Minutes of the virtual meeting held on Tuesday 8th October 2024

Attended by:

 Community Councillor’s Arabella Morgan (Chair), Helen McLeod-Baikie (Vice-Chair), Maria Rogers and County Councillor Vanessa Thomas

PCSO: Emma Hayward

1. **Chairs Welcome**.

The Chair welcomed all Councillors and the PCSO to the meeting.

1. **Apologies**.

Apologies sent at 18:39 on the 8th October 2024 by Clerk and RFO Jackie Thomas.

Councillors decided to proceed with the meeting in the Clerk’s absence and sent their best wishes for a speedy recovery.

1. **Declarations of interest - Personal or Prejudicial**.

None

1. **To agree the minutes of the previous meetings**

Clerk to amend to reflect feedback from Community Councillors and circulate to the Community Council by Friday 16th October 2024, to ensure that the minutes are agreed at the next meeting.

1. **Matters Arising from previous meetings**

**Boundary Commission** response – ***Clerk to provide copy of response sent to consultation as agreed at the meeting in July 2024.***

**Decommissioning Street Lights** – County Councillor Vanessa Thomas circulated the information to all Community Councillors and the Clerk following the July 2024 meeting. No further action.

**Playpark** – County Councillor Vanessa Thomas and PSCO (Emma) visited a local resident and there was no evidence of anti-social behaviour, it was agreed that the Community Council would continue to monitor the situation.

**Notice Boards for the Community** – Pembrokeshire County Council (Sinead Henehan) confirmed that the Clerk had made enquiries about Enhancing Pembrokeshire funding. ***It was agreed that the clerk should continue with the application as previously agreed and understood by the Community Council.***

**Long Course** – there was a recent meeting with Pembrokeshire County Council (Marc Owen) and the local County Councillors affected by the road closures with Active Wales to discuss the impact on the community.

1. **To receive update from County Councillor Vanessa Thomas**

**Trunkspool flood signs** – It is understood that there will be permanent flood signs installed at Jeffreyston and Loveston at a later date to warn about flooding. Ongoing discussions regarding the request for the installation of a depth gauge.

**Local Development Plan 2 Councillor Briefing Session with Pembrokeshire County Council** – officers will be available on the 15th and 16th October via Teams to discuss candidate sites and LDP2. ***It was agreed that Community Councillor Helen McLeod-Baikie would make enquiries with Harriet Lavender (Head of Planning at PCC) to obtain details.***

**20mph** – It was agreed unanimously that no response was required from the community council on the recent request to vary areas of 20mph within our ward. Also, PCSO confirmed that the traffic department were patrolling in the area and had called into the school to discuss, and mobile checks were still ongoing by the PCSO.

It was also noted that the flashing 20mph signs had been installed outside the school, the community councillors thanked County Councillor Vanessa Thomas and Pembrokeshire County Council for arranging these for the community.

1. **PCSO update**

**Damage to banks/verges** – the situation is being monitored.

PCSO confirmed that it was Pembrokeshire County Council to respond to mud on the roads not the police despite responses being given by the Contact Centre at Pembrokeshire County Council.

Owners of Langdon Mill had previously offered for members of the community council to visit the farm to have a chat and a look around at the operations, it was agreed by all present that we would arrange a meeting in the New Year to discuss the concerns about the behaviour of the tractor operators in the village. ***County Councillor Vanessa Thomas agreed to contact Langdon Mill to accept their offer to meet.***

1. **Jeffresyston Graveyard**

It was noted that the Clerk was due to meet the church representative on the 11th October and was not at this meeting to provide an update. ***Clerk to provide update at next Community Council meeting.***

1. **Coffin Rest**

Due to the inclement weather and other commitments, work has been delayed on the repairs to the coffin rest.

1. **Training Update**

It is understood that a draft training plan for the community council was prepared and circulated for adoption on the 21st September 2022, it was agreed that this should be circulated and considered for adoption at the next meeting. ***County Councillor Vaness Thomas to circulate the draft plan***.

1. **To receive/discuss correspondence**

A number of complaints were received about the state of the highways in the ward, this was reported to the highways section of Pembrokeshire County Council and the police. County Councillor Vanessa Thomas was in communication with Pembrokeshire County Council on the matter. The police have confirmed that it is a highway mater for the County Council and not a police matter.

Councillor had requested at the July meeting for the Clerk to complete the following items:

1. To ensure draft minutes are published on the website

2. To circulate draft model standing orders

3. To circulate the Biodiversity report

4. To circulate the Training Plan

5. To ensure correct email addresses are on the website

6. To update the action plan

***Clerk to provide update for next meeting.***

There was a general discussion on expectations and requirements, these are summarised below:

* **Emails**– clerk to ensure that all Community Councillors are copied into all emails sent using the cc. function and share all emails/letters received.
* **Notes/minutes** -These should be circulated immediately after the meeting and published on the website within 7 days.  The Community Council would like to see these circulated within 2 days to the Community Council and amended and recirculated for publication on day 7.
* **Agenda –** Draft agenda to be agreed should be agreed at the end of the meeting and circulated with the draft minutes, with an email requesting any additions 5 working days before the proposed publication date.
1. **To consider Planning matters**

NP/24/0405/TPO The Cottage, Cresswell Quay, Kilgetty, Pembrokeshire SA68 0TE

Proposal: Tree 1 beech: 3-4m crown reduction - Tree 2 beech: removal; Tree 3 beech: removal; Tree 4 beech: removal; Tree 5 horse chestnut: removal; Tree 6 turkey oak: 5-6m reduction on northern side of canopy; Tree 7 beech: 3-4m reduction on north & south sides, Crown lift of tree along the drive to gain 5.5m clearance above the drive (TPO51 W1 & W2).

 <https://planning.agileapplications.co.uk/pcnpa/application-details/93215>

It was unanimously agreed by all present that no response was required due to the nature of the application and for health and safety reasons.

It was noted that the following applications did not require responses due to their status.

24/0241/PA Land near Norchard Farm, Redberth, Tenby, Pembrokeshire SA70 8RX – application has been determined by the County Council, decision date 6th September 2024.

24/0050/PA Langdon Mill Farm, Jeffreyston, Kilgetty, Pembrokeshire SA69 0NJ – application has been determined by the County Council, decision date 19th September 2024

1. **Financial matters**

The Clerk/RFO was absent, so this item was deferred to the next meeting. ***Clerk to circulate an update for the next meeting.***

1. **Financial and Governance arrangements**

It was proposed by Cllr Rogers and seconded by Cllr Morgan that we adopt in

full the following National Association of Local Councils (NALC) model

documents for the Community Council. This was unanimously agreed by all

Councillors present.

* Model Financial Regulations 2024
* Model Standing Orders 2023
* Disciplinary policy
* Grievance policy

It was unanimously agreed by all present that we need to undertake a full review and ensure that we have a complete suite of policy documents.

1. **To consider highway matters**
2. **Safe route to school** – Community Councillor Helen McLeod-Baikie confirmed that we were still awaiting a response from Pembrokeshire County Council. ***It was agreed that County Councillor Vanessa Thomas request an update.***
3. **To note any minor matters (no decision required) or items for the next agenda at the discretion of the chair.**
4. **Royal British Legion** – due to date of next meeting, it was agreed that ***Community Councillor Arabella Morgan would inspect the poppy wreath at the church and if still in a good state we would recommend donating the cost of new wreath instead of purchasing another.***
5. **Insurance policy – *Community Councillor Arabella Morgan to follow up discussion with insurance company on policy documents.***
6. **Code of Conduct –** Community Councillor Helen McLeod-Baikie requested confirmation from the clerk on the implications of the changes to the Code of Conduct circulated over the summer. ***Clerk to provide response and discuss at next meeting.***

1. **Date of Next Meeting**

7pm on Monday 4th November 2024 in Jeffreyston Village Hall.

Meeting ended at 20:55 hrs