

September 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 19th September 2017
MOUNT ZION URC HALL, HOOK

<p>1. PRESENT: Cllr A Thomas Chair (to item 11) Cllr J Sutton Chair (from item 11) Cllr P Griffiths - Vice Chair</p> <p>In attendance: County Councillor M John Clerk K M Codd (Mrs)</p>	<p>Cllr D Petrie Cllr E Bowen Cllr J Ramsey Cllr J Grayshon (Mrs)</p>
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2. Apologies **Action**

3. Declarations of any personal or potentially conflicting issues.

To be noted during the meeting.

4. Minutes of previous meeting 18th July 2017

Read and approved as a true and accurate record.

R/A

Proposed by Cllr Petrie seconded by Cllr Griffiths

5. Matters Arising

- a) All members agreed that the attendance of PCSO 8139 Leanne Nicholls was both interesting and helpful. The Clerk will invite her to the January 2018 meeting.
- b) In response to Cllr Petrie, Cllr Sutton advised that a DBS (Disclosure and Barring Service, previously known as a **Clerk** CRB check) had been undertaken with regard to his position on the Hook School Governors meeting.
- c) Cllr Petrie advised that the PCC Community Dog Watch scheme, to which Hook CC is registered, has been supported by Burns Pet Food, who are willing to supply Hi Viz vests for volunteers. The Clerk will look out for further details. **Clerk**

6. Report by PCC Councillor M John

Cllr John commented that this was the first meeting with all new Councillors since the election. This has been a challenge for the three who were in place in May, but good to see Hook CC now up to full strength and he looked forward to working with all members.

Action

PCC consultations. PCC have two current consultations which he felt were important and he urged members to engage in these.

- Cost recovery for non-mandatory services
- Facilities in your Town, and arrangements for domestic waste and recycling.
- There are several public meetings over next few weeks and dates will be advertised.

Hywel Dda Consultation. Current consultation on future model for Mental Health Service in their area.

Highway Issues Cllr John has spoken to the Head of Highways about a few areas where concerns raised and would report back when able.

Local Development Plan. This was under review for its effectiveness.

A level studies. Cllr John reported on the recent PCC EGM regarding the future of 6th form education across the county.

PCC Refuse collections: PCC is considering a three weekly Black Bag Collection service. Cllr John is continuing to support the need for special cases (families using disposables for health issues or nappies etc.)

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

7. Correspondence

Cllr Griffiths

- a) **Hook Community Forum** – Informing the Community Council of the purpose of the Forum and inviting a CC Member to attend a meeting in October. Following discussion, Cllr Griffiths volunteered to attend on behalf of Hook CC and to report back at the October meeting.

The Forum also advised that they had been successful in winning a “Pride in Pembrokeshire” award of £200 which will be used to improve individual and community well-being.

- b) **Defibrillators in Pembrokeshire Mid and West Wales Fire and Rescue.**

Advising of a Public awareness scheme of the use and locations of **Clerk** defibrillators in Pembrokeshire.

- c) **PCC** – Invitation to County Hall from Cllr Harries, Chairman of PCC, to visit the PCC offices in Haverfordwest. PCC to confirm date.

Action

- d) **PCC-** Poster advising of local meetings to discuss face to face facilities in your town and arrangements for domestic waste and recycling.
- e) **Local Democracy and Boundary Commission for Wales** – Review of Electoral arrangements for the County of Pembrokeshire. Advice notice to be placed on notice board. (emailed to all members).
- f) **Clerks and Councils Direct** – noted.
- g) 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.

8. Planning received by the 19th September 2017

- a) **Planning permission granted for 17/0258/PA** Cllr Griffiths/
Pitching a flat roof – Barn Farm New Road Hook Cllr Thomas
SA62 4LT.

9. Finance

- a) Cash Statement September 2017 £8,730
- b) Budget update – figures examined for April 2017 to date. Members discussed using available funds to cover the cost of tree cutting at Southdown. This would be a donation of approximately £1,000/1,500 to Hook Miners Charity. Half yearly figures will be available for October 2017.
- c) Invoices for payment – none received.
- d) NatWest Bank Account – Cllr Griffiths updated members on the current situation. Advising that it has been extremely difficult to process the change of signatories but hopes that these will be in place by the October meeting.
- e) External Audit - The Clerk advised that the audit was complete but the following points were made: -
 - Members need to complete a Register of Interest Form.
 - Bank Statements have not been provided – the Clerk pointed out that none had been received to date and, therefore, this would need to be rectified for the 2017/2018 audit. She continued that this is also vital for ongoing financial control. **Action**

- Registering Employees with HMRC – this in fact is in place and all paperwork filed for evidence for 2017/2018

10. Risk Assessment

- a) Defibrillator - Cllr Petrie advised that it has been checked and is working.
- b) Dog Refuse Bins – members discussed the possible siting of bins. The Clerk advised that Llangwm Community Council are removing a bin and offering it to Hook CC. Members thanked LCC, Clerk to arrange. (LCC also donated 100 black bags, specifically for Dog Refuse)

11. Chairman

Members were reminded that Cllr Thomas has taken the Chair since May 2017 as at that time, there were only three members and, and that is why he had agreed to stay in that position until a full membership was achieved. He now feels that members have had a chance to settle in and feels free to step down.

Following discussion, Cllr Sutton was proposed by Cllr Griffiths and seconded by Cllr Petrie. Clerk reminded members that at the AGM in May 2018 the role of Chair and Vice Chair would be on the agenda.

Cllr Griffiths confirmed that he was happy to remain as Vice Chair.

12. Remembrance Service

- **Contact Rev Woods** – Clerk to arrange.
- **Wreaths** – Clerk has ordered.
- **Reading** – Clerk to advise
- **Last Post** – Clerk to contact Mr S Blaxland

Clerk to contact Mrs M Webster for any further arrangements that may need to be made.

13. December Meeting

Clerk asked members for their availability for December 2017, as they had agreed to reinstate a December meeting. She will enquire if the any of the following dates are available, 11th, 13th, or 14th, and inform members at the next meeting.

14. Volunteer Litter Picker

The Clerk advised that Lucy Davies has kept a record of her activities and sent them via e-mail.

- The Clerk has provided black bin bags.
- Lucy has left full bags at the rear of Hook Sports Club, advising Cllr Griffiths via text for disposal.
- Lucy has financed the purchase of her own Hi Viz bib with

her name and Hook CC.

- Some of the road signs have plastic caps on the posts, but those that don't are being used as mini bins. If PCC would supply them she will be happy to install them.
- Does Hook CC require her to clear private roads. This was discussed and members asked the Clerk to advise her that this was not necessary.

Lucy invites any suggestions or ideas the Community Council may have.

Hook CC asked the Clerk to pass on their thanks for an excellent job.

15. Facebook/Village Website

Cllr Griffiths will update member as and when.

16. Any Other Business

- a) Cllr Thomas advised of a low-lying branch on New Road, near to Cyfyn Barn Farm.
- b) Cllr's discussed the Halloween event on the 28th October 2017 which will raise funds for play equipment.
- c) Flagpole – Clerk was asked to confirm costs etc for a flagpole.
- d) Cllr Sutton suggested that Hook CC plant more daffodils in the village. Members agreed, and noted that this had been done in the past, with volunteers undertaking the planting. Also, members discussed taking part in the "Village in Bloom" competition. To be discussed at a later meeting,

17. Date and time of next meeting Tuesday 17th October 2017 at 7.00pm.

There being no further business the Chair declared the meeting closed at 9.05pm.

Signed as a true and accurate record:

Chair

Date