

Minutes of the Ordinary Meeting of Pendine Community Council held on Wednesday 11th December 2019 at 7.00pm, at the Coffee Shop, Ashwell Garage, Pendine.

Present: Councillors:

M. Potter, P. Owen, D. Thomas, P. Bowring, J. Owen,

The Chair welcomed the Youth Representative, Niamh Comey, to her first meeting.

County Councillor J. Tremlett

Clerk Chris Delaney

1 Apologies – A. Leefe,

2 **Disclosures of personal interest**

No declarations of personal interest were raised.

3 **Chairman’s invitation to the public to address the meeting**

Members of the public were present and raised several issues. There were some security concerns regarding putting addresses on the resident’s parking permits. It was agreed that addresses would not be placed on the permits, but addresses would be required by the clerk as proof of residency when applying for a permit.

It was reported that the Interpretation panel on the cliff above the Point was in a poor condition and the clerk agreed to report this to the county council officers responsible for footpaths.

The Chair confirmed that he had received donations totalling £174 from the firework display.

4 **Approval of the Minutes**

a) The minutes of the meeting held on the 13th November were approved as a true record and signed by the Chair.

Matters Arising

24/07/19

5d) Community Matters

The clerk confirmed that he had been in discussion with the graffiti artist, and it had not been possible for the painting would be done in December. It was hoped that a new date could be arranged in the New Year.

13/11/2019

3. Invitation to the public

The clerk would look for a contractor to repair the bus shelter at the top of the village.

8. b) Members confirmed a donation of £1000 to the RNLI in recognition of their provision of lifeguards during the summer season.

5. **Report of the County Councillor J. Tremlett**
Cllr. Tremlett updated members on current county council key issues.

6. **Accounts for payment and note of income received**

1397	CJD Office costs November	£	236.99
1398	CJD Office Costs November	£	20.00
1399	Parking salary November	£	210.92
1400	HMRC	£	111.80
1401	Xmas Lights	£	39.99
1402	MOD	£	20.00
1403	MOT Three Lords Garage	£	316.40
1404	CCC Foodbank Donation	£	150.00
1405	RNLI Donation	£	1000.00
1406	R. Jones Grass contract & misc.	£	2710.00

Total £ **4816.10**

Income

Parking Income	£	1455.55
Beach fees	£	325.00
VAT	£	817.01

Total Income £ **2597.56**

Current balances at 30/11/2019

Current Acc.	£	11209.82
Reserve Acc	£	11209.91
Reserve Acc 2	£	557.48
Total	£	22977.21

7 **Policy Issues**

a) **Planning**

There were no planning applications.

b) **Pendine Developments**

The clerk updated members on the development. The next meeting of the liaison group was on the 18th December, but he had been informed that the project was progressing well.

The clerk informed members that he had informed Harries Planning Design Management of Eglwswrw, Pembrokeshire that

they had been awarded the contract. The clerk further reported that he had met the grant assessor and there were no issues.

c) Beach Matters

The clerk provided a calendar of agreed events for 2020, for the benefit of members. This was also available on line. The first event was on January 5th 2020, when Laugharne Dredgers returned.

Members agreed to purchase Rhino RS004 removable bollards for the slip.

d) Community Matters

The clerk informed members that Spencer Phillips had very kindly installed 14 Christmas motif lights on street lights along the main road. As usual he had undertaken this without any charge and members warmly thanked him.

The clerk reported on a second meeting in St. Clears to discuss the possibility of a new rail stop. Currently there were 4 locations on a Welsh Government shortlist for a rail stop including St. Clears. It was important therefore to gain community support to take to Welsh Government from the area. A campaign was being developed and would be launched in the area in the New Year using tradition community engagement tools and social media.

e) Website Development Update

Data from the current site had been migrated to populate the new site and been shown to members. It was agreed that the design was attractive and that the developing site would replace the existing site. It was hoped that the new site would go live before Easter and it was further agreed that the domain name WWW.Pendinesands.org would be transferred. Members were reminded that the legislation required the council to maintain a website primarily to inform the community about the work of the council, its finances, policies and strategies. The clerk therefore would continue to be the manager and moderator of the site. It was agreed that a web working group would be established with both community and council representatives. The initial group would consist of Cllrs. J. Owen and D. Thomas together with J. Lipman and N. Comey. Martin Stockton had agreed to help by providing some photographs.

8 For Information

a) Reports on Groups and Meetings

There was nothing further to report.

b) Clerk's Report

The clerk informed members that under the Welsh Government's Environment (Wales) Act they had a duty "to seek to maintain and enhance biodiversity" when carrying out functions including managing land. The council would need to develop an environmental and sustainability policy.

c) Other Matters

There were none.

The meeting closed at 20.45

9) Exclusion of Public

The Council UNANIMOUSLY RESOLVED to consider the following agenda item in private, with the public excluded from the meeting, as it would involve personal matters of Council staff.

9a) Staffing matters

[Note: Before the consideration of this matter, the Clerk left the meeting and therefore was not present during the deliberations or decision of this agenda item. Councillor J. Owen minuted the meeting.]

The Chair informed Council Members that in accordance with the decision the Council made at its meeting held on 24th July 2019 (minute 9a refers), the Clerk had provided weekly timesheets which provided a summary of the work undertaken between October and December 2019.

The timesheets were considered together with the letter of request from the Clerk seeking an increase to the number of contracted hours. The extra hours requested would provide the Clerk additional time to better manage the increase in work-load associated with the financial management and administration of the Council, staff management and event management.

It was acknowledged that work relating to the Motorhome park project had generated additional work above the allocated 27 hours within the Clerk's current Contract of Employment and would continue to do so until completion of the project.

It was recognised that whilst the number of extra hours requested matched the current hours the Clerk worked for Laugharne Town Council, Councillors wished to focus their considerations on the functions of Pendine Community Council only.

A lengthy discussion took place in considering the Clerks current contractual duties, hours and the necessary work required in relation to the future development of the motorhome park project. With regard to funding, Councillors were mindful that they did not want to impact upon future precepts and therefore consideration was given to the finances associated with the motorhome project in order to be able to maintain the Councils current capital and revenue budgets.

In recognising the increase in work-load associated with the financial management and administration of the Council, it was proposed increase the Clerks contractual hours by 5 hours per month on a permanent basis. Furthermore, to enable the Clerk to undertake the additional work load associated with the Motorhome park project, it was further proposed to supplement the increase of Clerks hours with an additional 8 hours per month, on a temporary basis to be reviewed in June 2020, to be funded by the finances associated with the motorhome park project.

The Council unanimously agreed with the above-mentioned proposals.

In accordance with minute 9a of the Council meeting held in July 2019, whereby the Council agreed in principal to grant the Clerk with an honorarium, it was proposed to grant the Clerk with an honorarium by means of backdating the total hourly rate of 13 hours (5 permanent hours and 8 temporary hours) to the beginning of 2019, shown as follows:

1st January 2019 to 30th November 2019 = 11 months;
13 hours per month for 11 months = 143hrs @ £10:55per hour = **£1,508.65**

The Council unanimously resolved that:

- 1) the Clerk to Pendine Community Council contractual hours be increased by 5 hours on a permanent basis;**
- 2) the hours stated in 1) above, be supplemented by an increase of 8 hours on a temporary basis, to be reviewed in June 2020;**
- 3) the Clerk be granted with an honorarium of £1,508.65, formulated by back dating the increase in hours as stated in 2) above to 1st January 2019.**

Meeting closed at 9:25