

# Cyngor Cymuned Llandudoch

## St. Dogmaels Community Council

*Minutes of the Ordinary meeting of the Council which took place on 22<sup>nd</sup> February 2018 at Y Neuadd Goffa, Maeshyfyd, St. Dogmaels*

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*Present:* Cllrs: Jo Hutchings, Elfyn Rees, Melrose Thomas, Tony Dyer, Fraser Coates, Gill Wislocka, Beryl Rees, Carol Kuhlmann, Phil Hutchings

CC M James

Clerk

Members of the public: 1

In the absence of the Chairman the meeting was taken by Vice-Chairman Cllr J Hutchings.

The Vice-Chairman welcomed the newly co-opted Cllr Phil Hutchings.

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

Apologies had been received from Cllrs J Martin and C Kuhlmann  
It was noted that Cllr L Lewis would be late to the meeting.

**2. Declarations of Interest**

None.

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

PAYE for confidential. The agenda was accepted as presented.

**4. Confirmation of Minutes of 25.01.18**

Page 54: Route to Poppit' update. To change spelling from 'Selbey' to 'Selby'.

Cllr G Wislocka proposed that the change be implemented and the minutes accepted as a true record. Seconded Cllr F Coates, carried unanimously.

*Cllr C Bourg joined the meeting.*

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

	<b>payee</b>	<b>For</b>	<b>Bank</b>
22.02.18	Potters Waste Management	PRIDE grant funding	500.00
	One Voice Wales	Membership fee	242.00
	Mr E Brown	Fencing (blessing stone) and playground works	162.06
	Mrs S Davies	Home office	25.00
	Mrs S Davies	Salary Feb	770.13
	HMRC	Feb	72.98
	TM and BJ Toft	Christmas tree shredding & tree works Alex Gdns	1488.00
	SCL Internet	Reg of two domain names for two years	59.98

*Cllr L Lewis joined the meeting.*

Proposed Cllr F Coates, seconded Cllr E Rees, carried unanimously.

#### *Internal Audit*

It was agreed to ask Mrs J Jamison to undertake the internal audit and to increase this check to every six months. Proposed Cllr M Thomas, seconded Cllr E Rees. Carried unanimously.

#### *External audit*

It was advised that yet again the audit pack will be out 'late' due to a printing error. The audit would concentrate on reserves, s137 expenditure, gratuities (not relevant to St Dogmaels) and internal audit provision. The requirement would be for a far more detailed analysis of the services provided during internal audit.

#### *GDPR*

Having attended the SLCC meeting the Society still supported the idea that Clerks could be the DPO for their Councils. Training would have to be provided although it was not clear how Clerks were to be expected to gain 'extensive knowledge of EU data protection legislation' which was a requirement for the DPO. NALC/OVW still maintained that a Clerk/RFO could not be the DPO. NALC/OVW were to advise re appointment of an 'external' DPO. The use of Members own digital equipment for Council business would be raised with OVW.

ACTION: Continue to follow up BY: Clerk

It was queried if PLANED for PAVS could supply training for small organisations and charities. If so, the Council would consider some form of help towards the costs if a session could be held in the village.

ACTION: Contact PLANED and PAVS BY: Clerk

#### *Update on what constitutes 'Public open space' re s106 monies*

CC M James advised he had yet to receive an answer.

#### *Second homes income*

CC M James advised that the debate on 'second homes' income would be taken to PCC Cabinet. At Scrutiny Committee it had been agreed that the monies should be available to the communities in which it had been raised for a period of one year.

#### *Offer of land by Chalfont Holdings Ltd*

Chalfont Holdings Ltd was offering land at the end of Alexandra Gardens, which encompassed the Pinog footpath and the bank (all SSSI) down to the River Teifi. Following discussion it was agreed that the Community Council was not in a position to consider taking on the potential financial responsibilities associated with ownership of the land in question.

ACTION: Contact Chalfont Holdings Ltd BY: Clerk

#### *Cyber Liability Insurance*

It was agreed to look further into this and to query if Cllrs, as individuals, would be covered whilst using their own digital equipment.

*The Clerk had put her name forward to become a volunteer SLCC mentor for new Clerks in Pembs and Ceredigion and Carmarthenshire and requested permission to use the CC email address for contact. This was agreed subject to there being no conflict under Data Protection regulations.*

#### *Chairman's dinner*

The date for the Chairman's dinner was yet to be agreed. It was noted that the Chairman gave an annual award at the dinner for 'services to the community'. Cllr M Thomas asked that the Council consider a second award for outstanding achievement by a local resident, mountaineer Mr Mark Thomas, formerly a resident of St Dogmaels. It was agreed that the presentation should be made, subject to Mr Thomas' agreement and the Chairman would be consulted over arrangements.

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

17/1071/PA Change of use from domestic to domestic with business use (horticulture and sale of horticultural

produce) Land to north east of Domus House, Poppit, St Dogmaels

The Community Council supported the principle of a small business on the proposed site however, it had serious concerns with regard to the site access, parking and signage given it was on a blind bend on the road leading to Poppit. The road is very busy and fast especially in holiday seasons and it is also a Lifeboat callout route.

For information the Clerk advised that CCC had asked communities in Ceredigion to submit Place Plans. Having attended a meeting with regard to the proposals there was some consideration being given to cross border engagement in the process.

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

Circulated prior to the meeting.

The County Cllr gave further information on flooding issues in Cippyn and Riverhill Cottages. He advised that where there had been problems during the recent storms PCC was working with residents on clearing drains and ditches.

## **8. Working Party Reports**

PCC was yet to respond re scheduling of maintenance works identified by CH2M.

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

*To include Playground Committee Report*

Chairman of the Playground Committee, Cllr L Lewis, gave a brief report to the Council about the progress of projects. The Playground Committee was thanked for its hard work.

*Track past pumping station*

The Clerk has been researching the area and access. It was not clear if the Council could give access, other than to Dwr, due to the fact the track crosses village green and those using it are not adjacent landowners (nor leasees – although law does not appear to be clear). The fact it was access prior to the Pinog being registered as village green may have a bearing on this.

ACTION: Contact the Commons Registration officer at County BY: Clerk.

*Area at base of pumping mound.*

The Clerk was waiting for legal advice from OVW re removing the apparently 'abandoned' items. In the interim suggested that the Council contact all boat owners (by way of notices etc) requiring them to remove anything other than craft in regular use and to identify craft in regular use to the CC. Subject to OVW advice the CC should be able to post notices with regard to removal of anything left and not identified.

*Alexandra Gardens*

Fencing and tree works completed.

Mr Brown was to give price for cutting back the gorse, clearing path to landing stage and tidying the hedge by the Blessing stone. It was also requested that the wheelchair path at the rear of the gardens be edged. It was agreed to delegate authority to agree pricing to the Chair, Vice-Chair and Clerk in order to get work underway before nesting season.

*Draft Panel on grass cutting species*

CC M James advised that when more information was available a pre planning application form be submitted to PCC.

*Fruit trees on green*

There had been a suggestion that a sensory/herb garden be created by the stones above the blessing stone in conjunction with the Orchard Project. Following discussion it was agreed that this was not the appropriate location in terms of environment and maintenance. There were also considerations that the area was village green and approval would have to be sought for any changes.

ACTION: Response BY: Clerk

### *Notice Boards*

The door to the Troed y Rhiw board was damaged beyond repair and has been disposed of. Cllrs should visit the sites at Troed y Rhiw, the bus stop by BV Rees and the car park to enable discussion about possible replacement and sizes of any boards to be replaced.

### *Benches*

It was agreed that any benches provided on CC owned land should, in future, be of the recycled plastic type to reduce maintenance issues.

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

### *To include Highways Committee Report*

The next meeting of the Highways Committee was on 8.3.18 and a full report would be made to the Council on 22.03.18.

It was noted that the 'Village Walk' document, which highlighted areas of concern around the community, was to be updated.

Cllr L Lewis advised that a local architect had looked at various areas of the village and would like to make a presentation to the Council about ideas. It was agreed to invite him to the April meeting of the Council which would start at 6.30pm to allow time for the presentation.

### *Footpaths*

The litter picking work of volunteers, including local children, was noted with thanks. Cllr G Wislocka advised that the Footpaths Group was organising further days and asked if the Council would purchase child sized litter pickers and hi-viz vests and gloves. This was agreed, with costings to be supplied.

### *Cllr E Rees left the meeting.*

CC M James advised that the new footway on the route to Poppit should be cleared and the drainage sorted out. The road between Poppit and Glanteifion was to be patched and resurfaced and he understood that work on the footpath between Moylegrove and Pantaesion was due to start in the near future. Following requests from villagers for dog fouling signs at the entrance to the Graig footpath, various points on the fence on the path and at the Green Meadow entrance he had put up a number of signs.

### *Update of village walks document*

Nothing received by the Clerk yet.

### *Parking enforcement*

CC M James asked that the Clerk contact Mr Marc Owen of PCC with more detail with regard to the request for extra time for Parking Enforcement Officers in the village. It could then be discussed by PCC legal department.

### *Christmas lights*

There was still no paperwork as yet from electrician who did the cross street lights. Cllr P Hutchings gave a brief report on the progress with ascertaining what was required for the cross street lights in this and future years. An annual licence from PCC had to be applied for and the lights had to be removed after the Christmas period. He had contacted various companies with regard to testing the anchorage points and possible lease of lights. The work was ongoing.

### *RNLI – poster and crew card*

These had been submitted to RNLI head office for comment.

## **11. Police**

Nothing brought forward.

## **12. Events / Digwyddiadau**

### *Remembrance Service*

Unfortunately, due to half term, the school children were unable to attend the meeting to speak on this. Cllr T Dyer

proposed that the matter be deferred until the March meeting. Seconded Cllr F Coates, carried unanimously.

*ANZAC Day service April 25 2018, 11.30am.*

Arrangements were underway under the watchful eye of Cllr J Hutchings. In the absence of our own Vicar the Rev Alan Kent had agreed to take the service. It was agreed to order a suitable wreath to lay at the service.

*Christmas Lunch*

The Clerk had contacted other caterers for comparative quotes and had yet to receive any response. On that basis she would book the usual caterer.

**13. Meeting Reports / Adroddiad**

None.

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

None.

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

It was noted that the Cylch Meithrin was holding a Ti i Fi to try to raise awareness of the group. It currently had only 4 children attending and needed at least 7-8 children to break even. If no further children were registered the group might close in March.

Cllr T Dyer advised that the AGM of the Village Show Committee and an open evening at the White Hart promoting the show were to take place. He would forward dates to all.

Cllr J Hutchings advised that the Memorial Hall Committee now had a treasurer and could continue but still desperately needed help with events etc.

Cllr M Thomas said that the Noson Cawl was to take place on 3<sup>rd</sup> March and all were welcome.

Cllr C Bourg enquired if only properties without parking could apply for car park passes. This was confirmed.

CC M James advised that the PCC waste collection consultation was to close. It was noted that the CC had responded.

He also said that the PCC decision on the Precept rise would be agreed at the next Cabinet meeting. The proposal was for a rise of 12.5 % but even if this was passed, Pembrokeshire Council Tax would still be below the Welsh average.

Cllr M Thomas asked if the utility pole in the High Street which projected into the road might have a reflective band on it.

ACTION: Consult Western Power BY: CC M James.

**16. Date of Next Meeting – 22<sup>nd</sup> March 2018**

*Highways Committee – 8<sup>th</sup> March 2018*

*Playground Committee – 12<sup>th</sup> April 2018*

Should there be any confidential matters arising the Council will pass the following resolution and all members of the public and press will be requested to leave the meeting at this point: *Resolution: In view of the confidential nature of the business to be discussed, the public and press be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1*

*Following confidential session, there being no further business to discuss, the meeting closed at 10pm.*

