

05/23

**MINUTES OF A MEETING OF EAST WILLIAMSTON COMMUNITY COUNCIL HELD AT EAST WILLIAMSTON COMMUNITY HALL ON THURSDAY 2<sup>ND</sup> FEBRUARY 2023 AT 7.00PM**

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**PRESENT:** Cllr I Wilkinson (Chair)  
Cllr D Mcintosh  
Cllr C Hopkinson  
Cllr R Day  
Cllr P Strydom  
Cllr J Williams

The Clerk was in attendance (Jane Clark).

**APOLOGIES:** None

**16/23**      **DECLARATIONS OF INTEREST**

None

**17/23**      **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 12<sup>th</sup> January 2023 were proposed and seconded. They were agreed as a true record.

**18/23**      **MATTERS ARISING**

The following matters were raised:

- a) Minute 03/22c) response received from PCC.
- b) Minute 03/23 g) remind PCC about pothole filling with water.
- c) Minute 14/23d) look for winter fuel payment posters for Cllr Hopkinson.

**19/23**      **PUBLIC REPRESENTATION**

There were no members of the public present.

**20/23**      **PLANNING APPLICATIONS**

Then following planning applications were considered:

- a) **22/0884/PA: New 4 bed dwelling at Laubobange, Hill Lane, Kilgetty, SA68 0QT** – Members had no objection to this planning application.
- b) **22/0862/PA: Variation of conditions 1, 2 and 3 of permission 18/1331/PA and variation of condition 3 and 4 of permission 14/0692/PA to allow for additional time for submission of reserved matters application at The Old School, Pentlepoir, SA69 9BJ** – Members did not wish to comment on this application.

**21/23**      **UPDATE ON ACCOUNTS TO 31<sup>ST</sup> JANUARY 2023**

The following financial information had been circulated:

- a) Bank Account Reconciliations Summary showing a balance of £36,279.55 in the Current Acct, £3,105.85 in the Deposit Acct, £8,153.95 in the Park account and £2,136.61 in the Jubilee Park Acct.

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- b) The Financial Statement – Cashbook showing income of £64,309.05 (gross) and expenditure of £57,883.35 (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 to find out about movement on reserves from Edge IT Systems.

## 22/23

### ACCOUNTS FOR PAYMENT

The following accounts were approved for payment:

a) Mrs J Clark – February salary	£273.60
b) PAYE for February	£68.40
c) Cllr I Wilkinson fuel for machinery (BACS)	£36.50
d) PCC Supply of 'Defibrillator' sign for Pentlepoir (BACS)	£70.67
e) PCC Supply of 'No Dogs' signs (to be reimb by LCC (BACS)	£35.71
f) Google storage for emails	£1.59
g) Playground Repairs Ltd repairs to wet pour surfaces	£2,877.62

## 23/23

### TO CARRY OUT RISK ASSESSMENT FOR 2023

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.**

## 24/23

### APPOINT INTERNAL AUDITOR

Mrs Julie Burgess had been requested to act as internal auditor and following receipt and circulation of her CV, it was agreed that she be appointed.

**RESOLVED:**                **That Mrs Julie Burgess be appointed as internal auditor.**

## 25/23

### NEW POLICIES

The following policies had been circulated for consideration:

- a) Code of Conduct for Employees – agreed to defer .
- b) Health & Safety Policy – agreed to adopt.

**RESOLVED:**                **That a decision on the Code of Conduct Policy be deferred and that the Health & Safety Policy be accepted.**

26/23

**UPDATE ON PLAY AREAS AND INSPECTION REPORTS**

As the February inspection reports had not yet been received it was agreed to wait until they had arrived so Members could check that items repaired have been removed. James Horton had forwarded information on the gate at Pentlepoir eg its height and the way it opens which has been noted. After some consideration it was agreed that the quote for platforms at Broadmoor and Pentlepoir not be accepted.

**RESOLVED:**                   **That the Feb report be checked, and all completed items removed.**

**That the quote for the replacement of platforms at Broadmoor and Pentlepoir, not be accepted.**

27/23

**CORRESPONDENCE**

The following correspondence had been received:

- a) PCC Additional Community Governor St Florence School – no nominations.
- b) Julie Burgess – agreement to carry out Internal Audit 2023-24 – agreed.
- c) Mr & Mrs Moran – inconsiderate parking at Jubilee Park - After some discussion it was decided to extend parking on the south side of the existing parking provision and to take measures to prevent inconsiderate parking either side of the bus shelter in the forthcoming financial year.
- d) PCC Operation Nightingale 23 – noted.
- e) PCC Claire Williams – response re speed limit on Cold Inn Road. - noted
- f) PCC Soup Initiative – noted.
- g) PCC Keep Warm Keep Well – noted.
- h) James Horton – Access gate to Pentlepoir play area – noted.
- i) Futurform – QE11 Memorial Bench and King Charles III Accession Bench – no action.

28/23

**SPEED SIGNS FOR TEMPLEBAR ROAD**

A quote had been received from PCC for the supply and fitting of two posts on Templebar Road from PCC which it was agreed to accept. No objections had been received from residents apart from landowner next to Kookaburra. It would therefore be necessary to find an alternative site. A quote has been received to have 3 speed signs converted to solar powered ones, however Cllr D McIntosh agreed to obtain a quote to purchase two new ones for consideration at the next meeting.

**RESOLVED:**                   **That the quote from PCC for two posts for Templebar Road be accepted.**

**That an alternative site be found for the far end of Templebar Road.**

**That a quote be obtained to purchase two new solar speed signs by the March meeting.**

**REPORT OF CTY CLLR JACOB WILLIAMS**

Cty Cllr J Williams submitted the following report:

*Cty Cllr Williams said that he had received emails and telephone calls regarding the new planning application submitted at the former Pentlepoir School site, and that there had been some confusion as regards the planning situation there. He explained that he understood the consent that had previously been obtained to develop the site as a caravan sales yard had lapsed in December 2021, but that this latest application was simply to renew the previously-approved consent to develop the site for housing, i.e. to prevent it from also lapsing.*

*Cllr. Williams reported that the new perspex bus shelter to replace the old masonry bus stop on Hill Lane, near Kingsmoor Road on the approach to Pentlepoir, had now been completed.*

*The bid had been submitted by PCC for Welsh Government 'Active Travel' funding, for a shared use path (pedestrians and cycles) linking from Saunders-foot railway station down to the village and marina area. The proposal is for the construction of a 3m-wide off-carriageway path for pedestrians and cyclists path extending along Station Road from the station to its junction with the Fan Road, then along the Fan Road, with some sections there constructed as a boardwalk running parallel to the main carriageway. From the Valley Road/Fan Road junction, the route doesn't continue along The Ridgeway to the village, but follows the old footpath near Incline Way which leads down to Westfield Road. This will involve widening and and resurfacing, and the clearing a small area of greenfield land to provide continuous provision of 3m-wide shared path. It will continue along Brookland Place to Milford Street, and then various other measures within the village such as cycle lanes and increased footway provision around the mini roundabout at the end of Cambrian Place. The Station Road path from Fountain Head to railway station is the first phase of footway to S'sfoot village. Bid gone in for a further footpath from Station into Fan Road around to junction with Valley Road, linking up paths. Start of scheme April 2023 completion 31<sup>st</sup> March 2024. School site planning – renewal of planning permission.*

**RESOLVED:**                   **That Cty Cllr Williams be thanked for his report.**

**ITEMS FROM CLLRS**

The following matters were raised:

- a) The issue of dogs worrying stock in fields next to JP was raised again and the local landowners has requested a meeting to discuss. It was agreed that a meeting be set up.
- b) A discussion was held on an IT solution for the holding of remote meetings and presentations.
- c) An updated list of cllrs contacts was requested which would be circulated to all.

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- d) Defib training sessions were discussed with Mr Tony Wall of the Tenby & District First Responders offering to hold one – evening or daytime. The purchase of a new defibrillator could also be discussed.
- e) It was confirmed that a grant had been received for Common enhancement consisting of two raised beds, two trellis, plants and bulbs. Work will commence soon by Future Works.
- f) The handyman will commence work on Broadmoor bus shelter tomorrow and materials for hard standing for bench at Pentlepoir will be purchased soon.
- g) It had previously been agreed with PCC that they would drain surface water at Heiny Moor. However, this has created a floodplain and drainage needs extending into existing drains. Clerk to contact PCC Highways dept to ask about this on behalf of the Hall Association.

**31/23**

**DATE OF NEXT MEETING**

The next meeting will be held on Thursday 2<sup>nd</sup> March 2023 at 7.00pm.

The Meeting closed at 9.30pm.

Signed.....Chair.....Date

Signed.....Clerk