

**Minutes of an Ordinary meeting of Martletwy Community Council**  
**Monday 3<sup>rd</sup> July 2023 - 7.30pm at Lawrenny Village Hall**

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

**Present:** Victoria Evans (Chair); David Cole, Jason Crowther, Phil Eynon, (Councillors); Di Clements (County Councillor); Lizzie Lesnianski (Clerk)

**Apologies:** Liz Williams, Phil Davies (Councillors)

**23/038: Minutes of previous meeting:** Agreed as accurate record of meeting. Signed.

**23/039: Matters arising:**

**a. Woodland Trust & PCNP 70th Anniversary Trees:** With regard to next scheme as per email there is no common land so we will leave this for the time being. Cllr Eynon commented the stock already planted needs to be watered. Cllr Cole confirmed he had watered them. Cllr Eynon also has watered them. Cllr Cole confirmed trees had taken well. It was agreed weather has been quite harsh for saplings. Clerk confirmed Cllr Davies had stated Young Farmers may also water them going forward. Will readdress this in the Autumn.

**c. Community Council Meeting Venues:** Once a quarter will go to a different venue. Clerk reported she had contacted Wild Lakes and Blackpool Mill, both of whom were happy to accommodate a meeting of the community council. Clerk confirmed Blackpool Mill has several private areas away from the dining. At Wild Lakes council will need to work around their opening times. Also, Lawrenny Sports Club are happy to have us. Clerk explained change of venue once a quarter would put the community council's meeting policy in line with Welsh Government guidelines to encourage greater engagement with the public, through the mixing up of venues, times and medium of meetings. Meetings under consideration for 2023/24 are September, December, March, and June. It was agreed January might be online. There was some discussion as to where the next meeting should be held. Cllr Evans suggested contacting Wild Lakes for September as it is more seasonal than the others. If they are not available Blackpool Mill. Clerk to liaise.

**23/040: Planning**

**a. Applications Received:** None

**b. Application Notices Received:** None

**c. Other Planning Matters:**

**i. Monitoring and Enforcement:** Cty Cllr Clements confirmed the Enforcement Team are working on various sites, and there is quite a lot of stuff in the pipeline. Perhaps not as quick as we would like, but it is being dealt with. The issue of preservation of a historic property in Martletwy was also raised. Cty Cllr Clements to look into this.

**ii. One Planet Development (OPD) Monitoring:** Clerk reported on engagement with Pembrokeshire County Council planning team. First response from PCC was to say officer was on sick leave and they didn't know when she would be back. Clerk wrote back to Head of Planning at PCC, asking for a more detailed response and confirming it was time sensitive. Upon receipt of a slightly more comprehensive response, it was confirmed 2 of the monitoring reports had been received out of the 4 due prior to September 2023. These were for years 1 & 2. Reports for 3 & 4 had not been provided. Clerk had written back to ask for further details. No response had been received to date.

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**23/041: Highway Matters**

- a. Clerk:** Clerk reported Cllr Davies had been in touch with regard an open drain cover at Canaston Woods. The officer had got back to her by the morning and the issue had been ticketed. Clerk confirmed she was delighted PCC had actioned this so quickly.
- b. Councillor Reports:** Cllr Eynon reported the dent in the road on Burnett's Hill has become more pronounced recently. It is circa "9" deep. It is a danger to cyclists, pedestrians, motor vehicles and pedestrians. Cllr Cole reported highway surface from Copybush to Burnett's Hill is breaking up. Cllr Evans raised the issue of the bollards at Whitlow and the fact it causes cars to push out into the centre of the road on a tricky bend. Clerk to report.
- c. County Councillor Report:** Cty Councillor Clements reported on the issues regarding signage at Long Course Weekend. PCC are reiterating that the original signs may have been taken. There seems to be a great deal of confusion on the council officer's side. Cty Cllr Clements confirmed, along with other councillors present, the signs were not there Friday morning or evening and were not there Saturday morning. Councillors had checked during the day on Friday. Clerk reported Cllr Williams had also offered feedback on LCW. Her carers were still abused, and some were told by volunteers they could not access the route. Clerk to raise issues with PCC officer who is responsible.

**23/042: Finances:**

- a Clerk Salary:** Clerk presented the finalised salary report for the quarter prior to going to the monthly payment to be paid at the end of each month within the HMRC reporting period. Councillors agreed the report.
- b. Quarterly Financial Report:** Clerk presented the Quarterly Financial Report for period ending 30<sup>th</sup> June 2023. See attached. Next Precept will be received end of August.
- c. Grants/Funding Updates:** Cllr Evans reported still awaiting response regard Enhancing Pembrokeshire Grant. Cty Cllr Clements confirmed they are changing criteria. All of Pems can now apply for EPG, regardless of whether or not they are impacted by 2<sup>nd</sup> homes. Clerk reported on behalf of Cllr Williams. We were not successful with the recent grant application. Reason given was the funds are being given to areas of greater deprivation.
- d. Warm Spaces/Lunch Club Transfer of Funds:** Cty Cllr Clements reported Lunch Club money cannot be transferred to Warm Spaces. Cty Cllr Clements enquired whether another councillor would get involved. Carry forward to next meeting to see if Cllr Williams would be interested in being involved.
- e. Nat West:** Clerk reported Nat West have changed their statements to a new look and are also going online. Clerk asked council to consider if they would be happy to go to online statements only. All in favour.
- f. Invoices:**
- a. Planning Aid Wales:* Invoice for Training £38.50 – Cllr Evans is no longer available. Cllr Crowther to attend instead. All in favour
- b. Npower:* £5.88. All in favour.
- c. SLCC:* Membership £80. All in favour.

**23/043: Audit:** Clerk presented completed audit for signature complete with the additional papers to be sent with the Annual Return. Chair to sign. Internal Auditor approved. All in favour.

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**23/044: Community Council Policies:**

- a. **Training Plan:** Cllr Evans presented Training Plan for approval and signing off.
- b. **Standing Orders Revision:** Clerk to bring to next meeting.

**23/045: Councillor/Clerk Training:**

a. **Council Training Plan:** Cllr Eynon confirmed he had done the Planning Aid Wales Training sessions. Clerk to check this will suffice. Cllr Evans confirmed on training plan it would need updating every 2 years. Cllr Evans asked Clerk to send dates to all councillors going forward so they can sign up to relevant training. Clerk confirmed this is Welsh Government legislation and we do need to meet the requirement. Cllr Evans confirmed Councillors need to complete training as per the plan. Councillors discussed the matter of legislated training programmes and the impact going forward.

**23/046: Meetings Attended by Community Councillors/Clerk:** Cllr Evans reported on the recent Staff Appraisal. Confirmed they looked into monthly payment, and alternative programmes to HMRC Basic programme. Sent through e-training for home working. Cllr Evans confirmed council have a duty of care to the employee. Will also need things PaT tested. Given the Clerk details to get this done. Confirmed to councillors they are not employed and therefore the duty of care does not apply to them. Will create an up to date contract and Job Description.

**23/047: Correspondence Received:**

Bluestone: Clerk reported Bluestone have invited councillors for a walk and talk regarding the sustainability plans over the last few years. Clerk to request dates.

**23/048: Communication:**

a. **County Councillor Report:** Cty Cllr Clements reported someone had mentioned highway issues at Dance Camp Wales. Cllr Crowther commented there are never issues and you never know it is on. Cty Cllr Clements felt she should mention it as it was raised with her. Clerk asked for details of person who raised the enquiry so she can respond to them direct. Clerk suggested perhaps a councillor popping in might be a good idea. Cty Cllr Clements reported on the County Council's public transport interchange building project in Haverfordwest. The word public has now been dropped from the title. Multistory car park has been postponed. She met with PCC CEO last week and discussed it in detail. Cabinet met yesterday and it was on the agenda. Issues with tenders – gone back out for further deliberation. At this time, it looks as though it will be ground floor car park only. Ochy Whites development continues. Marketing campaign is now ongoing to see who has interest in it. The current plan is ground floor will be for a food emporium, mid floor to be offices and top floor will be a café or restaurant. The new bridge was also mentioned. Cllr Evans commented it was too much money to spend when there were also two road bridges either side. Cty Cllr Clements also reported she is sitting on a Town and Community Council boundary review working group. Welsh Government policy. There will be consultation in due course. Cllr Clements confirmed there are issues such as disparity between number of councillors to residents and this needs to be addressed. Also addressing the issues rural community councils face. This is expected to reduce the number of Town and Community Councils and a reduction in councillors. Cllr Clements to report further in due course.

**Martletwy Community Council**  
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**b. Community Events:** Nothing to report.

**23/049: Date of Next Meeting:** September date & venue to be confirmed.

**Meeting closed:** 20:58

**Signed:**  ..... **Date:** 13/9/23 .....

**Position:** CHAIR .....