

PENALLY COMMUNITY COUNCIL CYNGOR CYMUNED PENALUN

Minutes of the Annual and General Meeting of the Penally Community Council held at Penally Village Hall on Wednesday 13th May 2026 at 6.00 pm.

Present : Cllrs I Richards (Chair), P Boyle(Vice Chair), J Rilstone and The Clerk.

Annual Meeting Agenda

Meeting started at 18.04pm. Cllr Richards opened the meeting.

2026/05 1 To receive Declarations of Office from all Members.

The Clerk to issue Declaration of office to all Cllrs.

2026/05 2 To Elect the Chair for 2026/2027

Cllr Boyle nominated Cllr Richards to Office of Chair to Penally Community Council; Cllr Rilstone seconded the nomination. No further nominations were received. Cllr Richards accepted the Office as Chair of Penally Community Council.

2026/05 3 To receive The Chair's Declaration of Acceptance of Office

Cllr Richards made his Declaration of Office as Chair of Penally Community Council.

2026/05 4 To Elect the Vice Chair for 2026/2027

Cllr Richards nominated Cllr Boyle to Office of Vice Chair of Penally Community Council. Cllr Rilstone seconded the nomination. No further nominations were received. Cllr Boyle accepted the Office of Vice Chair of Penally Community Council.

2026/05 5 2026/2027 Chair's Address to the Council

Cllr Richards thanked the Council for the support over the last year, a lot of good work has been completed with a small Community Council, looking forward to phase 2 of the Memorial garden project thanking Cllrs and in particular Cllr Boyle for his continuous hard work. Extended thank you to Cllr Sarah Snow who has decided to step down as a community Cllr, 4 years of committed work recognised and appreciated, wishing Sarah all the very best for the future.

2026/05 6 To receive any Apologies for Absence

Apologies Cllrs Walsh, Mackie and County Cllr Kidney

2026/05 7 To receive any personal and prejudicial Declaration of Interests. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial.

None received.

2026/05 8 To review the Council's representation on Working Parties and outside bodies.

- a) Personnel Working Group, Cllr Richards, Cllr Boyle
- b) Finance Working Group, Cllrs Richards, Boyle and the Clerk
- c) Gardens, Task and finish group, Cllrs Richards, and Boyle.
- d). Events working group Cllr Mackie
- e). One Voice Wales, the Clerk to represent PCC.
- f) Penally Village Hall, Cllr Richards to represent PCC.

2026/05 9 To set the time and dates of the General Meetings of Penally Community Council (June 2026 to May 2027)

The next Council meeting will be in June, to be held on the 2nd Wednesday of each calendar month with 6pm start. There will be no general meeting in August or December.

General Meeting agenda

Meeting started at 18.15pm. Cllr Richards (Chair) opened the meeting.

2026/05 10 To Receive the Minutes of the Meeting Held on the 8th of April 2026

Cllr Richards proposed that the Minutes of the General meeting of Penally Community Council held on the 8th of April 2026, as presented to the Council, be signed as a true record of the meeting; Cllr Rilstone seconded the proposal with all Cllrs in agreement.

2026/05 11 Matters Arising from the Minutes – Information Only

None.

2026/05 12 To receive year end account for 25-26

The Clerk presented the accounts for the period, explaining the budget set against actual expenditure, Cllr Richards proposed the accounts for the period 25-26 be accepted as a true account, Cllr Boyle seconded the proposal, all Cllrs in full agreement.

2026/05 13 Consider Account(s) for Payment and Bank Reconciliation – See finance report.

Cllr Richards proposed the Banking Reconciliation and statement be accepted as a true account, Cllr Rilstone seconded the proposal, all Cllrs in full agreement.

May payments

BACS 1.	Salary	incl work at home	£315.83
BACS 2.	HMRC	Tax	£74.40
BACS 3.	Smart Gardens	Grass contract	£450.00

Invoices received total of £840.23 Cllr Richards proposed payment be made , seconded by Cllr Rilstone, all Cllrs in full agreement.

2026/05 14 Consider Planning applications received.

None

2026/05 15 Planning application notices received.

None

2026/05 16 Consideration of correspondence received.

The Clerk reported a request received from Penally Yarn Bombers, Penally Community Council very kindly donated last year to the group, which has proven extremely beneficial in supporting and growing the group, helping to achieve and surpass the aims for the year. The group members are hoping that the Community Council will again consider donating to support their work for the next 12 months.

Since February 2025 the group has installed displays for the following:

- St David's Day
- VE Day Anniversary
- Flower festival at the village church
- Remembrance Day
- Christmas

In addition, being able to decorate the outside of the Village Hall for various events, and to support the Quiz held to raise funds for the Royal British Legion. Expanding the work to include more of the village, including a display at the village pump and another near the Holloway Court bus stop, both of which they intend to repeat. The response from villagers and visitors alike has been really positive, both face to face and on social media.

The funding received last year enabled the group to meet at least once monthly. It allowed them to purchase materials for the Field of Poppies display and the Remembrance panel that were so well-received in November.

Cllr Richards proposed a donation of £200.00 and thanked the group for their dedicated work, Cllr Boyle seconded the proposal, all Cllrs in agreement.

2026/05 17 County Councillor Philip Kidney report

Not in attendance

2026/05 18 To receive any reports from working parties, including projects.

Cllr Rilstone reported that a meeting was held with the Tenby Golf Club to discuss the dune erosion and the damaged basket barriers, the Club are aware of the possible risk and have plans to rectify.

A meeting held with representative from Pembrokeshire County Council regarding the parking on the verges along the by-pass, the suggestion of adding double yellow lines does not seem feasible, other forms of speed restriction being looked into.

Cllr Boyle reported on the progress of the memorial garden, the aim is to provide a natural environment where nature will be allowed to flourish, where people can come to remember loved ones or just enjoy a peaceful & tranquil setting. All members of the community will be catered for. Ramps, pathways, sensory plants and gardens that can be reached.

Phase 1 Entrance, completed.

Phase 2

- Shed- new frame & door with lock for use of toilet and storage of tools.
- Guttering on roof of shed & 2 water butts installed.
- Pathway around.
- Small patio area
- Wildflower meadow
- Hedging around drop & in front of monument to soften it.

- Raised beds at back, with sensory plants
- Central feature
- Water feature

All raised beds need to be accessible all around for ease of maintenance. They need to be high enough to 'bump into' rather than 'trip over'! The loose earth should be enough for two beds. It was suggested that a shrub be placed against the back wall between the raised beds to avoid people being near the wall as it is old.

Wherever the seating is decided upon, the path will have to be made wider to accommodate the bench.

Solar Water feature next to bench near wall. This should also be on a raised bed.

Central feature- suggestions:- Raised herb bed (this should have a path to it) Christmas tree (no path needed and it could save an annual purchase of a tree that is thrown away after)

Hedging along drop & at side of monument to soften it as it is not the main feature of the garden.

Solar lights along paths and under memorial wall.

Slate plaques for the memorial wall. Although the memorial wall will probably not be needed for some time, information on the style and size of the memorial plaques will be given. (Firm sourced to provide & local person found to fit)

Bi- lingual signs with Braille, if possible, should be used.

Wildflower meadow cut twice a year?? Springtime & Harvest. The garden will provide a greater diversity of plant species and therefore this in turn will provide refuge and food source to small mammals, birds bees & butterflies |& moths. Bird Bath, Salt box on ramp and sign -Well behaved dogs on leads.

2026/05 19 To receive reports from Council Representatives.

None

Next meeting : Wednesday 10th June 2026

Meeting closed 18.46 pm.