

## BURTON COMMUNITY COUNCIL

**Minutes of the monthly meeting held in the Jubilee Hall, Houghton, and also online via the Zoom videoconferencing platform, on Wednesday 1<sup>st</sup> February 2023, 7pm.**

**Present:** Cllrs Robin Howells (Chairman), John Evans, Fiona Hart, Scott Sinclair, Laurence Price, Derek Jones, Paddy McNamara, Vicky White, Nia Phillips, John Mathias; Peter Horton (Clerk).

**Apologies:** C'llrs Peter Griffiths

### Declarations of known interests

None.

### Opportunity for public representation on tabled agenda items

No members of the public were present.

### Approval of minutes of the January 2023 monthly meeting

The minutes were approved as written (proposer C'lr Robin Howells, seconder C'lr John Evans), and held by the Clerk for subsequent signature by the Chairman.

### Approval of the EGM held on Monday 30<sup>th</sup> January 2023

The minutes were approved as written (proposer C'lr Robin Howells, seconder C'lr Vicky White), and held by the Clerk for subsequent signature by the Chairman.

### Matters arising

**Sardis Planning Enforcement.** Nothing new to report.

**Bin provision in Houghton.** A response had been received from P.C.C. offering to attend a site meeting to discuss this. Clerk to reply to ask for a meeting to be arranged with C'llrs Fiona Hart and Robin Howells.

**Burton Ferry Toilet Block.** P.C.C. had responded to say that a copy of the legal agreement underpinning the toilet provision had been requested from their Property Services Department, and was currently awaited.

**Burton W.I.** Regarding their request to plant a commemorative tree, there had been some confusion over exactly what they had been requesting, or indeed whether the request was still open. Clerk to contact them to explain that various community council Members had been in conversation with various W.I. members, and had understood that the tree had now been planted elsewhere. Message to also say that planting a commemorative tree on Houghton Green would not be a problem, subject to them meeting C'lr Robin Howells on site to agree an exact location, and subject to proper risk assessment procedures being carried out prior to digging. C'lr Fiona Hart offered to make a template risk assessment document available to them if required. If they wished to plant a tree in the Houghton Playpark, this would also be acceptable, but only once the playpark project had been completed. However, this was not expected to be during 2023.

**Hywel Dda.** The Health Board had responded positively to the request for a visit to be arranged to one of the new community hubs. The offer referred to either the Cardigan or Aberaeron hubs. Clerk to respond to enquire about the Fishguard hub, which Members had thought to be open and available for a visit. Message to also reiterate the request for information on the likely timetable for opening of a hub in Haverfordwest.

Arrangements for a visit to be held in abeyance until more information had been received on these matters.

**Neighbourhood Policing Team.** C’lir Robin Howells informed Members that the planned patrol had not gone ahead after all, as the Policing Team had considered there to be insufficient justification in this area. However, in a separate message, the Neighbourhood Policing Officer had offered to attend a community council meeting. Clerk to invite him to attend a future meeting.

**Vehicle-activated sign, Upper Burton.** C’lir Scott Sinclair reported that the sign seemed to be generally functioning well, with drop-outs being limited to just one or two days in mid-winter. He was not convinced that moving the solar panel would necessarily be a good idea, and that it would be better to leave it as it was. Regarding the warranty extension for the signs, the Clerk confirmed that this was in hand. Clerk to chase this up again with Coeval.

## **Plans**

### **Applications received**

**22/874/PA** – Alterations & Extension of a family home; Site Address: Forest Hill, Thurston Lane, SARDIS, Milford Haven, Pembrokeshire, SA73 1LD – no comments.

### **Consents received**

**22/0717/PA** - Replacement of existing conservatory with single storey extension  
Site Address: Anchors Rest, 21, Barnlake Point, BURTON FERRY, Milford Haven, Pembrokeshire, SA73 1PF

## **Correspondence**

- 01) George Bevan Landscaping – Request for consideration for any contracts – Clerk to ask him to re-quote for cutting the Houghton playing field.
- 02) Audit Wales – Notification of completion of audit for 2021/22 – dealt with in ‘Accounts’ below.
- 03) P.C.C. – Response to query about potholes – noted, and Members to review situation in March.
- 04) Hywel Dda – Response to enquiry requesting a site visit to a community hub – dealt with in ‘Matters Arising’ above.
- 05) Neighbourhood Police Officer – Offer to attend future community council meeting – dealt with in ‘Matters Arising’ above.
- 06) P.C.C. – Offer to meet on site to discuss waste bin provision at playing field – dealt with in ‘Matters Arising’ above.
- 07) P.C.C. – Holding response to request for copy of legal agreement pertaining to toilet block provision at Burton Ferry – dealt with in ‘Matters Arising’ above.
- 08) Local resident – various issues of concern connected with playpark – Members noted the concerns expressed. Some of these had been or would be considered in the delivery of the playpark project as possible. The concerns over dog-fouling were considered to be important and pertinent, and would be relevant to the meeting due to be held with P.C.C. officers concerning dog bin provision.
- 09) O.V.W. – Invitation for nominees to attend King’s Coronation Garden Party – noted.
- 10) Planning agents – consultation on proposals for telecommunications upgrade at Honeyhook Farm, Llangwm – noted.
- 11) P.C.C. – Land at Hill Crescent – Clerk to respond to seek a site meeting with C’llrs Nia Phillips and Paddy McNamara to discuss the proposals in detail. Matter to be placed on March agenda for any follow up discussion needed.

## **Accounts**

### **Payments**

There were no payments requiring approval this month.

### **Income**

P.C.C. (Enhancing Pembrokeshire grant funding for Burton Ferry project) : £4080  
Local residents (donation towards playpark project) : £1000  
Letter of thanks to be sent for donation.

### **Audit of 2021/22 accounts**

Members noted the unqualified approval of accounts. The Clerk confirmed that the conclusion of audit notice had been placed on the community noticeboard and website as required.

### **Discussion of progress on proposed project at Houghton Play area**

Members were thanked for having attended the E.G.M. the previous Monday, and facilitating the agreements needed to progress the grant application for the playpark. Thanks were also offered to the working group who had brought the project to this point. It was expected that the P.C.C. panel would be meeting to make recommendations on the Enhancing Pembrokeshire grant applications on February 16<sup>th</sup>, with their recommendations due to go to the P.C.C. cabinet for final approval in mid-March. Members agreed that if the project should get the go-ahead with the grant approval, then arrangements could be made by C’lr Paddy McNamara for the immediate removal of the Ash trees by Birch Utilities (proposer C’lr Robin Howells, seconder C’lr Nia Phillips), as it was noted that this work should be completed before March 2023. All logs to be left in the play area following felling. Perimeter fencing would then need to be done. Members were encouraged to be alert to seeking further donations for the project as possible. It was understood that donations had been offered in principle by Gareth Hughes Motors, and by B.D. Summons.

The Clerk confirmed that the separate Outdoor Connections grant for two benches had also gone in, and a decision was awaited. If approved, the funds would need to be spent by March 31<sup>st</sup> 2023. Members formally approved the purchase of the two benches from Glasdon if the grant approval was forthcoming (proposer C’lr Scott Sinclair, seconder C’lr Robin Howells). C’lr Scott Sinclair mentioned that locations for the benches would need to be confirmed, but could well be close to the two makeshift benches currently in situ towards the bottom of the playpark.

It was also noted that further equipment provision in the playpark and playing field should be considered at some point, as per some consultation responses received on the playpark project, especially for older children. It was felt that this could be included in future agenda items on the overall project.

### **Discussion of situation with road drain outside Trinity House**

It was noted that P.C.C. intended to keep the situation under review. Members to monitor, and try to record footage / photographs of any problems observed.

### **Discussion of arrangements for disposal of cuttings, etc., from community-owned / controlled land**

Members discussed briefly, but felt that the existing voluntary arrangements in place were satisfactory.

### **Discussion of arrangements for ongoing maintenance of planting at Burton Ferry seating area adjacent to pontoon**

C’lr Scott Sinclair informed Members that no individual had yet been identified to carry out the occasional maintenance required. Names were invited to be put forward. Some further planting was due to be carried out in the early spring. C’lr Scott Sinclair to advise Clerk if a specific agenda item was considered necessary for a future meeting.

### **Discussion of possible provision of community stretcher for use in emergencies**

After some discussion, Members felt that, due to potential liability issues, and costs, the matter was too complicated and risky to pursue, and left the matter in abeyance.

**Any other business**

**No. 308 bus service.** C’lIr Scott Sinclair reported some local concern that there were plans to phase out the service altogether, and replace it with a flexi-bus service. Matter to be tabled as an agenda item for March. Clerk undertook to try and obtain some information on the matter in advance of the March meeting.

**Mobile dongle.** The Clerk undertook to seek some indicative prices for purchase of a dongle for use in community council meetings. Matter to be tabled for discussion in March.

The meeting ended at 8-25pm. Next meeting to be held at 7pm on Wednesday 1<sup>st</sup> March 2023.