

June Minutes 2017 for Hook Community Council

Hook Community Council Cyngor Cymuned Hook		Trustees for the Hook Miners’ Memorial Ground and Garden Charity reference - 524435
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HOOK COMMUNITY COUNCIL
MINUTES OF MEETING HELD ON MONDAY 20th June 2017
MOUNT ZION URC HALL, HOOK

New Community Councillors were welcomed and each asked to sign a “Declaration of Acceptance of Office”. The Clerk explained that she will send copies of these and their contact details to the Pembrokeshire County Council Electoral Office to comply with Electoral guidelines. Further, contact details of all Community Councillors will be placed on the Hook Village Website and Village Notice Board.

Cllr Griffiths suggested that photographs of members be placed on the website, members agreed to this. Also, he suggested a “Facebook Page”. This was discussed and Cllr Griffiths will bring details to the July 2017 meeting. (Agenda item)

1. PRESENT: Cllr P Griffiths - Vice Chair Cllr J Grayshon (Mrs) Cllr D Petrie In attendance: Clerk K M Codd (Mrs) Lucy Davies (7.30pm to 7.50pm)	Cllr E Bowen (Mrs) Cllr J Ramsey Cllr J Sutton
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2. Apologies - Cllr A Thomas – Chair **Action**
 County Councillor M John

3. Declarations of any personal or potentially conflicting issues.

To be noted during the meeting. Cllr Griffiths R/A explained this agenda item to new members. The Clerk also suggested that all members look at the “Good Councillors’ Guide 2017” for clarification.

4. Minutes of previous meeting 16th May 2017

Read and approved as a true and accurate record.

Proposed by Cllr Griffiths seconded by Cllr Petrie

5. Matters Arising - None

6. Report by PCC Councillor M John

Cllr John who has given apologies would like to congratulate the new members on their appointment and look forward to meeting them formally at the next meeting, and working with **Action** them over the coming years.

PCC AGM. has recently taken place, New Chairman is Cllr Paul Harries from Newport and new leader is Cllr David Simpson from Lampeter Velfery. Cllr Simpson has appointed a new cabinet who have recently held their first meeting.

Footpaths-Hook. PCC are currently carrying out the scheduled inspection of footpaths in the area and previous issues raised will be looked at. Cllr John has also had a new concern raised regarding a footpath which links from the New Road towards the Old Colliery. He has reported this.

Hook School. He has recently attended the Summer Fete and was made aware of a rumour that Hook school was due to close. This is not the case. There are no plans to close the school and he confirmed this with the Director of Education at PCC.

Cllr John would like to thank Hook CC members for all their support and reminded members he was always available between meetings when required.

7. Correspondence

- a) **Lucy Davies** – Ms Davies contacted the Clerk to volunteer as the Litter Picker for Hook Village. All members agreed this was a very kind gesture. Further, Ms Davies has been invited to join the meeting at 7.30 to discuss the matter.

Cllr Griffiths welcomed Lucy to the meeting and introduced her to the membership. The following points **R/A** were discussed.

- Lucy wanted to ensure that she was not obstructing anyone from being a paid Litter Picker. The meeting confirmed that this was not the case.
- Lucy felt this was a voluntary position she was able to undertake.
- Hook CC advised that voluntary work was covered in the same way as paid work, **R/A** therefore “Personnel Issues” such as Health and Safety, risk assessment and staff welfare **Cllr Griffiths** are priority.
- Hook CC would provide the following equipment: -

- | | |
|------------------------------|---------------|
| 1. High Vis Jacket/Vest | Action |
| 2. Bin Ring | Clerk |
| 3. Bin Bags Orange and Black | |
| 4. Gloves | Clerk |

5. Litter Picker

- Hook CC also advised that no broken bottles or any possible high-risk litter should be handled. Should this occur, she should **Cllr** report to the Clerk or in her absence **Griffiths/Cllr** Pembrokeshire County Council refuse **Sutton** department.
- Lucy asked where she should leave “bagged rubbish” . The meeting agreed that this should be left by the garages at the rear of Hook Play Park. Cllr Griffiths agreed to arranging disposal.

Members thanked Lucy for attending the meeting and agreed that they would contact her to confirm details and a start date when all the equipment was available and in place.

- b) **One Voice Wales** – Training Sessions (these have been e-mailed).
- c) **Zurich Municipal Insurance** – Confirmation of insurance. Clerk will copy and post on the Village notice board. She will e-mail details of the insurance to all members. **Clerk**
- d) **Hook School Governors’ Meetings** – Mrs Webster is the current representative for Hook CC. Following discussion, it was decided that Cllr Sutton meet with Mrs Webster before the next meeting. Cllr Griffiths to arrange a handover with Mrs Webster and Clerk to Agenda outcome for July 2017. **Clerk**
- e) Clerk confirmed that many e-mails were sent to members but not all noted at the meeting. Should members wish to discuss any e-mail further please advise the Clerk and she will bring it to the next scheduled meeting. **Clerk**

8. Planning

Both Cllr Griffiths and Cllr Petrie explained the planning process to new members. Advising that all Hook planning applications, including maps and supporting documents, can be viewed on line via the PCC website. **Clerk**

- a) 16/1298/PA Alteration to existing extension and alterations to roof. Woodside 3 Lower Quay Road – Conditionally Approved. **Action**
- b) 17/0190/PA Erection of a front garden wall Heywood 40 Lower Quay Road. Following debate, members agreed the application. **R/A**

9. Finance

- a) Cash Statement June 2017 £7,471.
- b) Internal Audit outcome and invoice for payment. **Clerk**

The Clerk advised that Mrs J Davies – Scourfield had undertaken the work (approx. 1.5 hours). She asked that Hook consider merging the two Bank Accounts held and had signed the audit complete. Further, Mrs Davies-Scourfield asked that, in lieu of payment, a donation of £25.00 be sent to Pembrokeshire Association for the Blind. Members agreed to this adding that this was a very kind gesture.

- c) External Audit – Following the above, the Clerk had prepared the audit, (she showed the card to members and the supporting paper work), and asked that the card be signed off and agreed for completion and sent to Grant Thornton. Cllr Petrie proposed and Cllr Griffiths seconded, and the Chair and Clerk signed the audit off. **Clerk**

- d) Invoices for payment: -

Cleddau Press Hook Newsletter - £157.50 Proposed Cllr Petrie seconded Cllr Sutton.

- e) Update to change of signatories – Cllr Griffiths advised that he has encountered problems with Nat West. He has visited the bank, only to discover that he and Cllr Thomas had not been given all the forms to complete. This means a further delay as Cllr Thomas is away until just before the July meeting and will not have time to complete the extra paperwork. The Clerk will comply with Financial guidelines and will work to ensure continuity of financial stability for Hook CC. Further, the Clerk reminded all Councillors that a third signatory was also required. **R/A**

Cllr Petrie

- f) Budget for 2017/2018 – list of known expenditure. Clerk advised members that the first quarter will be presented at the July 2017 meeting. She will furnish all members with a copy of the list of expenditure and the excel sheet showing the first quarter. This will be the first opportunity to show spending against budget. **Action**
Cllr Petrie

10. Risk Assessment

Noted in Action Column

11. Memberships to Consider

Clerk

One Voice Wales, PAVS, PALC and SLCC.

Following discussion, it was agreed that Hook CC join One Voice Wales allowing members to have an organisation that they can call on for support and help in their role as Community Councillors. Proposed by Cllr Petrie and seconded Cllr Griffiths. Invoice for £52.00 (One Voice Wales).

The Clerk advised that PAVS would be more appropriate membership for the Hook Miners' Trustees and this will be considered at the July Hook Miners' Trustees meeting.

SLCC – In response to Cllr Petrie the Clerk confirmed that Llangwm Community Council have agreed to pay 50% of the cost should Hook CC agree to the other 50%. The Clerk will bring clarification of the membership price and LCC agreement to the July 2017 meeting.

12. Defibrillator

Cllr Petrie advised members that the defibrillator situated outside the Hook Village shop had not been kept inspected regularly. He advised that the batteries were flat and that there should be a record of “daily checks” and it is the responsibility of Hook CC to ensure that this is carried out.

This was discussed at some length as some Cllrs advised that they were in the Village Shop regularly and could a “book” be placed in the defibrillator box to record regular checks and what those checks should be? In response, Cllr Petrie advised that the box was not water proof and this would not be practicable. He added that the owners of the Village Shop should not be expected to undertake the task as they were very busy with their own enterprise. Members believed that a rota should be put in place and a simple recording system made.

Members also discussed the possibility of a second defibrillator for the Village and possible placements. Cllr Petrie to report at the July meeting.

13. Any Other Business

None

14. Date and time of next meeting Tuesday 18th July 2017 at 7.00pm.

There being no further business the Chair declared the meeting closed at 8.30pm.

Signed as a true and accurate record:

Chair

Date