**JEFFREYSTON COMMUNITY COUNCIL**

**Cyngor Cymuned Jeffreyston**

**Minutes of the meeting held on Monday 4 November 2024**

**Attended by:**

**Community Councillors Arabella Morgan (Chair), Helen McLeod-Baikie (Vice-Chair), County Councillor Vanessa Thomas, PCSO Emma Hayward and Clerk**

1. Chairs welcome

The welcomed all members present to the meeting.

1. Apologies.

Apologies for absence were received from Cllr Maria Rogers.

1. Declarations of Interest

Cllr McLeod-Baikie advised that she was a Trustee of PAVS.

1. To agree the Minutes of the previous meetings held on:
	1. **22nd May 2024**
	2. **11th June 2024**
	3. **22nd July 2024**
	4. **8th October 2024**

Councillors requested that these were resent as a matter of urgency. ACTION CLERK

1. Matters arising from previous meetings
	1. Boundary Commission response – Clerk to provide a copy of response to Boundary Commission to Community Councillors.
	2. Notice boards – The EPG fund had been missed and the Clerk agreed to review alternative funding options as a matter of urgency for the notice boards to be replaced as soon as possible – ACTION CLERK
	3. Local Development Plan 2 – discussed and agreed that Cllr Arabella Morgan would attend on behalf of the Community Council. Clerk to advise PCC.
	4. Proposed meeting with Langdon Mill Farm - Proposing to meet Spring 2025.
	5. Clerk update on agenda item 11 (October 2024)
* To ensure draft minutes are published on the website
* To circulate draft model standing orders
* To circulate the biodiversity report
* To circulate the Training Plan
* To ensure correct email addresses are on the website
* To update the action plan

 No update provided by the clerk at meeting.

* 1. Financial update as at 8th October 2024

No update provided by the clerk at meeting.

* 1. Jeffreyston Graveyard – The Clerk discussed the update following a meeting with the Parochial Council and it was agreed that the Parochial Council would undertake a pre-planning application to ensure the proposals were viable prior to public consultation. ACTION CLERK
	2. Repairs to the Coffin Rest, Jeffreyston – to be completed in the Spring 2025.
	3. Training Plan for Jeffreyston Community Council – ACTION Clerk to circulate.
	4. Audit 2022/23 and Audit 2023/24 – the 2022/23 Audit had been submitted and the Clerk would source alternative Auditors to complete the 2023/24 Audit.
	5. Code of Conduct – sessions are available with PCC and with OVW.
	6. Safe Route to school – Cllr McLeod-Baikie had met with a representative of PCC and advised that responsibility for the route was under review. A Safety Inspection was to be conducted.
	7. Insurance policy documents – awaiting response from Zurich.
	8. Royal British Legion – poppy wreath – previous wreath to be used and £20 cheque to be sent to the Royal British Legion.
1. To consider Planning Matters

*No planning applications had been received.*

1. To receive and consider Financial Matters including approval of payments:
2. HSBC Bank Balance
3. Approve Payments – payment for the Church Hall (3 X £20 = £60) was approved together with the Clerks Salary for September and October (£404.80).
4. To consider any urgent payment of invoices received after publication of the agenda.
5. Assistance with funding
	1. CAB – this was declined as not for a specific project. Councillors agreed that the Clerk would draft and application form for approval prior to discussions on any further applications for funding to be considered. ACTION CLERK
6. 2023/24 Internal Auditor to be appointed – two further Internal Auditors to be sourced for the Councillors to decide on appointment. ACTION CLERK
7. Highway Matters – PCC were actively monitoring the situation with tractors damaging the verges through the village.
8. To receive / discuss correspondence – list to be provided of all correspondence to the Councillors – ACTION CLERK
9. Website – The Clerk advised that she had attended some of the website events run by PCC. Councillor Thomas advised that Carew had their own website set up and Councillor McLeod-Baikie requested that the Clerk see if it would be appropriate to have a link on their site – ACTION CLERK
10. County Councillor Vanessa Thomas – any updates covered in agenda items.
11. PCSO, Dyfed Powys Police – There had been two awareness weeks with Operation Bang and Hate Crime which had been completed. The Rural Crimes Team were raising awareness of trespassing.
12. Community – Councillors discussed the need for more awareness of activities and events taking place in the community and the following was noted:
	1. Friends of the School had run a Halloween disco at the Snooty Fox.
	2. 29.11.24 Christmas market with carols around the Christmas tree and market stalls.
	3. Elf Emporium was being run at the school for a shopping experience for the pupils.
13. To note any minor matters (no decision required) or Items for the next agenda at the discretion of the Chair. No other matters were discussed
14. Date of next meeting – agreed as **2 December 2024 at 7pm at Jeffreyston Village Hall**