**KILGETTY, BEGELLY COMMUNITY COUNCIL (KBCC)**

Full Council Meeting held at Kilgetty, Begelly Community Centre, Kilgetty at 7.00pm.

Thursday 12 February 2015

DRAFT MINUTES

**Present:**

Cllr Trevor Andrews (Chair)

Cllr Diane Lockley (Vice-chair)

Cllr David Anderson

Cllr Terence Gardner

Cllr Ann Pendleton

Ian Morris (Clerk and Responsible Finance Officer)

County Councillor David Pugh was also present for part of the meeting.

**1. Apologies**

Cllr Kimberley Barnes

Cllr Janet Ward

**2. Declarations of Interest**

None.

**3. To consider and approve as a true and correct record the draft Minutes of the Full Council Meeting held on 8 January 2015.**

Cllr Lockley proposed that the draft minutes of the Full Council Meeting held on 8 January 2015 be accepted as a true and accurate record, seconded by Cllr Gardner. Vote taken – 4 in favour, 1 abstention.

**4. Matters Arising from the Minutes of the Full Council Meeting held on 18 January 2015.**

**848 – Litter and train access issues at Kilgetty Railway Station:** Clerk confirmed he had written to Arriva Trains Wales to ask them to keep train access issues at Kilgetty under review.

**848 – Begelly issues –** Clerk reported that Pembrokeshire County Council (PCC) had yet to respond to KBCC’s request for a new bus shelter in Begelly or on the sinking road issue outside *Begelly Beads*.

**849 – Kilgetty Play Area –** Cllr Lockley reported that her expert contact in another Council was unable to help KBCC at this point.

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**5. Action Tracking**

The Clerk handed out a copy of the latest action tracking note and a copy is attached to these official minutes of the meeting.

* **Reduction in speed limit to 30 mph from Folly Farm –** Review March 2015.

* **Footpath widening in Begelly (Fir Grove area) footpath maintenance in Begelly –** Review April 2015.
* **Replacement and re-siting of Begelly Bus Shelter (outside Begelly Stores) –** see item 4 above. County Cllr Pugh agreed to chase up. Review March 2015.
* **Renovation and upgrading of Community Centre by Valero –** Review March 2015.
* **Improvements to traffic flow through Kilgetty (Carmarthen Road) –** PCC consultation awaited. See item 7 below. Review April 2015.
* **Hartnell Taylor Cook LLP: Co-operative leased buildings –** improvements completed. Item can now be removed from Action Tracking.
* **Potholes in GP surgery car park –** No change but see item 7 below.Review March 2015.
* **Remedial work to Kilgetty Play Area, including Rope Walk, gate and fencing –** see item 13 below. KBCC to accept quote for some of this work to be undertaken by Leon Baines. Review March 2015.
* **Lamp timer (outside Montrose Cottage) –** Cllr Lockley and the Clerk to ask (again) if *Commercial Christmas (CC)* could install the socket and timer. Clerk to possibly ask other contractors if they could install, if *CC* will not. Review March 2015.
* **Hanging baskets in Kilgetty –** KBCC agreement to proceed with the purchase of 8 artificial hanging baskets. Clerk to clear installation with PCC and BKCA to be asked for views on basket selection. Review March 2015.
* **Men’s Shed in Kilgetty (MSK) –** KBCC to offer formally, the use of the office unit by MSK, providing they meet utility costs and arrange their own insurance. Short, draft agreement to be drawn up by Clerk. Review March 2015.

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**6. Planning**

Full Council considered the following planning application;

* **14/0932/PA –** Construction of dwelling and garage on plot adjacent Broom Cottage, Thomas Chapel, Kilgetty.Cllr Anderson proposed that this application be recommended for approval, seconded by Cllr Gardner. Vote taken – all in favour.

Other planning notices were noted by Full Council. In response to a query from the Clerk, County Cllr Pugh agreed to approach PCC about their policy on not sending hard copies of planning documents to small Community Councils.

**7. County Councillor’s Report**

County Cllr Pugh provided the following update;

* Cllr Pugh confirmed that all health and safety work at the Community Centre had now been completed and the appropriate certificate was provided that day (12 February 2015). Cllr Pugh agreed to complete the Hartnell Taylor Cook LLP pro forma.
* Cllr Pugh had recently met with PCC officers, including Darren Thomas and Marc Owen, principally to discuss illegal parking outside the Co-operative. 45 parking tickets had been served during January 2015 at this location. Various options were now being looked at by PCC although the new lift/disabled access at the Co-operative may help the position. Other options being considered were the removal of the disabled parking bays outside the Co-operative and the parking bays outside the old Post Office. Traffic Warden patrols would continue. A consultation on any proposed changes would need to be instigated and KBCC and disabled access groups would be part of this consultation.
* PCC had also looked at the pot holes in the surgery car park and are considering long term action. Meantime, the pot holes could be filled soon.
* The road layout outside the Community Centre was considered by PCC to be working well, following the introduction of the broken white lines. KBCC Members mentioned that a one-way system and appropriate ‘No Entry’ signs at the west end would further improve matters, as motorists were still entering the bus bay from this direction. Cllr Pugh agreed to speak with PCC.
* A storm drain had been repaired in Kilgetty and horse manure on the pavement outside the Co-operative had been cleared away.
* PCC to meet with the new Dyfed-Powys Police officer responsible for highway issues. The proposed speed reduction and other traffic calming measures (rumble strips and VAS) in Begelly would hopefully be discussed positively.

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* A survey had now been undertaken in Begelly in readiness for the footpath widening. PCC looking to source funding. Widening near to Fir Grove would be completed first.
* Cllr Pugh reported that he had received local resident telephone calls about planning issues in/near to Kilvelgy Park. No planning applications had yet been received but PCC to keep an eye on the position in response to residents’ concerns about over development and traffic issues.
* PCC had now applied to the Welsh Government for the removal of 1.7 acres of ‘Common Land’ near to Kingsmoor travellers’ site. No news as yet but New Road residents to be kept informed. Some land in Station Road was looked at as a possible ‘like for like’ swop but no agreement could be found with the land owner.
* Cllr Pugh had met with the new head teacher of Stepaside School, Paul Harries. Mr Harries keen to see Stepaside School involved in local community activities and he will be attending the next BKCA meeting. School keen to take on a project in the community garden and Cllr Pugh had suggested that the bund in the play area could be taken over by the school, possibly as part of a wild flower planting programme. School also keen to get involved in Kilgetty in Bloom and other events such as the Mince Pies and Music event. Mr Harries to be invited to the next KBCC meeting.
* As part of the ‘Keep Wales Tidy’ initiative, a village clean was to take place on 21 March 2015 in Kilgetty. BKCA will try and involve local businesses, Women’s Institute and the school (including PTA) in the village clean. Gloves, bins and leaflets would be provided. Cllr Pugh said he would also look to try and get Greenhill School, Tenby, involved, to try and secure an hour or so of their time, as many of their pupils live in Kilgetty.
* The next PCC consultation event on the cost of future services was to be held in Narberth.
* In respect of any merger with Ceredigion CC, it seems matters are ‘back to the drawing board’.

County Cllr Pugh was thanked for his report and he then left the meeting (8.02pm).

**8. To approve replacement of the door locks on the KBCC office unit (retrospective).**

Cllr Andrews and the Clerk reported that the existing lock on the office unit had malfunctioned and the Clerk could not access the building. As a result, Cllr Andrews had commissioned Pembrokeshire Locks to replace the lock and plane the door. This work cost £94.95p. Cllr Lockley proposed that this work be approved retrospectively, seconded by Cllr Pendleton. Vote taken – all in favour.

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**9. To approve membership of One Voice Wales (OVW) for 2015/16.**

Cllr Andrews confirmed that membership for 2015/16 would cost £277. Cllr Lockley proposed that KBCC membership of OVW continue and payment be made. Seconded by Cllr Pendleton. Vote taken – all in favour.

**10. Accounts for payment**

Clerk brought forward the following accounts for payment;

Ian Morris – salary and office costs £ 366.10

HMRC (PAYE) £ 76.00

Pembrokeshire Locks £ 94.95

One Voice Wales (2015/16 membership) £ 277.00

SSE (electricity costs at office unit) £ 19.63

Tenby Observer (grass cutting tender advert) £ 60.00

The Walters Group (Community Centre H&S work) £ 632.54

**Total £ 1,526.22**

Cllr Gardner proposed that all these payments be made, seconded by Cllr Anderson. Vote taken – all in favour.

**11. To receive feedback on the latest OVW Area Committee meeting.**

Cllr Lockley reported that she had attended the latest Area Committee meeting and the latest Town and Community Councils PCC Liaison Group meeting. The latter had covered shoreline erosion and examples of the impact of flooding at Fishguard, Amroth, Aberystwyth, Neyland and Milford Haven had been discussed. Existing strategic plans in Wales covered four options (Do nothing, raise infrastructure levels, ‘hold the line’ and ‘advance the line’ inland). Pembrokeshire planners had noted the information given by the Shoreline Management Group but had not discussed further. ‘Fly Grazing’ would be discussed at a future meeting.

Cllr Lockley also reported that the Area Committee meeting had hosted a speaker from Planning Aid Wales, who had briefed on the work they undertook on supporting projects through impartial planning advice and training. The Welsh Government was keen to see one or two councillors from each area trained up with planning knowledge. Other speakers included the CEO from the Pembrokeshire Coast National Park Authority (PCNPA), who included a briefing on PCNPA budgets and from PLANED, again covering budget issues.

Cllr Lockley was thanked for her updates.

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**12. To consider and approve KBCC’s electricity supply contract for 2015 and 2016.**

Cllr Andrews and the Clerk set out the contract renewal offer from SSE, KBCC’s existing supplier. Cllr Gardner proposed acceptance of the two year contract renewal offer from SSE, seconded by Cllr Pendleton. Vote taken – all in favour.

**13. To consider and approve the quote(s) for remedial work at Kilgetty Play Area.**

Members discussed the quote(s) received from Leon Baines, Woodworks, for various remedial works at Kilgetty Play Area. Cllr Anderson suggested that the fence around the play area be repaired only and not replaced at this stage. Cllr Lockley reminded Members that the gate should be self-closing. Cllr Anderson proposed that the quote for repairs of between £550-650 be accepted, seconded by Cllr Gardner. Vote taken – all in favour. Council noted that Mr Baines would not be able to repair the play equipment and asked the Clerk to pursue these aspects with Neil McCarthy at PCC.

**14. To consider and approve KBCC’s grass cutting tender for 2015 and/or 2015-18.**

Clerk reported that two tenders had been received. These were from Russell Evans T/A *All The Seasons* and from last year’s contractor, Karl Butler T/A *Dig It Garden Services.* Members noted thatMr Butler’s tender provided value for money by some margin compared to that submitted by Mr Evans. After a general discussion, Cllr Gardner proposed that Full Council accept the tender from Karl Butler T/A *Dig It Garden Services* provided that Mr Butler meet with Cllr Anderson at an early stage to discuss elements of the contract and that the contract would be for a one year period only, with a view to extend for 2016 and 2017, subject to both parties agreement at the end of 2015. This was seconded by Cllr Lockley, who also offered to meet with Mr Butler to discuss Thomas Chapel and Reynalton grass cutting. Vote taken – all in favour.

**15. To consider and approve the cost of artificial hanging baskets for Kilgetty.**

Cllr Lockley reported that Tim Lewis, *Commercial Christmas (CC*) had, at last, been in contact with her. Cllr Lockley read out the costs associated with the installation of hanging baskets, including annual fitting and the various sizes available. Cllr Anderson proposed that KBCC proceed with the installation of artificial hanging baskets in Kilgetty, seconded by Cllr Lockley. Vote taken – all in favour.

In respect of the choice and costs of these baskets, Cllr Anderson proposed

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that KBCC fund the cost of 8 large baskets, including installation and annual

fitting for the next three years. This amounted to £1,080 (plus VAT) in year one and £200 (plus VAT) in the subsequent two years. This would be subject to PCC approval and a consultation with BKCA on the selection of flowers. Seconded by Cllr Lockley. Vote taken – all in favour. Cllr Lockley agreed to liaise with Tim Lewis in due course.

**16. To discuss the traffic flow and road layout outside the Community Centre, Kilgetty.**

See County Councillor’s report at item 7 above.

**17. To consider news items for the KBCC website**

Cllr Anderson provided details of the following events that the Clerk could place on the website;

* Pancake Morning on 17 February 2015 at the Women’s Institute (WI)
* WI meetings held on the second Tuesday of each month at the WI hut
* Kilgetty garden Club meet on the first Monday of the month at 7.15pm, at RAOB
* BKCA meet on the last Monday of each month at 7.00pm at the Community Centre, Kilgetty

 Website address is: [www.pembstcc.co.uk](http://www.pembstcc.co.uk)

**18. Community Centre Report.**

See item 7 above.

**19. Begelly-Kilgetty Community Association (BKCA) Report.**

Cllr Anderson reported the following;

 - Stepaside School wanted to get involved in Wild Flower planting in the Community Garden

 - Keen to see more involvement from local people in future Music and Mince Pie events

 - Book sale to take place on 7 March 2015 at the Community Centre at 10.00

 - Village spring clean on 21 March 2015

 - Bishop of St Davids visiting on 19 February 2015

 - Provisional date for Fun Day is 1 August 2015 although some concern over who will organise the event if it does go ahead.

**20. Correspondence**

Cllr Andrews brought forward the main items of correspondence;

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* Clerk’s email to PCC about flooding at bottom of Begelly Hill. PCC investigating.
* PWLB loan payment due on 2 March 2015.
* PCC acknowledgement of KBCC Precept of £21,000 for FY 2015/16.
* Email from Cllr Pugh suggestion Paul Harries, new head teacher at Stepaside School be invited to a KBCC meeting. Clerk asked to invite Mr Harries to March 2015 meeting.
* Pembrokeshire South East Energy Group meeting to be held on 19 March 2015 at 7pm in the Regency Hall, Saundersfoot.
* Information Commissioner’s Office events notification
* Note of telephone call from John Harris about broken fencing between Oakfield Drive and Miner’s Walk, Kilgetty. Clerk asked to report to PCC.
* Email from Rose Jenkins about planning issues on land adjacent to Kilvelgy Park. See item 7.
* Various forthcoming training events organised for councillors by OVW.

All other correspondence was brought forward by Cllr Andrews and noted by Councillors.

**21. Emergency items and other outstanding issues before Council**

None.

**22. Any Other Business**

Clerk reminded Members that following the resignation of Cllr Molyneux, a casual vacancy exists for Kilgetty Ward. PCC had sent KBCC appropriate paperwork to enable KBCC to try and fill this vacancy. Cllr Gardner proposed that the Clerk take forward this work, seconded by Cllr Pendleton. Vote taken – all in favour.

Cllr Anderson asked if Members had noticed if local footpaths/pavements had been cleaned recently. Members understood that a schedule of this work had been previously produced by PCC. Clerk was tasked with asking PCC if KBCC could see any works schedule that exists.

 There being no further business, the meeting closed at 9.25pm.

Kilgetty, Begelly Community Council

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