

May Minutes 2017 for Hook Community Council

<p>Hook Community Council Cyngor Cymuned Hook</p>		<p>Trustees for the Hook Miners' Memorial Ground and Garden Charity reference - 524435</p>
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HOOK COMMUNITY COUNCIL MINUTES OF MEETING

HELD ON MONDAY 16th May 2017 following the AGM at 7.00pm
MOUNT ZION URC HALL, HOOK

<p>1. PRESENT: Cllr A Thomas - Chair Cllr P Griffiths – Vice Chair Cllr D Petrie</p> <p>In attendance: County Councillor M John Clerk K M Codd (Mrs)</p>	
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Clerk advised members that she has kept the Agenda to a minimum due to the exceptional circumstances, following the recent Community Council Election. **Action**

2. Apologies -None **Clerk**

3. Declarations of any personal or potentially conflicting issues.

To be noted during the meeting.

4. Minutes of previous meeting 18th April 2017

Read and approved as a true and accurate record.

Proposed by Cllr Thomas seconded by Cllr Griffiths

5. Matters Arising - None

6. Report by PCC Councillor M John

Cllr John explained that, with the AGM of Hook CC on same evening, he has kept items to a minimum. Also, with the recent PCC Election there was not a great deal of their business to report.

106-planning obligation fees. Cllr John advised members he has been asked about this by previous members of Hook CC. He has received a detailed reply from the head of planning and would forward it via e-mail for members awareness

Secondary Education in Haverfordwest. This was now at the Statutory Notice stage and as yet not known if there are any formal objections.

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

7. Correspondence

- a) **County Councillor M John** – letter to Residents of Freystrop, Hook & Llangwm. – County Councillor John, gives appreciation for being returned unopposed. He requested the letter be posted on the Hook notice board for residents to view. Members concurred.
- b) **PCNPA** – Local Development Plan (Replacement Preferred Strategy) Further information available at Llanion Park, Pembroke Dock, or via the website www.pembrokeshirecoast.org.uk.
- c) **PCNPA** – Updates on LDP land allocations- Noted.
- d) **Eluned Morgan AM** – Surgery details – Notice Board
- e) **One Voice Wales** – Training Sessions (these have been e-mailed).
- f) 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

- a) 16/1298/PA Alteration to existing extension and alterations to roof.

Following discussion, C Cllr John advised members that all planning applications for Hook can be viewed on line via the PCC website. Clerk further advised that members can also view all the documents on line including maps and plans.

9. Finance

Clerk

- a) Cash Statement May 2017.
- b) Invoices for payment received by 16th May 2017 **Cllr Thomas**
Cllr Griffiths
 - a) Room Hire – Mount Zion URC Hall January to May 2017 5 @ x £18.00 = £90.00 Proposed Cllr Griffiths seconded Cllr Petrie. **Clerk**
 - b) Zurich Insurance £670.79 Proposed Cllr Thomas seconded Cllr Griffiths.
- c) Confirmation of cheque signatories following the May 2017 election period to ensure continuity of financial governance whilst signatories are updated.
- d) Grant Thornton Audit – Clerk advised that she has made good progress and as per AGM will source an Internal Auditor. **Action**

10. Risk Assessment

11. Memberships to Consider

Clerk

One Voice Wales, PAVS, PALC and SLCC.

Following discussion, this will be put forward to the June agenda.

12. Casual Vacancies – Clerk

Clerk reported that she liaised with PCC Electoral Department and the PCC Monitoring Officer to ensure that Hook follow the Casual Vacancy procedure correctly. The current situation of only having three members is unusual, and involved support and advise from both the above named Departments for the Clerk to move issues forward.

The Clerk confirmed that she has received five applications, the last date for applications is the 24th May 2017, therefore, she will be able to advise members on the 25th May 2017 of the outcome and the need then to arrange a **Clerk** suitable date for completion and outcome.

Members were very pleased with the number of applications and look forward to viewing them.

13. Any Other Business

- a) Community Councillor M John gave his apologies for the June meeting.
- b) Councillor Thomas also gave apologies for the June meeting.
- c) Responding to Cllr Griffiths, the Clerk confirmed that every effort will be made to circulate draft minutes two weeks following the meeting. Further, the meeting accepted this was not possible for the March/May period due to the exceptional work load imposed by the year end audit and election requirements. Finally, the meeting agreed with the Clerk’s suggestion that a Table of Actions and Dates be finalised shortly after the end of each monthly meeting and circulated to members asap.

14. Date and time of next meeting Tuesday 20th June 2017 at 7.00pm.

There being no further business the Chair declared the meeting closed at 9.40pm.

Signed as a true and accurate record:

Chair

Date