

# Cyngor Cymuned Llandudoch

## St. Dogmaels Community Council

*Minutes of the Ordinary meeting of the Council which took place immediately after the AGM on May 2017 at Y Neuadd Goffa, Maeshyfyd, St. Dogmaels*

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*Present:* Chairman: Cllr Jonathan Martin Cllrs: Jo Hutchings, Charlène Bourg, Tony Dyer, Carol Khulman, Lucy Lewis, Beryl Rees, Elfyn Rees, Gill Wislocka

County Cllr M James

Clerk

Members of the public: 1

Open session for members of the public to raise any matters of relevance to the Community 7.00 - 7.15

Mr T Wells updated the Council on the progress of the 'Route to Poppit Group'. He confirmed the LEADER funding was still available for a feasibility study and tenders had gone out for this study. Pembs CC had been invited to tender. He hoped that all parties would continue to work together and he would update the Council in due course.

**1. Apologies for Absence / Ymddiheuriadau am absenoldeb**

Apologies had been received from Cllrs F Coates and M Thomas.

**2. Declarations of Interest**

Cllr E Rees declared a prejudicial interest in Cei Bach.

**3. Confirmation of Order of the Agenda** and identification of any items that might be resolved for confidential session

The agenda was accepted as presented.

**4. Confirmation of Minutes of 27.04.17**

Cllr J Hutchings proposed that the minutes be accepted as a true record. Seconded Cllr G Wislocka, carried unanimously.

**5. Finance & Administration / Cyllid a Gweinyddu**

| <b>payee</b>                              | <b>For</b> | <b>Bank</b> |
|---|------------|-------------|
| Cruse Bereavement Care                    | Grant      | 100.00      |
| St Dogmaels Village Show                  | Grant      | 300.00      |
| St Dogmaels Junior Football Club          | Grant      | 750.00      |
| Pembrokeshire Federation of Young Farmers | Grant      | 100.00      |
| Eisteddfod Genedlaethol 2017              | Grant      | 50.00       |
| Teenage Cancer Trust                      | Grant      | 100.00      |
| Shelter Cymru                             | Grant      | 100.00      |
| Tenovus Cancer Care                       | Grant      | 100.00      |
| Paul Sartori Foundation                   | Grant      | 100.00      |

|                           |  |        |
|---------------------------|--|--------|
| Mr E Brown                | Grass cut April                              | 379.20 |
| Mrs J Hutchings           | Lam pouches, tea and coffee (defib training) | 11.67  |
| Canolfan Goffa Llandudoch | hall hire                                    | 28.00  |
| S Houghton                | Home office exp                              |        |
| S Houghton                | Salary May                                   |        |
| HMRC                      | May  |        |

Due to the early meeting the Clerk would advise salary etc at June meeting, calculating and getting cheques signed at normal time in May.

Proposed: Cllr E Rees, seconded Cllr B Rees, carried unanimously.

*It was noted that the Council had agreed to pay:*

- £100 Chairman's allowance (payable June of year of election as Chairman, percentage reimbursement required if the Chairman resigns during year of office)
- £100 total to each Cllr, if requested, for expenses incurred in course of duties as an elected member. To be paid retrospectively twice annually. Cllrs who wished to claim only a proportion of the allowance or who did not wish to claim the allowance should advise the Clerk in writing.
- Mileage allowance at the agreed current HMRC rates
- Allowance for care of dependants – payable on receipt of an invoice for care whilst Cllrs attend duties as elected members.
- Overnight allowance when Cllrs are required to stay at a location outside the Council Ward, overnight, whilst attending duties as an elected member at rates specified by the Independent Remuneration Panel for Wales

*Cllrs were made aware that they are responsible for personal tax implications when claiming the above allowances.*

It was also noted that Cllrs could claim out of pocket expenses on direct expenditure on behalf of the Council such as costs of photocopying, purchase of goods to provide refreshments etc.

*Costs for replacement benches:*

Recycled plastic benches – Heavy duty, 6 seat from approx £500, heavy duty wheelchair access 4 seat approx £600  
Following discussion Cllr G Wislocka proposed that 2 heavy duty benches and one heavy duty wheelchair bench be ordered. Mr E Brown to be asked to dispose of old benches as required. Clerk to advise delivery date as someone would need to be on site. Seconded Cllr E Rees, carried unanimously.

ACTION: Order benches and arrange delivery BY: Clerk

*Herb Garden*

A request for £300 for compost and herbs to restore garden had been received. It was noted that a letter had been written to Y Felin with regard to Council's concerns re gravel and steps.

Cllr G Wislocka proposed that the quote be accepted, seconded Cllr C Kuhlman, carried unanimously.

ACTION: Contact garden volunteers BY: Clerk

*Village show*

A request had been received to use Alexandra Gardens for the dog show on 9<sup>th</sup> Sept 2017, to enquire if the Council wished to present the Village in Bloom cup at the show and for the Council Chairman to attend the show to open it and present prizes. Subject to evidence of insurance and risk assessment Cllr G Wislocka proposed that permission be given for the dog show and that the Village in Bloom cup be presented at the show. Seconded Cllr B Rees, carried unanimously. The Chairman agreed to attend the show.

ACTION: Confirm to show committee. BY: Cllr J Hutchings

### *Insurance 17/18*

Details had been circulated prior to the meeting. Cllr G Wislocka proposed that the insurance be accepted. Seconded Cllr J Hutchings, carried unanimously.

ACTION: Confirm with insurance company BY: Clerk

### *Year end*

It was noted that the annual return was due with external auditors by 3 July 2017 and the internal audit should be complete prior to the next Council meeting on June 22<sup>nd</sup>. The Clerk circulated information with regard to estimated reserves etc.

### *Social Media Policy*

Cllr E Rees proposed that the Council adopt the draft policy provided by One Voice Wales. Seconded Cllr J Hutchings, carried unanimously.

ACTION: Circulate final copy BY: Clerk

### *PCC Standards Committee*

The request for members for the committee was noted.

## **6. Planning / Ceisiadau Cynllunio**

17/0075/PA Erection of Workshop building, Panteg, St Dogmaels Road  
Following discussion it was agreed to support the application.

PCNP – update on LDP land allocations. Noted.

## **7. County Cllr's Report**

CC Mike James advised that all items on his report were covered under agenda items.

## **8. Working Party Reports**

### *Traffic working party*

It was agreed that the remit of the Traffic Working Party be transferred to a Highways Committee. A Committee meeting would be scheduled asap to look at the Active Travel document to be submitted to Pembs CC and any other issues raised at this meeting.

The Committee would not, initially, have its' own budget and all budget items (other than already agreed expenditure) would need to be agreed by Full Council.

The Committee would take over the current remit of the Traffic Working Party.

The Committee would deal with all Highways matters and report back to the Council.

In the event a Highways matter be urgent or a with a fixed deadline it would be dealt with at Full Council meetings unless a Highways Committee meeting had been scheduled within the timescale.

The Committee could agree to refer any matters within its' remit to the Full Council for final consideration.

The Committee would meet for times a year (dates to be agreed) plus any additional meetings as required.

The Clerk advised that it was usual procedure for Committees to make budget recommendations, for areas within the Committee remit, to the Council, to be considered in the normal budget setting procedure of the Full Council.

The Committee would consist of: Chair: Cllr E Rees Cllrs J Martin, J Hutchings, L Lewis, C Khulman, CC M James.

Any Cllr who wished to join the Committee should make this known to the Clerk

## **9. Village Amenities / Mwynderau**

Cllr G Wislocka kindly agreed to tag Japanese knotweed on Council land to prevent it from being strimmed. Cllr C Kuhlman kindly offered to help her.

### *Playground*

It was agreed that a Playground Committee be set up. Cllrs E Rees, L Lewis, C Bourg, T Dyer and CC M James agreed to sit on the Committee, with a Chairman to be elected at the first Committee meeting. The structure of the Committee would be the same as for the Highways Committee but for matters pertaining to the Playground.

#### *Spraying*

It was noted that Pembs CCC did the initial spray work without notice although spraying works had been scheduled by the Community Council. Cllr C Kuhlman said she did not approve of spraying. It was advised that weeds growing on the safety surfaces could not be pulled as this could cause damage and the spraying of boundaries was annual to help with grounds maintenance. All works were carried out by competent operators.

#### *Playground report – faults with equipment*

Following a Pembs CC inspection the reported problems had been followed up:

No confirmation of the initial safety issue with the basket swing had been received from Pembs and it was still in use. The climbing cone was to be closed down as a safety cap was loose. This would either require a new part from the manufacturers or an engineering company to re thread the screw holes on site. Cllr E Rees noted that some of the equipment did not have a manufactures plate on it.

#### *Zip-wire*

Tofts to remove the existing zip-wire due to rotting timbers.

Cllr L Lewis to investigate further equipment for the play area and report to the Playground Committee.

#### *Fencing*

The fencing between the play area and football field had been completed. Existing fencing would need to be checked for rot.

The Clerk was to collect the metalwork and contact Playmaintain re fitting and completing pathway contract.

#### *Alexandra Gardens*

The Tofts were to do tree works after nesting season, ground conditions permitting.

The Clerk was to arrange to meet Mr Brown to discuss a general tidy up – again subject to nesting season in some areas.

#### *Land Drains*

CC M James to continue to follow up with Pembs CC.

#### *Pinog*

Cllr G Wislocka advised she would cut the water dropwort. Cllr C Kuhlman agreed to dead head the accessible docks prior to them seeding.

#### *Y Graig*

Trees - CC M James to make site visit to investigate the problem.

#### *Defibrillator*

Those who replaced the machine in the dark, after training, found the area to be poorly lit and box hard to open in dark. The Clerk had researched alternative boxes for Llangoedmor – if required would report on this at next meeting. Unless the fault lights proved a problem, call out of electrician would be delayed until decisions were made about possibly replacing the box.

#### *Training*

The training evening had been very well attended and a letter of thanks would be written to Mr Scourfield.

#### *War Memorial*

It was agreed to organise a meeting to run through the format of the Remembrance Service.

ACTION: Arrange meeting BY: Clerk

## **10. Highways and Public Rights of Way / Hawliau Tramwy Cyhoeddus**

### *Parking*

The Clerk had contacted the local RNLI re possible posters to help tourists and local people identify crew members trying to reach the Lifeboat Station. The information was being relayed to RNLI head office.

### *Village regeneration walk – from Traffic Working Party*

Cllr J Hutchings was thanked for preparing the draft document to be used to highlight maintenance and safety issues on the main road through the village and Cllrs G Wislocka and C Kuhlman for their report on the footpath. Both documents would be fed into the Active Travel response for Pembs CC.

It was agreed to hold a further site meeting on Wed 17<sup>th</sup> May at 6pm to finish the survey and to then discuss the draft documents at the first Highways' Committee meeting. Once the draft Active Travel document had been prepared it would also be sent to Cardigan Town Council.

### *Rights of Way Improvement Plan*

Cllr G Wislocka would look at this after the Public Inquiry was completed. It was agreed that her report, when complete, be submitted to Pembs CC.

### *Water Street*

The Clerk had taken advice and had queried, with Pembs CC, if Highways Act(s) could be applied to positioning a possible flood barrier across the footpath at Water Street. Whilst the Community Council continued to keep an open mind on the matter it felt that all avenues should be explored.

### *Dog Fouling*

Education and chipping events. CC M James to follow up.

### *Cei Bach*

Public Inquiry 23 – 25 May, Memorial Hall. All Cllrs were requested to attend at some point if at all possible.

## **11. Police**

Nothing brought forward.

## **12. Events / Digwyddiadau**

Tree lights – it was agreed to look at extra low voltage lights so that no barriers around the tree were required. The Clerk would try to find the original invoice and see if transformers were included with the existing lights.

The Coach House was organising an event on 26.11.17 (to be confirmed) and it was agreed to look at scheduling the switch on for this date. Once the date was confirmed the Clerk would book Derwen for the safety check of lights and the event.

Mrs N Siggins and Cllr J Hutchings had kindly agreed to look at a tree related event to work with the switch on.

### *Defibrillator training*

See under Village Amenities

## **13. Meeting Reports / Adroddiad**

None.

## **14. Correspondence / Gohebiaeth (to include consultation documents not covered under any other heading)**

Correspondence noted

Pembs Voice Newsletter

Clerks and Councils Direct

**15. Cllrs Exchange of Information / Cyfnewid Gwybodaeth**

Cllr J Hutchings advised that there would be an orchard festival on the same day as the village show.

Cllr M Thomas reminded all present that the village Eisteddfod was taking place on the 20<sup>th</sup> May.

Cllr E Rees commented that the barriers around the broken seat in the square had been moved to the other side of the road where scaffolding had been erected.

The Clerk advised that the 3 new Cllrs has all been booked on the new Cllr training provided by One Voice Wales.

Cllr G Wislocka advised that the ladies from Oriel Milgi had kindly agreed to provide free tea and coffee to all from 'The Shed' during the Public Inquiry.

**16. Date of Next Meeting – 22.06.17**

*There being no further business to discuss the meeting closed at 9.47pm*