

**Minutes of an Ordinary meeting of Martletwy Community Council
Monday 13th October 2025, 7:30pm at The Snooty Fox Public House**

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: Cllr D Clements (County Council); L Lesnianski (Clerk).

Apologies: None

Declarations of Interest: None

Chairman's Welcome

25/049: Minutes of the previous meeting: The minutes of the September Ordinary meeting were signed by the Chair as an accurate record of the meeting, after the word House was changed to Park (p2, 25/039/a).

25/050: Matters arising:

a. Casual Vacancy:

i) The Clerk confirmed all applicant forms had been forwarded to councillors by email for their perusal. All candidates had been emailed with an update on 14th October. It was agreed between councillors dates available to meet with applicants were 22nd, 27th and 29th October in the evening. Clerk to book Lawrenny Hall. Cllr Evans suggested asking 2 or 3 questions only. Clerk to contact candidates for availability on dates agreed and send out a schedule. Voting for a co-opted councillor will take place at the next Ordinary Meeting on Monday 3rd November.

ii) Co-opted Councillor – Mandatory Training: The matter of certain training being mandatory for new councillors was discussed. It was agreed there were at least 3 modules each new councillor must attend, including the Code of Conduct, and the New Councillor modules.

b. Sandy Bear – donation: At the September meeting there had been a majority vote in favour of donating to Sandy Bear in recognition of the support they offered the community recently. After a brief discussion, Cllr Evans proposed a sum of £150. Cllr Carlisle seconded the motion. The majority voted in favour of the motion. The Clerk will coordinate with Sandy Bear.

25/051: Planning:

a. Applications Received:

i). 25/0053/PA: Oaklea, Martletwy, SA67 8AP.

Comments: Cllr Eynon stated he did not think the design of the shed was suitable for agricultural use or designed as a livestock building. It looks more industrial. There is no ventilation at the top for livestock, sheep need a lot of ventilation. There should be Yorkshire boarding and open sided. Cllr Carlisle felt it was a lot more sensible size, still with three entrances as previous.

Cllr Crowther joined the meeting.

After some discussion the council voted in favour of supporting the application by a majority.

b. Application Notice Received: None Received

c. Other Planning Matters:

i) Meeting: Pre-application proposed wind development: Cllr Carlisle commented on the professionalism and courtesy of the developers team and they covered a lot of issues. Cllr Williams commented on their openness. Cllr Clements noted the plan seemed to be evolving and it was important to continue to keep communication open for all parties. Cllr Eynon queried the developers determination it was not a commercial enterprise. He expressed concern if it was not commercial what would the community benefit be. The clerk and Cllr Clements said they felt the definition of non-commercial was that it was a not for profit entity.

ii) PCNP – Consultation on Supplementary Planning Guidance (SPG): Clerk presented the PCNP report with regard to the latest consultation. Councillors had no comments to add.

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25/052: Highway Matters

a. Previous issues raised: The Clerk reported on the responses from PCC to the email regarding previously raised issues. The email response had been sent to all councillors and was fairly self-explanatory. The Landshipping sign up from Broomhill, ticket raised for replacement. Large hole near Waisland, ticket raised to fill the hole. Jericho, Cat1 ticket raised to fill pothole. Southern Pitts, no other Cat1 defects requiring work currently. Will be passed onto road team to put into works when and if budget allows. Road will be monitored. Garron Hill, reported as danger to cyclists, currently not a Cat1. Will pass it on for patching when budget allows and monitoring in the meantime. Weston Lane, damage to surface, currently not a Cat1 – all as above.

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

i. Cllr Evans reported a local resident (contact details provided) had been in touch with regard to the longevity of a skip left on land near to their property.

ii. Cllr Carlisle mentioned the overhanging trees near Vallen and their overgrowth. He will contact landowners. Cllr Eynon stated they should be reminded it is their responsibility.

iii. Cllr Eynon stated potholes, including a big dip, on the road surface about 20yds below Jerusalem.

iv. Cllr Crowther raised the issue of a large hole in a pull in, currently filled with leaves making it more dangerous, near to Waddock – what3words [///mistress.creatures.wades](#)

c. School Buses at Crosshands: Clerk reported on correspondence with local authority. Cllr Evans stated the buses are mostly following guidelines at present.

d. Oakwood Entrance – Security Lights: The Clerk asked Cllr Clements if she could engage with Oakwood to see if they would do something about the lights at the entrance to Oakwood. They are incredibly bright, and on 24/7. The glare from the lights is a hazard to vehicles, especially driving at night, or dusk.

25/052: Finances:

a. Financial Reports:

i. Financial Report: The Clerk presented the financial report for the period 01/09/25 to 30/09/25. Opening joint balances £14,788.74 (current account £8047.21). Payments for the period £1673.87. Receipts for the period £6.21. Closing balances £13,121.08 (current account £6363,34). Report attached.

b. Annual Return Update: The Clerk presented the Audit Wales report and Audit opinion. The Audit opinion was Unqualified (top rated opinion). Further to the report the Clerk reported they have published the 2023/2024 accounts and audit opinion online, along with the 2024-2025 accounts and audit opinion. VAT has been claimed in the 2025/2026 financial year. Grant funding spend will be more rigorously recorded and approved.

c. Invoices and Remittances: Pembrokeshire County Council Account: The Clerk reported on the council's inability to list SLA invoice payments against the correct invoice leading to considerable confusion. After an in depth look at the payments and receipts it is clear the finance team at PCC have been putting monies against the election costs, which were agreed to be paid over a 5-year period. They seem unable to ring fence the election costs for the standing orders. The conclusion of the investigation with PCC is that they owe MCC a credit. This will be paid as soon as they are able to raise the payment. Cllr Eynon raised the issue of SLA's no longer including grass cutting at Martletwy, but Lawrenny is cut every fortnight. Clerk to investigate the matter.

d. Draft Annual Remuneration Report: The Clerk presented the draft annual remuneration report. This is now administered by the Boundary Commission, previously it was the IRPW (Independent Remuneration Panel for Wales). The Determination 6/2026: Payments to community and town council (CTC) members will remain the same for the next financial year as it is this year. Both payments remain mandatory. Extra costs payment - £156 each for all members. Office consumables - £52 each for all members.

e. Clerk Salary: Clerk presented the monthly salary report for September. Approved and paid.

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25/053: Community:

a. Play Areas

i. Insurance: The Clerk reported on a response from the current insurer Zurich Insurance. The policy does cover councillors and volunteers under the Public Liability cover for activities such as gardening, watering and litter picking etc. Risk assessments and training requirements will apply for all council organised activities – and any relevant PPE must be worn where required for these activities. Any volunteer using a sit on mower to cut the grass at either site would be covered if the activity is on behalf of the council, and again risk assessments and training would apply for this type of activity. The mower must not be driven on public roads. Finally, with regard the matter of permissions. Zurich stated the council need to always be aware of when and where volunteers will be doing their “on behalf of the council” activities and should not be doing any activities independently of the council without their prior knowledge and approval beforehand. The Clerk also raised the issue of safeguarding, especially where children are involved in the play areas. Cllr Evans will look at risk assessment policies. Cllr Williams to look at safeguarding. Need both for community events and volunteers in all instances. Cllr Evans mentioned toolbox training. Cllr Eynon said council team are presumably trained. Clerk recommended a sign be put on the gate welcoming volunteers but asking them to contact either a councillor or the clerk.

ii. Maintenance of Martletwy Play Equipment surrounding area: Cllr Carlisle confirmed he had completed the maintenance on the floor of the apparatus in Martletwy play area and had brought it to the attention of the inspector for inspection. He asked if clerk had heard from him. Clerk confirmed no response and that Cllr Carlisle was his main point of contact.

b. Community Initiatives: Cllr Williams asked all councillors if they had any new ideas. Cllr Evans confirmed a group of ladies from the ward are working on creating sustainable tree decorations for the Landshipping Community Christmas tree. Cllr Carlisle confirmed Christmas Trees sorted.

c. Grant Application Opportunities & update: Cllr Williams reported she has been successful in her application for the next round of Warm Spaces Grant. MCC have been awarded an additional £1800, and she will sign the paperwork in the next week. The monies must be used by 31/03/2026. Rather than ongoing events, like coffee mornings, Cllr Williams opted for 3 or 4 significant events across the period. Cllr Williams, Cllr Evans and the Clerk will be the main working party to begin with but are looking for assistance from all the councillors. She is looking at the logistics of organising a children’s party for the ward near to Christmas. The Clerk expressed her thanks to Cllr Williams for all her hard work on the application.

25/054: Community Council Policies:

a. Clerk Contract: The Clerk left the room for the discussions with regard to the clerk contract and salary review previously referred to. It was reported by the chair both she and Cllr Evans had done research into pay grades and contracted hours. Cllr Eynon had also individually done some research regarding the same. The review took into account the clerk’s years of service (10 years and 9months) and her relevant experience. The matters were discussed at length. A majority vote agreed the clerk’s hours would be increased to 30 hours per month and the salary point would increase to SCP 20.

b. Council and Councillor Contact details: The clerk returned to the meeting. Cllr Evans reported she had been issued with an email account. It was quite easy to set up but there appeared to be a glitch that required sorting out as so far, she was unable to send emails. The Clerk is looking at the cost of an e-sim in the name of MCC. So far it is available from around £5, but the key is minutes, not data. Clerk will continue to do research. Regarding the postal address this is a more complex matter, and the clerk will continue to research this.

c. Council Training Policy: Cllr Evans continues to work on the policy. The Clerk distributed copies of the latest draft. Cllr Evans reported that last meeting the mandatory training for new councillors was discussed and so she has pulled out the key training for that. These also need to be completed by each councillor. Following the key modules, each councillor can then have a specialty and complete the training accordingly. The Chair will do charring skills, managing staff, council as an employer and understanding the law. Vice Chair to do charring skills, councillor as

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an employer. Some councillors will be exempt. Thinking about a finance officer, thought perhaps the new councillor may get involved with this. Cllr Evans suggested Cllr Eynon may want to consider updating the planning training. Cllr Eynon agreed. Environmental and biodiversity training would be undertaken by Cllr Crowther. Cllr Carlisle could also be involved in biodiversity. All councillors need to do The Council, The Councillor (except Cllr Carlisle), Code of Conduct, the Council, Equality and diversity (except Cllrs Evans and Williams – exempt). Clerk to send out full list to all. All need to refresh every 3 years. Need to consider the position of a finance officer. Also someone to assist with grant applications.

d. Welsh Government Statement: on the update on actions to support the role, governance and accountability of the community and town council sector. The statement can be found [here](#) The Clerk presented the report and confirmed the emphasis the first phase will have on the Code of Conduct, its training, and its implementation. The second part of the first phase involves changes to audit arrangements for town and community councils.

25/056: Meetings Attended by Community Councillors/Clerk: None in this period

25/057: Correspondence Received: Correspondence received this period included in other agenda items.

25/058: County Councillor Report: Cllr Clements reported that council business had been quieter over the summer but is now gaining momentum, with a full council meeting held earlier today. One key item discussed was the increasing adoption of the asymmetrical school week by local schools, particularly Friday afternoon closures. The information presented did not support this approach. Evidence indicated that Friday attendance drops due to various factors when schools close early. The council reached a consensus that schools should retain or return to a full-time curriculum. A vote was held to provide a political steer, not a formal policy change. The recommendation now rests with school governors and boards. With regard the Second Home Council Tax Levy, the county council also voted to reduce the second home levy from 150% to 125%. Cllr Clements noted that the prevailing political view is that the local authority should operate without relying on this additional revenue. • The higher levy had led to a decline in short-term letting, raising concerns about the impact on tourism and the local economy. The decision reflects a desire to balance housing pressures with economic sustainability. Councillors will have seen the recent press regarding the opening of the new foot bridge in Haverfordwest. Cllr Clements confirmed she did not attend as her stance has been against since its inception. Meanwhile, budget setting has begun in earnest, and each department is meeting councillors to put their case across for funding. Cllr Clements and her group are focussing on producing an alternative budget, in a similar way to last year. This week in council has seen a performance panel assessment. This is a deep dive into the local authority's governance, structures and where improvements may be made.

25/059: Date of Next Meeting: Monday 3rd November 2025 at Lawrenny Village Hall.

Meeting closed: 8:58pm.

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