**Cyngor Cymuned Spittal/Spittal Community Council**

**Clerk & Treasurer**

Christine Williams

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**Minutes of the meeting of the Community Council held on 3rd September 2019**

**Minutes No 360**

1. **Present:**

Councillors: D Williams, E Whitby, W Oriel, R Elston, A Jones, D Rees.

Clerk & Treasurer: C Williams

County Councillor: D Howlett

1. **Apologies:**

All present.

1. **Minutes of the previous meeting**

* The minutes of the meeting (No 359) held on 2nd July 2019 were read, approved and signed as a true record by D Williams (Chairperson).

1. **Matters Arising**

* Constitution – the Constitution was revised following discussion and as agreed at the last meeting was then approved for signature by the Chairperson. The Constitution was signed on 22nd August 2019.
* Grant Application – final checks are being made by PCC Peter Howe ready for submission. D Williams has signed all relevant sections as Chairperson. D Williams and Cllr Howlett have agreed to act as referees. Clerk to inform Community Councillors once the application has been submitted.

1. **Correspondence**

**Emails -**

* Local Democracy & Boundary Commission for Wales – final stage review is complete and available on [www.ldbc.gov.wales](http://www.ldbc.gov.wales) (a hardcopy has also been received and is available from the Clerk – Chairperson received a copy at the meeting). The Clerk referred the meeting to page 31 which Rudbaxton and Spittal wards are to combine. Following representation from the Community Council to retain the Spittal name, the ward will be called ‘Rudbaxton & Spittal’. Cllr Howlett informed the meeting that the review will go to the Welsh Government for final approval in the next few months and will take effect at the next round of Local Government elections .
* PCC – Pembrokeshire Landscape Character Assessment – Supplementary Planning Guidance – consultation responses on [ldp@pembrokeshire.gov.uk](mailto:ldp@pembrokeshire.gov.uk). Clerk to forward the email link.
* PCC – 2minute Street Cleaning Boards were advertised during August and following recommendations from Community Councillors a bid was submitted to host a board. This has been agreed and details are to be negotiated. Clerk to contact PCC Jemma Lewis for further information.
* PCC - Communications Survey responses are requested. Clerk to forward the link.
* PCC – Absorbent Hygiene Product Service is now available for homes with nappies and similar items for disposal. The service will operate every 2 weeks, homes are to subscribe and the service will be free.
* PCC – Enhancing Pembrokeshire Grant guidance has been received. Clerk to file.
* Paul Davies AM – July Newsletter – forwarded.
* Pembrokeshire Coast National Park – Management Plan 2020-24 – consultation document has been received.
* Police & Crime Commissioner – July Newsletter – forwarded.
* PCC – Partnership & Scrutiny Support – County Farm Estate Consultation. Clerk to forward the link. Responses by 24th September 2019.
* Dyfed Powys Police & Crime Panel – newsletter. Clerk to forward.
* Police & Crime Commissioner – contacting the police – survey. Clerk to forward the link.
* Paul Davies AM – August Newsletter – forwarded.

**Hardcopy –**

* LDBC – review (as per email).
* Police & Crime Commissioner – Annual Report 2018-19
* Eluned Morgan AM – newsletter was circulated at the meeting.

1. **Finance**

* PCC Remittance Advice (August) - £889.00 received. Clerk to contact regarding receipt of hard copies of this document.
* Lloyds Bank – statement received to 4th June - £2343.38.
* Budget (3) update. Expenditure on a fence repair in the playground has been included for information. Clerk to forward a copy to the Chairperson.
* Income & Expenditure update. Clerk to forward a copy to the Chairperson.
* Following formalisation of income tax arrangements, it is now a requirement to have a pension scheme in place (whether it is in use or not). Pension Scheme documents were discussed and signed by 2 signatories to the account. Clerk to return the documents to Rees & Hayden, Accountants.
* External Audit has been completed by Grant Thornton and a qualified audit report issued. A set of Standing Orders is now a mandatory requirement for councils – although this information is set out in the Constitution it was agreed that the Clerk would produce Standing Orders for approval at the next meeting. It is also considered good practice for councils to have Financial Regulations in place and although this information is set out in the Constitution it was agreed that the Clerk would produce Financial Regulations for approval at the next meeting.

1. **Planning**

* PCC – approval – Tree Surgery, Treganol, Spittal.

1. **Appeals**

* Nothing to date.

1. **Any other business**

* Fence erected at cottage on road to Golden Hill.
* Pothole outside Westgate – Cllr Howlett to report.
* Beech trees at Westgate overhanging the pavement – Clerk to make contact with the owners.
* Zions Hill Chapel and Greystone Corner – drains still blocked. Cllr Howlett to report.

1. **Date of next meeting -** 1st October 2019

Signed ………………………………………………………………………………………………………………………………………..

Date……………………………………………………………………………………………………………………………………………