

Minutes of an Ordinary Meeting of Martletwy Community Council
Monday 1st June 2026, 7:30pm at Lawrenny Village Hall

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

Present: Cllr V Evans (Chair); Cllr B Carlisle, Cllr J Crowther, Cllr P Eynon, Cllr A Newman

Apologies: Cllr E Williams; Cllr D Clements

In attendance: L Lesnianski (Clerk)

Declarations of Interest: None

Public Present: Lawrenny Community Shop Representative

Chairman's Welcome

26/027: Apologies Received: Cllr V Evans

26/028: Minutes of the previous meeting: The minutes of the May Ordinary meeting were approved after it was agreed the front page should be altered to show the correct attendance record of Cllrs Eynon and Newman.

26/029: Matters arising:

a. Lawrenny Shop: Clerk reported further to the council's decision, at the May meeting, to award a sum of £300 to the Lawrenny Shop refurbishment project. Having notified the shop committee it was agreed that it might be sensible for the community council to spend the sum awarded on a piece of essential equipment. This would ensure the monies awarded gave the best value. The shop committee had sent the clerk a quotation for a piece of equipment needed for the internal works in the new toilet facilities. Cllr Evans proposed a motion to purchase the equipment as a donation to the shop project. Cllr Crowther seconded the motion. All voted in favour of the motion. The shop representative thanked the community council on behalf of the director's of the shop, and confirmed the local authority had awarded the shop project the full amount of £8000 applied for. They also wished to thank the county councillor for their positive impact. The shop had re-opened to the public on Friday before the Big Retreat.

The shop representative left the meeting at 7:40pm.

26/030: Planning:

a. Applications Received: None received in this period

b. Application Notices Received: 25/0674/PA: Jericho, Martletwy, SA67 8AS: Refused

c. Other Planning Matters: None received in this period

26/031: Highway Matters

a. Previous issues raised: Clerk is awaiting responses to previously raised enquiries.

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

Cllr Eynon asked the clerk to obtain a list from the local authority of roads within the ward due for tar and chipping.

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26/032: Finances:

a. Financial Reports:

i. Financial Report: Monthly: Clerk presented the financial report for the period 01/05/26 to 31/05/26. Opening joint balances £14,564.99 (current account - £7780.53). Payments for period total £2,173.92, include a regular direct debit for website management, clerk salary, tax element to HMRC and clerk payment, in addition to insurance premium for the year, a bill for Audit Wales and hire of Lawrenny Hall. Receipts for period total £4.58. Closing balance £12,395.65 (current account £5,606.61). Report attached. No questions raised. Report approved.

b. Invoices and Remittances:

i. PAVS – Return of unspent grant: The Clerk presented an email from PAVS requesting the repayment of unspent monies of £258.92 from the latest round of Warm Spaces Grant awarded previously. The clerk confirmed they had discussed this with the Chair, and had both agreed it would only have needed 20 or so more people to have attended the events for all the monies to have been used for the community. All present confirmed they were in favour of returning the funds.

c. Clerk Salary: Clerk confirmed all councillors were emailed the report. Unanimously approved

d. Annual Return: The clerk presented the completed Annual Return. The Internal Audit has taken place and the Internal Auditor completed their comments on the form. The Clerk in their role as financial officer has signed the Annual Return. After consideration of the Annual Return Cllr Evans proposed approving the Annual Return. Cllr Carlisle seconded the motion. All present voted in favour of approving the Annual Return. The Chair signed the Annual Return.

e. Zurich Insurance – Annual Premium: The Clerk confirmed the annual premium for the council's insurances has been paid to Zurich for the forthcoming year.

26/033: Community:

a. Events Planning: In the absence of Cllr Williams this was carried forward to the next meeting.

i. Martletwy Play Area – Village Green Status: The clerk is still working to understand the impact of stewardship on the Asset Register. Having discussed the matter with the local authority they have confirmed there is very little value involved as the area cannot be sold or developed and therefore value is negligible. Clerk is waiting for further information from the local authority.

ii. Benches and Tables: Clerk confirmed the sub-standard table and chairs were still awaiting removal. Cllr Crowther confirmed they will sort this out. Cllr Carlisle reported they had found a replacement. A recycled plastic picnic table virtually new, £350. After some discussion Cllr Crowther proposed the community council should purchase the picnic table for the Martletwy play area. Cllr Newman seconded the motion. The motion was carried unanimously.

c. Community Information Board – Martletwy: The clerk reported on recent correspondence from a member of the community with regard replacing the now defunct information board at Martletwy play area. It was noted if this board were to be replaced new boards would also need to be created for other areas of interest within the ward, for example Landshipping and Lawrenny. There was a general discussion about previous enquiries, and the cost some years ago. It was also noted boards would need to be accessible. Clerk confirmed this has not been budgeted for this year and would have to consider them for next year's budget. Cllr Crowther queried whether a QR code with a link to a page on a website would be an acceptable alternative. A QR code would be much cheaper as well. Cllr Evans' suggested asking the community to help with writing the history of each area, and also to go back to the community and also ask someone to collate the local history information as the community council can facilitate this idea but not write it and produce it. Cllr Newman suggested the books of local history may have the information the council need. Cllr Crowther suggested having QR codes for interesting places, such as the miner's memorial at Landshipping. The clerk also mentioned

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the historic map project started over 11 years ago. Cllr Eynon explained the maps and the information on them are owned by the crown. The matter of the QR code will be explored further.

d. Community Noticeboard & Freestanding Unit: The clerk confirmed the new noticeboard has been delivered. Cllrs Carlisle and Crowther will work on the best way to install the board and how to attach it to posts. When the noticeboard is installed, the freestanding unit will also be installed. The clerk explained councillors need to decide which village gets the new noticeboard. After some discussion it was agreed Lawrenny should go first.

e. Newsletter & Logo:

i. Newsletter: Ongoing. The Clerk is working on completion and hopes delivery of the newsletter will take place in the Summer.

ii. Logo: Ideas are still being considered. One idea is to use the image of the signpost. This is the same image as used by Good Neighbours as sent by Cllr Clement. Clerk is working on options for the council to consider.

26/034: Community Council Policies:

a. Council and Councillor contact details:

i. Email for councillors: Cllr Evans reported her email address is working. Cllr Crowther offered to go ahead with the next councillor email. Clerk to contact Easy Websites for email address.

ii. E-sim/phone number for council: The clerk confirmed Tesco mobile for business has very reasonably priced contracts for sim only. Currently looking for a reasonably priced phone.

iii. Postal address: The clerk reported they are in discussion with the Lawrenny Village Shop Committee, discussing whether there may be an option to have the shop as the community council's public address. Further discussions has been ongoing, and it has been suggested the community council have their own post box on the wall of the shop. This way no one needs to be in for the clerk to collect the post. After some discussion Cllr Evans proposed giving the clerk permission to negotiate with the shop committee with regard the use of a post box at the shop as a public address. Cllr Carlisle seconded the motion. All in favour.

b. Training Policy: The clerk raised the issue of the lack of take up of councillor training and the impact this has with regard to the community councillors meeting the criteria of Training Policy

26/035: Councillor Clerk Training:

a. Councillor Training: Cllr Evans' has attended Code of Conduct training. Clerk will send mandatory list of training to all councillors so they can sign themselves up. Cllr Carlisle is due to attend Biodiversity training. Clerk reported Cllr Newman still needs to attend new councillor training and code of conduct training. The majority of councillors still need to do Code of Conduct as any previous training is out of date.

b. Other Training Matters: As discussed above uptake of training remains very poor, meaning councillors are not adhering to the policy as laid down by the Welsh Government for councillor training.

26/036: Meetings Attended by Community Councillors/Clerk:

a. Councillor Meetings Attended: None reported.

b. Clerk Meetings Attended: None reported.

26/037: Correspondence Received:

a. West Wales Wild Watch: Clerk reported on recent correspondence with the West Wales Wild Watch team and asked councillors if they would like them to follow up with this. Cllr Carlisle suggested this could be held at Little Pencoed if this was helpful as a location. Clerk to get more information on this.

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26/038: County Councillor Report: In the absence of County Councillor Clements the report was carried forward to next meeting.

26/039: Date of Next Meeting: Monday 27th July at 7:30pm. Venue to be confirmed.

Meeting closed: 8:22pm

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