

Minutes of an Ordinary meeting of Martletwy Community Council
Monday 3rd November 2025 at 7:30pm in Lawrenny Village Hall Complex

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, Cllr P Eynon

Also in attendance: L Lesnianski (Clerk).

Apologies: Cllr D Clements (County Council)

Declarations of Interest: None

Chairman's Welcome

25/060: Minutes of the previous meeting: The minutes of the October Ordinary meeting were signed by the Chair as an accurate record.

25/061: Matters arising:

a. Casual Vacancy:

The Clerk confirmed the period of advertising the casual vacancy had passed without an election being called. Councillors were delighted to have had such a positive response from applicants for co-option onto the community council. Having met in person with all eight candidates the councillors voted - following the regulations set out in the MCC Standing Orders as re-adopted at the Annual Meeting in May 2025. After the first round two of the candidates were tied on the same number of votes and voting went to a second round. In the second round there was a clear winner. Adele Newman was therefore co-opted onto the Martletwy Community Council to fill the vacancy. The Clerk will contact the successful candidate to offer the role. Upon their acceptance all other candidates will be contacted to be informed of the result. It was agreed all candidates should be thanked for taking the time to put themselves forward and asked if they would like to remain involved.

25/062: Planning:

a. Applications Received: None

b. Application Notice Received: None Received

c. Other Planning Matters:

i) Meeting: Pre-application proposed wind development: The Clerk reported. Further to the meeting a email had been received from the developers. They wrote to thank the community council for arranging and hosting the community consultation. They hoped they had answered all the questions on the night. They have responded directly to the additional questions raised by Cllr Screen of Uzmaston, Boulston and Slebech CC raised at the meeting. At the meeting they had stated the ZTV radius was 35 kilometres from the site boundary, whilst in fact it's actually 25 kilometres, with visibility based on 100 metres to tip wind turbines. Following initial mapping, the key study area was reduced to 12 kilometres from the site boundary, as it was determined that the main potential significant areas would be experienced within this zone. With reference the question on PCMP, currently two viewpoint analysis are included in the EIA for the park one from the A40 at the junction with zero to Wiston representing views of the turbines on receptors using this principal highway and a second one from within bluestone at the classic point to the site for in consultation with NRW further viewpoints within the parks are currently being considered. The Clerk is going to ask Cllr Clements if she is in contact with the Landsker campsite. Alternatively, the Clerk will endeavour to contact them. The responses

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stated it was thought the campsite, being closer to the turbines, may incur some visibility, though the campsite is slightly lower so less of the towers of the turbines would be seen. They went on to say the wooded nature of the campsite would likely screen the majority of views from within the campsite for much of the year, although it is possible that turbines become more visible over the winter period when trees have lost their leaves. At the 2.5-kilometre separation distance, the response stated the turbines will neither be audible nor will there be any shadowing or flickering. The Clerk confirmed the developers have suggested any further questions from the community and residents are channelled through the clerk, so they can ensure interactions are well managed and documented. Cllr Eynon queried whether the developers had addressed the concerns of the residents of Mountain View. The Clerk will look into this.

25/063: Highway Matters

a. Previous issues raised: The Clerk confirmed responses from PCC regarding the previously reported highway matters. The skip is on private land, so the authority has no jurisdiction and it is nothing to do with them. It was noted there is also a shed and a caravan at the same location. It is all on private land. The Clerk will ask if the planning authority are aware. Cllr Evans confirmed she thought the matter had been raised with the authority already. The Clerk further reported the Jerusalem works ticket has been raised. Regarding the pothole between Waddock Cross and Waddock, the clerk has sent the Highways team the What3Words for the location and is currently awaiting any feedback they may wish to impart.

b. Highway Maintenance New Issues – Councillors reports: Clerk to pass to local authority.

- i. The Clerk reported the drain below Whitlow. What3Words sent to council.
- ii. Cllr Evans reported Japanese Knotweed has been located and reported to the council.
- iii. Cllr Eynon stated he has nothing new – but the tree below Jerusalem is blocking the ditch and needs clearing.
- iv. Cllr Crowther reported at Furze Hill the road surface is breaking up again.

c. Oakwood Entrance – Security Lights: Move forward to next meeting with Cllr Clements present.

25/064: Finances:

a. Financial Reports:

- i. Financial Report: The Clerk presented the financial report for the period 01/10/25 to 31/10/25. Opening joint balances £13,121.08 (current account £6373.34). Payments for the period £647.42. Receipts for the period £60.01. Closing balances £12,533.67 (current account £5780.12). Report attached.

b. Annual Budget and Precept: The Clerk presented the Draft Annual Precept Budget for 2026/2027, as emailed to all councillors prior to the meeting. The Clerk suggested this was also a good time to discuss the reserves, the spending of the reserves, and unspent budget from the current year so date. There are some decisions to make, one of which is how much the reserves should be going into the next financial year. The Clerk felt it was important to ensure the current year's unspent budgets were also a focus for spending appropriately before the end of the financial year. Councillors had chosen to put them into the figures for the 2025/2026 financial period, and they needed to be used. The clerk also noted the council should endeavour to ensure the reserves are at an appropriate level, and that it was not good practice to put a large quantity of reserves against the budget to artificially lower the precept. This could create a negative impact further down the line. There was a general discussion regarding budgetary constraints, clerk salary and other aspects of funds required for the next financial year. The Clerk to calculate expected expenditure to the end of March 2026, and predicted reserves at the end of the year.

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These costs will include costs such as the work Cllr Carlisle carried out at the play areas, a new laptop as previously discussed on many occasions, and a new printer for use by the clerk. Also, the mobile phone, sim card contract, and the generic postal address and emails for councillors. There will also be a cost for mowing at the Martletwy play area and other likely maintenance costs. The Clerk reminded councillors the final 2025/2026 Precept payment is also due in December. It was agreed in principle monies should be spent within the community to enhance services and opportunities wherever possible. These can include events, biodiversity projects, training and finding other opportunities. Although MCC does not have a lot of owned or managed spaces there is still a lot the council can do to engage with the community. Other suggestions were to replace the noticeboards, both at Lawrenny and Martletwy are in a poor structural condition; provide owl boxes and other habitat to encourage new and current wildlife; Cllr Eynon suggested providing financial assistance to Lawrenny Shop whilst they are working on projects to improve the offer. The Clerk reminded councillors there are specialists who could be involved with projects such as wildlife. Cllr Williams presented the idea of creating a logo for MCC, to help with identity and cohesion across the ward. Also, the community council should have its own newsletter, and the Clerk will investigate starting an Instagram page. Cllr Williams also raised the possibility of bringing the Landshipping and Martletwy Community WhatsApp pages together and including Lawrenny, to create a whole community chat group. At the same time, it would be helpful to create and send out a survey to the whole community. The Clerk talked councillors through the different sections of the budget and the suggested figure for each (see attached). The Clerk will leave the councillors with the budget for now and return to it at the next meeting when they have had time to consider the figures. The Precept Notice must be back with the council by 20th January 2026. Cllr Eynon reiterated the matter of the possibility of funds for Lawrenny shop. The clerk suggested rather than asking them to approach the council, it was important for the Community Council to decide on their budget for 2026/2027 and see whether it would be financially viable to give money to the shop without having a negative impact on the final budget.

c. Invoices and Remittances: None received to date.

d. Clerk Salary: Clerk presented the monthly salary report for October. Approved and paid.

25/065: Community:

a. Successful Grant Funding Application: The Chair reported on the Warm Spaces funding recently awarded to the council. £1800 to be spent by 31st March 2026. The Chair wants to decide at this meeting how the money is to be spent to ensure there is a clear pathway. The application was for a schedule of comment events. As the funding was delivered later than originally anticipated it has slightly thrown the schedule out. Currently Cllr Williams is thinking of the following events: Christmas Children's party and St David's combined with Easter to ensure monies can be spent before the deadline. Cllr Williams has done considerable work on the Christmas party for the children. Councillors were very enthusiastic regarding the idea of a Cawl making competition for the St David's Day event. MCC could provide ingredients as part of the event.

b. Progress of Production of Freestanding Play Area Stall: Cllr Williams enquired when the stall would be ready for installation at Martletwy Community Council. Cllr Crowther confirmed it would be ready before the end of November. Cllr Carlisle offered to assist with its completion.

c. Community Events and Initiatives:

i. Remembrance Sunday: Cllr Williams reported she had purchased a wreath for laying at the war grave in Lawrenny on Remembrance Sunday. Cllr Crowther offered to lay the wreath with Cllr Carlisle also present. Cllr Williams confirmed the cost of the wreath was £20 which she paid. Clerk to reimburse.

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ii. Children's Christmas Party: Cllr Williams reported on her ideas for a Children's Christmas party, funded by the Warm Spaces grant (see 25/065/a above). Having reached out to several venues, including Lawrenny Sports Club, the Snooty Fox and Wild Lakes, Cllr Williams, proposed - having considered all three - to hold the children's party at Wild Lakes. Cllr Williams ran through the three options. Lawrenny Sports Club had offered 3 dates but no other information. Snooty fox had offered to decorate the room and put on food and drinks for both children and adults. Wild Lakes had sent a comprehensive email asking good questions about what was needed, for how many and at what time. The offer included the boulder wall, food and drink and other options. The party is only for children within the ward and adults will need to make a reservation prior to the event. It was agreed the Warm Spaces grant gave an opportunity to choose the venue and event most exciting for the children. There was a unanimous vote for Wild Lakes.

iii. Christmas Lunch for Older Members of the Community: Cllr Eynon suggested holding a Christmas Lunch for the older members of the community to compliment the children's party. Cllr Williams asked Cllr Eynon to assist in this event, before proposing The Snooty Fox provided the venue and food for this event to be funded by the Warm Spaces grant. All voted in favour.

iv. St David's/Easter combined event: Cllr Williams proposed this event to coincide with both St David's Day and Easter. She felt it was important to encompass both these events so it could be held before the Warm Spaces funding end date of 31/03/26. No specifics were discussed. All five councillors voted in favour of the proposal.

v. Christmas Tree Initiative: Cllr Williams proposed the following for each village:
Landshipping – a large cut tree and a small, rooted tree plus £40 to cover the cost of materials for making decorations. Cllr Carlisle will organise the trees.

Lawrenny – a large cut tree, a set of solar lights and £40 to cover the cost of materials for making decorations.

Martletwy – a large cut tree, a set of solar lights and £40 for the cost of materials for making decorations.

All lights to be returned to MCC for use during the year.

All councillors voted in support of the proposal.

Cllr Williams will organise a craft day in the church at Martletwy.

d. Play Areas: The clerk is looking into local contractors for the mowing of the grass as Martletwy. It was agreed that any contractor should be able to produce evidence of training. Where training may be required the clerk will look into costs. It was also agreed a "closed" sign should be sourced to hang on the gate when mowing is in progress.

e. Noticeboards: The clerk is sourcing costs for new noticeboards for Lawrenny and Martletwy and Landshipping.

25/066: Community Council Policies:

a. Council and Councillor contact details: Cllr Evans reported on the ease with which she is able to set up an email account – without the assistance of the website team. The email is set up and can receive emails, however at this point the set up has not been successful in sending emails. Cllr Evans and the Clerk will continue to investigate and report at the next meeting. The Clerk continues to work on the phone and virtual address costs. The Clerk reported on her conversation with an officer at PCC with regard to the local authority possibly offering a virtual address service via the county council's own postal unit based in Haverfordwest. Clerk to report on any response received from PCC.

b. Training Policy: Cllr Evans reported the training policy was in the final draft stage. Further to previous discussions Cllr Evans proposed there should be "Champion" of various aspects of community council policy. It was agreed Cllrs Carlisle and Crowther would be the Biodiversity Champions, Cllr Eynon – Planning and Cllr Williams would be the Funding Champion. It was

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agreed Cllr Williams would engage Cllr Newman with regard to the idea of working on funding alongside Cllr Williams.

c. Safeguarding and Risk Assessment Policies: The Clerk raised this matter for further consideration at future meetings.

25/067: Councillor Clerk Training: The Clerk reiterated the availability of free modules provided by One Voice Wales. It was agreed Cllr Newman should take up one of the Code of Conduct places, perhaps alongside Cllr Carlisle. Cllr Williams will do The Council as an Employer. Cllr Evans, Understanding the Law, and Cllr Newman may also do other core subjects pertaining to being a new councillor.

25/068: Meetings Attended by Community Councillors/Clerk: Cllr Eynon reported he had attended the Lawrenny Shop Committee meeting. The shop is currently undergoing an extensive refurbishment and refresh programme. Work is being carried out on the roof, solar panels are being fitted, two EV car chargers are being installed, a small community area is being created, and the ceiling is being refurbished. The Shop Committee were successful in securing a grant for some of the work including the refurbishment of the shop and the solar panels. The matter of providing financial assistance was discussed again and will be revisited at future meetings. Cllr Williams attended the Parish Council Meeting. Dates were set for Christmas and discussions undertaken with regard to the rebuilding of the wall.

25/069: Correspondence Received:

a. One Voice Wales – Pembrokeshire Area Committee Minutes October: The Clerk presented the minutes of the recent Pembrokeshire Area Committee meeting for councillors' information.
b. Ironman Feedback – Ironman & PCC: The Clerk confirmed Ironman and PCC were looking for feedback as per the email forwarded to councillors. Cllr Williams had responded and the Clerk will pass this to the organisations.
c. PCC – Working Better Together – 25th November: The Clerk enquired if anyone was available to attend. Cllr Williams will endeavour to do so.

25/070: County Councillor Report: Cllr Clements was unable to attend and will report at the next meeting.

25/071: Date of Next Meeting: Monday 1st December 2025, at Lawrenny Village Hall.

Meeting closed: 9:12pm.

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