lot of work had been carried out in Jubilee Park and several new footpaths had been opened up through areas of planted trees. It was agreed that quotes be obtained for a new back box for the trailer by the next meeting.
- b) Members were advised that the trailer involved in the accident at the new mini roundabout was written off and the driver admitted he was driving too fast.
- c) A request had been received to hold outdoor yoga classes on Jubilee Park, however this was not agreed to as it was a commercial enterprise and not a charitable event.

60/21 **DATE OF NEXT MEETING**

The next meeting would be held on Wednesday 5th May at 7.00pm due to the Elections being held on 6th May.

The meeting closed at 9.30pm.

Signed.....Chair.....date

Signed.....Clerk