

Minutes of an Ordinary meeting of Martletwy Community Council
Monday 21st July 2025, 7:30pm at Martletwy Playground

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

Present: Cllr Liz Williams (Chair); Cllr Bruce Carlisle, Cllr Jason Crowther: Lizzie Lesnianski (Clerk). **Apologies:** Cllr Victoria Evans; Cllr Di Clements

Declarations of Interest: None

25/025: Minutes of the previous meeting: The draft minutes of the June meeting were taken as a true and accurate record. The Chair signed and dated printed copies of the minutes.

25/026: Matters arising:

a. Casual Vacancy: The Clerk reported the Casual Vacancy is now ready to be advertised. The Clerk has created a co-option application form and a brief description of the role to accompany the notice. These will help applicants read the relevant information and show they have agreed to the requirements prior to signing. It is also a more formal approach to applications. The Clerk gave each councillor at the meeting a copy of the application form. If they are approached by prospective applicants, they can pass on the form. The Casual Vacancy Notice will be advertised on the website, sent to the administrator of the Lawrenny community email, shared on the noticeboard, and shared on community WhatsApp groups.

25/027: Planning:

a. Applications Received:

i). 25/0207/PA. Cresswell Barn Farm, SA68 0TH. The councillors had been forwarded the information prior to the meeting and considered the application. The matter of declarations of interest were considered. As all councillors present, and many of the local community, were interested in this application there was a consensus it was a general interest overall. The Clerk confirmed it would therefore be a question of whether the general interest might impact decision making. All councillors agreed it would not and the consideration continued.

Decision: It was agreed all present supported the application. The Clerk will forward the consultation response to the planning authority.

ii) 25/0053/PA: Oakley, Martletwy, SA67 8AP. Councillors had been emailed the information prior to the meeting. Upon consideration they agreed their initial support remained the same.

Decision: It was agreed that all present supported this application. The Clerk will forward the consultation response to the planning authority.

iii) NP/25/0375/FUL - Orchard House, Lawrenny, SA68 0PP: Councillors had been emailed the information for this application prior to the meeting. They considered the application.

Decision: All present supported the application. The clerk will forward the consultation response to the planning authority.

b. Application Notice Received: School House, Martletwy, SA67 8AS. Conditionally approved.

c. Other Planning Matters:

i) Pre-application consultation for a proposed wind development on land East of A4075, Newhouse Farm, Canaston Bridge, Pembrokeshire. The Clerk confirmed she had become aware the referred to PAC was live but had not received documentation by email to pass on to councillors. Cllr Clements had emailed all councillors with a report on the public event accompanying the PAC and her opinion. The Clerk has now written to Sirius asking why the community council had not received the details and is awaiting a response. The Clerk shared the information in Cllr Clements email. Cllr Crowther expressed concern 2MW is being produced when there is nowhere for it to go. He is worried that if Bluestone said they are not interested in acquiring power, then what is the development for.

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25/028: Highway Matters

a. Highway Maintenance Issues – Councillors reports:

i. Cllr Crowther raised an issue in Weston Lane. The carriageway surface is breaking up again in more than one place. Clerk to report to PCC Highways.

ii. Cllr Crowther mentioned two public footpaths which are currently inaccessible due to growth greening over the entrances. These are near to Martletwy Cross. Clerk to identify footpath numbers from Definitive map and report to PCC Right of Way team.

iii. Cllr Carlisle reiterated the issue with the hedges from Vallen to Waddock having greened over and contractors and large vehicles continue to bring down foliage and branches down onto the road.

b. School buses at Crosshands: The Clerk reported on Cllr Evans' email regarding the dangerous manoeuvres of a school bus at the Crosshands junction on the A4075. The bus had a number in the window but as Cllr Evans was driving, she was unable to take note. It was reversing on the main road and blocking access whilst it completed the manoeuvre. Cars were driving toward oncoming traffic in order to pass the bus. Cars were trying to turn off the A4075 into the two minor roads, and cars were parked to drop off pupils. The Councillors asked the clerk to contact the local authority reporting the issue. There is concern someone may get hurt before the matter is resolved. It was agreed it would be helpful to resolve this matter before the return to school in September.

25/029: Finances:

a. Financial Reports:

i. Financial Report: The Clerk presented the financial report for the period 09/06/25 to 20/07/25. Report attached. Council made payments of £370.39 in the period. Council received £753.23 in the period including a refund of HMRC VAT for £746.95. Combined closing balances £12,191.26.

ii. VAT Refund: The Clerk confirmed a VAT repayment of £746.95 had been received. The full amount of the claim.

iii. Annual Return Update: The Clerk confirmed she is collating all the documents to send with the completed Annual Return, and it will be posted soon.

b. Invoices and Remittances:

i. **Pembrokeshire County Council – Service Level Agreement Invoice x 2:** The Clerk reported there is a query regarding the two invoices. Awaiting confirmation mowing was/was not included in last year's costs. The Clerk is in email correspondence with the appropriate officer at PCC and is awaiting a response.

ii. **SLCC – Membership £80.** Approved.

c. **Bank Mandate:** Clerk confirmed this is ongoing. Carried forward to next meeting.

d. **Clerk Salary:** Clerk presented the salary report previously emailed to all councillors. Approved.

25/030: Community:

a. Play Areas

i. **PCC Play Area Quarterly Reports:** Clerk confirmed quarterly reports for both Lawrenny and Martletwy had been received from PCC and forwarded to all councillors. Councillors confirmed they had read the reports. Cllr Carlisle confirmed the reports were very comprehensive. Whilst there appeared to be no major issues Cllr Carlisle will be in contact with the inspector to confirm he has interpreted the data correctly.

ii. **Martletwy Play Area – Mowing and Local Correspondence.** The Clerk presented correspondence from a local resident with reference to the situation regarding the mowing of Martletwy play area. Having been in touch with the council, they have responded to say they do not have this location on their mowing roster and are preparing a quote to add this service back on to the service level agreement. The Clerk can see two different amounts were paid last year, suggesting one of the SLA's had mowing included. It is difficult to identify which one as no direct reference. PCC investigating. The Clerk is now awaiting an email outlining cost. The resident correspondence was

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shared with the meeting. Councillors present stated they were always very grateful for any and all assistance offered by volunteers, and the play area would not look as lovely as it did without the help of a local gardener who volunteered their time, and other volunteers who had planted and watered and cared for the area. They went on to say they all agreed, however, that it was imperative any work undertaken on the play areas must be with the permission of the Chair and/or the Clerk. This would ensure everyone remained covered by insurance, including public liability cover.

b. Community Initiatives:

i. Village Christmas Trees: The Clerk confirmed the contact at Lawrenny, on behalf of residents, had reported they would very much like to participate in the Village Christmas Tree Initiative. Cllr Carlisle enquired as to what size. Clerk to follow up.

c. Grant Application Opportunities & update:

i. Grant Applications: Cllr Williams confirmed she has applied for another grant, for a noticeboard in Landshipping. The third round of the Warm Spaces Grant has also been published, and Cllr Williams is considering applying, but it will be for a different format consisting of one event per quarter.

25/031: Community Council Policies:

a. Annual Report: The Clerk continues to work on this.

b. Training Policy: Carried forward to the next meeting. Awaiting Cllr Evans' feedback.

25/032: Councillor/Clerk Training:

a. Code of Conduct Training – Pembrokeshire County Council: The Clerk confirmed she had been saddened to hear no one attended the Pembrokeshire County Council Code of Conduct training. She expressed her concerns at how this would reflect on the community council regarding any ongoing support from senior officers at the local authority. A reminder had been sent to all councillors prior to the event. The Clerk reconfirmed that Cllrs Williams and Evans had previously offered their apologies, but no one else had done so.

25/033: Meetings Attended by Community Councillors/Clerk: Cllr Williams confirmed she had recently attended the Lawrenny Church Strawberry Tea. It was a lovely event despite the weather, and they had successfully raised additional funds.

25/034: Correspondence Received:

a. One Voice Wales – Representatives to attend Area Committee Meetings: The Clerk shared the details of the email and the importance of attending the Area Committee Meetings. The Clerk will check who agreed to be the council's representative at the Annual Meeting, and will forward the information to them.

b. The Circuit: The Clerk reported defibs had been checked as requested. Details on the Circuit website have been updated.

c. PCC – Working Better Together: The next meeting is 23rd Sept. Cllr Williams agreed to attend.

d. One Voice Wales – EGM: One Voice Wales are holding an online EGM on 3rd September at 4pm, to formally adopt the changes to their governance and constitution. It is essential 20% of their member councils have someone in attendance. Cllr Williams to attend.

e. PCC – Avian Flu Press Release: The Clerk confirmed the content of the PCC Avian Flu press release. It has been added to the website. Clerk to send press release email to all councillors.

f. The Templars – St Marcellus Church & the order of St John – Knights Hospitallers: Email received regarding St Marcellus Church. Cllr Williams confirmed she had replied to them and was awaiting a response.

25/035: County Councillor Report: Cllr Clements had offered her apologies. Carried forward to next meeting.

Martletwy Community Council
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25/036: Date of Next Meeting: Monday 8th September 2025, 7:30pm at Lawrenny Village Hall.

Meeting closed: 8:33pm.

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