**CAREW COMMUNITY COUNCIL**

Minutes of the Carew Community Council held on Wednesday 19th August at 7 pm in Committee Room of Carew Memorial Hall

**Agenda**

**Present:** Cllr Marina Griffiths Cllr Alison Folder

 County Councillor Vanessa Thomas Cllr Trevor Goodman Cllr Madeleine Bland

**Apologies for Absence** Cllr Marcia Allen Cllr Simon Hosker-Hicks

 Reasons for absence were accepted.

**Request for remote attendance** - Councillor Sarah Benbow - via Teams

In the absence of Cllr Hosker-Hicks the Vice Chair Cllr Marina Griffiths chaired the meeting. All present agreed.

**Declarations of Interest –** There were no declarations of interest from the documentation and correspondence sent to Councillors.

**Minutes of the meeting July 2025** It was proposed by Cllr Folder and seconded by Cllr Goodman that the minutes of the last meeting were a true record and they were duly signed.

**Matters Arising :**

* Outgoing Internal Auditor – Mr T R Edwards - It was brought to the Community Council’s attention that Mr Edwards’ long service as Internal Auditor had not been properly recognised and Clerk rectified this error and oversight with a token of the Community Council’s appreciation for his hard work which had been delivered to Mr Edwards.
* Milton - Since last meeting Councillors noted the earthworks near the play area that had taken place. County Councillor had kept the Community Councillors fully informed of the National Parks involvement in regard to this situation. Agent to Carew Castle Estates also due to visit the area and Councillors hoped to meet with her. Further information on the footbridge and land ownership to be discussed.

It was noted that subject to clarification there is need to clear the overgrowth on the footbridge.

* Councillors were updated on the progress with regard to delivery of new door for West Williamston telephone box . Further updates will be provided when a date for the delivery has been obtained.

**Audit Return of Annual Accounts , Internal auditor’s report and invoice.** Councillors noted the report from the Internal Auditor on the Annual Audit Return . The final Return was signed and sent off.

**Biodiversity Plan -** Councillors had been furnished with a copy of the Biodiversity Plan for Carew. This had been compiled by Cllr Bland and Site Ranger at PCNPA. Councillors congratulated Cllr Bland on the comprehensive work and thanked her. Site Ranger also to be thanked. Subject to a minor amendment and receipt of the National Recovery Action Plan (NRAP) to accompany the Plan from the Site Ranger the document is complete and all present agreed that this be adopted by the Community Council.

**Play Areas maintenance & Play Areas refurbishments -** Councillors had received good feedback from users of the newly installed outdoor exercise equipment at Milton .

The Completion of Installation form was signed.

It was agreed by all present that PCC be asked if inspection of the exercise equipment could be included in the Service Level Agreement and if there is a cost for this.

Date for meeting for Play Areas Planning Project agreed for Tuesday 26th August at 7 pm in the Committee room.

Councillors had received information from Jack-finding-fitness.co.uk regarding access to grants for chosen plan area designs. It was agreed to contact this organisation to establish the following:

1. What design options are covered in this scheme?
2. Whether there is a time limit on accessing this scheme

Cllr Griffiths informed that she had contacted one of the Councils that had used this facility who informed that they found it a positive experience dealing with this organisation.

Councillors had also visited different play areas in the area to gather information on designs and companies who installed.

Milton Play equipment to be painted by Community Payback Scheme on Wednesday 20th August .

**Clerks Informal Review** & notes : Cllr Griffiths Marina met with Clerk on 16th July. Notes of this meeting had been circulated to Councillors. Note was made of the policies, procedures and work needed to bring the Community Council up to date. These include:

* The Declarations of Interests of Councillors in simplified form.
* Complaint Policy needs to be formulated and approved
* Community Engagement Strategy including Mission Statement , Vision and Purpose as part of the Toolkit requirements. This would be useful in changing public perceptions of the Community Council
* Well-being Policy
* Employee Code of Conduct
* Civility & Respect Pledge (to be researched further)
* Staff Training Plan (if needed)
* Purchasing Process Policy .
* Carew Newton Cemetery - renumbering of graves and maybe biodiversity plan.

Also for inclusion is the sample audit trail of payments and the secure passwords for access in the event of Clerk being incapacitated, along with biodiversity consideration for Carew Newton Cemetery .

Cllr Benbow suggested that when these policies, procedures and work have been completed they be brought back to a separate meeting of the Community Council for ratification. All present agreed to this arrangement.

**Noticeboards for the Parish** - Clerk informed she was awaiting the return from annual leave of the officer at PCC to inform how to go about accessing the Section 106 monies and whether three quotes are required. Update at next meeting.

**Christmas Event**  - Following further discussion it was agreed to pay the £80 deposit for the entertainment (Magician) and to increase the previously agreed budget from £300 for the event to £500 . Also to source nearer the time the cost of 120 “Gifts from Santa” for the Primary School and pre-primary school children who attend. Proposer for the increase of the budget Cllr Folder and seconded by County Councillor Thomas.

**Adopt Training Plan -** Following review of the newly drafted Training Plan it was agreed that this be adopted and this was duly signed.

**Revised Financial Regulations -** Noted were the new Revised Regulations and Clerk agreed to track the changes from the previous Regulations to be able to easily see the additions for next meeting.

**Banking Mandate**  \_- County Councillor Thomas agreed to continue for the time being to authorise the BACS payments pending further information from the Mandate Team on how to change.

**Planning-**

* **Decision** - 25/0155/PA Residential Development South of Sageston Primary School Refused by PCC.
* **Decision** - 25/0079/PA – Variation in conditions Milton Manor refused by PCC
* **New** - Construction of new dwelling, Old Bakery, MILTON, Tenby, Pembrokeshire, SA70 8PH - Councillors noted the representation in writing from a near neighbour. Following discussion it was agreed that the observations of the Community Councillors were that there is already inadequate parking along the lane , the lack of privacy to neighbours and increased traffic in the construction of an already crowded and narrow lane, particularly being opposite three businesses attracting a lot of traffic.
* **Appeal Decision 25/0057/PA (please not this is incorrect planning number)**

“The Appeal relates to an application for the change of use of the land at Carew Airfield Business Park for B8 (storage and distribution ) use. The proposal involves the siting of approximately 200 shipping containers up to an area of 0.98 ha with perimeter fencing (including an electric sliding gate at the entrance). Most of the containers will be used as storage with some proposed to be used as site office, lounge/reception units and a plant unit. “

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| INV 0058/24 Pembrokeshire Metal Recycling, Carew Airfield, Sageston - Alleged Breach of Planning Control - Enforcement Appeal Notification .Noted |

* Clerk to ascertain the progress if any of the Appeal at Land at Pincheston.

**Correspondence & invoices for payment:**

The following correspondence and documentation sent to Councillors were noted:

* OVW Bulletin edition 7 .
* Road closure Stephens Green 23rd July
* Transport for Wales from OVW .
* OVW Digital Health for Town and Community Councils
* Llais Monthly newsletter
* Transport Orders from Gov.Wales – A477 Carew Cheriton Roundabout- Derestriction order. (derestriction from what to what?)
* OVW - Members Allowances - Timetable of Actions.
* Road closure notice 11th August - on website
* Bus Reform South Wales with “Have your say” link
* OVW - Local Government Pay Award 2025/6
* PCC – Council Tax Premium consultation
* DPP - Annual Report
* LDP2 play Consultation 4th August to 15th September from PCC
* Older Persons Commissioner’s Report
* Working Better Together - Letter from County Councillor Marc Tierney
* Redberth Croft - email on how to spend the small grant of £200 they received. I have responded to Daisy asking for her to return the cheque and to reapply in time for November consideration of small grants.
* Information from individual on Welsh Translation Services
* Consumer Satisfaction Survey from PCC. Deadline extended to 4/9/25.
* OVW Constitution and Governance Framework
* OVW - Vacancy: G7 Policy Lead - Legislation and Strategy - Welsh Revenue Authority (WRA)
* PCNPA - Reception at the County Show 20th August with link to register your attendance if interested.
* PCC - Road closure Redberth 23rd August.

Invoices for payment;

Internal Auditor’s Fee - £150

All The Seasons Gardening Service - £1540 (BACS)

HMRC PAYE £67.20 from Realtime Financial Services

Exercise equipment £7860.07 inc VAT

Audit Wales £200 2022/23

Also as previously agreed £80 deposit for entertainer for the Christmas event

It was proposed by Cllr Goodman and seconded County Councillor Thomas that the above six invoices be paid.

Clerk had received acknowledgement of the following payments –

Sandy Bears for the donation of £100 with thanks, Zurich £612.86, £25 for Milton Play area from Carew Estates.

Request for small grant/donation to St Marys Church - This will be reviewed and deliberated upon at the November meeting.

Website – DD £36.96

West Wales Systems DD £51.00

Clerks Salary SO £294.80

Received Celtic Catch - Carew Memorial Hall Car Park rent £90.

Bank Account balances – current £17,689.84 Business £781.44. Precept due end of August.

Clerk instructed to contact Realfinancial Services asking for invoices for work undertaken .

Clerk to ensure that the new exercise equipment is added to the Insurance Schedule and the Assets Register.

**Policing Matters**PCSO Emma Hayward unable to attend the meeting and had provided the following Policing update:

PCSO & County Councillor Thomas have conducted joint patrols on 'meet the street' in the area, and spoken with a number of community members, and offered support and advice.

Dyfed Powys Police have been making increased patrols in the areas that have reported car damage over the last couple of months, and have a current patrol plan in place for this.

She attended a very successful event at Carew Castle, Kids rule the castle, which was very well attended.

**County Councillors Report -**

County Councillor Thomas informed that she had received a detailed update on the Sageston TW leak reported previously. There is literature available on “Stop the Block” and Clerk to ask for this information. There is no further update on the Fence at Milton Marsh . Councillors asked that update be obtained as a matter of urgency due to the hazard this broken fence is causing.

County Councillor Thomas reported that no bins are likely to be provided by PCC for Redberth and off Carew Roundabout.

County Councillor informed that an update on the Redberth Bus Shelter will be provided when further information available. She was informed that the roof on the Bus Shelter has now partially collapsed.

Milton bus shelter - County Councillor informed that PCC has appointed a Structural Officer to look into the repair of this shelter and will provide further information when available.

**“What’s Been Happening, General Discussion and items for agenda for the next meeting. –**

* Councillors noted that the Milton footbridge covered in brambles and virtually unaccessible. This to be looked at with a view to aiding accessibility.
* Four vacancies have advertised on the website and CCC FBook page and with PCC who will inform when cooption can take place.
* A request received that the hedges at Carew Newton to be cut back as they are causing obstruction.
* Note was made that the cars advertised for sale off Carew Roundabout and along the layby, one of which is declared as SORN. Police to be asked to look into this.
* Note was made of the speed signs at Knapps Lane to St Florence junction.
* Part removal of wall at the Chip Shop included in the recent planning application approved and was noted to be used as a fire escape .

**Items for agenda for September meeting as per schedule** –

* Christmas event (already noted for the agenda )
* Hall year rent due from Carew Castle Estates.

**Date and time of next meeting -** note the date change to 17th September 2025 (not 10th September)

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Reminder - Play areas planning Tuesday 16th August 7 pm in Committee Room Carew Memorial Hall.

Chair thanked all for attending the meeting and declared the meeting closed.

SIGNED:

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