

Minutes of an Ordinary meeting of Martletwy Community Council
Monday 1st September 2025, 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

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

Apologies: Cllr L Williams

Declarations of Interest: None

25/037: Minutes of the previous meeting: The draft minutes of the July meeting were taken as a true and accurate record. The Chair signed and dated printed copies of the minutes.

25/038: Matters arising:

a. Casual Vacancy: The Clerk gave a report on the response to the applications to fill the councillor vacancy. There have been eight applicants, spread across the ward. Clerk called each of them today to update them on the next steps of application process and also emailed them confirmation. The Clerk will now organise individual interviews times. Cllr Evans offered to run the process as she has considerable HR expertise. Interviews will be in person. Clerk will enquire about using the village hall. It was agreed late September would be preferable. Voting will then take place at the October meeting. The Clerk explained the voting system as per the council's Standing Orders and will send the details to all councillors.

25/039: Planning:

a. Applications Received:

i). 25/0344/PA: Weston Fields, Martletwy SA67 8AS. Variation of Condition 2 (approved plans) of planning permission 18/0842/PA (Proposed Barn Conversion) – Partially in retrospect.

Councillors discussed this application having been sent the details by email prior to the meeting. It was commented by all councillors that it was disappointing to see another retrospective application, although this is partial. Councillors voted to support this application.

ii) 25/0412/PA: Oakley, Martletwy, SA67 8AP. Farm diversification and expansion of holiday operation with conversion of holiday operation with conversion of redundant former Cwm Deri production base and restaurant to three short term holiday lets.

Councillors discussed this application having been sent the details by email prior to the meeting.

Councillors were in agreement with conversion of redundant buildings. There was a discussion regarding three entrances and whether one of them was new. It was discussed if three entrances were necessary and if there was to be a new one, how it might impact traffic. It was noted the application stated the structures could not be seen from the road. Councillors felt this was not entirely accurate. Councillors voted to support this application.

b. Application Notice Received: None Received

c. Other Planning Matters:

i) Pre-application consultation for a proposed wind development on land East of A4075, Newhouse Farm, Canaston Bridge, Pembrokeshire – offer by developer for meeting.

The clerk confirmed an email had been sent to all councillors regarding the offer by the developer to meet with Martletwy Community Council to discuss their concerns. Clerk confirmed that not everyone responded to the email. Cllr Clements commented she has been contacted by residents of Mountain View, Martletwy, who hadn't really understood how it would affect them. Cllr Eynon noted they would be some of the worst affected. Cllr Clements confirmed she had asked the developers at the public consultation exhibit whether they had sent letters to residents impacted by the development. The representatives present at the public consultation stated they had, but residents stated they do not think they have received any pre-application correspondence. It was suggested a joint meeting between community council and county councillor with residents present. Cllr Eynon suggested the

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local public house. Clerk to liaise with Sirius (planning consultant) organise the venue and a date and time for the meeting, along with attendants. Clerk to liaise with Cllr Clements. It was suggested the October meeting could be at the public house after the meeting. Cllr Crowther does not think the developers will be concerned by the concerns of either the community council or the residents.

25/040: Highway Matters

a. Hedging from Pryce Moor to Cae Calon, Landshipping. The Clerk reported on recent hedging activity along the highway between Pryce Moor and Cae Calon, Landshipping. Cllr Eynon stated it was New Park Holiday Park who undertook the cutting of the hedges. The Clerk confirmed she was aware notices had been served on various landowners regarding hedges and trees overhanging the highway. This followed on from efforts on several occasions to get the work done, including concerns raised by the community council and others since 2024. The Clerk confirmed the work had been inspected by a local authority officer on completion. The issue to be resolved now is who clears the considerable detritus from the drainage gullies. There was further discussion regarding the lack of enforcement by the local authority regarding notices. Cllr Clements mentioned she is looking into whether the authority seeks financial recompense from landowners. Cllr Eynon stated similar issues with Ash Die-back. Cllr Carlisle agreed, stating he has concerns some landowners do not take the issue seriously. The Clerk confirmed an email had been received from the PCC officer confirming the work had been completed. There was further discussion regarding the work being undertaken prior to 1st September, the commencement of hedge cutting season for agricultural holdings.

b. Japanese Knotweed near Whitlow. Cllr Evans confirmed the Japanese Knotweed near Whitlow has been reported and the local authority have been out to spray the patch.

c. Highway Maintenance Issues – Councillors reports:

i. Hedge cutting around Martletwy and Lawrenny: Cllr Clements confirmed she has chased up local authority verge and hedge cutting in the area as it has yet to be done.

ii. Ongoing highway issues: Cllr Eynon raised previously reported highway matters not yet resolved. These include the road sign at Waddock Cross; Landshipping Sign coming up from Broom Hill; Clyne Lane up to Waisland – large hole at end of lane; Jericho below entrance – surface issues; Southern Pitts – numerous holes on the turning and damage on edges of highway surface. Garron Hill – danger to cyclists. Clerk to make enquiries with the local authority. Cllr Crowther mentioned Weston Lane. The Clerk asked for councillors to send over pins to the location if they were passing.

d. School buses at Crosshands: Correspondence from the Integrated Transport Unit Manager at the local authority was shared with the meeting with regard to the school transport manoeuvres at the Crosshands junction of the A4075. In their reply, the officer of PCC wrote “*the operator has agreed to use the roundabout near Bluestone to turn the vehicle around. While this will add approximately five minutes to the journey time, we believe this is the most appropriate and safest option for both pupils and other road users and reducing overall risk.*” The Council congratulated Cllr Evans’ on persisting with her concerns and helping to resolve the matter.

25/041: Finances:

a. Financial Reports:

i. Financial Report: The Clerk presented the financial report for the period 21/07 to 31/08/2025.

Opening joint balances £12,191.26 (current account £5461.50). Payments for the month £1,164.29. Receipts for the period £3761.77. Closing balances £14,788.74 (current account £8,047.21). Report attached. Cllr Eynon asked if the direct debit to Easy Website for the management of the website was monthly or quarterly. The Clerk confirmed payment was monthly as previously approved.

ii. Annual Return Update: The Clerk confirmed the external auditors had requested some straightforward additional information, such as the monthly salary reports for the financial year. These were supplied promptly. No further correspondence since then – 4 weeks ago.

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b. Invoices and Remittances:

i. Pembrokeshire County Council – Revised Service Level Agreement Invoice x 2 @ £654: The Clerk confirmed neither of these invoices include a cost for mowing. We are still awaiting a decision as to whether the local authority can offer a mowing service. Cllr Crowther asked if PCC charge for mowing in one sum at the beginning of the year, or if it is charged per mow. The Clerk confirmed it would appear as a one-off payment due at the commencement of the year. The Clerk explained there is still an outstanding query with PCC regarding mowing last year. Mowing was paid for on one of the play areas, but PCC told the clerk no mowing service was offered. Cllr Eynon stated Lawrenny was mowed last year. Cllr Carlisle thought this was done by volunteers. Both current SLA invoices were approved for payment by a unanimous vote. Cllr Eynon queried the increased price from when the SLA commenced. The original price included the SLA and mowing. Now they are cutting out mowing and expecting the community council to get in contractors. There was a general discussion regarding the cost of the SLA's and the poor performance by PCC regarding mandatory, unexplained, increases in costs. The Clerk pointed out that PCC have behaved poorly towards all Town and Community Councils regarding public amenities such as public toilets and play areas.

ii. n-power. £5.22. Power for Martletwy Village defibrillator kiosk. Approved for payment by a unanimous vote.

c. Zurich Insurance: The Clerk explained she had been doing some due diligence and noted this year's insurance premium was based on an old Precept value. Having corresponded with the insurance company there was an additional premium of £86. The Clerk discussed this with the Chair who had approved payment of £86 to ensure our insurance was valid.

d. Bank Mandate: The Clerk is still awaiting a response from Nat West regarding swapping over to the Community Account which will allow authorisation. The bank's website states there is a long waiting list as this has become a popular account.

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

25/042: Community:

a. Play Areas

i. Mowing: Following on from the discussion under 25/040/b/i with regard to the mowing of Martletwy play area. The issue is whether to employ a contractor to undertake regular mowing as and when required, especially if the local authority will not be offering this service. It was suggested the clerk enquire with the insurance provider as to whether they require a contractor to have specific training. Also, whether volunteers would be covered if they have permission of the community council. There was some discussion with regard Lawrenny play area but focus for this discussion was Martletwy. Cllr Carlisle queried if volunteers are doing Lawrenny can other volunteers do Martletwy. The clerk explained the query regarding Martletwy was that no one at the community council had been approached so it could be noted for insurance purposes. Cllr Evans' and the clerk explained it was not known there were volunteers cutting the grass at Lawrenny. It was thought it was the local authority operatives. Clerk to approach insurance provider to get information regarding volunteers working on the play area, including gardening, tree planting and mowing.

ii. Quarterly Report. Cllr Carlisle confirmed he is working on the recommendations of the inspector, including how to proceed with some of the remedial work. He is currently looking at costs as the liquid rubber required for the rubber paving is expensive. Cllr Eynon queried sealing the rubber paving before doing the legs of the slide. Cllr Carlisle confirmed the repairs were in hand.

b. Community Initiatives: Village Christmas Trees: Cllr Carlisle is sourcing 3 large Christmas trees, one for each village. He is also aware that Landshipping and Lawrenny would like a small live one each. If he can assist with the small trees he will, however at present it is one large tree each.

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c. Grant Application Opportunities & update: Cllr Williams not present. Carried forward.

25/043: Community Council Policies:

a. Clerk Contract: Action points that came out of annual appraisal and on the agenda for this meeting deferred to a future meeting when Chair is present.

b. Council and Councillor Contact details: Clerk confirmed other points that had arisen during discussions at the annual appraisal were in connection with contact details for the clerk and councillors. The Welsh Government are in favour of councillors and clerks not sharing their personal contact details, including mobile numbers, email addresses and home addresses. This was raised at the annual appraisal. The Clerk has investigated the provision of council emails for councillors; a stand-alone phone number for the community council; and a separate postal address. The clerk shared the costs for emails for each councillor. They can be provided at no cost if councillors are prepared to set them up themselves and maintain them, including dealing with any issues. Alternatively, the website company can set them up and offer technical support for £2.25 for each email address per month. After some discussion Cllr Evans' offered to try to set up an email address without any technical support. Clerk to facilitate this with the website provider. The Clerk is researching the best way to provide an e-sim for the community council and costs and will report back at a future meeting. Regarding the postal address the Clerk is researching options and will report on this in a future meeting. There was a general discussion regarding these options. Cllr Eynon felt a stand-alone phone number paid for by the council would be most effective to avoid additional costs for the clerk.

Mandatory payments for office expenses and running costs could be utilised for the email costs.

c. Training Policy: Cllr Evans confirmed she has been considering the issues regarding the lack of training undertaken by councillors. It was suggested a possible way forward would be for individual councillors to be assigned specific areas of training and bring back the knowledge to the council. Clerk to look at whether this would be considered acceptable under the policy requirements.

25/044: Councillor/Clerk Training: None in this period. Training details have been forwarded to councillors by email.

25/045: Meetings Attended by Community Councillors/Clerk: None in this period

25/046: Correspondence Received:

a. Sandy Bear: The Clerk confirmed correspondence had been received from Sandy Bear regarding the possibility of a donation. Considering recent tragic events, and the support given by Sandy Bear to many young people within the Martletwy community, the Clerk suggested – as a one off – the council may wish to make a donation to the bereavement charity. After a general discussion on this matter Cllr Evans called for a vote on whether, in principle, the council should donate to Sandy Bear. The vote passed by a majority of 3 votes. One councillor abstained. Clerk to contact Sandy Bear and request them to complete the grant application form for consideration at the next meeting.

b. PCC – Pembroke Dock Active Travel: The Clerk reported on this consultation and response on behalf of the community council.

25/047: County Councillor Report: Cllr Clements reported it is a quiet time of year for reporting as August is a fallow period at the council. The new bridge over the river in Haverfordwest is now in situ but is not yet open to foot passengers. The Transport Hub building is going up quickly. Regarding council business the recent cabinet report suggests the council has not gone over budget during the last quarter. This though is most likely due to a lack of capital expenditure during the period, and it is expected at some point there will be an overspend.

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Following on from the County Councillor report Cllr Evans reminded all councillors to ensure they respond promptly within a reasonable time, especially to important decision-making emails. Cllr Eynon stated his laptop had been broken and was being repaired. Cllr Evans asked for responses to be sent within 5 working days.

25/048: Date of Next Meeting: Monday 6th October 2025, 7:30pm. Venue to be confirmed.

Meeting closed: 8:59pm.

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