

CYNGOR CYMUNED HENLLANFALLTEG HENLLANFALLTEG COMMUNITY COUNCIL

MINUTES of AGM and Ordinary Meeting of the Henllanfallteg Community Council held on Monday 21 May 2018 in the Millennium Hall, Llanfallteg commenced at 7.00 pm

Present: B Haddon, S Goymer, J Mead, V Brickley, A Phillips and CC Sue Allen

AGM

- 1. To appoint:**
 - a. Chair – Bryan Haddon**
 - b. Vice Chair – Steve Goymer**
 - c. Internal Auditor – Llewelyn Davies**
- 2. To receive minutes of last AGM – 18 May 2017 - received as a true copy, signed and dated by Chair on 17 July 2017**
- 3. Apologies for absence – H Owen**
- 4. Declarations of Interest - None**
- 5. To receive Chairman’s report 2017/18 – Received – signed and dated by Chair**
- 6. To receive financial summary for 2017/18 – Received – signed and dated by Clerk**
- 7. To ratify nominations to Llanfallteg Memorial Playing Field Association (inform in writing) – H Owen**
- 8. To appoint a Representative from Henllanfallteg Community Council as a trustee of HCA (inform in writing) – H Owen**

AGM ended 7.08pm

ORDINARY MEETING

Commenced 7.08pm

- 1. Apologies for absence – H Owen**
- 2. Declarations of Interest – S Goymer – item 9a**
- 3. Signing of Declaration of Acceptance of Office form – signed by Councillors present**
- 4. Receive Minutes dated 19 March 2018 – Received as a true copy, signed and dated by Chair**

5. **Correspondence received:**

- a. **CCC – Code of Conduct Training – Thursday 14 June 18. 6 – 8pm & Tuesday 26 June 18
Andrew Phillips to attend**
- 5b. **Welsh Government – Strengthening Local Government – Delivering for People – (on-line response by 12 June 18) - Noted**
- **A potential policy to create larger, stronger local authorities and options for implementation**
 - **How to ensure elected members have the support and reward they need to undertake their roles effectively**
 - **What additional powers and flexibilities local government needs**
- c. **Llanfallteg Memorial Playing Field – Clarification request for HCC Park Trustee – Haydn Owen was nominated – Clerk to inform Llanfallteg Memorial Playing Field**
- d. **One Voice Wales – their response to Community & Town Council Review – info only
Noted**
- e. **One Voice Wales - The General Data Protection Regulation (GDPR) comes into force 25 May 18 – requires all public authorities to appoint a Data Protection Officer (DPO). The new Data Protection Act (when passed) will define ‘public authority’, but it is likely to have the same definition that is in the Freedom of Information Act 2000 (FOIA) and therefore includes all councils**
- **HCC informed that GDPR comes into force 25 May 2018**
 - **The Council is the Data Controller responsible for the data**
 - **The Clerk is the Data Processor responsible for actually dealing with data**
 - **Individual Councillor is neither and should not process personal data for the Council**
 - **HCC to carry out a data audit, create a information asset register and recognise areas of concern**
 - **HCC to review and update current privacy notices**
- f. **Late entry – Hywel Dda Our Big NHS Change – 12 week public consultation – 3 main hospital proposals – Complete online questionnaire at:
www.hywelddahb.wales.nhs.uk/Hddchange**
- g. **Welsh Government - Independent Remuneration Panel for Wales Annual Report February 2018 – Section 13 Payment to members of Community Councils – Letter fore going salary, allowance or fee, produced by Clerk to be signed by Councillors) – Action carried out by Councillors present – Clerk to publish notice September 2018**

6. **Finance**

- a. **Request for authorisation of payment & signatures: Authorisation given, cheques signed and dated – Clerk to action**

- i. Clerk's salary & expenses
 - ii. HCC insurance – Invoice from BHIB Insurance Brokers - £273.21
 - iii. Recharge for Community Council elections held 2017 - £183.42
 - iv. HCA – Hire of Millennium Hall - £52.50 (from Oct 17 up to and including 19 Mar 18 – 6 meetings)
 - v. Llewelyn Davies internal auditor fee – invoice £95 + VAT 19 = £114.00
- b. Precept payment - Remittance Advice - £1,166.66 received 26 Apr 18 – Noted
- c. NatWest summary of HCC Current account - £2,196.32- Noted
- d. Annual Returns 2017/18 – form to be filled in/Chair's and Clerk's signature and date- Clerk to action and complete by 18 June 2018
- e. Internal Auditors (Llewelyn Davies, Whitland) Report 2017/18 and Engagement letter Noted
- f. VAT 126 claim – changes made as from 01 Feb 18 – a new reference number has been given – Noted
- g. Clerk's revised Contract of Employment as at 01 April 2018 – Signed by Chair & Clerk. As agreed in November 2017 meeting Clerk's hours of work doubled to 248hrs
7. Planning
- a. REG Planning Appeals - W/36432 - Notification of Change of Appeal Procedure (emailed to all 29.03.18 for comments – none received) – Noted
- b. Pembrokeshire County Council – Local Development Plan 2 – Call for Candidate Sites – 12 weeks to submit – closing date 14 June 18 – for info only (extension of time to 14 August 18 – email dated 02.05.18 refers) - Noted
8. Matters b/f
- a. Natural Resources Wales (NRW) – report of pollution entering stream below Cilpost Farm - Incident ref 1801601 – NRW confirmed attendance at site and are working with the site to ensure that any pollutions from effluents are contained and stored in compliance with The Water Resources (Control of Pollution, Silage, Slurry & Agricultural Fuel Oil England Regulations 2010
- b. CCC Enforcement Officer W/ENF/08055- Cilpost Farm – Use as a pig farm –
- CCC clarified the lawful use in planning terms of the land and existing buildings is agricultural so their use as a pig farm is not a breach of planning
 - Due to amount of inert waste material imported to site, Minerals & Waste have been chasing the owner to regularise matters as far as the changes to the landscape are concerned
 - Changes to the land need to be addressed first so the issue of the structures etc could not be pursued
 - Owner is expected to submit an application in the next few weeks to cover all work undertaken along with measures to minimise impact when completed, this will need to include justification for the number of proposed buildings and animals

- 8c. **Re: Henllan Farm - Automated Response from Dyfed-Powys Police Office of the Police and Crime Commissioner – Three week quoted response has passed – Clerk to contact again**
- d. **CCC Enforcement Officer - W/ENF/08584 - Discharge of condition at Henllan Farm, Henllan Amgoed**
- **CCC reported information had been received from the applicant’s Agent intended to discharge the relevant conditions**
 - **Information insufficient to be considered for approval – Agent given 28 days to submit more details**
 - **CCC Enforcement Officer also served Breach of Condition Notice on 4 April 17 giving one month to submit information – if info is not provided, applicant will be liable to prosecution**
 - **Clerk to action requesting for an update**
9. **Rights of Way (ROW)**
- a. **Public footpath diversion order 2018 – 10/1 The Plash Inn – CCC has given the Public Footpath Order to proceed 14 days from the date of confirmation of this Order dated 27 April 18**
- b. **CCC Martin Murray Public ROW Officer – ROW initiative – emailed to all 18/5/18 –**
- **Letter requesting councils assist with the maintenance of their Rights of Way and take an active part in keeping at least a few of their most important paths and bridleways open**
 - **HCC awaiting area maps with paths and bridleways shown and numbered from CCC**
10. **County Councillor’s Report**
- **Hywel Dda Big NHS Change – Reference group meeting in Whitland has been going on for 18 months with feedback on research progress**
 - **Three variables on list – one suggested location Dairy site at Whitland although there is a preference to open countryside**
 - **Clinically lead research**
 - **Dementia Awareness Week (commencing 21 May 18) campaign to highlight dementia – leaflets will be available at The Plash Inn for awareness**
11. **Matters for discussion only - None**
12. **Next meeting: Monday 16 July 2018 - Noted**

Meeting closed: 8.40pm