

Minutes of an Ordinary Meeting of Martletwy Community Council
Monday 13th April 2026, 7:30pm at Lawrenny Village Hall

Note: With the agreement of all parties involved proceedings were recorded

Present: Cllr L Williams (Chair); Cllr V Evans (Vice-Chair); Cllr B Carlisle, Cllr J Crowther. Also in attendance: Cllr D Clements; L Lesnianski (Clerk).

Declarations of Interest: None

Members of the Public Present: Three representatives from the Lawrenny Community Shop

Chairman's Welcome

26/001: Apologies Received: Cllr P Eynon; Cllr A Newman.

26/002: Minutes of the previous meeting: The minutes of the March Ordinary meeting were unanimously approved and signed by the Chair as an accurate record.

26/003: Matters arising:

a. Oakwood Lights: Cllr Clements reported. Pembrokeshire County Council (PCC) have responded to say it is not a matter for them. They suggested contacting the local police. Cllr Clements has contacted the local police force and will also continue to contact the owners.

b. Lawrenny Shop: Cllr Williams welcomed three representatives of the Lawrenny Shop Committee (LSC). The Clerk presented additional information supplied by the LSC. The committee had isolated the cost of works for the community and toilet area at circa £7,000. This amount is not inclusive of VAT. Sundries amount is for minor costs. The Clerk confirmed it would not be possible for the community council to support the full amount. It was suggested one option to look at would be to fund some of it. The other option is not to offer support. Reserves had been used towards Precept for 2026/2027 in order to keep precept as low as possible, and also to reduce the reserves overall. Cllr Williams asked what would happen to this part of the shop project if the funds of circa £7000 are not raised. The committee members confirmed the community, and toilet area would have to be dropped if the funds are not raised. It was confirmed the shop project had received £42000 in grants, but costs were considerable. A report of costings was distributed to the meeting. The clerk asked if there was any likelihood of using a fund-raising platform for community organisations (e.g., GoFundMe). The committee members confirmed there would be a celebration when the shop reopens and contributors would be named. Cllr Crowther asked if the toilet would be built as an accessible unit. It was confirmed the build does not exactly meet the requirements. The main door is not quite wide enough (2cm too narrow) and there is no turning circle for existing toilet. It was suggested the cost may be reduced by sourcing good quality second hand furniture rather than buying new. Cllr Evans pointed out it would be beneficial to the environment to recycle good quality used items. The clerk pointed out it was important to ensure furniture would need to meet fire regulations. It was agreed the clerk would look at the figures and councillors would make a decision at a later date. It was further agreed the clerk would contact local businesses to see if there was anything they may be able to offer by way of support. All councillors present confirmed they were keen to assist the Lawrenny Shop if it was viable to do so. Cllr Clements suggested listing sponsors may encourage local businesses to assist.

The Lawrenny Shop Committee representatives left the meeting.

26/004: Planning:

a. Applications Received:

i. 25/1119/PA: Weston Fields, Martletwy, SA67 8AS: This item was added at the discretion of the Chair as it arrived post publication of the agenda. The council unanimously voted in favour of supporting this application. No concerns were raised. Comments were made that the plans were in keeping with the property's surroundings, and a thoughtful design.

ii. 25/1024/PA: Jubilee House, Martletwy, SA67 8AP: Clerk reported the response had been sent to the local planning authority. No objections or comments had been received.

b. Application Notices Received:

i. 25/0412/PA – Oaklea, Martletwy. This application was refused. The notice is available on the PCC planning website.

c. Other Planning Matters: None received

26/005: Highway Matters

a. Previous issues raised: Clerk is awaiting responses.

b. New Issues Reported by Councillors: No new matters raised. Awaiting responses.

26/006: Finances:

a. Financial Reports:

i. Financial Report: The Clerk presented the financial report for the period 01/03/26 to 31/03/26. Opening joint balances £13,032.64 (current account - £6,258.15). Payments for the period £2,171.20, include regular direct debit for website management; Currys Business; salary payment; repayment to councillor and invoice for the noticeboard from Greenbarnes. Receipts for the period total £5.23 - interest received. Closing balances £10,866.87 (current account £4086.95). Report attached. First payment of this year's Precept to be received April 2026. Report unanimously approved.

ii. Annual Balance Sheet for 2025/2026: The Clerk presented the Annual Balance Sheet for the period 2025/2026. Opening joint balances £10,115.29 (joint account £3404,61). Payments for the year £13,168.81 including salary costs. Receipts for the year including interest received; Precept payments; Grant payments and Rebates £13,920.19. Carried forward £10,866.67. Report attached. Unanimously approved.

b. Invoices and Remittances:

i. Greenbarnes: Noticeboard purchased from Greenbarnes. Inv: 19962 paid on placement of order. £560.91 (inc of VAT).

ii. Zurich Insurance: Annual premium £339. Unanimously approved.

iii. Lawrenny Village Hall. Invoice no 14. £150. Ten meetings including interview sessions.

c. Clerk Salary: Clerk confirmed all councillors received the report by email. Majority approved.

d. Annual Return: The clerk reported Audit Wales have sent through all the information, and the form, for the Annual Return. The work will commence immediately.

26/007: Community:

a. Events and Grant Funding:

i. Easter Party – funded by Warm Spaces grant funding – Event Report: Cllr Williams reported the event had been a great success. Over 30 adults and many children were in attendance. Cllr Evans and the Clerk had prepared the egg hunts (one for children and one for adults), and decorated the venue with bunting. The Snooty Fox had put on a lovely lunch for all present. The egg hunts had been enjoyed by all.

ii. Warm Spaces Grant – Final Report: The Chair is preparing the final report for PAVs with regard the events funded by this round of the Warm Spaces Grant. Date for delivery of the report is 20th April. Cllr Williams calculated there is an amount in the region of £200 to be returned to PAVs.

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iii. Future Plans: The Chair commented on the lack of response from both the local communities and some of the councillors towards events. It has been difficult to get people enthusiastic. Cllr Williams confirmed she would be happy to organise events if there was a demand for them. It was decided to focus on the Christmas initiatives as these seemed to go down well with each community.

b. Martletwy Play Area:

i. Village Green Status: Cllr Carlisle has spoken to the local authority playground inspector. They confirmed they are aware of the community council's ownership and therefore nothing changes as far as they are concerned. The clerk has been in correspondence with the Common Land Team who confirmed the land is of little or no value as common land, therefore not causing any large and unexpected changes to the Register of Assets.

ii. Mowing: The Clerk confirmed Zurich have reiterated the need for training of volunteers in both health and safety and the use of equipment. Protective gear would also need to be supplied. Councillors agreed they would rather use a qualified contractor to complete the works. Clerk will reapproach PCC and ask if a paid contract for mowing would be available. Clerk will seek alternative estimates for the work in the meantime. Cllr Carlisle suggested remedial or replacement work on the gate going forward. When the area is being mowed it must be closed to the public. Clerk to source signs. The Chair proposed the area should also be a dog free zone. Cllr Crowther seconded the motion. All voted in favour. Clerk to source signage.

iii. Freestanding Unit Location: Cllr Carlisle reported on his conversation with the local authority inspector. Any unit such as this must be fixed. This will require the posts of the freestanding unit to be sunk down. Councillors agreed this unit and new noticeboard will be positioned together.

iv. Litter Bin: Clerk confirmed the litter bin removed during winter months due to misuse has been reinstalled. PCC have reported they will be monitoring its contents carefully and if misuse continues, they will consider what further action to take.

c. Community Noticeboards: One new board has been ordered. This will enable the council to ensure it is a good fit for the job. If it is successful a further noticeboard will be ordered. Clerk confirmed considerable research had been undertaken with regard a slanted noticeboard. These do not exist due to issues with water ingress. Slanted boards tend to be information boards with static covers that are not removed. One Voice Wales were approached for advice. They state having an accessible noticeboard does not require them to be slanted. Other options such as a lower position, and notices with larger writing are considered more useful.

d. Newsletter: There was a discussion with regard to content. It was agreed head and shoulder shots of each councillor should be provided, along with a brief bio. These can be used on both the newsletter and the website. Content for the newsletter to include "Community Thank you". Useful contact details and news will also be included. Cllr Crowther requested the MCC WhatsApp group be set up. Only admins to be able to upload information.

e. Community Council Logo: The clerk recommended the community council consider having a logo. Many T&CC's now have logo's, and it helps to bring a cohesive identity to the community council.

26/008: Community Council Policies:

a. Council and Councillor contact details:

i. Email for councillors: Cllr Evans and the clerk are still struggling to get the email up and running. Clerk suggested the council might pay for one to be set up and they will then be able to use this set up on the DIY emails.

ii. E-sim for council: Clerk confirmed sourcing e-sims for use within the UK monthly is proving difficult. The Clerk is now looking at an additional sim, or whether when ordering a sim, the e-version is available.

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iii. Postal address: It was reported virtual postal addresses are expensive and an alternative more cost-effective method is being sought. The clerk is looking at alternative arrangements, including local options.

b. Update of Declarations of Interest: Declarations of Interest have been received from councillors Williams, Evans and Newman and Eynon. The remaining councillors asked to endeavour to get the completed forms back to the clerk as soon as possible.

c. Update of Council Policies for Adoption at 2026 Annual Meeting: Clerk reported policies are being checked and where necessary updated in readiness for re-adoption at the 2026 Annual Meeting on Monday 18th May 2026.

26/009: Councillor Clerk Training:

a. Councillor Training – Free Places: The Clerk reported on Pembrokeshire County Council's free Code of Conduct Training on 20th April and asked everyone who was needing this training to attend. Clerk to discuss possible dates for Biodiversity training with Cllrs Carlisle and Crowther.

26/010: Meetings Attended by Community Councillors/Clerk:

a. Councillor Meetings Attended: None reported.

b. Clerk Meetings Attended: The Clerk reported on attending the local authority Working Better Together meeting. The agenda had included an item with regard to non-elected employees of Town and Community Councils having to list their addresses on official documentation such as the Annual Return. The Clerk had asked for this matter to be on the agenda and had reported on the various issues, including personal security, data protection and other reasons why this archaic system should be updated. Elected officials do not have to share their personal information such as home addresses, and it is outdated for clerks to have to do so. It is especially onerous on small T&CC's who do not wish to put additional onus on the public to pay for an office address that is required only for several official documents. The clerk confirmed PO boxes are not allowed. Virtual office addresses are incredibly expensive and in some cases it would be cheaper to hire an office per annum. Clerk reported the Chair of the PCC Working Together group, Cllr M Tierney, is looking to take this matter forward.

26/011: Correspondence Received:

a. Local Resident: A local resident emailed with an enquiry with regard the reinstatement of the litter bin at Martletwy play area. The clerk confirmed they had already been in touch with PCC and the bin has been returned.

b. Easy Websites: The clerk confirmed Easy Websites have made some very useful changes to website users, offering additional services and making sure the website is even easier to use and update. They have made some additional changes to support which are also beneficial to the user.

c. Sandy Bear: Have sent an invitation for Saturday 6th June. Clerk has emailed asking if this invite is for the public or for community council councillors. Awaiting a response.

26/012: County Councillor Report: Cllr Clements reported due to the upcoming Welsh Government election the local authority is now in the pre-election period. All the committees are on stop, and it is quite quiet. Cllr Clements has recently visited Preseli School for a fact-finding mission. Pembrokeshire County Council have their AGM in May, at which point she will expect a certain amount of political manoeuvring, but will have to wait and see. Water quality is a priority at the moment, both with regard to the environmental and ecological pressures put on the rivers, as well as from a planning position. Cllr Clements is attending a meeting on this matter on Wednesday. Building works are being adversely affected by the current stop on planning due to water issues. Planning agents and building companies are reporting loss of building teams to other parts of the UK due to the stop on construction. Cllr

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Evans commented it is having a very detrimental effect on the supply of social housing in pockets of the county. It was agreed it is very worrying.

26/013: Date of Next Meeting: Monday 18th May 2026. Annual Meeting at 7pm. Ordinary Meeting at 7:30pm. Venue to be confirmed.

Meeting closed: 8:50pm

Signed:..... Date:..... Position:.....