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

**Present:** Cllr Liz Williams (Chair), Cllr Bruce Carlisle (Vice Chair); Cllr Jason Crowther, Cllr Victoria Evans, Cllr Phil Eynon: Lizzie Lesnianski (Clerk).

**Apologies:** Cllr Phil Davies**,** Cllr Di Clements

**24/063: Minutes of the previous meeting:** Council unanimously approved the minutes as a true account of the October meeting.

**24/064: Matters arising:**

**a. Flood Signage Garron Pill:** Cllr Davies unavailable to report. Carried forward to the next meeting.

**24/065: Planning:**

**a. Applications Received**:

*i.* *NP/24/0507/FUL:* *Bridge House, Landshipping, Narberth, SA67 8BE*. Cllr Crowther declared an interest and excused himself from discussions. Councillors present confirmed they had read the application documents. During consideration of the application comments were raised by two councillors. Cllr Carlisle noted it is a large footprint, but tastefully designed. Cllr Eynon noted the plans of the additional extensions to the property are not in keeping with the character of the area; the roof should not be a flat roof but pitched; Casements windows should be sash windows; One report/response has not yet been uploaded onto the portal with regard this application. The response relates to drainage and is relevant to the application as it is not clear from the provided plans where and how the drainage for some services will run across the property. Cllr Eynon further commented on his concerns regarding coastal erosion, and river levels in future, as these could be higher than they are now and may impact the property. As a result of discussions, three councillors voted in favour of supporting the application. One councillor did not support the application as presented but does not object in principle to an application on this property. Cllr Crowther did not take part in the discussion or decision. The majority voted in favour of supporting this application.

**b. Application Notice Received:** 24/0436/PA: Mounton View, Cross Hands. Conditionally approved.

**c. Other Planning Matters**: None discussed.

**24/066: Highway Matters**

**a. Clerk Report:** Clerk is awaiting responses to her enquiries following the October meeting.

**b. Councillors Reports:** None

**c. County Councillor Report**: Cllr Clements not present.

**24/067: Finances:**

**a. Invoices and Remittances:** None received

**b. Financial Reports:**

i. Draft Budget 2025/2026: The Clerk presented the revised draft budget for the Precept for the year 2025/2026 based on the changes decided upon at the October meeting. Clerk confirmed she had forwarded an email to all councillors with a revised budget. The clerk reiterated the email. £200 was added to Biodiversity projects. Reduced defibrillator maintenance to £420. After further consideration the figure for venue hire was rounded up to a whole number. Reconsidered cost of community recycling and reduced it to £480 which is essentially £40 per month as the Clerk is wondering if this ties in with Biodiversity projects and amalgamate them together. If amalgamated should the overall figure be reduced or stay the same. The Clerk also stated there may be grants available over the year. Cllr Evans suggested amalgamating the two should give more flexibility. Cllr Williams and Cllr Evans agreed it should be added together. There was further agreement from two councillors. Cllr Eynon felt recycling would not be popular as already have people who do not recycle their household waste. Cllr Crowther suggested in that case it was a good idea to tie it in with Biodiversity. The Clerk explained the budget for biodiversity was not just a question of waste, many projects the community council could get involved in and carry out ourselves. Some of it may be involved with the projects at the Martletwy playground. The Clerk asked the councillors whether they wanted to keep the amalgamated sum of biodiversity and recycling the same or reduce it. Cllr Eynon was in favour of keeping figures as low as possible due to the added pressure on rate increased by Pembrokeshire County Council, The Clerk pointed out these issues are project’s the Welsh Government expect the community council to achieve. If the council does not, they will continuously fail to meet targets the Welsh Government is expecting the community council to meet. The Clerk explained the onus of responsibility on the community councils was constantly increasing. Cllr Eynon raised the issue of what residents get for their payment of precept. The Clerk confirmed the commitment to improving training makes better councillors. Also, the recent push to enhance the community more will lead to greater engagement with the electorate. The only way to effect change is to have enough being paid in to effect change and uplift our offer to the community and make meaningful improvements. Cllr Evans researched a well-known recycling organisation for initial ideas and costs. Cllr Williams suggested speaking to her contact at Keep Wales Tidy who may have more information regarding suitable recycling plans. It was agreed by a majority of councillors to retain the amalgamated amount at £680. Further general discussion ensued. The Clerk asked what figure the councillors wanted to agree to for the Precept, and did the councillors wish to use some of the reserves. The Clerk suggested using reserves of circa £2000. The Clerk confirmed the balances in both the current and savings accounts and the monies due from the current Precept. The Clerk suggested they may wish to keep the Precept at the same amount as last year. It was proposed the Precept remained the same as last year. All five councillors present voted in favour of keeping the Precept amount the same as the previous financial year. The budget was approved.

**c. Clerk Salary:** Report sent to all councillors previously. The Clerk confirmed the NALC had finally sent through the new salary scales and these needed to be back dated to April. The report reflected the increase and the backdated payment. All in favour of approval of the payment as presented.

**d. VAT update:** Clerk confirmed this is ongoing. The Clerk explained the change of personal computers had led to the loss of information in several files and work had to be redone.

**24/068: Community:**

**a. Fencing:** Cllr Carlisle reported the Martletwy fencing was completed, and the invoice was being raised. He would now like to move forward with Lawrenny having discussed the requirements for both the fencing project and the repair of play equipment project. He has a clear idea of what the PCC playground inspector requires. Cllr Eynon stated he had been told the fencing contractor had broken the gate post and it had been stitched back together. Cllr Williams stated the gate post was not very good anyway, she had noted it was almost broken at the community litter pick some weeks ago. Cllr Eynon stated if the contractor had broken it they should repair it. Cllr Carlisle confirmed the post was rotten and he had repaired it ready for replacement in due course. Cllr Williams concurred. A discussion ensued between Cllr Eynon and Cllr Carlisle. Cllr Carlisle confirmed it broke whilst the work was being carried out. Cllr Williams said it was inevitable it needed repairing. The Clerk reiterated the need for councillors to consider their delivery when asking questions, and everyone should think about asking a question or making a statement in a respectful and polite manner.

The Clerk suggested to Cllr Carlisle they obtain 3 estimates for fencing for Lawrenny site. Once the fencing project had been moved forward the project for the repair of equipment could move forward. The Clerk asked councillors to confirm if they were happy, as discussed previously on many occasions, for members of the community council to complete the work on projects in order to keep costs down and reduce the burden on public funds. Estimates, or where necessary quotes, will always be sought in advance to ensure value for money. The whole point from the beginning was to keep costs down. Does this still apply. Four of the councillors confirmed they were happy to continue on this basis. Cllr Eynon expressed reservations. He raised the issue of welding on the equipment. It was agreed no contractor would go forward without public liability insurance.

**b. Playground Grant:** Cllr Williams reported on the successful bid for the Orchard Package from Keep Wales Tidy. This will include saplings, bulbs, a wheelbarrow, a hedgehog box, a water butt, gardening tools and other equipment. Cllr Evans suggested purchasing a shed to keep the equipment in. Cllr Williams explained five volunteers are needed. Cllr Williams needs to know if the playground has a car parking surface underneath it to double up as parking. The contact at Keep Wales Tidy needs to know where this surface is and the footprint of it as this will impact on the planting project. Cllr Eynon confirmed a retired councillor will know the information and he will reach out to them. The Keep Wales Tidy contact will also attend the works of the project to ensure it is all completed correctly. Cllr Williams is really hopeful this will kick start a new era for the playground. Cllr Crowther suggested an individual who may like to get involved. The only stipulation of the grant is that it is used at least once a year for a public event. They would also like us to link to Keep Wales tidy on social media. Cllr Evans asked if the Keep Wales Tidy contact would come and speak to the council about biodiversity and other support we could offer. Cllr Carlisle will also speak to the land agent with regard to bringing down the Ash effected by dieback as the playground inspector would like them to come down due to health and safety.

**24/069: Grant Funding:** Cllr Williams reported as follows:

a. New grant application success: Cllr Williams confirmed she had been successful applying for a new grant for a sum in the region of £1195 under an extension of the Warm Spaces Grant. This is for unpaid carers in the community, to set up regular support meetings for them. Cllr Williams has approached Wild Lakes to see if they would be interested in hosting the regular meetings. Councillors congratulated Cllr Williams on her success.

b. Doing the Small Things Grant: Cllr Williams confirmed they are on the last month of litter picking before Christmas, and it is in Landshipping on 9th November, 2-4pm. Good turn out for Martletwy and Lawrenny. Not so good at Burnett’s Hill, though it is quite isolated up there. Money needs to be used by end of November. Cllr Williams would also like to create a swap box, like a covered stand, for positioning in the playground at Martletwy. General discussion ensued regarding what to spend the balance of the grant on. Cllr Williams and Cllr Evans are also organising a swap day or jumble sale in January after Christmas. The website is ongoing.

c. Grants for Biodiversity: The Clerk will continue to look for further grant opportunities.

**24/070: Community Council Policies:**

a. Draft Planning Response & Enforcement Policy: The Clerk confirmed she has still not received confirmation of the PCC planning response and enforcement policy. As five councillors were in favour of adopting the policy last month the Clerk suggests the policy is published for now. It can be changed if required in due course. Cllr Eynon stated he wants to continue to support residents. The Clerk explained we have no jurisdiction or responsibility to be managing planning enforcement concerns to the planning authority.

b. Meeting Policy: The Clerk confirmed based on the decisions made last month the Standing Orders will require updating.

c. Annual Report: Ongoing. It was one of the documents lost in the move of computers.

d. Biodiversity Plan: Now published on website.

e. Model Financial Regulations: One Voice Wales and NALC have produced an updated version of the Model Financial Regulations. The clerk to prepare new document and present to council for adoption.

**24/071: Councillor/Clerk Training:**

**a. PCNP Training:** Cllr Williams and Cllr Evans will attend the free training session offered by PCNP. Cllr Carlisle will stand by as a reserve. 21st November at 7pm. Will last approx 90 minutes.

**b. Group Training Sessions**: The Clerk reported One Voice Wales can do remote bespoke group training sessions for a sum of £362 for a maximum of 20 attendees. It was suggested other local community councils may want to join in with this if it makes it more cost effective. Clerk to speak to Cllr Clements to see if she will speak to her other community councils for expressions of interest.

**24/072: Meetings Attended by Community Councillors/Clerk:** Cllr Williams attended the meeting with Keep Wales Tidy already reported.

**24/073: Correspondence Received:**

**a. VE Day 80:** This correspondence was forwarded to Cllr Eynon and Cllr Williams as there are two aspects to the celebrations, a beacon and a street party. It was suggested the events should be on Saturday 7th June. Cllr Williams suggested this would be a good opportunity to hold an event at Martletwy playground. Cllr Evans asked if the WI would like to get involved. Cllr Eynon expressed concerns regarding parking and suggested using the Lawrenny sports club. Cllr Williams felt a new event location would be a good idea. Cllr Evans agreed. Dates discussed and will be finalised later. Saturday 7th June was considered a suitable date.

**b. Neighbourhood Watch:** The Clerk reported there is a new Neighbourhood Watch organisation set up within Dyfed Powys Police. The information is available should anyone express an interest in getting involved.

**c. Resident:** Clerk reported on correspondence received from a resident regarding firework events. No further action is required.

**d. PAVs – What’s on this Week:** Information shared with councillors.

**e. Air Ambulance Appeal:** Clerk confirmed receipt of a donation request from the Air Ambulance Appeal. Cllr Williams & Cllr Evans suggested the event in January could raise money for the appeal.

**f. PCNP – Cresswell Quay:** Clerk confirmed PCNP have now designated Cresswell Quay as a conservation area.

**24/074: Communication:**

**a. County Councillor:** Carried forward until Cllr Clements is in attendance.

**b. Any Other Business:** i. Community Event Christmas: Cllr Williams introduced the idea of having a festive community event that unites Landshipping, Martletwy and Lawrenny. Cllr Williams and the Clerk had discussed the idea of encouraging residents to put up any external decorations and lights to bring the festive spirit to the community. This will be accompanied by an official lighting up community celebration of mulled wine and mince pies event at Landshipping slipway, kindly hosted by residents from Big House, Landshipping. Cllr Williams asked for views. Cllr Eynon suggested someone check the tide tables. Cllr Crowther agreed. Cllr Carlisle thought it was a lovely idea. The Clerk confirmed it was not a competition, and any contribution to the event, no matter how small, would be greatly appreciated. Cllr Williams suggested it might be a good opportunity to get the Landshipping Association back up and running. The clerk suggested Cllr Williams speak to previous members. Information will be circulated on the website and through social media.

c. Fireworks: Plans for volunteering at the fireworks were confirmed for Tuesday 5th November.

**24/075: Date of Next Meeting:** Monday 2nd December 2024. The meeting will be held online.

**Meeting closed**: 21:01

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