

MINUTES OF A MEETING OF EAST WILLIAMSTON COMMUNITY COUNCIL HELD ON THURSDAY 2ND MARCH 2023 AT EAST WILLIAMSTON COMMUNITY HALL AT 7.00PM

PRESENT: Cllr I Wilkinson (Chair)
Cllr D McIntosh
Cllr J Williams
Cllr P Strydom

APOLOGIES: Cllr R Day
Cllr C Hopkinson

The Clerk was in attendance (Jane Clark)

32/23 DECLARATIONS OF INTEREST

None.

33/23 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 2nd February 2023 were proposed and seconded. They were agreed as true record.

34/23 MATTERS ARISING

The following matters were raised:

- a) Minute 27/23: The Clerk to obtain Mrs Herlihy's email address and send her a copy of the letter to Mrs Moran and Mrs Pegg of Williams Cottage, East Williamston SA70 8RU regarding the parking at JP.

35/23 PUBLIC PARTICIPATION

There were no members of the public present.

36/23 PLANNING APPLICATIONS

The following planning applications were considered:

- a) **22/0979/PA:** Removal of failing retaining walls and unusable driveway to create a usable offroad parking space to the fore of the property with retaining wall and steps to property at 29 Hill Rise, Kilgetty, SA68 0QS - Members were in support of this application.

37/23 UPDATE OF ACCOUNTS TO 28TH FEBRUARY 2023

The following financial information had been circulated:

- a) Bank Account Reconciliations Summary showing a balance of £32,664.61 in the Current Acct, £3,105.85 in the Deposit Acct, £8,166.62 in the Park account and £2,143.27 in the Jubilee Park Acct.

- b) The Financial Statement – Cashbook showing income of £64,357.43 (gross) and expenditure of £61,527.34 (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.

38/23

ACCOUNTS FOR PAYMENT

The following accounts were approved for payment:

a) Mrs J Clark – March salary	£273.60
b) PAYE for March	£68.40
c) Paul Davies – work on Broadmoor bus shelter.	£375.00
d) Infinity Play UK Ltd 12 months inspections on 3 play areas	£1,994.00
e) Dell – purchase of Vostro 3520 laptop	£682.00
f) Jane Clark – reimbursement of postages	£13.68
g) Cllr P Strydom -purchase of tyre tube	£15.00
h) Cllr I Wilkinson – purchase of fuel and two stroke oil	£32.49

39/23

QUOTE FOR MAINTENANCE CONTRACT

Financial Regulations were suspended for this item as no other quotes had been received.

A quote had been received from JN Williams Grounds Maintenance of £10,471.00 for the renewal of the maintenance contract for 2023, which was accepted.

RESOLVED: That the quote from JN Williams Grounds Maintenance of £10,471.00 be accepted.

40/23

RENEWAL OF MEMBERSHIP OF ONE VOICE WALES

An invitation had been received from OVW to renew our membership for 2023-24. It was agreed to renew at a cost of £354.

RESOLVED: That membership of OVW be renewed at a cost of £354.00.

41/23

EMPLOYEES CODE OF CONDUCT

A draft Policy on Employees Code of Conduct had been circulated and was accepted.

RESOLVED: That the employees Code of Conduct Policy be agreed and displayed on the Council's website.

42/23 **UPDATE ON THE FINANCIAL TOOLKIT MODULES**

The Clerk will update the original document online and forward to all Members for the next meeting.

RESOLVED: **That the update on the Financial Toolkit modules be circulated before the April meeting.**

43/23 **UPDATE ON PLAY AREAS AND INSPECTION REPORTS**

The January inspection reports had been circulated and it was agreed that all high-risk matters would be looked at. There were several medium-risk items at all parks which would be investigated as soon as possible.

RESOLVED: **That all high-risk item be investigated as soon as possible and all medium-risk items thereafter.**

44/23 **TO CONSIDER SALE OF SERVICES AGREEMENT FOR ANNUAL INSPECTION PACKAGE FOR PLAY AREAS**

A quote had been received from Infinity Play UK for the carrying out of the 2023-24 play area inspections of £1,701 plus VAT and was accepted.

RESOLVED: **That the quote of £1,701 from Infinity Play UK for the monthly inspection of play areas be accepted.**

45/23 **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.**

46/23 **CORRESPONDENCE**

The following correspondence had been received:

- a) PCC – Landscape Character Assessment LDP Supp Planning Guidance Consultation 22nd Feb to 26th May 2023 – noted.
- b) Cerebral Palsy Cymru – request for donation – no action.

- c) Hywel Dda UHB -invitation to meeting to discuss new Hospital Site – noted.
- d) OVW – Section 6 of the Environment Act (2016) request for report on what we have done to comply with this duty – Clerk to prepare.
- e) Cyfle Cymru Out of Work Service – noted.
- f) OVW Defibrillator Census – Clerk to complete.
- g) OVW Consultation on Outdoor Education (Wales) Bill – noted.
- h) Cllr D McIntosh – Dog worrying at JP – notices to be prepared.
- i) PCC Enhancing Pembs Grant applications March 2023 – noted.
- j) OVW Training Needs Survey 2023 – Members to complete.
- k) Urdd Gobaith Cryru – request for financial assistance – no action.
- l) JACS Village Gateways – find out costs and could handyman make them.
- m) Taf Valley Coaches – cancellation of 351 and 352 services -noted.
- n) OVW News Bulletin – noted.
- o) PCC Have Your Say on Future Sector Challenges – noted.
- p) OVW IRPW Annual Report 2023 – new payments of £156.00 per year for extra costs of working from home and £52.00 for office consumables noted.

47/23

REPORT OF CTY CLLR JACOB WILLIAMS

The following report was submitted:

The county council's 2023 surface dressing programme is expected to commence on 17th April and will be undertaken on a rolling programme over a period of approximately eighteen weeks. Some temporary closures may be necessary on narrower roads where it is not feasible to maintain traffic flow around the works. Post-work temporary 20mph speed restrictions will also be put in place. Within the East Williamston ward the following roads are listed: C3023 (Broadmoor cross to Cold Inn road.)

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

48/23

ITEMS SUBMITTED BY CLLRS

The following matters were raised:

- a) The poles for speed signs for Templebar Road are on order from PCC. Quotes have been obtained for new solar speed signs and changing battery operated signs to solar powered. After a debate it was considered that it was not worth converting the battery ones to solar and that the purchase of two new solar signs was a more acceptable solution. Agreed that this be put on the agenda for the April meeting to decide on the purchase.
- a) The car park extension along the Common was raised and it was agreed to write to the immediate neighbours as well Mrs Moran about this. Agreed that this be put on the agenda for April as well to agree the quote from Alan Davies for the work.

DATE OF NEXT MEETING

The next meeting will be held on Thursday 6TH April 2023 at 7.00pm.

The meeting finished at 9.20pm.

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

Signed.....Clerk